

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 Dr. Prasant Sarangi, Director	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) : ₹ 127,000 /-

Balance Available : ₹ 36,873,000 /-

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

NET BALANCE AVAILBLE : ₹ 36,866,000 /-

Approval of the aforesaid procurement

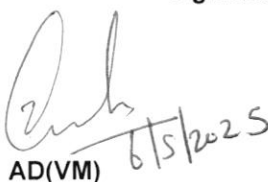
4. Approval of the competent authority attached or approval is obtained on the Purchase Requisition.

Signature of the Competent Authority



P(HK)

Signature of the Departmental Head



AD(VM)



JD(PKV)



Outlook

Fw: Request to enhance the hard disk size of laptop

From Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>
Date Tue 06/05/2025 11:06
To Braj Bhushan Kumar <it.clerk@icsi.edu>
Cc Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>

From: Dr Prasant Sarangi <Prasant.Sarangi@icsi.edu>
Sent: Tuesday, May 6, 2025 11:04 AM
To: Hrisikesh Kumar <Hrisikesh.kumar@icsi.edu>
Subject: FW: Request to enhance the hard disk size of laptop

FYI

From: Dr Prasant Sarangi
Sent: 15 October 2024 11:38
To: A K Rath <asit.rath@icsi.edu>
Cc: Praveen Kumar Veyikandla <praveen.kumar@icsi.edu>; Devendra Pant <devendra.pant@icsi.edu>
Subject: Request to enhance the hard disk size of laptop

Dear Sir,

The DELL laptop allocated to undersigned is having 512 memory which is full.

As you are aware, our work is on Chartered secretary where each month we have to handle with heavy files, my request is to enhance the memory of the hard disk of the laptop.

Thanks and Regards,
Dr. Prasant Sarangi
