

ANNUAL PREVENTIVE MAINTENANCE PLAN CUM CHECK LIST

LABORATORY EQUIPMENT DESCRIPTION : HP Intel core i3, 4GB RAM, 320 GB HDD, DVD Writer, MGR/ET1/CSE/IBM/SY Keyboard and Mouse with 22" Monitor AOC S/010

LOC Anna Block 1st
ATIO Floor A109 IBM
N : LAB

SL.N	MAINTENANCE ACTIVITY	FREQUENCY	2019 - 2020																			
		DAILY	APR		MAY		JUN		JUL		AUG		SEP		OCT							
1	System Boot Process		1	2	1	2	1	2	1	2	1	2	1	2	1	2						
			3	4	3	4	3	4	3	4	3	4	3	4	3	4						
2	Functioniong of Accessories		5	6	5	6	5	6	5	6	5	6	5	6	5	6						
			7	8	7	8	7	8	7	8	7	8	7	8	7	8						
3	Network Connectivity Checking		9	10	9	10	9	10	9	10	9	10	9	10	9	10						
			11	12	11	12	11	12	11	12	11	12	11	12	11	12						
4	Antivirus Updation		13	14	13	14	13	14	13	14	13	14	13	14	13	14						
			15	16	15	16	15	16	15	16	15	16	15	16	15	16						
5	Application Software Verification		17	18	17	18	17	18	17	18	17	18	17	18	17	18						
			19	20	19	20	19	20	19	20	19	20	19	20	19	20						
6	System Cleaning		21	22	21	22	21	22	21	22	21	22	21	22	21	22						
			23	24	23	24	23	24	23	24	23	24	23	24	23	24						
7			25	26	25	26	25	26	25	26	25	26	25	26	25	26						
			27	28	27	28	27	28	27	28	27	28	27	28	27	28						
8			29	30	29	30	29	30	29	30	29	30	29	30	29	30						
					31				31		31				31							
1	Laboratory Cleaning	WEEKLY	1	1	1	1	1	1	1	1	1	1	1	1	1							
2	System Virus Scan		2	2	2	2	2	2	2	2	2	2	2	2	2							
3	Deletion of Temp Files		3	3	3	3	3	3	3	3	3	3	3	3	3							
4	Disk Cleaning		4	4	4	4	4	4	4	4	4	4	4	4	4							
1	Software Updates	MONTHLY	1	2	3	4	5	6	7	8	9	10	11	12	13							
4			15	16	17	18	19	20	21	22	23	24	25	26	27							
1	Os Updates	QUARTERLY	1						2						3							
4	Vacuum Cleaning		4						5						6							
1	Re Installation of OS & Softwares	HALF YEARLY	1										2									
4			3										4									
1	Consumables Replacement	YEARLY	1																			
2			2																			

NOTE 1 : STRIKE (/) THE BOXES ON COMPLETION OF PREV. MAINTENANCE ACTIVITY

NOTE 2 : CROSS MARK (X) THE BOXES FOR NON- COMPLETION OF PREV. MAINTENANCE ACTIVITY



Dr.M.G.R.
Educational and Research Institute
 (DEEMED TO BE UNIVERSITY)
 (An ISO Certified Institution)
UNIVERSITY WITH SPECIAL AUTONOMY STATUS
 Maduravoyal , Chennai - 600 095



ANNUAL PREVENTIVE MAINTENANCE PLAN

LABORATORY EQUIPMENT DESCRIPTION :

**HP Z400 Workstation Intel Xeon 3.2Ghz Processor,
 RAM /250 GB HDD**

SL.N	MAINTENANCE ACTIVITY	FREQUENCY	APR		MAY	
1	System Boot Process	DAILY	1	2	1	2
			3	4	3	4
2	Functioniong of Accessories		5	6	5	6
			7	8	7	8
3	Network Connectivity Checking		9	10	9	10
			11	12	11	12
4	Antivirus Updation		13	14	13	14
			15	16	15	16
5	Application Software Verification		17	18	17	18
			19	20	19	20
6	System Cleaning		21	22	21	22
			23	24	23	24
7			25	26	25	26
			27	28	27	28
8			29	30	29	30
						31
1	Laboratory Cleaning	WEEKLY	1		1	
2	System Virus Scan		2		2	
3	Deletion of Temp Files		3		3	
4	Disk Cleaning		4		4	
1	Software Updates	MONTHLY	1		2	
4						
1	Os Updates	QUARTERLY			1	
4	Vacuum Cleaning					
1	Re Installation of OS & Softwares	HALF YEARLY				
4						
1	Consumables Replacement	YEARLY				
2						

NOTE 1 : STRIKE (/) THE BOXES ON COMPLETION OF PREV. MAINTENANCE ACTIVITY

NOTE 2: CROSS

AN CUM CHECK LIST

/8GB MGR/ET1/CSE/R&D/SYS/022

Anna Block 2nd
LOCATION : Floor A 204 R&D
LAB

2019 - 2020																			
JUN		JUL		AUG		SEP		OCT		NOV		DEC		JAN		FEB			
1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2		
3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4		
5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6		
7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8		
9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10		
11	12	11	12	11	12	11	12	11	12	11	12	11	12	11	12	11	12		
13	14	13	14	13	14	13	14	13	14	13	14	13	14	13	14	13	14		
15	16	15	16	15	16	15	16	15	16	15	16	15	16	15	16	15	16		
17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18		
19	20	19	20	19	20	19	20	19	20	19	20	19	20	19	20	19	20		
21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22		
23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24		
25	26	25	26	25	26	25	26	25	26	25	26	25	26	25	26	25	26		
27	28	27	28	27	28	27	28	27	28	27	28	27	28	27	28	27	28		
29	30	29	30	29	30	29	30	29	30	29	30	29	30	29	30	29			
			31		31				31				31		31				
1		1		1		1		1		1		1		1		1			
2		2		2		2		2		2		2		2		2			
3		3		3		3		3		3		3		3		3			
4		4		4		4		4		4		4		4		4			
3		4		5		6		7		8		9		10		11			
		2						3						4					
1								2											
1																			

