

सत्यमेव जयते
महाराष्ट्र शासन

नोंदणी व मुद्रांक विभाग

नोंदणी महानिरीक्षक व मुद्रांक नियंत्रक महाराष्ट्र राज्य पुणे यांचे कार्यालय

नविन प्रशासकीय इमारत, तळमजला, विधान भवन समोर, पुणे- ४११ ००१

दुरध्वनि क्र. ०२० -२६०५२४३२

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क्र.का.५/मुद्रांक/फ्रँकिंग/संक्र.१८७/२०१९/८३९/२०२३

दिनांक :- २८/१२/२०२३

प्रति,

अपर मुद्रांक नियंत्रक, मुंबई
सर्व नोंदणी उपमहानिरीक्षक
सर्व मुद्रांक जिल्हाधिकारी

विषय :- नविन फ्रँकिंग मशीन B700-V2 - नियमावलीबाबत.

संदर्भ :- १. या कार्यालयाचे आदेश क्र.का.५/मुद्रांक-२०२२/सं.क्र.१८७/२०१९/१५०/
२०२२ दि.०९/०२/२०२२
२. मा.महोदयांनी दिनांक २७/१२/२०२३ रोजी मान्य केलेली टिपणी.

या कार्यालयाचे संदर्भ क्र.१ चे आदेशाने दिनांक ०९/०२/२०२२ नुसार पिटनी बाऊज इंडिया लि. मुंबई या कंपनीने तत्कालिन वापरात असलेल्या फ्रँकिंग मशीन B700/V-1 ऐवजी B700/V-2 या आधुनिक व प्रगत (Integrated) मशीन वापर करण्यास परवानगी देण्यात आली आहे.

दिनांक ३१ मार्च २०२३ पर्यंत फ्रँकिंग मशीन B700/V-1 या मशीन कार्यरत होत्या. त्यानंतर १ एप्रिल २०२३ पासून B700/V-2 मशीनचा वापर सुरु करण्यात आलेला आहे. आतापर्यंत बँक/वित्तीय संस्था यांना मशीन वापराचे तात्पुरते परवाने देण्यात आलेले आहेत.

फ्रँकिंग मशीन B700/V-2 नियमावलीनुसार दिनांक ०१/०१/२०२४ पासून B700/V-2 मशीन वापरासाठी युजर/व्हेंडर/प्रॉपर ऑफिसर यांना कायमस्वरूपी परवाने देण्यात येत आहेत. सदरचे परवाने कॅलेंडर वर्षाप्रमाणे दरवर्षी अपर मुद्रांक नियंत्रक आणि विभागीय नोंदणी उपमहानिरीक्षक यांचेकडून नुतनीकरण करण्यात यावेत.

आता B700/V-2 मशीन वापरासाठी सुधारित फ्रँकिंग नियमावली तयार करण्यात आली असून ती सोबत पाठविण्यात येत आहे. सदरची नियमावली हि दिनांक ०१/०१/२०२४ पासून अंमलात येईल. सदर नियमावलीमध्ये देण्यात आलेले निर्देश व सूचना यांचे काटेकोरपणे पालन करण्यात यावे अन्यथा नियमानुसार योग्य ती कारवाई करण्यात येईल यांची गांभिर्याने नोंद घ्यावी.

का.प्र.मा.नोंमनि यांचे सहीची असे.


(नंदकुमार काटकर)

सह नोंदणी महानिरीक्षक तथा
मुद्रांक अधीक्षक, (मुख्यालय) म.रा.पुणे

प्रत -

- १) नोंदणी उपमहानिरीक्षक, (संगणक), नोंदणी महानिरीक्षक कार्यालय, पुणे.
- २/- सदर फ्रँकिंग नियमावलीची प्रसिध्दी विभागाच्या संकेतस्थळावर देण्यात यावी.
- २) व्यवस्थापक, राष्ट्रीय विज्ञान सूचना केंद्र, पुणे यांना माहितीसाठी व कार्यवाहीसाठी.
- ३) पिटनी बाऊज प्रा.लि. मुंबई यांना माहितीसाठी व कार्यवाहीसाठी.

**OFFICE OF THE INSPECTOR GENERAL OF REGISTRATION AND CONTROLLER
OF STAMPS AND CHIEF CONTROLLING REVENUE AUTHORITY
MAHARASHTRA STATE, PUNE.**

ORDER NO.D-5/STP/FRANKING/CASE No.187/2019/839/2023, DATE :- 28/12/2023

ORDER

WHERE AS the use of Franking machine for payment of stamp duty is allowed to be introduced under the provision of the Maharashtra Stamp Act, and Bombay Stamp Rules 1939.

AND WHERE AS the Chief Controlling Revenue Authority, Maharashtra State is empowered to approve the models and authorise the use of the said machine for payment of Stamp Duty in the State of Maharashtra by laying down procedure and prescribing terms and condition for such use;

AND WHERE AS the Chief Controlling Revenue Authority, Maharashtra State, vide its Order No. 1270/94/1820-21 dated 12/08/94, further Order No.D-5/1270/94/1674-75 dated 21/09/1995, further Order No. D.-5/Mudrank/C.R. 152/2002/8731-8786 dated 29/10/2002 and further ORDER NO.D-5/STP/CASE NO. 70/04/ 2332 /04 DATE-01/10/2004 has from time to time laid down procedure prescribing terms and conditions for the use of franking machine by proper officers and authorised users/vendors.

AND WHERE AS the Government of Maharashtra vide its resolution, Revenue and Forests Department No. Mudrank-2003/1358/C.R. 356/M-1 dated the 26th March' 2004, has increased the scope of use of franking machine by allowing Banks, Post Offices, and Financial Institutes to vend stamps to the public, by using Franking Machine or any such Machine authorised in this behalf.

AND WHERE AS the procedure has been laid down by CCRA vide order no. D-5/STP/CASE No. 70/04/2332/04 dated 01.10.2004 to make use of Franking Machine by Proper Officer, Authorised User and Authorised Vendor, to denote the stamp duty paid on the instrument falling under Maharashtra Stamp Act and the Rules made there under.

