

Ministry of Foreign Affairs

ICT Wing

Requisition Form for ICT related Items

Date:.....

| | |
|---|--|
| Name & Designation of Officer or Official for whom Items (s) is/are requested | |
| Wing/Section/Office Name | |
| Room Number | |

The ICT wing is requested to deliver the following item (s):

| | | | |
|---|------|---------|-------------|
| Name of Item (s) | | | |
| Details (model and other description) | | | |
| Quantity | | | |
| Last date of receipt of the item / similar item | | | |
| Type of Requisition | New: | Repair: | Consumable: |
| If New, please explain (e.g. existing item is malfunctioning/out of order/old/other reason) | | | |

Signature & Seal

Assistant Secretary (ICT)

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| <p><i><u>Barcode No</u></i></p> <p>For ICT only</p> |
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