OFFICE ORDER

Subject :- Nomination to the Inspection Committees: “Furniture & Fixtures” & “Stationery Items”

In continuation to the Office Order of even number dated 30-11-2016, hon’ble Vice Chancellor has been pleased to nominate Prof. Arinjay Jain (USCT) as a Member on the above mentioned Committees, in place of Sh. Sushil Kumar Ven. Joint Registrar.

Prof. Arinjay Jain (USCT),
Member, Inspection Committees of Furniture & Fixtures and Stationery Items

Enc: Copy of earlier office order dated 30-11-2016

(Dr. Pankaj Agarwal)
Dy. Registrar (Stores)

F.No. 208(30)/IPU/CS/2014/

Copy for necessary action to:
1. All Deans, University Schools of Studies/Branch Heads, GGSIPU
2. All Other Members of the Inspection Committees
3. Dy. Registrar (Purchase), GGSIPU
4. AR to the Vice Chancellor, for kind information of the Hon’ble Vice Chancellor
5. SO to the Pro Vice Chancellor, for kind information of the Pro Vice Chancellor
6. Incharge, UITC Cell for uploading on the University website.
7. Guard File

Sh. Prabhat Mishra
AR (Stores)
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:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Category of Items</th>
<th>Inspection Committee</th>
</tr>
</thead>
</table>
| 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 Verma, 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 Verma, 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 along with 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. Representative 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 Verma)  
Dy. Registrar (Store)
INSPECTION REPORT

With reference to Purchase Order No. ________________________ dated ___________. The item(s) [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:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Item(s) with complete specification as per the as Purchase order alongwith Guarantee/ warranty clause.</th>
<th>Qty.</th>
<th>Physically found on Inspection</th>
<th>Deficiency Noted, If any</th>
</tr>
</thead>
</table>

(Indenter)  (Representative of Central Store)  (Representative of Purchase)  
(Member, Inspection Committee)  (Member, Inspection Committee)