ICSI

Name of Directorate	:	Information Technology

	:	
To	:	Secretary, The ICSI
Through	:	-
Subject	:	Approval to issue sanction order for the procurement of 2 (Two) LCD Projectors and 1 (One) All in one Printer for NIRO of ICSI from their own funds.
Budget Head	:	NIRO Computerization Budget
Nature of Approval Required	:	Administrative Approval
Estimated Expenditure	:	₹ 1,90,000/- Approx.

A. SUMMARY

1. **Approval required as per (fill as applicable):**

Details	Relevant clause/extracts/decision
Delegation of Financial Powers (DoFP)	Clause No. 11.b.e
Policy Reference (Purchase/ Infra/ IT etc.)	IT Policy
ICSI Guidelines	NA
Decisions of the Meeting of Council / Committees / Boards / Task Force.	NA
Any other	NA

2. **Approval of the Purchase Committee (if applicable): NA**

3. **Recommendations of the HoD:**

   It is recommended to accord administrative approval to issue sanction order for the procurement of 2 (Two) LCD Projectors and 1 (One) All in one Printer for NIRO of ICSI from their own funds.

   Remarks with justification: Mentioned in the detailed note.

4. **Declaration by HoD:**

   I have checked the contents and enclosures provided in the note and declare that the information provided is correct as per my knowledge and belief.

(Vandana Mohindroo)   (Praveen K. Veyikandla)   (A.K. Rath)
Assistant Director   Joint Director (IT)   Joint Secretary (IT)
                                  23/5/25

5. **Financial Concurrence if applicable [to be filled by HOD (F&A)]:**

Budget available under the head: NIRC's approved budget FY 2025–26 (Capital/~~Revenue~~) for FY 2025-26	**Signature of HOD (F&A)** **Date:**

6. **Documents enclosed:**

No.	Document	(Yes/No)	Annexure No.
(i)	Copies of previous approvals (if any)	No	
(ii)	Copies of ~~previous work~~ sanction order (if any)	No	
(iii)	In case of renewal of contract please mention date and period of previous renewals	NA	
(iv)	Bills and vouchers	NA	
(v)	In case of renewal of rent agreement of chapters relevant details are to be enclosed	NA	
(vi)	Relevant decisions of the Council/EC/FC (if any)	No	
(vi)	Any other documents/enclosures Email dated 15th May 2025 as received from NIRO	Yes	A

B. **DETAILED NOTE**

This is with reference to the email dated 15th May 2025 received from NIRO of ICSI regarding their requirement for procurement of IT Equipment's as mentioned below:

a) Two (2) Projectors
b) One (1) All-in-one printer

NIRO has confirmed that most of the existing projectors and printers are either old, obsolete or non-functional, necessitating new procurement.

The relevant extract of the IT Induction Manual V1.11. regarding "provisioning of Hardware in HQ/CCGRT/RO/Chapters" is placed below for your reference:

4.1   Hardware Replacement in HQ/CCGRT/RO/Chapters
All the hardware (server, desktop, printer, Scanner, UPS, Router, Switches, Fire wall etc.) may be replaced in HQ/CCGRT/RO/ Chapters under buyback on the completion of 5 years subject to the condition that the hardware gives frequent problems OR it is non repairable, and the user directorate has the concurrence for replacement of the same.

4.2   Provision of Hardware to RO/Chapters

All Chapters would be provided with Computers, Printers and UPS provided they have their own offices and/or operating from rented premises. Laptop, LCD Projector would be provided to all Regional Councils, A+, A, B, and C Grade Chapters provided they have their own offices and/or operating from rented premises. Request / requirement of D Grade chapters shall be considered on need basis provided they have their own offices and/or operating from a rented premise.

4.3   Provision of Hardware for the Staff in HQ/CCGRT/RO/Chapters

Desktop will be provided to every regular staff starting from Senior Office Assistant (earlier Specified Staff B) level onwards working in HQ/CCGRT/ROs/Chapters on 1:1 (staff: computer) basis.

Printer will be provided to the directorate /CCGRT/ ROs / Chapters on 3:1 (staff: printer) basis. Minimum one printer will be provided to all the offices/directorates. Every HOD will be provided with one All-in-One (Printer cum scanner cum photo copier cum Fax) for his exclusive use. Every directorate will be provided one colour printer cum scanner cum photo copier for official use. The hardware will be however installed in the HOD's cabin for limited use only.