SS MARK (X) THE BOXES FOR NON- COMPLETION OF PREV. MAINTENANCE ACTIVITY

S. No	Lab Name	Page No.
1.	Lab-1 molecules - Biology	= 6-20
2.	Lab-2 Bioprocesses "	= 21-30
3.	Lab-3 Instrumentation	31-40
4.	Lab-4 Research Lab.	41-50
5.	Lab-5 Genetic - - Lab	51-60
6.	Lab-6 Plant tissue	61-70
7.	Lab-7 Animal Tissues	71-80
8.	Lab-8 Deep Freezer room	81-85
9.	Lab-9 Microbiology Lab	86-90
10.	Lab-10 Sterilization room	91-94
11.	Lab-11 Biochemistry	95-99

DEPARTMENT :

S.No	Date	Name of the Equipment or material with Ref. No	Purpose of Transfer	Where it is being sent (with necessary address)	Signature, Name & Designation of the person responsible to receive with Phone & Mobile No.	Signature, Name & Designation of the person handing over with Phone & Mobile No.	Gate Pass No.
1	2	3	4	5	6	7	8
1.	07/12	PROTECTOR Seven Voltage Stabiliser	Vocal Chun (Lab)	"Sunar Power Systems" #119, 116, TAMB. New Colony, Phase-3 Athipet, Ambalam, Goni Labnet Scientific Services, No. 1, Rama Chandra Aye St, Ground Floor 7. Ngr, Chm -17	Venkatesh 9941459830	Dileep 9176234565	625
2.	20-12-13	Hot Air Oven	Service & repair	Labnet Scientific Services, No. 1, Rama Chandra Aye St, Ground Floor 7. Ngr, Chm -17	S. Arun (Service Engr) 8940522967/ 044-28140278	Dileep 9224432163	663
3.	31/1/13	CO ₂ gas cylinder	for refilling gas	Indo Gas agencies Ramapuram		Dr. N. Sudhakar Nil	677
4.	8/7/13	CO ₂ gas cylinder	for refilling gas	Indo Gas Agencies Ramapuram		Dr. N. Sudhakar Nil	926
5.	18/10/13	CO ₂ gas cylinder	for refilling gas	Indo Gas Agencies Ramapuram		P. DILEEP 9962232143	95
6.	07/07/14	CO ₂ Gas cylinder	for refilling CO ₂ gas	Indo Gas agencies Ramapuram		Dr. N. Sudhakar Nil	1333
7.	16/9/14	motor taken for replacement	Replace New motor	LABNET SCIENTIFIC		J. ARUN Kumar 9962985367 +H	134



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY

(INCORPORATED BY THE GOVT. OF INDIA IN 1984)
Maduravoyal, Chennai - 600 095.

EQUIPMENT / MATERIAL MOVEMENT REGISTER

DEPARTMENT :					Name of the LAB :		
No	Date	Name of the Equipment or material with Ref No.	Purpose of Transfer	Where it is being sent (with necessary address)	Signature, Name & Designation of the person responsible to receive with Phone & Mobile No.	Signature, Name & Designation of the person handing over with Phone & Mobile No.	Gate Pass No.
1	2	3	4	5	6	7	8
13/12		PROTECTOR Solar Voltage Stabilizer	Normal	Sunrise Power Systems #102, 10A, TANS New College, Phase 3 Advet. Arulmudali Labnet Scientific Divison, No. 1, Ramaiahandra Appa St., Ground Floor T. Nagar, Chn - 17	Ventakum 9941459830	Dileep 9176234585	625
20-12-12		Hot Air Oven	Quarantine & repair	Labnet Scientific Divison, No. 1, Ramaiahandra Appa St., Ground Floor T. Nagar, Chn - 17	S. Arun (Divison Engineer) 8940522967 044-28140278	Dileep 9824432163	663
14/12		CO ₂ gas cylinder	for refilling gas	Indo Gas Agency Ramaiahandra Appa St., Ground Floor T. Nagar, Chn - 17	Dr. N. Sudhakar 9824432163		677
		CO ₂ gas cylinder	for refilling gas	Indo Gas Agency Ramaiahandra Appa St., Ground Floor T. Nagar, Chn - 17	Dr. N. Sudhakar 9824432163		922
		CO ₂ gas cylinder	for refilling gas	Indo Gas Agency Ramaiahandra Appa St., Ground Floor T. Nagar, Chn - 17	P. DILLIP 9962232143		953
		CO ₂ Gas cylinder	for refilling CO ₂ gas	Indo Gas Agency Ramaiahandra Appa St., Ground Floor T. Nagar, Chn - 17	Dr. N. Sudhakar 9824432163		1333
		motor taken for replacement	Replace New motor	LABNET SCIENTIFIC	J. ARUN KUMAR 9962985567		1393

Signature of the HOD	Signature of CAC	Date of Return	Gate Pass No.
9	10	11	12
		Returned on 7/1/13	
		Returned on 8/1/13	
for HOD		Returned on 18/10/13	
for HOD		Returned on 04/07/14	
for HOD		Returned on 31/10/14	



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY

Madhavoyal, Chennai - 600 095.

