

Bill Calendar

Invoicing Frequency	Party Name	Checklist For Bill Process	Bill Submission Date.	Bill Working days by FMAS	FMAS submission Date	UDC	MMF	Project Manager/MD	ACEO/CEO	Sanction Order	Bill Upload on CFMS Maker/Chaker/Approver	Treasury
Monthly	MKCL	1.E-Invoice 2.Learner Admission List 3.Rate Per Learner As Per Agreement 4.Admission Check From BSDM Portal 5. Agreement with First Bill	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	FMAS KRA & Company	1. E-Invoice / Invoice 2.Attendance 3.Tax Subsidy Certificate 4.LOA 5.Rate 6. Agreement with First Bill	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	Mahaboudh	1. E-Invoice / Invoice 2. LOA 3. Rate Card 4. Attendance 5. Agreement with First Bill	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	Data Entry Operator Salary	1. E-Invoice/Invoice 2. Attendance 3. Salary Increment Letter	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	IT Boy Salary	1. E-Invoice/Invoice 2. Attendance 3. Salary Increment Letter	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	MMP Salary	1.Agreement with First Bill 2.Rate Card (One time in a year) 3. Attendance	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	MM(IT) Salary	1.Agreement with First Bill 2.Rate Card (One time in a year) 3. Attendance	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	Adri (Internet Service)	1. E-Invoice/Invoice 2. Work order 3. Rate Card	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st



IAS Praveen Kumar (UDC) Ram Updesh Singh (UDC) Mukesh Kumar (UDC) Kumar Shalindra (UDC)

PD (MKCL) PD(EY) PD(Inductus)

MM(IT) MM(Pro) MM(F) MD ACO CEO





Bill Calendar													
Invoicing Frequency	Party Name	Checklist For Bill Process	Bill Submission Date.	Bill Working days by FMAS	FMAS submission Date	UDC	MMF	Project Manager/MD	ACEO/CEO	Sanction Order	Bill Upload on CFMS Maker/Chaker/Approver	Treasury	
Monthly	Sajjan Tour & Travels (Vehicle Service)	1. Agreement with first Bill 2. LOA 3. Rate Card 4. Log Book 5. Vehicle Providing Order 6. Declaration regarding Vehicles Provided as per the norms of the Agreement	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st	
	KYP Center Payment	1. Invoice Amount Matching 2. Deduction Details 3. Negative Adjustment 4. Statutory Compliance 5. Reconciliation	5th	08 days	13th	15th	17th	19th	20th	21st	22nd	25th	
	Bs-CFA Center Payment	1. Invoice Amount Matching 2. Deduction Details 3. Negative Adjustment 4. Statutory Compliance 5. Reconciliation	5th	08 days	13th	15th	17th	19th	20th	21st	22nd	25th	
	KYP Learner	1. Eligible Learner's Invoice List	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st	
	Bs-cfa Learner	1. Eligible Learner's Invoice List	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st	
	Domain Lerner Payment	1. Eligible Learner's Invoice List	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st	
	Quarterly	E&Y	1. Agreement with First Bill 2. Deliverables 3. E-Invoice / Invoice 4. Attendance 5. LOA 6. Rate	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
Inductus		1. Agreement with First Bill 2. Deliverables 3. E-Invoice / Invoice 4. Attendance 5. LOA 6. Rate	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st	
BSDC KYP Center Payment Hold & Release as Per Electricity Bill Payment Status		1. Payment Status by PMU	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st	

 Praveen Kumar (UDC)
  Ram Updesh Singh (UDC)
  Mukesh Kumar (UDC)
  Kumar Shalindra (MPG)

PD (MKCL)
  PD(EY)
  PD(Inductus)

 MM(IT)
  MM(Pro)
  MM(F)
  MD
  ACEO
 CEO

Invoicing Frequency	Party Name	Checklist For Bill Process	Bill Calendar									
			Bill Submission Date.	Bill Working days by FMAS	FMAS submission Date	UDC	MMF	Project Manager/MD	ACEO/CEO	Sanction Order	Bill Upload on CFMS Maker/Chaker/Approver	Treasury
	Domain Center Payment (First Installment)	1. Agreement with First Bill 2. LOA 3. Rate Card 4. SPMU Report (Observation, Attendance, Invoice)	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	Domain Center Payment (Second Installment)	1. Agreement with First Bill 2. LOA 3. Rate Card 4. SPMU Report (Observation, Attendance, Invoice, Learner's Certificate, Learner's Assessment Result) 5. Reconciliation of already paid first installments.	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	Domain Center Payment (Third Installment)	1. Agreement with First Bill 2. LOA 3. Rate Card 4. SPMU Report (Observation, Invoice, Candidate Placement Report as per norms) 5. Reconciliation of already paid first and second installments.	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	Domain Center Payment (Fourth Installment)	1. Agreement with First Bill 2. LOA 3. Rate Card 4. SPMU Report (Observation, Invoice, Candidate Placement Tracking Report as per norms) 5. Reconciliation of already paid first, second and third installments.	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st

 Praveen Kumar (UDC)
  Ram Updesh Singh (UDC)
  Mukesh Kumar (UDC)
  Kumar Shalendra (UDC)

 PD (MKCL)
  PD (EY) PD (Inductus)

