



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110078, www.gpu.ac.in
[University Central Stores Department]

No.GGSIPU/Store/2020-21/ 467-

Dated: 02/12/2020

NOTIFICATION

Subject: Inspection Committees of Consumable and Non-Consumable items after procurement

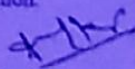
In supersession of all earlier Orders/Circulars on the subject cited above, following Inspection Committees have been approved by the Competent Authority for inspection of Consumable and Non Consumable items after procurement prior to Stock Entries in the University Central Store :

S.No.	Category of Items	Inspection Committee
1	Computer & Peripherals/ Software	(v) Representative of UITS Cell (vi) Indenter of the respective Item(s) (vii) Representative of University Central Store (viii) Representative of Purchase Branch
2	Lab Equipments	(iv) Indenter of the respective Item(s) (v) Representative of University Central Store (vi) Representative of Purchase Branch
3	Electric/Electronic Items/Office Equipments	(v) Indenter of the respective Item(s) (vi) Representative of University Central Store (vii) Representative of Purchase Branch (viii) Representative of UWD
4	Furniture & Fixtures	(v) Prof.(Dr.) Varun Joshi, USEM (vi) E.E./Representative (UWD) (vii) Representative of University Central Store (viii) Representative of Purchase Branch
5	Stationery/Crockery/ Cartridges/ Misc. items	(v) Prof.(Dr.) Varun Joshi, USEM (vi) Sh. Ashish Payal, USICT (vii) Representative of University Central Store (viii) Representative of Purchase Branch

(Representative should not be below the rank of SO/AR/Assistant Professor)

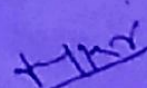
In case of such non-consumable item(s) which are directly installed/supplied at schools/departments/office, the indenter will arrange inspection of the items installed at his/her office, by respective Inspection Committee. The Inspection Committee will prepare report in the prescribed format (copy enclosed). The Indenter will send the copy of the guarantee/Warranty Certificate, Installation report (in Original), Inspection report (in Original) and indent of respective item(s) to Purchase Branch. Thereafter, Purchase Branch will send all these papers alongwith the Original Bill in the respective file to the University Central Store for Stock Entry. This will facilitate in maintaining proper records of the items at University Central Store. Indenter and Purchase Branch for future reference and after sales service. Representative from University Central Store and Purchase Branch will provide departmental support to the Inspection Committee during inspection.

This issued with the approval of the Competent Authority.


(Sunil Kumar)
Asst. Registrar (UCS)

Copy for necessary action to:

1. All Deans, University Schools of Studies/Branch Heads, GGSIPU
2. All Concerned Members of the Inspection Committees
3. Deputy Registrar (Purchase), GGSIPU
4. AR to the Vice Chancellor, for kind information of the Hon'ble Vice Chancellor
5. AR to the Registrar, for kind information of the Registrar
6. Incharge, UITS, with a request to upload it on the University's website
7. Guard File


(Sunil Kumar)
Asst. Registrar (UCS)



32/C

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INSPECTION REPORT

Dated: _____

With reference to Purchase Order No. _____ dated _____. The _____ [name of the item(s)] mentioned in the aforesaid Purchase Order as per the detail below, installed at Room No. _____ on dated _____, was/were inspected by the Inspection Committee and the report is as under:

S.No.	Name of the Item (s) with complete specification as per the as Purchase order alongwith Guarante/warranty clause.	Qty.	Physically found on Inspection	Deficiency Noted ,If any

(Indenter)

(Representative of Central Store)

(Representative of Purchase)

(Member, Inspection Committee)

(Member, Inspection Committee)