



श्री माता वैष्णो देवी विश्वविद्यालय  
SHRI MATA VAISHNO DEVI UNIVERSITY

**INSPECTION REPORT**

Indentor: \_\_\_\_\_

Equipment/Material/Item inspected: \_\_\_\_\_

Purchase Order No. \_\_\_\_\_ Dated \_\_\_\_\_

Supplier \_\_\_\_\_ Bill No. \_\_\_\_\_ Dated \_\_\_\_\_

Date of Inspection \_\_\_\_\_ Inspected by i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

**OBSERVATIONS**

S.No.	Particulars	Remarks
1	Quantity as per supply order	
2	Specifications 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 from specification noticed should be indicated in remarks.

Certified that the equipment/Items Materials mentioned in the bill have been inspected on \_\_\_\_\_ and found/not found to be in accordance with the supply order/samples.

To be Countersigned by the concerned  
Dean/Director/I/c Section

Inspected by

i) Signature .....  
(Name & Designation .....

ii) Signature .....  
(Name & Designation .....

iii) Signature .....  
(Name & Designation .....