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| Sl.No. | Activity |  |  |  |
|  | Preparation of new list of books | 4 months |  |  |
|  | Sending lists to departments  | 2 weeks |  |  |
|  | Compilation & sending for director’s approval | 1 week |  |  |
|  | Purchase order | 2 weeks |  |  |
|  | Receipt of ordered books | 6 months |  |  |
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