

<b>Sl.no.</b>	<b>Description</b>	<b>Documents</b>
1	Title & Nature of the record/Manual/Instruction/	SPMCIL PROCUREMENT Manual 2011, Public procurement policies, MSME Memorandum , GOI Orders etc.
2	List of Rules, regulations, instructions manuals and records	SPMCIL PROCUREMENT Manual 2011, Public procurement policies, MSME Memorandum , GOI Orders etc.
3	List of Acts/ Rules manuals etc	SPMCIL PROCUREMENT Manual 2011, Public procurement policies, MSME Memorandum , GOI Orders etc.
4	Categories of documents held by the Purchase Section	Tender Register, Liability register, EMD-SD register, Tender opening register, MSME details of registered vendors,