



**SF/SIEM/Nk/Policy Corres/**

**Nov 2017**

**Furniture Maintenance**

Subjected to the requirement received from the Lab/Class concerned the Department initiates the Furniture Maintenance requirement with Principal. The Projects (SF) assigns the requirement to their expert who along with the Furniture 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 co-ordinator Furniture Maintenance of Institute shoulders the responsibility.

**Flow Chart**

