

No. AAAD/Disb.I/Duplicate Claim/2009  
Ministry of Finance  
Department of Economic Affairs  
Aid Accounts & Audit Division  
5<sup>th</sup> Floor, 'B' Wing, Janpath Bhawan,

New Delhi dated 3<sup>rd</sup> Nov., 2009

To

All the Project Implementing Authorities

Subject: Check List to avoid submission of duplicate claims in respect of Externally Aided Projects.

In order to prevent the raising of duplicate claims for expenditure incurred by the Project Implementing Authorities (PIAs), the accompanying check-list has been prepared by this office. All PIAs are requested to kindly ensure the compliance of the enclosed checklist while submitting their claim applications to this office.

(Dakshita Das)  
Controller of Aid Accounts & Audit

### Check list

- 1 At the time of submitting claims all relevant vouchers being retained by the PIAs should be stamped as “claimed”. This will avoid submission of duplicate claims.
- 2 If the amount claimed and the period of claim happens to be the same as was claimed earlier by the contractor then it should be verified w.r.t. the earlier vouchers and only after thorough scrutiny it should be included in the claimed expenditure.
- 3 If the reference number of the contractors bill is found to be very old then it should be checked w.r.t. their earlier references and only after ensuring that the bill is original should it be included in the withdrawal application.
- 4 If the expenditure claimed by the contractor’s is more than 3 month old then a certificate may be obtained from the contractor that such expenditure was not claimed earlier. A similar certificate may also be appended by PIA that the amount was not claimed earlier while submitting SOE/claims to O/o CAA&A.
- 5 Often a claim comprises of two or more than two sets of documents and PIAs send such documents with a covering letter to this office. Many times PIAs, while forwarding such documents, put covering letters to all the sets of documents and such covering letters may lead to misunderstanding of such documents as enclosing separate claims. Hence to eliminate even this slight possibility, PIAs are requested to send all sets of documents backing a claim, under one covering letter.