



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

AJMER
CHAPTER

Date : 18/04/2025

To,

Sh. Asit Kumar Rath
Joint Secretary
Dte. of Information Technology
ICSI , C-36, Sector – 62, Noida- 201309.

Dear Sir,

**Subject : Regarding reimbursement of bills for the procurement of IT - Items
for the Ajmer Chapter office**

This is to inform you that Ajmer Chapter has procured the IT - Items With reference to the sanction order dated: October 21, 2024, letter no.- 24:ICSI/IT-CO//2024-25/CD-3 issued by ICSI HQ regarding procurement of IT - Items for Ajmer Chapter premises. Please find enclosed bills and vouchers of expenses occurred on purchase of these items. Purchased items details are as follows:

Expenses incurred on purchase of IT - Items for Ajmer Chapter			
Sl. No.	Expense Heads	Quantity	Amount (in Rs.)
1	Desktop Computer	1 Unit	51,900
2	Laptop	1 Unit	51,700
3	Canon MF-275 DW Laser Printer	1 Unit	24,300
4	MS Office (Pro)	1 Unit	5,000
5	Quick Heal Total Security Antivirus 2user 3 Years	1 Unit	2,900
6	Projector with Screen	1 Unit	50,200
7	Buy Back of Old Computer	1 Unit	-3000
8	Old IT Assets Printer Procured by Office In-Charge	1 Unit	-100
	Total Expenses		1,82,900



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Further, Ajmer chapter has received an advance amount of Rs.1,62,090/- from ICSI HQ against the total expense of Rs.1,82,900/-.

Kindly reimburse the balance amount of Rs.20,810/- to Chapter's account as soon as possible and oblige.

Thanking you.

Yours faithfully,

(CS Surbhi Mathur)

Chairperson

Ajmer Chapter of NIRC of ICSI

The Institute of Company Secretaries of India

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सत्यं वद। धर्मं चर। इष्टं कुरु त्वत्क: शोभते तु तेन ब्रह्म।

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