

From:	Report No	03
	Bank	
	Branch	
	Subject	Franking Department
	Date of Review	

Sr. No.		
1.0	General: Documents Franking department	
1.1	Address	
1.2	Telephone	
1.3	Fax	
1.4	E-Mail	
1.4	Date of establishment	

2.0	List of Authorized Staff: marked *			
	Name	Designation	Qualification	No. of years in Franking dept.
* 2.1		Officer		
* 2.2		Officer		
* 2.3		Officer		
2.4		Clerk		

3.0	Registers & Records maintained:		
	Register	Whether maintained?	Whether up to date?
3.1	Documents franked		
3.2	Opening & Closing Register		
3.3	PO/DD sent for clearing		
3.4	Chalan file		
3.5	Franking Machine break down		

4.0	Reports:			
		Due date	Whether sent for last month?	When
4.1	Balance & Documents franked			
4.2				

5.0	Ledger Accounts: Balances as on			
	Head of Account	Code	DR/CR	Rs.
	Prepaid stamp duty - Public		DR	
	Commission		CR	
	DDs in Clg. For Frkg. M/C Stamps			
	Commission is accounted in advance at the time of Stamp duty.			
	Whether Commission accounted in advance is reversed at the time HY / Yearly closing?			

6.0	Administration Review:			
6.1	Timings:			
6.2	Whether Timings have been displayed on notice board?			
6.3	Which documents cannot be franked?			
	1	Share Transfer	8	Debenture
	2	Broker Note	9	Insurance Policy
	3	Foreign Bill	10	Promissory Note
	4	Insurance	11	Proxy
	5	Hundi	12	
	6	Bill of Exchange	13	
	7	Bill of Lading	14	
6.3	Whether list of documents that cannot be franked has been displayed?			
6.4	Whether following documents, papers etc. are on record?			
a	Application for license to use stamp duty franking m/c			
b	List of authorized signatories			
c	Authorization issued by Maharashtra Govt.			
d	Authorization valid upto			
e	Franking / Machine bill			
f	Permission from CO for franking on receipt of PO/DD			
	Inter office memo:			
g				
h				
i				
j				
k				
l				
6.5	When Documents are franked?			
	On receipt of PO/DD?			
	If yes, Whether letter from issuing bank is obtained?			
	Whether authorized by Corporate Office?			
	On clearance of PO/DD?			

6.6	At what rate commission is charged fro franking?	Rs. 10/- per doc.
	Whether commission is also charged for franking document having stamp value Rs. 100/- or less	Yes / No
6.7	Who is holding Franking Machine key?	
	Whether entry has been made in Key register?	
	Whether duplicate key has been provided?	
	If Yes, who is holding the said duplicate Key?	
	Whether entry has been made in Key register?	
6.8	Whether stock of Chalans is held under lock & Key?	
6.9	Whether registers are kept under lock & key?	
6.10	Whether used ribbons have been held under lock & key?	
	Number of used ribbons held by the branch	
6.11	What arrangement has been made for destroying used ribbons?	
6.12	After how many documents ribbon needs to be replaced?	
6.13	What is the approx. cost of ribbon?	Rs.
	Ribbon cost incurred so far	Rs.
6.14	Whether Franking Machine break down register has been maintained?	
6.15	Whether Franking Machine is kept under lock & key?	
6.16	Whether AMC has been given for Machine?	

7.0	Verification of Balance:
	Stamp duty balance of Rs. _____ as per Machine was verified on - - 200 at _____ hours and found correct as per Register, GL.

8.0	Cost Benefit Analysis:	
8.1	Commission for the period	Rs.
8.2	Cost of Machine	Rs.
8.3	Whether Machine cost has been recovered?	
8.4	Whether branch has done cost benefit analysis of the dept?	
8.5	Whether commission covers the department expenses such as salary, ribbon cost etc?	

9.0	Notes: