

Appendix- `A' Part-I to
JS(Trg) & CAO's letter No.
A/31668/Stores/CAO/SM-I
Dated 15 Sep 2004

The entitlement, authorization and minimum life of items as detailed in Appendix-A, B, C & D are approved including the following recommendations made by the Committee :-

- (a) Entitlement of furniture items for Brigadiers/equivalents (Head of Organizations only) are to be the same as for General Officers and equivalents. Similarly, entitlement of furniture Items for Col/equivalents(Head of Organizations only) are to be the same as for Brigadiers and equivalents.
- (b) Executive Furniture items which are being issued to Brigs(Head of Organizations only) are to be issued to all Brigadiers and equivalents.
- (c) The minimum life of all types of Chairs has been fixed at 10 years as this item is used extensively. Similarly, the life of Doormat/Coirmat and Bevelled Glass has been fixed at 02 Years .
- (d) Officers of the rank of Cols/Equivalents and below are to be clubbed together. However, in cases where difference in entitlement was deemed desirable, the same is to be retained.
- (e) Different categories like Sub Major/equivalents, Other JCOs/Equivalents and JCO Clerks and SPAs are recommended to be clubbed with entitlement of Section/Staff.
- (f) Mattress, Pillow and Bed sheet are to be provided to Night Duty Clerks as for Duty Officers.
- (g) Besides Blackboard, Screen is to be provided on demand and its minimum life is five years.
- (h) In Old Record Rooms Cabinet Sliding be issued on demand in addition to Racks.
- (j) In the Conference Room, Screen be also provided.
- (k) For Visitors in the Reception, Sofa Set and a Central Table be also provided.
- (l) The minimum life of Podium/Rostrum is enhanced to 15 years as it is sparingly used.
- (m) The Mechanical Duplicator has outlived its utility in view of use of Risograph/Duplo/Gestetner. Hence, its issue may be discontinued except in exceptional cases with ample justification.

- (n) The minimum life of Lamination Machine, Overhead Projector, Telephone Instrument, Document Binding Machine, Television, Voltage Stabilizer, Weighing Machine, Electronic Typewriter, Computer, Fax Machine, UPS, Printer, Walkie-Talkie Punching and Binding Machine, Duplicator Premier, Table Fan, Food Warmer, Radiant Heater, Tea/Coffee Machine, Wax Sealing Machine, Door Frame Metal Detector, TV Tuner and Wireless Set is recommended to be fixed at **05 Years**.
- (o) The minimum life of Pedestal Fan and LCD Projector should be 10 years, 03 years for Heat Convectors/Heaters and 08 years for Gestetner Machine, Duplicator Machine and Risograph Machine.
- (p) Television is considered useful especially for Operation Room, Training Room and Organizations responsible for publicity. It is, therefore, recommended for Maj Gen/equivalent and above to meet functional requirement of the Organization. For Officers of lower rank, the feasibility of meeting requirement by issuing TV Tuner may be examined.
- (q) Radiant Heater is recommended for Brig/equivalent and above, Heat Convector for Officers of the rank of Major/Lt Col/Col and their equivalents, whereas other Officers and Sections can be issued Heaters.
- (r) The alternative of Fevicol like Quick fix and the likes should also be procured and issued for maximization of user satisfaction. Similarly, All Out Machine and Refill should be supplemented by other Brands.
- (s) Tea Sets, Half Plates, Remote Call bell should be issued to all Brigs/equivalents and above. Flower vase is recommended for all Officers of the rank of Col/equivalent and above.
- (t) The minimum life of Brief Case is recommended to be 03 Years, 01 Year for Soap Case and 05 Years for Wall Clock.
- (u) All non-gazetted officers should be issued two Ball Pens bimonthly.
- (v) All Steno/PA/PS should be issued two Pencils Reporter and one Short Hand Note Book bimonthly.
- (w) The requirement of Photostat Paper A-4 has increased considerably Stock of 3,000 ream must be maintained always in the store to increase user's satisfaction and meet emergent requirements of various important offices of Army HQ and ISOs.

(x) Envelopes are the most basic items for running day-to-day office. Hence, the following stocks should be maintained at all times in CAO's stores :-

(i)	SE-4	-- 40,000
(ii)	SE-5	-- 2,00,000
(iii)	SE-6	-- 2,00,000
(iv)	SE-6A	-- 20,000
(v)	SE-7	-- 40,000
(vi)	SE-7A	-- 20,000
(vii)	SE-8	-- 20,000
(ix)	SE-8A	-- 10,000

(y) Vacuum Cleaner may be issued only to the COAS, VCOAS, DCOAS(T&C) and DCOAS(P&S) for the time being as a pilot project. After considering experience gained in its operation and success or otherwise of the experiment, the requirement of other units/organizations, if any, may be examined on functional considerations.

