CENTRE FOR CONTINUING EDUCATION, IIT MADRAS
CONTINUING EDUCATION PROGRAMME (CEP)
CHECK LIST

Check List for CEP Coordinators	Tick Here
Provide the details of the organization or college related to the CEP being conducted so that CCE can apply for TDS exemption certificate related to the transaction. (Registered Name, Address, PAN No & TAN No. & Registered GST No.)	
Provide a break up of the projected costs so that CCE can evaluate if any input tax credit (wrt GST) can be obtained for the expenditure	
Obtain Bank details from CCE Office which can be provided to the organizations for transfer of funds for the CEP	
All receipts should be only after an invoice is issued by CCE. Coordinators should not directly provide invoices to organizations. Even registration or course fees received from individuals should only be after an invoice is raised. For providing invoices CCE needs the following: **Name of the company, Address, State code, Supply of Place, Amount (it should be mentioned whether the amount is inclusive or exclusive of GST)**	
Submit all bank transaction details in respect of receipts from organizations and participants for tracking by CCE Office **(UTR no, Date, Bank name , Organization name & Amount are required to be furnished to CCE)**	
Provide Pay-in-slips to CCE Office with each transaction.	
Submit the name list of the participants to CCE for preparing the certificates on the first day of the program itself with their affiliation.	
Obtain the printed certificates from CCE office and return back to CCE Office after signatures from the coordinator/s and HOD for lamination	
Submit all the bills to CCE office within two weeks of the end of the CEP. The bills have to be categorized based on the break up initially provided to CCE (GST) so that Input Tax Credit can be worked out and any excess GST collected can be refunded.	
Provide the completed distribution form to CCE to distribute money to guest faculty, staff involved, students involved and coordinator/s. The distribution form should contain the pay bill No. and Employee Number. No staff member or student of the institute can be paid directly. Only the institute can pay them through their salary/Bank.	
Obtain CEP closure Certificate from CCE	

Note: Every Payment will be linked to an invoice which will be issued by the CCE Office only