

Sub: Scanning of important documents

Scanning of AOS, sale deed, booking form, etc., is being taken up by CR & admin division. Accountants shall be responsible for scanning of the following documents.

- a. All utility bills plus proof of payment (if any).
- b. All acknowledgements related to payment of taxes like TDS, VAT, ST, GST, IT, PT, etc.
- c. Proof of payment of statutory liabilities (challans) like TDS, VAT, ST, GST, IT, PT, PF, ESI, etc.
- d. Bank statements and IT returns (at time of filing IT returns).
- e. Books of accounts to be generated through tally in PDF format.
- f. Assessment order or any such orders.

A scanning register to be maintained in the following format.

Sl. No., Scan Id, date of document, company/firm, document description, sign.

Documents to be scanned using one touch scanner. Accountants and their assistants shall be responsible for scanning these documents in PDF format and updating the register. The scanned documents will be stored on a USB drive automatically.

System admin re-label these scanned documents and upload them on the scanning database.

Managing Director