

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

(I) _____ (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)