

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.