# **Bill Process for Submit to Account Section**

### 1.3 Travelling Bill

- a) Fill Up Full Information of T.A. Bill
- b) Attach original ticket (S.T. Ticket, Railway Ticket, Travels original Ticket, Air Ticket with boarding pass)
- c) Local Conveyance mention local travelling details on travelling bill
- d) Grade Pay
- e) Actual time of arrival &Departure
- f) All information for D.A. on T.A. Bill and fill up D.A. For applicable period
- g) Forward through H.O.D/In charge Sign. With Online cash book entry & H.O.D Passing.

Rajarambapu Institute of Technology, Rajaramnagar Grade Pay Rs.					
Travelling Allowance Bill vr. No					
19720 97		Date:	1	/ 20	
scount Head lote - 1) All entries in this bill should be filled in b	oforo elaimine na	mont			
The person preparing the bill should get     No. claim for the payment of travelling a     lapse of six moths from the date on whi	this bill counterist and halting allower	gned by the	head interat	of Dep ained a	artme after t
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#### RATES -

- a) When the place of registered address of a member/person is connected by rail he/she will be paid one first class rail fare each way, on signing a declaration to the effect that he/she travelled by 1 st Class by rail and the details regarding the Sr. No. of the ticket and the date marked on it mentioned in the remarks column of the T.A. bill or the money receipt for payment of first class rail fare is produced failing which the claim be total for payment on the basis of fare of 2nd class Express/Mail Passence for the rail He/She will also be paid admissible D.A. for the peroid of absence form the registered address. In addition to the above reservation charmed the sleeper charges will be paid to a member / person for the journeys and the rail.
  - (i) If a person/mer control of the inversity business be own or hired motor car where two place are connected when he/she will be paid the railway fare of the class of accommodation for which he / she is entitlied on his / her signing a declaration that he / she has actually travelled by own or hired motor car. In addition he / she shall also quote the registration number of own motor car produce the receipt for hired motor car, failing which claims will be admitted of payment on the basis of II class Express / Mail / Passenger railway.
  - (ii) (b) When a member of person travels by ST, bus / Luxury Bus / and signs a declaration on that effect, he / she will paid on S.T. Bus / Luxury / fare each way including reservation charges, if claimed, plus admissible D.A. for the peroid of absence from his / her registered address.

0.112 The rates of dally allowance shall be as under-

अ.क.	क्षेणी	शासकीय कर्मचारी धारण करीत असलेल्या पदाचे ग्रेड वेतन	दिल्ली,मुंबई, कोलकता,चेन्नई, बंगलोर,हैदराबाद	देशातील/ राज्यातील अ-वर्ग शहरे	वेशातील/ राज्यातील ब-वर्ग शहरे	अन्य स्तंभात समाविष्ट नसलेली शहरे/गावे
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	द्वितीय	अ) रू.5400 च त्याहुन अधिक मात्र रू.6600 पेक्षा कमी	290	180	140	120
	श्रेणी	ब) ल.4400 व त्याहुन अधिक मात्र ल.5400 225 150 140 पेक्षा कमी	140	110		
3	तृतीय	अ) स. 4200 व स. 4300	210	130	130	110
	श्रेणी	ब)क.4200 पेक्षा कमी	160	125	125	100

Note:-Daily allowance at full rate shall be admissble every 24 hours of absence, payment of fraction of 24 hours being regulated as under:

#### **CLASSIFICATION OF CITIES**

- D.A. at 'A-1 Class Cities Brihan Mumbei (UA), Calcutta (UA), Chennai (UA), Delhi (UA)
- D.A. at 'A Class Cities Rates Ahmedabad (UA), Kanpur(UA), Bangalor(UA), Pune(UA), Hyderabad(UA)

3) D.A. at 'B-1 Class Rates - Bhopal.

