



Note Ref No: ICSI/IT /2025-26/110

Date: 6<sup>th</sup> June 2025

Name of Directorate : Information Technology

To : Secretary, The ICSI

Through : -----

Subject : Administrative approval to initiate Tendering Process for procurement of centralized antivirus software of ICSI.

Budget Head : Software Systems (incl Anti-Virus) / Licenses

Nature of Approval Required : Administrative Approval

Estimated Expenditure : ₹ 35,00,000/- total cost for three years.

**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.)	Purchase Policy
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 initiate Tendering Process for procurement of centralized antivirus software 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  
06/6/25

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

