

## **Sandip Foundation**

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SF/SIEM/Nk/Policy Corres/

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## **Sports Equipment/Play Ground Repair Maintenance**

The Director Physical Education and Sports submits the maintenance requirement of equipment and the play ground to Principal through Dean Admin. If only service is involved and charges below Rs.5000/-, under approving authority's signature the same could be completed. If any of the purchases are involved and even service cost is exceeding Rs.5000/- it is to be processed through the CPC [Central Purchase Committee]. Necessary Hon Management approvals are to be obtained at all desired stages. The Maintenance is carried out and the bills are settled. The Director Physical Education and Sports is responsible for entire process.

## Flow Chart

Department of Sports initiates the Proposal under Principal's recommendations

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Maintenance Requirements are ascertained

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Recommendations and Approvals are Obtained through appropriate Process

Repair/Maintenance is carried out

Payments Processed

Maintenance Requirement is closed

Prof PI Patil Mentor Sandip Foundation