



APPLICATION FOR DESK TOP PC/NOTE BOOK

(Under Home Desk-Top/Note Book PC Scheme)

Name:		Emp. No:	
Designation:	Deptt:	Grade:	
Ü Tick the brand of PC to be procured: <input type="checkbox"/> IBM <input type="checkbox"/> HP <input type="checkbox"/> HCL <input type="checkbox"/> WIPRO <input type="checkbox"/> DELL <input type="checkbox"/> ACER <input type="checkbox"/> TOSHIBA <input type="checkbox"/> LG <input type="checkbox"/> APPLE <input type="checkbox"/> ZENITH <input type="checkbox"/> SONY <input type="checkbox"/> SAMSUNG	Please specify the other attachments/ adds-on, being procured with the PC: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____	Ü Tick the Software(s), other than the pre-loaded, to be installed on the PC : <input type="checkbox"/> MS works (if not pre-loaded) <input type="checkbox"/> MS Office 2000 (Standard) <input type="checkbox"/> MS Office 2000 (SBE) Other Softwares out of the list (please specify) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
Name & address of the vendor/dealer:		Details of the Proforma Invoice attached. No: _____ Date: _____ Cost of PC: _____ Rs. _____ Cost of attachment(s): _____ Rs. _____ Cost of Software(s): _____ Rs. _____ Total: Rs. _____	
I would like to procure a Desk-Top PC/Note Book PC along with the attachments & Softwares mentioned above under the Home Desk-Top PC Scheme, for which I am submitting the required Performa Invoice giving details as per above. I undertake to follow all the terms & conditions of the Home Desk-Top/Note Book PC Scheme.			
Date: _____		Signature: _____	
<u>For use in HR Department</u> No: _____ Date: _____ Shri/Ms _____ meets the selectivity criteria and is eligible to procure a Desk-Top/Note Book PC under the Scheme. Payment as per the Performa Invoice limited to a maximum of Rs.55,000/- may be released. Dy. Manager(HR) Finance Dept.			