



Note Ref No: ICSI/IT-CO/2025-26/108

Date: 27th May 2025

Name of Directorate : Information Technology

To : Secretary, The ICSI

Through : -----

Subject : Administrative approval to issue the sanction order for procurement of 1 (One) Desktop for Kanpur chapter of ICSI.

Budget Head : ROs & Chapters Computerization Scheme

Nature of Approval : Administrative Approval
Required

Estimated Expenditure : ₹ 65,000/-

A. SUMMARY

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

Details	Relevant clause/extracts/decision
Delegation of Financial Powers (DoFP)	Clause No. 11.b.e
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 administrative approval to issue the sanction order for procurement of 1 (One) Desktop for Kanpur chapter of ICSI.


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
27/5/25


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





: 2 :

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

Budget available under the head: ROs & Chapters Computerization Scheme: ₹ 18,855,000 /- (Capital/Revenue) for FY 2025-26 Approved ROs & Chapters Computerization Scheme: ₹ 20,000,000/-	Signature of HOD (F&A) Date:
--	---

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 23 rd May 2025 as received from Kanpur Chapter Specification of Desktop	Yes	A B

B. DETAILED NOTE

The Directorate of Information technology received an email on 23rd May 2025 from Kanpur Chapter requesting the replacement of their existing desktops, which have been obsolete, are no longer functioning properly and continue to experience recurring issues, despite multiple repairs. These ongoing problems are hindering productivity of Kanpur Chapter. As of now, they have 3 (Three) desktops, procured in FY 2011-12, 2013-2014 and 2016-17. Two were funded from their own resources, while one was provided through HQ funds. The details, as provided by the chapter, are attached. Accordingly, all desktops have now completed five (5) years of service.

Additionally, as per the extract of the meeting of the members of MC of Kanpur Chapter as provided by chapter, a new computer is required with latest windows OS 2010/2011 to run the latest version of the VPN software used for ICSI staff attendance. The existing desktops are unable to support the latest VPN software, which has resulted in recording staff attendance manually since March 2025.

4



: 3 :

The relevant clause of the IT Policies and Guidelines regarding the provision of desktops 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."

Recommendation

Since the existing desktops have been completed more than 5 years and in accordance with the aforementioned IT policies and guidelines, ICSI may approve the procurement of 1(One) desktop at cost not exceeding Rs. 65,000/- for Kanpur chapter of ICSI.

The Chapter shall procure the desktop by following the Institute's due purchase procedure. The Amount may be reimbursed to the Kanpur chapter of ICSI by HQ on actual basis, within the approved amount.

As the existing desktop funded by HQ is 5 (Five) years old, the same will be disposed of under buy-back arrangement.

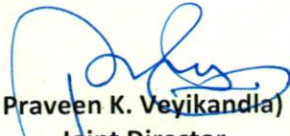
Specifications for the desktop are attached.


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: ROs and Chapters Computerization	
Budget provision as per the approved budget 2025-26	: ₹ 20,000,000/-
Amount utilized (Prior to instant proposal)	: ₹ 1,145,000 /-
Balance available	: ₹ 18,855,000 /-
Expenditure as per the instant proposal approx.	: ₹ 65,000/-
Net balance available	: ₹ 18,790,000 /-

The above is submitted for consideration and administrative approval please.


(Vandana Mohindroo)
Assistant Director


Praveen K. Veyikandla
Joint Director
27/5/25


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



Vandana Mohindroo

From: Kanpur
Sent: 23 May, 2025 1:23 PM
To: Hrisikesh Kumar
Cc: Niro; Ashvini Kumar Srivastava; A K Rath; Praveen Kumar Veyikandla; Vandana Mohindroo
Subject: Re: Communication details pertaining to ICSI Chapter Offices
Attachments: Request for desktop 2025.pdf

Dear sir,
As required, approval of the local management committee attached.

