**File No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (To be filled in by IT Cell)

**Department of Telecommunications**

**Information Technology Cell**

Room No. 1416, Sanchar Bhawan, New Delhi – 110001

**TRANSFER of COMPUTER AND OTHER NON CONSUMABLE ITEMS TO**

 Name:----------------------------------------------- Designation of the officer: --------------------------------------------

 PHONENo.\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ROOM NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. CPU: -----------------------------------------------------S.NO.-----------------------------------------------------------------------

2. MONITOR/TFT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S.NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.KEYBOARD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.MOUSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.PRINTER:---------------------------------------------------------------S.NO.---------------------------------------------------------

6.UPS:------------------------------------------------------------------------------------------------------------------------------

7.LAPTOP:-------------------------------------------------------S.NO.------------------------------------------------------------

8.COLOUR PRINTER:--------------------------------------------S.NO.:----------------------------------------------------------------

9. PEN DRIVE:----------------------------------------------------S.NO.---------------------------------------------------------------

SIGNATURE OF RECEIVING OFFICER WITH OFFICIAL STAMP

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of the Officer with Official Stamp**