

**CHECK LIST FOR PASSING OF BILLS BY FINANCE DEPARTMENT  
(Medical Bills)**

<b>Sl.No</b>	<b>Details</b>	<b>Reference</b>
1	Nature of Bill a) Purchase Order b) Contingent Bills c) Reimbursement bills i) Working Employees ii) Retired Employees d) Refferal hospital bills e) Imprest	
2	Date of submission to Finance Department (a to e)	
3	Approval of the Competent Authority (b& c)	
4	Copy of the Expenditure sanction order	
5	Countersignature of the Competent Authority	
6	Chargeable account code	
7	Advance Stamped Receipt	
8	In case of 1 (c) applicable certificates "A" or "B" or both to be enclosed and signed by the concerned Medical officers. In case of retired employees, copy of Medical ID Card to be furnished	
9	In case of 1(c) (ii) above furnish Bank A/c Details as follows: Name of the Bank Name of the Branch A/c number in 13 digits	
10	In case of 1(d) above furnish VOCPT reference letter Employee details in case patient is dependant	
11	IT/ VAT/ Service Tax Registration Number	
12	Documentary of evidence for remittance of Service Tax/ VAT payments	
13	Any overwriting/ correction made in the bills should be attested by authorised officer	
14	No of bills enclosed	
15	SAP document number	

For Use by Finance Department:

Date of Receipt :

Date of Passing of bill :