



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

**Requisition Form for Replacement of Desktop**

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

Date: dd/mm/yyyy

Signature of the Applicant

**(For Use of CSSC)**

*Approval of the Head of CSSC:*

**Old Desktop Information**

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

**New Desktop Details**

Model: wifi MAC::  
CPU Serial No.: Monitor Serial No.:  
Date of Purchase: dd/mm/yyyy Price: ₹ (exclusive of GST)

Operating System Provided:

Other Attachments (if any):

Issued by: Signature:

*Received the above specified Desktop in good condition.*

Date: dd/mm/yyyy

Signature of the Applicant

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