

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
LONGOWAL.
DEEMED-TO-BE- UNIVERSITY**

Ref. No. : PUR/07/2498-99

Dated : 25/02/11

To

I/c, Website,
SLIET, Longowal.

**Subject : Compliance of Section 4 under the RTI Act, 2005(regarding RTI
Manuals and Mandatory Disclosures only).**

Please upload following information on website of institute which is being forwarded on
www.slietweb@gamil.com

RTI Section	S. No.	Detail
4(1)	(a)	<p>The record maintained by the purchase section are : - File Index Register, Empanelment Register for registration of firms, Supply order register, Bill Register, Case files of all deptts., Tender Register, Departmental Stock Register, Xerox Copies Record Register of all deptts., Bank Guarantee Register. Leave Register</p> <p>List of record register of Central Store.</p> <p>Stationery and general stock items register, Office equipment, Department wise Consumable & Non consumable stock register, Scrap Register, Write off of equipment register, Vehicle maintenance register, Furniture register, Liveries register, Project register, Seminars register, Set register, Bill register, Dispatch register.</p> <p>Forms being used are Physical verification, Write off of material/equipment, Check Sheet for processing the bills, Inspection Report, Closing balance.</p>




(C.S. Matharoo)
Store Purchase Officer

Copy to : PIO, SLIET, Longowal w.r.t. your letter No. RTI10-11/55/1113-16 dated
25.02.2011