

GENERAL

GUIDELINES TO BE FOLLOWED BEFORE SUBMISSION OF BILL(S) FOR PAYMENTS FROM B.I. / PROJECT / RUSA (BOTH REIMBERSEMENT/ VENDOR'S CLAIM / ADVANCE ADJUSTMENT)

1. Cash Memo/Bill/Tax Invoice etc. of all kinds of goods/ services /works with Number, Date, and Signature of Traders along with endorsement by concerned faculty.
2. For vendor's claim - supply/ work order as applicable, both for procurement and works, to be accompanied with.
3. For Reimbursement Claim - Declaration as "Received in Full" by vendor/ Recipient on the Invoice/Bill is required, if payment transaction is not reflected in any other mode of payment i.e. Money Receipt/UPI/Credit Card etc.
4. Original Challan in case of purchase has to be furnished as applicable.
5. Piece Meal Vouchers of similar products including store items, Lab Items and works within short span should be avoided, so as to conforming to Rules defined in Purchase & Works manual.
6. In case of Vendor's bill(s), copies of PAN, GST Registration Certificate, Current Trade Licence, Incorporation Certificate by Govt. of India as applicable, and Bank details have to be attached with.
7. Bonafide supplier(s)/Seller(s)/Vendor(s) should be selected.
8. Computer generated GST Norm Compliant Invoice are tenable for Financial Propriety.
9. Memos., GOs, SOPs, other rules and executive Order to be issued by Govt. and other regulatory authorities and also university, as applicable , from time to time and those in effect, will have to be complied with.
10. Installation Report of Devices, as applicable, is required.
11. Conveyance charges for official purpose, availing of Cab services is desirable.

Important Notes:

- A. As for bills for payment pertaining to goods and services processed through due tenders in conformity with relevant provision spelt out in Purchase & Works manual and other extant Rules/Orders, will also meet the above mentioned check list compliance.
- B. Bills for payment (reimbursement/vendor) exceeding Rs.. 10,000/- in single bill or in segregated bills but clubbed together will also conform to due process as defined in above-mentioned guidelines.
- C. In respect of use of Travel Grant, copy of approval letter from concerned authority will have to be enclosed.
- D. In case of seminar/workshop/conference (at home/ abroad) funds after obtaining due approval from university's competent authority, bills for payment will have to be attached with copies of approval letter from university's competent authority, DC Resolutions, Participation Certificate and Registration Receipt from host organization.
- E. Copy of logged Book with user's signature will have to be produced during claim for payment, pertaining to prolonged car-hiring from private car service provider.
- F. To obtain Utilization Certificate pertaining to use of Project Funds (both Audited/Unaudited Statement of Expenditure) competent authority's approval is required.
- G. Due procedural compliance will have to be maintained as defined in Purchase & Works manual, in respect of single quotation along with an OEM (Original Equipment Manufacturer) Certificate forwarded by the competent authority .

For speedy Disposal of claims, the fullest co-operation from all stake holders is solicited

UNIVERSITY OF CALCUTTA

TOP SHEET OF BILL FOR PAYMENT/ADJUSTMENT

Department :-

1. FACULTY'S NAME with TS No. & Contact No./ :
VENDOR'S NAME with Bank Name & A/C No.
2. BILL NO. & DATE :
3. ITEMS/ WORKS/SERVICES (in brief) :
4. ORDER NO. & DATE :
5. STOCK REGISTER PAGE NO. WITH DATE :
6. HEAD OF ACCOUNTS :
7. BUDGET ITEM NO. (with Financial Year :
& A/C Code) / PROJECT FILE NO.
8. GRANT / BUDGETARY ALLOCATION : .
9. a. Remaining Balance(excluding this bill) : .
b. Less : Expenditure incurred of this bill : .
(in word)
c. Balance : .
10. MODE OF PAYMENT :.
11. ADVANCE ADJUSTMENT :
12. To certify that the purchase has been :
made at reasonable market price from
open market

Checked and passed

This may be paid

SECRETARY

HEAD OF THE DEPT./ DIRECTOR /PROJECT P.I.