



SF/SIEM/Nk/Policy Corres/

Nov 2017

Lab Equipment Maintenance

Subjected to the requirement received Lab in charge concerned the Department initiates the Lab Equipment Maintenance requirement with Principal. Vendors for the Maintenance and or purchase are identified and accordingly the quotations are invited. The comparative statements are made and submitted for approval of Hon Management through the 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]. The Maintenance is carried out and the bills are settled. From the visit by Maintenance Technician till the settlement of bills TA of the Lab concerned follows up the proposal and takes it to its logical end.

Flow Chart

