



Directorate of Internal Audit
Received Date : 24/04/25
Preliminary review as per documents provided
and facts mentioned in the note
Signature with Date
24/04/25
24/4/25

DoFP(11.b)-3
24/4/25-IA

Note Ref No: ICSI/IT-HQ/2024-25/95

Date: 16th April, 2025

Name of Directorate : Information Technology

To : JS(AKR)
Through : Directorate of Internal Audit
Subject : Approval for the procurement of One new Printer under buy-back arrangement for the usage by DD(SG), Directorate of Training.
Budget Head : Computerization
Nature of Approval Required : Administrative Approval.
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
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

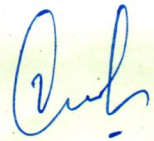
3. Recommendations of the HoD:

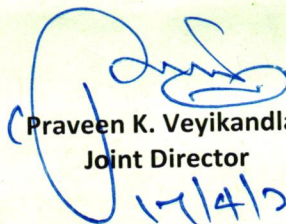
It is recommended to accord approval for the procurement of One new Printer under buy-back arrangement for the usage by DD(SG), Directorate of Training

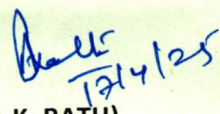
Remarks with justification: Mentioned in the detailed note.

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
17/4/25

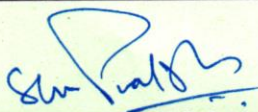

(A.K. RATH)
Joint Secretary (IT)
17/4/25





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

Budget available under the head: Computerization: ₹ 37,000,000/- (Capital/Revenue) for FY 2025-26 Approved Computerization: ₹ 37,000,000/-	 Signature of HOD (F&A) Date: 21/4/25
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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 dated 1 st April 2025 received from the DD (Directorate of Training) Specification of the IT Hardware	Yes	A B

B. DETAILED NOTE

The Directorate of Information technology received an email on 1st April, 2025 from DD(SG) of Directorate of Training, requesting the replacement of their existing printer, which is no longer functioning properly. Details of the currently available printer in the said directorate. as received through Purchase Cell are provided below:

SL.No.	Make and Model of the Printer	Sr. No.	P.O. No. and Dated	Procurement value	Printer Life
1.	CANON IMAGECLASS LBP253X	Sr. No. NEAA010746	P.O. No. 520 dated 11.09.2017 Bill No. 232 for Rs. 4,57,410/- for 5 printers Asset's Register Page No. 335	Rs. 91,482/-	Approx. 7 years 6 months

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

- 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 :

Recommendation

It is submitted that the performance of the mentioned device is not up to the mark. To enhance the efficiency of the directorate, it is recommended to procure a new All-in-One device for the usage by DD(SG) in the Directorate of Training. As the existing printer is 7 years & 6 months old, it is proposed that the same be disposed of under a buy-back arrangement.

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:

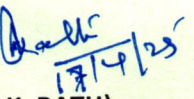
Budget Head: Computerization	
Budget provision as per the approved budget 2025-26	: ₹ 37,000,000/-
Amount utilized (Prior to instant proposal)	: ₹ 0/-
Balance available	: ₹ 37,000,000/-
Expenditure as per the instant proposal approx.	: ₹ 40,000/-
Net balance available	: ₹ 369,60,000/-

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
17/4/25


(A.K. RATH)
Joint Secretary (IT)
17/4/25



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

From: Shruti Gupta
Sent: 1 April, 2025 10:27 AM
To: Hrisikesh Kumar; Vandana Mohindroo
Cc: Sanjay Kumar Nagar; A K Rath; Praveen Kumar Veyikandla
Subject: Request for change of existing printer

Dear IT Team,

This is to inform you that the printer placed on my seat has been having a recurring problem. In view of this, it is requested that the Printer be replaced with a new printer at the earliest.

Hoping for an early revert on this.

Regards
Shruti Gupta