**Dated: 13/07/2026**

# CHECKLIST FOR BILLS PROCESSING

## 1. General Rules (Applicable to All Claims)

1.1 The Project Investigator (PI) must sign every supporting document submitted with the claim and must invariably mention the Project Code.
1.2 Every bill must have the IIT Bhubaneswar GST number: **21AAAAI2760A1ZJ**.
1.3 Photocopy all thermal-printed bills (fuel, grocery, etc.) and countersign the copy, as thermal ink fades over time. Original bills are mandatory.
1.4 Any claim must fall within the Project start and end date.
1.5 Beneficiary details (payment recipient) must always be specified, and bank account information must be furnished whenever such details are absent from the invoice.
1.6 Artificial splitting of bills to bypass prescribed financial limits is not permitted as per Rule 157, GFR 2017.
1.7 Any claim deviating from these points will be returned unsettled to the concerned PI/CI.

## 2. Non-PO Bill Processing (General Purchases)

Checklist for direct purchases made without a formal Purchase Order:

| Requirement | Details |
|---|---|
| **Documentation** | Original bill required. Must include a fully completed Annexure C form (Project Code, Head of Expense, Payee details). |
| **Fund Limits** | Expenses must remain within the project's available budget. Undertaking required if transferring under Interim Expense Head. |
| **Reimbursements** | Attach proof of transaction (bank statement/receipt) for self-reimbursement. Online bills must be invoiced in the Project Investigator's (PI) name with the official IIT Bhubaneswar address and submitted within two months of the invoice date. |
| **Cash Cap** | Cash payments above ₹5,000 are prohibited as per government rules. |
| **Inventory Control** | Proper stock entry in appropriate stock register (non-consumable/ consumable), countersigned by PI. |
| **GeM Report** | For items above ₹50,000/- generate GeM Availability Report (ARPTS) before purchase. Invoice date must fall within report validity; search string must match invoice item exactly. |

## 3. Bill Processing (Against Purchase Orders)

For procurement through a formal Purchase Order, ensure the following are attached:

3.1 **Terms:** All PO terms & conditions must be fully met.
3.2 **Tax Invoice & Certificates & Delivery:** Original Tax Invoice, Warranty Certificate, Installation Certificate, Delivery Challan and Payment recommendation in prescribed format. Each duly countersigned by PI.
3.3 **Inventory Control:** Proper stock entry in appropriate stock register (non-consumable/ consumable), countersigned by PI.

3.4 **Delays & LD:** If delivery/installation is delayed, state reason and attribute fault (supplier/Institute). Mention whether LD is recovered or waived. For waiver, provide written justification and supporting documents; waiver decisions are case-specific.

## 4. Travel Bill Processing (TA Claims)

Ensure all travel claims meet these criteria:

4.1 **Pre-Approval & Forms:** Attach Tour Approval copy (dates, location, purpose). Use official SRIC TA Claim Form, please mention if travel advance taken.

4.2 **Authorized Booking & Fare:** Tickets must be booked only through IRCTC, Balmer Lawrie, or Ashok Tours & Travels, as per Govt. order issued time to time. All efforts must be made to ensure tickets are booked at cheapest fare available preferably for non-stop flights.

4.3 **Receipts & Summaries:** Attach all original bills with summary sheet. Hotel stays require **original tax invoice(s)** plus proof of payment. Local travel requires receipts/payment proofs.

4.4 **Vehicle Hiring:** Bills must detail vehicle type & Reg. Number, destination, date and Kilometres covered.

4.5 **Daily Allowance (DA):** Food declaration certificate required to claim DA.

4.6 **Restrictions:** The journey must strictly fall within the approved dates. Break journeys without approval are inadmissible.

4.7 **Students/Project Staff:** Claims will be settled strictly as per sponsoring agency's sanction order or prevailing Institute/Academic Rules.

## 5. Cash Advances

5.1 **Application:** Advance form must specify project code and budget head.

5.2 **Purchase Estimates:** Attach list of target items with estimated pricing.

5.3 **One-Advance Limit:** Only one active advance per project. New advance sanctioned only after settlement of previous one.

## 6. Labour & Miscellaneous Reimbursements

6.1 **Format:** Every claim must be initiated on a formal note sheet.

6.2 **Payment Proof:** Enclose clear proof of payment and receipt.

6.3 **Identification:** For casual/contract labour, valid government photo ID and current mobile number must be enclosed.

6.4 The age of labourers must be above 18 years.

s/d

AR SRIC

# PI’s Ready Reckoner: The Essential Guide to Bill Submission & Processing

## NON-PO BILL PROCESSING
(Direct Purchases)

**COMPLETE ANNEXURE C:** Attach fully completed form (Project Code, Head of Expense, Payee).

**SELF-REIMBURSEMENT BULES:** Online bills in PI’s name, IIT BBS address; submit within two months.

>₹50k

**₹5,000 CASH LIMIT:** Cash payments exceeding ₹5,000 strictly prohibited.

**GeM REPORTS (>₹50,000):** Generate Gehl Availability Report (SRPTS) before purchase.

## PURCHASE ORDER (PO) & INVENTORY

**REQUIRED CERTIFICATES:** Submit Original Tax Invoice, Warranty/Installation, & Delivery Challan.

Written Justification Required for LD Waivers.

