**Key Activities Chart:**

The key activities charts of stores functioning are as follows:

**Procurement**
- Hi-end Scientific Equipments/Instruments
- General Purpose office Equipment including I.T Products
- Consumables for Labs including HPLC/GC/UPLC Column
- Furniture & Fixtures
- Stationery Items Toner & Cartridge
- Miscellaneous Stores

**Maintenance**
- A.M.C/ C.M.C of Sensitive Equipments & Instruments
- Ensure Timely Calibration,
- All Gases Refilling for Labs including L.P.G
- Trouble shooting of I.T Products & their Upgradation
- Repairing & Services with Sub-parts & Spare Parts Procurement
- Condemnation & Disposal of obsolete

**BCT**
- Building Maintainace
- New Facility Development i.e Civil Work
- Horticulture & Beautification
- Housekeeping & Bio-Medical Waste Disposal
- Security Arrangement
- Electrical & Water supply (Sanitation)
- Govt. Vehicle Maintenance

**Hiring/ Outsourcing Services**
- Audit/ Training/ Officials Visit & Meeting Arrangement
- Private Vehicle, Guest Hotel Booking
- Printing Material & Advertising as & when required.
- Drycleaning & Shampooing Blinds, Chairs, Aprons, Towels
- Electricity, Telephone, Nagar Nigam Taxes, Water taxes & other Taxes bill
- Record Keeping, Documentations & Bill Pass for Payment