

6

## Check List

### 5. FOR ADVANCE PAYMENTS.

S.No	Particulars	Remark
1.	Proforma Advance is filled up.	Yes / No
2.	Approval of the competent Authority has been taken on the proforma advance.	Yes / No
3.	Relevant papers are enclosed for L.C. advance.	Yes / No
4.	A relevant papers are enclosed for taking advance for attending conference / workshop.	Yes / No
5.	Copy of 110% Bank Guarantee is enclosed in case of advance payment against purchase order with in country.	Yes / No

Signature of Dealing Asstt.

Signature of H.O.D