

**Process Flow for Third Party Contractor Payments**  
**KUMAIL HR SERVICES**

Sr. No.	Process Flow	Responsibility	TAT
1	Attendance information is extracted by contractor from logins shared by the IR Department.	IR Department	1st of every month
2	Production details are shared with Contractor by the concerned Business Unit (7 Point of Contacts). Production rates are quoted by the contractor and authorized by Business Unit Manager.	Production Team - Business Unit	4th of every month.
3	Invoices are prepared on the basis of production, attendance & incentive information by the Contractor and shared with IR Department for verification. Total number of bills are from 60 to 70.	Contractor	5th of every month.
4	Invoices are forwarded to respective user departments (7 Point of Contacts) for verification by IR Department.	IR Department	5th of every month.
5	Concerned Line Managers verify the rates, hours and production incentive (as per agreed rates) and summary of the same is shared with concerned Business Unit Manager for approval.	Line Managers	7th of every month.
6	Business Unit Manager approves the summary of the contractor bills.	Business Unit Manager	8th of every month.
7	Approved bills are shared with IR department after verification by the concerned business units (7 Point of Contacts).	Business Unit (Coordinators)	9th of every month.
8	IR department receives the bills from concerned business units and verify the following: - Approval of Line Managers - PESSI & EOBI deductions - Mess deductions - Service entry sheet After verification copy of invoices and supporting documents is maintained and original is forward to accounts department.	IR Department (Welfare Manager & IRM )	11th of every month.
9	Accounts Department receives the verified bills with invoices from I.R department. Check the accuracy of bills and signature and make the payments to contractor.	I/C Payables	14th of every month.



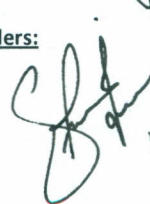

**PROCESS SIGN-OFF:**

IR Department

Accounts and Finance:

Business Controllers:

Internal Audit:

  
  
  
  
 13/06/17  
 13/06/17  
 19/6/17  
 14/6/17