

REQUEST FOR REPLACEMENT/ISSUE OF ADDITIONAL/NEW COMPUTER EQUIPMENT

(To be submitted to IT Sections (H&S), Room No. 209, PHA)

1. **Name of Section/Officer** _____
2. **Room No./Contact No.** _____
3. Specify the name/make/model of computer equipment to be replaced or issue of additional/new one:

4. Briefly state the reasons for issue of an additional/new equipment or replacement of the old one:

Signature of the EO/AD

Signature of the DD/JD

Signature of the Director

N.B The request should be duly recommended by the concerned Director or Divisional Head

For use of IT Sections (H&S)

Date of issue/configuration of the equipment to be replaced:

Details of computer equipment provided to the Section/Officer

Report of NIC on the equipment to be replaced