

COMPLIANCES CHECKLIST FOR CONTRACTOR

(To be attached with every bill completed in all respect)

NAME OF CONTRACTOR:	Egis Facility Management Services Pvt. Ltd.		
UNIT/PREMISES:	Devki Devi Foundation SAKET		
BILL DETAILS			
BILL FOR THE MONTH:	January-2018	Total Bill Amount(In Rs):	58866
ACTUAL WAGES PAID- Basic:		Gross(Rs):	
PF AMOUNT:		ESI AMOUNT:	
ACTUAL WAGES PAID DATE:			
<small>Attach copy of Bank Transfers/ Cheque details of Salary</small>			

Sl.No.	LAW/PART RELATED WITH	CHECKLIST	MARK ✓ OR X	REMARKS
1	The Employees State Insurance Act 1948	ESI CHALLAN	✓	Previous month to be attached
		ECR COPY (Previous Month) in PDF	✓	Hard-Soft copy in Excel(With PF & ESIC Nos)- PF ECR AND FORM-7
2	As Per EPF & M.P ACT, 1952	EPF CHALLAN	✓	Previous month to be attached
		ECR COPY (Previous Month) in PDF	✓	Hard-Soft copy in Excel
3	As per contract Labour (R & A) ACT,1970	LICENCE(CL) NO	N.A.	
		FORM XXIV (HALF YEARLY RETURN) CL ACT	-	
4	As per Minimum Wages & Payment Wages Act	UNSKILLED Nos	2	
		SEMI SKILLED Nos	-	
		SKILLED Nos	1	
		ATTENDANCE REGISTER (Current Month)	✓	Hard-Soft copy in Excel
		WAGE SHEET (Current Month) in Form 17	✓	Hard-Soft copy in Excel
		WAGE REGISTER in Form -16	✓	WAGE SHEET CURRENT MONTH
		WAGE SLIPS IN FORM XIX (ATTACH SAMPLES)	✓	Current Month
		PAYMENT THROUGH ETGS/ CHEQUE ONLY	✓	
		UPLOADING OF INFORMATION ON WEBSITE	✓	BEING UPLOADED QUARTERLY
5	Attachments with Bills	Along with the Checklist items in bold caps above these may also be attached		
6	Undertaking of PF & ESIC		✓	ENCLOSED WITH ECR
7	Declaration		✓	With each bill- Undertaking
8	Details of the employees in the beginning of bill month	Bill Month	✓	Hard-Soft copy in Excel(With PF & ESIC Nos)- PF ECR AND FORM-7
9	Details of the employees at the end of bill month	Bill Month	✓	Hard-Soft copy in Excel(With PF & ESIC Nos)- PF ECR AND FORM-7

Submitted by: _____

Signature of Auth. Representative of Vendor with name

DATE OF RECEIPT OF BILL TO USER DEPARTMENT: _____

Received by: _____

Sig & Name user Department

Signature with name of Checker (From Administration)

Signature with name of Verifier (From HR)

Date: _____



Date: _____



Ideas™
Innovation
Implementation

An ISO 9001 2008 Certified Co

INVOICE

Name: M/s Devkidevi Foundation Plot No.- 2, Press Enclave Road, Saket, New Delhi - 110017		Invoice No. DEL- 0235			
		Dated: 31.01.2018			
		Customer GSTIN: 07AAATD5283G1ZR			
		State Code: DELHI (07)			
Location: DELHI		Invoice for the month of JAN.'2018			
Sr. No.	Particulars	No.	Rate	Amount	Sub Head Total
	Providing Facility Management Services As Per Below Details				
1	Charges For House Keeping Services for the Month January-2018	1	49,886.00	49,886.00	49,886.00
				Total	49,886.00
				Sub-Total	49,886.00
				CGST @9%	4,490.00
				SGST @9%	4,490.00
				IGST	-
In Words:	Rupees Fifty Eight Thousand Eight Hundred Sixty Six Only		Invoice Amount	58,866.00	

For Egis Facility Management Services Pvt. Ltd



Authorized Signatory

Egis Facility Management Services (P) Ltd.

