



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)

[Central Stores Department]

No.GGSIPU/Store/2015-16/500

Dated: 02/09/2015

## CIRCULAR

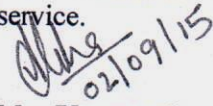
**Subject:- Inspection of Consumable and Non Consumable items after procurement**

With reference to Circular No. GGSIPU/Store/2015-16/275 dated 15.05.2015, vide which following Inspection Committees were approved by the competent authority for inspection of Consumable and Non Consumable items after procurement prior to Stock Entries in the Central Stores:

Sl.No.	Category of Items	Inspection Committee
1	Computer & Peripherals	(i) Prof. Navin Rajpal, USICT : Chairman (ii) Sh. Sachin Kumar Gupta, Sr. T.A., USICT : Member (iii) One Representative from Purchase : Member (iv) Representative from Central Stores : Member
2	Lab Equipments/ Softwares	(i) Prof. Arinjay Jain, USCT : Chairman (ii) Sh. Parijat Mathur, Asstt. Prof., USICT : Member (iii) Indenter(s) of the respective Item(s) : Member(s) (iv) Ms. Sneh Lata, Sr. T.A. : Member (v) One Representative from Purchase : Member (vi) Representative from Central Stores : Member
3	Electric/Electronic Items/Office Equipments	(i) Prof. Navin Rajpal, USICT : Chairman (ii) Sh. Parijat Mathur, Asstt. Prof., USICT : Member (iii) Indenter(s) of the respective Item(s) : Member(s) (iv) One Representative from Purchase : Member (v) Representative from Central Stores : Member
4	Furniture & Fixtures	(i) Sh. Sushil Kumar Vern, Joint Registrar, Coord.: Chairman (ii) Indenter(s) of the respective Item(s) : Member(s) (iii) One Representative from Purchase : Member (iv) Representative from Central Stores : Member
5	Stationary Items	(i) Sh. Sushil Kumar Vern, Joint Registrar, Coord.: Chairman (ii) Ms. Shikha Aggarwal, Assistant Registrar : Member (iii) One Representative from Purchase : Member (iv) Representative from Central Stores : Member

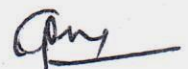
It is further clarified that concerned Indenter will arrange inspection of the items installed at his/her office, by respective Inspection Committee in the enclosed sample format. The bill alongwith the copy of the guarantee/warranty certificate, Installation report (in original), Inspection report (in original) and Indent of respective item(s) will be sent to Purchase branch. Thereafter, Purchase branch will send all these papers 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.

This issues with the approval of the Competent Authority.

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

**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. AR to the Registrar, for kind information of the Registrar
7. In Charge, UITS Cell for uploading on the University website
8. Guard File





**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)

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 (s)  
Inspection Committee)

(Chairman, Inspection Committee)