

Rc.No. 63240 / L2/2016

O/o Principal Secretary /
Commissioner of Treasuries and
Accounts,
Chennai-35.
Date: 27.04.2017.

CIRCULAR

**Sub: Treasuries and Accounts Department – Sale of Stamp Papers –
Streamlined Procedure – Instructions issued - Regarding.**

The stamps of various denominations and categories are being procured and distributed to the District Treasuries and Sub Treasuries as per the indent. However, complaints are received frequently on shortage of stamps especially the stamps of lower denominations, even though the record shows adequate stock. Hence, the following instructions are issued to avoid such complaints:

- 1) The Assistant Treasury Officer shall place the requirement of stamps as per the demand periodically on or before 5th of every month to the Treasury Officer concerned in the format enclosed vide Annexure-I.
- 2) On receipt of such requirement from The Assistant Treasury Officer, the Treasury Officer shall consolidate the stock of stamps of every Sub Treasuries and arrange for internal transfer of stamps within his District. The Treasury Officer shall ensure that the stamps are issued to the Sub Treasuries considering the expected / future 3 months demand (as per corresponding period of the previous year).
- 3) If the required stamps are not available within their District, the Treasury Officer shall request the Regional Joint Director concerned for internal transfer of stamps within the respective region. If no stock is available within their region, the Regional Joint Director shall address the Superintendent of Stamps, Chennai (with a copy to Assistant Superintendent of Stamps) for issue of stamps from other regions.

- 4) The Assistant Superintendent of Stamps shall arrange for internal transfer of stamps from the available District. In case, no stock is available for transfer internally, the Assistant Superintendent of Stamps shall prepare the Special Indent of Stamps for placing with the Government Security Presses through the RJD, Chennai to the Principal Secretary / Commissioner of Treasuries and Accounts.
- 5) The Assistant Treasury Officer shall display the details of stock of stamps in the notice board, to enable the stamp vendors to place the indent.
- 6) The Assistant Treasury Officer shall issue stamps indented by the vendors as per the demand. (if required on each working day).
- 7) In case of fast moving stamps, the stock available shall be distributed equally among the vendors in an unbiased manner.
- 8) The Assistant Treasury Officer shall maintain a record of the stamp vendors attached with their Treasury in the format enclosed vide Annexure-II.
- 9) The Assistant Treasury Officer shall verify the details of the stamp vendor with record so maintained, while on receipt of indent.
- 10) The Assistant Treasury Officer shall issue stamps indented, to the **stamp vendor or his authorized representative** on production of letter of authorization as in format enclosed vide Annexure-III.
- 11) The Regional Joint Director shall convene a meeting of the stamp vendors of the region on the first week of every two months and submit a report to the Principal Secretary / Commissioner of Treasuries and Accounts on or before 15th of that month, in the format enclosed vide Annexure-IV.

12) All Subordinate Officers concerned are directed to ensure that the indented stamps are issued on demand to the stamp vendor or his authorized representative, without any complaints.

Tenkasi S Jawahar
Principal Secretary / Commissioner of
Treasuries and Accounts

Encl: Annexure - I, II, III & IV

To

All Subordinate Officers concerned.


Copy to :

All Officers in O/o PS/CTA

Spare/Stock file

PAOs ... for Information.

//forwarded by order//


Accounts Officer (PNHIS)


28/4/17

Annexure-I

Name of Sub Treasury/ District Treasury

Sl. No.	Stock as on date						Expected sales of Stamp for the next 3 months						Requirement of Stamps, if any						stamps un sold for over 6 months / stock available						Excess	Remarks
							(Average of corresponding period of the previous year)																			
	Judicial			Non Judicial			Judicial			Non Judicial			Judicial			Non Judicial			Judicial			Non Judicial				
Category	Denomination	Number of stamps	Category	Denomination	Number of stamps	Category	Denomination	Number of stamps	Category	Denomination	Number of stamps	Category	Denomination	Number of stamps	Category	Denomination	Number of stamps	Category	Denomination	Number of stamps	Category	Denomination	Number of stamps	Category	Denomination	Number of stamps

Assistant Treasury Officer / Sub Treasury Officer / Treasury Officer

Stamp Vendor Data Form

Annexure-II / இணைப்பு II

Name of Sub Treasury/
சார்கருவூலத்தின் பெயர்:

1. Name of the Stamp Vendor/
முத்திரைத்தாள்
விற்பனையாளரின் பெயர்:

Recent
Photograph /
தற்போதைய
புகைப்படம்

2. Vendor details/
முத்திரைத்தாள்
விற்பனையாளரின்
விவரங்கள்:

- (i) Vendor
Number/முத்திரைத்தாள்
விற்பனையாளரின்
எண் :
(ii) Authority issued /
அதிகாரம் வழங்குபவர்
(iii) period of validity/
செல்லுபடியாகும் காலம்

3. Address/ முகவரி

4. Contact Number/தொடர்பு எண்:

- (i) Cell phone number/ கைபேசி
எண்:
(ii) Landline number if any/
தொலைபேசி எண் (ஏதேனும்
இருப்பின்):

5. Alternate Contact Number/ மாற்று தொடர்பு
எண்:

- (i) Cell phone number/ கைபேசி
எண்:
(ii) Landline number if any:
தொலைபேசி எண் (ஏதேனும்
இருப்பின்):

Aadhar card No/ ஆதார்
எண்:

PAN card No/வருமான
கணக்கு எண்:

6. Specimen Signature/ மாதிரி
கையொப்பம்:

/ மாதிரி/

Authorization Form for Stamp Vendor's representative

Annexure-III /இணைப்பு III

Name of Sub Treasury/
சார்கருவூலத்தின் பெயர்:

1. Name of the Stamp Vendor/
முத்திரைத்தாள்

விற்பனையாளரின் பெயர்:

2. Vendor

details/முத்திரைத்தாள்

விற்பனையாளரின்

விவரங்கள்:

(i) Vendor Number/
முத்திரைத்தாள்

விற்பனையாளரின்

எண்:

(ii) Authority issued/
அதிகாரம்

வழங்குபவர்

(iii) period of validity/
செல்லுபடியாகும் காலம்

3. Address of vendor/ முகவரி

4. Contact Number/ தொடர்பு

எண்:

(i) Cell phone number/ கைபேசி

எண்:

(ii) Landline number if any:
தொலைபேசி எண் (ஏதேனும்

இருப்பின்):

5. Name of representative authorised to receive the stamps/
முத்திரைத்தாள் பெற அங்கீகரிக்கப்பட்ட பிரதிநிதி பெயர்:

6. Contact number of authorised representative/
முத்திரைத்தாள் பெற அங்கீகரிக்கப்பட்ட பிரதிநிதி

தொடர்பு எண்:

(i) Cell phone number/கைபேசி எண்:

(ii) Landline number if any/
தொலைபேசி எண் (ஏதேனும்

இருப்பின்):

7. Adhar card No. of authorised representative/
அங்கீகரிக்கப்பட்ட பிரதிநிதியின் ஆதார் எண்:

8. Specimen signature of authorised representative/
அங்கீகரிக்கப்பட்ட பிரதிநிதியின் மாதிரி கையொப்பம்:

9. Signature of Stamp Vendor/
முத்திரைத்தாள்

விற்பனையாளரின் கையொப்பம்:

/ மாதிரி/

Annexure-IV

Sl. No.	Total No. of Stamp Vendors in the Region	No. of Stamp Vendors Attended the meeting	Nature of Complaints	Action taken (if any)	Remarks

Regional Joint Director