

Date. \_\_/\_\_/\_\_\_\_

Item to be replaced : \_\_\_\_\_

Year of purchase : \_\_\_\_\_

Existing configuration : \_\_\_\_\_

Department : \_\_\_\_\_

Name of the User : \_\_\_\_\_

Designation : \_\_\_\_\_

Reason for Replacement : \_\_\_\_\_

Approx. cost of Replacement: Rs. \_\_\_\_\_

Name of the HOD : \_\_\_\_\_ Signature : \_\_\_\_\_

## **Recommendation (IT Group Head)**

Comments : \_\_\_\_\_

Signature: \_\_\_\_\_

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## **Approval**

\_\_\_\_\_  
**(Concerned Director)**

\_\_\_\_\_  
**(Mr. Sanjiv Bajaj)**

## **Acknowledgement (IT Group)**

\_\_\_\_\_  
**(Name & Signature)**

\_\_\_\_\_  
**(Date)**

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### **Important Notes:**

- All requisitions are to be approved by the concerned Director and Mr. Sanjiv Bajaj before forwarding to IT Group.
- The item will be issued within 30 days from the date of receipt of the approved requisition.
- This requisition form is applicable for all expensive hardware items like PCs, Laptops, Printers, servers, etc.
- Please retain a copy of the approved requisition for your records.