



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

Requisition Form for Replacement of Laptop

(ISI Workers)

1. Name:
2. Unit:
3. Roll No.:
4. Designation:
5. Mobile No.:
6. email:
7. Problems with the Old Laptop*:
8. Operating System Preferred for the New Laptop:
9. 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

*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.