

## THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

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

Date : 28-04-2025

From: Dte. Of PMQ

Through : 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.	Wireless mouse for Bhole Shankar Sikhwal , DD Dte of PMQ.	NA	At Earliest	-	1 (One)

Justification for the quantity requisitioned

Justification email attached.

2. Name of the Budgetary Head to which  
The amount is to be booked

IT Consumable Items

Budget provision as per the approved budget 2025-26

₹ 1,000,000/-

Amount utilized (prior to instant proposal)

₹ 1,000 /-

Balance Available

₹ 999,000/-

Expenditure as per the instant proposal (Approx.)

₹ 800/-

NET BALANCE AVAILBLE

₹ 998,200 /-

3. Competent authority as per DOFP for  
Approval of the aforesaid procurement

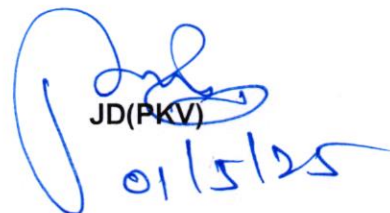
4. Approval of the competent authority attached or approval is obtained on the Purchase Requisition.

Signature of the Competent Authority

  
P(HK)

Signature of the Departmental Head

  
AD(VM)

  
JD(PKV)  
01/5/25



Outlook

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**Fw: Issues in wireless mouse**

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**From** Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>**Date** Mon 28/04/2025 10:21**To** Braj Bhushan Kumar <it.clerk@icsi.edu>**Cc** Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>

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Please prepare a PRF

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**From:** Dr Bhole Shankar Sikhwal <bhole.sikhwal@icsi.edu>**Sent:** Friday, April 25, 2025 3:14 PM**To:** Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>**Cc:** Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Saurabh Jain <saurabh.jain@icsi.edu>**Subject:** Issues in wireless mouse

Dear Hrisikesh ji,

Many times wireless mouse is have issues like not functioning/not connecting etc.

Please replace the same.

Regards

Bhole Shankar Sikhwal