

REQUISITION FOR TRANSFER OF PC / LAPTOP

(Buy Back Policy - After 5 Years of Asset Allocation)

APPLICANT DETAILS

Name of Employee:

Designation:

Department:

PSRN / Emp. ID:

Date of Joining:

Date of PC/Laptop Issue:

Model:

Serial No:

APPLICANT REQUEST & AUTHORIZATION

I would like to buy back the Laptop/PC that has been assigned to me for the last five years.

Kindly deduct the purchase price of ₹4,000/- from my salary, as I hereby authorize.

Date:

Signature of Applicant:

VERIFICATION BY COMPUTER CENTRE (CCIT)

To: The Dean, Administration

As per our records, we (CCIT) issued the following asset:

Asset Description/No:

Issue Date:

Issued To:

The above faculty/staff member is:

☐ ELIGIBLE

☐ NOT ELIGIBLE

for Buy Back

Date:

Faculty In-charge, Computer Centre:

FORWARDING BY ASSISTANT REGISTRAR

To: The Dean, Administration

The eligibility of the above faculty/staff member has been verified. Please approve for buy-back.

Date:

Assistant Registrar:

APPROVAL BY DEAN, ADMINISTRATION

To: Faculty In-Charge, Computer Centre

Please issue the PC/LAPTOP to the concerned faculty/staff member.

To: Head, Accounts & Finance

Please deduct an amount of ₹4,000/- from the salary of the above faculty/staff member for the month of:

Month/Year:

Date:

Dean, Administration:

COPY CIRCULATION & ACKNOWLEDGMENT

CC:

1. Head, Accounts & Finance

2. FIC,CC

Note: This form is valid only when all sections are duly filled and signed by the respective authorities.

Buy Back Amount: ₹4,000/- (Four Thousand Rupees Only) | Asset must be 5+ years old