### 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 | | | |