



SHCIL

# Stock Holding Corporation of India Ltd.

Stock Exchange Towers, No. 51, 1st Cross, J.C. Road,  
Bangalore - 560 027.

Phone : 080(STD)  
22995236  
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22995249  
Fax : 22995211

REF NO: ESTAMPING/ACC/11-12/01

Date:16/11/2011

To

The Nodal officer  
KSSFC  
Dr. Rajkumar Hood  
Rajaj. Nagar, Bangalore.

Sir/Madam,

Sub: Instructions to be followed in e stamping -reg

All the ACCs & its members are requested to strictly implement the following while operating their e-Stamping counters. You are also requested to give us a letter in writing regarding the implementation of the following :

- Use of original cartridge for printing e-Stamps is mandatory. Please confirm to us regarding the usage of original cartridge in all your branches.
- It is mandatory to use Client requisition format prescribed by SHCIL.
- Display of address & office working hours outside the counter is mandatory. Govt has notified working hours between 10 a.m to 4 p.m. No customer should be denied of service if they visit the counter during these working hours.
- All the resigned, suspended users/supervisors ids are to be deactivated immediately.
- For printing e-Stamp certificate use of 80 to 100 GSM bond paper is mandatory. Any deviations in this regard will be viewed seriously.
- Sharing of password amongst the users is strictly prohibited.
- e-Stamp certificate must be issued in the name of individual or a Corporate.
- No correction on the e-Stamp certificate is allowed.
- Systems must be connected through UPS. Usage of direct raw power may lead to problems.
- Required assistance for the illiterate customer may be extended at the counters.
- Receipt for service charges collected needs to be given to clients.

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17/11/11



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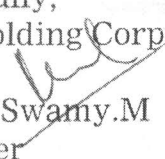
- Any official from Government may visit your counter for inspection. Full co-operation needs to be extended.
- All the client requisitions needs to be stored safely for minimum period of 3 years . These applications may be called for audit.
- Collection of service charges should be strictly as per the Govt Order. Any deviation to this will be viewed seriously.
- Client requisition has to be given to the clients free of cost.

You need to have inspection wing consisting of some senior officers who will have to monitor the activities of all branches in the State. Any violations to the estamping Rules the ACC owns the full responsibility for the deeds of their branches.

"You are once again requested to adhere to the guidelines given. Let us work together to make e-stamping a big success & serve the citizens of Karnataka proudly.

Thanking you

Yours faithfully,  
For Stock Holding Corporation of India Ltd,

  
Raghvendra Swamy.M  
Area Manager

CC TO:1. The Inspector General of Registration  
And Commissioner of Stamps  
2. SHCIL,MUMBAI.