

Of late, it is observed that most of the Contingent bills/Manpower bills/Contractor bills/Supplier bills etc. received from various Departments contain many discrepancies in the bills. Further, necessary documents like Supply Order, Approved Note Order, Original bill etc., are not being enclosed with the Contingent bill. Due to the above said factors, the processing of bills for payment gets delayed and creates hardship to the Payee. In order to avoid delay and for prompt payment of bills, all are kindly requested to adhere to the following instructions strictly and co-operate with Finance Department for prompt payment of bills to Service providers.

1. Ensure that words and figures of amount tally
2. Only original bills are to be enclosed with the contingent bill.
3. If there are more corrections in the bill, then fresh/new bill shall be enclosed and all corrections should be authenticated
4. Bill shall contain all statutory requirements like Bill Number/PAN Number/TIN Number/Service Tax Number/Bank Account details with IFSC Code etc.
5. Details of payment towards Employees Provident Fund, Employees State Insurance, Salary/Wages paid to the employees etc., like copy of Challan/Bank Pass Book shall be enclosed with the bill to confirm payment and also proof of remittance of ESI/EPF
6. Copy of Approved Note Order of Competent Authority/Supply Order/Work Order shall be enclosed with the bill
7. Contract bills like Manpower supply/AMC etc., are to be certified that:
  - (a) The bill has not been claimed previously
  - (b) Necessary statutory requirements like contribution towards EPF/ESI have been fulfilled by the Contractor/Supplier after verification of the proof of the same by the concerned Department.
  - (c) Wages/Salary have been paid properly and promptly by the Contractor before 5<sup>th</sup> of the following month to the contract employees Janthan Yojana Bank Account
  - (d) Necessary Budget provision is available and Head of Account is correct
  - (e) The Contingent bill is in order in all respects
8. All Contractors be suitably informed and also in future included in the Agreement suitable penalty in the bill of the Contractor shall be levied apart from withholding of non-payment of statutory dues like ESI & EPF and if Salary by time to Contract employees are not paid by them within 5<sup>th</sup> of following month.
9. All the Heads of Departments concerned shall submit the bill to Finance Department after adhering to all the above points within three days of receipt of bill from the Contractor.

To  
All Heads of Departments/VOCPT  
Copy to: PS to Chairman/PA to Deputy Chairman

  
FA & CAO

*Perd*  
23/6/16