



Note Ref No: ICSI/IT-HQ/2025-26/118

Date: 18<sup>th</sup> June 2025

Name of Directorate : Information Technology

To : Internal Audit  
Through : JS(AKR)  
Subject : Approval for the procurement of One new Printer for the usage of Directorate of PP&FS, as replacement.  
Budget Head : Computerization  
Nature of Approval Require : Administrative Approval.  
Estimated Expenditure : Approx. ₹ 40,000/-

**A. SUMMARY**

**1. Approval required as per (fill as applicable):**

Details	Relevant clause/extracts/decision
Delegation of Financial Powers (DoFP)	Clause No. 11.b.a
Policy Reference (Purchase/ Infra/ IT etc.)	Clause No. IT Policy 4.1 & 4.3
ICSI Guidelines	NA
Decisions of the Meeting of Council / Committees / Boards / Task Force.	NA
Any other	NA

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

**3. Recommendations of the HoD:**


It is recommended to approve for the procurement of One new Printer for the usage of Directorate of PP&FS, as replacement.

**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 is correct as per my knowledge and belief.

  
(Vandana Mohindroo)  
Assistant Director

  
(Praveen K. Veyikandla)  
Joint Director

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

