

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

Sl. No. _____

Date: 09-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.	35Mtr black lan cable for vc mic for 2nd floor council room (Cat 6)	NA	At Earliest	-	1(One)

2. Justification for the quantity requisitioned

Email Attached

3. Name of the Budgetary Head to which

IT Consumable Item

The amount is to be booked

Budget provision as per the approved budget 2025- 26

: ₹ 1,000,000 /-

Amount utilized (prior to instant proposal)

: ₹ 1,800 /-

Balance Available

: ₹ 998,200 /-

Expenditure as per the instant proposal (Approx.)

: ₹ 1,500 /-

NET BALANCE AVAILBLE

: ₹ 996,700 /-


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)
09/5/25



Outlook

Fw: Lan cable required

From Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>**Date** Fri 09/05/2025 09:57**To** Braj Bhushan Kumar <it.clerk@icsi.edu>

Please prepare a PRF

From: Hemant Bhardwaj <ithelpdesk@icsi.edu>**Sent:** Thursday, May 8, 2025 12:34 PM**To:** Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>**Cc:** Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; A K Rath <asit.rath@icsi.edu>; Kasim Khan <Dhwm@icsi.edu>; Support ICSI VC <icsi.vc@icsi.edu>**Subject:** Lan cable required

Dear Sir

Required 35mtr black lan cable for vc mic for 2nd floor council room.

https://www.amazon.in/dp/B0B5LHGMB5/ref=sspa_dk_hqp_detail_aax_0?sp_csd=d2lkZ2V0TmFtZT1zcF9ocXBfc2hhcmVk&th=1

Thanks & Regards

Hemant Bhardwaj | IT Helpdesk ICSI |

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Bharat IT Services Ltd.

(A Spice i2i Company)