

TECHNICAL STORE  
Government of India  
Ministry of Communication & Information Technology  
National Informatics Centre  
A-Block, CGO Complex, Lodhi Road  
New Delhi-110003

**REQUISITION FOR – SPARE PART ITEMS**

Name of Division

Ministry/Deptt./State/Distt.

Name of item

Equipment/Machine sl.no.

Date of issue

Location of equipment

Sl. No.	Item Code	Name of the article	Qty. Demanded	Qty. issued	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

I hereby certify that the demand placed is minimum and will be utilized for Govt. of India

Signature of receiver

Signature of HOD

Name

Name

Designation

Designation

Emp.Code

Signature of LAB Incharge (ESG Div.)

Req.