

CHECK LIST TO BE OBSERVED WHILE SUBMITTING BILLS TO THIS OFFICE

1. Tender enquiry/Notice calling for quotation indicating specification of stores/quantity.
2. Quotations in original (to be signed by all the board members) on opening of the tender.
3. CST in original to be signed by all the Board members with date.
4. CFA sanction mentioning the nature of expenditure, code head to which the expenditure is to be booked, Financial year in which the expenditure is to be met, authority under which sanction is accorded viz, schedule No. and item no of delegations of financial powers as contained in GOI MOD letter dated 26th July 2006.
5. In cases where the IFA concurrence have been obtained, the copy of the same to be enclosed alongwith the bills & U O no. and dated to be incorporated in sanction.
6. Supply Order in proper format to be incorporated alongwith clear date of supply. If extension period has been granted the same to be indicated with or without LD charges. Where concurrence is obtained from IFA, the extension of period is to be granted with the concurrence of IFA in terms of para 18 Annexure of Min of Def letter dtd 26th July 2009 and DPM 2009.
7. Sanction for the expenditure should be given separately and not to be incorporated in supply order.
8. ECS mandate duly supported alongwith blank cancelled cheque to be invariably furnished.
9. Bill to be submitted in duplicate.
10. In case there is any change/amendment in the terms and condition of supply order ,subsequent to its placement on the firm ,a formal amendment letter should be attached along with request of the firm ,for the change caused due to the vendor.
11. CRV and Inspection Note in duplicate.
12. Two copies of CRVs- indicating on the top of CRVs name of LAO concerned and at the bottom date of receipt of stores to facilitate linking bills.
13. Date of sanction should precede the date
14. on which supply order has been placed on the firm.
15. Countersignature (Ink signed) of the competent authority on the contingent bill/contractor's bill.
16. The specimen signature of the officers authorized to sign the local purchase documents and to whom the powers have been delegated to sanction expenditure against the local purchase code head.
17. In cases of purchases made under provisions of Rule 145 and 146 of GFR, the certificate as stipulated therein to be enclosed with the bill.
18. The bills for advance payments for AMC to be forwarded along with Bank Guarantee. Bank Guarantee to be sent by the concerned Bank directly and not through the vendor/units.
19. Bills not to be forwarded after splitting up of delegated financial powers.

20. IFA's approval for proposals including extension of date of delivery etc involving financial implications to be obtained.
21. Delivery challan duly indicating the date of delivery is to be enclosed.
22. All bills for repair work to be submitted only with the copy of PAN CARD.
23. All bills of purchase of Machineries to be submitted along with Warranty /Guarantee certificate.
24. All payments will be made only to third party and no payment to be made to unit's Public fund account.
25. Any alteration in the bill in the date, amount etc. to be attested by unit authority/Competent authority.
26. CRV should contain the page no. details to facilitate verification by the LAO.
27. Copy of board proceeding i.e. inspection of goods delivered by the Vendor should be enclosed.
28. Non Availability Certificate from the concerned Depot.