### Form iv: Computer & IT equipment request

|  |
| --- |
|  **Office Name:** |
| **SN** | **Name** | **Designation** | **Available IT inventory** | **Additional Requirement** |
| **Desktop PC** | **Laptop** | **Laser Printer** | **Multi-Functional Printer/Device** | **Scanner** | **Photocopier** | **UPS** | **Desktop PC** | **Laptop** | **Multi-Functional Printer/Device** | **Photocopier** | **Whether similar shared resource available in the existing room** |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Total :** |  |   |   |   |   |   |   |   |   |   |   |   |   |
| Note: | In case of requirement of Laptop, competent authority will be the respective General Manager, ref-Point 7.1 (c). (**Information and cyber security policy: Vol I**). |
| The final allocation of IT/OA equipment will be done as per provisions of the **Information and cyber security policy: Vol I** |
|  |
| REMARKS (IF ANY) : |
|
| ^ Please refer to point no 7.1(c) of (Information and cyber security policy: Vol I). |
| Signed by: |
|  | Junior Engineer/Section Holder |  |  | Verifying Authority |  | Competent Authority |