


**MUNICIPAL CORPORATION OF DELHI**  
**INFORMATION TECHNOLOGY DEPARTMENT (24<sup>TH</sup> FLOOR)**  
**DR. S.P. MUKHERJEE CIVIC CENTER NEW DELHI-110002**

No. Director (IT)/MCD/2023/D- 21

Dated: 11/04/2023

**CIRCULAR**

All HoD's are requested to direct the concerned offices to submit their requisition for new Computer system, Printer, Scanner, Photocopier etc. on or before **30<sup>th</sup> April, 2023 for procurement cycle**, after 30<sup>th</sup> April 2023 the same will be considered for next procurement cycle. The concerned department is also requested to provide the details of existing number of above items alongwith staff details with BMID. **The requisition should be sent to this office in file through proper channel with DDO contact number.**

  
Director (IT)

**Distribution:**

All DC's /HoD's (Through E-mail)

**Copy for information:**

1. All Addl. Commissioner's, MCD
2. Secy. to Commissioner, MCD