(z) The proposal of procurement of Steel Compactors for MS Branch is not found acceptable.

Appendix - 'A' Part-II to
JS(Trg) & CAO's letter No.
A/31668/Stores/CAO/SM-I
Dated 15 Sep 2004

SCALE OF FURNITURE/FURNISHING

<u>S.No.</u>	<u>Nomenclature Of Items</u>	<u>Life</u>	<u>Entitlement</u>
<u>General Officers and Equivalents</u>			
<u>Brigadiers and Equivalents(Head of Organization only)</u>			
01	Almirah Steel Medium/Large/Small	15 Years	1
02	Book Shelf Steel/Wooden	15 Years	1
03	Cabinet Filing	15 Years	1
04	Chair Revolving Steel	<u>10 Years</u>	Executive High Back L Type/ LType Waterproof)
05	Carpet Woolen	05 Years	1
06	Display Board	10 Years	1
07	Hat Stand/Wall Mirror	10 Years	1
08	Peg Table(Glass Top) Wooden	10 Years	1 to 4(depending upon space and Sofa Seats)
09	Side Rack(Steel/Wooden)	15 Years	2
10	Sofa Seats Wooden (High Executive)	10 Years	Seats depend on room size and demand
11	Stool Wooden	10 Years	1
12	Table Centre wooden with Glass Top	10 Years	1(Oval/Rectangular Shape)
13	Door Mat all type/Coir Mat	<u>02 Years</u>	1 per door
14	Screen Wooden four fold	10 Years	According to space
15	Visitor Chair Steel(High Executive)	10 Years	6
16	Foot Rest Wooden	05 Years	1
17	Perplex Sheet	10 Years	1
18	Curtain A&B(Superior) as per colour & fabric approved by the user	05 Years	As per size of Windows/Doors
19	Vertical Blinds	<u>05 Years</u>	As per size of Windows
20	Slanting Pad Acrylic	10 Years	1
21	Cut Glass(Tumblers)	--	6
22	Honour Board	10 Years	1

23	Table Officer Wooden	15 Years	*Semi Circular Table Wooden with Glass Top-1 OR Executive Table Wooden with Beveled Glass – 1 Back Wall Unit Wooden with Beveled Glass – 2 Side Table Unit Wooden with Beveled Glass – 2 Mobile Drawer Box Wooden with Beveled Glass – 2 Corner Table Wooden with Glass Top – 4 (Depending upon room size & requirement)
* 10 Years Beveled Glass – 2 Years			

Brigadiers and Equivalents

Cols and Equivalents(Head of Organization only)

01	Almirah Steel Medium/Large/Small	15 Years	1
02	Book Shelf Steel/Wooden	15 Years	1
03	Chair Revolving Steel Executive Type	<u>10 Years</u>	1(Executive/High Back L Type/L Type Waterproof)
04	Carpet Synthetic	05 Years	1
05	Hat Stand/Wall Mirror	10 Years	1
06	Peg Table Wooden	10 Years	2
07	Side Rack(Steel/Wooden)	15 Years	1
08	Sofa Seats Wooden (High Executive)	10 Years	Seats depend on room size and demand
09	Stool Steel	15 Years	1
10	Table Centre (Wooden)	10 Years	1
11	Door Mat all type/Coirmat	<u>02 Years</u>	1
12	Screen Wooden four fold	10 Years	According to space
13	Visitor Chair Steel	10 Years	4
14	Honour Board Wooden	10 Years	1
15	Curtain C	05 Years	As per size of Windows/Doors
16	Vertical Blinds	05 Years	As per size of Windows
17	Cut Glass(Tumblers)	--	4
18	Foot Rest	10 Years	1
19	Slanting Pad Acrylic	10 Years	1

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20	Table Officer (Wooden/Steel)	15 Years	*Semi Circular Table –1 OR Executive Table Wooden with Beveled Glass – 1 Back Wall Unit Wooden with Beveled Glass – 1 Side Table Unit Wooden with Beveled Glass – 2 Mobile Drawer Box Wooden With Beveled Glass–2 Corner Table Wooden with Glass Top – 2 (Depending upon room size & requirement)
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* 10 Years

