**Annexure 12 (a)**

**Check-list (A)**

(Please ensure to carefully check the following before submission of the

Bill to the Finance office)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N.** | | **Particular** | | **Yes** |
| **FOR PROCUREMENT OF GOODS AND SERVICES** | | | | |
| 1 | Purchase Book and Stock Book entry (as the case may be), GFR certificate, signature of store keeper / project personnel with date, signature of the DDO with seal and date have been provided on the supplier's bill [(GFR-2017 Rule 208 (ii)] | |  | |
| 2 | The supplier's bill in GST invoice/ bill of supply (as the case may be) attached | |  | |
| 3 | Purchase order with details of items required, rate, quantity and total amount along with proper terms and conditions. | |  | |
| 4 | The supplier's bill is in accordance with the purchase order | |  | |
| 5 | The AR-37 is properly stamped and signed with date by the DDO. It includes dispatch number, date, Major and Minor Budget Head details, Proper name of the recipient and the other columns on top-right of the form are filled in properly. | |  | |
| 6 | In case of Advance Bill; column No. 9 of the advance form is filled in properly with EID number of the responsible person in addition to other columns viz. details of advance / adjustment / purpose etc. A statement of expected expenditures is also enclosed. The advance is properly entered in advance register and the details of the same have been mentioned on the AR-37 form with seal and signature of the DDO, together with date. | |  | |
| 7. | In case of GeM procurement, GeM generated comparative statement, copy of the Contract, Copy of the GST Invoice, CRAC (Consignee Receipt and Acceptance Certificate) are enclosed. Signature sof DPC/HOD/DDO (as the case may be) on each of above document have been obtained with stamp and date (GFR-2017 Rule 149 (vii)] | |  | |
| 8. | In case of LTC Procurement / E-procurement, e-publishing has been done and the signatures of LTC/OTC/HOD/DDO (as the case may be) have been obtained on each document with seal and signature, with date, of DDO. | |  | |
| 9. | In case of proprietary procurement, the specific proprietary certificate from the manufacturer alongwith Annexure-7 of the purchase procedure duly stamped and signed, with date, by the DDO with the approval of DPC/LTC/OTC (as the case may be) is enclosed [GFR -2017 (Rules 166)] | |  | |
| 10 | In case of Equipment; the installation certificate is enclosed | |  | |
| 11. | In case of foreign procurement : Form A-1, A-2, 15 CA & CB (wherever required) and undertaking are duly filled-in and enclosed | |  | |
| 12 | Any cutting and overwriting should be strictly avoided; further, if any cutting/over-writing has occurred, due to unavoidable circumstances, it must be countersigned by the DDO | |  | |
| 13 | Copy of sanction letter, if relevant, is enclosed | |  | |