AND WHERE AS in circumstances above it has become necessary to partially modify the existing procedure laid down by above referred Orders.

AND WHERE AS in premises above following new procedure is laid down to make use of e-Franking System, by Proper Officer, Authorised User and Authorised Vendor, to denote the stamp duty paid on an instrument, falling under the Maharashtra Stamp Act, and the Rules made there under.

NOW THEREFORE, in exercise of powers vested in the undersigned under Section 10(2A), 10(2B) and 10(2C) of Maharashtra Stamps Act and under proviso to sub-rule (2) of Rule 3 of the Maharashtra Stamps Rules 1939, the Undersigning Authority in partial modification of the Orders referred hereinabove, prescribes the following procedure for the use of e-Franking System or any such system, for payment of Stamp Duty in the State of Maharashtra.

PART I

PROCEDURE REGARDING USE OF e-FRANKING SYSTEM BY AUTHORISED

USER AND VENDOR

1. **Definitions:** For the purpose of this procedure, unless there is anything repugnant in the subject or context-
 - a. **"Authorised User"** shall mean and include any 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 stamp on instrument relating to its business.
 - b. **"Authorised Vendor"** shall mean and include:-
 - i. any Post Office, which has been duly authorised to vend stamps to the public by using e-franking system by the Chief Controlling Revenue Authority or,
 - ii. any Nationalised Bank or Scheduled Bank controlled by the Reserve Bank of India or any Co- operative Bank or any Financial Institute or undertaking controlled by the Central or the State Government or NBFC, Private or foreign bank or LAW firms, duly approved by the Chief Controlling Revenue Authority to vend stamps to the public by making use of E-franking system.
 - c. **"Additional Controller of Stamps, Mumbai"** means such officer appointed by the State Government as defined under section 2(aa) of the Maharashtra Stamp Act.
 - d. **"Chief Controlling Revenue Authority"** means such officer appointed by the State Government as defined under section 2(da) of the Maharashtra Stamp Act.
 - e. **"Collector"** means and includes any officer as described in section 2(f) of the Maharashtra Stamp Act.
 - f. **"Competent Authority"** means and includes Collector of Stamps or any officer whom the state government may by notification in the Official Gazette appoint in this behalf and on whom any or all powers of the collector under the Maharashtra Stamp Act are conferred.
 - g. **"Deputy Controller of Stamp"** means and includes any officer as described in section 2(ga) of the Maharashtra Stamp Act.
 - h. **"e-Franking"** shall mean generating of stamp certificate from anywhere with utmost government control, approved by the CCRA with access to monitor and review the transaction data online where the advance revenue collection happens, a certificate is issued instantly which is secured evidence to denote stamp duty paid on an instrument.

- i. **"Procedure"** means the procedure laid by the Chief Controlling Revenue Authority from time to time, regarding issue of license, renewal of license, maintenance of record and operation and maintenance of machine, etc, under the provision of section 10(2A), 10(2B) and 10(2C) of Maharashtra Stamp Act.
- j. **"Proper officer"** shall mean and include any officer appointed in this behalf by the State Government or CCRA.
- k. **"The single point contact person"** shall mean the authorised representatives appointed by Bank or Financial institutions or Post office etc, responsible to coordinate and interact with the Government and Stamps and Registration Department, not below the rank of Regional Head.
- l. **"Working hours"** shall mean hours of work for the authorised vendor to carry out his regular business as notified by the controlling authority. CCRA has power to extend or change the working hours including the working on Saturday and Sunday for convenience of public at large.

2. SCOPE AND EXTENT OF USE OF THE e-FRANKING SYSTEM :

- 2.1. Authorisation shall be granted to the Post office, any Nationalised, Scheduled or Co-operative Banks or any Financial Institute or undertaking controlled by the Central or the State Government or NBFC, Private or foreign bank or LAW firms by the Chief Controlling Revenue Authority to vend stamps to the public by making use of e-franking.
- 2.2. The Office, Bank or Institute on receipt of authorisation shall be entitled to denote stamp duty paid on the instruments with the help of "e-Franking system" in cases where, non-judicial impressed stamps under the Maharashtra Stamp Act and rules made there under is required.
- 2.3. The authorised vendor shall be entitled for 0.5 percent commission on the amount paid at the time of fund loading and reloading as per the notification issued by the Government of Maharashtra bearing No.Stamp.2008/P.No.247/M-1 dated 07/08/2008. The rates of the commission decided by the State Government from time to time will be applicable.

3. PROCEDURE FOR AUTHORISATION :

- 3.1. Any eligible institute interested in vending stamps through "e-Franking", shall make an application to the Chief Controlling Revenue Authority, Maharashtra State in the prescribed enclosed herewith

Following documents shall accompany with the application form,

- a. Application in the Form No. VF/UF-1 (on letter head).
- b. Undertaking in Form No. VF/UF-2,
- c. Letter for Authorised Bank Personnel /Financial Institution/or Law firms in Form No. VF/UF-3.
- e. Letter of Specimen Signature in Form No. VF/UF- 4,
- f. Status of the Bank / Financial Institution, (Nationalised/ Scheduled/ Co- operative Bank or any Financial Institute undertaking controlled by the Central or the State Government or NBFC, Private or foreign bank) or Law firms, with supporting papers.
- g. A letter of supply and quotation from machine vendor.

3.2. The Chief Controlling Revenue Authority, Maharashtra State if satisfied that,-

- a. The application is made in proper form, proper undertaking, letter of appointment of the authorised bank representative with photo, and letter of specimen signature of authorised signatories with photo is enclosed with the application,
- b. The applicants are eligible to apply, as per Government policy decided from time to time.
- c. If it is necessary to do so in public interest, shall ask the applicant to proceed with the purchase of e-franking system and to pay the necessary authorisation fees. On necessary compliance from the applicant the authorisation shall be granted.