Thanks with regards

Kunwar Lal Kushwaha | कुंवर लाल कुशवाहा

Executive Officer | कार्यकारी अधिकारी

ICSI- Kanpur Chapter | भारतीय कंपनी सचिव संस्थान, कानपुर

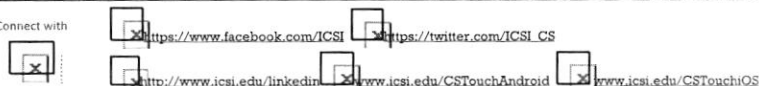
118/90, 2nd Floor, Gumti-Plaza, Kaushalpur,
Kanpur - 208012 U.P

Phone | दूरभाष: 0512-2296535 Mobile : +91 9336167684 **e-mail** | ई-मेल:

kanpur@icsi.edu **web** | वेब: www.icsi.edu/kanpur



Connect with



From: Hrisikesh Kumar

<Hrisikesh.kumar@icsi.edu>

Sent: Friday, May 23, 2025 12:56 PM

To: Kanpur <kanpur@icsi.edu>

Cc: Niro <niro@icsi.edu>; Ashvini Kumar Srivastava <ashvini.srivastava@icsi.edu>; A K Rath <asit.rath@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>

Subject: Re: Communication details pertaining to ICSI Chapter Offices

Dear Sir,

With reference to the trail mail, It is requested to mentioned the requirements & please provide approval of the local management committee.

Regards,
Hrisikesh
Dte. of IT

From: Kanpur <kanpur@icsi.edu>

Sent: Friday, May 23, 2025 12:35 PM

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

Subject: Re: Communication details pertaining to ICSI Chapter Offices

Dear sir,

With reference to the trial e-mail desired, details attached for further action at your end.

Thanks with regards

Kunwar Lal Kushwaha | कुंवर लाल कुशवाहा

Executive Officer | कार्यकारी अधिकारी

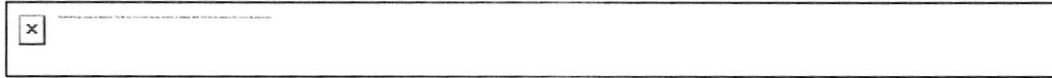
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kanpur@icsi.edu **web** | वेब: www.icsi.edu/kanpur



Connect with



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

Sent: Friday, May 23, 2025 11:27 AM

To: Kanpur <kanpur@icsi.edu>

Subject: Fw: Communication details pertaining to ICSI Chapter Offices

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

Sent: Wednesday, March 19, 2025 2:13 PM

To: Kanpur <kanpur@icsi.edu>

Cc: A K Rath <asit.rath@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>

Subject: Re: Communication details pertaining to ICSI Chapter Offices

Dear Sir,

It is requested to share the details of IT Assets kept at the chapter as per the format attached. Please also mentioned the requirement of IT Assets in the chapter.

Regards,
Hrisikesh

From: A K Rath <asit.rath@icsi.edu>

Sent: Wednesday, March 19, 2025 12:29 PM

To: Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>

Cc: Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>

Subject: Fw: Communication details pertaining to ICSI Chapter Offices

For immediate necessary action.

Sent from [Outlook for Android](#)

From: Kanpur <kanpur@icsi.edu>

Sent: Wednesday, March 19, 2025 10:18:20 AM

To: Jyoti Bahl <Jyoti.Bahl@icsi.edu>

Cc: A K Rath <asit.rath@icsi.edu>; Sajeevan P <Sajeevan.P@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Ravish Samota <Ravish.Samota@icsi.edu>; Devendra Pant <devendra.pant@icsi.edu>
Subject: Re: Communication details pertaining to ICSI Chapter Offices

Dear sir/madam,

With reference to the trial e-mail,

You are requested to please provide us sanction letter as well as advance money to purchase the desktop at the earliest.

Please also sent manual attendance sheet or share scan copy of attendance sheet.

Thanks with regards

Kunwar Lal Kushwaha | कुंवर लाल कुशवाहा

Executive Officer | कार्यकारी अधिकारी

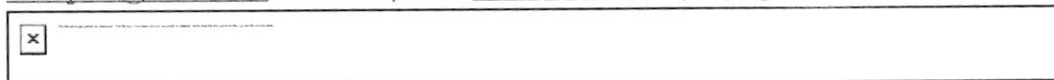
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Phone | दूरभाष: 0512-2296535 Mobile : +91 9336167684 **e-mail** | ई-मेल:

kanpur@icsi.edu **web** | वेब: www.icsi.edu/kanpur



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<http://www.icsi.edu/CSTouchAndroid>



