

**OFFICE OF THE INSPECTOR GENERAL OF
REGISTRATION AND STAMPS RAJASTHAN AJMER**

No :- F.4(300)(75)Frank./3610

Date :- 3-10-2005

ORDER

In exercise of the powers conferred by sub section (4) and (5) of section 10 of the Rajasthan Stamp Act, 1998 (Act No.14 of 1999) read with sub section (3) of rule 12 of the Rajasthan Stamps Rules, 2004 the Inspector General of Stamps hereby prescribes the following procedure for the use of Franking Machine or any such machine for, payment of Stamp Duty in the state of Rajasthan, namely :-

1. **DEFINITIONS:** For the purpose of this procedure, unless there is anything repugnant in the subject or context-

**Procedure Regarding Use of Franking Machine by
Authorised Vendor or user**

- a. **"Authorised vendor"** shall mean and include :-
 - (i) any Post Office, which has been duly authorised to vend stamps to the public by using franking machine by the authorising authority
 - (ii) any nationalized bank or scheduled bank controlled by the Reserve Bank of India or any Financial Institute or undertaking controlled by the Central or the State Government, duly authorised by the authorising authority to vend stamps to the public by use of franking machine.
- (b) **"Authorised user"** means a company, a bank a public/private or corporate body or any institute having by law, legal and separate entity, which has been authorised to frank a specific category of stamp on instrument relating to its business.
- (c) **"The single point contact person"** shall mean the authorized representatives appointed by Bank or Financial institutions or Post Office etc, responsible to co-ordinate and interact with the stamps and Registration Department, not below the rank of Chief Manager or Regional Head.
- (d) **"Competent Authority"** shall mean and include any officer appointed in this behalf by the Inspector General of Stamps.

2. **PROCEDURE FOR AUTHORISATION**

1. Any eligible person/institute interested in vending or using stamps through franking machine shall make an application to the Inspector General of Stamps in form No. F-1 enclosed herewith.

Following documents shall be given with the application form.

- a. Undertaking in Form No. F-2,
 - b. Letter for authorised personnel F-3,
 - c. Letter of Specimen Signature F-4,
 - d. Status of the Bank / Financial Institution (Nationalised / Scheduled / Government / Semi Government, etc.) with supporting papers.
2. Authorisation fee of Rs. 1000/- (Rupee One thousand only) will be charged for the grant of authorisation for use of Franking Machine. Every authorisation shall be valid for a period of one calendar year.
 3. The "authorised vendor/user" shall be required to purchase the Franking Machine directly from the manufacturer or his authorised supplier. The ownership of the machine, after delivery by manufacturer / authorised machine vendor shall always vest in the Inspector General of Stamps, on behalf of the State of Rajasthan, for purpose other than accounting.
 4. No private person, bank, Government or Semi-Government Authority/body/undertaking or any firm or company shall possess the franking machine without the proper authorisation inclusive of renewal of authorisation from the Competent Authority.

3. PAYMENT, LOADING AND RE-LOADING OF THE MACHINE

1. The authorised vendor shall pay in advance a sum representing the amount of advance stamps for which the machine is to be loaded initially.

The amount to be loaded at a single instance shall be as prescribed by Inspector General of Stamps from time to time. Every authorised vendor shall maintain adequate amount loaded in the machine so as to meet the demand of the public.

2. The advance payment for the loading of the machine shall be by demand draft or pay order drawn in the name of Collector of Stamps in whose district the machine is located. On receiving such payment the machine shall be loaded for the purpose of franking stamps. The authorised vendor shall be entitled for a commission as fixed by the Government of Rajasthan from time to time.

The amount of commission shall be deducted from the advance payment so received by the authorised vendor at the time of loading/reloading of the machine. An authorised user authorised for franking for his own purpose shall not be entitled for any commission.

3. The Collector of Stamps or any other officer authorised for loading or reloading shall, on confirmation of the payment of the loading amount, hand over the relevant code / pass word to the Authorised representative of the Authorised Vendor/user as the case may be, not later than two days from the date of receiving such a payment.
4. The entries in respect of payments made for loading/reloading, setting/re-setting of/ in the meter, adjustments if any and codes issued shall be made by the

Authorised representative of the Authorised Vendor/user as the case may be and verified by the officer concerned in the relevant books, maintained by the authorised vendor/user, and in the concerned office record. The Competent Authority shall attest these entries.