Provided that, the Chief Controlling Revenue Authority, Maharashtra State shall always have the right, to limit the authorisation for a particular area or to decide the capability of the applicant or for refusing or canceling an authorisation without assigning any reasons thereof.

- d. Authorisation fee of Rs.1000/- (Rupee one Thousand only) will be charged for the grant of authorisation with license for use of e-Franking system. Every authorisation shall be valid for a period of one calendar year.
- e. The "Authorised Vendor/User" shall be required to purchase the "e-Franking" system directly from the manufacturer or authorised vendor. The ownership of the machine and complete digital online system, after delivery by the manufacturer shall always vest in the Chief Controlling Revenue Authority, Maharashtra State Pune., on behalf of the State of Maharashtra, for purpose other than accounting.
- f. No private person, bank, Government or Semi-Government Authority/body/undertaking or any firm or company shall possess the machine without the proper authorization inclusive of renewal of authorization from the CCRA.

4. PROCEDURE FOR LOADING AND RE-LOADING OF FUNDS:

The procedure for Loading and Reloading of funds by the Authorised Licensee on e-franking system will be as follows.

The detailed workflow is provided in the Annexure I

- 4.1. After receiving the license from CCRA, the Authorised Licensee has to register with IGR&S by creation of user account on NIC portal created under Section 10D of Maharashtra Stamp Act. Application for individual credentials to make further e-payments on GRAS (Government Receipt and Accounting System).- Provide the details like franking authorised user, franking meter number, and create new user login and then submit.
(This information should match all the details provided in the license application form and final license copy)
- 4.2. The Administrator, Assistant IGR – (Desk5) will validate all the information submitted by the authorised user/vendor reconfirms franking meter number, user details and license number.
 - Activate or delete the new user account

- 4.3. The Authorised licensee (User/Vendor) will login on NIC portal and make the payment for the required funds.
- Payments are made for the specific meter number and on successful payment, re-login with fetch GRN to verify Tax id as per GRN challan.
- 4.4. "e-Frinking" user account for each meter and license holder with unique credentials similar to NIC portal 10D application will be created and shared with the Authorised user /vendor.
a. The Competent Authority will be mapped for funds authorisation of the meters deployed within their jurisdiction
b. Authorised user/vendor will submit fund request by entering the GRN fetch for the successful payment on NIC Portal
- 4.5. The Authorised Vendor shall pay in advance, the money online in GRAS through NIC portal after deducting the commission on the amount for loading and reloading, the commission will be decided upon the directions given by the Government of Maharashtra on the amount paid for loading from time to time. Every authorised vendor shall maintain adequate amount loaded in the machine so as to meet the demand of the public. There shall be no commission applicable to Authorised User.
- 4.6. For loading /reloading of funds, the Authorised User/Vendor through the NIC portal generates GRAS challan and submits GRN details for fund loading /reloading on "e-Frinking" system with the link available on IGR Maharashtra website. After revalidating the GRAS challan details, meter and license number approved for e-franking, sends online fund loading request to the Competent Authority. The Competent Authority will verify and confirms the amount with view/verify challan on e-franking system linked to GRAS for loading/re-loading of funds. Also, he shall maintain electronic record with him in respect of each loading/re-loading/ incrementing of the amount.
- 4.7. All data regarding the transaction including fund loading/reloading/adjustment/recredit shall be maintained on the e-franking website portal approved by CCRA.

5. PROCEDURE FOR USE AND SALE

- 5.1. The Authorised Vendor / User shall use the machine only to impress the documents requiring impressed stamps under the provisions of the Maharashtra Stamp Act and rules made there under. Provided that the Authorised User/ Vendor shall not stamp instruments contradictory to the provisions of section 17 and 18 of the Maharashtra Stamp Act.
- 5.2. The authorised Vendor on receipt of the amount for stamp duty shall issue the receipt to the consumer for amount deposited.
- 5.3. Below each impression so franked, the authorised signatory responsible for certifying the impression shall put his usual signature, name and designation with seal of the banks/institutes.
- 5.4. All the data regarding transactions i. Name of the purchaser, ii. Value of the stamps, iii. Meter number and licence information iv. Type of Articles v. Date and time of Stamps etc to be stored in electronic form.

5.5. Authorised Vendor shall maintain data of all transactions electronically.

5.6. In "e-Frinking" system the manufacturer shall provide access to online data of all transactions of authorised vendor to Competent Authority and to the officers authorised by CCRA.

6. PROCEDURE FOR LOSSES AND DAMAGES- .

6.1. The Government of Maharashtra or the Chief Controlling Revenue Authority, shall not be responsible for any loss or damage caused to the authorised vendor on account of misuse or mishandling of the machine or for any damage caused to the machine on whatsoever ground.

6.2. When 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. A Xerox copy of the impression shall be pasted in register, which shall be authenticated by the authorised vendor or If the vendor desires to claim adjustment for the unutilized amount he shall at the time of the next reloading, submit the original torn impression pasted on a blank sheet of paper duly attested by the vendor and the representative officer of Bank/Institutes. He shall also submit the 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. 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 maintain for re-setting of the meter simultaneously.

6.3. Except for the clause 1 and 2 above, the procedure for refund in any other case shall be the same as described in the Maharashtra Stamp Act, and the rules framed thereunder. For clause 1 and 2 approval of ACS/ DIG is required for re-credit by appropriate order after verification of documentary evidence. The register shall be maintained of all such transactions by the Collector of Stamps.

7. PROCEDURE FOR RENEWAL OF AUTHORISATION.

7.1. The machine shall not be used without valid authorisation, even for a single impression. The authorised vendor/user therefore, should apply for renewal of authorisation one month in advance of the expected date of expiry of authorisation in force. The authorised vendor/user not interested in the renewal of the authorisation or in case where no application for the renewal is 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" with necessary approvals from ACS/DIG.

7.2. Authorisation fee of Rs.1000/- (Rupee one Thousand only) will be charged for the grant of authorisation with license for use of e-Frinking system. Every authorisation shall be valid for a period of one calendar year.

