

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD**

(Corporate Identity Number (CIN):U40109RJ2000SGC016485)

**(A Govt. of Rajasthan Undertaking)**

Regd. Office: Vidyut Bhawan, Jyoti Nagar, Jaipur 302005

No. RVPN/ CCOA/ Control/ D. 41

Dated 18/04/17

**ORDER**

Checklist enclosed as Annexure-"A" mentioned in Clause No.1 of Payment Policy issued vide order No. RVPN/ CCOA/ Control/ D.1297 dated 30.01.2017 is hereby amended as under:

It is advised to the purchaser / consignee to check relevant points and indicate ( ✓ ) / (N.A.) mark in light of the nature of bill / provisions of Purchase order, SCC & GCC, which are the part of contractual formalities:-

**A. After issue order and before first bill:-**

S. No.	Particular	Frequency	Responsibility
1	Acceptance of Contract Agreement	One time	Order placing Authority
2	Acceptance of Manufacturers warrantee	One time	Order placing Authority
3	An undertaking on Non-Judicial Stamp Paper as applicable value duly notarised regarding negative PV	One time	Order placing Authority
4	PAN and Bank Details for RTGS/NEFT in Prescribed Performa (As provided with P.O.) along with cancelled cheque	One time	Order placing Authority
5	Purchase order with all enclosures	One time	Order placing Authority
6	Acceptance of Security Bank Guarantee / Deposit	One time subject to extension, if required	Order placing Authority
7	Acceptance of Performance Bank Guarantee / Deposit		Order placing Authority
8	Acceptance of Advance Bank Guarantee / Deposit		Order placing Authority
9	Acceptance of insurance policy		Order placing Authority
10	Entry of all contractual formalities to be made in SAP	One time	Order placing Authority

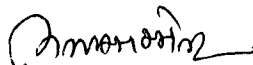
**B. At the time of sending first & subsequent bills:-**

1	Material Received Challan in prescribed Performa certifying that material received in good condition/ complete in all respect as per specification duly verified by the consignee/ project in-charge	Each time	Consignee / Project in-charge
2	Transit Insurance with 30 days storage at destination (valid insurance policy with cover note) & ensure the validity of BGs and insurance	Each time	Consignee / Project in-charge

3	Necessary budget provision with project code may be recorded on verified bill	Each time	Consignee / Project in-charge
4	Entry of bill & challan with Stock Register No. etc in SAP module and mention SAP document No. / SES No.	Each time	Consignee / Project in-charge
5	Following certificates required with the R.A./supply bill and concerned M.B: (i) Test Check Memo verified by the XEN / AEN concerned with date; (ii) Recovery Memo; (iii) P.F. deposition Certificate; (iv) Original for buyer invoice; (v) Tax certificates as per PO; (vi) P.V. certificate; (vii) D.I. / Inspection report; (viii) Certificate regarding Royalty deduction;	Each time	Consignee / Project in-charge
6	In case P.O. value exceeds, necessary approval of competent authority and entry of revised P.O. in SAP	As and when required	Order placing Authority

**C. At the time of sending final bill (in addition to above point 'B'):-**

1	Approved Final BOQ	One time	Order placing Authority
2	MAS account.	One time	Order placing Authority
3	All final recoveries.	One time	Order placing Authority
4	No dues certificate regarding Royalty from Mining Department	One time	Consignee / Project in-charge
5	Taking over Certificate duly endorsed to payment authority	One time	Order placing Authority

  
Chief Accounts Officer (A/Cs-W&M)

Copy submitted / forwarded to following for information and necessary action:-

1. The Secretary (Admn.), RVPN, Jaipur.
2. The CE/ ZCE/ ACE ( \_\_\_\_\_ ), RVPN \_\_\_\_\_.
3. The TA to CMD, RVPN, Jaipur.
4. The COIA/ RCAO/ CAO ( \_\_\_\_\_ ), RVPN \_\_\_\_\_.
5. The SE ( \_\_\_\_\_ ), RVPN \_\_\_\_\_. He is requested to arrange endorsement to all XENs / AENs under his control.
6. The TA/ PA to Director (F)/ Director (T), Director (O), RVPN, Jaipur.
7. The Sr. AO/ AO/AAO ( \_\_\_\_\_ ), RVPN \_\_\_\_\_.
8. The XEN (MIS), RVPN, Jaipur.

  
Sr. A.O. (CPC)