5. Simultaneously, while making the above entries or at the time of attestation of such entries, the officer concerned shall verify the previous record, with reference to entries of last setting/re-setting and reconcile the discrepancies, if any.

4. **PROCEDURE FOR USE**

1. The authorised vendor shall use the machine only to impress the documents requiring impressed stamps under the provisions of the Rajasthan Stamp Act, 1998 and rules made thereunder.

Provided that the authorised vendor shall not stamp on instruments contradictory to the provisions of section 17 and 18 of the Rajasthan Stamp Act, 1998.

2. The authorised vendor on receipt of the proper amount of stamp duty shall issue the receipt for amount deposited.
3. Below each impression so franked, the authorised signatory responsible for certifying the impression, shall, before putting his usual signature shall write:

- i. Serial Number as per the Sale Register and date.
- ii. Name of the Purchaser and by whom purchased with address.
- iii. Value of stamps in words
- iv. License / Authorisation no. and signature with the name of the institution & address.

Note :- Rubber stamps can be used for fixed matter.

4. The authorised user shall be authorised to frank specific stamps having the words as 1. Share Transfer 2. India Revenue 3. Foreign Bill 4. Insurance 5. Agreement 6. Brokers Note or any other specific stamp such as Hire Purchase Agreement or Loan Agreement, so specified by the Inspector General of Stamps.
5. The authorised user shall use the machine to frank stamps of specific category or description on instruments relating to its business.
6. Every impression for the purpose of payment of stamps duty shall be made, in such a manner that some portion of the impression shall appear on the writing of the document. Care should be taken so as to check that some important writing such as date etc is not covered by the impression. such impression shall be made always on the face of the instrument.
7. There shall be no limitation of amount for a single impression. However if required, several impression may be made to make up the stamp duty required.
8. All the impressions should be bright red in colour, clear and distinct and should not be overlapped. The impression of the machine recorded on the instrument, shall not be interfered in any way by anyone.
9. The machine so authorised shall be utilized for franking / impressing stamps, only for which the authorisation is granted.

10. The authorised vendor/user shall maintain a register in Form-F-5 showing instrument wise details of the amount impressed.
11. The authorised vendor/user shall maintain separate records for each machine.

5. PROCEDURE FOR LOSSES AND DAMAGES

- a. The Government of Rajasthan or the Inspector General of stamps, shall not be responsible for any loss or damage caused to the authorised vendor/user on account of misuse or mishandling of the machine or for any damage caused to the machine on whatsoever ground.
- b. Where by mistake a wrong amount is impressed on the instrument, such impression shall be torn from the instrument and kept in custody of the vendor/user. A Xerox copy of the impression shall be pasted in register of Daily postings, which shall be authenticated by the authorised vendor or user. If the vendor/user desires to claim adjustment for the unutilized amount he shall at the time of the next resetting, submit the original torn impression pasted on a blank sheet of paper duly attested by the vendor/user and the representative officer. He shall also submit the daily printout for the day on which such impression was made. The concerned loading officer after satisfying himself shall give a set off equivalent amount of wrong impressions so pasted after deducting 10% of such amount. In any case such adjustment shall only be made on the first reloading of the meter done, immediately after the instance has taken place. Also entries regarding the set off, shall be entered in the relevant registers maintained for re-setting of the meter simultaneously.
- c. In cases where the machine has failed to print the franked amount and has debited the amount in the system treating the same as used, and there is no impression on the wax thermal cartridge ribbon between succeeding and preceding franked amounts, the cases will be considered to be the cases of jumping. Under such condition the authorised vendor or user, through the single point contact person shall communicate to competent authority informing the incident. The machine manufacturer / authorised dealer shall be informed and report from such agency will be taken. The authorised vendor/user will submit request for set-off along with specific indemnity bond, attested copy of daily print out sheet, report from the machine manufacturer / authorised dealer/to the competent authority. The competent authority shall permit set-off of the amount so claimed deducting 10% of the same (jumped amount) in next loading. Also entries regarding the set-off, shall be entered in the relevant registers maintained for re-setting of the meter simultaneously.
- d. Except for the clause a, b and c above the procedure for refund in any other case shall be the same as described in the Rajasthan Stamp Act, 1998 and the rules framed thereunder.