7.3. Generally, the procedure of renewal shall be completed within Seven days.

7.4. The Authorised vendor/user shall maintain the record of renewal.

8. PROCEDURE FOR REPAIRS

- 8.1. Any person having custody of the machine , after giving the necessary intimation to the Collector of Stamps shall carryout the repairs from the authorised dealer or the manufacturer only. The authorised dealer or the manufacturer shall maintain adequate expert staff, to carry out the repairs within reasonable time. He shall maintain the record of repairs carried out for each machine separately. He shall at once produce the record, when called by the CCRA or the Competent Authority. Also the authorised dealer or the manufacturer shall provide any information called by the CCRA or the Competent Authority, without any delay.
- 8.2. The maintainance, service and cleaning of the machine or any repairs to be carried out inclusive of the replacement of any parts thereof, will be the sole responsibility of the authorised vendor, at his own cost and expenses.
- 8.3. The procedure for repair of e-Frinking Machine would be as follows-
- I. In the event of failure of the machine, the person responsible for the machine shall, stop the use of the machine immediately.
 - II. The Authorised Vendor shall immediately, in such event, bring the fact to the notice of the Collector of Stamps and CCRA. Collector of Stamps shall notify the manufacturer or his authorised dealer in this regard.
 - III. The Collector of stamps shall note and record in the book, the meter reading of the machine, register of postings, and the ledger etc. The Collector of Stamps shall maintain the details in the register regarding such incidents of the machine.
 - IV. In e-Frinking system, the manufacturer or authorized dealer should ensure that the "Machine Registered Report" is submitted before and after repair to the Competent Authority and then send the machine for repair. It shall also be ensured that no leakage of revenue is possible in such disintegration.
 - V. The Collector of stamps shall monitor and review transactions for proper functioning of such machine.
 - VI. The manufacturer shall maintain a register containing the following information also electronically maintained by the manufacturer with service reports from the Authorised officials of Vendor. Quarterly report to be submitted to the CCRA containing the following information.
 - a. Model and manufacturing number. of the machine.
 - b. Particulars of the authorisation for the use of the said machine.
 - c. Name of the office through which the machine is received with
 - d. Date of the receipt of machine.
 - e. Date of repair
 - f. Date of dispatch after repair and to whom sent to.
 - g. Particulars of the part of the machine i .(i) repaired (ii) replaced.
 - h. Signature of the authorised official
 - i. Signature of authorised vendor or his representative .

- VII. a. The manufacturer or the authorised dealer shall maintain by whom repairs are carried out, and also maintain a job card and "Machine Records Book" in which the particulars of the parts repaired/and replaced shall be noted and signed by him with the date. All such incidence proof to be stored physically and electronically from time to time.
- b. The register of the repairs and job card are to be preserved for ten years and will be open to check by the Collector of Stamps and authorised officer by the Chief Controlling Revenue Authority at any time.
- VIII. The reason for delay of more than seven days in repairs to the machine should be investigated to find out if there is anything to suspect the misuse of the machine under repair.
- a. The authorised vendor is not authorised to keep with him any unserviceable or worn-out machine. Any unserviceable or worn out machine shall be surrendered to the Competent Authority immediately of its having been rendered as worn out or unfit for use. At the same time authorised vendor shall deposit the authorisation with the Competent Authority. The Competent Authority shall ensure that the print heads and the meter surrendered with the machine. This fact will be entered in the record book and ledger pertaining to the machine. Authorised User/Vendor shall surrender machines to The Collector of Stamps with proper records and He shall destroy the machine preferably within 3 Months Under the supervision of ACS/DIG
- b. Whenever any machine becomes un-serviceable it will be the responsibility of the authorised vendor concerned or the manufacturer or authorised dealer to bring the facts to the notice of the Competent Authority. The Competent Authority shall then ensure the disposal of the machine in the manner explained in sub para (a) above.

9. MAINTENANCE OF RECORD

9.1. The Authorised Licensee shall maintain the following records in the prescribed format :

- I. Register of sale of stamps, by machine impressions in the Form No. VF/UF-5
- II. Franking machine register regarding posting in the Form No. VF/UF- 6
- III. Franking machine record book in the Form No. VF/UF -7

All the information shall be maintained in physical form.

9.2. The Authorised Vendor/User shall apart from above all time liable to maintain the record electronically and observe the rules as prescribed in the Maharashtra Stamps, Supply and Sales Rules, while conducting of sale of stamps to the public.

10. PROCEDURE FOR DESTRUCTION OF HARDWARE

10.1. The Competent Authority shall take in custody the unlicensed, unused or worn-out machines. He shall also maintain a register of such machines received by him for disposal. On confirmation that there remains no dispute regarding the machine acquired, the machine shall be disposed of in such a manner that no part shall be reused in any manner. Intimation to the owner shall be given in advance to witness the destruction process. However, the process for destruction shall not be stopped for the attendance of the owner,

destruction shall be caused in presence of two witnesses and the representative of the machine vending Company. Necessary note of destruction along with the signatures of persons attending the destruction process shall be recorded in the above register. Report regarding such destruction to be reported to ACS/DIG and CCRA

11. GENERAL CONDITIONS –

- 11.1. The authorised user must take adequate steps to guard against the fraudulent use of the machine. Competent Authority can remotely block operation of the licensee machine and intimate manufacturer to block the machine from further usage in case of suspicion.
- 11.2. The machine so authorised shall be utilised for franking/impressing stamps, only for which the authorisation is granted.
- 11.3. The authorised vendor shall ensure that the franking machine is used regularly, unless there are unavoidable circumstances beyond control. In no case machine should be kept without use for more than one month, without any valid reason. The authorised vendor will also ensure that there is no misuse or mishandling of the machine by any one, during the aforesaid period.
- 11.4. The authorised user must at all reasonable times allow the authorised officer of the Competent Authority to inspect the machine and the relevant/ records without notice.
- 11.5. The machine shall not be used without valid authorisation, even for a single impression. The authorised vendor therefore, should apply for renewal of authorisation one month in advance of the expected date of expiry of authorisation in force. The authorised vendor not interested in the renewal of the authorisation or in case where no application for the renewal is 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" with necessary approvals from ACS/DIG