EQUIPMENT / MATERIAL MOVEMENT REGISTER

DEPARTMENT					Name of the LAB		
S. No.	Date	Name of the Equipment (including serial No.)	Purpose of Transfer	Where it is being sent (with necessary address)	Signature Name & Designation of the person responsible to remove with phone & Mobile No.	Signature Name & Designation of the person handing over with Phone & Mobile No.	Date Pass No.
8	13/10	C ₂ Gas Cylinder (14 kg)	Exchanging one to lab 7 kg Cylinder	Indo Gas Agency Rampuram	Dr. N. Sudhakar 9566031220	Dr. N. Sudhakar 9566031220	213
9	14/10	C ₂ Gas Cylinder (14 kg)		Indo Gas Agency Rampuram	Dr. N. Sudhakar 9566031220	Dr. N. Sudhakar 9566031220	
10	20/10/15	C ₂ Gas Cylinder (14 kg)	Refilling gas	Indo Gas Agency Rampuram	Dr. N. Sudhakar 9566031220	Dr. N. Sudhakar 9566031220	
11	25/10/15	C ₂ Gas Cylinder (14 kg)	Refilling gas	Indo Gas Agency Rampuram	Dr. N. Sudhakar 9566031220	Dr. N. Sudhakar 9566031220	
12	26/10/15	C ₂ Gas Cylinder (14 kg)	Refilling gas	Indo Gas Agency Rampuram	Dr. N. Sudhakar 9566031220	Dr. N. Sudhakar 9566031220	
13	19/11/15	C ₂ Gas Cylinder (14 kg)	Refilling gas	Indo Gas Agency Rampuram	Dr. N. Sudhakar 9566031220	Dr. N. Sudhakar 9566031220	
14	8/11/16	C ₂ Gas Cylinder (14 kg)	Refilling gas	Indo Gas Agency Rampuram	Dr. N. Sudhakar 9566031220	Dr. N. Sudhakar 9566031220	

Signature of the HOD	Signature of CAG	Date of issue	Condition of the equipment during return	Received by	HOD's Signature
Dr. N. Sudhakar	Dr. N. Sudhakar	21/10/15	2 x 7 kg C ₂ gas cylinders returned on 12/11/15	Dr. N. Sudhakar	Dr. N. Sudhakar
Dr. N. Sudhakar	Dr. N. Sudhakar	21/10/15	Returned on 21/10/15	Dr. N. Sudhakar	Dr. N. Sudhakar
Dr. N. Sudhakar	Dr. N. Sudhakar	21/10/15	Returned on 21/10/15	Dr. N. Sudhakar	Dr. N. Sudhakar
Dr. N. Sudhakar	Dr. N. Sudhakar	21/10/15	Returned on 21/10/15	Dr. N. Sudhakar	Dr. N. Sudhakar
Dr. N. Sudhakar	Dr. N. Sudhakar	21/10/15	Returned on 21/10/15	Dr. N. Sudhakar	Dr. N. Sudhakar
Dr. N. Sudhakar	Dr. N. Sudhakar	21/10/15	Returned on 21/10/15	Dr. N. Sudhakar	Dr. N. Sudhakar
Dr. N. Sudhakar	Dr. N. Sudhakar	21/10/15	Returned on 21/10/15	Dr. N. Sudhakar	Dr. N. Sudhakar
Dr. N. Sudhakar	Dr. N. Sudhakar	21/10/15	Returned on 21/10/15	Dr. N. Sudhakar	Dr. N. Sudhakar
Dr. N. Sudhakar	Dr. N. Sudhakar	21/10/15	Returned on 21/10/15	Dr. N. Sudhakar	Dr. N. Sudhakar
Dr. N. Sudhakar	Dr. N. Sudhakar	21/10/15	Returned on 21/10/15	Dr. N. Sudhakar	Dr. N. Sudhakar

* When Date Pass sent for CAG signature this register shall accompany



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY

(Post 115, 1 of the 1950 Act 1950)
Madhavoyal, Chennai - 600 095.

EQUIPMENT / MATERIAL MOVEMENT REGISTER

DEPARTMENT :

Name of the LAB :

S. No.	Date	Name of the Equipment or material with Ref. No.	Purpose of Transfer	Where it is being sent (with necessary address)	Signature, Name & Designation of the person responsible to receive with Phone & Mobile No.	Signature, Name & Designation of the person handing over with Phone & Mobile No.	Gate Pass No.
1	2	3	4	5	6	7	8
15	6/5/16	CO2 Gas cylinder Refilling (14kg)	Refilling	Endo gas agency Ramapuram	N. Sathak 9566031265		
16	15/7/16	CO2 Gas cylinder Refilling (14kg) (no: 2 cylinder)	Refilling	Endo gas agency Ramapuram	N. Sathak Dr. N. Sathak Mob: 9566031265		
17	22/7/16	Liquid nitrogen 35 litres cylinder 10 litres cylinder 2-cylinder MGR/ET2 IMBT/ATC/LNC/001 LNC/002	Refilling	RAT-IRI ABBOTATI #41, Appa Street, Thiruvalluvar as Nagar, Anna Nagar Chemi-40 Mob: 9841027754	Dr. N. Sathak Mob: 9566031265 N. Sathak 22/7/16		
18	6/1/17	CO2 gas cylinder (14kg) (no: 2 cylinder)	Refilling	Endo gas Agency Ramapuram	N. Sathak Dr. N. Sathak 9566031265		
19	11/6/17	CO2 gas cylinder (14kg) (no: 2 cylinder)	Refilling	Endo gas Agency Ramapuram	N. Sathak Dr. N. Sathak 9566031265		

Signature of the HOD	Signature of CAG	Date of Return	Condition of equipment during
9	10	11	12
Kamalakshi 6/5/16		6/5/16	
Rajeswary 15/7/16			
Rajeswary 22/7/16			
Rajeswary 6/1/17			
Rajeswary 11/6/17			



