

Old circular no. 511(a)/New Intl Memo no. **912/75**

Date: 28.07.2005

Sub.: Minor Sites – Register Inspection

Security, in-charge and / or site supervisor of each site shall bring their registers for inspection to the head office on Friday evening or Saturday morning.

Majid / Jay Kumar or in his absence the respective accountant shall inspect the registers and verify the vouchers for weekly payment. However, major sites viz., SOB, SOA, GMG, PMR, MFH will be exempted from bringing the registers to the office. In fact, the registers of SOB, SOA, GMG, PMR, MFH shall not be removed from the site without authorization from the Managing Director. Registers of Minor Sites shall be brought to the office for inspection regularly.

Managing Director.