Any change in the location of the machine including repairs shall be reported immediately by the authorised vendor to Competent Authority (Collector of Stamps)

- 11.6. The authorised vendor shall not sell, transfer or dispose of the machine in any manner whatsoever.
- 11.7. The authorised vendor should immediately stop using the machine and bring the matter to the notice of the CCRA and the Competent Authority, in the following cases:-
 - (i) Breaking or tampering of the machine
 - (ii) Discrepancy in the meter readings

12. ADMINISTRATIVE INSTRUCTIONS.

- 12.1. The Competent Authority shall maintain the list of Authorised Vendor/Users in the Form No. VF/UF - 12.
Also, all records of loading/reloading of funds to be maintained electronically.
- 12.2. Precautions shall be taken by the officer concerned and the Competent Authority to see that, any tampering of the machine or discrepancy in transaction, reconciliation of funds and balance to be brought to the notice of COS and must be reported to CCRA.
- 12.3. The CCRA reserve to themselves the right to revoke the authorisation at any time, for any deviation from the prescribed conditions inclusive of non-use or irregular use of the machine or any misuse of the machine and take the machine in the custody. The Government of Maharashtra will not be responsible for any losses, which the authorised user may incur thereby. However, any sum that may be due to the Government of Maharashtra on account of stamp duty shall be forthwith recovered from him. In case the authorised user refuses to pay the amount of dues, it shall be liable to be recovered as arrears of land revenue.
- 12.4. It will be the responsibility of the authorised Vendor to procure adequate training from the manufacturer about the use of e-Frinking system, and obtain suitable instruction in writing from the manufacturer, regarding the operation of the e-Frinking system.
- 12.5. The machine and online transaction of accounts shall be kept open for inspection by the Competent Authority. Digital access to be made available to respective authorities at all times.
All the data regarding the transactions shall be maintained by the authorised vendor/user in digital or electronic form.
- 12.6. The authorised vendor shall not refuse franking to any bona fide purchaser requiring franking without specific reason so recorded in writing. Non compliance will be treated as violation of terms and conditions.
- 12.7. Any request for change of location / shifting of machines will be entertained only within the prescribed time. The vendor will have to submit the original license to the licensing authority along with a request for such a change with necessary documents. Such change shall be solely at the discretion of the Chief Controlling Revenue Authority.
The change in location can be made only with prior approval of CCRA.
- 12.8. "e-Frinking" system is completely online and digital, hence the Competent Authority shall timely approve the request submitted by the authorised vendor/user for fund loading/reloading.

All such fund loading/reloading requests to be approved by the Competent Authority within 2 days from the receipt of the online request from Authorised Vendor/User.

PART II

PROCEDURE REGARDING USE OF e-FRANKING SYSTEM BY PROPER OFFICER

1. **Definitions-** For the purpose of this procedure, all definition given under **PART I** will be applicable.

2. SCOPE AND EXTENT OF USE OF THE e-FRANKING SYSTEM BY PROPER OFFICER

- 2.1. The CCRA shall appoint certain Government Officers to be proper officers to vend stamps to the public by using franking machine.
- 2.2. Such e-Franking Sytem shall be used for franking Impressions of stamps, on all kinds of instruments as specified by the CCRA attracting stamp duty under the provisions of Indian Stamp Act 1899 and the Maharashtra Stamp Act.

3. PROCEDURE FOR AUTHORISATION

- 3.1. The machine shall be purchased by the CCRA.
- 3.2. The CCRA shall decide the location, and single time loading amount of the machine.

4. PROCEDURE FOR LOADING AND RE-LOADING .

- 4.1. The procedure for loading and reloading of the machine shall be as prescribed by the C.C.R.A. from time to time.
- 4.2. The necessary record shall be maintained by the officer concerned for loading and reloading and the proper officer in charge of the machine.
- 4.3. The officer concerned for loading and reloading shall at the time of reloading make test audit to verify that the proper record is maintained and also the machine is handled properly.
- 4.4.
 - i) Every Officer authorised to load or reload the machine shall have access to e-Franking portal approved by the CCRA with a unique credentials to login. The Proper Officer or Sub-Registrar as the case may be shall, maintain a detailed register report of all such loading and re-loading in electronic and physical form.
 - ii) The access code to the numeric lock of the Franking Machine shall be exclusively with the Officer authorised to load or re-load the machine. He shall not disclose to anybody, the access code to the numeric lock. Also, he shall maintain an independent register with him in respect of each loading/re-loading of the amount.
 - iii) Every Officer authorized to load or reload the Machine shall have online Credentials (user Name and password) to access through URL provided. The access credentials shall be exclusively with the Authorized Officer. Authorized Officer shall not disclose the login Credentials to anybody. He shall also maintain record regarding each loading/reloading amount.

- 4.5. At the time of loading and re-loading, the Proper Officer or Sub-Registrar should ensure that the systems are not tampered with, in any manner whatsoever or that the machine is not handled by any person, with intention to defraud the Government.

5. PROCEDURE FOR USE AND SALE

5.1. Generally, Stamps having descriptions of (i) Special Adhesive Stamps (ii) Share Transfer (iii) India Revenue (iv) Foreign Bill (v) Insurance (vi) Agreement (vii) Brokers Note, shall be impressed by the e-Frinking Machine.

5.2. At the counters and extension counters of the General Stamp office (GSO) Mumbai, Offices of the Collectors of Stamps of the Districts, in the Offices of the Sub Registrars appointed under the Registration Act 1908 and anywhere else, where the Chief Controlling Revenue Authority has specifically granted permission, the e-Frinking System shall be used for impressing Stamp bearing words as "Special Adhesive Stamp" or any other stamps specifically authorised by the Chief Controlling Revenue Authority.

5.3. Below each impression franked, the proper officer certifying the impression shall before putting his usual signature shall ensure :-

- i. Serial Number in the Sale Register and date
- ii Name of the Purchaser / by whom purchased and address
- iii Value of stamps in words
- iv Licence/Authorisation Number
- v Signature with the name of the institution and address.

