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 | |  | **HOS (F & A)** | |
|  | | **Approved** |  | |
|  | **Dean, Faculty Affairs** | | |  |