

F&A Division's Payments' Check List
(Pre/Post Approval)

As part of the F&A Division Due Diligence Process, pre/post approval, before payment, the Division ensures the following:

S. No.	Check List	Why
1	Approval for Payment	To ensure payment as per the Board delegation of financial powers/ approved norms/rates, etc.
2	Availability of budget as per financial records	Cross-verification to ensure utilization within the Board approved limits and budgeted heads of expenditure
3	Availability of 'proper' invoice/bill, e-way bill, etc.	To comply with the audit, taxation and other statutory requirements
4	Deduction of applicable taxes viz. income tax, GST-TDS, Cess, penalty for delayed completion, etc.	To comply with Govt. statutory requirements of deduction of taxes and deposit by the due dates
5	Amount payable or receivable from beneficiary of payment	To release outstanding payment, if any, and ensure settlement of advances, before further advance, as per Board approved norms
6	Payment of the same bill/invoice has not been made earlier	To avoid duplicity of payment