

Rev. 1.0

Dated: 1.2.2015

CPCC Checklist- 2

Pre-forwarding Checklist for CPCC Bills (prior to submission)

Name of Item: _____

S.N.	Name of Items	Don't know / NA / Yes / No /	Evidence needed (to be enclosed if Yes)
1.	Covering Letter		To be enclosed
2.	Form-C Firm Name: _____ Head of Account: _____ Head Code Number: _____ Signature on both side:-----		To be enclosed
3.	Duly filled Installation report in all aspect Verified by End by User Department : Verified by Installation Engineer:		To be enclosed
4.	Stock entry in the relevant register		Copy To be enclosed

Signature: _____

Name: _____

Designation: _____

Department: _____

E-mail ID: _____

Intercom: _____

Mobile: _____

This checklist is designed, based on experience of CPCC workflows, to help minimize delays in the workflow (due to incomplete/half-baked requests) . Any suggestions to improve this checklist (to make it better and more effective) are welcome. The same can be submitted to secretary.cpcc@amu.ac.in