

Department Of Telecommunication
Information Technology Cell
(Room No. 1415)

Dated: _____

REQUISITION FOR SUPPLY OF COMPUTER CONSUMBLE ITEMS

1. Name and designation of the Officer : _____
(In Block Capital)
2. Phone No. and Room No. of the Officer: _____
3. Type of items required and their quantities

4. Previous Requisition No. : _____
5. Type, Make, Model and DoT IT Number of the equipment(s) for which item are required:

6. Name and designation of the person authorised by the officer to receive the aforesaid items: _____
7. Signature of Authorised person _____

Signature of the officer with official stamp

To

Store Incharge (IT, Cell)

RECEIPT

1. Signature _____
2. Name and designation with I. Card No. : _____
3. Date: _____