

Checklist cum Tracker for Bills

Name of Vendor	INNOVISION LIMITED
Invoice No. & Total Amt.	DL/22-23/452 AMT-1063287
For the Month of	Sep-2022

(To be filled by Vendor)

Sr. No.	General Requirement	Status(Enclosed/Pending)
1	Approved Attendance Sheet	√
2	PF Challan submit on or before due date With ECR	√
3	ESI Challan submit on or before due date with ECR	√
4	PF & ESI Declaration(Soft and Hard copy)	√
5	Wages Sheet (Soft Copy & Hard Copy)	√
6	Bank Payment Sheet (Soft copy & Hard Copy)	√
7	Monthly MIS (Soft Copy & Hard Copy)	√

Sr. No.	Particular	Responsibility	Date	Signature
1	Bills Submitted by Vendor	Concern Department		
2	Attendance Verification & New Joining Count	Respective Incharge		
3	Agreement & Validity / Bill Details	Manager Admin /Head Administration		
4	Bill send to HR Department	Concern Department		
5	Statutory Compliances	HR		
6	Bill resend to concern department	HR		
7	PO Generation	Concern Department		
8	GRN Generation	Supply Chain Management		
9	Bills Submitted to Finance	Supply Chain Management		
10	Payment Done	Finance		

