



दक्षिण बिहार केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post – Fatehpur,
P.S- Tekari, District- Gaya (Bihar), PIN-824236

CUSB/ PSD/07/2017-18/ 48

Date: 05 /01/2018

Notice

It has been observed that the old Inspection-cum-Installation report was not carrying the required details. Hence, same has been modified with immediate effect. Henceforth, during process of payment modified format of Inspection-cum-Installation report is required. Modified format is enclosed herewith.

These issues with approval of the Competent Authority.

(Dr. Gayathri V. Patil)
Registrar

Enclosure: Modified format of Installation cum Inspection Report.

Copy to: All Employees of the University

: PS to HVC/PVC/Registrar/FO/COE

: Sh. Ashok Kumar (System Analyst)

: for upload on CUSB website.

(Dr. Gayathri V. Patil)
Registrar



Central University of South Bihar Installation cum Inspection Report

Section/Department Name:	
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Name of the Supplier:	Challan No.	dated:	
	Invoice No.	dated:	Amount:
P.O./W.O.No.:	P.O./W.O. Date:	P.O./W.O. Amount:	

Date of receiving of the purchase order by supplier: _____

Sl. No.	Description of Item (s)	Quantity	Stock Entry	Remarks (if any)
			Date of Delivery: Date of Installation: Stock entry done on: Stock Register No.: Page No.: Sl. No.:	

(Additional Inspection Report Sheet may be used with proper details, if space is inadequate)

This is to certify that the specification & quantity of the items received through the above invoice, submitted are as per the Purchase Order/Work Order No. dated
The Item(s) have been installed and is/are working properly (as applicable).

	Indentor	Laboratory Incharge (Faculty/Staff)	Head of Department
Signature			
Name			
Date			

(Inspection report duly signed by Indentor and Coordinator/HOD must be received in Purchase Section within 10 days from the date of receipt with your specific comment).