

Process Flow for Third Party Contractor Payments BROOMS

Sr. No.	Process Flow	Responsibility	TAT
1	Concerned business units/user departments fill an evaluation (efficiency) checklist on the basis of services provided by the contractor and determine the deduction percentage (if any) and share the same with administration department for necessary action. Following Business Unit wise bills will be submitted for processing: a) BUFP; b) BUCP; c) BUFC and d) Common In addition to the above, a consolidated bill will also be submitted which may include any additional charges like dengue etc.	Business Units/Concerned Departments	30th of preceding month.
2	The contractor prepares and delivers the janitorial services bill to administration department. Contractor also shares the PESSI/EOBI bills for verification of PESSI/EOBI contribution payment made. Administration Department sends the PESSI/EOBI documentation for verification.	Contractor	2nd of every month.
3	Administration department amend the bill (if any) on the basis of evaluation done by Business Units. Further, administration department also check the attendance of Janitorial staff and make necessary deductions.	Admin Department	4th of every month.
4	IR department verify PESSI & EOBI deductions and forwards it to Administration Department. Service Entry Sheet is prepared and entered by the Administration in SAP.	IR Department (Welfare Manager & IRM)	4th of every month.
5	Invoices are approved by Administration Manager and then forwarded to purchase accounts for payment along with the approved service entry sheet.	Administration Department	6th of every month.
6	Accounts Department receives the verified bills from admin department. Check the accuracy of bills and signature and make the payments to contractor.	I/C Payables	10th of every month.

PROCESS SIGN-OFF:

Administration:

IR Department

Accounts and Finance:

Internal Audit :

Chauhan
14/6/17