Deptt. IR No: Dated :

MATERIAL INSPECTION REPORT & PROPOSED PAYMENT

Part -A (To be Filled by Department Office)

Indenter Name & Department:

P.O. No.		Dated:		P.O. Amt.:	

Supplier:

Invoice No.	Invoice Date	Invoice Amt.	Gate Entry / Vehicle No. Details/ Courier Detail or Tracking Ref. No.

Sl. No.	Name of item(s)	Qty. Ordered	Qty. Received	Date of Delivery(as per Work Order / Purchase Order)	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								
2								
3								
4								

Deptt. 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 separate list containing their 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. In case of non availability of the Gate Entry / actual date of delivery of material, the delivery dated menioned on the work order will be considered to calculate the LD charges (if any).

Signature of Dealing Assistant   **Signature of Inventory Holder with Date**

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

CS Entry No.:_____   Dated:_____

The item has been entered in Inventory Management System (IMS) at Sr. No. _____ dated _____

LD Calculation

No. of Weeks_____ & Days_____ for LD	Rate @ _____% per week	(Rs.)_____

In case of foriegn payment, the LD will be calculated by the Accounts section as per actual exchange rates.

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

JA / SA (Stores)   **Jr. Supdt / Supdt. (S&P)**   **AR / DR / JR (S/P)**

Payment released/adjusted vide Cheque/DD/Online Transaction No. _____ Dated _____ Rs. _____ against above mentioned Invoice/Bill.

Voucher No. (Journal /Payment) _____	*Dated* _____		
JA / SA (Accounts)	**JAO**	**AO (Accounts)**	**AR / DR / JR (Accounts)**

(PLEASE FORWARD TO THE S&P SECTION AFTER PAYMENT)