



**OFFICE OF THE MANAGING DIRECTOR**  
**ASSAM MEDICAL SERVICES CORPORATION LIMITED**  
Central Drug Ware House Campus, Patherquary, Narengi, Guwahati, Assam-781026  
E-mail id: [md-amscl@assam.gov.in](mailto:md-amscl@assam.gov.in)

No.AMSCL/Manu-Ven/2022-23/0071/625

Dated: 11 / 04 / 2023

To,

✓ All OEMs/Vendors of equipments, instruments, IT Hardware etc.

Sir/Madam,

It has been observed that there are discrepancies /Shortcomings in the bills/invoices submitted by many OEMs and suppliers due to which it becomes difficult for us to release payment in time until the necessary clarification and supporting documents are submitted by the OEMs/suppliers. In order to ensure release of payment in time it is requested to submit bills/invoices as follows.

1. E-invoice duly signed either physically or digitally is to be submitted which is original for the buyer.
2. E-way bill is to be submitted if the value of supply is more than Rs. 50,000/-.
3. Delivery challans duly signed by the receiving official with seal and date and Stock Book entry certificates are to be submitted in original.
4. Installation reports when necessary are to be submitted in original.
5. In case of items diverted to other place, approval of authority is required.
6. Letter regarding Extension of last date of delivery, damage/short supply or any instruction from authority are to be submitted along with the bills/invoice.
7. If difference arise due to rounding off undertaking is required.
8. Bank mandate is to be submitted.

Yours sincerely

(Dr Robin Kumar, IPS)  
Managing Director, AMSCL

Memo No:AMSCL/Manu-Ven/2022-23/0071/626 -629

Copy to:

1. Principal Secretary to the Govt. of Assam, Health & FW Deptt. for favour of kind information.
2. Additional Managing Director, AMSCL for information.
3. Office file /(Account Cell)

Dated: 11 / 04 / 2023

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Managing Director, AMSCL