 Bhopal, Madurai (UA), Combatore(UA), Nagpur(UA), Indore(UA), Patna(UA), Jaipur(UA), Surat(UA), Kochi(UA), Vododara(UA), Lucknow(UA), Vishakapatnam(UA), Ludhiana, Varanasi(UA).

Duration of absence

D. A.

Upo 6 hours

2. 6 to 12 hours

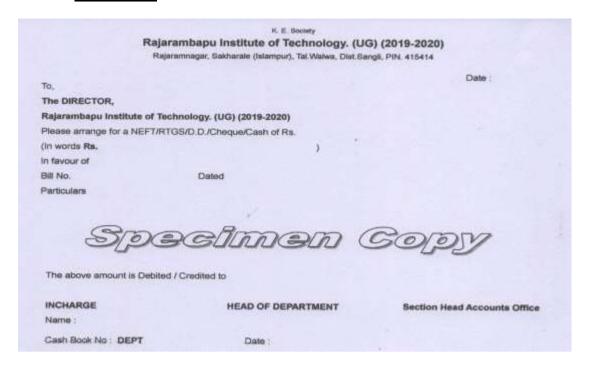
More than twelve hours.

25 % of the admissile rate

50% of the admissible rate Full D.A.

0.122 The travelling allowance bill forms will be filled in, in at respected by claimants only. in no case, the bill forms will be filled in by the office on behalf of the claimants.

### 1.4 Voucher



# (A) Recurring Expenditure

- 1) Original Bill
- 2) Online Cashbook Entry and Voucher with all information required
- 3) Material Received Signature with name
- 4) Mode of Payment. Cash/Cheque/DD



5) Consumable register entry



6) Party PAN Card Xerox (if applicable for TDS)



# 1.5 Capital Expenditure

# 1) Requirement Sanction letter Xerox

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# 1.6 Comparative Statement

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35	8-point 10/100/2000Migs Unmanaged Switch (Grown Ethernot)	VEST VIEW	100	more	45000	
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	Unimarkaged Switch Glyskit			-	DESCRIPTION OF	
36.	36-Port 10/200/1000(fisse-T Ummanaged Standatone Gigabit Switch (Green Ethernet)	Secretary and the second		Paris M	be Silas	
	Warrenty: 13fe Time Wastlerty	D-Usk*	3	6000	5840	#55.7
	Ommanaged Switch Gleater	_			No. of Contract of	
37	24-Port 18/100/1000Hase-? Unmanaged Standalone Gigsbit Switch (Green Etheriset)	Albert 1	27	150,000	1000	
	Warranty Life Time Warranty	0-(316*	8	7900	60000	30727
	Serviced Seattlebert Capabilit		_		-	
38	24 First 10/100/1000 Base-T posts + 4 SFP ports Web Smart Switch	2004	170	200	8.752	74400
	Warranty Life Time Warranty	SHORM.		26500	13000	14963
mark -	Order may be placed with MAL. Venhance Com-budged Savel	_	-	-		
	Security of bound prices		2.			
	and his file of a market	1	7)6	1		
al branch	THE BUREN	- 6	120	N/Th		
om films	Marriage C) Marriage Marriage Marriage Marriage	160	Microson	2		

### 1.7 Purchase Orders



# Rajarambapu Institute of Technology

An Autonomous Institute,

EN 6214, MB 6214

Affiliated to Shivaji University, Kolhapur. Accredited by NBA, The Institution of Engineers (India) Kolkatta; TEQIP Phase -II Funded, Approved by AICTE, New Delhi, Govt of Maharashtra.

Ref: RIT/ meah 1482/2018

Date: | 6 | 0 | 2018

### PURCHASE ORDER

To. FORETEK MARKETING PRIVATE LIMITED 801,  $1^{ST}$  CROSS,  $7^{TH}$  MAIN, HAL.SECOND STAGE, BANGALORE -560008 INDIA.

Sub.: Requirement of Vibration Meter.

