

# Central University of Punjab

Established vide Act No.25(2009) of Parliament

**(Performa for Inspection cum Payment recommendation through GeM/Direct Purchase)**

1. Name of the Indenter : \_\_\_\_\_
2. Centre/ School : \_\_\_\_\_

Sr. No	Name of Items (Please attached separate sheet, if required)	Make	Model	Qty.	Remarks (Sr. No. if applicable)
1.					

3. Name of Supplier : \_\_\_\_\_
4. Purchase Order No. and date : \_\_\_\_\_
5. Delivery Period: \_\_\_\_\_(Weeks) . Entered in Department Stock Register : \_\_\_\_\_
6. Acceptance of Order by firm \_\_\_\_\_.

**Remarks of the Indenter:**

Certified that the material received is as per the specifications given in the Purchase/ Supply Order and Equipment/ Machinery as mentioned above is/are in the custody of the Department and installed satisfactorily.

**Indenter Signatures**

**HOD/OIC**

**Recommendation of the Standing Inspection Committee:**

- a) The Committee inspected the material and unanimously recommends/ rejects the material/ items/ work.
- b) The instruments / items/ material is/are as per Supply Order and is satisfactory.
- c) The Committee recommends for release of payment against Invoice. (100%/90%/10%\_\_\_\_\_)
- d) The item should be entered in the University stores.

\_\_\_\_\_  
Signature with Name of officer(s)

\_\_\_\_\_  
Signature with Name of officer(s)

\_\_\_\_\_  
Signature with Name of officer(s)

**Forwarded to University Stores for necessary action**

7. Bill No. : \_\_\_\_\_
8. Date : \_\_\_\_\_
9. Amount : \_\_\_\_\_
10. Daily Receipt Register No. : \_\_\_\_\_ dt. \_\_\_\_\_
11. (Late Delivery: Yes, \_\_\_\_ Weeks/No)

\_\_\_\_\_  
(University Stores)

\_\_\_\_\_  
(Section Officer)

**For the Office Use of University Store**

<b>1</b>	<b>Date of Inspection of Material</b>		<b>6</b>	<b>PBG (Recd./Not Recd.)</b>	
<b>2</b>	<b>Entry in Register</b>	Con/Non Con.	<b>7</b>	<b>PBG Detail</b>	
<b>3</b>	<b>Name of Register</b>		<b>8</b>	<b>FLC Applicable</b> (If yes, Date of receipt of FLC by firm)	Yes/No
<b>4</b>	<b>Page No. &amp; Sr. No.</b>	P. No. _____/ S. No. _____	<b>9</b>	<b>Delay in Delivery</b>	_____ in weeks (if any)
<b>5</b>	<b>Warranty (In Months/Year)</b>		<b>10</b>	<b>Payment recommended</b>	100%/ 90%/ 10%/ / _____
<b>11 Any others</b>					

Deal. Asst.

Section Officer

Incharge University Store

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**Forwarded to Accounts Section:**

Deal Asst

AR(Finance)

Finance Officer

Internal Audit Officer

Hon'ble Vice Chancellor

Finance Section for release of payment

**Instructions-Accounts dept. to please return file after completing Part 5 of this form to University Store.**

**File to be returned to University Store after filling the following detail:-**

Payment has been released to firm for Amount	Rs.
Name of firm	
Penalty deducted (Yes/No)(If Yes, then amount of penalty)	
Payment made against Invoice (100%/90%/_____)	
Balance payment (if any) to be release after compilation of clause ____ of Purchase Order.	

**Deal Asst.**

**AR(Finance)**