

**Payment of bills in respect of vendors-Standard Operating Procedure-reg.**

- i. All the empanelled vendors for the services like repair/maintenance of furniture items, supply of furniture items, Pest control service, maintenance of Computer & other IT items, supply/maintenance of various electrical items, Florist service, Decorative Plants service, Photocopy & Spiral binding, Printing of stationary items, Canteen service, Car service, Housekeeping service, Security Manpower service and Security Service etc. will submit the bills by 8<sup>th</sup> of the following month.
- ii. The bills should be complete in all respect supported by requisite documents.
- iii. In respect of works/services, for which Ministry has not executed any contract and the works/services is being carried out through open market as per requirement, the vendor will submit the bills within 7 days from the date of completion of the works/services.
- iv. The concerned dealing hand will process the bills within 03 days of the receiving the bills.
- v. In respect of bills related to products/services procured through GeM, the concerned dealing hand will process the bills within 02 days of the delivery of the products/services.
- vi. The Cash Section will process all the bills within 02 days of the receiving the bills.
- vii. The objections if any, raised by the PAO in respect of any bill will be sorted out within 02 days.
- viii. The Cash Section will send the list of the successful/unsuccessful bills related to products/services procured through GeM to E-II/General Section immediately after getting online status of the bills on weekly basis.

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Signature Not Verified

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