



नीवे NIWE
(ISO 9001 Certified)

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	AUCTIONS AND DISPOSALS	
16	RESEARCH / PROJECT CONSUMABLES	
17	OUTSTATION PROJECT INSTALLATIONS	
18	COMMITTEE PURCHASES (Rs.15000 to Rs.1 Lakh)	
19	INSURANCE COVERAGES	

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
NIWE	PUR	2	1	04	FIRST FILE IN IMPORTS
NIWE	PUR	5	3	04	THIRD FILE IN FURNITURE

NIWE/PUR/2/1/04

NIWE/PUR/5/3/04

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

NIWE/PUR/2/1/04/25 (Order No. 25 issued in IMPORT file No. NIWE/PUR/2/1/04)

NIWE/PUR/5/3/04/34 (Order No. 34 issued in FURNITURE file No. NIWE/PUR/5/3/04)