

# **J.C. Bose University of Science & Technology, YMCA, Faridabad**

## **INSPECTION REPORT**

1. Indenter: \_\_\_\_\_
2. Equipment/Material/job work inspected \_\_\_\_\_
3. Purchase order No \_\_\_\_\_ dated \_\_\_\_\_
4. Supplier \_\_\_\_\_ Bill No. \_\_\_\_\_ dated \_\_\_\_\_
5. Gate pass/GR No. \_\_\_\_\_ Date: \_\_\_\_\_
6. Quantity is verified with PO on \_\_\_\_\_ Sign \_\_\_\_\_ (store in charge)
7. Received by the respective/Indenter on \_\_\_\_\_ Sign \_\_\_\_\_
8. Date of Inspection \_\_\_\_\_ Member of the inspection Team  
(1) \_\_\_\_\_ (II) \_\_\_\_\_  
(III) \_\_\_\_\_ (iv) \_\_\_\_\_

## **OBSERVATIONS**

Sr. No	Particulars	Remark
1	Quantity as per supply order/work order	
2	Specification as per P.O (Main items) i) Physical ii) Technical	
3	Accessories	
4	User Manual/Operational manual	
5	Any other	

Any deviation in No of items supplied/deviation/job work from specification noticed should be indicated in remarks.

Certified that the Equipment/items/Materials/Job work mentioned in the bill have been inspected on \_\_\_\_\_ and found to be in accordance with the supply order/work order/sample

## **Inspected by**

**To be countersigned by the concerned  
Chairman/Director/I/c Section**

I) Signature

Name & Designation \_\_\_\_\_

II) Signature

Name & Designation \_\_\_\_\_

III) Signature

Name & Designation \_\_\_\_\_

IV) Signature

Name & Designation \_\_\_\_\_

Forwarded to DR (P)/AR (P)