IR No. Dated :

MATERIAL INSPECTION REPORT

|  |
| --- |
| **Part -A (Stores & Purchase Section )** |
| **Indenter Name & Department:** |  |
| **P.O. No.** |  | **Dated:** |  | **P.O. Amt.:** |  |
| **Supplier:** | M/s |
| **Invoice No.** | **Invoice Date** | **Gate Entry no.** | **Gate entry Date** |
|  |  |  |  |

J.Supdt(S&P) JA(S&P)

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| **Part -B (To be filled by Department)** |
| **Sl. No.** | **Name of item(s)** | **Qty. Ordered** | **Qty Received** | **Actual Date of Delivery** | **Serial no. of Each item in case of LTA/NC** | **Date of Installation of Item, if applicable** | **Current Location of Each item** |
| **1** |  |  |  |  |  |  |  |
|  |
| **Name of Dept. Stock Register** | **Page no. and Entry Serial no.** | **Date of Stock Entry** | **Category of Material/ Item (Please tick as per actual)** |
| .............................. | ............../........... | ......./......./........ | Consumable / Limited Time Asset / Non Consumable |
| **Name of Inventory Holder (In Capital letter)** (In case of more than one inventory holder please enclosed separte list containing their name name and Signature with date)Certified that material (s) has/have been examined and received by the Inventory Holder and found acceptable according to quality, quantity and specifications ordered as per aforementioned details. Payment may be released/ adjusted as per the T&C of purchase order.**Signature of Dealing Assistant Signature of Inventory Holder with Date** |

**Deputy Registrar**

**J.Supdt(S)**

**Name of Stores Stock Register Page no. Sl. no. Date Personal Inventory Register Page no. Serial No**.

File may be forwarded to the Accounts Section for further necessary action please.

**Part-C (To be filled by Stores & Purchase Section)**

**Part-D (For Accounts Section only)**

**Payment released/adjusted vide Cheque/DD/RTGS No. Dated Rs. against above mentioned Invoice/Bill.**

***Voucher No. (Journal /Payment) Dated***

**Jr. Supdt. (S)**

**AO (Accounts)**