

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
107, LOWER AGRAM ROAD, BANGALORE-560 007
PH-080-25545101/25549746 FAX NO-080-25543810

No.M/Sec/Circular

Dt.8/6/2016

To,

✓ The Officer Commanding

Sub: Forwarding of Bills for the Fin. Year 2016-17 Regarding

It is hereby informed by our Hqrs. to implement newly introduced Software called 'TULIP' for the Financial year 2016-17. As the new software is not having database of existing vendors, it is requested to provide the information in the proforma enclosed in the Annexure A in duplicate as a separate enclosure duly countersigned by the officer authorised to do so.

2. In case of new vendors, the existing procedure of furnishing Bank Mandate Form & cancelled cheque may be followed otherwise the bill could not be accepted in audit.

3. Your attention is drawn to rule 26 and 30 of F.R. Part I Vol I wherein the responsibility of the officers countersigning the bill is clearly laid down. In case the bill is not countersigned by the authorised person this office is constrained to reject the said bill.

4. Specimen signature of the officer authorised to sign the document may be forwarded for necessary action.

5 It is often seen that the outsourcing payment bills are submitted without furnishing proof of payment of ESI, EPF, sales tax. Even though, it is the responsibility of the officer concluding the contract to ensure the payment, the same has to be furnished to this office for audit purpose.

It is requested the above mentioned aspects may be noted for future compliance while submitting the bills to this office.


PCDA has seen

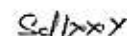
Encl: Proforma

COPY TO:

The Officer I/c.,
OA Cell
Local

..... For uploading in the website


(SANDEEP S.P)
ACDA(M)


SR ACCOUNTS OFFICER [M]

Proforma for inclusion of vendor data in Tulip

1. Name of the unit
2. Name of the Vendor
3. Address of the Vendor
4. Name of the Bank
5. Branch Name of the Bank
6. Account No.
7. IFSC No.
8. TIN No.
9. PAN No.

[Signature]

- Note:
1. Proforma is to be signed by the Officer authorized to countersign the bill.
 2. Bank mandate form/Cancelled cheque to be enclosed in original.
 3. The proforma to be submitted in duplicate for handing over the same to IA Sn for updation of vendor master