

Speed post



ICAR-NATIONAL BUREAU OF SOIL SURVEY AND LAND USE PLANNING
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CIRCULAR

Subject: Check lists for processing different types of cases for financial concurrence at Audit & Accounts Section, NBSS & LUP, Nagpur.

In order to streamline the processing of cases received for financial concurrence, Audit & Accounts Section has developed following checklists.

Sr. No.	Subject
1.	Purchase of Vehicles
2.	Procurement of Capital Item

All the Regional Centres are, therefore, requested to ensure that in future any proposal relating to above subject(s) may be submitted, to Audit & Accounts Section along with the duly filled in and signed check lists (copies enclosed).

(ASHWANI GARG)

Chief Finance & Accounts Officer

Distribution

1. PS to Director, ICAR-NBSS & LUP, Hq. Nagpur.
2. CAO, ICAR-NBSS & LUP, Hq. Nagpur.
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7. Head, ICAR-NBSS & LUP R.C. Udaipur.
8. Head, ICAR-NBSS & LUP R.C. Jorhat.
9. ICAR-NBSS & LUP, Website.

Checklist

For processing the proposal for purchase of vehicle

Name of the Regional Centre:

Sr. No.	Check Point	Details	Ref. In file
1.	Number of Vehicles available (after condemnation) with details thereof (Type, Year & k.m. run)		
2.	Number of Driver available (regular)		
3.	Type of condemned vehicle		
4.	Type of vehicle to be purchased		
5.	Whether the proposed staff car/utility vehicle is available at GEM at NDP Price.		
6.	Provision of purchase under the Project		
7.	IMC approval for the vehicle to be purchased		
8.	Justification for procurement of vehicle and why the purpose cannot be served by hiring of vehicle.		

Signature

Name & Designation _____

Checklist

For processing of Goods & Equipments (Capital)

1. Name and numbers of the equipment/Items :
2. Source of Fund : Institute/Project
3. If, Institute please indicate followings :

i.	No of items approved in EFC	
ii.	Financial provision for the item in the EFC	
iii.	Proposed Expenditure	

4. If, Project, By the PI

i.	Name of Project	
ii.	Budget allocation in MOU (page no.)	
iii.	Fund availability under GIA-Capital as available with P.I.	

5. Whether available on GEM or NOT
6. IF NOT, available on GEM
 - i. Please indicate the page no. where the justification on the basis of which it has been Proposed.
 - ii. GFR rule under which it is being covered
 - iii. Indicate as to whether reasonability of rates has been verified.
 - iv. If proprietary item (in addition to above), whether the certificate as envisaged under GFR has been given (indicate page no.)

Signature

Name & Designation _____