6. PROCEDURE FOR RENEWAL OF AUTHORISATION

1. The authorisation shall be treated as terminated if it is not renewed within prescribed time limit.
2. The authorised Vendor/User should apply for renewal of authorisation one month in advance of the expired date of expiry of authorisation in force.
3. The application for renewal shall be made to Competent Authority appointed by the Inspector General of Stamps. The fees of Rs.1000/- per machine, for each

renewal shall be paid in the Office of the competent Authority . The competent Authority before granting the renewal shall ascertain following things: -

- i. Average daily consumption during each of past twelve months.
- ii. Whether there is anything, suspicious about the misuse of the machine.
- iii. Maintenance of relevant records.

In addition to above he shall also verify the following -

- a. Instances of breaking of seals.
- b. Instances of meter jumping.

In doubtful cases the Competent Authority however shall have the power to refuse the renewal stating the reasons thereof and the machine along with its record will be taken in the custody of the Competent Authority. At the same time the Competent Authority shall immediately report to the Authorising authority with the balance amount in the machine. Generally the procedure for renewal shall be completed within three days.

4. In case where there is suspicion of misuse of machine the same shall be reported to the Authorising Authority immediately. The Authorising Authority on receiving such information, shall order investigation and enquiry as the case may be and pass the order as deemed fit.
5. The authorised vendor/user shall maintain the record of renewal in form - F-6.

7. MAINTENANCE OF RECORD

1. The authorised vendor shall maintain the following records :-
 - (i) Register of sale of stamps, by machine impressions (For authorised vendor only) F-5.
 - (ii) Franking machine register regarding posting F-6
 - (iii) Franking machine record book for authorised vendor F-7
 - (iv). The Authorised vendor/user shall apart from above all time liable to maintain the record and observe the rules of the stamp vendor as described in the Rajasthan Stamp Rules, 2004 while conducting of sale of stamps to the public.
2. The competent Authority shall maintain the following records –

- (i) List of Authorised Vendors/ user in F-8
- (ii) Register of Loading/reloading F-9

3. The authorised user shall maintain the following records -

- (i) Register regarding instrumentwise posting F-6
- (ii) Franking machine record book for authorised user F-7

8. GENERAL CONDITIONS

1. The authorised vendor/user must take adequate steps to guard against the fraudulent use of the machine In particular, he must have the detachable meter, disconnected from the body of the machine wherever possible kept by a responsible person under lock and key.

2. The machine so authorised shall be utilized for franking/impressing stamps, only for which the authorisation is granted.
3. The authorised vendor/user shall ensure that the franking machine is used regularly, unless there are unavoidable circumstance beyond control. In no case machine should be kept without use for more than one month, without any valid reason. The authorised vendor/user will also ensure that there is no misuse or mishandling of the machine by any one, during the aforesaid period.
4. The authorised Vendor/user must at all reasonable times allow the authorised officer of the Competent Authority to inspect the machine and the relevant records without notice.
5. The machine shall not be used without valid authorisation, even for a single impression. The authorised vendor/user not interested in the renewal of the authorisation or in case where no application for the renewal in made latest by the 15th of December, the machine shall be deposited in the office of the competent Authority, on the day the authorisation expires. In case of surrender on account of unwillingness to continue, the amount unused at the time of such surrender shall be refunded as "refund of revenue".
6. Any change in the location of the machine including repairs, shall be reported by the authorised vendor/user to the authorising authority though the Competent Authority immediately.
7. The authorised vendor or user shall not sell, transfer or dispose of the machine in manner whatsoever.
8. The authorised vendor/user shall also ensure that, the seals on the franking machine are not tampered with, or handled in any manner against the above rule.
9. No person including any officer other than the officer, officially authorised for the purpose shall break the seal(s) in any way whatsoever.
10. The authorised vendor/user should immediately stop using the machine and bring the matter to the notice of the authorising authority and the Competent Authority, in the following cases :-
 - (i) Breaking or tampering of the seals.
 - (ii) Discrepancy in the meter readings.

