



**Requisition Form for Personal Computer  
(for PhD scholars)**

Date:

Name of the Scholar: .....

Department: ..... Guide's Name: .....

Roll No.: ..... Email ID: .....

Mobile No. : ..... Date of Joining: .....

I hereby declare that I will abide by the Institute's norms for safe & ethical use of Computer accorded to me.  
I agree that safe custody and maintenance of the computer lies with me and any damage/loss is chargeable.

(Signature of the Scholar)

**For Office Use Only**

<b>Forwarded by</b>	<b>Recommended by</b>	<b>Approved by</b>
<b>Guide's Name and signature</b>	<b>Coordinator, Academic Affairs</b>	<b>Coordinator, Computer centre</b>

Received a computer set bearing Sl. No..... and make..... on dated..... in working condition.

Installed by

Received by

**Sign of CC staff**

**Sign of Scholar**

Remarks: