



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in

No.GGSIPU/Store/2016-17/207

Dated:3/11/2016

OFFICE ORDER

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

In supersession of all earlier Circulars regarding Inspection Committee(s) for inspection of Consumable and Non Consumable items after procurement prior to Stock Entries in the Central Stores, following Inspection Committees are approved by the competent authority:

Sl.No.	Category of Items	Inspection Committee
1	Computer & Peripherals	(i) Dr. V.P. Vishwakarma, In Charge, UITS Cell or Nominee* (ii) Indenter(s) (iii) Representative of Central Store (iv) Representative of Purchase Branch
2	Lab Equipments/ Softwares	(i) Dean of the Concerned School or Nominee* (ii) Indenter(s) of the respective Item(s) (iii) Representative of Central Store (iv) Representative of Purchase Branch
3	Electric/Electronic Items/Office Equipments	(i)Dean/ Head of concerned School/Department or Nominee* (ii) Indenter(s) of the respective Item(s) (iii) Representative of Central Store (iv) Representative of Purchase Branch
4	Furniture & Fixtures	(i) Sh. Sushil Kumar Vern, Joint Registrar, Coord. & Pers. (ii) Indenter(s) of the respective Item(s) (iii) Representative of Central Store (iv) Representative of Purchase Branch
5	Stationery Items	(i) Sh. Sushil Kumar Vern, Joint Registrar, Coord. & Pers. (ii) Ms. Shikha Aggarwal, Assistant Registrar (iii) Representative of Central Store (iv) Representative of Purchase Branch

* Nominee should not be below the rank of Assistant Professor.

Concerned Indenter will arrange inspection of the items installed at his/her office, by respective Inspection Committee. The Inspection Committee will prepare Report in the enclosed format. 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 Central Store for stock entry. This will facilitate in maintaining proper records of the items at Central Store, Indenter and Purchase branch for future reference and after sales service. Reepresentative from Central Store and Purchase Branch will provide departmental support to the Inspection Committee during Inspection.

(C. Arvind)
Registrar

Copy for necessary action to:

1. All Deans, University Schools of Studies/Branch Heads
2. All Concerned Members of the Inspection Committees
3. Dy. Registrar (Purchase)
4. AR to the Vice Chancellor, for kind information of Hon'ble Vice Chancellor
5. SO to the Pro Vice Chancellor, for kind information of the Pro Vice Chancellor
6. In Charge, UITS Cell for uploading on the University website
7. Guard File

(Dr. Abha Vermani)
Dy. Registrar(Stores)



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Dated: _____

INSPECTION REPORT

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 Guarantee/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)