9. **OTHER CONDITIONS :**

1. Any instance of breaking of seal or damage of seal suo motto if brought to the notice of the competent authority, the Competent Authority after making such enquiries as are deemed necessary shall satisfy himself that, there is nothing suspicious, and affix new seal. In cases where there is suspicion of misuse of machine the same shall be reported to the Authorising Authority immediately. The Authorising Authority on receiving such information, order, investigation and enquiry if considered necessary and pass the order whether the authorisation shall be continued or not.
2. The Authorising Authorities reserve to themselves the right to revoke the authorisation at any time, for any deviation from the prescribed conditions inclusive of unuse or irregular use of the machine or any misuse of the machine, and take the machine in custody. The Government of Rajasthan or the Registration & Stamps Department will not be responsible for any losses, which

the authorised vendor/user may incur thereby. However, any sum that may be due to the Government of Rajasthan on account of Stamp duty shall be forthwith recovered from him. In case the authorised vendor/user refuses to pay the amount of dues, it shall be liable to recover as arrears of land revenue.

3. It will be the responsibility of the authorised Vendor/user to procure adequate training from the manufacturer or his authorised dealer about the use of Franking machine, and obtain suitable instructions in writing from the manufacturer, regarding the operation of the Franking Machine.
4. The machine and books of accounts shall be kept open for inspection by the competent Authority.
4. The authorised vendor/user shall not refuse franking to any bonafide purchaser requiring franking without specific reason so recorded in writing. Non-compliance will be treated as violation of terms and conditions.
6. Any request for change of location / shifting of machines will be entertained only within the prescribed time. The vendor/user will have to submit the original license to the licensing authority along with a request for such a change and the complete documentation. Such a change shall be solely at the discretion of the Inspector General of Stamps.
7. The officer authorised for loading/ reloading of the machine shall maintain sufficient stock of loading codes based on the average previous consumption. The machine Company shall supply the new codes within three days of the demand made by such Officer. Simultaneously the authorised officer for loading/reloading will be required to supply the codes to the authorised vendor/user within two days of the receipt of the money for loading of the machine.

**Inspector General,
Registration & Stamps Deptt.,
Rajasthan, Ajmer.**

F-1

APPLICATION FOR AUTHORISATION TO USE A FRANKING MACHINE

From :-
(Name and full address of the applicant)

Date :-

To,
The Inspector General, Registration & Stamps,
Rajasthan State,
Kar Bhawan, Ajmer

Dear Sir,

I/We do hereby apply for grant of authorisation for the use of the Franking Machine for Stamping impressions of dies of approved design in respect of. **Special Adhesive Stamps** on the relevant instruments under the Rajasthan Stamp Act, 1998, Indian Stamp Act, 1899 and the Rajasthan Stamp Rules, 2004.

I/We require the machine for stamping impressions of **Special Adhesive Stamp** on the relevant instrument to be executed by public or by use for payment of stamp duty.

We are purchasing _____ Companies Franking Machine thought _____ Company, Address _____. The said machine is approved by ERTL as guaranteed by the above vending company. Also we have obtained the quotation from the aforesaid company, and the company has shown willingness to supply and install the machine within seven days of primary sanction letter.

The following details of the machine shall be submitted along with the license fees within seven days from the above primary sanction letter -

No	Make, Brand and type of FM(s)	Manufacturing No. of the Machine	Value, which can be loaded/unloaded	Particulars of supplier	Particulars of authorisation No..... Issue date
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- 1.
- 2.

In respect of our use of user die shall read as follow :

I/We hereby declare that the FM(s) will be located at the following address and shall be available for inspection at all reasonable time by any official of the Office of the Inspector General of Stamps authorised in this behalf without notice. I/We also undertake to not to change location of the Machine without prior permission in writing authority.

Proposed Location.....

I/We have read the clauses regarding the use of FM incorporated in the order No. Dated issued by the Inspector General of Stamps as also the conditions for the grant of authorisation thereof including the aforesaid and the following conditions and agree to abide by them and bind myself/ourselves for any action proposed for violation of any of the prescribed conditions without any reservation.

- (i) The authorisation of the machine shall be renewed every year.

