

Check List for JICA claims

I. Check list for Reimbursement Claims

(a) Documented Claim(DOC)

A. Summary Sheet of Payment

- Correct Loan No. and amount indicated
- Contract No., Contract Concurrence No. Supplier's Name indicated
- Correct Category name and number indicated
- **The amount of payment, amount applied for financing correctly**
- The document signed by the authorized signatory (for all modes of Disbursements)

B. Invoice

- The Contract No. and the Supplier's name
- **Total amount, amount of deduction, net amount for payment/Reimbursable amount mentioned correctly**
- Copy of Bank Guarantee in case of Advance

C. Receipt

- Contract No. and Supplier's Name indicated
- **Total amount (in the requested currency), deduction, paid amount indicated clearly**
- **'Received' Signature of Supplier with the company name and seal, date of receipt and "Received the amount" on the Invoice is clearly indicated.**

(b) Statement of Expenditure(SOE)

- Certificate that each contract value does not exceed SOE threshold as per the loan agreement.
- **The claim relate to total expenditure during the period category-wise separately**
- For more than one category of claims, the Abstract Summary Sheet should be prepared in the claim.

II. Check list for Transfer procedure

A. Documents required

- Request for Disbursement
- Summary Sheet of Payment
- Transfer Instruction
- Claim for Payment
- Invoice
- Evidence of documents for Delivery Certificate/Statement of Performance
- Pre-receipt

B. **Summary Sheet of Payment**

- Contract Concurrence No., Contract No. should be correctly indicated.
- **Amount to be paid and amount applied for JICA financing should be correctly indicated.**
- Nature of Payment (e.g. Payment No., Period of Payment, Period, Invoice No.) should be correctly indicated.
- Reference No. of 'Claim for Payment' should be indicated in Summary Sheet of Payment.

C. **Transfer Instructions**

- Date, loan agreement no and application sl. no are given on the top of Transfer Instructions.
- Same has been correctly mentioned in the Transfer Instructions.
- **Amount has been given in figure and word and the same tallies with the amount mentioned in other documents attached with the application.**

D. **Claim for Payment**

- the Reference No of PIA
- Contract No and date
- Description of Goods and services
- **the claimed amount**
- **the details such as Name & Address of the Supplier, his Bank's name and Account etc. indicated correctly**
- Nature of Payment (e.g. Payment No., Payment Period, Invoice No. etc.)

E. **Invoice**

- Contract No., Supplier's Name and Amount
- **amount, amount of deduction, net amount for payment, amount applied for JICA financing**
- **In case there are more than one Invoice, abstract sheet for all the Invoices**

F. **Delivery Certificate/Statement of performance**

- Contract No., Supplier's Name and Amount
- The certificate/statement is in English. In case it is in some other language an English translation of the same should be attached.
- In case there are more than one certificate/statement, an abstract sheet for all the Invoices

III. COMMITMENT PROCEDURES

(a) FOR LOAN

1. LA/LC to be operated on the request of PIA with their authorized signatory.
2. Items of L/C should follow the Contract concurred by JICA.
3. Loan Agreement No. and Contract No. should be correctly indicated in the request.
4. Contract No. of L/C should be the number of original Contract (not amendment No.) which was concurred by JICA.
5. Expiry date of L/C should be prior to Loan closing date i.e. expiry date of L/C should be at least one month before Loan Closing date.
6. L/C amount cannot be more than the Contract concurred amount by JICA.
7. Payment terms of L/C should be same as that of Contract.
8. Gross value of contract
9. Net value of LA/LC
10. Name and address of the importer's bank
11. Bank charges to be borne by whom
12. Documents to be presented at the time of payment
13. Shipment instructions
14. Descriptions of services
15. Amendments as and when intimated by PIA in case of LA/LC
16. All other important clauses

(b) FOR JAPANESE GRANT

1. Authorisation to Pay to be operated on the request of PIA through Japan Section, DEA, North Block with authorized signatory of PIA.
2. Items of AP should follow the Contract concurred by JICA.
3. Grant Agreement No. and Contract No. should be correctly indicated in the request.
4. Contract No. of AP should be the number of original Contract (not amendment No.) which was concurred by JICA.
5. Expiry date of AP should be prior to Grant closing date i.e. expiry date of AP should be at least one month before the Grant Closing date.
6. AP amount cannot be more than the Contract concurred amount by JICA.
7. Payment terms of AP should be same as that of Contract.
8. Gross value of contract under AP
9. Net value of AP
10. Name and address of the importer's bank
11. Bank charges to be borne by whom
12. Documents to be presented at the time of payment
13. Shipment instructions
14. Descriptions of services
15. Amendments as and when intimated by PIA through Japan Section, DEA, North Block
16. All other important clauses

Common Points

- Reasons for delay (more than six months in submission of claims)
- **Certificate of sufficient Funds/Budget Provision to deposit Rupee equivalent amount in CAAA's account (in case of Central Projects) – Applicable under Transfer Procedure and Commitment Procedure**
- **Ensure claims should reach at least 20 working days prior to closing of disbursement date.**