SF/SIEM/Nk/Policy Corres/   **Nov 2017**

The PC/Systems Repair/Maintenance Requirements

Subjected to the requirement received from the Lab/Class concerned the Department makes the call log through the ERP systems. The Systems Department (SF) assigns the call log to their expert who along with the PC/Systems maintenance co-ordinator of Institute to ascertains the actual requirement.   Solves the problems or gives the repairs/maintenance requirement to Department 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 Systems experts till the settlement of bills co-ordinator shoulders the responsibility.

Flow Chart

Department Makes Call Log at Webmaster Sandip Foundation
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Call Log assigned to System Staff
↓
System Staff Visits the Department to ascertain the Issue
↓
User Department is asked asked to raise requirement

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In case of Purchases CPC is Approached, if policy demands
↓
Repairs are carried out
↓

Payments Processed
↓
Call Log Closed