- (ii) I/We shall be responsible for any loss or damage caused to me/us due to misuse of the machine or owing to use of defective machine or any damage done to the machine.
- (iii) I/We shall dispose of /dismantle any worn out or unserviceable FM in the presence of the authorised official of the authorising authority within one month of it having been rendered as such.
- (iv) I/We shall ensure regular use of the FM unless there are unavoidable circumstances for non-use of the same the intimation in respect of which will be given to the authorising authority.
- (v) I/We shall take adequate steps to guard against fraudulent use of the FM.
- (vi) I/We shall ensure that none of the seals on the FM is tampered with/broken/handled in any way.
- (vii) I/We shall also maintain the prescribed records, which will be open to check by any authorised stamp official without notice.
- (viii) I/We also agree that the maintenance service and cleaning of the FM or any repairs there to including replacement of any part thereof will be carried out by the supplier or his agent at my/our cost. Before and after repair I/We undertake to take the FM to the Office of the Competent authority for removing/re-setting the authorisation die. I/We shall make my/our own arrangements through any of the said repairer for removing and resetting the authorisation die before and after repairs, if need to be.
- (ix) I/We undertake not to sell, transfer or dispose of in any manner the FM.
- (x) I/We undertake to take the machine at my/own cost and expenses to the Office of the Authorising authority for the purpose and of setting/re-setting the meter or for any other purpose as and when required.
- (xi) I/We shall furnish undertaking and Indemnity Bond as prescribed indemnifying Govt. of Rajasthan against any losses that may be caused on account of negligence on our part or misuse or mis-handling of the machine.

The FM of the following particulars is required by me/us :

- (i) Make, brand and type of the machine.
- (ii) Frank value
- (iii) Denomination of Frank
- (iv) Lock up point
- (v) Other description if any
- (vi) Particulars of the manufacturer

Signature of the Applicant

Recommendation of the Supplier :

Above details are correct and the franking machine will be supplied as per the make and in the scheduled time.

Authorised signatory Seal

UNDERTAKING AND INDEMNITY BOND

This **INDEMNITY BOND** is made and executed at _____ on this _____ day of _____ 200 by _____ registered under _____ Act having registration No _____ and having registered office at _____, represented by Shri/Shrimati _____, age _____ yrs, Official Designation _____ hereinafter referred to the context or meaning thereof shall and include _____ (As suitable for concerned party)

IN FAVOUR OF

THE GOVERNOR OF RAJASTHAN acting through the Inspector General of Stamps, Rajasthan State, Ajmer hereinafter referred to or called as **THE GOVERNMENT** (which expression unless repugnant to the context or meaning thereof shall mean and include Government of Rajasthan and its duly authorised representatives).

WHEREAS

- A. The Authorised User/Vendor is carrying on the business of _____, has approached the Government for the use of machine to impress _____ non-judicial stamps, required for their own use / to vend to the public.
- B. And the Authorised User / Vendor is ready to pay the stamp duty in advance and also pay the cost of the machine directly to the manufacturer or as may be prescribed by the Government.
- C. And in order to expedite the process of stamping of the relevant instruments, the Government has decided to permit the Authorised User/Vendor to use Machine to impress aforesaid non-judicial stamps to denote payment of stamp duty, on certain conditions.
- D. And the Authorised User/Vendor has agreed to fulfill all the conditions as required by law, and also to undertake and keep indemnified the Government against all or any losses suffered by the Government due to any mishandling, misconduct, negligence or any irregularity of any kind whatsoever caused by the Authorised User/Vendor.
- E. And the Government, before placing the order with manufacturer for supply of Machine to the Authorised User/Vendor deems it necessary to get assured and indemnified from the Authorised User/Vendor as to obedience and observance of terms and conditions that are prescribed by the Government vide Inspector General of Stamps bearing No. _____ Dated _____ for the use of the Franking Machine.
- F. The Authorised User/Vendor to fulfill the aforesaid requirement and in order to undertake, and indemnify the Government, is executing this presents as follows:-

NOW THEREFORE THIS DEED OF UNDERTAKING CUM INDEMNITY BOND WITNESSETH AS FOLLOWS :-

- 1. The authorised User/Vendor hereby undertakes that the Franking Machine (s) will be located at the following address : _____ and shall be available for inspection at all reasonable times by any official of the Office of the Inspector General of Stamps, Rajasthan, Ajmer or any officer authorised by him in this behalf without notice. The Authorised User/ Vendor also undertakes not to change location of the machine without prior permission in writing of the Authorising authority.
- 2. The Authorised User / Vendor undertakes not to pay the authorisation fee from time to time as prescribed by the Government for allowing the Authorised User / Vendor to use the Machine for payment of stamp duty.
- 3. The Authorised User / Vendor undertaking to abide by all the terms and condition as may be prescribed by the Government from time to time as to the use of the Machine for