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Any hardware requirement of the Directorates /CCGRT /ROs/ Chapters outside the mentioned policy may be fulfilled with the approval of the Chief Executive OR Secretary subject to the availability of the budget.

Based on the above clauses, the information provided by NIRO regarding IT hardware available at RO has been reviewed and accordingly, it is proposed for consideration that

a) two (2) projectors may be procured by NIRO from its own funds, as the existing projectors are not delivering the desired output.
b) NIRO has enough printers; however, none of them have the facility for automatic duplex (back-to-back) printing. Since the requisite printer is to be purchased through NIRO's own funds, a sanction order may be issued for the procurement of printer to meet their back-to-back printing requirements, as it will reduce costs.
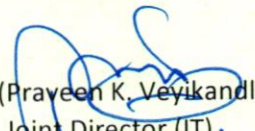
Keeping in view the above, it is recommended to issue a sanction order to procure the following items by the NIRO of ICSI from its own funds. Each IT Hardware (Specifications Attached).

a)   Two (2) Projectors at a cost not exceeding Rs. 75,000/- each and
b)   One (1) Printer not exceeding Rs. 40,000/- each

Procurement is to be made by the NIRO from its own funds by following the due purchase procedure of the Institute. No amount will be reimbursed to the NIRO of ICSI by HQ.

The Secretary may consider and approve the said proposal.

(Vandana Mohindroo)   (Praveen K. Veyikandla)   (A.K. Rath)
Assistant Director   Joint Director (IT)   Joint Secretary (IT)

Vandana Mohindroo

From:	Ashvini Kumar Srivastava
Sent:	19 May, 2025 1:12 PM
To:	A K Rath
Cc:	Praveen Kumar Veyikandla; Vandana Mohindroo; Hrisikesh Kumar; Niro
Subject:	RE: Most Urgent - For your approval please - To purchase LCD projector & Printer for NIRO
Attachments:	RO & Chapter Hardware Details-19.05.25.xlsx

JS(AKR)

Desired information is given in attachment.

Please issue approval for procurement of desired items urgently, as discussed.

Regards,

A K Srivastava
RD(N)

From: Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>
Sent: Friday, May 16, 2025 12:17 PM
To: Niro <niro@icsi.edu>
Cc: Ashvini Kumar Srivastava <ashvini.srivastava@icsi.edu>; A K Rath <asit.rath@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>
Subject: Re: Most Urgent - For your approval please - To purchase LCD projector & Printer for NIRO

Dear Sir / Madam,

It is requested to provide list of all the printers & projectors as per the format attached.

Regards,
Hrisikesh
Dte. Of IT

From: A K Rath <asit.rath@icsi.edu>
Sent: Thursday, May 15, 2025 7:52 PM
To: Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>
Subject: Fw: Most Urgent - For your approval please - To purchase LCD projector & Printer for NIRO

FNA

Sent from Outlook for Android

From: Ashvini Kumar Srivastava <ashvini.srivastava@icsi.edu>
Sent: Thursday, May 15, 2025 1:17:07 PM
To: A K Rath <asit.rath@icsi.edu>

1

Cc: Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>
Subject: Most Urgent - For your approval please - To purchase LCD projector & Printer for NIRO

JS(AKR)

Dear Sir,

The Northern India Regional Office (NIRO) of ICSI is willing to purchase following capital items for day-to-day operational and administrative purposes:

1.   LCD Projector -02
2.   All-in-one Printer -01

We need three LCD projectors to be used at a time simultaneously. Currently, we have three working LCD projectors. One is used for CLDP, another one for EDP/TDOP and yet another one for online classroom teaching. All the above three projectors are very old. Several times they have been repaired in the past. Now again they are not working. One we got repaired for the time being so that program is smoothly conducted. But rest two are not repairable now. Hence, we need to purchase two new LCD projectors immediately.

We also need to purchase one all-in-one printer. The current printers available at NIRO are not sufficient to cater for the need. None of the current printers are having facility of automatic back-to-back printing. If we can start taking printout on both sides of papers, we can save uses of lots of white paper also, which will in turn result in financial savings also in long run.

All members of Northern India Regional Council (NIRC) of ICSI, including all 04 central Council members (who are ex-officio in NIRC) have given their unanimous approval for the same.