Beveled Glass – 2 Years

**Col/Lt Col and Equivalent
And Officers below them**

01	Almirah Steel Medium/Large/Small	15 Years	1
02	Book Case Steel	15 Years	1(Col only)
03	Chair Revolving Steel	<u>10 Years</u>	1(L Type Low Back)
04	Chair CB/LB Steel	<u>10 Years</u>	1
05	Carpet	05 Years	1(Syn Carpet)
06	Hat Stand/Wall Mirror	10 Years	1
07	Side Rack Steel/Wooden	15 Years	1
08	Sofa Set Normal Wooden	05 Years	1(Col/Dir) Other Officers – Depending upon availability of space and nature of job
09	Stool Steel	15 Years	1
10	Table Officers (Wooden/Steel)	10 Years	1Semi Circular – Maj to Col Small/L Type Officers Table–other officers
11	Table Centre (Wooden)	10 Years	1 (Officers provided with Sofa Set)
12	Visitor Chair Steel Normal Cushioned	10 Years	4 for Col, 3 for Lt Col/Maj 2 for other Officers
13	Glass Tumblers Normal	--	1
14	Foot Rest Wooden	10 Years	1
15	Slanting Pad Wooden	10 Years	1
16	Rubber Cushion	05 Years	1
17	Curtains(`C' Type)	05 Years	As per size of Windows/Doors (for Group A Officers only)

Section/Staff/Secretariat

01	Key Box Wooden	10 Years	2
02	Wooden Stool	10 Years	1
03	Steel Chair with Arms	<u>10 Years</u>	1
04	Almirah Steel Large/Small	15 Years	(functional justification)
05	Notice Board Wooden	10 Years	1
06	Computer Table (Steel/Particle Board)	10 Years	1
07	Printer Table(Steel/Particle Board)	10 Years	1
08	Computer Chair Steel	10 Years	1
09	Clerk/Asstt Table Steel	10 Years	1
10	Glass Tumblers Normal	--	1
11	Side Rack Steel	15 Years	1

Office-cum-Rest Room for Duty Officer

01	Almirah Steel Large	15 Years	1(functional justification)
02	Chair Steel	<u>10 Years</u>	1
03	Wall Mirror	10 Years	1
04	Peg Table Wooden	10 Years	1
05	Table Office(Steel/Wooden)	10 Years	1
06	Table Bedside(Steel/Wooden)	10 Years	1
07	Bed Hard (Steel/Wooden)	05 Years	1
08	Mattress	05 Years	1
09	Pillow and Bedsheet	02 Years	1

Office-cum-Rest Room for Duty Clerk/Despatch Officer

01	Chair Steel	15 Years	1
02	Charpoy IP Nylon Newar (Steel)	05 Years	1
03	Mattress	05 Years	1
04	Pillow and Bedsheet	02 Years	1
05	Display Board Wooden	10 Years	1
06	Rack Pigeon Hole Steel	10 Years	1
07	Table Clerk Steel	10 Years	1

Draftsman and Surveyor

01	Almirah Steel Large	15 Years	1(functional justification)
02	Chair Draftsman	<u>10 Years</u>	1
03	Table Draftsman Steel	10 Years	1

Technical Staff

01	Almirah Steel Large	15 Years	1(functional justification)
02	Chair Steel	<u>10 Years</u>	1
03	Table Office Clerk Steel	10 Years	1

Stationery Room/Stores

01	Racks/Shelves/Cupboard (Steel)	15 Years	As required
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Duplicator Room

01	Stool Steel	15 Years	1
02	Table Steel for Duplicator/ Risograph/Photocopier	10 Years	1

Planning-cum-Briefing Room

01	Screen/Black board Fiber Glass with Easel	10 Years	1
02	Chair Easy Cushioned Steel	10 Years	As required (L Type/L Type Waterproof)
03	Desk with Dais Wooden	10 Years	1
04	Display Board	10 Years	As required
05	Peg Table Wooden	10 Years	- do -
06	Pointer Long/Medium/Small	10 Years	1
07	Table Centre Glass Top Wooden	10 Years	1

Visitors Room

01	Chair Easy Steel With Cushion	10 Years	As required (L Type/L Type Waterproof)
02	Carpet	05 Years	Syn/Woolen Carpet
03	Peg Table Wooden	10 Years	As required
04	Sofa Seats Wooden/Steel	05 Years	Seats depending on size of Visitor Room
05	Table Centre Glass Top Wooden	10 Years	1

Old Records Room

01	Racks Steel	15 Years	As required
02	Cabinet Sliding Steel	<u>10 Years</u>	As required

Conference Room

01	Screen/Blackboard Fiber Glass with Easel	10 Years	As required
02	Carpet Woolen	05 Years	- do -
03	Chair Steel	<u>10 Years</u>	- do - (L Type/L Type Waterproof)
04	Desk Stand Lecture	15 Years	- do -
05	Display Board	10 Years	- do -
06	Hat Stand/Wall Mirror	10 Years	- do -
07	Peg Table Wooden	10 Years	- do -
08	Pointer Staff Long Small	10 Years	- do -
09	Table Conference Wooden	15 Years	- do - (As per space & specification of the user)

Telephone Exchange

01	Furniture	--	As required (depending on the area)
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Library

01	Furniture/Racks/Cabinet Sliding Sliding (Steel)	--	As required
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Reception and Security Staff

01	Almirah Steel Large	15 Years	1(functional justification)
02	Chair Steel	<u>10 Years</u>	As required
03	Display Board	10 Years	- do -
04	Table Office Clerk Steel	10 Years	1
05	Sofa Set Normal	05 Years	1
06	Table Central Wooden	10 Years	1

Note :- 1. The competent financial authority may sanction item(s) demanded by the user(s) to meet functional requirements in relaxation of the above criteria and also item(s) not indicated above.

