

**PTU**

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

I.K GUJRAL PUNJAB TECHNICAL UNIVERSITY**SANCTION FOR RELEASE OF BILL PAYMENT**

Department.....Section/Branch.....

Budget Head..... Consumable/Non Consumable, financial year.....

The attached bills have been received from M/S.....

. For supply of goods for official use for Rs.....

The bill has been checked on the basis of the following documents, are attached (tick Yes/No)

- | | | |
|-------|--|--------|
| I. | Approval of Requirement | Yes |
| II. | Tender | Yes/NA |
| III. | 3 Quotation | Yes/NA |
| IV. | 6 Quotation | Yes/NA |
| V. | without Quotation | Yes/NA |
| VI. | Comparative Statement and its Approval | Yes/No |
| VII. | Supply order & its terms & conditions | Yes/No |
| VIII. | Entry of material in Central Stock Register | Yes/No |
| | Page No-----date----- | Yes/No |
| | Entry of material in Departmental Stock Register | Yes/No |
| | Page No-----date----- | Yes/No |
| XI | Bill Verification/Inspection/Report | Yes/No |

The bill is checked & verified as per purchase rule and submitted for the first time for payment as per
Detail given below

No	Bill No /Invoice No& Date	Supply/Work order No & Date	Bill Amount(Rs)	Deductions if any	Recommended Amount(Rs)

In case of purchase made without Quotation or for single quotation

Undersigned certified that these goods are purchased of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable market price

Payment may be released in favour of For Rs.....

Address.....

For Direct Transfer (Copy of PAN and cancelled cheque should be attached)

Name of Bank.....Address.....

Bank A/c No.....IFS Code.....PAN.....

Submitted for approval for Release of payment

Signature of dealing official

Name

Designation

Approved by

Name

Designation