

REQUISITION FORM



TECHNO INDIA

EM - 4/1 SALT LAKE CITY, KOLKATA - 700 091

Ph.: (033) 2357-5683/84 Fax: (033) 2357-5686

FORM NO. -2

(FOR COMPUTER/PRINTER/SCANNER/PERIPHERALS ETC.)

DEPARTMENT: BCA

PAPER CODE(IF APPLICABLE):

Date: 2023-01-17

OFFICE USE ONLY

REFERENCE NO:TI/ 0

DEPARTMENT USE ONLY

SL.NO.	ITEM	SPECIFICATION/DESCRIPTION	TOTAL QUANTITY REQUIRED(A)	QUANTITY IN STOCK(B)	NEW/ADDITIONAL QUANTITY REQUIRED C=(A- B)	JUSTIFUCATION FOR NEW/ADDITIONAL QUANTITY
1	Hard Disk		1	0	1	hard disk, also called hard disk drive or hard drive, magnetic storage medium for a computer. Hard disks are flat circular plates made of aluminum or

FULL SIGNATURE OF REQUISTOR
DATE:.....

APPROVE BY H.O.D/IN-CHARGE

REMARKS

VERIFIED BY SYSTEM ADMINISTRATOR

FORWARD BY CPC

APPROVE BY PRINCIPAL

REMARKS