UNIVERSITY OF MADURAI
Madurai, Tamil Nadu - 625 005.
EQUIPMENT / MATERIAL MOVEMENT REGISTER

EQUIPMENT / MATERIAL MOVEMENT					Name of the LAB	
DEPARTMENT		Name of the Equipment or material with Ref. No.	Purpose of Transfer	Where is it being sent (Institution's address)	Signature, Name & Designation of the person responsible to receive with Phone & Mobile No.	Signature, Name & Designation of the person handing over with Phone & Mobile No.
1	2	3	4	5	6	7
10	24/10/20	Calorimeter 312	Repair & maintenance	312, Sree Mutha Krishna Mission, Changanassery, Kerala	Kamath K. J. 20/9/17 984463807	
21	24/10/20	Calorimeter 312	Repair & maintenance	Changanassery, Kerala	Changanassery, Kerala	
22	22/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
23	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
24	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
25	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
26	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
27	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
28	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
29	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
30	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
31	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
32	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
33	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
34	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
35	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
36	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
37	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
38	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
39	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
40	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
41	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
42	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
43	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
44	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
45	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
46	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
47	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
48	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
49	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
50	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
51	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	
52	24/10/20	CO ₂ gas cylinder (14 kg) (1 cylinder)	Refilling	Indo gas Agency, Pampadum	P. N. Sankaranarayanan 22/10/20 Mob: 9566083265	</

1/25 (10/11/11)

Signature of the HOD	Signature of CACF	Date of Return	Condition of the equipment during return	Received by	HOD's Signature
9	10	11	12	13	14
Rajawong Hin 20/2/17	F. Loi 20/2/17				
Rajawong Hin 22/2/17	F. Loi 22/2/17		Officer in Charge (CS)		
Rajawong Hin 5/5/17	F. Loi 5/5/17		Officer in Charge (CS)		
Kamathic 14/6/17	F. Loi 14/6/17				
Rajawong Hin 22/2/17	F. Loi 22/2/17				
Kamathic 22/2/17	F. Loi 22/2/17				
Rajawong Hin 8/5/18					

*While Game Pads sent for CAD system that req



Maduravoyal, Chennai - 600 095.

EQUIPMENT / MATERIAL MOVEMENT REGISTER

DEPARTMENT : I B T

Name of the LAB: Molecules/Mix

S.No	Date PO No.	Name of the Equipment or material with Ref No	Purpose of Transfer	Where it is being sent (with necessary address)	Signature, Name & Designation of the person responsible to receive with Phone & Mobile No.	Signature, Name & Designation of the person handing over with Phone & Mobile No	Gate No.
1	013 2015-16 18/11/15	Centrifuging Machine Electric Micro Spin TC 4815D S/N No. can-275 Anal Gce-276 1) Transformer 2 2 2) Service charge 2 2		M/S Sri Eastward Scientific Sales No. 49A, 6th cross, 2120 Srinivasapuram Bogari putthi Tyrone Thakral Ch. S. B. P. 944492776	T. J. J. J. J. 1300.00 1200.00 Total 2500.00	S. K. Thiv. el. M Sales Engineer Mob. (91) 9910 295569	P. 104 2015-16 20.5
2	013 2015-16	Heating mantle Make BSS Lab Instruments 1) Heating mantle coil 6 6 2) Energy regulator 1 1 3) Service charge 1 1		" " " " " "	2400.00 425.00 800.00 Total 3625.00	" " " " " "	" " " " " "
3	"	Vortex Mixer Make Nethob Model. VM 331 S/N No. 256124 Anal 25625 1) Vacuum bag 8 8 2) Spring with ball 1 1 3) Service charge 2 2		" " " " " "	" " " " " "	" " " " " "	" " " " " "



EQUIPMENT / MATERIAL MOVEMENT REGISTER

DEPARTMENT: IBH

Name of the LAB: Molecular Biology

DEPARTMENT - T.R.T						Name of the person responsible to store with Phone & Mobile No.		Signature Name & Designation of the person handling over with Phone & Mobile No.		Date Recd.	
S.No.	Date	Name of the Equipment or Material with Part No.	Purpose of Transfer	Where it is being sent (with temporary address)		Signature Name & Designation of the person responsible to store with Phone & Mobile No.	Signature Name & Designation of the person handling over with Phone & Mobile No.	Date Recd.			
1	2	3	4	5	6	7	8	9			
1	01/12/2014	Controlling Air Freck & Micron SPIN To 4210 Dura sm-273 Anal Sm-276 O Transducer O Service center	2 2 2 2	Miscellaneous Scientific Sub Miscellaneous Growth chamber Bioscience Tissue Bank Ch. Shakti Singh	1300.00 200.00 2500.00 Total = 3725.00		Guthrie, M. Sales Engineer Mishra, P. 245667	21/12/14 20/12/14 20/12/14			
2	01/12/2014	Heating mantle MultiPetro Lab Instruments O Heating mantle coil O Energy Analyser O Service charge	6 1 1	" " "	2400.00 125.00 900.00 Total = 3725.00		" "	"			
3	n	Vortex Mixer Make checked Model Vm 801 Shw 25611y Anal 2561S O Vacuum cleaner O Spring wiper O Service center	8 1 2	" "			"	"			

Signature of the HED	Signature of CAC	Date of Return	Condition of the equipment upon return after repairing class	Remarks	HOD's Signature
1	2	3	4	5	6
			working	Kamukhi 18/1/15	Rogerway HOD 18/1/15 14/01/15 14/01/15
			working	Kamukhi 18/1/15	Rogerway HOD 18/1/15 14/01/15 14/01/15
			Equipment was not added to the list from the list value as, only delivered to 1, 8 20/- the first equipment for p.c 20, 170/-	Kamukhi 18/1/15	Rogerway HOD 18/1/15 14/01/15 14/01/15

* While Case Pass sent for CAO signature this register shall accompany



Dr. M.G.R.
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MADRAS 600 095.