Details of required items are as under :

Sl No	Item Name	Make	Quantity required	Expenses involved per unit	Estimated Total amount (Rs) including GST
2	LCD Projector	Epson	02	75,000/-	1,50,000/-
3	All-in-one printer	Canon	01	40,000/-	40,000/-
			Total		1,90,000/-

All expenses on above shall be made from the funds of NIRC. We have sufficient budgetary provisions in NIRC's approved budget FY 2025–26 for the same.

In view of above, you are requested to accord your administrative & financial approval for the purchase of above mentioned items.

Please also provide us make ,model, company's authorized vendor's contact detail and approved rate for each of above items, so that we can issue purchase order from our end. All payments will be settled by NIRO.

Kindly treat it MOST URGENT.

Regards,

A K Srivastava

RD(N)

S.No.	Employees with Designation (including Contractual)	Hardware Details With Model Name (Computer / Printer / Projector / etc)	Hardware Serial No.	Hardware Details Configuration (For Computer – Processor / Ram /Hard disk capacity)	Operating System Version (for laptops & desktops)	Antivirus With Expiry date (for laptops & desktops)	MS Office Version (for laptops & desktops)	Date of Purchase	Procurement Cost	Working condition	Fund Provided by HQ/ ROs / CCGRT / Chapter Office	Utilization of the system	Remarks
1	NIRO	Panasonic (PT-LX26HEA)	DAJ410166	100-240 V 3.5 A 50/60 Hz	Not /Applicable	Not /Applicable	Not /Applicable	24-01-13	Not /Available	Not working	NIRO	Not /Applicable	
2	NIRO	Panasonic (PT-LX26HEA)	DAJ410119	100-240 V 3.5 A 50/60 Hz	Not /Applicable	Not /Applicable	Not /Applicable	24-01-13	Not /Available	Working	NIRO	Not /Applicable	Working but output of lamp is very dim. Hence not clearly visible to audience. Not repairable in future
3	NIRO	Panasonic (PT-LX26HEA)	DAJ410134	100-240 V 3.5 A 50/60 Hz	Not /Applicable	Not /Applicable	Not /Applicable	24-01-13	Not /Available	Not working	NIRO	Not /Applicable	
4	NIRO	Panasonic (PT-LX26HEA)	DAJ410124	100-240 V 3.5 A 50/60 Hz	Not /Applicable	Not /Applicable	Not /Applicable	24-01-13	Not /Available	Not working	NIRO	Not /Applicable	
5	NIRO	Panasonic (PT-LX26HEA)	Not Found	100-240 V 3.5 A 50/60 Hz	Not /Applicable	Not /Applicable	Not /Applicable	24-01-13	Not /Available	Working	NIRO	Not /Applicable	Working but output of lamp is very dim. Hence not clearly visible to audience. Not repairable in future
6	NIRO	Panasonic (PT-LX26HEA)	Not Found	100-240 V 3.5 A 50/60 Hz	Not /Applicable	Not /Applicable	Not /Applicable	24-01-13	Not /Available	working	NIRO	Not /Applicable	Working but output of lamp is very dim. Hence not clearly visible to audience. Not repairable in future
7	NIRO	SONY (VPL-CX100)	2006175	Not /Found	Not /Applicable	Not /Applicable	Not /Applicable	13-04-09	Not /Available	In Scrap	NIRO	Not /Applicable	Mentioned device is obsolete
8	NIRO	Panasonic (PT-LB20EA)	SC5320008	Not /Found	Not /Applicable	Not /Applicable	Not /Applicable	05-07-2005	Not /Available	In Scrap	NIRO	Not /Applicable	Mentioned device is obsolete
		Printers											
9	NIRO office use	Laserjet Pro 400 M451	CNF9J02190	220-240 V 50/60Hz 2.5A	Not /Applicable	Not /Applicable	Not /Applicable	08-06-2013	Not /Available	Working	NIRO	Not /Applicable	
10	Mr. Mukesh k. Dhand (AO F&A)	HP LaserJet 1213M	CNJ9E5J5888	220-240 V 50/60Hz 2.5A	Not /Applicable	Not /Applicable	Not /Applicable	Installed in the year 2012 as per the stock register	Not /Available	Working	NIRO	Not /Applicable	
11	Mr. A.K Srivastava (JS RON)	HP LaserJet M1005	CNJ58O7R011	220-240 V 50/60Hz 2.5A	Not /Applicable	Not /Applicable	Not /Applicable	03-10-12	Not /Available	Working	NIRO	Not /Applicable	
12	Ms.Harvinder Kaur (AO)	HP laserjet 1020	VNCJ21888	220-240 V 50/60Hz 2.5A	Not /Applicable	Not /Applicable	Not /Applicable	Installed in the year 2012 as per the stock register	Not /Available	Not Working	NIRO	Not /Applicable	
13	Mr. Manoj Kumar Jurel (Desk Assistant)	HP laserjet 1020	CNF760979	220-240 V 50/60Hz 2.5A	Not /Applicable	Not /Applicable	Not /Applicable	Installed in the year 2012 as per the stock register	Not /Available	Working	NIRO	Not /Applicable	
14	Mr. Jawahlani (Executive Academics)	HP laserjet 1020	CNCFX61264	220-240 V 50/60Hz 2.5A	Not /Applicable	Not /Applicable	Not /Applicable	Installed in the year 2012 as per the stock register	Not /Available	Working	NIRO	Not /Applicable	
15	Mr. Manish Agarwal (AO)	HP laserjet 1020	CNCH146001	220-240 V 50/60Hz 2.5A	Not /Applicable	Not /Applicable	Not /Applicable	Installed in the year 2012 as per the stock register	Not /Available	Working	NIRO	Not /Applicable	
16	Scrap	Scanner cum printer	CNB1YA0D165	Not /Found	Not /Applicable	Not /Applicable	Not /Applicable	20.05.2009	Not /Available	In Scrap	HQ	Not /Applicable	Mentioned device is obsolete

