

National Informatics Centre
Assam State Centre, Guwahati
Jayanagar Chariali, Beltola, Guwahati – 781028
Tel: 0361-2226123

REQUISITION FORM
[Consumable/Non-consumable]

Place of Requisition:

Date of Requisition:

Sl. No.	Item Name	Qty. Demanded	Qty. Allocated	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Name of the Receiving Officer:

Employee Code:

Designation:

Place of Posting:

Signature of Receiving Official

Approval of SIO

Received Item from Sl. No. ____ to Sl. No. ____ in good condition.

Signature of Receiving Official

Issued Item from Sl. No. ____ to Sl. No. ____ in good condition.

Requisition No. :

Signature of I/C Stores

Entered into Register No.

Entered into Computer

Vol. No.: Page No.:

Sl. No(s) :

Signature of I/C Stores