

Sub.: Purchase of stamp paper.

1. Stamp Papers shall be purchased by the Accounts division, more specifically by Phani Kumar and Mahender.
2. Harinath and Sambasiva Rao shall take responsibility for maintaining minimum stock of stamp papers. The minimum stock for each active project shall be 25 nos. Rs. 100/- stamp papers. Once the stock reaches 25 or lesser the stock of stamp papers shall be replenished to 50 Nos.
3. A stamp paper register shall be maintained in a 100 pages long register. 10 pages shall be allotted to each project. The stock register shall have the following columns:
 - a) Sl. No.
 - b) Denomination
 - c) Stamp paper no.
 - d) Date of receipt / issue
 - e) Quantity received
 - f) Quantity issued
 - g) Balance
 - h) Issued to
 - i) Flat no. / Bung no.
 - j) Agreement type
 - k) Debit to customer
 - l) Receivers sign
 - m) Remarks

Managing Director