Ref.: You're Quotation dt.04/01/2018 and FB/24573\_Rev01

Sir,

As per the quotation cited above, hereby you are informed to supply the Vibration Meter as detailed below as per terms and conditions of supply given because

Sr. No.	Model/ Description	- Violation Meter
01	10040000 VM25 Vibration APM / Temperature Meter Instrument, VMID-vibration sensor KS82L with spiral cable, sample of VMID-measuring points, USB cable, headphone adapter, calibration certificate, instruction manual, plastic case. Includes: VM2x Measurement Data Base software license	Unit Price in INR.
1	Special Discount to RIT Islampur offered during Negotiation meeting on	32026.50
_	2018 Discount (2%)	3,635.00
Œ	Price in words: D. T.	/209951.00

(Price in words: Rs. Two Lack Nine thousand Nine hundred fifty one only.) The supply should be made within 8 to 10 weeks, to H.O.D. Mechanical Engineering dept.

www.ritindia.edu

R. I. T., Rajaramnagar Rajaramnagar, Islampur, Dist. Sangli, Maharashtra 415 414, India. Cell : 09970700700 Tel.: +91 2342 220329, 221001. Fax: +91 2342 220989. E-mail: director@ritindia.edu



Kasegaon Education Society's Rajarambapu Institute of Technology, Rajaramnagar (An Autonomous Institute)

Post- Sakharale, Tal. Walwa, Dist. Sangli. PIN – 415414 (Maharashtra) Website: <u>www.ritindia.edu</u>. E-mail: <u>director@ritindia.edu</u>

#### Terms and Conditions:

- Your Quotation 04/01/2018 dated, for the Vibration Meter specified, has been accepted, subject to the conditions under you are tendered to the extent of the quality and on the terms as to delivery of specified therein. Any clause, condition or term in your quotation which is inconsistent with the terms and conditions of this Purchase Order shall be void and of no force and effect.
- Please quote in all letters, invoices, etc. the number and the date of this Purchase Order.
- 3. Delivery period is up to 8 to 10 Weeks only from date of this P.O. No extension shall be given for supply. In case of delay more than the period specified in the quotation, order shall be automatically cancelled. The accepted prices are for WT, Rajaramnagar (Mechanical Engineering Department) with the transport of the period of the period and Insurance charges to be born by the supplier. The total country is Rs. 209951.00 (Price in words: Rs. Two Lack Nine thousand the beautiful and red fifty one only.) for delivery at destination comes to Mechanical hypertering Department, RIT., Rajaramnagar. YOU SHOULD NOT THE EQUIPMENT IF THE COST EXCEEDS THE AMOUNT.
- Payment will be released immediately after the receipt of the material as per the specification & quality.
- Bills should be sent in quadruplicate along stamped pr-receipt, in the name of Director, RIT, Rajaramnagar, A/P- Sakharale, Tal. Walwa, Dist. Sangli 415414.
- The supplier requires to supply the Vibration meter exactly as per the specification and will be responsible to replace and take back the defective supplies at his risk and cost.
- 7. The decision of the Director, RIT, Rajaramnagar shall be final as regards the acceptability of stores supplied by the contractor and Director, RIT, Rajaramnagar shall not be required to give any reason in writing or otherwise at any time for rejection of the goods
- 8. All legal disputes are subjects to the jurisdiction of Islampur Courts only.

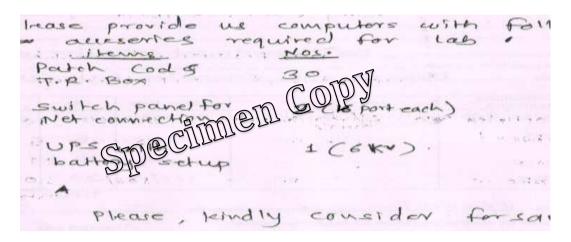
 This Purchase Order is issued subject to the acceptance to terms and conditions stated in this Purchase Order within seven days after receptor it.