An ISO 9001 2008 Certified Co
134, DDA Flats Suraj Kund Road, Pul Pehladpur, New Delhi-110044
Mobile : +91 9816412222 E-mail : info@egisindia.in
Website : http://www.egisindia.in

DDF



ESIC
Employees' State Insurance Corporation

Insurance

0

Monthly Contribution > Online Challan Form

Transaction Details		* Required Fields
Transaction status:	Completed successfully.	
Employer's Code No:	20000625000001001	
Employer's Name:	EGIS FACILITY MANAGEMENT SERVICES PVT.LTD.	
Challan Period:	Dec-2017	
Challan Number :	02018102361200	
Challan Created Date	16-01-2018 16:50:38	
Challan Submitted Date	16-01-2018 16:50:42	
Amount Paid:	94523	
Transaction Number:	CH74101804	

Print Close

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved.
Best viewed in 1024 x 768 pixels. Designed and Developed by Wipro LTD.IP Address :



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization

भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

TRRN Details

TRRN No :	1051801011493
Challan Status :	Payment Confirmed
Challan Generated On :	16-JAN-2018 11:20:28
Establishment ID :	DSNHP0031777000
Establishment Name :	EGIS FACILITY MANAGEMENT SERVICES PVT LTD
Challan Type :	Monthly Contribution Challan
Total Members :	53
Wage Month :	DEC-17
Total Amount (Rs) :	2,11,005
Account-1 Amount (Rs) :	1,60,811
Account-2 Amount (Rs) :	6,413
Account-10 Amount (Rs) :	40,676
Account-21 Amount (Rs) :	3,105
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002160118037584
Presentation Date :	16-JAN-2018 00:00:00
Realization Date :	16-JAN-2018 00:00:00
Date of Credit :	16-JAN-2018 00:00:00



Employees' State Insurance Corporation

Contribution History Of 20000625000001001 for Dec2017

Total IP Contribution		Total Employer Contribution		Total Contribution	Total Government Contribution		Total Monthly Wages
25,489.00		69,034.00		94,523.00	0.00		1,453,340.00
SNo.	Is Disable	IP Number	IP Name	No. Of Days	Total Wages	IP Contribution	Reason
1	-	1105974169	DINESH YADAV	31	14150.00	248.00	-
2	-	2006748647	KISHAN	31	11830.00	208.00	-
3	-	1013187352	KALIKA PRASAD	31	13111.00	230.00	-
4	-	2013324024	RAVI KUMAR	31	9724.00	171.00	-
5	-	1013136140	RAVI KUMAR	0	0.00	0.00	Left Service
6	-	1013148445	MAHESH KUMAR	31	18000.00	315.00	-
7	-	1113575971	JAI RAM	31	18783.00	329.00	-
8	-	2213214809	RAM NARAYAN	0	0.00	0.00	Left Service
9	-	6708819940	DESH RAJ SINGH	31	12254.00	215.00	-
10	-	6709347969	CHAND VEER SINGH	31	11510.00	202.00	-
11	-	6709352912	MUKESH	31	11510.00	202.00	-
12	-	6709352918	SANJEEV KUMAR RANA	31	11510.00	202.00	-
13	-	6709362497	LOKENDRA SINGH	31	19114.00	335.00	-
14	-	6709999097	RAJESH KUMAR	31	12675.00	222.00	-
15	-	6709999098	PARASH NATH	31	13594.00	238.00	-
16	-	6709999107	DILIP KUMAR YADAV	31	13594.00	238.00	-
17	-	6709999108	SANJAY SINGH	31	20160.00	353.00	-
18	-	6914507920	DESHRAJ PAL	31	12254.00	215.00	-
19	-	1112989291	RAVI BHUSHAN	31	22196.00	389.00	-

