



Note Ref No: ICSI/IT/2025-26/116

Date: 18th June 2025

Name of Directorate : Information Technology

To : Secretary, ICSI

Through : -----

Subject : Approval for subscription Renewal of one user Adobe InDesign and Corel Draw Graphics Suite for one year issued to the Dte. of Academics.

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

Nature of Approval : Administrative Approval
Required

Estimated : ₹ 92,500/- (all inclusive)
Expenditure

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.	-
Any other	

2. Approval of the Purchase Committee (if applicable): NA

3. Recommendations of the HoD:

Request to accord approval for subscription Renewal of one user Adobe InDesign and Corel Draw Graphics Suite for one year issued to the Dte. of Academics

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 are correct as per my knowledge and belief.


(Vandana Mohindroo)
Assistant Director


(Praveen K. Veyikandla)
Joint Director
18/6/25


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

