

National Informatics Centre Services Inc. (NICSI)

(A Government of India Enterprise under NIC)
Ministry of Communication & Information Technology
New Delhi

PROFORMA-INVOICE REQUEST FORM (PI Request Form)		
		Date : / /
DETAILS OF USER		
1.	Name of the User Department:	
2.	User Department Alias (i.e. short-form if any):	
3.	User Department URL:	
4.	User Department Phone Number & email:	
5.	Whether Central-Govt/State-Govt/Others: (in case of State-Govt/Others, write the name of the State or the name of the Other, as the case may be)	
6.	Whether Central-PSU/State-PSU/ Autonomous-body/Institution/Others: (Give name also)	
7.	Name of the concerned Ministry:	
8.	Name of the concerned Department (if any) in that Ministry:	
9.	Complete Postal Address with pin code of the user-department mentioned at (1):	
10.	Name of the Contact Person & designation:	
11.	Phone Nos of Contact Person:	
12.	Email-id of Contact Person:	
13.	Any additional Details, if any:	
DETAILS OF ITEMS/SERVICES REQUIRED		
1.	Requirement/Description of the ICT Items/Services for which PI is to be issued (in brief)	
2.	Earlier PI Number & Date (if any) (in case of any amendment is required in the earlier PI)	
3.	Earlier Project No & Name (if any) (in case PI is to be issued in the same Project)	

Note: to be send through email (even without signing it)

(Signature & Stamp)