

F- IT-02



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

IT Services Division

Indent Form for new requirement

S No	Item/Equipment required with Specifications	Quantity Required	Purpose
1			
2			
3			
4			
5			
6			
7			

Name and Signature of Indenter

Verified By: HOD



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IT Services Division

Official Email Id Creation Form

S No.	Details	Employee Details
1	Name	
2	Designation	
3	Department	
4	Mobile Number	
5	Existing Email Id	
6	Date of Joining	
7	Desired Email Id	

Name and Signature of Indenter