

Claim monitoring in respect of IDA/IBRD/IFAD

In case of DOC (Documented) Claims

- i) WBR No. is mentioned in form (1-B)
- ii) Cumulative amount paid under the contract does not exceed by more than 15% of the original contract amount.
- iii) Amount of the invoice/Bill, pay order passed and duly signed by competent authority.
- iv) Bank guarantee is furnished in case of advances.
- v) Evidence of payment duly Attached with claim i.e. Receipts etc.
- vi) The total expenditure details as to how they have arrived at.
- vii) Reason for delay (more than six months) recorded.

In case of SOE (Statement of Expenditure) claims

- i) It may be ensured that all certificate which are required to be given have been given
a) goods (if claimed 100% for reimbursement)- ex fac.Cost b) consultancy-(100%)-
net of taxes c) SOE threshold d) Location where documents are kept.
- ii) All summary sheet with abstract have been attached.
- iii) Reason for delay (more than 6 months) recorded
- iv) Separate claims for different currency.
- v) Summary sheets claimed amount tally with Abstract sheet.

In Case of FMR/IUFR Claims

- i) Prior approval of Task Team Leader (World Bank) obtained and copy thereof attached with the claim.
- ii) All forms as per performa attached with Disbursement Letter are required to be attached with the claim.
- iii) Separate claims, where necessary, processed for (i) documentation and (ii) forecast.

In Case of Direct Payment Claims

- i) It must be seen that Direct payment is one of the methods available for disbursement in the disbursement letter.
- ii) Invoice/Bills, receipts are attached as per Disb. Letter, Bank Guarantee in case of Advance payment. Amount of Invoice/Bill, Pay order passed and duly signed by competent Authority.
- iii) Complete requisite details viz. name and address of the supplier/contractor (to whom payment is to be made) alongwith complete bank payment details.

Bank payment details :- a) payees bank address b)Account No c)Swift code Address
If the currency claimed is not the currency of the country of the payees bank then the name, address, account number and swift code of their banks correspondent in the country whose currency is to be paid.

- iv) Certificate of sufficient funds/Budget provision to deposit rupee equivalent in CAAA account (in case of central Project).

NOTE: In case of Claims sent through **E-submission**, project authorities are requested not to send the hard copy of the claim. If , in any case, the original claim is required to be sent to O/o CAAA, PIA is requested **to mention the CONTROL NUMBER of e-submission in Bold letters** on the claim to avoid duplication.