

STANDARD LIST

OFFICE OPERATIONS EXECUTIVE

SECTOR:

MEPS - Management, Entrepreneurship and Professional

REFERENCE ID: MEP/Q0207



State Council of Educational Research and Training(SCERT)
Vidyabhavan, Poojappura, Thiruvananthapuram - 695 012
www.scert.kerala.gov.in

This list of equipment, tool, furniture & consumables are prepared for a batch of 30 students

Part A - EQUIPMENTS			
SL NO	NAME	SPECIFICATION	QUANTITY
1	LAPTOP	Intel core i3 processor, Memory 4 GB RAM or high Hard disk 500 GB or high Display Size -14 inches or high	11
2	LASER PRINTER (4- in - 1)	Print, Scan, Copy, Fax Print Speed (A4): Up to 27pp Print Resolution: 1 200 x 1 200dpi (equivalent)	1
3	Dotmatrix printer	136 column-24 Pin USD speed of 550 characters/second at 10 characters per inch or high	1
4	EPABX	4-12 connection	1
5	Pendrive	32Gb	3Nos(1/batch)

Part B - TOOLS and ACCESSORIES			
SL NO	NAME	SPECIFICATION	QUANTITY
1.	Files	1. Cardboard file (A4)	30 Nos
		2. Arch liver file (A4) (520mm x 360mm x 310mm)	30 Nos
2	Registers	1. Attendance Register 2 Inward mail Register 3. Outward mail Register 4 Local Delivery Register 5 Acquittance 6 Cashbook 7 Stock Register 8 Leave Register 9 Visitors Register (All 40 pages)	3 Nos (1 for 1 batch)
		10 Personal Register (40 pages)	31 Nos(1 for each student)
3	Paper	A4 (500 /pack)	5 Nos
4	Tag		50Nos
5	CarbonPaper	A4	1 Pack
6	Single Punch (Paper Punch)	Steel 13.5 x 6 x 1.5 Centimetres	3 Nos
7	Double Punch(Paper Punch)	10 x 11 x 5 Centimetres	3 Nos.

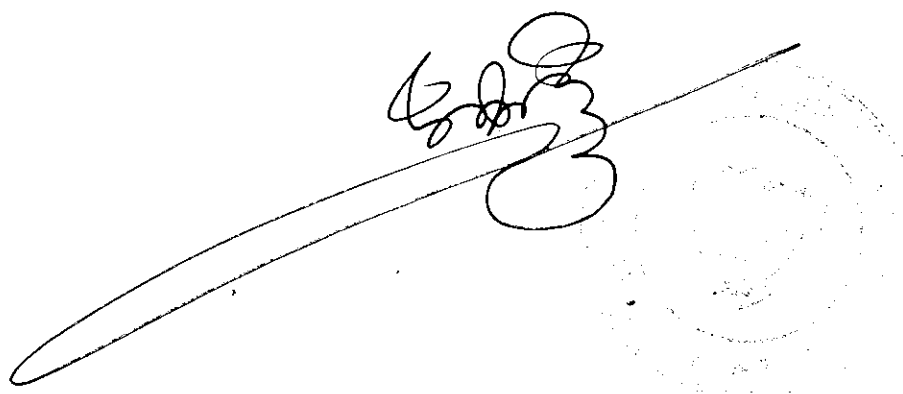
8	Stapler (Heavy duty)	39 x 18 x 9.5 Centimetres or less	3 Nos
9	Stapler pin		5 Packet
10	Paperclip		1 Pack
11	office bell		1 Nos
12	Continues Stationery for dot-matrix printer	A4	1 bundle
13	Toner refilling		
14	Ribbon	Dot matrix (black)	2 Nos.

Part C - FURNITURE			
1	Front Office Counter	Material: Wood/Multiwood Shape: Oval/Straight Height: 3.5 /4 Ft Length: 6 Ft	1
2	Office Cabin	Material: Wood/Multiwood <u>length}10ft Height-4ft</u> <u>Width}10ft</u>	1
3	Office Table	Steel Table 5X4 ft Height 2.5 or 3 ft	1
4	office chair	Revolving	2 Nos
5	Visitors chair	Arm Chair (normal office chair)	3 Nos
6	Filing Cabinet	Metal (4 tier) (22x15x52 inches)	1

Bindu C K
Vocational teacher
GVHSS Kottappuram

Saijarani B S
Vocational teacher
GVHSS Malayinkil

Mukesh Shanker
Senior manager personal department
Cochin shipyard



A large, stylized handwritten signature in black ink is written across the page. To the right of the signature is a circular stamp, which appears to be a seal or official mark, though the details are faint and difficult to discern.