

Electronic Tools & Applications Requisition Form

Employee Details			
First Name		DOJ	
Last Name		Designation	
Cell		Location	
Particulars of items requisitioned			
S. No.	Item Description		
Reasons for requisition (item-wise):			
Signature of Cell Head Name :		Signature of HR Head Name :	Signature of Issuer Name :
Date:		Date:	Date:
Note 1 : Asset serial number as per "Assets on loan Register" (to be filled by Finance & Accounts Cell in coordination with IT Technician, wherever required)		Note 2 : Vacant rows are to be marked off by drawing a line, preferably by a red pen.	
The above items have been handed over to the employee.			
Date:		Signature of IT Representative Date:	
I have taken possession of the above items.			
		Signature of Employee Date:	