11:27:09AM

SNo.	Is Disable	IP Number	IP Name	No. Of Days	Total Wages	IP Contribution	Reason
49	-	6923673156	SANTOSH	31	22057.00	386.00	-
50	-	6923754938	DHAN BAHADUR THAPA	31	19129.00	335.00	-
51	-	2015254960	SAGAR	30	13403.00	235.00	-
52	-	6923812404	RAJDEV PATEL	31	13847.00	243.00	-
53	-	2213918568	MADAN	31	13644.00	239.00	-
54	-	2015357851	MANMOHAN SINGH BISHT	31	14698.00	258.00	-
55	-	2015359277	UPENDRA SINGH PATEL	31	14698.00	258.00	-
56	-	2015359319	MUKESH SINGH	31	13584.00	238.00	-
57	-	2015360165	AJAY KUMAR GANDOTRA	31	14698.00	258.00	-
58	-	2213959998	SHIVJI	31	12903.00	226.00	-
59	-	2015491306	VANDANA SHARMA	31	9050.00	159.00	-
60	-	2015553534	PANKAJ KUMAR	31	12882.00	226.00	-
61	-	2213990511	TINKU KUMAR	31	12931.00	227.00	-
62	-	2015571519	RAJ KUMAR	26	8156.00	143.00	-
63	-	1321964201	SANJAY KUMAR	31	13584.00	238.00	-
64	-	2015779965	RAVEENDRA	29	7747.00	136.00	-
65	-	2214061278	AMIT KUMAR	31	11812.00	207.00	-
66	-	1013979127	SUMIT SURYABANSHI	31	17840.00	313.00	-
67	-	2015888436	ARUN KUMAR	31	18591.00	326.00	-
68	-	2015921880	DHARMENDER	30	8014.00	141.00	-
69	-	2015960624	DEVENDRA	31	9724.00	171.00	-
70	-	2015999487	PREM PAL	31	9724.00	171.00	-
71	-	2016003190	MANIKANT SINGH	31	15209.00	267.00	-
72	-	2016122876	SARVESH	31	12175.00	214.00	-
73	-	2016122905	NASEEM AHMED ANSARI	31	11015.00	193.00	-
74	-	2016222991	RAJESH	31	9724.00	171.00	-
75	-	2016228363	GULSHAN	31	14160.00	248.00	-
76	-	2016229726	ROSHAN SINGH	31	18905.00	331.00	-
77	-	2016244242	NARENDER	31	12117.00	213.00	-

11:27:09AM

Printed On: 1/22/2018

Page 3 of 5



EMPLOYEE'S PROVIDENT FUND ORGANISATION
ELECTRONIC CHALLAN CUM RETURN (ECR)

Name of Establishment	EGIS FACILITY MANAGEMENT SERVICES PVT LTD		
Establishment Id	DSNHP0031777000	LIN	Not Available
Wage Month	DEC-2017	Return Month	JAN-2018
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	04-JAN-2018	Uploaded Date Time	16-JAN-2018 11:20
Exemption Status	Unexempted	TRRN Number	TRRN
Remarks	ECR		

Member Details :-

Sl. No.	UAN	Name as per		Wages						Contribution Remitted			Upfront benefit		Average Location of the member	
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	MCP Days	Refunds	PENSION	PENSION		
1	100097884804	Mr AJAY	AJAY	0	8,234	8,234	8,234	0	769	1,108	308	0	0	0	0	NA
2	100421252635	Mr AJAY KUMAR GANOTRA	AJAY KUMAR GANOTRA	0	14,698	14,698	14,698	0	1,224	1,794	340	0	0	0	0	NA
3	101184933329	Mr AJAY SINGH	AJAY SINGH	0	21,220	18,000	18,000	0	1,260	3,000	1,264	0	0	0	0	NA
4	100917049046	Mr AJIT KUMAR	AJIT KUMAR	0	8,281	8,281	8,281	0	690	894	304	0	0	0	0	NA
5	101169947461	Mr ANIL GUPTA	ANIL GUPTA	0	16,182	15,000	15,000	0	1,260	1,342	692	0	0	0	0	NA
6	100847212491	Mr ARUN KUMAR	ARUN KUMAR	0	8,234	8,234	8,234	0	769	1,108	308	0	0	0	0	NA
7	10107069598	Mr ARVIND KUMAR	ARVIND KUMAR	0	13,594	13,594	13,594	0	1,132	1,830	408	0	0	0	0	NA
8	101233029927	Mr ASHWANIKUMAR	ASHWANI KUMAR	0	13,594	13,594	13,594	0	1,132	1,830	408	0	0	0	0	NA
9	101169947488	Mr BIKENDRAKUMAR	BIKENDRA KUMAR	0	13,350	13,350	13,350	0	1,118	1,692	408	0	0	0	0	NA
10	101184933331	Mr CHANDRANIKUMAR	CHANDRA KUMAR	0	13,200	13,200	13,200	0	1,108	1,394	404	0	0	0	0	NA
11	100617154948	Mr DEVENDRA	DEVENDRA	0	8,724	8,724	8,724	0	810	1,187	302	0	0	0	0	NA
12	10043698999	Mr DHANRAHADUR BAHALUR	DHANRAHADUR BAHALUR	0	8,234	8,234	8,234	0	769	1,108	308	0	0	0	0	NA

