

No. KP-TEVTA/PROC/4-28/706(1-105)

Dated: 04-02-2021

ALL PRINCIPALS/ADMINISTRATORS

KP-TEVTA

Subject: **SOPs RELATING DELIVERY/GRN/INSPECTION/STOCK ENTRY OF GOODS/EQUIPMENT** (REVISED)

I am directed to refer to the subject above and to convey that Inspections from this date onwards will be carried out in institute level by Engineers/Technical staff of the relevant trade. No specific orders/directives will be given to field institutes/colleges/centers for production of GRN, inspection report and taking goods/items/equipment on stock register from head office. Principals/Administrators are advised to implement the following SOPs in letter and spirit.

1. The Principal may nominate maximum three members from the relevant trade to perform inspection after goods/equipment is delivered by supplier.
2. Once goods are received the principal shall produce Goods Receipt Note (GRN) proper endorsed and valid reference to the DC (Delivery Chalan)
3. Validity of documents may be ensured thereby keeping the dates & endorsement (i.e. with signature and stamp) on time. Dates of DC & GRN shall be the same or GRN shall be awarded after the date of Delivery Chalan. Template of GRN is already kept on www.kptevta.gov.pk Procurement Section Page and is downloadable.
4. Inspection shall be done within 15 days of the delivery date. Template of Inspection Report may be downloaded from www.kptevta.gov.pk Procurement Section Page.
5. Inspection shall be done against the Technically Approved Specification only.
6. Items rejected in inspection shall be communicated to the supplier and Director Procurement KP-TEVTA with cogent reasons. Contact Detail & Address of the supplier is mentioned in the purchase order.
7. All local Items Rejected by the inspection committee shall be replaced within 30 days by the supplier. Principal may hold the inspection report/documents till delivery of all items as per purchase orders.
8. Items shall be taken on Stock Register within 03 days once satisfactory inspection of all items in Purchase orders is done.

9. Stock Entry page shall be signed by store keeper and counter signed by the principal concerned.
10. Stock Register may be maintained properly by the official concern.
11. Delivery Chalan, Good Receipt Note, Inspection Report & Stock Register Entry will be communicated to Director Procurement KP-TEVTA by the Principal.
12. In case of any ambiguity/Clarification Procurement Section KP-TEVTA may be contacted.



DEPUTY DIRECTOR (PROCUREMENT)

Dates & Endst are Even;

Copy for information to;

1. PA to Managing Director, KP-TEVTA
2. Director M&A, KP-TEVTA
3. Director F&A, KP-TEVTA
4. File Copy (4-28)z



DEPUTY DIRECTOR (PROCUREMENT)



INSPECTION REPORT

Reference # with Date				
Project				
1.	Name of Supplier with Contact Info & Address			
2.	Purchase Order No.			
Sr. No	Item No as per PO	Technically Approved Supplier Offered Specification & Model	Quantity Inspected	Remarks <small>*Please write OK or give cogent reason for rejected item.</small>
1.				
2.				

Members Inspection Team:

Name: _____
Designation: _____
Date: _____

Name: _____
Designation: _____
Date: _____

Principal

Name: _____
Institute/College/Center: _____
Date: _____
Stamp/Seal



KHYBER PAKHTUNKHWA TEVTA
TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY
5-771 Old Bara Road, University Town, Peshawar

GOODS RECEIVED NOTE				
Name of Institute:				
Purchase Order Ref#				
Supplier Name with address				
Sr. No	Name of Item	Qty Ordered	Qty Received	Status (*Packed/Open)

Received by (Store Keeper): _____ Verified By Principal: - _____

Note: please validate your document by signature, stamp and date.