2. Items are issued subject to availability/funds.

ITEMS ISSUED BY THE FURNITURE STORE

Appendix'A' part III to JS(Trg) & CAO's letter
No.A/31668/Stores/CAO/SM-I Dt. 15 Sep 04

S.	S	Name of the item	Entitlement	Scale	Laid down life
No.	No,				
1		Steel Trolley Size 5X3, 4 Wheel	section	as per functional requirement	15 years
2	1	Hand Cart Iron	Section	As per functional requirement	15 Years
3	2	Aluminium ladder High 10X5/25	Section	As per functional requirement	15 Years
4	9	Waste paper basket steel/plastic	Section	As per functional requirement	5/2 years
5	10	Steel Stool	Officers	Already covered in part I	
6	12	Filling Cabinet Steel	Officers	Already covered in part I	
7	13	Steel filing cabinet/map cabinet	Section	As per functional requirement	15 Years
8	14	Steel file rack 6 Shelves	Section	As per functional requirement	15 Years
9	18	Steel file rack open type 10,12 Shelves	staff	Asper functional requirement	15 Years
10	19	File Rack Closed type all size steel	Section	Asper functional requirement	15 years
11	20	Steel fire resistant/record cabinet	Section	As per functional requirement	15 Years
12	23	Steel Alimirah large type spl type	Section	Asper functional requirement	15 years
13	25	Steel chair without arms	Staff	As per functional requirement	10 years
14	26	Wooden exec table with Side Rack 6X31/2	Officers	Already covered in part I	
15	27	Steel officer table with side rack	Officers	As per functional requirement	15 years
16	29	Steel Trays	Section	As per functional requirement	15 Years
17	30	Chair steel crominum	Officers	As per functional requirement	10 years
18	31	Exec Chair Rev Wooden Steel base	Officers	As per functional requirement	10 years
19	32	Chair steel crominium plate	Officers	As per functional requirement	15 Years
20	33	Chair steel Rev cushion	officers	As per functional requirement	10 years
21	43	Steel Case Box	section	As per functional requirement	15 Years
22	47	Filing pocket wooden Reping holder	Section	As per functional requirement	10 years
23	48	Rev chair steel H/B	officer	Already covered in part I	
24	49	Terminal Table	officer	As per functional requirement	10 years
25	53	Terminal operter Chair	Officers	As per functional requirement	10 Years
26	54	Officer Chair	Officers	As per functional requirement	10 years
27	55	Chair with half Arms	section	As per functional requirement	10 years
28	57	Almirah for books(steel)	section	As per functional requirement	15 years
29	58	Stationery Rack(steel)	Section	As per functional requirement	15 years
30	59	Chair Blow Plate steel	Section	As per functional requirement	10 Years
31	60	Chair visitor withcane seat back steel	Officers	As per functional requirement	10 years
32	61	Visitor chair cushion iron pipe steel	Officers	As per functional requirement	10 years
33	62	Steel filing cabinet 2&3 Drawers	Section	As per functional requirement	15 years
34	65	Table steel mica top (6X3)	Officers	As per functional requirement	15 years
35	68	Table Steel mica top (3X2)	Section	As per functional requirement	15 years
36	69	Conference table with drawer wooden	Section	As per functional requirement	15 years
37	70	Chair modern 3 seater 2 seater	Officers	As per functional requirement	10 Years
38	72	Steel table (6X4)	Section	As per functional requirement	15 years
39	73	Steel Brand Almirah	Section	As per functional requirement	15 years
40	74	VDU Table with printer	Section	As per functional requirement	10 years
41	75	Steel folding cots	Section	As per functional requirement	15 years
42	77	Brass name plate	Officer	As per functional requirement	10 years
43	78	Metalic Display Board/Sign Board	Section	As per functional requirement	10 years
44	79	Brass steel flower pots/container	Section	As per functional requirement	15 years
45	81	Computer VDU Table size 36x24x30	officers	As per functional requirement	10 years
46	86	Aluminium Rod with plastic ends	Section	As per functional requirement	10 years
47	87	Chairs with plastic seat	Section	As per functional requirement	5 years
48	88	Super PC Works stand with moniter stand	Section	As per functional requirement	10 years
49	89	News paper stand	Section	As per functional requirement	10 years
50	90	Jali/arrgal	Section	As per functional requirement	10 years

