



अनुसंधान एवं विकास अनुभाग, भारतीय प्रौद्योगिकी संस्थान रोपड़
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R&D SP-08 Form

तारीख/Date: _____

वस्तु परीक्षण एवं निर्गमन प्रतिवेदन/Material Inspection & Issuance Report (MIIR)

वस्तु प्रकार/Item Type:				
PO No.		Date:		Amount:
Indenter:		Department:		
Delivery Due By:		Delivery Late By:		day/s*
Delivery Date:		Invoice No./Date:		Amount:
Supplier:		Remarks, if any:		
क्रमांक/S.N.	विवरण/Description	आदेश. मात्रा /Ordered Qty	प्राप्ति मात्रा/ Received Qty	अभोज्य वस्तु का स्थान/Non-consumable item's Location (to be filled by the indenter)

Prepared by(Name/Signature): _____

Indenter/Dept Stock Entry

Certified that material/s is/are examined and found acceptable as per quality, quantity and specifications ordered. Asset/s(if any) may be entered in my personal inventory for records.

Installation (In case of equipment, if required) was done on: _____ / Installation Report enclosed? ☐

*Is LD to be deducted? If no then reason required): _____

Gate Entry No./Date _____ or Reason for late/no gate entry (if applicable): _____

Overall experience with the supplier (requested on GeM portal):

☆☆☆☆☆

(tick star mark)/Reason (if any) _____

(मांगकर्ता/Indenter)

Checked above entries/signatures and entered Goods in the Dept Stock Ledger: _____ at page No. _____, Sl. No. _____, Dated _____.

(सम्बंधित सहायक)

Stores & Purchase, R&D

DRR No./Date:		Online Inventory No.	
Stock Ledger Name:		Page No./Sl. No.	
PBG Requirement:		PBG Amount/Validity:	

Checked and entered the Goods in respective register/s. Payment may be processed/adjusted as per the terms and conditions of purchase/work order.

(सम्बंधित सहायक / वरिष्ठ सहायक / कनिष्ठ अधीक्षक)

(सहायक कुलसचिव)

Accounts, R&D

Passed for payment of Rs. _____ | Deductions (if any): _____

Net payable Rs. _____ from Project Name/No. _____ under Budget Head _____

Payable to: _____

(सम्बंधित सहायक / वरिष्ठ सहायक / कनिष्ठ अधीक्षक)

(सहायक कुलसचिव)