**DELAY JUSTIFICATION:** Provide written justification for LD waivers if delivery delayed; else LD recovered.

**INVENTORY CONTROL:** Goods entered in Stock Register (Consumable/Non-consomable) & countersigned by Pi.

## UNIVERSAL RULES
(The “Must-Haves”)

**SIGN & CODE EVERY DOCUMENT:** PI signature & Project Code mandatory on each supporting doc.

**MANDATORY GST NUMBER:** Every bill must include IIT Bhubaneswar GST: ZIAAAAIZ760A1ZJ.

**PRESERVE THERMAL BILLS:** Photocopy & countersign thermal-ink bills; attach original too.

**TIMELINE & BENEFICIARY:** Claims within project dates; specify recipient & bank info if missing.

**NO ARTIFICIAL SPLITTING:** Splitting bills to bypass limits is strictly prohibited (GFR 2017 Rule 157).

## TRAVEL (TA) CLAIMS

**PRE-APPROVAL IS MANDATORY:** Attach Tour Approval copy & use official SRIC TA Claim Form.

**BOARDING PASSES & RECEIPTS:** Attach original passes, hotel invoices with payment proof, vehicle details (Reg./Itm).

IRCTC · BALMER LAWRIE · Ashok

**AUTHORIZED BOOKING AGENCIES:** Tickets MUST be booked via IRCTC, Raimer Lawrie, or Ashok Tours & Travels only.

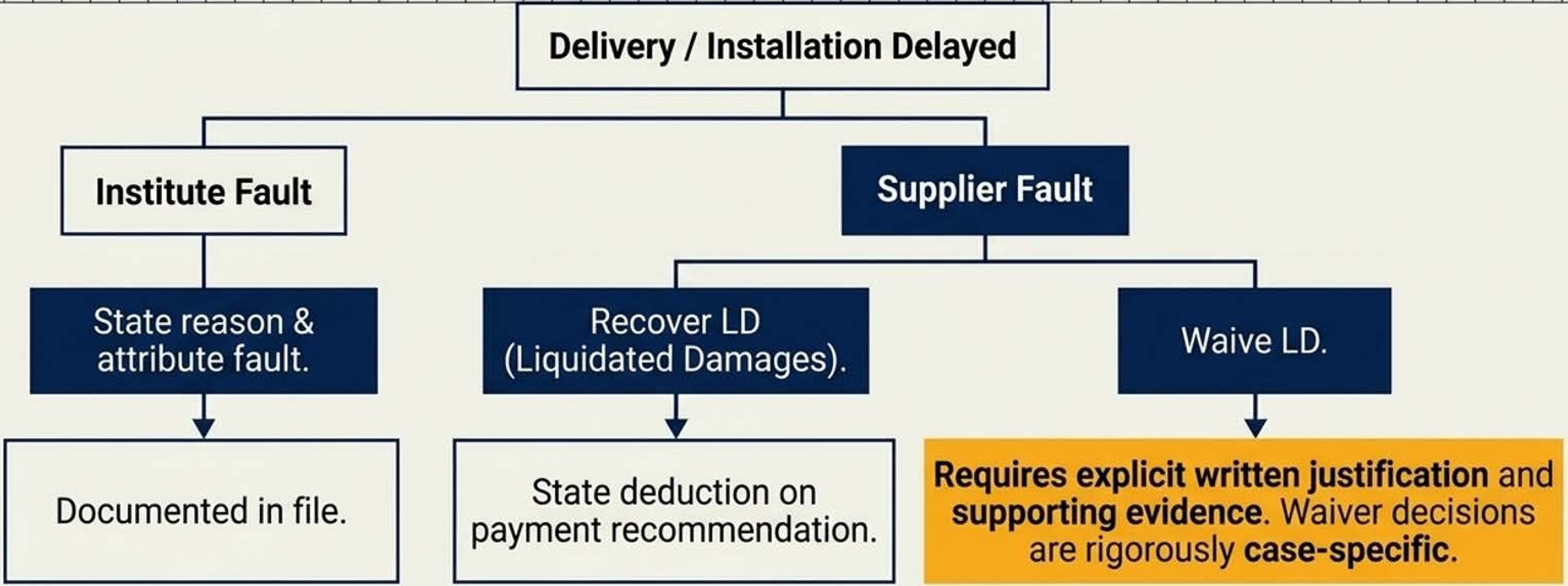
**DAILY ALLOWANCE (DA):** Fond Declaration Certificate required to claim Daily Allowance.

## ADVANCES & LABOUR PAYMENTS

**THE “ONE-ADVANCE” PULE:** Only one active advance per project, previous must be settled before new one sanctioned.

**LABOUR IDENTIFICATION:** Casual labor claims require valid photo (I), mobile number, and age over 18.

# Delayed PO deliveries require explicit fault attribution




**Ensure the payment recommendation explicitly states whether LD is recovered or waived.**