

**Ministry of External Affairs
EG&IT Division**

Request No.
(for office use only)

REQUISITION FORM FOR IT ITEMS

1. Employee details

- (i) Name :
(ii) Designation :
(iii) Section & Division :
(iv) Bldg./Room No. :
(v) Phone & intercom :

2. Non-consumable (like desktop, printer, scanner, UPS, etc.) requested:

- (i) Item required :
(ii) In Case of Desktop : Stand-Alone for Classified Work ☐ Internet connected ☐
(iii) Reason (tick one) : New request ☐ / Replacement ☐
(iv) Justification :

(v) In case of Replacement:

- (a) Brand and model of existing item :
(b) Ministry ID of existing item :
(c) Reason for Replacement/Upgrade :

- (d) Report of the service engineer attached : Yes ☐ / No ☐

3. Consumable (like printer cartridge, CD etc.) requested:

- (i) Item required : Quantity required :
(ii) Date & quantity of last issue of same item :
(iii) Brand and model of main hardware (such as printer, desktop etc.) :
(iv) Ministry ID of main hardware (such as printer, desktop etc.) :

(Signature of Requesting Officer)

Date:

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**Countersigned by Head of Division
(For Non-Consumable items only)**

To: SO (Computer), Room No: 1061, A-Wing, Jawaharlal Nehru Bhawan, Janpath, New Delhi.

- Note:** (i) **For Non-Consumable items:** Form needs to be countersigned by the concerned HOD in case request is made by officers/staff of the Division. The duly signed list of available IT hardware items along with name of users in the Section/Office shall be attached with the request.
(ii) **For Consumable items:** Form needs to be countersigned by Officer-in charge/ Section Officer, in case request is made by subordinate staff in their Office/Section.

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EG&IT Division**

List of Available IT Hardware and Details of Users
(For Non-Consumable Items such as desktop, printer, scanner etc)

Name of Office/Section

:

Total No. of Officer/Staff

:

Sl. No.	Name & Designation	Desktop	Printer	Scanner	UPS	Others
		Make / Model along with MEA No. /Serial No.				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

(Signature of Requesting Officer)

Name :

Designation:

Date:

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Countersigned by Head of Division