Computer and Statistical Service Centre (CSSC)
INDIAN STATISTICAL INSTITUTE
203 Barrackpore Trunk Road, Kolkata 700108

Requisition Form for Replacement of Laptop

(Research Fellows)

1. Name:

2. Unit: 3. Date of Joining: dd/ mm/yyyy

4. Designation: 5. Mobile No.:

6. Fellowship Authority:

7. email:

8. Problems with the Old Laptop*:

9. Operating System Preferred for the New Laptop:

10. Other Requirements for the New Laptop:

Date: dd/ mm/yyyy   Signature of the Applicant

(For Use of CSSC)

Approval of the Head of CSSC:

Old Laptop Information

   Model: Serial No.:   Date of Issue: dd/ mm/yyyy

New Laptop Details

   Model: Serial No.:   wifi MAC:

   Date of Purchase: dd/ mm/yyyy   Price: ₹   (exclusive of GST)

   Operating System Provided:

   Other Attachments (if any):

   Issued by: Signature:

Received the above specified Laptop in good condition.

Date: dd/mm/yyyy   Signature of the Applicant

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*Attach a status report on the old laptop from the Maintenance Service Engineer along with this form.
Report CSSC (*csscservice@isical.ac.in*) for any problem/malfunctioning of the laptop