- payment of stamp duty.
4. The Authorised User/ vendor shall surrender any worn out or unserviceable Machine parts to the authorising authority or any officer authorised by him immediately on replacement.
 5. The Authorised User/ Vendor shall ensure regular use of the Franking Machine unless there are unavoidable circumstances for non-use of the same the intimation in respect of which will be given to the authorising authority, failing which the machine shall vest in the authorising authority and shall stand confiscated.
 6. The Authorised User/Vendor undertakes to pay the required stamp value in advance to the government and accordingly the Government will load / increment the machine for that value.
 7. The Authorised User/Vendor undertakes to send data entry for utilization of the machine on each working day to the officer to whom he is directed to supply the information. The Authorised User/Vendor Undertakes that, he shall not complain if the machine is locked for the reasons of non-compliances of any of the conditions inclusive of sending the data entry in prescribed time limit.
 8. The Authorised User/Vendor undertakes that, the Authorised User/Vendor or its employees or any persons acting through them directly or indirectly will not dismantle or assemble the machine or to disturb the machine in any manner whatsoever.
 9. The Authorised User/Vendor hereby undertakes to keep the Government always indemnified against all or any of the losses, or any third party risk arising out of any mishandling, negligence or any irregularity of any kind whatsoever caused by the Authorised User/Vendor while handling or using the machine.

IN WITNESS WHERE OF THE AUTHORISED USER/VENDOR HEREIN HAVE SET AND SUBSCRIBED ITS RESPECTIVE HAND AND SEALS ON THE DAY, MONTH AND YEAR FIRST HEREIN ABOVE WRITTEN.

SIGNED, SEALED AND DELIVERED
by within names Authorised User/Vendor.
In presence of :

1. Signature :
Name :
Address :
2. Signature :
Name :
Address :

F-3

Letter for Authorised Bank/institution Personnel

To,

The Inspector General of Stamps,
Rajasthan State,
Kar Bhawan Ajmer.

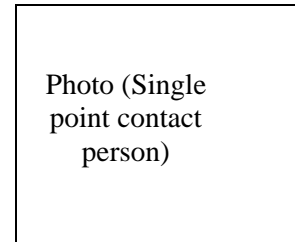
**SUB:-Authorising Mr./Mrs./Miss as a single point
contact person for Bank/institution .**

Dear Sir,

I on behalf of Bank / institution do hereby authorize Mr /
Mrs / Miss..... designation who will be looking
after the franking operations, and will act as our representative, while interacting with your
office. Any change in the authorised personnel will be duly reported to you. It will be the
sole responsibility of the bank/institution to made such intimations. We are aware that any
lapse in this regard will render the cancellation of our license.

Thanking You,

Yours faithfully



Attested by

(Company Secretary/Competent Authority)

(CompanySecretary/CompetentAuthority)

F-4

Letter for Specimen Signature

Dated :

The Inspector General of Stamps,
Rajasthan State,
Kar Bhawan, Ajmer

Dear Sir,

Subject :- Our application for license to use a stamp duty franking machine.

We refer to our above application. Accordingly we appoint the following authorised signatories.

1

PHOTO

Name	
Designation	
Specimen Signature	
Attested by	
Signature	

2

PHOTO

Name	
Designation	
Specimen Signature	
Attested by	
Signature	

3

PHOTO

Name	
Designation	
Specimen Signature	
Attested by	
Signature	

The documents related to the franking machine would be signed by any one of the above personnel. Any changes in the above would be informed to your office immediately.

We therefore request you to accord your permission at your earliest and oblige.

Thanking you,

Yours faithfully,

(Authorised Signatory)

REGISTER OF SALE OF STAMPS, BY MACHINE IMPRESSIONS

Date	Serial No. (this No. shall Always be written below each impressions)	Amount of Stamp duty Impressed	Name of the person for whom stamp duty is collected/also name of the person paying the stamp duty on behalf of any person if any	Residence of the person for whom stamp duty is paid	Singature of left thumb mark of the client or his agent.	Signature of the issuing officet
1	2	3	4	5	6	7

FRANKING MACHINE REGISTER REGARDING POSTING

TITLE PAGE

Name of the Authorised Vendor/user

Address of Authorising Authority.....

Authorisation No. and Date

Machine No.....

