

Check List for Purchase of equipments etc/ Forwarding Note:

S.No		
01	Name of the Department /Section	
02	Supply Order No and Dated	
03	Supply Order Enclosed?	
04	Approval of the Competent Authority enclosed?	
05	Recommendations of the Concerned HOD of concerned section	
06	Budget Allocation of Said Budget Head	
07	Mode of Procurement i.e GeM/ E-Tendering etc (Copy of Relevant Documents to be enclosed)	
08	In case Purchase made from University empanelled dealer has the purchase been made from the dealer empanelled for that particular item at approved rate?	
09	Stock Entry (Estate Section /Deptt) recorded on bill and C/s by HOD of Concerned Section?	
10	Bill duly signed with name, designation of officials/ officers by concerned P.C and T.C	
11	Technical Verification/ Successful Installation Report/ satisfactory Repair Certificate recorded on the bill and C/s by the HOD of Concerned Section	
12	Particulars of Supplier i.e account No and Tax clearance certificate enclosed	
13	Certificate for verification of bills and reasonability of rates recorded on bill and C/s by Concerned HOD and Concerned Section i.e as an illustration i.e if bill is related to Printing and Stationary, the reasonability of rates stand verified by P&ST section and c/s by HOD of the Department	
14	Certificate given by HOD that Amount not claimed /processed earlier	
15	Any penalty to be levied on supplier? If yes please specify	
16	If amount is to be reimbursed/adjusted to official Account number: Certificate to extent as "That I_____ undertake that the amount of Rs_____ has been paid by me out of my pocket/ advance and as such may be reimbursed /adjusted."	
17	Any Special remarks (any delay/ e.g Reason of delay/ any deviation etc.	

Note:

- In case of advance, may please certify/ clear previous outstanding with requisition of fresh advance.
- In case of purchase of consumables, certificate indicating exhaustion of previous stock be recorded.
- 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 enteries besides others as may be specify other department / supply (enclosed)
- A separate Asset register must be maintained in respect of items as fixtures and furniture, machinery equipment in form GFR-22 (enclosed)

☆ P.C= Purchase Committee T.C=Technical Committee