

CHECK LIST

For Payment of Experts Honorarium, TA/DA and Misc. Files

Please Note: Each page of the file must be serially numbered from bottom to top.

Sl. No.	Indenter will ensure to provide the following documents before processing the file for payment	Document page no.
1.	Approval by the competent authority in original is attached.	
2.	The booking of tickets has been done from authorized agents only (IRCTC, Balmer Lawrie & Company Ltd. and M/s Ashok Travels & Tours).	
3.	Attach duly filled in and verified form for TA/DA of each expert separately by the indenter.	
4.	Budget booking in Original duly signed by indenter & HOD is attached.	
5.	Provide bank account details of experts/vendor or copy of cheque or pass book as the case may be.	
6.	The Gate entry, department stock entry and central store entry must be obtained on original bill, wherever is applicable.	
7.	Original invoice/Bill is to be verified & signed by indenter and write as "Paid by me" in case of reimbursement.	
8.	The invoice must be provided in Original only; photocopy shall not be entertained. The invoice should have GST No and bank account details of the vendor as applicable.	
9.	All the payments are to be made through digital mode only and cash payments are to be avoided except in exceptional cases for small amount.	
10.	The clear recommendations for payment should be there in form wherever it is applicable.	
11.	The copy of valid PAN number of expert is attached, otherwise TDS will be deducted at a double rate instead of 10% to 20%.	
12.	In order to verify the journey performed by car/taxi providing proofs of toll tax is mandatory.	
13.	The indenter has duly verified and signed Toll receipts & Original Bills/tickets.	
14.	The journey performed by car/taxi will be restricted to 350 KMS one way and 700 KMS both ways.	

Please Note: This check list is to be attached on the Top of the file and Indenter will tick against each document and do mention the page no in earmarked column. In case of any document is not applicable (NA), please write 'NA' in the page number column.

Signature of the Indenter