

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

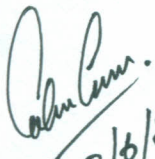
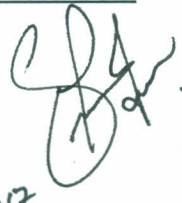


Sr. No.	Process Flow	Responsibility	TAT
1	Attendance information is extracted by contractor from logins shared by the IR Department.	IR Department	1st of every month
2	Invoices are prepared on the basis of attendance & incentive information by the Contractor and shared with IR Department for verification (7 Point of Contacts). Total number of bills are from 40 to 42.	Contractor	5th of every month.
3	Invoices are forwarded to respective user departments (7 Point of Contacts) for verification by IR Department.	IR Department	5th of every month.
4	Concerned Line Managers verify the rates, hours and summary of the same is shared with concerned Business Unit Manager for approval.	Line Managers	7th of every month.
5	Business Unit Manager approves the summary of the contractor bills.	Business Unit Manager	8th of every month.
6	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.
7	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.
8	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:  10/6

Business Controllers:

 13/6/2017  
 13/6/17  
 19/6/17.  
Internal Audit:  14/6/17