

Annexure-A**Requisition of laptops/notebooks and similar devices**

(With reference to DoE OM: 03(20)/2022-E.II (A) dated 21 July 2023)

(For Deputy Secretary or Equivalent and above)

Dated: _____

Name of the Officer	
Designation	
Employee Code/Employee No. (as mentioned in payslip)	
Office address	
Phone (Office)	
Mobile No.	
E-mail (@gov.in or @ nic.in)	

2. A _____ (name of Device) may be issued to undersigned for discharge of official work, in terms of OM: 03(20)/2022-E.II(A) dated 21 July 2023 issued by Department of Expenditure, Ministry of Finance as per following: -

a) It is certified that, at present, no Device/Laptop of "Government of India" is in possession of undersigned.

OR

b) The device/Laptop issued to me by the Office of the..... (Name of the office of last posting of officer) was surrendered by me on..... at the time of handing over of charge of the post ofand the receipt provided by that office is enclosed herewith.

OR

c) The device/laptop having Model No.....and Serial No..... of..... make, which was issued to me by the department on dated....., has completed four (4) years. I want to retain the same with reference to para-7(b) of OM. 03(20)/2022-E.II(A) dated 21 July 2023 issued by Department of Expenditure, Ministry of Finance or surrender to Department (new Device/Laptop will be allotted to the officer on issuance of retention or surrender order).

(Note: Strike out the para(s), which are not applicable)

3. **Operating System (OS):** Windows or Linux & MS Office or Open Office-Libre

(Note: Mark as per preference)

Signature of Officer.**Recommendation of Head of Unit**

Annexure-B**Requisition of laptops/notebooks and similar devices**

(With reference to DoE OM: 03(20)/2022-E.II (A) Dated 21 July 2023)

(For Section Officer and Equivalent/ Under Secretary and Equivalent)

(To be filled by the concerned Unit)

Dated:

1. Name of the officer :
2. Designation :
3. Under Secretary (US) and Equivalent :
4. Section Officer (SO) and Equivalent :
5. Division :
6. (i) Whether officer has already been:
issued any laptop for functional duties
beyond this category, if any? If yes, date of issue
- (ii) Entry in stock Register/Asset Register:

7. Justification for:**(a) Under Secretary (US) and Equivalent:**

Total No. of sanctioned 'US and Equivalent' in the Unit	50% of the sanctioned strength of 'US and Equivalent' in the Unit	Total No. of Laptops issued to "US and Equivalent" in the Unit	Justification for functional necessity for the above said officer

(b) Section Officer (SO) and Equivalent:

Total No. of sanctioned 'SO and Equivalent' in the Unit	50% of the sanctioned strength of 'SO and Equivalent' in the Unit	Total No. of Laptops issued to "SO and Equivalent" in the Unit	Justification for functional necessity for the above said officer

8. Operating System (OS): Windows or Linux & MS Office or Open Office-Libre

(Note: Mark as per preference)

Name:

(Administrative officer of the Unit)

Designation:

Signed and Stamped:

9. Recommendation of Functional Units (Head):

Name:

Designation:

Signed and Stamped: