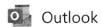
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

PURCHASE REQUISITION FORM

SI. 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 (Cab 6)	NA	At Earliest	-	1(One)	
2.	Justification for the quantity requisitioned Email Attached			Attached		
Name of the Budgetary Head to which			IT Co	IT Consumable Item		
Th	The amount is to be booked					
	Budget provision as per the approved budget 2025- 26 Amount utilized (prior to instant proposal)		:	₹ 1,000,000 /- ₹ 1,800 /-		
Ва	Balance Available		:	₹ 998,200 /-		
NE	Expenditure as per the instant proposal (Approx.) NET BALANCE AVAIALBLE Approval of the aforesaid procurement		:	₹ 1,500 /- ₹ 996,700 /-		
4. Ap	Approval of the competent authority attached or approval is obtained on the Purchase Requisition.					
	Mali					
5	Signature of the Competent Authority		Signature of the Departmental Head			
	P(HK)	O ADO	zoul	JD(PI	(V)	



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 |

E-mail: <u>ithelpdesk@icsi.edu</u> ICSI Lodhi road – 110003

Phone: - 011 - 45341062, 9971713871

Bharat IT Services Ltd. (A Spice i2i Company)