EQUIPMENT / MATERIAL MOVEMENT REGISTER

DEPARTMENT :

Name of the LAB : *Molecular Biology*

S. No.	Date	Name of the Equipment or Material with Ref. No.	Quantity of Equipment or Material	Where it is being used (Room/Department)	Signature Name & Designation of the person responsible to receive with Phone & Mobile No.	Signature Name & Designation of the person handing over with Phone & Mobile No.	Gate Pass No.
1	2	3	4	5	6	7	8
4	05/06/2024	Replacement of Heating Plate Heating Plate Cap 1000ml	1	1	213 Labat Sci Baskinul Baskin Khandan 3121 Tirunelveli - 610005	850.00	213
5		Replacement of Heats in NBS LAB Heating Plate	1	1		750.00	214
6		Replacement of one Hour mechanical Timer and speed control knob in cool box	1	1		170.00	215
7	06/06/2024	Service of for rig and Power Band Heater No first and Service charge	1	1	M. S. Hiteek Son N. S. Chandra Street, Khandan Chennai - 600005 Phone: 2625168	1550.00	2170 21/6/2024

Molecular Biology

Signature of the HOD	Signature of CAC	Date of Return	Condition of the equipment during return (If any Damage)	Remarks	HOD's Signature
9	10	11	12	13	14
<i>Rajeshwari</i>			working		<i>Rajeshwari</i> OFFICE IN-CHARGE MOL. BIOLOGY LAB
<i>Rajeshwari</i>			working		<i>Rajeshwari</i> OFFICE IN-CHARGE MOL. BIOLOGY LAB
<i>Rajeshwari</i>			working		<i>Rajeshwari</i> OFFICE IN-CHARGE MOL. BIOLOGY LAB
<i>Rajeshwari</i>			working		<i>Rajeshwari</i> OFFICE IN-CHARGE MOL. BIOLOGY LAB

* While Gate Pass sent for CAC signature this register shall accompany



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Maduravoyal, Chennai - 600 095.

EQUIPMENT / MATERIAL MOVEMENT REGISTER

Name of the LAB: *Molecular biology*

DEPARTMENT :

S. No.	Date	Name of the Equipment or material with Ref. No.	Received By	Where it is being used (with address & PIN)	Signature, Name & Designation of the person responsible to provide with Phone & Mobile No.	Signature, Name & Designation of the person handing over with Phone & Mobile No.	Gate Pass No.
1	2	3	4	5	6	7	8
8	11/11/18	Laminar flow cabinet	1	Labnet Scientific House No. 37, New Mangaloch, 1st Block, Villivakkam, Chennai - 600 049	4750	S. Umesh Kumar, M.Sc. in Microbiology, 916117	
9	10/12/18	Laminar flow cabinet	5	Labnet Scientific House No. 37, 1st Floor, Subhahar, Apartment, Ch. 49, P. V. 600 049	5940-00		004 23/1/18

Signature of the HOD	Signature of CAO	Date of Return	Condition of the equipment after return	Received By	HOD's Signature
9	10	11	12	13	14
			Working	<i>Kamath</i>	<i>Rajeshwari</i> 11/11/18
			Working		<i>Rajeshwari</i> 7/1/18

For MSc in Microbiology
UNIVERSITY
Department of Microbiology
Dr. M.G.R. Educational and Research Institute

Office in Charge
HOD



* While Gate Pass sent for CAO signature this register shall accompany



EQUIPMENT / MATERIAL MOVEMENT REGISTER

EQUIPMENT / MATERIAL MOVEMENT				Name of the LAB		Instrumentation	
Sl. No.	Date DD/MM/YY	Name of the Equipment or Material with Ref. No.	Quantity of Equipment or Material	Where it is being used with necessary address	Signature Name & Designation of the person responsible to receive the Phone & Mobile No. <u>Instrument</u>	Signature Name & Designation of the person handing over with Phone & Mobile No.	Date Recd DD/MM/YY
1	2	3	4	5	6	7	8
1	28/7	Service car	1	Tashkent Latifabad D-55 House Situated with Compound Tashkent Lower Panel Mumbair Road D-55 House	13.000	K. S. D. S.	01/08/2023
2	28/7	Material	1	Thermo Fisher Scientific India Pvt Ltd North East Sun center North Tashkent Road 6991 Loyala College Chennai 60 Phone: 044-26144444	16.284	Vignesh	22/08/2023

Signature of the HOD	Signature of CACB	Date of Return	Comments of the recipient during return - As per parent's statement	Remarks	HOD's Signature
1	2	3	4	5	6
Lab Instructors			Working		Rajawadee Hospital 8/13/14 Department of Pathology Dr. M.G.R. Educational And Research Institute (Formed in the University of Mahachulalongkornrajavidyalaya)
P.Ts			working		Rajawadee Hospital 8/13/14 Department of Pathology Dr. M.G.R. Educational And Research Institute (Formed in the University of Mahachulalongkornrajavidyalaya)

*While Gate Pass valid for CAO signature this register shall accompany



Maduravoyal, Chennai - 600 095.

EQUIPMENT / MATERIAL MOVEMENT REGISTER

DEPARTMENT :

Name of the LAB :

[illegible]



Sl. No.		Doc. No.	Name of the Document in relation with Ref. No.	Purpose of Transfer To / For	Where it is being sent (with necessary address)	Name of the User Designation, Name & Designation of the person responsible to receive with Phone & Mobile No.	Signature, Name & Designation of the person handing over with Phone & Mobile No.	Date/Place No.
1	2	3	4	5	6	7	8	9
3	101	101	Inspection and filing Change Sheet Service of Inspection	1	1	Inspection Injampallem Ch-60015	1,502.00	Suresh

[illegible]

^a While Case Patient sent for CAD signature via register.