DSNHP0031777000 / DEC-2017 / 16-JAN-2018 11:20

Sl. No.	UAN	Name as per		Wages						Contribution Remitted					Returns	Upfront Benefit		Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days	PMRPY	PMRPY					
13	100637144762	Mr. DHARMENDER	DHARMENDE H	0	8,014	8,014	8,014	962	668	294	1	0	-	-	N.A.			
14	101170153989	Mr. GAUTAM	GAUTAM	0	7,528	7,528	7,528	903	627	276	7	0	627	-	N.A.			
15	101156128792	Mr. HARIDAS	HARIDAS	0	7,000	7,000	7,000	840	583	257	0	0	583	-	N.A.			
16	10017992576	Mr. JAYRAM	JAY RAM	0	9,234	9,234	9,234	1,108	769	339	0	0	-	-	N.A.			
17	101040151923	Mr. JAYANT JAYANTJAI SWAL	JAYANT JAYANT JAI SWAL	0	16,468	15,000	15,000	1,976	1,250	726	0	0	-	-	N.A.			
18	101156941297	Mr. KIRANKUMAR	KIRAN KUMAR	0	13,350	13,350	13,350	1,602	1,112	490	0	0	1,112	-	N.A.			
19	100051246045	Mr. KISHAN	KISHAN	0	11,830	11,830	11,830	1,420	985	435	0	0	-	-	N.A.			
20	1011699447457	Mr. MAHESH KUMAR	MAHESH KUMAR	0	13,350	13,350	13,350	1,602	1,112	490	0	0	-	-	N.A.			
21	100421109853	Mr. MANMOHAN SINGH BISHT	MANMOHAN SINGH BISHT	0	14,698	14,698	14,698	1,764	1,224	540	0	0	-	-	N.A.			
22	100241674535	Mr. MANOJ SINGH	MANOJ SINGH	0	60,000	15,000	15,000	19,200	1,250	5,950	0	0	-	-	N.A.			
23	101140139451	Mr. MOHAN	MOHAN	0	7,400	7,400	7,400	888	616	272	0	0	616	-	N.A.			
24	100421478443	Mr. MUKESH SINGH	MUKESH SINGH	0	13,584	13,584	13,584	1,630	1,132	498	0	0	-	-	N.A.			
25	1011699447474	Mr. NARESH KUMAR	NARESH KUMAR	0	14,616	14,616	14,616	1,754	1,218	536	3	0	-	-	N.A.			
26	10102294944	Mr. NASEEM AHMED	NASEEM AHMED	0	11,015	11,015	11,015	1,322	918	404	0	0	-	-	N.A.			
27	101219397849	Ms. NEHA	NEHA	0	21,200	15,000	15,000	2,544	1,250	1,294	0	0	-	-	N.A.			
28	101226394907	Mr. NITIN KUMAR	NITIN KUMAR	0	13,584	13,584	13,584	1,630	1,132	498	0	0	-	-	N.A.			
29	101159089317	Mr. PINKY SINGH	PINKY SINGH	0	21,200	15,000	15,000	2,544	1,250	1,294	0	0	-	-	N.A.			
30	101159089491	Mr. PRAMOD KUMAR	PRAMOD KUMAR	0	13,350	13,350	13,350	1,602	1,112	490	0	0	1,112	-	N.A.			
31	100953695749	Mr. PRESH PAL	PRESH PAL	0	9,724	9,724	9,724	1,167	810	357	0	0	-	-	N.A.			
32	10044637121	Mr. RAJKUMAR	RAJ KUMAR	0	8,156	8,156	8,156	979	679	300	5	0	-	-	N.A.			
33	100936489987	Ms. RAJESH	RAJESH	0	9,724	9,724	9,724	1,167	810	357	0	0	-	-	N.A.			
34	100316071482	Mr. RAJESH KUMAR	RAJESH KUMAR	0	9,234	9,234	9,234	1,108	769	339	0	0	-	-	N.A.			
35	101161592918	Mr. RAJU	RAJU	0	13,350	13,350	13,350	1,602	1,112	490	0	0	1,112	-	N.A.			

