



JEEV iKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



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Ref.: BRLPS/Proc/190/17 /4385

Date: 01.02.18

Office Order

Standard Protocol in respect of processing Vendors/Consultants Invoices/Bills

For hassle-free disposal of bills submitted by vendors/service providers, there is need for establishing a protocol for the same. Accordingly, standard protocol for this purpose is finalized as below:

1. Scope

- 1.1. This protocol shall be applicable for all invoices/bills pertaining to:
 - a) supply of goods for more than Rs. 10 Lakhs contract value and
 - b) consultancy contracts for any contract value.
- 1.2. Concerned invoices/bills shall be processed by the accounts section on basis of the recommendation of a review committee comprising of the following officials as its designated members:
 - a) State Finance Manger (Related to the concerned project to which the invoice/bill relates) – in capacity of finance expert.
 - b) State Project Manager (concerned thematic head to which the invoice/bill relates) –in capacity of the contract manager
 - c) Procurement Specialist – in capacity of procurement expert

2. Detailed Protocol & Timelines

SN.	Details	Timeline
2.1	Invoices/Bills shall be received at office reception only.	
2.2	Duly docketed Invoice/Bill shall be handed over to the concerned theme to which it relates for being scrutinized and further processed.	Same day
2.3	Subsequent to scrutiny of Invoice/Bill, the concerned theme will convene a meeting of the designated review committee for review and recommendation to the accounts section regarding further processing of the payment due under the Invoice/Bill alongwith checklist on note sheet.	Maximum 04 working days
2.4	The concerned theme, with its recommendations and checklist would submit the file to the procurement theme which would check and fill up checklist on the note sheet itself and submit the same to Finance Section.	Maximum 04 working days
2.5	The accounts section, keeping the recommendations of the review committee and the procurement theme into consideration, will finally scrutinize the Invoice/Bill as per the terms and conditions of applicable contracts/orders as well as norms of financial management applicable thereto and fill up checklist in the note sheet itself.	Maximum 04 working days

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SN.	Details	Timeline
2.6	The Invoice/Bill, scrutinized by the accounts section as above shall be presented with a prescribed checklist (as attached hereunder) before Chief Finance Officer (CFO)/ State Finance Manager (SFM)/ Assistant Finance Manager (AFM) who will put necessary recommendation for seeking approval of the Competent Authority	Maximum 01 working day
2.7	With the approval for payment against the Invoice/Bill, the Cashier shall be authorized to prepare cheque for the requisite amount and present the same for signature of the concerned authorities.	Maximum 02 working days

The above timelines are maximum prescribed for entire processing stages. Total time for the entire process shall not exceed 15 working days.

It is directed that the above protocol and timelines are strictly adhered to.

Encl: Checklist (as mentioned)

By the order of CEO



1.2.2018

B. K. Pathak
(Officer on Special Duty)

Copy to:-

- 1) All PCs/CFO/AO/SPMs/PS/SFMs/DPMs/S.C.,LSBA/Director

PAYMENT CHECK LIST

A] CHECK LIST FOR THE CONCERNED THEME

SN.	Particulars	Remarks Yes/No/NA.	Reference page no.
1.	Whether services/goods are as per approved AAP & Budget or not?		
2.	Whether the services/goods are within approved unit cost or not?		
3.	Whether approval was taken from competent authority or not?		
4.	Whether bill submitted within seven working days from the date of supply/ services or not?		
5.	Whether the bill submitted by the supplier is proper in terms of contract /MoU or not?		
6.	Whether confirmation from the recipient, including DPCUs, if any, of goods/ services has been obtained or not?		
7.	Whether supplied item / services found satisfactory or not?		
8.	Whether review committee has recommended for payment or not?		
9.	Whether payment process initiated by concerned person within three working days from the date of recommendation of review committee or not?		
10.	Whether proposed payment is final payment or not?		

B] CHECK LIST FOR PROCUREMENT SECTION

SN.	Particulars	Remarks Yes/No/NA.	Reference page no.
1.	Is it covered under prior review contract (put "Yes" in remarks column) or post review contract (put "No" in remarks column)?		
2.	Whether procurement procedure followed or not?		
3.	Whether any contract/ MoU, if required, has been signed by competent authority or not?		
4.	Whether work order/supply order issued by competent authority or not?		
5.	Whether any Bank Guarantee, if required, submitted by the supplier/service provider or not?		
6.	Whether the goods/services delivered/rendered within due date or not?		
7.	Whether quality verification agency verified the quality of items to be supplied and reported or not?		
8.	Whether supplied items entered in stock register/ Fixed assets register of concerned unit or not?		

C] CHECK LIST FOR FINANCE SECTION

SN.	Particulars	Remarks Yes/No/NA.	Reference page no.
1.	Whether bank account details/PAN/GSTN has been provided by the supplier/ service provider, or not?		
2.	Whether Appropriate deduction for late supply of services/goods were made or not?		
3.	Whether appropriate deduction for deficient quality (as per Quality Verification Report) was undertaken or not?		
4.	Whether any advance was given to the goods supplier/service provider or not?		
5.	Whether advance, if any, was adjusted from the proposed payment or not?		
6.	Whether necessary statutory deductions were made or not?		


1-2-2018