Maduravoyal, Chennai - 600 095.
EQUIPMENT / MATERIAL MOVEMENT REGISTER
Name of the LAB: 5

Name of the LAB: Barrow & Lyb

DEPARTMENT		Name of the Equipment or Machine with Part No.		Quantity of Part No.	Where it is being kept (with necessary address)	Signature, Name & Designation of the person responsible to ensure with Part & Value for Purchase Value	Signature Name & Designation of the person handing over with Part & Value for Purchase Value	Date of Handover
1	2	3	4	5	6	7	8	9
1	Lab. Instrument at the Institute Pm.	1	1	Lab. Instrument at the Institute Pm.	25000			
2	Lab. Instrument at the Institute Pm.	1	1	Lab. Instrument at the Institute Pm.	4750			
3	Lab. Instrument at the Institute Pm.	1	1	Lab. Instrument at the Institute Pm.	59400			
4	Lab. Instrument at the Institute Pm.	1	1	Lab. Instrument at the Institute Pm.	16100			
5	Lab. Instrument at the Institute Pm.	1	1	Lab. Instrument at the Institute Pm.	30000			

* While Sale Pass sent for CAD signature this register shall accompany



Name of the LAB :

S. No.	Date P.O. No. Date	Name of the Equipment or material with Ref. No.	Purpose of Transfer	Where not necessary BATCH	Cost with Phone & Mobile No. Transfer Value	Cost with Phone & Mobile No.	Cost with Phone & Mobile No.
1	2	3	4	5	6	7	8
1.		Laminar flow Service Cleaning Hepa Filter Pre Filter	51	Laminar flow Service Area Altos. Pre Filtering Laminar Flow Cabinet	5940/-		5940/-

[illegible]

⁴ While Gate Pass sent for CAO signature this register shall apply.



EQUIPMENT / MATERIAL MOVEMENT REGISTER

Name of the Lab: Microbiology Lab

DEPARTMENT		Name of the Equipment or Machine with Ref. No.	Quantity Qd. Lt.	Current working part (with necessary accessory)	Signature Name & Designation of the person responsible to submit with Price & Model No.	Invoice Date	Signature Name & Designation of the person handling such item Price & Model No.	Date Recd. Inv. No.
1	2							
1	Micro Incubator			Micro. Furni				50th
	Shaker table			Scientific				Inv. No.
	Test tub			Sci. Equip.				5124
	IDMGA 611			Sci. Equip.				2015-16
	Micro. Incubator			Sci. Equip.				2015-16
	APD controller	1	1	Instrumental	4500.00			
	with Sensor			Chem. Lab				
	2) S.R.	2	2	ph. 2476000	1700.00			
	3) Lamp	1	1	Micro. Equip.	65.00			
	4) Heater Fan	1	1		505.00			
	5) Compressor				2200.00			
	Electrical							
	Accessories	1	1		1800.00			
	6) Digital Time				1200.00			
	7) Sewing Machine				12360.00			
				Total	12360.00			

[illegible]

* While-Care Pass sent by CAO signature this month's email accordingly.



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Chennai 600 095.

EQUIPMENT / MATERIAL MOVEMENT REGISTER

Name of the Lab: *Hospitalization*

DEPARTMENT:

S. No.	Date	Name of the Equipment or material with Asset No.	Purpose of Transfer	Where it is being sent (with handling address)	Signature, Name & Designation of the person responsible to receive with Phone & Mobile No.	Signature, Name & Designation of the person handing over with Phone & Mobile No.	Code of the Department
1	2019	1. ST Auto clave 1.75 New Tenon 2.149 Auto Control with P.T. 100 for Equitron Vertical RAD Auto clave	1	Labnet Smith & Co Services No. 31/136th B/1st Floor Villivakkam Chennai ph. 224-4264/67	2-214-00	23/1/19	0504
2	2019	2. ST Realignment B1 & welding 200g of handle 300g System In Equitron welded Auto clave	1	Labnet Scientific Services Chennai ph. 224-4264/67	2-214-00	23/1/19	0504

7/1/19

Signature of HOD	Signature of CBO	Date of Return	Condition of the Equipment	Received by	HOD's Signature
			working	off In I. Pruthi Kann	Rajeshwar Head Department of Biotechnology Educational and Research Institute Chennai 600 095.
			working	25/1/19 21/1/19	Rajeshwar Head Department of Biotechnology Educational and Research Institute Chennai 600 095.

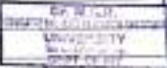
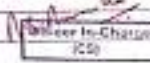
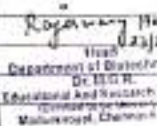
* While Gate Pass sent for CAO signature this register shall account



Maduravoyal, Chennai - 600 095.
EQUIPMENT / MATERIAL MOVEMENT REGISTER

Name of the LAB: Biochemistry Lab

DEPARTMENT		Name of the Department or Institute with Reg. No.		Purpose of Transfer	Where it is being sent (with necessary address)	Signature, Name & Designation of the person responsible to receive with PHONE & MOBILE No	Signature, Name & Designation of the person handing over with PHONE & Mobile No	Date From To
1	2	3	4	5	6	7	8	9
7	2014	Deployment at Healer in Nerlak Hand Block	1	1	us. Lehal 916 Hite. Soudas del. Ramachand Iyansat Ground floor in Chenn. Boudy Mol. in Mysore	7500.00		04.6 3/10/2014
8		Deployment at Healer in Heating Mand Cap. deamb	1	1		7500.00		11
9	201	Inspection and fixing charge - 1500 for repairing wires both	2	2	Ins. on 91 Hite. Pvt No. 11/541 Kankar 8 km ch. 60005	3000.00	Suresh	

Signature of the HOD	Signature of IAO	Date of Return	Continuation of the account being taken after turning status	Remarks	HOD's Signature
8	10	11	12	13	14
Rajeshwari Devi			working		 Rajeshwari Devi A. S. [Signature]
Rajeshwari Devi			working		 Rajeshwari Devi A. S. [Signature]
Rajeshwari Devi			working		 Rajeshwari Devi A. S. [Signature]
Rajeshwari Devi			working		 Rajeshwari Devi A. S. [Signature]

^a While Gains Passes wait for CAO sign-off, the applicant shall apply.



