

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD**

**Forwarding of Bills / Invoices for payment up to Rs. 50,000/- (For GeM Purchase),**

**up to Rs. 1,00,000/- (For Non- GeM Purchase)**

Budget Head	
Name of Deptt. / Centre / Section / Unit	

1. Name of the Supplier/ Service provider :
2. Name of the Beneficiary :  
(Payment to party/ reimbursement) :
3. Account No. of Beneficiary :
4. IFSC of Beneficiary :
5. Particulars of bill / invoices :

Sl. No.	Description of the goods supplied / services provided	Bill No.	Bill date	Bill value (Rs.)	Remarks
			<b>Total</b>		

(Rupees \_\_\_\_\_)

**Please comply the checklist before forwarding the bill for further process:**

1. Self - satisfactory certificate : Yes / No
2. Stock entry done : Yes / No
3. GeM non-availability report attached (for Non-GeM Purchases) : Yes / No

Date \_\_\_\_\_ Dealing Asstt./ Indenter \_\_\_\_\_ HOD / HOC /

Section Head \_\_\_\_\_

***(For the use of sanctioning authority)***

**Dean/ HOD/ HOC/ RG/ PI/CI/ HOS**

Sanctioned a sum of Rs. \_\_\_\_\_ only.

Date: \_\_\_\_\_ (Signature of the competent sanctioning authority)

***(For the use of Internal Audit only)***

**AR (IA)**

**DR (F & A) / AR (P)**

