

**DATA REQUISITION FORM**

**O/O ADDITIONAL DIRECTOR GENERAL OF METEOROLOGY (RESEARCH), PUNE-5**

**NATIONAL DATA CENTRE**

**REQUISITION NO : \_\_\_\_\_**

1. Name of the requisitioning officer  
(Ref. If any, file no.) \_\_\_\_\_  
Section name & Extn. No.(for Dept.) \_\_\_\_\_
  
2. Work to be done
  - a. Type of data \_\_\_\_\_
  - b. Required period \_\_\_\_\_
  - c. Hours of Obsn. required \_\_\_\_\_
  - d. List/No. of stations \_\_\_\_\_
  - e. Elements with columns \_\_\_\_\_
  - f. Listing/floppy/Tape No. \_\_\_\_\_
  
3. Project/Purpose for data \_\_\_\_\_
  
4.
  - a. Departmental/Commercial/Research \_\_\_\_\_
  - b. Partys Name & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5.
  - a. On payment/free of cost \_\_\_\_\_
  - b. Estimate No. & Date \_\_\_\_\_
  - c. (i) Computer charges \_\_\_\_\_  
(ii) Data cost \_\_\_\_\_  
(iii) Postage \_\_\_\_\_  
(iv) Total amount \_\_\_\_\_

Date : \_\_\_\_\_

**Name & Sign. of Officer I/C of the  
Requisitioning Officer / Section**