



RELEASE OF PAYMENT

Date:.....

1. Name of the Faculty Member :
2. Employee Number :
3. Designation :
4. Department :
5. Three Year Block is : From: To:
6. Present Financial Year is :
7. Details of Item purchased
 - (i) Name of Item :
 - (ii) P.O. Number :
 - (iii) Total amount (as mentioned in PO) :

Check List:

- | | | |
|---|---|--------|
| (i) Bills/ Invoice duly entered in stock register | : | Yes/No |
| (ii) Inspection Report (in S&P format) | : | Yes/No |
| (iii) Delivery Challan | : | Yes/No |
| (iv) Installation Report, wherever applicable | : | Yes/No |
| (v) Copy of Purchase Order | : | Yes/No |

This is to certify that -

- The institute purchase procedure (Reference: Institute Purchase Manual available at the intranet webpage of Faculty Affairs Section) was followed while purchasing the above mentioned items.
- The stock entries are made for the items in a stock register at the department.
- All these items are only for my professional development (academic, teaching and research) activities.
- All the necessary documents and enclosures have been submitted conforming to the rules under PDA.

Hence, the payment may be released to the concerned Vendor,

Signature of the Faculty Member

Signature of the HOD

(For official use of Faculty Affairs Section)

Name of the Claimant: Dr./Mr./Ms.....,

Department of

Verified the submitted documents on the basis of the purchase order No.....
as per the Institute Purchase Procedure and is found to be in order / not in order.

Dealing Staff
Faculty Affairs Section

Forwarded to Finance & Accounts Section for release of payment.

Assistant Registrar (Faculty Affairs)

DOFA/ADOFA

(For official use of Finance & Accounts Section)

Account Head: PDA

Fund Available	Amount to be paid	Balance

Checked and Passed for an amount of Rs. (Rupees.....
.....)

Dealing Staff
Finance & Accounts Section

Approved

HOS (F & A)

Dean, Faculty Affairs