

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY
DEPARTMENT OF INFORMATION TECHNOLOGY
NATIONAL INFORMATICS CENTRE
NEW DELHI – 110 003

Date

REQUISITION FOR BRINGING IN PERSONAL LAP-TOP

Mr./Ms/Dr	Designation	Emp.Code
Identity Card No	organisation Name & Address	
	Telephone No	may please be allowed to bring in the
following Lap-Top to NIC, A-Block, MES:		
Serial No	Make	
Power Adapter Serial No	Mouse Serial No	
Associated Accessories, if any		

The above Lap-Top is being brought in for presentation /demonstration/personal use or official use and will be taken back by the above official/person today itself.

Signature of concerned user

Signature of concerned NIC Officer

Head of Division

DDG

CSO(NIC)