

## THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

Sl. No. \_\_\_\_\_

Date: 30-April-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.	Approval for the procurement of One new Printer For the usage of Directorate of PP&FS.	NA	At Earliest	-	1(One)

2. Justification for the quantity requisitioned

Approval of the competent authority vide Note Ref No:- ICSI/IT-HQ/2024-25/85 dated 10-March-2025 is attached.

3. Name of the Budgetary Head to which

Computerization

The amount is to be booked

Budget provision as per the approved budget 2024- 25  
Amount utilized (prior to instant proposal)

Balance Available

Expenditure as per the instant proposal (Approx.)  
NET BALANCE AVAILBLE

Approval of the aforesaid procurement

:	₹ 33,800,000/-
:	₹ 26,582,926/-
:	₹ 7,217,074/-
:	₹ 40,000/-
:	₹ 7,177,074/-

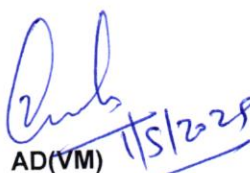
4. Approval of the competent authority attached or approval is obtained on the Purchase Requisition.

Signature of the Competent Authority

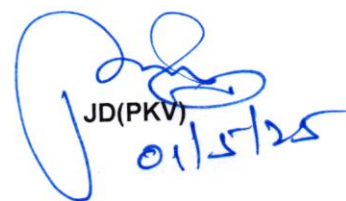


P(HK)

Signature of the Departmental Head



AD(VM)



JD(PKV)



387  
RECEIVED  
24 MAR 2025  
To: JS (AKR)  
28/04/25

Directorate of Internal Audit  
Received Date: 17/03/25  
Preliminary review as per documents provided  
and facts mentioned in the note  
Signature with Date: 21/03/25  
24/3/25

Note Ref No: ICSI/IT-HQ/2024-25/85

Date: 10<sup>th</sup> March, 2025

Name of Directorate : Information Technology

To : Internal Audit  
Through : JS(AKR)  
Subject : Approval for the procurement of One new Printer for the usage of Directorate of PP&FS.  
Budget Head : Computerization  
Nature of Approval : Administrative Approval.  
Required :  
Estimated Expenditure : ₹ 40,000/-

A. SUMMARY

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

Details	Relevant clause/extracts/decision
Delegation of Financial Powers (DoFP)	Clause No. 11.b.a
Policy Reference (Purchase/ Infra/ IT etc.)	Clause No. IT Policy 4.1 & 4.3
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 approval for the procurement of One new Printer for the usage of Directorate of PP&FS.

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)  
Assistant Director

Praveen K. Veyikandla  
Joint Director

(A.K. RATH)  
Joint Secretary (IT)





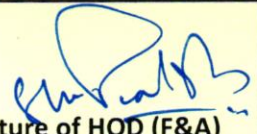
Signature with Date  
Preliminary review as per document provided  
and facts mentioned in the note  
Received Date :  
Directorate of Internal Audit

11 MAR 2024



: 2 :

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

Budget available under the head: Computerization: ₹ 7,217,074/- (Capital/Revenue) for FY 2024-25  Approved Computerization: ₹ 33,800,000/-	 Signature of HOD (F&A) Date: 12/12/25
--	---

**6. Documents enclosed:**

No.	Document	(Yes/No)	Annexure No.
(i)	Copies of previous approvals (if any)	No	
(ii)	Copies of previous work 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)	NA	
(vi)	Any other documents/enclosures Email received from the Directorates of PP&FS Specification of the IT Hardware	Yes	A B

**B. DETAILED NOTE**

The Directorate of Information technology received an email on 19<sup>th</sup> February from the Directorate of PP&FS requesting a new printer to replace their existing one, which is not functioning properly. Additionally, the mentioned printer is not providing double-sided printing, which is essential for their operations. The details of the currently available printer in the said directorate as received through Purchase Cell is provided below:

SL.No.	Make and Model of the Printer Cum Scanner	Sr. No.	P.O. No. and Dated	Procurement value	Printer Life
1.	EPSON M 3170	Sr. No. X5TW010961	697/ 2022-23 dated 06.06.2022 with warranty of three years valid till 07.06.2025	Rs. 23,500/-	2 years 9 months

The relevant clause of the IT Policies and Guidelines regarding the provision of printers is outlined below:

- 1: clause 4.1 of IT induction Manual "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."







: 3 :

2. clause 4.3 of IT induction Manual "Provision of Hardware for the Staff in HQ/CCGRT/RO/Chapters – 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".

#### **Recommendation**

It is submitted that the performance of the mentioned inkjet printer is slow and lacks the facility for duplex printing. In order to enhance the efficiency of the directorate and implement paper cost-cutting measures, it is recommended to procure a new All-in-One device for the Directorate of PP&FS. Additionally, the existing printer, which is 2 years and 9 months old, will not be disposed of. Since the said printer is under AMC, it will be repaired and taken back into IT stock for issuing to a user with lower requirements.

Specifications for the Printer is attached.

There is a sufficient budget to cater to the above requirement. The details of the budget provision in the prescribed format for this proposal are placed below:

#### **Budget Head: Computerization**

Budget provision as per the approved budget 2024-25	:	₹ 33,800,000/-
Amount utilized (Prior to instant proposal)	:	₹ 26,582,926/-
Balance available	:	₹ 7,217,074/-
Expenditure as per the instant proposal approx.	:	₹ 40,000/-
Net balance available	:	₹ 7,177,074/-

The procurement of the printer will be done by the Directorate of Purchase by following the due purchase procedure of the Institute.

The above is submitted for consideration and approval please.

(Vandana Mohindroo)  
Assistant Director

Praveen K. Veyikandla  
Joint Director

(A.K. RATH)  
Joint Secretary (IT)

*Anne - A*

Specification for Printer : (Rs. 40,000/- for HQ)

**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.



**Vandana Mohindroo**

---

*Annexure-B*

**From:** Hrisikesh Kumar  
**Sent:** 27 February, 2025 12:17 PM  
**To:** Vandana Mohindroo  
**Cc:** A K Rath; Praveen Kumar Veyikandla  
**Subject:** Re: Replacement of Printer

---

**From:** Vishal Kumar Roy <vishal.roy@icsi.edu>  
**Sent:** Wednesday, February 19, 2025 11:50 AM  
**To:** Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>  
**Cc:** A K Rath <asit.rath@icsi.edu>; Banu Dandona <banu.dandona@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Khusbu Mohanty <khusbu.mohanty@icsi.edu>  
**Subject:** Replacement of Printer

Sir,  
I am writing to bring to your attention an issue regarding the printer currently available in our department. Unfortunately, the existing printer is not functioning properly and does not have the capability for double-sided printing, which is essential for our operations.  
In light of this, I kindly request you that consider issuing a new printer that includes double-sided printing features. This would greatly enhance our efficiency.  
I look forward to your prompt response.  
Best regards,  
Vishal