

Requisition for Laptop

(For Deputy Secretary/Equivalent and above level Officer only)

13-02-2023

Name of the Officer	
Designation	
Employee Code/Employee No. (as mentioned in payslip)	
Office address	
Phone (Office)	
Mobile No.	
E-mail (@gov.in or @ nic.in)	

2. A laptop may be issued to undersigned for discharge of official work, in terms of OM No: 08(34)/2017-E. II(A) dated 20/02/2018 issued by Department of Expenditure, Ministry of Finance as per following: -

a) It is certified that, at present, no Laptop of "Government of India" is in possession of undersigned.

OR

b) The laptop issued to me by the Office of the..... (*Name of the office of last posting of officer*) was surrendered by me on..... at the time of handing over of charge of the post ofand the receipt provided by that office is enclosed herewith.

OR

c) The laptop having Model No.....and Serial No..... of..... make, which was issued to me by the department on dated....., has completed 5 years. I want to retain the same as per OM No: 03(16)/2021/E-II.A dated 30/11/2021 issued by Department of Expenditure, Ministry of Finance or surrender to Department (Laptop will be allotted to the officer on issuance of retention or surrender order).

(Note: Strike out the para(s) which are not applicable)

Signature of Officer.**Recommendation of Head of Unit**