EGIS FACILITY MANAGEMENT SERVICES (P) LTD.

FORM No. 26 UNDER RULE (103)
DELHI - MUSTER ROLL

P.F. No. DL - 31777

134, Janta Flats Pul Pehlad Pur New Delhi - 44

JANUARY - 2018

E.S.I. No. 20000625000001001

S.N.	Employees Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Payable Days
1	Kishan	P	P	P	P	w/o	P	P	P	P	P	P	w/o	P	P	P	P	P	P	w/o	P	P	P	P	P	P	w/o	P	P	P	P	31	
2	Devendra	w/o	P	P	P	P	P	P	w/o	P	P	P	P	P	P	w/o	P	P	P	P	P	P	w/o	P	P	P	H	P	P	w/o	P	31	
3	Prempal	w/o	P	P	P	P	P	P	w/o	P	P	P	P	P	w/o	P	P	P	P	P	P	w/o	P	P	P	P	H	P	w/o	P	31		



Form XIX - WAGE SLIP
[Vide rule 7B (1) (b) of the Contract Labour (Regulation and Abolition) Central and A.P Rules, 1971]

Name and address of Contractor
Egis Facility Management Services
134, DDA Janta Flats, Pul Pehladpur
New Delhi - 110 044

Name and Father's / Husband's name of the workman
Kishan/ Ramjilal

Nature and location of work
Housekeeping & DDF Saket, New Delhi

For the Week / Fortnight / Month ending
January 2018

1	No. of days worked	31
2	No. of units worked in case of piece rate	Nil
3	Rate of daily wages /	11830
4	Amount of overtime	Nil
5	Gross wages payable	11830
6	Deductions, if any	P.F. 1420, ESI-208, Total-1628
7	Net amount of wages	10202

Initial of the Contractor or his representative

Form XIX - WAGE SLIP
[Vide rule 7B (1) (b) of the Contract Labour (Regulation and Abolition) Central and A.P Rules, 1971]

Name and address of Contractor
Egis Facility Management Services
134, DDA Janta Flats, Pul Pehladpur
New Delhi - 110 044

Name and Father's / Husband's name of the workman
Devendra/ Ram Babu

Nature and location of work
Housekeeping & DDF Saket, New Delhi

For the Week / Fortnight / Month ending
January 2018

1	No. of days worked	31
2	No. of units worked in case of piece rate	Nil
3	Rate of daily wages /	9724
4	Amount of overtime	Nil
5	Gross wages payable	9724
6	Deductions, if any	P.F. 1167, ESI-171, Total-1338
7	Net amount of wages	8386

Initial of the Contractor or his representative

Form XIX - WAGE SLIP
[Vide rule 7B (1) (b) of the Contract Labour (Regulation and Abolition) Central and A.P Rules, 1971]

Name and address of Contractor
Egis Facility Management Services
134, DDA Janta Flats, Pul Pehladpur
New Delhi - 110 044

Name and Father's / Husband's name of the workman
Prempal/ Rajpal

Nature and location of work
Housekeeping & DDF Saket, New Delhi

For the Week / Fortnight / Month ending
January-2018

1	No. of days worked	31
2	No. of units worked in case of piece rate workers :	Nil
3	Rate of daily wages/piece rate	9724
4	Amount of overtime wages	Nil
5	Gross wages payable	9724
6	Deductions, if any	P.F.1167, ESI-171, Total-1338
7	Net amount of wages paid	8386

Initial of the Contractor or his representative

Note: Computer generated sheet need no signatures



Contract Labour (Regulation & Abolition) Central Rules 1971

REGISTER OF WAGES

FORM XVII

[SEE RULE (78)(1)(a)(i)]

Name & Address of the Contractor :- EGIS FACILITY MANAGEMENT SERVICES PVT. LTD.
134, DDA FLATS, PUL PEHLADPUR, NEW DELHI -110