51	91	Gate system locking system	Section	As per functional requirement	15 years
52	92	Steel plated band and signed board	Officers	As per functional requirement	15 years
53	93	Aluminium step ladder	Section	As per functional requirement	15 years
54	95	Wooden platform	Section	As per functional requirement	10 years
55	98	Multi cupboard steel	Section	As per functional requirement	15 years
56		Movable wooden table	Section	As per functional requirement	10 years
57	103	Catalog Cabinet	Section	As per functional requirement	10 years
58	104	Clerk table wooden size 3X2	Section	As per functional requirement	10 years
59	105	Wooden Drawer	Section	As per functional requirement	15 years
60	106	I shaped counter table wooden	Section	As per functional requirement	10 years
61	107	Slanting Map Board	Section	As per functional requirement	10 years
62	108	Ammonia Box Wooden	Section	As per functional requirement	10 years
63	109	Folding Table attached Wall 3X2	Section	As per functional requirement	10 years
64	110	Cardex cabinet - 30 drawer	Section	As per functional requirement	10 years
65	111	Magazine stand	Section	As per functional requirement	10 years
66	112	Wooden Side Table with glass top	Officers	Already covered in part I	
67	113	Conference cushion chair	Officers	As per functional requirement	10 years
68	114	Buffet table wooden	Officers	As per functional requirement	10 years
69	116	Telephone table	Officers	As per functional requirement	10 Years
70	117	White marker Board size 18X12	Section	As per functional requirement	10 years
71	118	Podium	section	as per functional requirement	15 Years
72	119	Black band/Wooden	section	As per functional requirement	10 Years
73	120	Graphic Board	section	As per functional requirement	10 years
74	122	Rat prevention wooden	section	As per functional requirement	10 years
75	123	Slip Box	section	As per functional requirement	10 years
76	124	Cap stand hat stand hanger	Officers	As per functional requirement	5 years
77	127	Wall Rack Wooden	section	As per functional requirement	10 years
78	128	Rack Revolving & Telephone stand	officers	As per functional requirement	10 years
79	129	Table Teapoy/round book play	Officers	As per functional requirement	10 years
80	130	Sofa Wooden Stand	officers	As per functional requirement	5 years
81	131	Pigeon hole flags	Section	As per functional requirement	10 years
82	132	Asst. Table steel 4 1/2 X 2 1/2	Section	As per functional requirement	10 years
83	133	Peg table	officers	As per functional requirement	10 years
84	134	executive writing pad	officers	As per functional requirement	5 years
85	135	Rack Steel Shelves open type	Section	As per functional requirement	15 years
86	136	Jute Carpet	officers	As per functional requirement	5 years
87	137	Frame Golden	Officers	As per functional requirement	5 years
88	138	Coffee Table	Section	As per functional requirement	10 years
89	139	Book case with Glass & Slide shutter	Officers	Already covered in part I	10 years
90	140	Side rack for telephone	Officers	As per functional requirement	10 years
91	141	Side Rack sunmica top	Officers	As per functional requirement	10 years
92	142	Executive officer table	Officers	As per functional requirement	10 years
93	143	Steel table clerk size 4X2 1/2	Section	As per functional requirement	5 years
94	144	Jute Matting	Officers	As per functional requirement	2 Years
95	145	Oil painting	Officers	As per functional requirement	5 years
96	146	Steel revolving Stool	officers	As per functional requirement	15 years
97	147	Side table Oranamental	Officers	As per functional requirement	10 years
98	148	Writing table size 5X2 1/2	Section	As per functional requirement	10 years
99	149	Cover of Arkand cloth	Section	As per functional requirement	10 years
100	150	Semi Circular Sofa	Officers	As per functional requirement	10 years
101	151	Belchas	Section	As per functional requirement	10 years
102	152	Crawler with spader	Section	As per functional requirement	10 years
103	153	Sign Board	Officers	As per functional requirement	10 years
104	154	Cover for teleprinter	officers	As per functional requirement	5 years
105	155	Filing cabinet 4 drawer	Section	as per functional requirement	15 years
106	156	Flex flat top surpended	Officers	As per functional requirement	10 years

