



Form: S&P 15

Installation Report-cum-Payment Recommendation

Name of Indenter:

Indent No.:

Item Description:

Purchase Order/ Work Order No.:

Vendor/Supplier Name:

Date of Delivery:

Date of Installation:

Stock Entry Register No. Page No. _____ & Sr. No. _____

Particulars	Description		Remarks
Missing Parts/Components			
Transportation Damages			
Value of PO/ WO			
Delay in Delivery / Installation	Date as per PO	Actual Delay in Days	Recommendation for Penalty

This is to certify that the material received as per the specification given in Purchase/Supply Order and Equipment(s) /Machinery as mentioned above is/are in the custody of Department and installed satisfactorily. Recommended to release the payment/Balance payment of ₹ _____ (Rupees _____ only) to M/s _____

Signatures of the

Head of the Department/ Director

Office seal with

Date

Signature of the indenter

Office seal Date