044

Name & Location of Work

PF.No.DL-31777

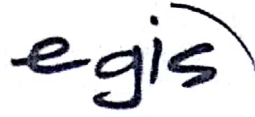
ESIC No.20000625000001001

Name & Address of the Principal Employer :-

WAGE PERIOD : JANUARY - 2018

S No.	PF No.	ESI No.	Name of workmen	Father's Name	Sl. No. in the register of workmen	Designation/nature of work done	No. of days worked	Units of work done	Daily rates of wages / piece Rate	Dearness/ Conv. Allowances	HRA Rs.	Amount of Wages Earned						Signature/ Thumb impression of workmen	Bank A/c No.						
												8	9	10	11	12	13			14	15	Deductions, if any (indicate nature)			
1	1899	2006748647	Kishan	Ranjilal			31		11830			11830							11830	1420	208	1628	10202	Bank Transfer	55152973126
2	2133	2015960624	Devendra	Ram Babu			31		9724			9724							9724	1167	171	1338	8386	Bank Transfer	55157404177
3	2139	2015999487	Prempal	Rajpal			93		31278			31278							9724	1167	171	1338	8386	Bank Transfer	55158461511





Ideas
Innovations
Implementations

AN ISO9001:2008 Certified Co.

M/s. Devki Devi Foundation
Plot.No.2, Press Enclave Road,
Saket, New Delhi -110 017

31/01/2018

Subject:- P.F. & E.S.I. Compliance for the month of January - 2018

Dear Sir/Madam,

We are giving below P.F. & E.S.I. Compliance of our Employee working in your Company.

S.No.	Name	Fathers Name	P.F.No.	E.S.I.No.	Basic Payment	Gross Payment	P.F. Amount	E.S.I. Amount
1	Kishan	Ramjilal	DL/31777-1899	2006748647	11830	11830	1420	208
2	Devendra	Ram Babu	DL/31777-2133	2015960624	9724	9724	1167	171
3	Prempal	Rajpal	DL/31777-2139	2015999487	9724	9724	1167	171
					31278	31278	3754	550

for Egis Facility Management Services Pvt. Ltd.

Signature with Stamp of the establishment

Name of Signatory : Manoj Singh

Mobile No. 9818412222

Email ID manoj@egisindia.in

Nature of Service Provided : Facility Management Services



Encl:-

1. Certified Copy of acknowledgement monthly PF & ESI Challan of remittances.
2. Certified Copy of current monthly attendance sheet & salary sheet of all the employees working in or for your company.

Egis Facility Management Services Pvt. Ltd.

AN ISO 9001:2008 Certified Co.

134, DDA Flats, Suraj Kund Road, Pehladpur, New Delhi-44

Helpline +91-9818412222, Email:-info@egisindia.in

Web site: - www.egisindia.in

M/s. Devki Devi Foundation Saket, New Delhi

Total Employee at the Beginning of the month
 Total Employee at the ending of the month

3 Nos
 3 Nos



4	As per Minimum Wages & Payment Wages Act	ATTENDANCE REGISTER (Current Month)	1	
		WAGE SHEET (Current Month) in Form 17	✓	Hard+Soft copy in Excel
		WAGE REGISTER in Form -16	✓	Hard+Soft copy in Excel
		WAGE SLIPS IN FORM XIX (ATTACH SAMPLES)	✓	WAGE SHEET CURRENT MONTH
		PAYMENT THROUGH ETCS/ CHEQUE ONLY	✓	Current Month
		UPLOADING OF INFORMATION ON WEBSITE	✓	BEING UPLOADED QUARTERLY
5	Attachments with Bills	Along with the Checklist items in bold caps above these may also be attached		
6	Undertaking of PF & ESIC		✓	ENCLOSED WITH ECR
7	Declaration		✓	With each bill- Undertaking
8	Details of the employees in the beginning of bill month	Bill Month	✓	Hard+Soft copy in Excel(With PF & ESIC Nos)- PF ECR AND FORM-7
9	Details of the employees at the end of bill month	Bill Month	✓	Hard+Soft copy in Excel(With PF & ESIC Nos)- PF ECR AND FORM-7

Submitted by: _____

Signature of Auth. Representative of Vendor with name

DATE OF RECEIPT OF BILL TO USER DEPARTMENT:

Received by:

Sig & Name user Department

Signature with name of Checker (From Administration)

Signature with name of Verifier (From HR)

Date: _____



Date: _____