107	157	Reflecting Mirror	section	As per functional requirement	10 years
108	158	Aluminium blended bed	Section	As per functional requirement	15 years
109	159	Engagement Board	Officers	As per functional requirement	10 years
110	160	Table sunmica top	Officers	As per functional requirement	10 years
111	161	Dunlop Cushion Cover	Officers	As per functional requirement	10 years
112	162	Rack wooden spl folder rack	Section	As per functional requirement	5 years
113	163	Waste paper basket wooden/wire	section	As per functional requirement	2 years
114	164	Coir carpet	Officers	As per functional requirement	2 Years
115	165	Sofa Chair wooden	Officers	As per functional requirement	10 years
116	166	Rubber Matting	Section	As per functional requirement	10 years
117	167	Cushion cotton	Section	As per functional requirement	5 years
118	168	Durries 9X12, 12X15	Section	As per functional requirement	5 years
119	169	Wooden trough	Section	As per functional requirement	10 years
120	170	Wooden Almirah with glass door	Officers	As per functional requirement	10 years
121	171	Wooden Almirah large type	Officers	As per functional requirement	10 years
122		Punch Operator chair	Officers	As per functional requirement	10 years
123		sofa 6 seater u Shaped	Officers	Already covered in part I	
124		Conference Chair CB/w/o Arms	Section	As per functional requirement	10 years
125		Chair revolving wooden	Section	As per functional requirement	10 years
126		Chair revolving chshion	officers	As per functional requirement	10 years
127		Wooden conference table	conf. Room	As per functional requirement	15 years
128		Wooden table /Settee	Section	As per functional requirement	10 years
129		Wooden Side Table with glass top	officers	As per functional requirement	10 years
130		Wooden spl table 5 1/2 X 3 1/2	officer	As per functional requirement	10 years
131		Wooden plate foam 10 X 5	officers	As per functional requirement	5 years
132		Executive Table	officers	Already covered in part I	10 years
133		Wooden trays	Section	As per functional requirement	10 years
134		Wooden Officer Table	officers	Already covered in part I	10 years
135		Wooden case counter	section	As per functional requirement	10 years
136		Wooden Clerk table 4X2 1/2	section	As per functional requirement	10 years
137		Chair canned w/o arms	section	As per functional requirement	10 years
138		Chair cushioned arm less	Officers	As per functional requirement	10 years
139		Chair steel chromium plate	Officers	As per functional requirement	10 years
140		Chair Wooden	Officers	As per functional requirement	10 years
141		Cotton carpet/carpet	Officers	As per functional requirement	5 years
142		Chair Steel Chromium plate 19 mm	Officers	As per functional requirement	10 years
143		Wooden trays	Section	As per functional requirement	10 years
144		Peg Table Wooden Top	Officers	Already covered in part I	10 years
145		Glass top of tepoy	Officers	As per functional requirement	2 years
146		Teapoy round Rectangular	Officers	As per functional requirement	10 years
147		Conference table all oval shaped	section	As per functional requirement	15 years
148		Conference Table Executive	Conf room	as per functional requirement	15 years
149		Almirah with pocket	officers	As per functional requirement	10 years
150		Spl Type table	officers	As per functional requirement	10 years
151		Side table w/ s/m 3X2	Officers	As per functional requirement	10 years
152		Dinning Table	Spl sanction	As per functional requirement	10 years
153		Table arc Shaped	officers	As per functional requirement	10 years
154		Steel wire basket	section	As per functional requirement	5 years
155		Rack Standing/desk	officers	As per functional requirement	10 years
156		Table side	officers	As per functional requirement	10 years
157		Profeel under lay foam	Officers	Maj & Lt Gen	2 years
158		Table typist wooden	section	As per functional requirement	10 years
159		Pelmet wooden	Section	as per functioal requirement	10 years
160		Steel type computer table cum cabin	section	as per functional requirement	10 years
161		Wooden base folding movable	section	As per functional requirement	10 years
162		Repolished spl quality Rev chair	Officers	As per functional requirement	10 years

