

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

Sl. No. _____

Date: 18-June-2025

From : Dte. OF IT

To: Dte of PURCHASE

1. Please arrange to supply us the following item as per particulars given below:-

S.No.	Detailed Specifications	Stock in Hand as on date	Date by which the quantity is required	Likely consumption during the intervening period	Quantity required
1.	2 New Set of Wired Speakers for Mr. Sanjeet Kumar (DD) and Sonu Nahata (DD) for Dte. (CC & IA)	NA	At Earliest	-	2(Two)

2. Justification for the quantity requisitioned

Email Attached ✓

3. Name of the Budgetary Head to which

IT Consumable ✓

The amount is to be booked

Budget provision as per the approved budget 2025- 26

: ₹ 1,000,000/-

Amount utilized (prior to instant proposal)

: ₹ 10,600/-

Balance Available

: ₹ 989,400 /-

Expenditure as per the instant proposal (Approx.)

: ₹ 1600 /-

NET BALANCE AVAILBLE

: ₹ 987,800 /-

Approval of the aforesaid procurement


4. Approval of the competent authority attached or approval is obtained on the Purchase Requisition.

Signature of the Competent Authority


P(HK)


AD(VM)

Signature of the Departmental Head


JD(PKV)
18/6/25



Fw: 2 New Set of Speakers for Dte. CC & IA

From Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>

Date Wed 18/06/2025 14:16

To Braj Bhushan Kumar <it.clerk@icsi.edu>

Cc Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>

Please prepare a PRF

From: Sonu Nahata <Sonu.Nahata@icsi.edu>

Sent: Wednesday, June 18, 2025 12:51 PM

To: Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>

Cc: Preeti Kaushik Banerjee <Preeti.Banerjee@icsi.edu>; A K Rath <asit.rath@icsi.edu>; Sanjeet Kumar <sanjeet.kumar@icsi.edu>; Hemant Bhardwaj <ithelpdesk@icsi.edu>

Subject: 2 New Set of Speakers for Dte. CC & IA

Through JS(PKB)

This is to request you to kindly arrange to provide two sets of speakers for the undersigned and Mr. Sanjeet Kumar – DD (CC& IA)

The present ones are worn out and it is becoming difficult to listen to video bytes on them.

Regards

CS (Ms.) Sonu Nahata

Deputy Director - Corporate Communication & International Affairs

The Institute of Company Secretaries of India

ICSI House, 22 Institutional Area,

Lodi Road, New Delhi -110 003

Ph: 011- 4534 1064 Email: sonu.nahata@icsi.edu

