

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

Sl. No. _____

Date: 18-June-2025

From : Dte. OF IT

To: Dte of PURCHASE

1. Please arrange to supply us the following item 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. | External Hard disk cable For Department of IT | NA | At Earliest | - | 1(One) |

2. Justification for the quantity requisitioned

Cable Of One External Hard Disk Is Not Working

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)

₹ 10,300/-

Balance Available

₹ 989,700 /-

Expenditure as per the instant proposal (Approx.)

₹ 300 /-

NET BALANCE AVAILBLE

₹ 989,400 /-


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(PKV)



Outlook

Fw: External Hard disk cable is not working

From Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>**Date** Tue 17/06/2025 17:31**To** Braj Bhushan Kumar <it.clerk@icsi.edu>**Cc** Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>

Please prepare a PRF for external harddisk cable .

From: Kanchan Kumar <hwmnoida@icsi.edu>**Sent:** Friday, June 6, 2025 11:44 AM**To:** Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>**Cc:** Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>**Subject:** External Hard disk cable is not working

Dear Sir,

External Hard disk cable is not working. It is required to purchase new one.

Thanks & Regards

Kanchan Kumar

Information Technology

The Institute of Company Secretaries of India

C-36, Sector 62, NOIDA, UP – 201301

Ph: 0120- 452 2041 Email: hwmnoida@icsi.edu