

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

Sl. No. _____

Date: 06-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 500 GB HDD for Laptop for Mr. Premjith S, JD	NA	At Earliest	-	1(One)

2. Justification for the quantity requisitioned

Email Attached

3. Name of the Budgetary Head to which

Computerization

The amount is to be booked

Budget provision as per the approved budget 2025- 26 : ₹ 37,000,000/-

Amount utilized (prior to instant proposal) : ₹ 120,000 /-

Balance Available : ₹ 36,880,000 /-

Expenditure as per the instant proposal (Approx.) : ₹ 7,000 /-

NET BALANCE AVAILBLE : ₹ 36,873,000 /-

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: Request for new internal HDD

From Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>**Date** Tue 06/05/2025 09:57**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 (500 GB HDD for laptop) 7000

From: A K Rath <asit.rath@icsi.edu>**Sent:** Monday, May 5, 2025 12:36 PM**To:** Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Vandana Mohindroo <Vandana.Mohindroo@icsi.edu>; Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>**Subject:** FW: Request for new internal HDD

FNA

From: Premjith S <Premjith.S@icsi.edu>**Sent:** 05 May 2025 11:39 AM**To:** A K Rath <asit.rath@icsi.edu>**Cc:** Hemant Bhardwaj <ithelpdesk@icsi.edu>**Subject:** Request for new internal HDD

Dear Sir,
Good morning !

As you are aware, a new laptop has been allotted to the undersigned.
Considering inadequate space for data, would request you to allot a new internal HDD to the new laptop.

Thanks and Regards

CS Premjith S

Joint Director