163	Steel cabinet Map Cabinet	section	As per functional requirement	15 years
164	High quality officer table with glass	officers	As per functional requirement	10 years
165	Glass top counter table steel	section	As per functional requirement	15 years
166	Glass top peg table steel	officers	As per functional requirement	10 years
167	Steel box with lockers	Section	As per functional requirement	15 years
168	Easy cushion chair	officers	As per functional requirement	10 years
169	Automation officer table	officers	As per functional requirement	10 years
170	Automation clerk table	staff	one	10 years
171	Dossier cabinet	Officers	Already covered in part I	
172	Steel visitor chair folding	Officers	one	15 years
173	Ergonomi Rev Chair	Officers	As per functional requirement	10 years
174	Trainee Table Steel	staff	As per functional requirement	10 years
175	Pegion hole cabbinet	section	as per functional requirement	15 years
176	Steel puffy Rev adjustable	section	As per functional requirement	10 years
177	Brass rod	section	As per functional requirement	15 years
178	TV Trolley	Officers	As per functional requirement	10 years
179	Steel Almirah (Dossier 6 ft or above)	Section	As per functional requirement	15 years
180	Steel Almirah (Dossier 4 ft)	Section	As per functional requirement	15 years
181	Side rack L type spl	section	As per functional requirement	10 years
182	Table glass for seimicirucular table	Maj Gen	one	5 years
183	Steel Almirah(9.5 Ft)	Section	As per functional requirement	15 years
184	Multi seater bench steel/plastic/wood	Section	As per functional requirement	15 years
185	Table glass for centre table	section	As per functional requirement	5 years
186	Mobile storage unit	section	as per functional requirement 15 years	15 years
187	Metal steel lockers 18 Pigion holes	Section	As per functional requirement	15 years
###	Conference Table	section	As per functional requirement	15 years
189	D Man Drawing table wooden	officers	As per functional requirement	5 years
190	First aid box wooden	section	As per functional requirement	10 years
191	Wooden centre table/tepyo	officers	As per functional requirement	10 years
192	Card index cabinet wooden	section	As per functional requirement	5 years
193	chshion chair visitor wooden (raxin)	officers	As per functional requirement	10 years
194	Chair easy cushion raxin(Wooden)	section	As per functional requirement	10 years
195	Chair easy cushion leathorist foam	officers	As per functional requirement	10 years
196	Chair easy cushion leatherist foam w/arms	Officers	As per functional requirement	10 years
197	Chair Drawing D man (Wooden)	Staff	As per functional requirement	10 years
198	Side Rack partition w/o L Shape	section	As per functional requirement	10 years
199	Rack partition with cover wooden	section	As per functional requirement	10 years
200	Rack stationery wooden	section	As per functional requirement	10 years
201	Desk standing lecture stand	section	As per functional requirement	10 years
202	Wooden bench	section	As per functional requirement	10 years
203	Easy chair can bottom wooden	section	As per functional requirement	10 years
204	Tender box/letter box/Complaint box	section	As per functional requirement	10 years
205	Waste paper Basket plastic	section	As per functional requirement	5 years
206	Presto Board/White board	section	As per functional requirement	10 years
207	Sign Board/white board	section	As per functional requirement	10 years
208	Diary stand	section	As per functional requirement	10 years
209	Woolen carpet	section	As per functional requirement	10 years
210	Black Board	Section	As per functional requirement	15 years
211	Computer table wooden	Section	As per functional requirement	10 years
212	Deep trays/deep prig computer cover	section	As per functional requirement	10 years
213	Photostant-Photo Fram	section	As per functional requirement	5 years
214	TV Trolley wooden	Officers	As per functional requirement	10 years
215	Pile carpet/coir carpet	Officers	As per functional requirement	5 years
216	Spl chair for invalied	Officers	As per functional requirement	10 years
217	Officer chair canned bottom study chair	Officers	As per functional requirement	10 years
218	Special type corner centre table	Officers	As per functional requirement	10 years

219	Cushioned bench settee	Section	As per functional requirement	10 years
220	Wooden Desk/Student desk	Section	As per functional requirement	10 years
221	Indication/information board	Section	As per functional requirement	10 years
222	Sofa chair with cushion	Officers	As per functional requirement	10 years
223	Officer chair foam bent cane back	Officers	As per functional requirement	10 years
224	Rush mat/Grass mat	Section	As per functional requirement	10 years
225	Sofa set 3 Pcs with rubber foam	Officers	As per functional requirement	10 years
226	Wall mirror with frame/stand	Section	As per functional requirement	10 years
227	Chicks dories South Block	Section	As per functional requirement	5 years
228	Plastic trays	Section	As per functional requirement	5 years
229	Painter wooden	Section	As per functional requirement	10 years
230	U Foam	Officers	As per functional requirement	5 years
231	Hand Cart Wooden	Section	as per functional requirement	10 years
232	Spl Revolving chair with steel plate	Officer	As per functional requirement	10 years
233	Computer Cover	Section	As per functional requirement	5 years
234	Non wooven carpet	Officers	As per functional requirement	5 years
235	Caram Table	section	as per functional requirement	10 years
236	Show case sliding glass door	Offocer	As per functional requirement	10 Years
237	Coference table U Shaped	section	as per functional requirement	15 years
238	Plastic File tray	section	As per functional requirement	10 Years
239	Container Wooden Floower pot	Section	as per functional requirement	10 years
240	Flag Mast/Flag Belt/Stand	Section	As per functional requirement	10 years
241	Iron Chair Carparking	Section	As per functional requirement	10 years
242	Photograph/Ranch/Budges	Section	As per functional requirement	5 years
243	Flower pot wooden	Section	as per functional requirement	5 years
244	Irabuge/Distbin Plastic	section	As per functional requirement	5 years
245	Wooden Mail Box	section	As per functional requirement	5 years
246	Round cushion for sofa	Officers	As per functional requirement	5 years
247	Filing Cabinet wooden	Section	As per functional requirement	10 years
248	Cabinet t card Box wooden	section	As per functional requirement	10 years
249	Boxes wooden	Section	As per functional requirement	10 years
250	Wooden ply	Section	As per functional requirement	10 years
251	Wooden stand for Brass shell	Section	As per functional requirement	10 years
252	Wooden self celf	Section	As per functional requirement	10 years
253	Flag pole	Section	As per functional requirement	10 years
254	Wooden Cover for potocopier	Section	As per functional requirement	10 years
255	Wooden Officer Table	Officers	As per functional requirement	10 years
256	Wooden ladder	section	As per functional requirement	10 years
257	Graffic letter	section	As per functional requirement	5 years
258	Wooden Trolley	Section	As per functional requirement	10 years
259	Wooden Wall cupboard	section	As per functional requirement	10 years
260	Wooden lecture stand	section	As per functional requirement	10 years
261	Library counter wooden	Section	As per functional requirement	10 years
262	Fax machine cover wooden	Section	As per functional requirement	10 years
263	Side Relay	Officers	As per functional requirement	10 years
264	Parking Board stand	Section	As per functional requirement	10 years
265	Step stool wooden	Section	As per functional requirement	10 years
266	Pigeon Hole Cabinet cum mail box	Section	As per functional requirement	10 years
267	Wooden stand for black board	section	As per functional requirement	10 years
268	Chicks all side	Section	as per functional requirement	5 years
269	Plastic Garden Chairs	Section	As per functional requirement	5 years
270	Wooden table	section	As per functional requirement	5 years
271	Table detachable matching	Officers	As per functional requirement	10 years
272	Slab superior quality teak wood	Officers	As per functional requirement	10 years
273	Iron hand trolley	Section	As per functional requirement	10 years
274	Telephone mat	Officers	As per functional requirement	5 years

