

**Check list for Manager / Supervisor for verifying the Sweeping/Mess bill before
sending to HMC Office**

Details	
1. Name of the Mess/Maint. contractor or company	
2. Month & year for which Mess/Maint labour charges bill is submitted	
3. Date of submission of bill by the contractor at the Hall Office	
4. Whether list of outsourced contractual workers is attached?	Yes / No
5. Whether names of all the contractual workers listed appear in the master list provided by you to HMC at the time of contract?	Yes / No
6. Is there any contractual workers in the list who does not appear in the master list?	Yes / No
7. Whether EPF and ESI for all employees was paid by the contractor for the current month and Copy attached with the bill?	Yes / No
8. Whether documents, as evidence of submission of P. Tax for current month, is attached with the bill ?	Yes / No
9. Whether Biometric attendance sheet maintained by the Hall and signed by Managers / Supervisor & Warden /Asstt. Warden maintenance is attached?	Yes / No
10. Bank payment advise / Statement for current month, is attached with the bill?	Yes / No

Signature of service provider

Signature of Hall Sec (Maint./Mess)

Signature of Manager / Supervisor

Signature
Warden / Asstt. Warden (Maint./Mess)
concerned Hall

HMC Check List

SI No	Details	
1	Name of the Mess/Maint. contractor / company	
2	Month & year for which Mess/Maint. labour charges bill is submitted	
3	Date of submission of bill by the Hall at the HMC Office	
4	Whether list of outsourced contractual workers is attached?	Yes / No
5	Whether names of all the contractual workers listed appear in the master list provided by you to HMC at the time of contract?	Yes / No
6	Is there any contractual worker in the list who does not appear in the master list?	Yes / No
7	Whether EPF and ESI for all employees was paid by the contractor for the current month and Copy attached with the bill?	Yes / No
8	Whether documents, as evidence of submission of P. Tax for current month, is attached with the bill?	Yes / No
9	Whether Biometric attendance sheet maintained by the Hall and Signed by Manager / Supervisor & Warden / Asstt. Warden (Mess) was attached?	Yes / No
10	Bank payment Statement for current month, is attached with the bill?	Yes / No

Signed by HMC Office with date:

Coordinating Warden (Mess/Maint.)
with date: