

ANNEXURE-20**COLUMNS OF SUBJECT REGISTER**

SL.NO	BROAD GROUP OF ITEMS	REMARKS
1	OFFICE PROCEDURES, INSTRUCTIONS, QUALITY CONTROL DOCUMENTATIONS, ETC	
2	IMPORTS	
3	CAPITAL SCIENTIFIC EQUIPMENT	
4	COMPUTERS, PRINTERS, FAX, COPIER (OE) ETC.	
5	FURNITURE	
6	INFRA STRUCTURE INSTALLATIONS	
7	ANNUAL MAINTENANCE CONTRACTS	
8	HIRING OF SERVICES	
9	BREAK-DOWNS, EMERGENCY REPAIRS	
10	ADVANCES & ADJUSTMENTS	
11	HARDWARE/PAINTS/DIESEL/ETC	
12	ELECTRICAL ITEMS	
13	STATIONERY	
14	VEHICLE MAINTENANCE	
15		

Further series can be opened as and when required.

The file numbering shall look as follows:

INST	SECTION	SERIES	S.NO. OF FILE	YEAR	REMARKS
C-WET	PUR	2	1	04	FIRST FILE IN IMOPIRTS
C-WET	PUR	5	3	04	THIRD FILE IN FURNITURE

C-WET/PUR/2/1/04

C-WET/PUR/5/3/04

Order when issued will be suffixed to file number as follows:

C-WET/PUR/2/1/04/25 (Order No. 25 issued in IMPORT file No. C-WET/PUR/2/1/04)

C-WET/PUR/5/3/04/34 (Order No. 34 issued in FURNITURE file No. C-WET/PUR/5/3/04)