Note: - The receipt will be given to the customer for the amount received in cash for stamp duty

5.4. Every impression for the purpose of payment of stamp 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.

5.5. The e-Frinking System shall be installed at counters and extension counters of the General Stamp Office (050) Bombay in Greater Bombay, Offices of the Collectors of Stamps of the District (COS) and Offices of the Sub Registrars, as decided by the Chief Controlling Revenue Authority.

5.6. The machine shall always be installed within the eye sight of the Proper Officer only. The Machine should be operated under strict control and supervision of the Proper Officer, by an official not below the rank of class III employee.

5.7. Before the machine is put into use, same shall be authorisedly loaded by such Officer appointed in this behalf by the Chief Controlling Revenue Authority. This Officer shall also be responsible to maintain the record of loading and re-loading on every occurrence.

5.8. The COS/Proper Officer as the case may be, shall be jointly and severally responsible for the custody of the machine.

5.9. A register for meter reading shall be maintained in the Form-P0F-3 in which, meter reading at the commencement of the day and at the close of the day will be noted. The difference between the two readings will be the total amount collected in lieu of the impressions franked. Separate register should be maintained for each machine.

5.10. The official operating the machine should maintain the account in accounting register issued to him. In case different operators employed in a day to operate a single machine, each operator shall maintain record in the "Meter Readings Register". He shall record the commencement/close of his period of operation and the amount shown in the meters during such period, which will have to be attested by the COS/Proper Officer.

5.11. Every operator at the end of his duty should immediately hand over the amount realised by him to the cashier in prescribed form. The COS/Proper Officer shall thereafter check the register received from the cashier to satisfy himself that, the cashier has duly acknowledged the amount and also duly signed in the columns provided.

5.12. However if required, several impressions may be made to make up the stamp duty required. Franking impression of stamp of maximum Rs.5000 shall be made at one time or such amount as may be approved by the Chief Controlling Revenue Authority .

5.13. 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.

5.14. Where by mistake a wrong amount is impressed on the instrument, such impression shall be torn from the instrument and pasted in register of Daily postings, which shall be authenticated by the proper officer. At the time of the next reloading, a set off equivalent amount of wrong impressions so pasted shall be given. Also, entries regarding the same shall be entered in the relevant registers maintain for the meter simultaneously. The approval of ACS/DIG is required for re-credit by appropriate order after verification of documentary evidence. The register shall be maintained of all such transactions by the Collector of Stamps.

6. PROCEDURE FOR LOSSES AND DAMAGES

Where by mistake a wrong amount is impressed then that impression shall be torn from the instrument and pasted in register of Daily postings and shall be authenticated by the proper officer.

7. PROCEDURE FOR REPAIRS

7.1. The repairs to the machine shall be carried out by the manufacturer or his authorised dealer only. For this purpose, a register in Form-P0F-4 shall be maintained. The operator shall record the meter reading at the time of the brake down in machine in the register maintained. Every such entry shall be authenticated by the Officer concerned. Reloading of the machine, if deemed necessary after repairs, will be as per procedure explained earlier.

7.2. The Manufacturer or his authorised dealer who conducts the job of repairing shall record the details of repairs in his job card. The job card shall contain the particulars of the

machine repaired, nature of the repairs carried out and meter reading before and at the end of repairs separately. The Manufacturer or his authorised dealer as case may be, shall get the entries attested him from the COS at the return of the machine. At the same time the aforesaid persons responsible for the repairs shall complete the entries in the Form-P0F-4 maintained at the Office of GSO/COS.

7.3. Any person having custody of the machine, after giving the necessary intimation to the Officer concerned, shall carryout the repairs from the authorised dealer or the manufacturer only. The authorised dealer or the manufacturer shall maintain adequate expert staff to carryout the repairs within reasonable time. He shall maintain the record of repairs carried out for each machine separately. He shall at once produce the record, when called by the CCRA or the Competent Authority . Also, the authorised dealer or the manufacturer shall provide any information called by the CCRA or the Competent Authority , without any delay.

7.4. The procedure for repair of e-Frinking Machine would be as follows-

- (i) On the event of failure of the machine, the person responsible for the machine shall, stop the use of the machine immediately.
- (ii) The proper officer shall immediately, in such event, bring the fact to the notice of the Competent Authority who shall notify the manufacturer or his authorised dealer in this regard.
- (iii) The Competent Authority on receipt of the machine, shall note and record in the Machine Records Book, register of Postings, and the ledger, the meter readings of the machine.
- (iv) Also, entries shall be made, as to when the machine has been found in defective condition and is being sent to the manufacturer in the Machine Record Book, as well as in the machine Register of Posting and ledger.
- (v) If the defect of the machine relates to meter. Pitney Bowes e-Frinking machine the manufacturer or Authorized Dealer should ensure that the machine registered report is submitted to Competent Authority with an understanding and then sent to the repairer.

It shall also be ensured that time that no leakage of Revenue is possible with such disintegration.

The manufacturer or his authorised dealer should ensure that no machine is repaired unless the machine is received with suitable entries to this effect in the Machine Record Book.

- (vi) After the machine has been repaired, the manufacturers or his authorised dealer shall send the machine to the Competent Authority, also enable the operations with latest Register Report in the presence of Competent Authority. The Competent Authority before restarting the machine, shall check general and proper functioning of the meter. It shall be also ensured at that time, that no leakage of revenue is possible.

- (vii) The manufacturer will be required to maintain a register containing the following information.
 - a) Name of proper officer.
 - b) Model and manufacturing no. of the machine
 - c) Particulars of the authorisation for the use of the said machine.
 - d) Name of the office through which the machine is received with date.
 - e) Date of repair
 - f) Date of dispatch after repair and to whom sent to.
 - g) Particulars of the part of the machine —
 - (i) repaired (ii) replaced.
 - h) Signature of the authorised official of the manufacturer or his authorised dealer.
 - i) Signature of authorised proper officer or his representative
- (viii) i) The person by whom repairs are carried out, shall also maintain a job card and machine records book in which the particulars of the parts repaired/and replaced shall be noted and sign by him with the date.
 ii) The register of the repair and job card are to be preserved for ten years and will be open to check by the authorised official of the Chief Controlling Revenue Authority at any time.
- (ix) The reason for delay of more than seven days in repairs to the machine should be investigated to find out if there is anything to suspect the misuse of the machine under repair.

