

Check List / Forwarding note/documents to be enclosed with the WDC bill(s) on account of purchases / expenditure made of equipment/chemicals / consumables / stationery / travel/deputations/field surveys etc.

S.No.	Details	Remarks
1.	Name of the Department/Centre	
2.	Name of the P.I./Co, P.I	
3.	Title of the Project	
4.	Duration of the project with date	
5.	Grant Utilization order	
6.	Budget allocation of said budget	
7.	Supply order along with No and date	
8.	Rate contract /company price list	
9.	Approval of the competent authority	
10.	Updated GST certificate	
11.	Mode of procurement i.e. Gem/e-tendering/GFR-2017 rule 154,155 etc.	
12.	In case purchases made from University dealer empanelled for that particular item at approved rate?	
13.	Stock entry of equipment/non consumables by PI/Estates section/Department recorded on bill and C/S by the HOD of concerned section	
14.	WDC bill signed with name, designation of officials/officers by concerned P.C/T.CDC whichever applicable.	
15.	Original voucher/invoice affixed with Rs.2/ revenue stamp	
16.	Payment details of supplier	
17.	Technical verification/successful installation report/satisfactory repair certificate recorded on the bill by the competent authority/agency.	
18.	Certificate by the P.I that the amount has not been claimed / processed earlier	
19.	Sanction order copy of deputation	
20.	Meeting / Conference/ Workshop participation / attendance certificate	
21.	Original boarding passes/tickets/vouchers as per entitlement	
22.	Authorization with regard to field survey	
23.	Day to day tour diary details duly attested by P.I/Coordinator	
24.	Any penalty to be levied on supplier? If yes please specify	
25.	If amount is to be reimbursed/adjusted to official account number provide a certificate stating " that I,_____ undertake that an amount of Rs.____ has been paid by me out of my pocket/advance and as such may be reimbursed/adjusted	
26.	Any special remarks(any delay/e.g. reasons of delay/any deviation)etc.	

Note:

- a) In case of advance, may please certify/clear previous outstanding with requisition of fresh advance.
- b) In case of purchase of consumables, provide a certificate indicating exhaustion of previous stock.
- c) The stock register/Account must be maintained for consumables as office, Stationery, Chemicals. Maintenance of spare parts etc in format GFR 23 of GFR 2017 clearly specifying the receipt side and issue side, together mentioning the no of units, the price date of receipt date of issue being the mandatory entries besides others as may be specify other department/supply (enclosed).
- d) A separate Assets Register must be maintained in respect of items as fixtures and furniture's, machinery equipment in form GFR-22 by the P.I.
- e) Normally, the payments shall be made to the claimants by the Dean Research office through bank transfer. However, wherever applicable / exigent the payments made by the P.I & claimed as reimbursements shall be supported by Payees Account Cheques.

Signature of the P.I/Coordinator/Mentor/Supervisor