

**Ministry of External Affairs**

**Government of India**

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**Requisition form for Laptop etc. from Missions/Posts**

1.	Name of Mission/Post:	
2.	Details of Officer (for whom purchase has to be made):	
	(a) Name:	
	(b) Designation/Rank :	
	(c) Equivalent rank at MEA Headquarter:	
	(d) Laptop etc. issued earlier:	
	(e) Present status of such devices:	
3.	Functional Justification for purchase of laptop etc.:	
4.	Nature of Purchase:	Initial supply / Replacement
5.	In case of Replacement	
	(a) Model of Device :	
	(b) Date & Year of Purchase:	
	(c) Present status of such device:	
	(d) GFR 17 Form Enclosed	Yes / No
6.	Details of laptop etc. (proposed to be purchased):	
	a) Model:	
	b) Specification:	
	c) Four Quotations obtained:	Yes / No
	d) If four quotations not obtained then HOM's/HOP's approval sought:	
	e) Cost of proposed device (including local taxes):	Local Currency / Indian Rs.

	f) Cost of proposed device (excluding local taxes):	Local Currency / Indian Rs.
	g) Local Taxes:	Applicable / Not Applicable
	h) If Applicable, then:	Refundable/Not Refundable
	i) Revised SP-I Form Enclosed:	Yes / No
	j) Availability of Funds in CFY:	Yes / No
7.	Recommendation of HOM/HOP	Yes / No
8.	Please annex the certificate from Head of Chancery giving details of sanctioned strength of India based officers, vacant positions (if any) and number of officers already issued laptops/device. May refer Ministry's circular – Q/Comp/551/08/2014 dated 23.08.2023	
	Date:	Signature of officer Name:

**Note:** Scanned copy of request may be sent by e-mail to [socomp2@mea.gov.in](mailto:socomp2@mea.gov.in) / [uscomp@mea.gov.in](mailto:uscomp@mea.gov.in)