<http://www.icsi.edu/CSTouchiOS>



From: Jyoti Bahl
<Jyoti.Bahl@icsi.edu>

Sent: Tuesday, March 18, 2025 5:59 PM

To: Kanpur <kanpur@icsi.edu>

Cc: A K Rath <asit.rath@icsi.edu>; Sajeevan P <Sajeevan.P@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Ravish Samota <Ravish.Samota@icsi.edu>; Devendra Pant <devendra.pant@icsi.edu>

Subject: Communication details pertaining to ICSI Chapter Offices

Mr. Kunwar Lal Kushwaha
Chapter In-Charge
Kanpur Chapter

Through : JD (HR)

This has reference to your trailing mail on the subject cited above.

As informed by Dte. of IT, you must have purchase a new Desktop, as per the sanction letter issued.

Further, considering the present circumstances, it is also necessary to inform that you are allowed to mark attendance manually for one week only. Thereafter, no manual attendance request shall be entertained and attendance through VPN setup shall be considered only.

Regards,

Jyoti Bahl
SEA (HR)

From: Devendra Pant <devendra.pant@icsi.edu>

Sent: 17 March 2025 09:56

To: Jyoti Bahl <Jyoti.Bahl@icsi.edu>

Cc: A K Rath <asit.rath@icsi.edu>; Sajeevan P <Sajeevan.P@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Ravish Samota <Ravish.Samota@icsi.edu>; Chandigarh <chandigarh@icsi.edu>; Kanpur <kanpur@icsi.edu>; Dombivli <dombivli@icsi.edu>

Subject: Re: Communication details pertaining to ICSI Chapter Offices

Dear Sir/Madam

This is to inform you , below mentioned user does not mark remote attendance after 17th March due to update VPN software . Please advise user in this regard .

Chandigarh

Kanpur

Dombivli

Note - above user are using Windows 7 operating system end of life .

Kindly let me know if you have any further questions and I will be glad to help you.

Regards

Devendra Pant

0120-4522042 Ext- (2042)

+91- 9958993651

(Information Technology)

C-36, Sector 62, NOIDA, UP 201 309

e-mail : helpdesk@icsi.edu / Web : www.icsi.edu

The Institute of Company Secretaries of India

ICSI House, 22 Institutional Area,

Lodi Road, New Delhi -110 003

Connect with ICSI: www.icsi.edu



From: Devendra Pant

Sent: Monday, March 10, 2025 10:22 AM

To: Jyoti Bahl <Jyoti.Bahl@icsi.edu>

Cc: A K Rath <asit.rath@icsi.edu>; Sajeevan P <Sajeevan.P@icsi.edu>; Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Ravish Samota <Ravish.Samota@icsi.edu>

Subject: Communication details pertaining to ICSI Chapter Offices

Dear Madam ,

As discussed , Please provide the Communication details pertaining to ICSI Chapter Offices

We need to install ICSI VPN for All chapter ICSI for remote attendance .

Regards

Devendra Pant

0120-4522042 Ext- (2042)

+91- 9958993651

(Information Technology)

C-36, Sector 62, NOIDA, UP 201 309

e-mail : helpdesk@icsi.edu / Web : www.icsi.edu

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**KANPUR
CHAPTER**

15th May, 2025

To
The Chairman/Regional Director
Northern India Regional Office of The ICSI
NEW DELHI-110005


Dear sir,

Attached please find herewith extract minutes of the Meeting of the Managing Committee dated 29/04/2025 regarding sanction of Computer desktop from IT budget of HQ.

We hereby request you to kindly consider the proposal and forward the same to HQ for formal approval of the same from HQ..

Thanking you,

Yours faithfully,
For Kanpur Chapter of NIRC of ICSI


**(CS Ashish Bansal)
Vice-Chairman**

Encl.: As Above

Coty to : Jt. Secretary, IT -Submitted for information and taking necessary action accordingly.

