
	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk	
	(FINANCE WING)	
TEVTA / Fin / Inventory / 2019 / 63	Rev No 00	Date: January 11 th 2019

OFFICE ORDER

Subject: **INVENTORY MANAGEMENT SYSTEM**

In continuation of this office Order bearing No. TEVTA / Fin / Inventory / 1-10 dated 5-11-2010 on the subject cited above.

Following documents are hereby amended and notified with immediate effect:

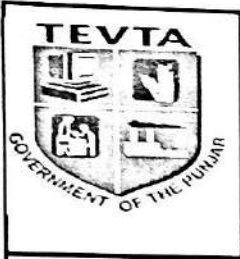
- i. Goods Inspection Report
- ii. Goods Receiving Note


(RANA M.A.SAEED)
General Manager (Finance)
TEVTA

A copy is forwarded for information to:

1. All General Managers TEVTA Secretariat, Lahore.
2. All Deputy General Managers TEVTA Secretariat, Lahore.
3. All Zonal Managers TEVTA (Centre, South and North) with the request to circulate the same to their lower formation.
4. S.A to Chairperson TEVTA, Lahore.
5. All District Managers TEVTA in Punjab with the request to circulate the same to their lower formation.
6. All Project Directors / Managers of Service Centres.
7. The Manager (Finance) TEVTA Secretariat, Lahore.
8. The Manager (Admn) TEVTA Secretariat, Lahore.
9. The Manager (Accounts-SC) TEVTA Secretariat, Lahore.
10. The Manager (Accounts) TEVTA Secretariat, Lahore.
11. The Manager (Tax) TEVTA Secretariat, Lahore.
12. The Deputy Manager (Audit) TEVTA Secretariat, Lahore.
13. P.S to COO TEVTA, Lahore.


(Usman Ali Tariq)
Deputy General Manager (Accounts)
TEVTA



**GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY**

Name of Institute / Centre / Office

Address:

Phone:

Email:



GOODS INSPECTION REPORT

Sr. No.	P/O #.	Item Name	Specification	Quantity				Reason	Supplier
				Received	Unit	Accepted	Rejected		

Inspection Committee

Sr.	Name	Designation	Signature
1			
2			
3			
4			

[Handwritten signature]

Yellow-Originator

White-Store

Green- Payment File