GENERAL DO's & DONT's in LABORATORY

LABORATORY DESCRIPTION SSD Lab , CASE Tools & Visual Programming Lab

Demonstrate the breadth knowledge across Oracle, VB Programming.

Able to develop softwares using, Rational Rose,VB and Oracle DB connectivity.

Able to create projects using Rational Rose,VB,Oracle DB

DO's

1	Lab user must sign in and sign out in the Login Register.
2	Keep the bags at the Bagpoint kept at the entrance of lab.
3	Enter the lab with Id card and lab observation note book.
4	Maintain silence in the laboratory.
5	Handle the systems with care.
6	Approach the System Administrator for any hardware and software problems; if required make an entry in the Complaint Register of the Lab.
7	Lab users must keep their work area clean and orderly.
8	Before leaving lab, shutdown the computers and push the chairs back in order.
9	Wearing lab coat is compulsory.

DONT's

1	Avoid unnecessary movements inside the lab.
2	Do not make noise ; Do your work with the systems.
3	Do not Use mobile inside lab.
4	Do not make any changes in the Desktop settings or installed software.
5	Donot unplug /plug any hardware or cables.
6	Eatables not allowed inside the laboratory.
7	Playing computer games, visiting social network sites, viewing movies are strictly prohibited.

REVISION LEVEL / DATE :

PREPARED BY :

APPROVED BY :



Dr.M.G.R
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UNIVERSITY
Established 1983 at No. 102, A-1, 100,
Madhavaram, Chennai - 600 035

LAB. EQUIPMENTS INVENTORY LIST *

Block Name : Anna Block

Floor : III floor

Room No:

Department : BIO TECHNOLOGY

Laboratory : IBM Lab

Room Size : (L x B) = Sq. Mts.

S.NO	Name of the Equipment & Unique ID No.	Make / Mfgr's Name	Supplier	Year of Purchase	Approx. Cost /Unit	Total Nos. Available	Qty & Status of Condition		
							Good	To be Serviced	Scrap
1	HP DESKTOP INTEL CORE 250 GB HARD DISK 2GB RAM	HP	INFINITY INFOSERV PVT LTD,78/2,FOURTH AVENUE,ASHOK NAGAR,CHENNAI-600083	24/01/2018	10,75,000	50	50		
2	HP DESKTOP INTEL CORE I3@320 GHZ 320 GB HARD DISK 2GB RAM 18.5 TFT MONITOR	HP	FLAKE AGENCIES	22/11/11	NA	4	4		
4	ACER DELL DESKTOP INTEL CORE 500 GB HARD DISK 2 GB RAM	ACER	NA	NA	NA	4	4		

* To be used during Stock Taking



Dr.M.G.R
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UNIVERSITY
Established 1983 & Affiliated to Anna University, Chennai - 600 095

COMPUTERS AND PERIPHERALS INVENTORY LIST *

Block Name : Anna Block

Floor : Third

Room No: A 108

Department : BIOTECHNOLOGY

Laboratory : HOD ROOM

Room Size : (50 x 30) = 700 Sq. Mts.

S.NO	MAKE	ITEM DESCRIPTION													STATUS (WORKING / NOT WORKING)
		COMPUTER SYSTEM (PC)	PRINTER	SCANNER	UPS	BATTERY	ROUTER	SWITCH	SERVER	ACCESS POINT	XEROX	MODEM	PROJECTOR	PODIUM	
1	HP ELITE	4													4 WORKING 0
2	Sharp Power				4										WORKING
3	Rocket														WORKING
4	Bosnet Ethernet Box														WORKING
5	DGS 3100-24							3							WORKING
6	BENQ														WORKING
7	MEGA														WORKING
	TOTAL	4			4			3							

* To be used during Stock Taking

* To be used during Stock Taking



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Madurai, Tamil Nadu - 625 002

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/B1/01 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard.

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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Madurai, Tamil Nadu - 625 002

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/02

RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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Madurai, Tamil Nadu - 625 002

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB DEPARTMENT : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/03 RANGE : MAKE : HP
DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/04 **RANGE** : **MAKE** HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : CSE/IT

ID. NUMBER : MGR/ET1/BT/BI/05 **RANGE** : **MAKE** : Lenovo

DESCRIPTION : LENOVA Intel Core I3 CPU @3.07 GHZ Processor, 2 GB RAM / 240GB HDD / DVD Writer / 19" TFT Monitor / Mouse / Keyboard.

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD., **ANNUAL MAINTENANCE BY** : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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Rajarampet, Chennai - 600 035

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/06 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD., **ANNUAL MAINTENANCE BY** : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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Rajarampur, Chennai - 600 035

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/07 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD., **ANNUAL MAINTENANCE BY** : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/08

RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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Madhavaram, Chennai - 600 035

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/09 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/10

RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB DEPARTMENT : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/11 RANGE : MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/12 RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT : BIO TECHNOLOGY**

ID. NUMBER : MGR/ET1/BT/BI/14 **RANGE :** **MAKE : HP**

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB DEPARTMENT : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/14 RANGE : MAKE : HP
DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT : BIO TECHNOLOGY**

ID. NUMBER : MGR/ET1/BT/BI/15 **RANGE :** **MAKE : HP**

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/16

RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 20/12/2010

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/17 **RANGE** : **MAKE** : HP
DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/18 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB DEPARTMENT : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/19 RANGE : MAKE : HP
DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB DEPARTMENT : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/20 RANGE : MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

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01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB DEPARTMENT : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/21 RANGE : MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard .

