

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

RESEARCH AND CONSULTANCY SECTION

Checklist for Payment Release to the supplier

- **If payment below Rs. 25,000/-**

SL No	Particulars	√
1.	Application for release of payment	
2.	Original Invoice with necessary certification* and stock entry from department (if applicable) <i>*“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 “</i>	
3.	Goods Receipt & Installation Report	
4.	HoD permission letter for the procurement of the item	
5.	Latest Bank Statement of project account(if applicable)	
6.	Copy of Administrative and Financial Sanction (Office Order)	
7.	Project Sanction order copy(if applicable)	

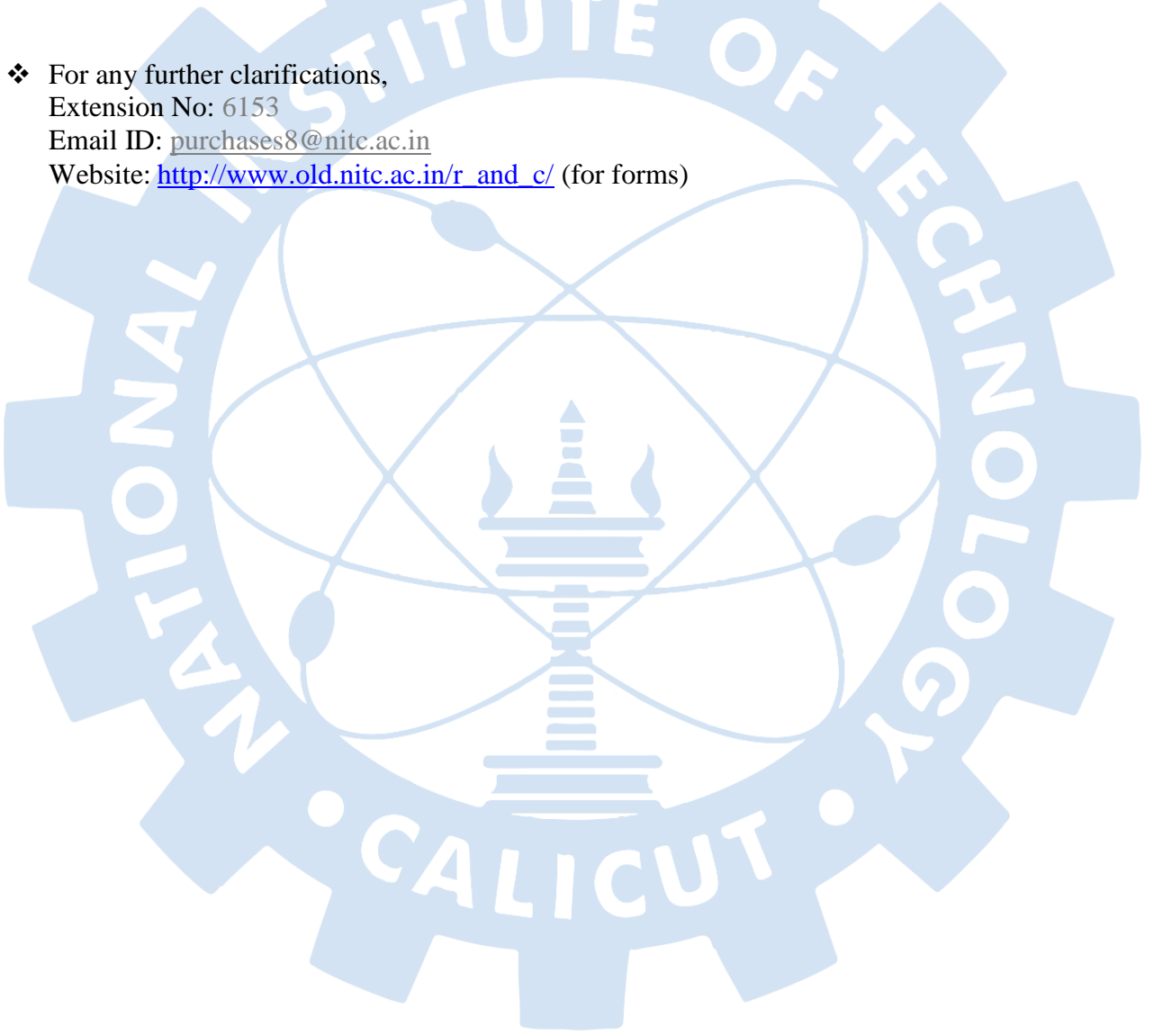
- **If payment Rs. 25,000 to Rs.75,000**

SL No	Particulars	√
1	Application for release of payment	
2	Original Invoice with necessary certification and stock entry from dept (if applicable)	
3	Goods Receipt & Installation Report	
4	Purchase order as issued from department.	
5	Quotations from firms & Comparative statement	
6	Quotation notice as issued from department	
7	GeM non availability (Annexure III & GeM generated certificate)	
8	HoD permission letter for the procurement of the item	
9	Latest bank Statement of project account(if applicable)	
10	Copy of Administrative and Financial Sanction (Office Order)	
11	Project Sanction order copy (if applicable)	

- **If payment above Rs. 75,000 (purchase through R&C Section)**

SL No	Particulars	√
1	Original Invoice with necessary certification and stock entry from dept (if applicable)	
2	Goods Receipt & Installation Report	
3	Copy of Purchase order as issued from R&C Section	

- ❖ For any further clarifications,
Extension No: 6153
Email ID: purchases8@nitc.ac.in
Website: http://www.old.nitc.ac.in/r_and_c/ (for forms)



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