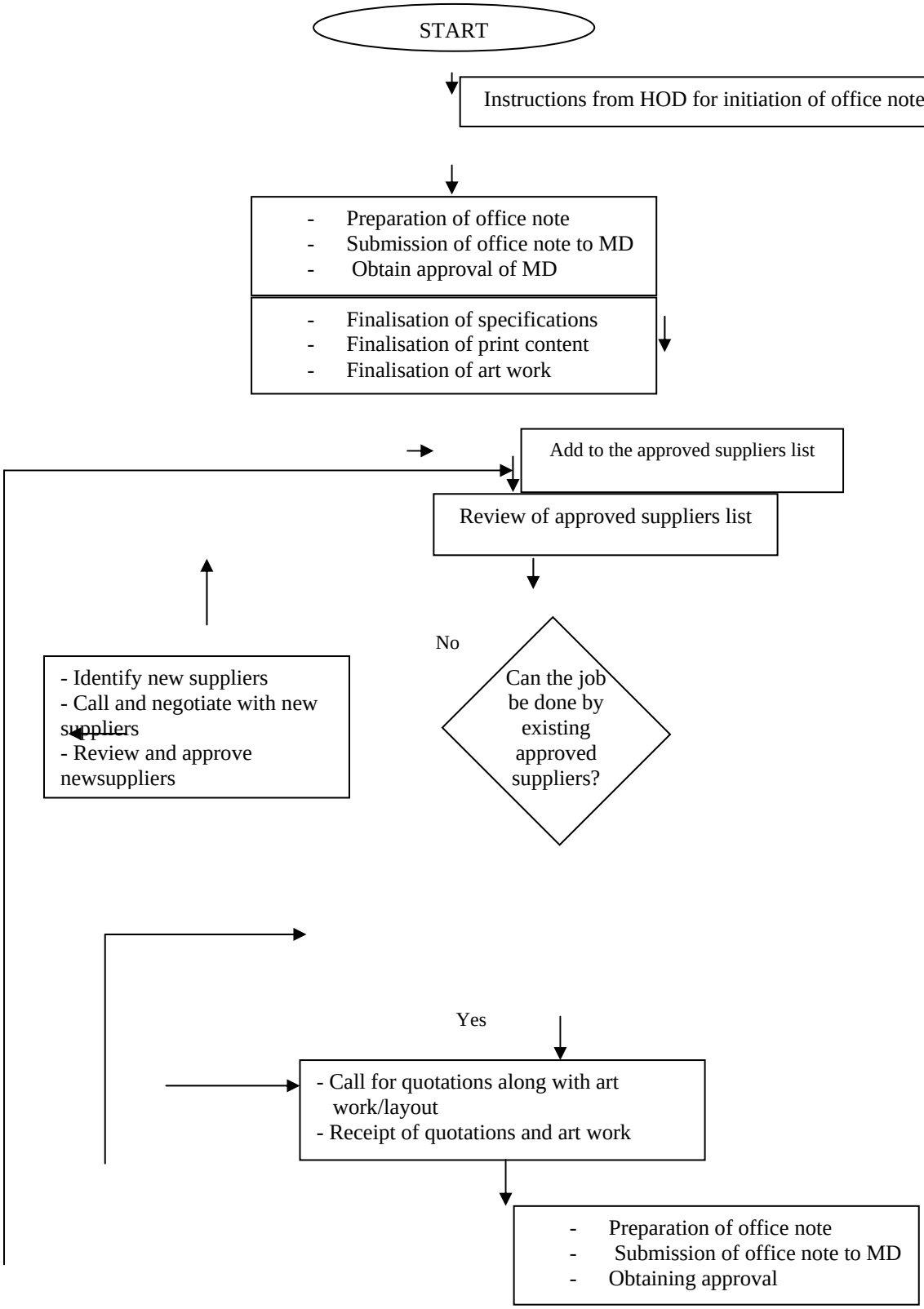
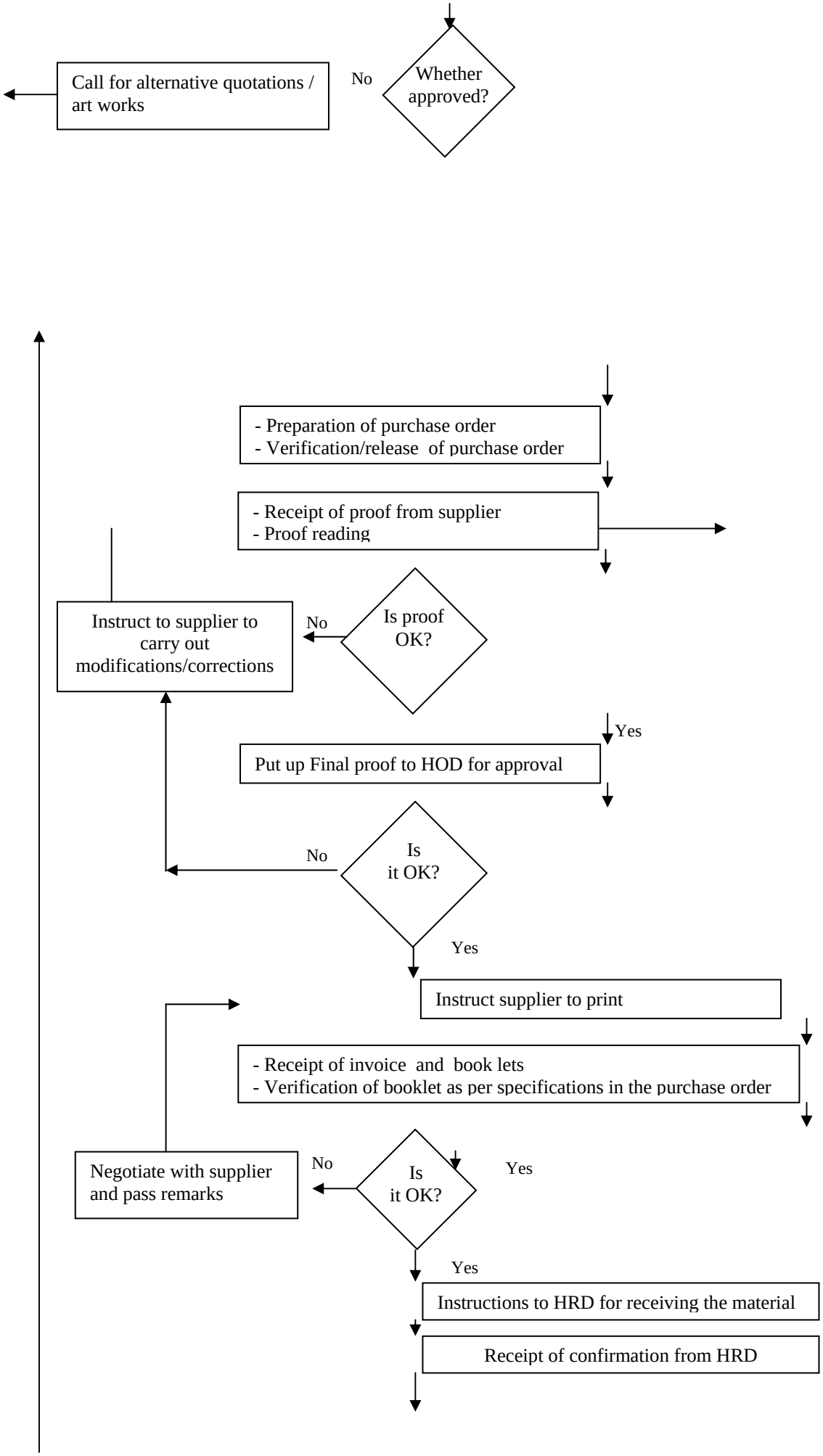
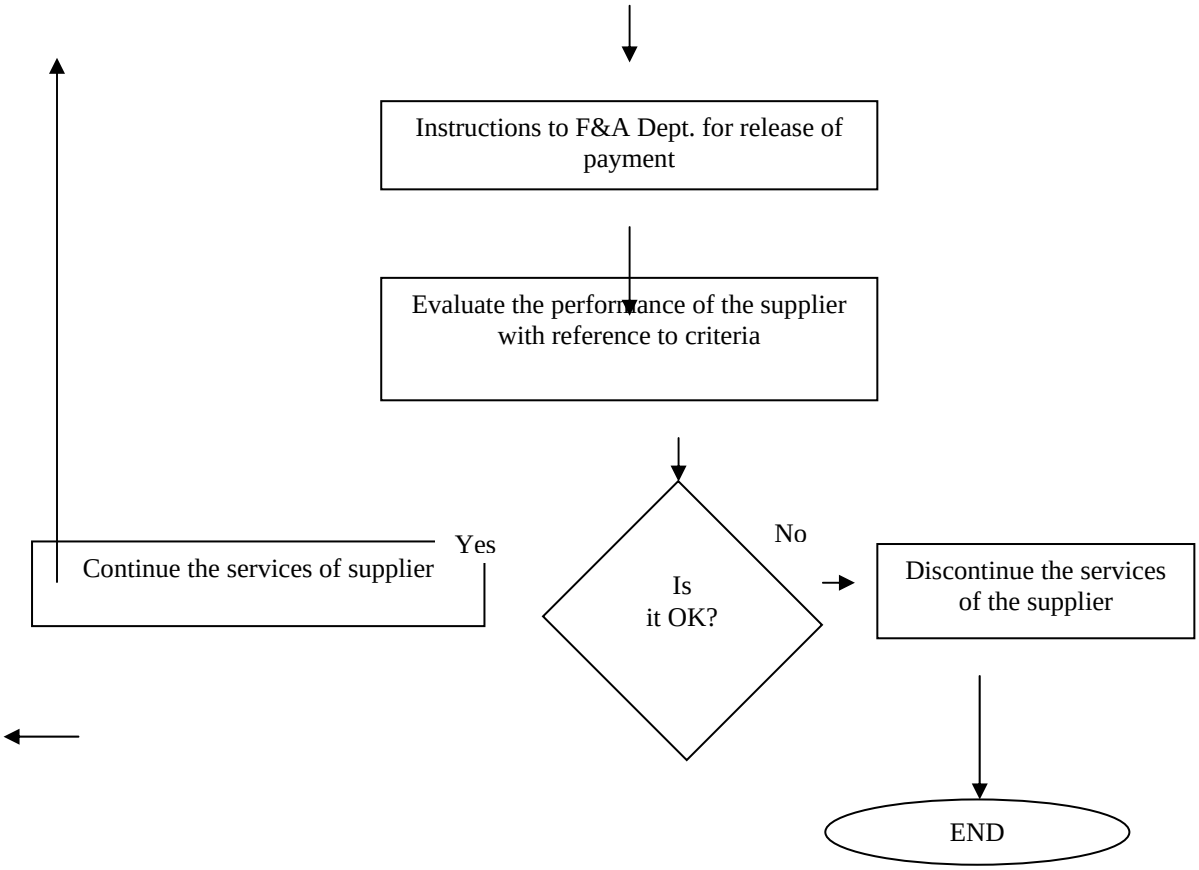
Annexure-3.11

FLOW CHART FOR PURCHASE OF SERVICES OF PRINTERS FOR PRINTING OF BOOKLETS




Call for alternative quotations / art works
No
Whether approved?
- Preparation of purchase order
- Verification/release of purchase order
- Receipt of proof from supplier
- Proof reading
Instruct to supplier to carry out modifications/corrections
No
Is proof OK?
Yes
Put up Final proof to HOD for approval
No
Is it OK?
Yes
Instruct supplier to print
- Receipt of invoice and book lets
- Verification of booklet as per specifications in the purchase order
Negotiate with supplier and pass remarks
No
Is it OK?
Yes
Yes
Instructions to HRD for receiving the material
Receipt of confirmation from HRD


Instructions to F&A Dept. for release of payment
Evaluate the performance of the supplier with reference to criteria
Is it OK?
Yes
Continue the services of supplier
No
Discontinue the services of the supplier
END