

## THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

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

Date: 23-May-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.	Procurement of One RAM 8GB DDR4 3200MHz for Laptop For Mr. Ravish Samota, DD IT	NA	At Earliest	-	1(One)

2. Justification for the quantity requisitioned

Email Attached

3. Name of the Budgetary Head to which

IT Consumable

The amount is to be booked

Budget provision as per the approved budget 2025- 26

₹ 1,000,000/-

Amount utilized (prior to instant proposal)

₹ 3,300/-

Balance Available

₹ 996,700/-

Expenditure as per the instant proposal (Approx.)

₹ 2,000 /-

NET BALANCE AVAILBLE

₹ 994,700/-

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

Signature of the Departmental Head

  
P(HK)

  
AD(VM)

  
JD(RKV)  
23/5/25
