

## Check List

### 1. FOR PAYMENT OF BILLS:

S.No	Particulars	Remark
1.	Original Bill in proper format.	Yes / No
2.	Purchase / work order in original enclosed.	Yes / No
3.	Bill is duly pre-receipted by affixing Revenue stamp and signed on it, if the amount of bill is more than 5,000/-.	Yes / No
4.	Terms and conditions of purchase order is followed and supporting documents for the same is attached with the bills/Invoices.	Yes / No
5.	PAN No. / TIN No. / Sale Tax No. etc. is Mentioned on the bill.	Yes / No
6.	Cash memo is in proper format.	Yes / No
7.	If payment from plan grant, the approval of Dean, Finance & Planning is attached along with the bill.	Yes / No
8.	The reason is mentioned clearly on the bill for accepting late delivery / short supply.	Yes / No
9.	Certificate "payment is actually due and that is being charged for the first time".	Yes / No
10.	Complete grant code No.	Yes / No
11.	Funds position.	Yes / No
12.	Stock/T&P/Consumables entries have been made.	Yes / No
13.	Reference and date of purchase order is mentioned on the bill.	Yes / No
14.	Where any statutory levy (e.g. Sale Tax, VAT, Service Tax etc.) is claimed by the firm the Registration No. for the same should be available on the bills/Invoices/Cash memos.	Yes / No

Signature of Dealing Asstt.

Signature of H.O.D