

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
RESEARCH AND CONSULTANCY SECTION

Checklist for Reimbursement

SL No	Particulars	✓
1	Submission from the PI duly recommended and forwarded from the HoD	
2	Fully filled format (https://nitc.ac.in/research-forms-and-links)	
3	Copy of the AS & FS	
4	Permission from the HoD to purchase the items	
5	Paid by me certification in all bills	
6	Declaration in case of online purchase	
7	Stock entry and certification	
8	Cash received seal required (bills amounting Rs. 2000/- and above)*	
9	Revenue stamp for the bills amounting Rs.5000/- and above*	

_*other than Institute bills

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