

Ministry of External Affairs
eG&IT Division
(Computer Cell)

Requisition Form for Laptop: Notepad: Ultra-Book: Notebook: or devices of similar categories

1. **Officer details**

- (i) Name :
- (ii) Rank :
- (iii) Date of Superannuation :
- (iv) Division :
- (v) Bldg./RoomNo. :
- (vi) Phone&Intercom :

2. Details of laptop/device etc. requested

- (i) Specification :
- (ii) OperatingSystem :

3. Functional Justification :

4. Details of previously issued device (if any) :
(Model of device and date of issue)

5. Recommendation of HoD :

6. Undertaking

NoLaptoporDeviceofsimilarcategoryiscurrentlyissuedto the undersignedforofficial purposeby the Ministry or Mission/Post abroad **(for MEA officers)** and from the parent Ministry/Department**(incaseof officer ondeputationtoMEA)**.

Date:

(Signature of Officer with Stamp)

To,
Under Secretary (Computers)
eG&IT Division
RoomNo.1084B-Wing,JawaharLalNehruBhawan,
23-DJanpath,NewDelhi-110011
Tel: 011-23085305/Email: uscomp@mea.gov.in & socomp2@mea.gov.in