Model No.....

Value of frank/impressions which can be loaded at one time.....

Kind of stamps authorised to be impressed.....

Particulars of the Supplier.....

Inside Entries

Machine No.

Authorisation No.

S.No.	Date	Opening Reading	Value Loaded	Total of (3+4)	Particulars of the instrument	Value Impressed	Balance Value	Impressed by
1	2	3	4	5	6	7	8	9

MACHINE RECORD BOOK FOR AUTHORISED VENDOR/USER

Book No.....

Name and address of Authorised user/vendor.....

Particulars of the Machine.....

- (i) Name and address of the supplier
- (ii) Model
- (iii) No. of the Machine
- (iv) Frank Value
(Max amount that can be loaded at time)

Address of the Authorising Authority.....

Particulars of the Authorising No.

Date of Delivery of Machine.....

PARTICULARS OF THE RENEWAL OF THE AUTHORISATION

Date of Renewal	Period of Renewal		Signature of the renewing authority
	From	To	
1	2	3	4

INSIDE ENTRIES

Date	Last Balance	Amount remitte	Details of remittance	Meter reading		Signature of the setting officer	Signature C.A.
				Before setting	After setting		

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LIST OF AUTHORISED VENDOR/USER

S.No.	Name of the Authorised vendor	Authorisation No. and date	Model and No. of Machine	Kind of Stamp Authorised to be Impressed	Signature of Authorising Authority
1	2	3	4	5	6

F - 9

REGISTER OF LOADING/RE-LOADING
(To be maintain at the, Office of the Competent Authority)

Make & Machine No.

Vendor

Authorisation

Valid upto

Kinds of stamps authorised to be impressed

Date	Opening Reading	Amount Remitted	Receipt/Challan No.	Amount Loaded	Reading after Loading as in column 5	Loading Officers signature	Operators/Users sign
1	2	3	4	5	6	7	8

OFFICE OF THE INSPECTOR GENERAL OF REGISTRATION AND STAMPS
RAJASTHAN STATE AJMER

Authorization for the use of franking machine for payment of Stamp duty

I hereby grant an authorization to to use the Franking machine to be supplied by for the purpose of franking stamps on relevant instruments under the provisions of Rajasthan Stamp Act, 1998. Indian Stamp Act, 1899 and the Rajasthan Stamps Rules, 2004. **The authorization is valid upto**

2. The following are the Particulars of the Franking a Machine approved for supply to the user named hereinabove: -

1	Name and Address of the manufacturers: -	
2	Name and Address of the supplier: -	
3	Make or brand of the machine: -	
4	Model of the Machine: -	
5	Manufacturing No. of the Machine :-	
6	No. of meter if any :-	
7	Range of Frank :-	
8	Maximum amount to be loaded at one time Particulars of user's die :-	
9	Kind of stamp authorized to be impressed :-	
10	Address (Where the meter will be kept) -	

Specimen Signature form is enclosed here with.

The authorization is granted on the conditions set for the purpose in order No. date issued by the Inspector General of Stamp Rajasthan State Ajmer a copy of which is enclosed. These conditions are subject to modifications/revision from time to time by the Inspector General of Stamp Rajasthan State, Ajmer and the authorised Vendor/user will be bound to abide by such modified/revised conditions.

Inspector General of Stamps
Rajasthan State Ajmer

To,

The authorised vendor/User.

copy to :-

- 1. Deputy Inspector General of Registration and collector of Stamps.**
- 2. The Suppliers.**

F-11

INDENT

Dated :

To,

Collector of Stamps/sub-Registrar,

.....

Indent on the Collector of stamps for the under mentioned stamps required by M/s Authorised Vendor/User of the Franking Machine on payment by DD/PO/Bank Cq. No. dated drawn on for Rs. towards loading in franking machine.

DESCRIPTION :

Authorization No. :

Model & Machine No. :

Type of stamps: Special Adhesive Stamps :

Balance amount in the machine :

(Sign and Stamp)

Authorized User

FOR OFFICE USE ONLY

Receipt No.& Date :

Balance amount in the machine at the time of indenting :

Amount to be loaded :

(minus) 1% Commission (in case of vendor only):

(minus) Amount of refund as per sanction

no. dated :

Net amount of PO.No. date

Total reading till the date :

Remarks :

Clerk

Collector of Stamps