



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

**Requisition Form for Laptop**

(ISI Workers)

1. Name:
2. Unit:
3. Roll No.:
4. Designation:
5. Mobile No.:
6. email:
7. Operating System Preferred:
8. Other Requirements:

*I declare that I have not taken any laptop from the Institute (Unit/Project/CSSC/CPDA)*

Date: dd/mm/yyyy

Signature of the Applicant

**(For Use of CSSC)**

*Approval of the Head of CSSC:*

**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 copy of selection letter and ISI Identity Card along with this form.  
Report CSSC ([csscservice@isical.ac.in](mailto:csscservice@isical.ac.in)) for any problem/ malfunctioning of the laptop.