

Subject: Barcodes for receipt books & booking forms.

Receipt books of new projects and all old projects are re-printed. Booking forms of all new projects and some of the old projects are re-printed.

Serial nos. for all these new forms & receipts shall begin from 101001. The first digit is dummy. Next 2 digits are for the book no. Final 3 digits are for the receipts/booking form no.

Custody of receipts & booking forms of projects (un-used) to be handed over to CR. At any point only 2 booking forms and 2 receipt books shall live/active.

Suneel/Laxmi to give bar coded stickers initially for 2 receipt books and 2 booking forms. Thereafter, bar coded stickers shall be issued upon request for one booking form or one receipt book only. Request must be made by respective accountant to Suneel/Laxmi by way of email.

The bar code should contain project name, project company, Sl. No., (as above), bar code.

Suneel/Laxmi to maintain a log book for issuing of stickers to any division with the following column heads: Sl. No., Bar code labels issued on, division, project, purpose, issued to, receivers signature, Sl. No. from , Sl. No. to, single/duplicate, Remarks. These stickers should be struck to the respective book and verified by Suneel/Laxmi.

No booking form or receipt can be issued without bar code from 12th August, 2019. This procedure shall be followed for issue of any other receipt books. Such receipt books shall be corrected before 30.08.19.

Similar procedure for office copies of POs/WOS has been well defined and being followed. Suneel/Laxmi to issue about 50 bar code stickers to purchase division on a daily basis.

Soham Modi