Old circular no. 517(a)/New Intl Memo no. **912/78** Date: 13.02.2006

Subject: Preparation of Labour Quarter Rent Report.

Every week a labour quarter rent report prepared in MS Word / Excel shall be sent to the office along with the weekly reports. The format for labour quarters rent report is as follows:

Columns:

1. Sl. No.
2. Quarter No.
3. Name of occupant
4. Contractor Name
5. Room Rent
6. Elec. Charges
7. TV Charges
8. Fan charges
9. Music system
10. Total rent & charges

Report must be mentioned From Date & To Date. Rent is from Saturday to Friday. Report must be signed by security supervisor and engineer.

Accountants shall pass a JV, debiting the rent to each contractor and crediting rent received (Income).

Managing Director.