8. MAINTENANCE OF RECORD

1. The Competent Authority shall maintain the following records –
 - (i) Register of Loading/reloading POF-1
 - (ii) The Competent Authority shall send POF - 2 statement to Chief Controlling Revenue Authority. (through Divi. D.I.G.)
 - (iii) Register of Daily Readings POF-3
 - (iv) Register showing particulars of repairs made in the franking machine POF-4
 - (v) Register of Posting for machine used at GS0 / COS in POF-5
 - (vi) Master Ledger in POP- 6
 - (vii) In case of e-Franking Machines, Record in MIS and electronic format shall be maintained for loading/reloading and daily transactions available in e-Franking portal approved by CCRA.

9. PROCEDURE FOR DESTRUCTION OF HARDWARE

- 9.1. Every proper officer shall arrange the ink cartridge utilised for franking documents. Every detail such as name of the authorisation date, machine number, and utilised ink cartridge and date of opening and date of ending should be recorded.
- 9.2. The loading officer shall maintain the record of such utilised ink cartridge machine wise, and at the end of every 2 years destroy them in front of two witnesses and a certificate to that extent shall be signed by the officer.

- 9.3. For e-Franking due to technological enhancement from the ribbon-based die to special UV Ink Cartridge, all the fully utilized cartridge at every instance shall be submitted to the loading officer for secure destruction .

10. GENERAL CONDITIONS

- 10.1. One machine shall be used to frank single kind of stamp.
- 10.2. The Proper Officer must take adequate steps to guard against the fraudulent use of the machine.
- 10.3. The machine so authorised shall be utilised for franking/impressing stamps, only for which the authorisation is granted.
- 10.4. The Proper Officer shall ensure that the franking machine is used regularly, unless there are unavoidable circumstances beyond control. In no case machine should be kept without use for more than one month, without any valid reason. The Proper Officer will also ensure that there is no misuse or mishandling of the machine by any one, during the aforesaid period.
- 10.5. Any change in the location of the machine including repairs, shall be reported by the Proper Officer to the Competent Authority immediately.
- 10.6. No Persons including any officer other than the officer, officially authorised for the purpose of franking shall use the machine in any way whatsoever.
- 10.7. The Proper Officer should immediately stop using the machine and bring the matter to the notice of the CCRA and the Competent Authority, in the following cases:-
- (i) Breaking or tampering of the machine.
 - (ii) Discrepancy in the meter reading.

11. ADMINISTRATIVE INSTRUCTIONS.

- 11.1. The Officers having the responsibility of Inspection, will in the course of their inspection tours ensure that these orders are complied scrupulously. They shall also check whether the supervisory staff is vigilantly controlling the work. They shall also verify four credit entries on different dates in each month at random and enter observations and remarks in their inspection/ visit notes. Simultaneously register of Daily postings shall be checked without fail to see that, the instances of wrongly impressed amounts are properly recorded and tally with the accounts maintained.

The Competent Authority shall maintain the following records —

- (i) List of Proper Officers with machine number, location of machine, date of starting the operation and transfer, retransfer, destruction etc.
- (ii) Register of Loading/reloading VF-11.

- 11.2. The 4-digit mandatory PIN lock for e-franking machine shall remain in the personal custody of the officer concerned during office hours and in the joint custody of the officer concerned and the Competent Authority after office hours.
- 11.3. Any instance of breaking of machine or damage if brought to the notice of the Competent Authority, the Competent Authority after making such enquiries as are deemed necessary satisfy himself that, there is nothing suspicious. In cases where there is suspicion of misuse of machine the same shall be reported to the CCRA immediately. The CCRA on receiving such information, order investigation and enquiry and pass the necessary orders.
- 11.4. Monthly Information Statement (MIS) returns in the prescribed formats should, be submitted to the Inspector General of Registration office within the prescribed time limit.
- 11.5. Additional Controller of Stamps for Mumbai and Mumbai suburban District and All Deputy Inspector General should randomly inspect the franked impressions on the documents received in the Sub Registrars office.

Annexure I

Process flow for fund loading and reloading

Annexure 2

VF – UF – POF forms

The procedure prescribed above in two parts from page Nos. 1 to 17 is promulgated on 1st January 2024 under the seal and signature of the Chief Controlling Revenue Authority, Maharashtra State, Pune.

Place: Pune

Date: 28/12/2023

Chief Controlling Revenue Authority,
Maharashtra State, Pune.

To,

1. Superintendent of Stamp
 2. All Deputy Inspector General and Deputy Controller of Stamps.
 3. All Collector of Stamps.
 4. All Proper Officer,
- Copy to,
1. The manufacturer/supplier.
 2. The Authorised User Vendor.
 3. All Desk officer in I.G.R.O.

