

MINISTRY OF COMMUNICATIONS & IT  
DEPARTMENT OF TELECOMMUNICATIONS  
IT CELL

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**REQUISITION FOR DESKTOP & PERIPHERALS**

Undersigned has taken the charge of post of \_\_\_\_\_ on  
(date) \_\_\_\_\_ in Sanchar Bhawan, Department of Telecommunications and  
has been presently allotted/sitting in Room No. \_\_\_\_\_, Floor \_\_\_\_\_.  
In order to ensure the smooth functioning of the office, following items may be issued:

- i) Desktop PC
- ii) Printer
- iii) Pen Drive
- iv) UPS

1. Presently no office desktop has been issued / allotted to the above post.
2. Sufficient space is available for installation of items requested.

Signature with date \_\_\_\_\_  
Name of the officer \_\_\_\_\_  
Design. of the officer \_\_\_\_\_  
Room No. \_\_\_\_\_  
Telephone No. \_\_\_\_\_

Date:

To

The DDG (IT-1),  
Department of Telecommunications,  
Sanchar Bhawan, New Delhi.