



Annexure-29

CHAPTER-21
ANNEXURE-29
[Clause 21.14.2(i)]

Joint Inspection Report

File Ref. No. _____

Date _____

1	Name of office / Area to which Complaint Pertains	
2	Name of the consignee	
3	Name of the firm and address	
4	P/O S/O No. and date.	
5	Description of store with specification, etc. or approved samples any	
6	Relevant I/Note No and date with quantity	
7	Facsimile stamp/stencil/seal etc. as shown in inspection document	
8	Facsimile stamp / stencil / seal etc. on the supplies under dispute.	
9	Date of receipt of materials by consignee	
10	Consignee's rejection letter No. & date.	
11	Reasons of rejection as per rejection advice.	
12	Condition under which rejected supply are stored.	
13	Details of investigations carried out (w.r.t. Sl. No. 12 above)	
14	Identification Mark of firm if any available on disputed supplies.	
15	Observation during joint inspection.	
16	Conclusion (whether store are to be accepted / rejected subject to approval of concerned authority)	

Supplier

Consignee/ Stores Officer

Inspecting Officer