For ROs, CCGRTs & Chapters: Rs. 75,000

Specification of projector with Screen:
Projection Technology : RGB liquid crystal shutter projection system (3LCD)
Connectivity:
USB Interface : USB Type A: 1 (For Wireless LAN, Firmware Update, Copy OSD Settings)
USB Type B: 1 (For Firmware Update, Copy OSD Settings)
Network : Wireless: Optional (ELPAP11)
Analog Input : D-Sub 15pin:1
Composite: 1 RCA
Digital Input : HDMI: 1
Audio Input : 2RCA (White & Red): 1

Projection Lens:
Type: Optical Zoom (Manual) / Focus (Manual)
Focal Length : 16.90 – 20.28 mm
Zoom Ratio : 1 – 1.2
F-number: 1.49 – 1.72
Throw Ratio Range : 1.30 – 1.56 (Wide to Tele)
Other Specification:

- 3,500 lumens
- 3LCD technology for equal white & colour light output
- Long lamp life up to 12,000 hours[*2] in ECO mode
- Easy setup and positioning flexibility
- HDMI connectivity.
- Projector Screen: 6 Feet (Width) x 4 Feet (Height), In 4:3 Format, 84 Inches/7 Feet Diagonal Length
- Warranty: 2 Years

Specifications of All-in-one Printer

Type : Laser
Auto Duplex Print : Yes
Optical resolution
Light Source
Scanning side : Both
USB Direct Print
Standard Cassette : 250 sheets
Multi-Purpose Tray : 100 sheets
Optional Paper Feeder : 500 sheets
Maximum Paper Input Capacity : 800 sheets
Standard Interfaces : Wired, Wireless
Ethernet Support : Yes
Paper Size

- Cassette / Optional Paper Feeder

  A4, B5, A5, A6, Letter, Legal, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal
  Custom (105.0 x 148.0mm to 216.0 x 355.6mm)
- Multi-Purpose Tray

  A4, B5, A5, A6, Letter, Legal, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal, Index Card Envelope: COM10, Monarch, C5, DL
  Custom (76.2 x 127.0mm to 216.0 x 355.6mm)

  Compatible Operating Systems

1. Windows® 10, Windows® 8.1, Windows® 7, Windows Server® 2019, Windows Server® 2016, Windows Server® 2012 R2, Windows Server® 2012, Windows Server® 2008 R2, Windows Server® 2008,
   Mac® OS X 10.9.5 & up*1, Linux*1

   Device Memory: 1 GB

Scan: Duplex.
Copy: Single sided.