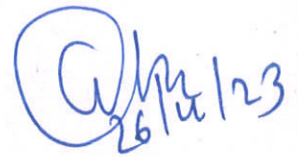




## Check List for Passing of Supplier's Bill

Sr.No	Parameters
<b>(A)</b>	
01	Whether the bills have been passed as per terms and condition of Purchase Order.
02	Whether the Supply of material has been done within Delivery/extended delivery period.
03	Whether R.Note/Delivery Challan is enclosed with the Bill or available online.
04	Whether the bill value is within the PO value.
05	Whether Signature of consignee is available on R.Note.
06	Whether tax invoice is attached with the bill.
07	Whether bill is dully signed by supplier or submitted e-bill.
08	Whether description of material is in accordance of Purchase Order.
09	Whether rate and quantity of material supplied is in accordance with Purchase Order.
10	Whether Digital Signature of consignee is available on R.Note.
11	Whether Inspection certificate has been obtained from appropriate authority.
12	Whether the bill is as per tax invoice and R.Note.
13	Whether the validity of Security Deposit is available on the date of passing.
14	Whether all MAs issued as per rule.
<b>(B) Documents to be attached</b>	
01	Copy of Supplier's Bill.
02	Copy of Purchase Order.
03	Copy of inspection certificate.
04	Copy of Receipt Note.
05	Copy of Delivery Challan.
06	Copy of Tax Invoice.

  
26/12/23

**Sr.AFA/MCF**

**Sr AFA  
MCF RBL LLJ**

