

No:- 01 / ITPO / F & A / M(SKV) / Misc. (Payments) / 2012

Date:- 13/01/2012

INDIA TRADE PROMOTION ORGANISATION

FINANCE AND ACCOUNTS DIVISION

SUB :- FURNISHING OF RTGS/IFSC CODE FOR PAYMENT UPTO Rs.50000/-

The Competent Authority has decided that all payments not exceeding Rs.50000/- (Rs. Fifty Thousands) shall be released only through bank transfer. All the Divisions are henceforth requested to forward certain details in the revised "Bill Forwarding Performance" (copy enclosed) while sending the bills of the outside agencies/contactors to Bill Checking Section for releasing the payment.

This issues for implementation with immediate effect.



S.K.VERMA

Manager (Finance)

Copy for kind information to :-

1. SM(GCS)
2. All HODs to ensure compliance

✓ OSD (NB)

DGM (SS)

DGM (VK)

DGM (YKS)

DGM (JD)

✓ DGM (SK)

SM (MB)

DM (RP)

All DGM under 3 Divisions



Narendra Bhooshan
Officer on Special Duty

**INDIA TRADE PROMOTION ORGANISATION
(FINANCE & ACCOUNTS DIVISION)**

(BILL FORWARDING PROFORMA)

The enclosed bill no. _____ dated _____ for Rs. _____
(Rupees _____)
only has been approved by _____ on page no. _____
on file no. _____

The purchase was made at the competitive rates after inviting tenders. Quotations where ever necessary (if tenders/quotations were necessary were not invited please give the reasons for not doing so).

The material has been received in good condition and according to the specification and has been taken into stock as per certificate recorded on each bill.
Service has been rendered satisfactorily.

Whether the payee is a MSME

YES/NO

Items on which sales tax been charged are not exempted under sales tax and rule their under the rates charged are in accordance with the paid act and rules.

Name of the beneficiary as per the bank account (where applicable)

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1. Beneficiary Bank account Number :
 2. Type of Account-Whether Saving or Current A/c. :
 3. Beneficiary's Bank Account name & Address :
 4. IFSC/RTGS/Code of the Bank :
 5. Name of the Project :
 6. Sub Head of Account :
 7. Amount already incurred by the Division :
 8. Amount of This Bill :

(.)
Deputy Manager/Manager/Sr. Mar
Internal Phone No. _____

Stamp _____