

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

Sl. No. _____

Date: 03-June-2025

From : Dte. OF IT

To: Dte of PURCHASE

1. Please arrange to supply us the following items 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.	One 16 port switch required for LAW and HR department (<u>DLINK / TPLINK</u>)	NA	<u>At Earliest</u>	-	1(One)

2. Justification for the quantity requisitioned

Email Attached dt. 3/6/2025

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)

: ₹ 5,300 /-

Balance Available

: ₹ 994,700 /-

Expenditure as per the instant proposal (Approx.)

: ₹ 5,000 /-

NET BALANCE AVAILBLE

: ₹ 989,700 /-

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(RKV)



Fw: switch required

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

Date Tue 03/06/2025 09:47

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 16 port switch required for LAW and HR department.

From: Gaurav Tandon <gaurav.tandon@icsi.edu>

Sent: Monday, June 2, 2025 8:19 PM

To: Hemant Bhardwaj <ithelpdesk@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>

Cc: Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; A K Rath <asit.rath@icsi.edu>; Anuj Kumar Gupta <anuj.gupta@icsi.edu>; Kumar Navanit <Kumar.Navanit@icsi.edu>; Ram Dhanka <Ram.dhanka@icsi.edu>; Vinay Kumar <Vinay.Kumar@icsi.edu>

Subject: Re: switch required

Dear Hrishikesh,

We request you to expedite the process.

Regards,

DD-GT

Sent from Outlook for Android

From: Hemant Bhardwaj <ithelpdesk@icsi.edu>

Sent: Monday, June 2, 2025 4:16:56 pm

To: Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>

Cc: Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; A K Rath <asit.rath@icsi.edu>; Gaurav Tandon <gaurav.tandon@icsi.edu>; Anuj Kumar Gupta <anuj.gupta@icsi.edu>

Subject: switch required

Dear Sir

As discussed, 16 port switch required for LAW and HR department

Thanks & Regards

Hemant Bhardwaj |IT Helpdesk ICSI|

E-mail : ithelpdesk@icsi.edu

ICSI Lodhi road – 110003

Phone:- 011 – 45341062, 9971713871

Bharat IT Services Ltd.