

CHECK LIST

FOR WORKS RELATED 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	Administrative and Financial approval from CA is attached.	
2	Indent Form in original is attached.	
3	Original Budget booking duly signed by indenter & HOD is attached.	
4	Approved Bill of Qty., Original running/final bill with GST Invoice and physical & financial progress report along with each invoice.	
5	Original invoice is to be verified & signed by indenter and write as "Paid by me" in reimbursement cases.	
6	The Gate entry, Department stock entry and Central Store entry must be obtained on original bill.	
7	Provide CA approval for supply order/work order/Rate Contract/Purchase/Work Order along with invoice.	
8	The invoice must be provided in Original only; photocopy shall not be entertained. The invoice must have GST No and bank Account details of the vendor.	
9	Installation Report in case of equipment/instruments is mandatory to be enclosed.	
10	Performance/Bank Guarantee in original to be attached in the file.	
11	Warranty Certificate from OEM is mandatory to be enclosed in case of purchase of equipment/instruments.	
12	The Indenter, HOD/S&P section must provide clear recommendations for release of EMD payment.	
13	The register of the work in process must be maintained as per GFR and CPWD rules.	
14	The indenter will give clear recommendations of the amount to be paid along with all deductions of water & electricity charges, GST-TDS, TDS, Labour Cess etc. for completed works as per T&C of agreement.	
15	Provide the certificate that contractor has not used university water & electricity in the works or deducted these charges from the invoice.	
16	Proprietary Article Certificate (PAC) is attached in case of purchase made from specific vendor.	

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