

**Check list/points at claim approval for processing and approving withdrawal applications for ADB assisted Projects.**

**General:-**

- a) The period of expenditure of claim should be upto the date of terminal date of disbursement irrespective of the actual date of payment by the Project Authorities.
- b) In case the claimed expenditure is more than 3 months old then a certificate should follow from the Project Authority that this amount is being claimed for the first time and thereby furnishing the specific reasons for the delay.
- c) Claim is signed by the Authorized Signatory whose specimen signatures have already been sent to this Division by the Projects.
- d) Ensuring claims reach ADB Office before Application Deadline Date.
- e) Procurement Contract Summary sheet No.( PCSS) invariably be provided in the summary sheet.

**Reimbursement Claims:-**

**SOE claims:**

- a) Certify that all the relevant documents are in the custody of the Project Implementing Agencies and the full address of the location where documents have been retained has to be given.
- b) The claim amount has been arrived at on the basis of latest reference rate (INR/USD) prescribed by ADB.
- c) To check in the summary sheet that no ineligible amount has been added in the reimbursable amount by the Project.
- d) The SOE statement may consists of one to 100 sub entries, therefore, to cross examine that no entry has been left out while putting the grand totals/contract wise sub totals.

**DOC Claims:**

- a) Procurement Contract Summary sheet No.( PCSS) invariably be provided in The summary sheet against the all the contracts.
- b) The receipt (evidence of payment) should be for the net amount to be paid and that the net amount must be the same as on the receipt furnished by the service provider.
- c) The expenditure is claimed in the correct category.
- d) Certify that in case of reimbursement the currency of expenditure and currency of reimbursement sought is as per latest instructions.

**Direct Disbursement/Commitment Letter:**

- a) To check that beneficiary's name, address, bank account No., bank address, swift code and IFSC Code for INR transactions have been correctly indicated in the withdrawal applications as per the details given by the service providers.
- b) Certificate that the PIA has sufficient funds at their disposal to settle the suspense against the direct disbursement as per the GFR Rule 237(ii)
- c) The invoices/bills have been signed by the vendors and passed for payment in claimed amount by the project officers concerned.
- d) In case of Mobilization advances, the bank guarantees in the billed amount have to be submitted by the projects. The payment details in B.G. must conform to that given for direct disbursements by the vendors.
- e) The Special Commitment claim/letter should have the supporting documents such as (i) summary sheet duly completed and signed (ii) Original and duplicate copy of Letter of Credit opened by the Project on behalf of the service providers.

**Replenishment claims:**

- a) To check that correct selection for ACA status has been made while entering the RBI debit advices in System. The exchange rate and value date incorporated in the System should also to be verified from the Debit Advice.