Vision

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promoting good
corporate governance"

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Mission

"To develop high calibre
professionals facilitating
good corporate governance"



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Headquarters : ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003



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KANPUR
CHAPTER

**EXTRACT OF THE MINUTES OF THE MEETING OF THE MEMBERS OF
MANAGING COMMITTEE OF KANPUR CHAPTER OF NORTHERN INDIA
REGIONAL COUNCIL OF THE INSTITUTE OF COMPANY SECRETARIES OF
INDIA, HELD ON TUESDAY, 29TH APRIL, 2025 AT 4:00PM AT CHAPTER'S
PREMISES AT 118/90, GUMTI PLAZA, 2ND FLOOR, KAUSHALPURI, KANPUR
REGARDING REQUIREMENT OF COMPUTER DESKTOP ONLY.**

As informed by the Executive Officer of the Chapter that all computers/desktop are very old version and unable to run new version VPN software for use of ICSI staff attendance purpose, resulted that chapter staff attendance is recording in a manual sheet from March, 2025 onwards. HQ instructed to purchase/ install on priority/urgent basis.

After detailed discussion, Committee have decided to purchase one desktop as per sanction budget from HQ, subject to approval of NIRO/HQ, so that we may take reimbursement of the same from HQ. Then Committee passed the following resolutions as under:-

“RESOLVED that the Managing Committee has determined that a new Computer Desktop required, as the Existing desktops have deteriorated and have technical issues and limitations, hindering productivity of Kanpur Chapter.”

“RESOLVED FURTHER that the Managing Committee hereby requested to NIRC/HQ for the sanction order with budget as required to purchase a new version computer desktop, subject to approval of the NIRO/ HQ to meet the day to day needs of the Chapter and reimbursement of the same may be received from HQ”

CERTIFIED TRUE COPY

CS ASHISH BANSAL
VICE-CHAIRMAN
KANPUR CHAPTER OF NIRC OF ICSI

Vision

"To be a global leader in
promoting good
corporate governance"

सत्यं वद। धर्मं चर। इष्टकारं कुरु। अविरोधं कुरु।

Mission

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Headquarters : ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003

[illegible]

Desktop: Rs. 65,000/- For ROs, CCGRTs & Chapters; Rs. 65,000/- for HQ;

S/N	Technical Specifications of Desktop to be procured for ROs / CCGRTs / Chapters offices of ICSI
1	Make & Model (preferably DELL / HP / Lenovo)
2	Computer with minimum 1 year onsite comprehensive warranty with OEM.
3	Motherboard, keyboard, and mouse must be from same OEM as computer and have OEM logo/ trademark embossed on them (No sticker).
4	Built-in Pre-boot system hardware Diagnostics Utility must be available from OEM.
5	OEM must have online system hardware diagnostics facility.
6	OEM must have facility to download updates of pre-installed software's, device drivers, and firmware on its website.
7	OEM must support recovery media creation through its website to reinstall the operating system when required and bring the computer back to its original factory condition as configured by the OEM.
8	Processor: Intel 12th generation Core i5 (4 core or above) or above.
9	Processor base Speed 3.0 GHz or above
10	Chipset: Intel B660
11	Cache: 8 MB or above
12	Threads: 8 or above
13	Memory: 8GB expandable Up to 64 GB DDR4 (2400MHz Minimum)
14	Hard disk: 1000GB or 500GB HDD SATA @ 7200 rpm or above
15	SSD: 256 GB
16	8x DVD+/-RW 9.5mm Optical Disk Drive Optional
17	21.5" or 19.5" TFT minimum or higher, OEM make
18	USB Keyboard OEM make
19	USB Optical Scroll mouse OEM make
20	Integrated Intel Ethernet LAN 10/100/1000 or Higher
21	Separate Cabinet for CPU
22	Security: Trusted Platform Module (TPM) 2. Chassis lock slot support, optional Chassis Intrusion switch
23	Power Supply: 180W up to 80% Efficient
24	External USB: 4 or above, Two USB 2.0 ports or above, Two USB 3.0 Gen 1 or above ports
25	1 Internal USB 2.0
26	1 RJ-45; 1 Serial
27	1 Display Port
28	1 HDMI 1.4; 2 PS/2; 1 UAJ, 1 Line-out; 1 VGA (optional)
29	Operating System: Windows 10 Pro (Includes free upgrade to Windows 11 Pro), English 64-bit
30	Compliance: ENERGY STAR 6.0, EPEAT Registered