

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL**

CHECK-SHEET FOR PROCESSING BILL

1. Department _____
2. Supply Order No. _____
3. Name of Supplier _____
4. Bill No. & Date _____
5. Date of supply _____

Date :- _____

6. a) Whether with in stipulated delivery period, if not extension granted(reference to be indicated)
- b) If the supply is after expiry of delivery period and no extension granted approval from competent Authority to be obtained and Attached with the bill.
- c) Penalty

Yes/no, extension granted vide letter No. _____ dated _____ copy attached. Approval for accepting material without imposing penalty clause obtained and attached.

Penalty @ _____ % & aggregate to Rs. _____ to be imposed as per clause of supply order.

7. Inspection report:

- a) Date of physical verification _____
- b) Date of acceptance by H.O.D after technical inspection and demonstration by the suppliers. _____

8. Guarantee / Warrantee certificate

Yes retained in Deptt. for record and reference to be retained by the Store.
Yes

9. GST non exemption certificate on bill as per clause _____ of supply order

10. Amount claimed

Rs. _____

11. Amount recommended

Rs. _____

Signature : _____

Date : _____

Name : _____

_____ Lab. Incharge -
_____ Deptt.

12. Recommendation of HOD

Recommendation for release of Rs. _____ (Rupees _____)only

Signature : _____

Date : _____

Name of HOD/Section Incharge : _____