

RECEIVED
07 APR 2025Ref. No. 475/2025
Date 02/03/2025
Secretary's OfficeDirectorate of Internal Audit
Received Date: 07/04/25
Preliminary review as per documents provided
and facts mentioned in the note
Signature with Date: 09/04/25
9/4/25

Note Ref No: ICSI/IT-HQ/2024-25/92

Date: 26th March, 2025

Name of Directorate : Information Technology

To : Secretary, The ICSI

Through : -----

Subject : Approval for the procurement of one printer for the usage of JS(RKG) – Directorate of Membership & OSD at Lodi Road Office.

Budget Head : Computerization

Nature of Approval : Administrative Approval
Required

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 4.3
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 printer for the usage of JS(RKG) – Directorate of Membership & OSD at Lodi Road Office.

Remarks with justification: Mentioned on 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

Signature of HOD with date:
(A.K. RATH)
Joint Secretary (IT)


The Institute of Company Secretaries of India
"ICS House", 22 Institutional Area,
Lodi Road, New Delhi-110 003
01 APR 2025
RECEIVED
FINANCE & ACCOUNTS

Directorate of Internal Audit
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Signature with Date



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

Budget available under the head: Computerization: ₹ 7,177,074/- (Capital/Revenue) for FY 2024-25 Approved Computerization : ₹ 33,800,000/-	 Signature of HOD (F&A) Date : 3/4/25
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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 24 th March, 2025 Specification of the IT Hardware	Yes	A B

B. DETAILED NOTE

The Directorate of IT received an email dated 24th March 2025 from JS(RKA) requesting a multi-functional printer on 4th Floor of Lodi Road Office.

It is hereby informed that, as per the office order No. 12/2025 dated 11th March 2025, Dr. Rajesh Kumar Agrawal, Joint Secretary has been transferred and posted from Directorate of Membership, PMQ, Boards and Certificate Courses, ADR & ESB, RVO, Placement Cell, E-Academics TO Membership and OSD Secretariat w.e.f. 24.03.2025.

As per the IT policy of the Institute, JS(RKA) has already been provided with one All-in-One (Printer cum scanner cum photo copier cum Fax) for his exclusive use, which is available in his cabin on the 1st Floor of the Noida Office. Consequently, the matter was discussed with JS(RKA) regarding the relocation of the existing printer from the Noida Office to Lodi Road Office. In response, JS(RKA) verbally conveyed that he would be working from both locations to ensure smooth operation of both the directorates. Therefore, he would require the printers at both offices.

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

1. clause 4.3 of IT Induction Manual "Provision of Hardware for the Staff in HQ/CCGRT/RO/Chapters – Printer will be provided to the directorate /CCGRT/ ROs / Chapters on 3:1 (staff: printer) basis. Minimum one printer will



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be provided to all the offices/directorates. Every HOD will be provided with one All-in-One (Printer cum scanner cum photo copier cum Fax) for his exclusive use. Every directorate will be provided one colour printer cum scanner cum photo copier for official use. The hardware will be however installed in the HOD's cabin for limited use only".

2. Provision of Hardware for the Staff in HQ/CCGRT/RO/Chapters

"Any hardware requirement of the Directorates /CCGRT /ROs/ Chapters outside the mentioned policy may be fulfilled with the approval of the Chief Executive OR Secretary subject to the availability of the budget."

Keeping in view of the above, it is recommended to procure 1 (one) printer at a cost not exceeding Rs. 40,000/- per printer for the usage of JS(RKA) at ICSI HQ by following due purchase procedure through Purchase Cell.

There is a sufficient budget to cater the above requirement. The details of the budget provision in the prescribed format for this proposal is placed below:

Budget Head: Computerization

Budget provision as per the approved budget 2024-25	:	₹ 33,800,000/-
Amount utilized (Prior to instant proposal)	:	₹ 26,622,926/-
Balance available	:	₹ 7,177,074/-
Expenditure as per the instant proposal approx.	:	₹ 40,000/-
Net balance available	:	₹ 7,137,074/-

The Secretary may consider and approve the said proposal.

(Vandana Mohindroo)
Assistant Director

(Praveen K. Veyikandla)
Joint Director

Signature of HOD with date:
(A.K. RATH)
Joint Secretary (IT)

Vandana Mohindroo

Subject: FW: Requirement of one multifunctional printer at 4th floor of lodhi road office
Attachments: 92_25May2025 Printer to JS(RKG), Membership and OSD.docx

From: Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>
Sent: 25 March, 2025 12:29 PM
To: Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>
Subject: Fw: Requirement of one multifunctional printer at 4th floor of lodhi road office

From: Dr Rajesh Kumar Agrawal <Rajesh.Agrawal@icsi.edu>
Sent: Monday, March 24, 2025 11:04 AM
To: A K Rath <asit.rath@icsi.edu>
Cc: Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>
Subject: Requirement of one multifunctional printer at 4th floor of lodhi road office

Sir,

You may please note that the undersigned is sitting in the cabin at 4th floor of lodhi road office.

You are therefore requested to arrange for providing a multifunctional printer.

Regards,

rka

Specification for Printer

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.