



Sher-e- Kashmir
University of Agricultural Sciences & Technology,
Administrative Block, Comptroller's Office
Main Campus, Chatha-Jammu

Circular No.: AUJ/Acctts/Compt/2024-25/3675-3716

Date: 19.02.2025

CIRCULAR

Subject: Submission of Bills under CAPEX/NABARD/HADP Projects – regarding.

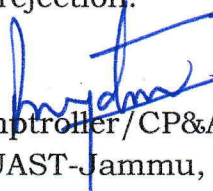
In view of the impending closure of the Financial Year 2024-25, to ensure that all the payments are made on time, it is hereby notified for the information of all the concerned that the bills pertaining to **CAPEX/NABARD/HADP Projects shall be accepted to the Office of CP&AO SKUAST-J upto 13th of March, 2025 till 4:00 PM** only.

Director Research/Estates Officer/Coordinators/ Principal Investigators handling CAPEX, NABARD, and HADP Projects are requested to ensure that all Financial claims, bills with supporting documents be submitted to Comptroller's Office by or before 13th of March, 2025 04:00 PM, as no bill shall be accepted after that.

Also, to ensure speedy processing and timely submission of the bills to the treasury, the CP&AO Section shall stay in the office till 6:30 PM. (As and when required, may also be required to attend on holidays)

Important Instructions for Submission of bills:

1. Covering letter of each bill needs to be in accordance to the Annexure appended as **"A"** so that there is no ambiguity around the bill
2. All bills must be duly verified and signed by the concerned Officers. No bills shall be accepted without detailed designation/stamp.
3. Supporting documents, invoices, and any required approvals as per the Annexure **"B"** should be attached to avoid rejection.


Comptroller/CP&AO
SKUAST-Jammu, Chatha

Encl: 02

Copy to the:-

- Registrar for kind information.
- Estates Officer for kind information.
- All Project Coordinators /PI, HADP Project for information and necessary action.
- SVC for kind information of the Hon'ble Vice Chancellor.

Annexure 'A'**Covering letters to be presented by PI/Coordinator**

S.No.	Release of Funds under	HADP/CAPEX/NABARD
1.	Name of PI/Coordinator	
2.	Name & No. of Item(s) Purchased	
3.	a) Name of Project in case of HADP from which budget is to be debited	
	b) Name of scheme in case of CAPEX/NABARD from which budget is to be debited	
4.	Work Code of Project	
5.	Component of DPR from which Budget is to be debited	
6.	Name of Firm/Contractor	
7.	Name of Bank with A/c No. & IFSC code	
6.	Name of Item Purchased	
7.	Entry in Stock Register with Web Inventory (in case of Dead Stock item)	

Signature
Designation

Technical Evaluation Report (Duly attested by technical sub-committee)

This is to certify that _____ (name of article/equipment/appliance) procured vide invoice No. _____ dated: _____ has been received as per desired specifications contained in GeM Sanction Order (supply order) No. _____ dated: _____. The equipment/ appliance has been installed, commissioned and working satisfactorily.

Certificates on the invoice

1. Stock entry certificate/website entry. *with page number.*
2. Article/equipment/appliance has been received as per specifications of GeM sanction order (supply order) vide No. _____ dt. _____.
3. Equipment/appliance has been installed, commissioned and working satisfactorily.
4. Purchase of article/equipment/appliance mentioned in the invoice constitutes a part of work for which Administrative Approval has already been accorded vide No. _____ dated: _____.

Documents to be appended to the invoice (02 sets)

1. Administrative Approval of Work
2. Technical sanction/ Technical report
3. DPR of Project
4. Invoice/Bill (verified for amount)
5. Copy of e-NIT of equipment/Bid document
6. Comparative statement
7. GeM sanction order (Supply order/ Job order)
8. Copy of contract
9. Attested Hard copy of Geo-tagged photographs
10. Uploading of photographs on PROOF App.