



KIRORI MAL COLLEGE

(University of Delhi) Delhi-110007

किरोड़ीमल महाविद्यालय

(दिल्ली विश्वविद्यालय) दिल्ली-११०००७

Tel. : 27667861
दूरभाष : २७६६७८६१

Guidelines

(For submission of bills to the college for reimbursement/payment)

1. All item(s) / service(s) should be procured as per GFR 2005.
2. One copy of purchase order should be marked to the Administration branch in advance for receiving of any item(s) by it.
3. All non-consumable item(s) & their bill(s) must be delivered in the college and be received by the college administration. After the entry of these item(s) in the relevant stock register/Fixed Assets Register by the college administration, the item(s) may be issued to the concerned department.
4. In case the purchase committee has procured the non-consumable item(s) in person, the same item(s) must be first entered in the stock register by the college administration, and then be issued to the concerned department.
5. In case of procurement of the fixed item(s) in the project, the same must be entered in the college fixed Register at the time of purchase.
6. All consumable item(s) must be received and entered in the relevant stock register by the concerned department in the college. The photocopy of the relevant page(s) must be enclosed along with the bill(s) for reimbursement / payment to vendor.
7. The college administration must keep all the records of item(s) in the register GFR-40 as well as in the appropriate digital format.
8. All the bill(s) must be submitted in the administration branch to the Section Officer (Administration) with the covering letter in the form of a Check List (format enclosed). The administration section shall give the receiving for the same on a copy of the check list.
9. The technical/financial objection, if any, may be communicated to the concerned person/vendor within **three (03) working days** through email. All the bills in which there is no technical/financial objection must be processed within **seven (07) working days**.
10. Each concerned person must provide his/her email ID, phone number, and the bank details, namely, the name of the bank and its branch, account No., IFSC Code, for processing their bill(s) and receiving payments online.
11. All the payments must be made online through NEFT except where physical instrument (e.g., cheque) is necessary. Also, the accounts office will then notify/intimate through email/sms/phone the details of the payments made to the concerned person, as a final settlement of dues.
12. In all cases where the advance has been taken from the college, the same may be settled within a month of receiving the advance.


(Dr. Dinesh Khattar)
Officiating Principal



KIRORI MAL COLLEGE

(University of Delhi) Delhi-110007

किरोड़ीमल महाविद्यालय

(दिल्ली विश्वविद्यालय) दिल्ली-११०००७

Tel. : 27667861
दूरभाष : २७६६७८६१

CHECK LIST FOR SUBMISSION OF BILLS FOR PAYMENT/REIMBURESMENT

(Please tick the boxes against each item)

- | | |
|--|--------------------------|
| 1. Approved requisition letter | <input type="checkbox"/> |
| 2. Followed the purchase procedure as per GFR 2005 | <input type="checkbox"/> |
| 3. Copy of the Purchase Order | <input type="checkbox"/> |
| 4. Bill(s) in original | <input type="checkbox"/> |
| 5. Quotation(s) in original with approved comparative statement | <input type="checkbox"/> |
| 6. GFR Certificate (in the prescribed format) | <input type="checkbox"/> |
| 7. Good(s) received as per the bill(s) and is recommended for payment | <input type="checkbox"/> |
| 8. Entry of bill(s) in relevant register with page number (Register will contain bill no., date of bill, name of vender, Name of item(s), quantity, rate, total amount of bills, etc.) | <input type="checkbox"/> |
| 9. Xerox copy of the relevant pages of the stock register (Where the entry of the bill(s) has been made as per point no.9 above) | <input type="checkbox"/> |
| 10. NEFT/RTGS details enclosed (including a cancelled cheque) | <input type="checkbox"/> |

Please ensure to above check list has been completed before submission of bill(s) to the college office.

Signature
(Teacher In-charge/Convener/PI)



KIRORI MAL COLLEGE

(University of Delhi) Delhi-110007

किरोड़ीमल महाविद्यालय

(दिल्ली विश्वविद्यालय) दिल्ली-११०००७

Tel. : 27667861
दूरभाष : २७६६७८६१

GFR Certificate

Purchase of goods upto the value of Rs. 15,000/- (Rupees Fifteen Thousand)

"I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Signature

Purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousand) only and upto Rs. 1,00,000/- (Rupees One lakh)

"Certified that we _____, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question. "

Signature

(Dr. Gaurav Gupta)
Principal