Requirements

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| **Period :** | 09.05.23 | to | 09.05.24 |

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| SL | Particulars |  |
|  | Physical verification of petty cash |  |
|  | Receipts and payments accounts |  |
|  | Suspense Requisition and Suspense Register |  |
|  | Suspense Report |  |
|  | Petty cash limit |  |
|  | Delay suspense adjustment |  |
|  |  |  |
|  | SPR meeting, deposit slip from depot |  |
|  | Aging of OS |  |
|  | OS Reconciliation Position (OS adjustment for TDS if found in recon) web |  |
|  | Category-wise Outstanding |  |
|  | Trade Receivable Reconciliation Statement |  |
|  | OS COD Credit Party >31 days, COD>5 days, INS & RS >45 |  |
|  | Resigned Field Person’s OS |  |
|  | TDS challan OS |  |
|  | Bank reconciliations, Date Expired Cheque |  |
|  |  |  |
|  | Collection Register/Sheet and Money Receipts & Remittance forwarding,  Bank Transaction Register |  |
|  | MC, Doctor gift |  |
|  | Delayed Collection of OS |  |
|  | Delayed Receiving of Cheque |  |
|  | Delayed Encashment of Cheque |  |
|  | Pending Cheque |  |
|  | Remit Cancel |  |
|  | DD CM |  |
|  | Credit Limit details |  |
|  | Institutional File |  |
|  |  |  |
|  | Old Motorcycle |  |
|  | Budget and distribution cost & expenditure |  |
|  | Budget and Variance |  |
|  |  |  |
|  | Installment Collection of Bills |  |
|  | Analysis of Bill-Wise Return |  |
|  | Medicine Return % Against Dispatch DDMMYYYY |  |
|  | Questionnaire |  |
|  | Copy: |  |
|  | Daily Transaction Report and |  |
|  | INS observation |  |
|  | Bank Recon |  |
|  | Budget & Exp. |  |

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| **Period :** | 16.01.23 | to | 05.05.24 |

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| R\_SL | SL | Details |
| 2.04 | 1 | Store Management (FIFO) |
| 2.11 | 2 | Broken-damage Medicine and Register |
| 2.13 | 3 | Bonus Return Procedure |
| 2.20 | 4 | Special Free Items (like- Rain Coat) |
| 3.02 | 5 | Cancelled Documents |
| 3.03 | 6 | Manual Invoice |
|  |  |  |
| 4.03 | 1 | Fuel Consumption for Generator |
| 4.04 | 2 | Plastic Rope & Carton Consumption |
| 4.12 | 3 | Scrap Sales Procedure |
| 2.07 | 5 | Short Dated Medicine |
| 2.15 | 6 | Market Return Invoice |
|  | 4 | Date Expired and Replace Bill |
|  |  |  |
| 2.02 | 2 | Reconciliation of Stock Movement |
| 2.05 | 9 | Production Complaint File |
| 2.06 | 3 | Issue Vouchers of CSC and Received Vouchers |
| 2.08 | 4 | Physical Count Sheet and Monthly Report |
| 2.09 | 5 | Internal Transfer File |
| 2.10 | 6 | Non-conforming Medicine |
| 2.12 | 7 | Date Expired Medicine |
| 2.14 | 8 | FG Medicine returned from Market |
| 2.16 | 10 | Free Sample and Promotional Materials count |
| 2.18 | 11 | Inventory Count Sheet of Free Sample and PM |
| 2.19 | 12 | Free Sample Related Bill Voucher |
| 2.21 | 13 | RSM Quota Related Documents and Register |
| 2.22 | 14 | Donation Bill Voucher |
| 2.24 | 15 | Verification of Invoice-wise Packed Medicine |
| 2.25 | 16 | Verification of Last 3 Invoices & Pack Summary |
| 2.26 | 17 | Dispatch Register, Gate Pass & Vehicle Movement Register |
| 2.28 | 18 | Re-use of Wastage Carton and Packing Materials |
| 3.06 | 19 | Physical Verification and Reconciliation of Computer Accessories |
| 4.01 | 20 | Verification of Fixed Assets |
| 4.02 | 21 | Reconciliation of Stationery Items |
| 4.07 | 22 | Vehicle R/M Register, Log Book Millage Meter & Fuel Records |
|  |  |  |
| 2.23 | 1 | Dispatch based on Approved Schedule |
| 2.27 | 2 | Medicine Dispatch by Rental Vehicle |
| 3.01 | 3 | Hardware and Software Log Book |
| 3.04 | 4 | Security System of Computer Data |
| 3.05 | 5 | Delivery Date and Collection Date |
| 4.05 | 6 | Staff List along with Specimen Signature |
| 4.06 | 7 | Attendance Register, Leave Register & Form and Shifting Duty Chart |
| 4.08 | 8 | Legal Documents |
| 4.09 | 9 | Pests Control Records |
| 4.10 | 10 | Temperature Record File |
| 4.11 | 11 | Sanitation & Cleaning, and Fire Extinguisher |
| 4.13 | 12 | Overall Security System of the Depot |
| 4.14 | 13 | SOP Training Program Record |
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