 MM (IT)
  MM (Pro)
  MM (F)
  MD
  CEO

Bill Calendar

Invoicing Frequency	Party Name	Checklist For Bill Process	Bill Submission Date.	Bill Working days by FMAS	FMAS submission Date	UDC	MMF	Project Manager/MD	ACEO/CEO	Sanction Order	Bill Upload on CFMS Maker /Chaker /Approver	Treasury
Regular	PMKVY Center Payment (First Installment)	1.Agreement with First Bill 2.LOA 3.Rate Card 4.SPMU Report (Observation, Attendance, Invoice)	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	PMKVY Center Payment (Second Installment)	1.Agreement with First Bill 2.LOA 3.Rate Card 4.SPMU Report (Observation, Attendance, Invoice, Learner's Certificate, Learner's Assessment Result) 5. Reconciliation of already paid first installments.	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	PMKVY Center Payment (Third Installment)	1.Agreement with First Bill 2.LOA 3.Rate Card 4.SPMU Report (Observation, Invoice, Candidate Placement Report as per norms) 5. Reconciliation of already paid first and second installments.	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	PMKVY Center Payment (Fourth Installment)	1.Agreement with First Bill 2.LOA 3.Rate Card 4.SPMU Report (Observation, Invoice, Candidate Placement Tracking Report as per norms) 5. Reconciliation of already paid first, second and third installments.	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	PMKVY Center Payment (Prize Money)	1. Candidate Certificate	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st

MAS Praveen Kumar (UDC) Ram Upend Singh (UDC) Mukesh Kumar (UDC) Kumar Shalendra (WDE)

PD (MKCL) PD(EY) PD(Inductus)

MM(IT) MM(Pro) MM(F) MD AEO CEO

Invoicing Frequency	Party Name	Checklist For Bill Process	Bill Calendar									
			Bill Submission Date.	Bill Working days by FMAS	FMAS submission Date	UDC	MMF	Project Manager/MD	ACEO/CEO	Sanction Order	Bill Upload on CFMS Maker/Chaker/Approver	Treasury
	RTD Center Payment (First Installment)	1. Agreement with First Bill 2. LOA 3. Rate Card 4. SPMU Report (Observation, Attendance, Invoice)	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	RTD Center Payment (Second Installment)	1. Agreement with First Bill 2. LOA 3. Rate Card 4. SPMU Report (Observation, Attendance, Invoice, Learner's Certificate, Learner's Assessment Result) 5. Reconciliation of already paid first installments.	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	RTD Center Payment (Third Installment)	1. Agreement with First Bill 2. LOA 3. Rate Card 4. SPMU Report (Observation, Invoice, Candidate Placement Report as per norms) 5. Reconciliation of already paid first and second installments.	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	RTD Center Payment (Fourth Installment)	1. Agreement with First Bill 2. LOA 3. Rate Card 4. SPMU Report (Observation, Invoice, Candidate Placement Tracking Report as per norms) 5. Reconciliation of already paid first, second and third installments.	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st

Invoicing Frequency	Party Name	Checklist For Bill Process	Bill Calendar									
			Bill Submission Date.	Bill Working days by FMAS	FMAS submission Date	UDC	MMF	Project Manager/MD	ACEO/CEO	Sanction Order	Bill Upload on CFMS Maker /Chaker /Approver	Treasury
Regular	RTD Center Payment (Incentive)	1.Agreement with First Bill 2.LOA 3.Rate Card 4.SPMU Report (Observation, Invoice, Candidate Placement Tracking Report)	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	RTD Center Payment (Boarding and Lodging)	1.Agreement with First Bill 2.LOA 3.Rate Card 4.SPMU Report (Observation, Invoice, Invoice)	5th	03 days	08th	11th	13th	15th	16th	17th	18th	21st
	Cipet Training	1.Training Order 2.BSDM Cost Norms 3. EC GB Decision with first bill 4.Student Certificate 5.Student Class Attendance & Hostel Attendance 6.Invoice Attested by Governing Department	5th	08 days	13th	15th	17th	19th	20th	21st	22nd	25th
	Office Expenses (Stationary, Repair and Maintenance, Cartridge Refilling, A4/A3 Size Paper etc.)	1.Work Order 2.Rate Card by Finance Department/Gem Portal/Market Rate/Previous Payment Rate/Purchase Committee Rate	After Work Completion and Within 15 Days	03 days	3rd	5th	7th	8th	9th	10th	11th	14th



Praveen Kumar (UDC)



Ram Updesh Singh (UDC)



Mukesh Kumar (UDC)

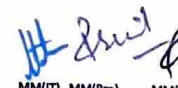


Kumar Shailendra (UDC)

PD (MKCL)



PD(EY) PD(Inductus)



MM(IT) MM(Pro)



MM(F)



MD



ACO

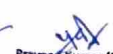





CEO

Bill Calendar

Invoicing Frequency	Party Name	Checklist For Bill Process	Bill Submission Date.	Bill Working days by FMAS	FMAS submission Date	UDC	MMF	Project Manager/MD	ACEO/CEO	Sanction Order	Bill Upload on CFMS Maker /Chaker /Approver	Treasury
Occasional	For Event Management	1. Purchase Committee Decision 2. Work Order 3. Rate Chart 4. Work Completion Certificate	After Event and with in 15 days	03 days	3rd	5th	7th	8th	9th	10th	11th	14th
	For Procurement of Goods/Services	1. Purchase Committee Decision 2. Work Order 3. Rate Chart 4. Work Completion Certificate 5. Receipt Challan 6. Stock Entry	After Supply and with in 15 days	03 days	3rd	5th	7th	8th	9th	10th	11th	14th

Note :- Other Documents may be asked as per the requirement of Statutory Law or as per the order of Competent Authority issued time to time.

 Praveer Kumar (UDC)
  Ram Updesh Singh (UDC)
  Mukesh Kumar
 (UDC) Kumar Shalendra (UDC)

 PD (MKCL)
 PD(EY) PD(Inductus)

 MM(IT)
  MM(Pro)
  MM(F)
  MD
  AC/O
  CEO