

**25 POINTS CHECKLIST FOR IMPORT CASES**

Name of the Department \_\_\_\_\_

Name of the item \_\_\_\_\_

	S.NO.	ACTION TAKEN	ACTION DATE	REMARKS
<b>DEPARTMENT</b>	1.	Booking/ Preparing of Purchase Committee (P.C.)		
	2.	Approval of P.C. by HOD		
	3.	Approval of P.C. by Dy. Director (Admn.)		
	4.	Approval of P.C. by Dean for Project Cases		
	5.	Approval of P.C. by Director		
	6.	Floating Quotation on Web (NIQ)		
	7.	Last date for submission of Quotation		
	8.	Date of Opening of Quotation (Technical)		
	9.	Date of Opening of Quotation (Financial)		
	10.	Preparing Comparative & Finalization		
	11.	Preparing Purchase Requisition (P.R.)		
	12.	Sending the Case to S.P. Section (Import Cell)		
<b>STORE PURCHASE SECTION</b>	13.	Scrutinizing the Case & raising observation (if any) and returning it to the Deptt. for clarification		
	14.	Receiving the case by S.P. Section after clarification		
	15.	Preparing the Import Order & other Documents		
	16.	Sending the file for Funds Certification to A.R. IRD (A/cs)		
	17.	Sending the file <b>for Pre Audit to Audit Section</b>		
	18.	Sending the file for P.R. Commitment		
	19.	Getting the order signed and dispatched		
	20.	Sending the file to Registrar/ A.R. (IRD-A/Cs) & Asso. Dean (IRD) for signature on bank payment documents		
	21.	Sending the Documents to bank for establishing Letter of Credit (LC)/ Advance Payment/ Payment Against Delivery		
	22.	Receiving the LC/ Payment from the Bank		
	23.	Receiving of goods		
	24.	Receiving of NC/ C Forms from the Deptt.		
	25.	GIS Entry		