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/23

RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard.

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : IBM LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/24

RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/24 RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/25 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/26 **RANGE** : **MAKE** : HP

DESCRIPTION : LENOVA Intel Core I3 CPU @3.07 GHZ Processor, 2 GB RAM / 240GB HDD / DVD Writer / 19" TFT Monitor / Mouse / Keyboard.

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/27 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/28

RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY ID.
NUMBER : MGR/ET1/BT/BI/29 **RANGE** : **MAKE** : HP
DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/30

RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/31 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse

DATE OF PURCHASE 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/32

RANGE :

MAKE : Lenovo

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB DEPARTMENT : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/33 RANGE : MAKE : Lenovo

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/34 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard .

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/35 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD., **ANNUAL MAINTENANCE BY** : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/36 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/37 **RANGE** : **MAKE** : HP
DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/38 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



Dr.M.G.R
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(Declared U-3 of the UGC Act 1956)
Madurai, Tamil Nadu - 625 002

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : IBM LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/39

RANGE :

MAKE : Lenovo

DESCRIPTION : LENOVA Intel Core I3 CPU @3.07 GHZ Processor, 2 GB RAM / 240GB HDD / DVD Writer / 19" TFT Monitor / Mouse / Keyboard.

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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Madurai, Tamil Nadu - 625 002

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY
ID. NUMBER : MGR/ET1/BT/BI/40 **RANGE** : **MAKE** : HP
DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB DEPARTMENT : BIO TECHNOLOGY
 ID. NUMBER : MGR/ET1/BT/BI/41 RANGE : MAKE : HP
 DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard
 DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD



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Madhavaram, Chennai - 600 035

LAB NAME : BIO INFO LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/42

RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : IBM LAB

DEPARTMENT : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/43

RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/44 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/45 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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Rakuram, Tiruvallur - 601 105

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/46 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD., **ANNUAL MAINTENANCE BY** : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
25.6.14	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/47 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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(Madhavaram, Chennai - 600 035)

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/48 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse /

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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Madhavaram, Chennai - 600 035

LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB **DEPARTMENT** : BIO TECHNOLOGY

ID. NUMBER : MGR/ET1/BT/BI/49 **RANGE** : **MAKE** : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



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LAB EQUIPMENT / INSTRUMENT HISTORY RECORD

LAB NAME : BIO INFO LAB
TECHNOLOGY

DEPARTMENT : BIO

ID. NUMBER : MGR/ET1/BT/BI/50

RANGE :

MAKE : HP

DESCRIPTION : HP ELITE DUAL CORE CPU @3.20 GHZ Processor, 2 GB RAM / 250GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard

DATE OF PURCHASE : 24/01/2018

SUPPLIED BY: INFINIT INFOSERV LTD.,

ANNUAL MAINTENANCE BY : SOUTH GATE TECHNOLOGIES

DATE	VERIFICATION / MAINTENANCE ACTIVITY	REPORT REFERENCE (IF ANY)	STATUS OK / NOT OK	ACTION TAKEN IF NOT OK	SIGN
01.02.2018	SYSTEM WORKING PROPERLY		OK		



ANNUAL PREVENTIVE MAINTENANCE PLAN CUM CHECK LIST

LABORATORY EQUIPMENT DESCRIPTION : HP Intel Core CPU @3. GHZ Processor, 2 GB RAM / 240GB HDD / DVD Writer / 18" TFT Monitor / Mouse / Keyboard.

ID NO.:

MGR/ET1/BT/BI/50

LOCATION : HOD ROOM / BPR

SL.N	MAINTENANCE ACTIVITY	FREQUENCY	APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR																					
1	System Boot Process	DAILY	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
			3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4	3	4
2	Functioniong of Accessories		5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6	5	6
			7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8	7	8
3	Network Connectivity Checking		9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10
			11	12	11	12	11	12	11	12	11	12	11	12	11	12	11	12	11	12	11	12	11	12
4	Antivirus Updation		13	14	13	14	13	14	13	14	13	14	13	14	13	14	13	14	13	14	13	14	13	14
			15	16	15	16	15	16	15	16	15	16	15	16	15	16	15	16	15	16	15	16	15	16
5	Application Software Verification		17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18
			19	20	19	20	19	20	19	20	19	20	19	20	19	20	19	20	19	20	19	20	19	20
6	System Cleaning		21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22
			23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24
7			25	26	25	26	25	26	25	26	25	26	25	26	25	26	25	26	25	26	25	26	25	26
			27	28	27	28	27	28	27	28	27	28	27	28	27	28	27	28	27	28	27	28	27	28
8			29	30	29	30	29	30	29	30	29	30	29	30	29	30	29	30	29	30	29	30	29	30
					31				31				31				31			31			31	
1	Laboratory Cleaning	WEEKLY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	System Virus Scan		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	Deletion of Temp Files		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	Disk Cleaning		4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
1	Software Updates	MONTHLY	1	2	3	4	5	6	7	8	9	10	11	12										
4																								
1	Os Updates	QUARTERLY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
4	Vacuum Cleaning		23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
1	Re Installation of OS & Softwares	HALF YEARLY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
4			23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
1	Consumables Replacement	YEARLY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
2			23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13

NOTE 1: STRIKE (/) THE BOXES ON COMPLETION OF PREV. MAINTENANCE ACTIVITY

NOTE 2: CROSS MARK (X) THE BOXES FOR NON- COMPLETION OF PREV. MAINTENANCE ACTIVITY