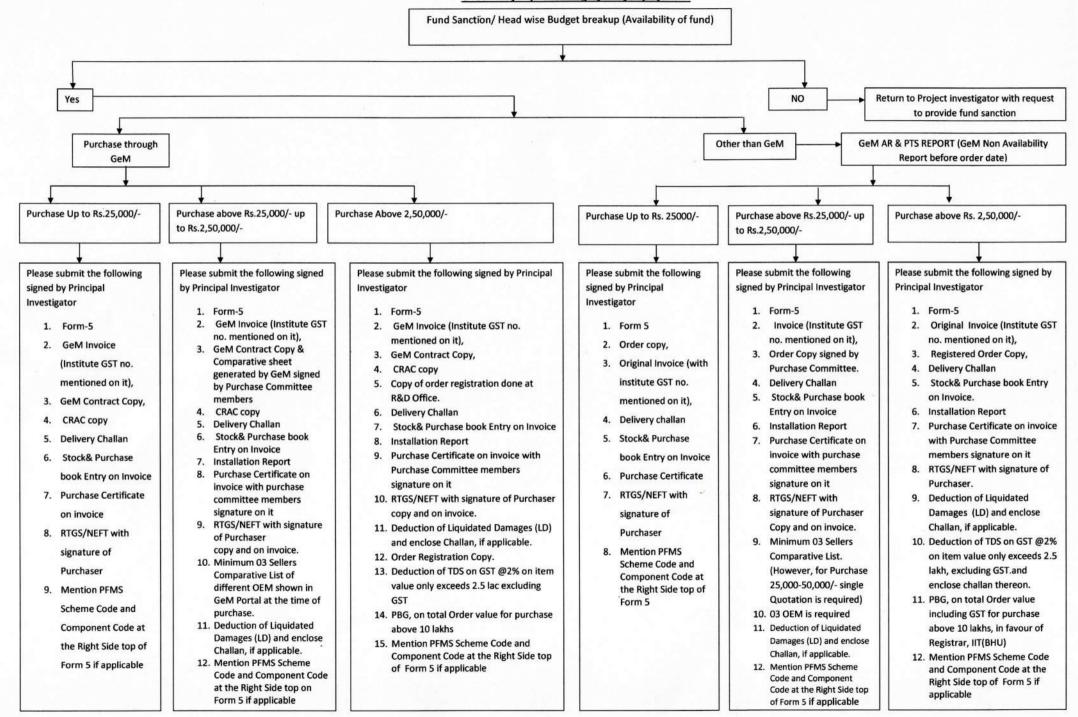
## R&D Office

## Checklist for processing of bill for payment



## Checklist for processing of bill for payment Fund Sanction/ Head wise Budget breakup (Availability of fund) Return to Project investigator NO Yes with request to provide fund sanction Salary / Fellowship Travel Please submit the following signed by Principal Investigator Entitlement for TA/DA Please submit the following signed by the claimant and 1. Form-5 forwarded by the Principal Investigator/ Head 2. During first claim for salary after joining please enclose 1. Form-4 Sr. Pay Hotel Accommodation Food 2. All particulars provided in Form-4 should be a. Letter of Offer of Appointment issued from Dean R&D No. level in 01 14 and Reimbursement for hotel reimbursement accommodation guest food bills not above office house of up to Rs. 7500/exceeding 3. Supporting document regarding purpose of Rs.1200/per day per b. Joining Report issued from Dean R&D office journey day 4. Copy of suctioned leave for the duration of c. Rent Agreement in case of HRA if applicable 02 12 and Reimbursement for hotel reimbursement 13 accommodation food bills not guest journey house of up to Rs. 4500/exceeding d. Deduction of Income Tax on Form -5 @10% and enclose 5. Supporting document for to and fro journey, per day Rs.1000/per day the challan (if applicable) accommodation, fooding and other 9 to 11 Reimbursement for hotel reimbursement accommodation food bills not guest expenditures in applicable. 3. Mention absentee status on form 5 house of up to Rs. 2250/exceeding Rs.900/- per day per day 6. In case of Air Travel 4. RTGS/NEFT filled form signed by beneficiary forwarded by 6 to 8 Reimbursement for hotel reimbursement a) Booking of ticket from IRCTC, M/s accommodation guest food bills not house of up to Rs. 750/exceeding Supervisor/PI Balmer Lawrie & Co. and M/s Ashoka per day Rs.800/- per day Reimbursement for hotel and reimbursement **Travel & Tours** 5. Mention PFMS Scheme Code and Component Code at the Right Below accommodation food bills not guest house of up to Rs. 450/b) Boarding Pass exceeding Side top of Form 5 if applicable per day Rs.500/- per day

RTGS/NEFT filled and signed by beneficiary.
Approved leave application issued from

Institute Faculty Affairs Section

SRF/JRF/RS/Equivalent:- As per STGS Guidelines

Note:- It is a generalised checklist for processing of bill for payment. However, purchase and passing of bill should be followed as per GFR-2017 and Institute Purchase manual 2019.