

Sub.: Inward/outward registers, DC book and log book.

The following registers /books to be maintained:

1. Inward/outward register at SSLLP stores, HO, sites with SSLLP material like MPL, BNC, SOV, Vista, etc.
2. DC book – to be maintained at SSLLP stores.
3. PO log book and DC log book – to be maintained at SSLLP stores.
4. Invoice log book to be maintained at HO with accountant.
5. DC and bills register to be maintained at all sites including HO and SSLLP stores.

Formats of these registers are well established and not detailed here.

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