275	Wooden plateform for cash box	Section	As per functional requirement	10 years
276	Storage table	Section	As per functional requirement	10 years
277	Wooden side table	Officers	As per functional requirement	10 years
278	Wooden visitor Chair	Officers	as per functional requirement	10 years
279	Cir cut Board	Section	As per functional requirement	10 years
280	C Shapped sofa with centre table G/T	Officers	As per functional requirement	5 years
281	Display board	Section	as per functional requirement	10 years
282	Crest photo	Section	As per functional requirement	5 years
283	Wooden trophy Cabinet	Officers	As per functional requirement	10 years
284	Wooden Silence Board	Section	As per functional requirement	10 years
286	Wooden parking Board	Section	as per functional requirement	10 years
287	Wooden table/lunch/tea	Section	As per functional requirement	10 years
288	Sofa set 10 seater	Officers	As per functional requirement	10 years
289	MC Plastic ingrauing sheet	Section	As per functional requirement	5 years
290	White marker Board	Section	as per functional requirement	10 years
291	Executive sofaset 5 seater	Maj Gen	As per functional requirement	10 years
291	Black notice board with stand	Section	as per functional requirement	15 years
292	Display board	section	as per functional requirement	10 years
293	Sofa set 2 seater	Officer	As per functional requirement	5 years
294	Glass trophy cabinet	Section	as per functional requirement	10 years
295	White marker Board	Section	as per functional requirement	10 years
296	Iron Trolley(Small)	Section	As per functional requirement	15 years
297	Rifle Kot	section	As per functional requirement	10 years
298	Key Cup Board wooden	Section	As per functional requirement	10 years
299	Auxilery Large key board	Section	As per functional requirement	10 years
300	Key rings for key board	Section	As per functional requirement	5 years
301	Wooden work station	Section	As per functional requirement	10 years
302	Volume III Curtain Ledger			
303	Map Board Curtains Tepesty	Section	as per functional requirement	5 years
304	Map Board curtains khadi	Section	as per functional requirement	5 years
305	Screen Curtain Tepesty	Section	as per functional requirement	5 years
306	Screen curtains Khadi	Section	as per functional requirement	5 years
307	Round Curtains Tepesty	Section	as per functional requirement	5 years
308	Curtain corridor Tepesty	Section	as per functional requirement	5 years
309	Ventilation curtains khadi	Section	as per functional requirement	5 years
310	Ventilation curtains Tepesty	Section	as per functional requirement	5 years
311	Pelmet Cover curtains	Section	as per functional requirement	5 years
312	Pipe Wrench 12 inch	Section	As per functional requirement	5 years
313	Screw Wrench	Section	As per functional requirement	5 years
314	Drappery Road	Section	as per functional requirement	10 years
315	Notice Board	Section	as per functional requirement	10 years
316	Wall hanging cabinets/wall cabinets	Section	as per functional requirement	10 years
317	Wooden Screen with cloth	Birg and above	One	10 years