



**PUBLICATION USER LISTING**

BASE : 1  
 ISSUE NO. : 2  
 DATE : 3

PREPARED BY: 4

SIGN: 5

DATE: 6

VENDOR <sup>7</sup>	DESCRIPTION <sup>8</sup>	NO OF VOL <sup>9</sup>	NO OF SET <sup>10</sup>	COPY NO. <sup>11</sup>											MEDIUM <sup>12</sup>	REMARKS <sup>13</sup>	

**ABBREVIATION**

NO. <sup>14</sup>	CONTROL NO <sup>15</sup>	LOCATION <sup>16</sup>
1		
2		

APPROVED BY SMM <sup>17</sup> .....

(SIGNATURE AND STAMP)

DATE <sup>18</sup> .....

**GAM/E-080 PUBLICATION USER LISTING INSTRUCTION**

<b>1. BASE</b>	State the Base Operation.
<b>2. ISSUE NO</b>	State the current issue no of user listing.
<b>3. DATE</b>	State the date of user listing issued.
<b>4. PREPARED BY</b>	State the name of the personnel who update the user listing.
<b>5. SIGN</b>	Signature of whom update the user listing.
<b>6. DATE</b>	State the date at which the user listing is signed
<b>7. VENDOR</b>	State the vendor name.
<b>8. DESCRIPTION</b>	State the name of publication.
<b>9. NO OF VOL</b>	State the volume of publication.
<b>10. NO OF SET</b>	State the total copy number.
<b>11. COPY NO</b>	State the registered laptop/pc end number.
<b>12. MEDIUM</b>	State the medium either soft copy or hard copy
<b>13. REMARKS</b>	State any additional information pertaining to the subject.
<b>14. NO</b>	State the sequence number for abbreviation list.
<b>15. CONTROL NO</b>	State the control no of registered laptop / pc.
<b>16. LOCATION</b>	State the location of the controlled pc/laptop.
<b>17. APPROVED BY SMM (SIGNATURE AND STAMP)</b>	SMM to sign and stamp. To be placed on the last page of the list.
<b>18. DATE</b>	State the date when the user listing issued is approved. To be placed on the last page of the list.