***Annexure I***

**Form for availing Digitization Services**

To

**The Managing Director**

Info Tech Corporation of Goa Limited

IT HUB, 3rd Floor, Altinho, Panaji – Goa **Date: \_\_\_\_\_\_\_\_\_\_\_**

**Organisation Details**

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Organisation Address** |  |
| **HOD Name** |  |
| **Contact No** |  |
| **Nodal Officer Name** |  |
| **Designation** |  |
| **Contact No:** |  |
| **E-Mail** |  |
| **Preferred empanelled agency with TIER if any as per ITG list** | **TIER:**  **Empanelled Agency:** |
| **Types of Digitization** |  |
| **Types of pages/documents to be Digitized.** |  |
| **No. of pages (tentative) to be Digitized.** |  |

**Remarks (if any):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature with Seal (HOD):**