

Buy Back/write off of old printer may be done as per D.O.F.P-HQ, clause-25

83-DoFP(6)  
5/5/25-IA

Note Ref No: ICSI/IT-HQ/2024-25/99

Name of Directorate : Information Technology

To : JS(AKR)  
Through :  
Subject : Approval for the procurement of One new Printer under buy-back arrangement for the usage by 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 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

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


25/4/25

Directorate of Internal Audit  
Received Date: 11/11/2011  
Reviewed as per documents provided  
and tests performed in the past  
2011-12-11 with 100%



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

Budget available under the head: Computerization: ₹ 36,960,000/- (Capital/Revenue) for FY 2025-26  Approved Computerization: ₹ 37,000,000/-	 Signature of HOD (F&A) Date: 25/04/25
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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 <sup>th</sup> April 2025 received from the Executive Admin (Directorate of Training) Specification of the IT Hardware	Yes	A B

**B. DETAILED NOTE**

The Directorate of Information technology received an email on 24<sup>th</sup> April, 2025 from Executive Admin 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.	HP Laser Jet 400 M401 PCL 6	Sr. No. – VNH4306979	P.O. No. 405 dated 03.02.2014  Asset's Register Page No. 319	Rs. 39,900/-	Approx.11 years 3 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."

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### **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 of the officials in the Directorate of Training. As the existing printer is 11 years & 3 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)	:	₹ 40,000/-
Balance available	:	₹ 36,960,000/-
Expenditure as per the instant proposal approx.	:	₹ 40,000/-
Net balance available	:	₹ 36,920,000/-

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

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

**Vandana Mohindroo**

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**From:** Anju Gupta  
**Sent:** 24 April, 2025 10:59 AM  
**To:** Vandana Mohindroo; Hrisikesh Kumar  
**Cc:** Praveen Kumar Veyikandla; Gaurav Mehta  
**Subject:** Replacement of printer

Dear Madam

This is to inform you that my Printer HP Laser Jet 400 M401 PCL 6 is not working since 31.03.2025.

You are requested to please look into the matter and replace the same.

Regards

(Anju Gupta)  
Executive (Admin) – Training  
**The Institute of Company Secretaries of India**  
**Email:** [anju.gupta@icsi.edu](mailto:anju.gupta@icsi.edu)  
**Tel :** 0120- 4082164 (Helpline Number)

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.