

REQUISITION FORM



TECHNO INDIA

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

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FORM NO. -1

(FOR INSTRUMENTS/TOOLS/CONSUMABLES ETC.)

DEPARTMENT: BCA

PAPER CODE & NAME: N/A

Date: 2022-12-17

OFFICE USE ONLY

REFERENCE NO:TI/ 1234

DEPARTMENT USE ONLY

SL.NO.	ITEM	SPECIFICATION/DESCRIPTION	TOTAL QUANTITY REQUIRED(A)	QUANTITY IN STOCK(B)	NEW/ADDITIONAL QUANTITY REQUIRED C=(A- B)	JUSTIFICATION FOR NEW/ADDITIONAL QUANTITY
1	Fan		2	0	2	For Lab3 and Lab4 , Because of all other fans are not in working condition, students are suffering d

FULL SIGNATURE OF LAB./WORKSHOP IN-CHARGE
DATE:..... Mobile No:.....

APPROVE BY H.O.D/IN-CHARGE

REMARKS

FORWARD BY CPC

APPROVE BY PRINCIPAL

REMARKS
