



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, अहमदाबाद  
(औषध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

NATIONAL INSTITUTE OF PHARMACEUTICAL  
EDUCATION AND RESEARCH (NIPER) - AHMEDABAD  
(DEPT. OF PHARMACEUTICALS, MINISTRY OF CHEMICALS AND FERTILIZERS, GOI)

## 1. Check list For Services/Repairs and Maintenance

Sr. No.	Documents required	Attached	
		Yes	No
1	Original Indent form		
2	Estimate of Work with Rates (in Case of Repairs/Maintenance)		
3	Quotations (in original) with signatures of committee members and indenter with date (If value of work more than Rs 25,000/-)		
4	Comparative Statement/Propriety Certificate (If value of work more than Rs 25,000/-)		
5	Work order		
6	Original Invoice		
7	Inward Stamp		
8	If material with service, Gate entry		
9	If material with service, Store entry		
10	Satisfactory work completion certificate by Executing official with date		
11	Other relevant documents e.g. ESI/PF/GST challans etc		
12	LD recommendation by Indenter, if any, with proper and genuine justification subject to approval by Competent Authority		
13	Original Indent & PO matches with Invoice		

Signature of Claimant/ Concerned Official



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## 2. Check list For Consumables

Sr. No.	Purchase of Consumables less than 25000 (Other than ARC)	Attached	
		Yes	No
1	Original Indent form		
2	Work order (if issued)		
3	Original Invoice		
4	Certification on Invoice by Indenter with date		
5	Inward Stamp		
6	Gate pass entry		
7	Store entry		
7	Delivery Challan		
8	Original Indent & PO Matches with Invoice		
9	Check delivery on time with PO		
Sr. No.	Purchase of Consumables More than 25000 (Other than ARC)	Attached	
		Yes	No
1	Original Indent form		
2	Estimate of Work with Rates (in Case of Repairs/Maintenance)		
3	Quotations (in original) with signatures of committee members and indenter with date		
4	Comparative Statement/Propriety Certificate		
5	Work order		
6	Original Invoice		
7	Inward Stamp		
8	If material with service, Gate entry		
9	If material with service, Store entry		
10	Satisfactory work completion certificate by Executing official with date		
11	LD recommendation by Indenter, if any, with proper and genuine justification subject to approval by Competent Authority		
12	Original Indent & PO matches with Invoice		
13	Check delivery on time with PO		

Signature of claimant/ Concerned Official