

CENTRAL UNIVERSITY OF GUJARAT
MEMO FOR BILL PAYMENT

Date.....

Voucher No.....Month.....Year.....
FY.....(To the filled by (F&A Dept.))

Name of the Department/School/Centre....., Budget Head....., Budget Allocated for the Financial Year 20....-20....Rs....., Expenditure incurred so far - Rs....., Balance Available Rs.....

S. No.	Invoice No.	Date	Name of Vendor/Service provider	Amount

A Sum of Rs..... (Rupees.....Only) may be disbursed To M/s..... towards invoice(s) (Original enclosed) and approval has been accorded by Competent Authority vide Order No..... dated (wherever required)

CERTIFIED THAT:

- (i) The above-mentioned expenditure is within the allocated Dept./School/Centre Budget for the year.
 - (ii) All the Original Invoices/Bills are attached duly verified and the stock entry have been made in the stock register..
 - (iii) The supply has been made in full and in accordance with the rates specifications, terms & conditions of the purchase order issued by the University & also received, verified and found in good condition, verified from the Challan/ Invoice cum challan and Inspection Report in case of Capital items is enclosed.
 - (iv) The equipment for which the repair has been made is not under any AMC/Warranty period.
 - (v) The rates, amounts & all calculations have been verified with the purchase/Supply order and/or Invoice & necessary correction (wherever required) has been made, also due penalty if any has been recommended to be recovered.
 - (vi) All the items mentioned in the enclosed Bills have been received by..... (Name and Designation) in good condition in full/part and are kept under his custody and all the items have been inspected by the competent officials.
 - (vii) All copies except original copy, of the bill have been marked - CANCELLED & retained in the dept. Purchase branch for future reference.
 - (viii) The Equipment have been installed and the Installation Report is enclosed.
 - (ix) In case of Capital items, for which the bills submitted, have been entered in Master Stock Register in Central Store and as well as in Capital Register of Departments.
 - (x) Copy of valid warranty card as per purchase order enclosed.
 - (xi) Performance warranty in respect of the equipment's equal to ___ % of the value has been received in the shape of Bank Guarantee/ Demand Draft etc. (Copy enclosed)
- In view of the above, payment of Rs.(being ___ % of invoice value is recommended for releasing to the supplier. Balance amount will be released in due course of time as per terms and conditions of the purchase order.

(for the purpose of PFMS only)

Name....., Father's Name....., Date of Birth.....,
Aadhaar No....., PAN....., Mobile No....., Email Id....., Complete Address.....

Bank details in which the amount required to be remitted:

Name of Account holder....., Bank Name.....Account No....., IFSC Code....., Branch Address.....

Attested by:

Name of Head of the Department:

Signature of the applicant.....

Name in Block Letters.....

Designation.....

Signature:

(FOR FINANCE & ACCOUNTS DEPARTMENT)

Particulars mentioned above have been verified & passed, payment of Rs..... (Rupees.....Only) has been entered in the PPA Register maintained vide item No..... on page no.....

Debit Head: Account No..... Vide Cheque/PPA No..... Dated....., Amount.....	Remark, If any.....
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Dealing Assistant

Section Officer

Consultant (F&A)

Drawing & Disbursing Officer

AR/DR/OSD (F&A)

Finance Officer