

STANDARD OF PROCEDURE (SOP)

Annual Repair & Maintenance of Hostel/Academic/Residential & Other Buildings (Civil & Internal Public Health) - (Routine Maintenance) at SLIET, Longowal.

S. No.	DESCRIPTION OF ACTIVITY	TIMELINE
A. PROCUREMENT OF MATERIALS OF (SANITARY & HARDWARE)		
1.	The Requirement for the Financial Year is raised by the Concerned Estate Officials	By 31 st January
2.	The committee is constituted for collection of quotations and the Estimate for the financial year is prepared and processed for necessary approvals from Competent Authority.	By 15 th February
3.	After approval of Material Estimates, E-Tender is floated/published through CPP Portal after seeking necessary approval from the competent authority, by giving wide publicity in Newspapers and as well as on Institute Website.	By 28 th February
4.	After receiving the tenders through E-tendering, the constituted committee evaluates the technical and Financial Bid, accordingly committee recommends awarding the work in favour of Lowest bidder.	By 15 th March
5.	After taking the approval from Competent Authority, then the work is awarded to the Agency.	By 31 st March
B. MAINTENANCE PROCEDURE (RESIDENTIAL/HOSTEL/ACADEMIC BUILDINGS)		
1.	The maintenance complaint is raised by concerned End user's (Academic Departments/Sections/Residents) to Estate office.	01 days
2.	After site visit, respective supervisor maintenance recommends the materials to be issued to Estate Officer. Estate Officer sends the requirement to Estate Store for procurement/issuing of requisite material.	02 days
2(A).	Estate Store prepares the details of cost of material involved and put the case again to the Estate Officer in accordance annual rate contract of the materials. Estate officer approves/recommends the case for approval to the competent authority as per schedule of powers delegated.	02-03 days
2(B).	After receiving the approval, the supply order is placed to the contractor/supplier. The material must be supplied within 15 days by the supplier.	15 days
2(C).	On receipt of material in Estate Store, the inspection by the department committee is done. The necessary entry of the received material w.r.t tax invoice of supplier is made in the stock register of Estate Store. The payments of the bills of concerned supplier is being processed to Higher officials/Audit & Account Section for release of payment	03 days
3.	The material is issued from Estate Store through Gate Pass based on routine complaint received.	02 days
4.	Issuing the material to the supervisor of the manpower agency for attending to the routine complaints which is being supervised and checked by the Estate Officials. The complaint is signed by the End user upon satisfactory completion of the work and filed in Estate store for record.	02 days

[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]

Estate Off.
SLIET, Longowal