

## **Steps to be followed after Procurement**

### **Stage I: Procedure for Non-Recurring Items**

- i. After successful installation/enlisting report, the designated officer for procuring items shall issue the item to the lab where it is desired and then it will remain under the charge of lab In-charge.
- ii. The labelling of procured items with proper reference number.
- iii. A log book is to be maintained for the item.
- iv. Maintain a register for the inventory of items, if required.

### **Stage II: Procedure for Recurring Items**

- i. After successful procurement/installation, the officer In-charge shall issue the item to the lab where the item is required, and then it shall remain under the charge of lab In-charge.
- ii. A log book is to be maintained for the equipment and its usage.