Director

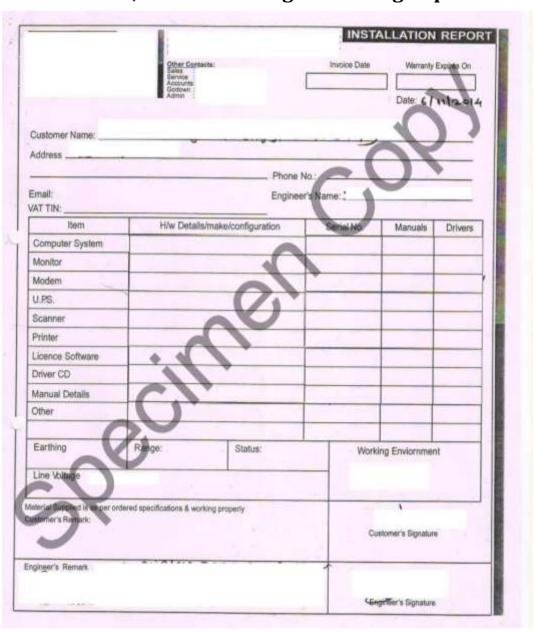
Rajarambapu Institute of Technology, Rajaramnagar

at

# 1.8 Material entry in Fixed Asset Register with In charge & HOD sign and Central Deadstock



### **Installation**, Commissioning & Training Report



# 3.9 Training Staff List

# Department of

# Attendance Sheet

Workshop on

			₫Dat
Sr No	Roll No	Name of Student	Sign
1			
2			_()
3			
4			$\cup$
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6			
7			
8			
9			
10			
11			
12	1		
13			
14		)	
15	(25		
16			
17			
18			
19	*		
20			

- 2. Online Cash Book Entry and Voucher with all information
- 3. Mode of Payment Cash/Cheque/DD, Party Name, DD Payable at ,For RTGS Bank Name,IFSC Code, Branch Name Code

### **RTGS DETAILS**

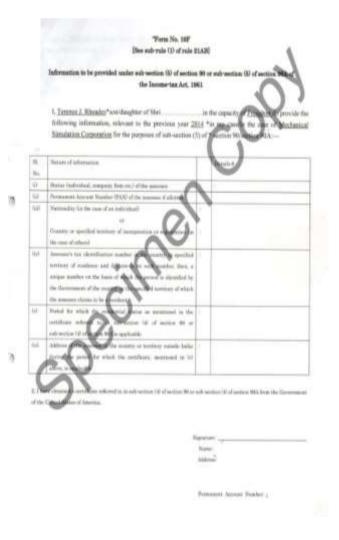
Name of the Beneficiary	M.S.E.D.Co.Ltd
Beneficiary Bank Name	Bank of Maharashtra
Beneficiary Branch Name	Vishrambag Sangli
Beneficiary Bank A/C No.	20099000007
Beneficiary IFSC Code	MAHB0000519
Bank Code	Branch Code: 0519
Beneficiary's Address	Vishrambag Sangli

# 1.10 International Purchase1) Original Bill



# 2) As Per Requirements all document for Bank





### 3) Party Name, Bank Name, Account No, Bank Code,

Currency & Amount	Beneficiary Name, Address & Account No. / IBAN
	Mechanical Simulation Corporation,
	755, Phoenix Drive, ANN Arbor, Michigan,
USD 1800	United States of America – 48108
	Account No. 1850611409
Beneficiary Bank Name, Address & SWIFT / Sort Code	Purpose
COMERICA BANK	
101 NORTH MAIN ST. SUITE 100,	
ANN ARBOR, MI 48104	Academic Instruction Purpose
SWIFT CODE: MNBDUS33	
BANK NUMBER: 072000096	
Foreign Bank Charges	OUR / BEN / SHA

# 4) Material Export serial No

