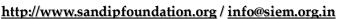


## **Sandip Foundation**

## Mahiravani, Trimbak Road, Nashik – 422 213, Maharashtra Phone: (02594) 222 551/52/53/54, Fax: (02594) 222 555





SF/SIEM/Nk/Policy Corres/

Nov 2017

## Maintenance

Subjected to the requirement received from the Lab/Class/Person concerned the Department initiates the A/C and Cooler Maintenance requirement with Principal. The Projects (SF) assigns the requirement to their expert who along with the A/C and Cooler Maintenance co-ordinator of Institute ascertains the actual requirement. Requirement thus is recommended by Principal which is processed directly or if the expenses beyond Rs.5000/on maintenance are projected or the purchases are involved it is routed through the CPC [Central Purchase committee]. Accordingly the requirements are supported with Hon Management approval. The Maintenance is carried out and the bills are settled. From the visit by Maintenance Technician till the settlement of bills coordinator A/C and Cooler Maintenance of Institute shoulders the responsibility.

## **Flow Chart**

Department initiates the Proposal under Principal's recommendations

W

Maintenance Engineer Visits the Department to ascertain requirements

U

Department is asked to raise requirement and get it approved accordingly

Repairs are carried out

Payments Processed

W

Maintenance Requirement is closed