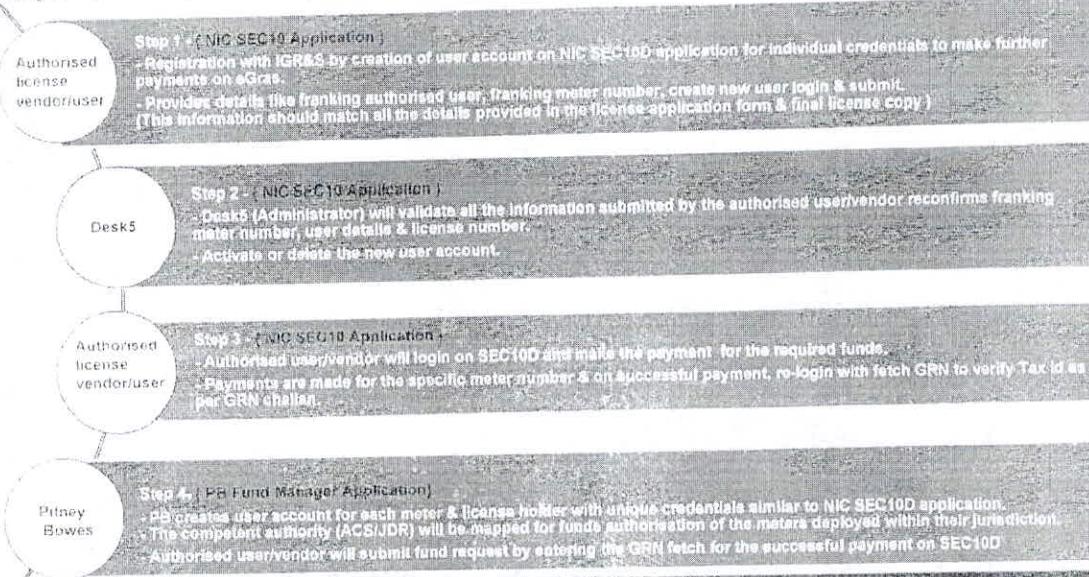
For information and necessary action.

Annexure 1 **(Fund Flow)**

Pitney Bowes Stamp duty collection solution: B700- Version 2

Workflow of e-Frinking

- Procedure for authorised user/vendor for registration with IGR&S after receiving the CCRA license (NIC SEC10D Application)
- For payments { NIC SEC10 Application } eGRAS.
- For loading & reloading on Tax meter { PB Fund Manager Application }



Annexure-2
(UF-VF-POF Forms)

Date:-

To,
The Chief Controlling Revenue Authority
Maharashtra State, Pune.
New Administrative Building.
Opposite Council Hall.
Pune - 1

Dear Sir,

Subject:- Approval of New UF license for Pitney Bowes Stamp Duty collection solution B700-V2 .

Attached please find the application for issue of new user license for B700-V2 Stamp duty collection franking Machine by M/s Pitney Bowes India Pvt. Ltd. based on order No. क्र. का/5. मुद्रांक-2022/ सं.क्र.187/2019/150/2022 Dated 9th Feb 2022 for our _____ Bank Ltd. _____ location.

The request is forwarded with following attachments:

- UF-1 License application form.
- UF-2 Undertaking and Indemnity Bond Form: on Rs. 500/- franking or stamp paper.
- Letter of Specimen Signature.
- Letter for Authorized Bank Personnel.
- Supporting document for Status of the Bank/Financial Institution (Nationalized/Schedule/A class co-op/ Government/Semi Government, etc.)
- Quotation from machine vendor (Pitney Bowes).
- Purchase order/ Work Order By Bank/NBFC/Vendor as a proof of expenses will be done by the bank/Financial Institution/Organization.
- Original Police verification certificate/Application receipt of specimen signatories attached.
- Confirmation of internet connectivity.
- Confirmation of branch IFSC code.
- Old machine confirmation.

We request you to kindly process the same and help with the license number at the earliest.

Thanking you,

Yours faithfully,

(Authorized signatory)

UF-1

APPLICATION FOR AUTHORIZATION TO USE A FRANKING MACHINE FOR PAYMENT OF STAMP DUTY

Dated: __/__/20__

To,
The Chief Controlling Revenue Authority
Maharashtra State, Pune.
New Administrative Building.
Opposite Council Hall.
Pune - 1

Dear Sir,

I/We do hereby apply for the grant of authorization for the use of the Franking Machine for stamping impression on the relevant instruments under the **Bombay Stamp Act, 1958, Indian Stamp Act, 1899 and the Bombay Stamp rules 1939.**

I/We require the machine for stamping impressions of **Special Adhesive Stamps** on the relevant instrument executed by us /on behalf of me /us or mine/our concern for payment of stamp duty.

We are purchasing **M/S Pitney Bowes India Pvt. Ltd.** Companies Franking Machine through **Dealer Address**. The said machine is approved by the 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 day 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
1	Pitney Bowes B700 (Version-2) Stamp Duty Collection Solution.			M/S Pitney Bowes India Pvt. Ltd.

In respect of our use the user die should read as follows:

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 CCRA M. S. Pune authorized in this behalf without notice. I/We also undertake to not to change location of the Machine without prior permission in writing of the authorizing authority.

Proposed Location: Branch address

I/We have read the clauses regarding the use of FM incorporated in the Letter no **क्र. का/5. मुद्रांक-2022/सं.क्र.187/2019/150/2022** dated **9/2/2022** issued by the CCRA as also the conditions for the grant of authorization 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 authorization 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 a any damage done to the machine.
- (iii) I/We dispose off/dismantle any worn out or unserviceable FM in the presence of the authorized official of the Authorizing Authority within one month of it having been rendered as such.
- (iv) I/We shall ensure regular use the FM unless there are unavoidable circumstances for non use of the same the intimation in respect of which will be given to the authorizing 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 authorized 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 approved by the authorizing authority at my/our cost. Before and after repair I/We undertake to take the FM to the Office of the Authorizing Authority for removing/resetting the authorization die. I/We shall make my/our own arrangements through any of the said repairer for removing and resetting the authorization die before and after repairs, if need to be.
- (ix) I/We undertake not to sell, transfer or dispose off in any manner the Franking Machine.
- (x) I/We undertake to take the machine at my/our cost and expenses to the Office of Authorizing 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 Government of Pune against any losses that may be caused on account of negligence on our part or misuse or mishandling of the machine.

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

- I) Make, brand and type of the machine : Pitney Bowes B700 (Version-2)
- II) Supplier : M/s Pitney Bowes India Pvt. Ltd.
- III) Frank Value :
- IV) Denomination of Frank :
- V) Lock up point :
- VI) Other description, if any : Stamp Duty Collection Solution.

Particulars of the manufacturer : M/S Pitney Bowes India Pvt. Ltd. C/O Gati Kintetsu Express Pvt Ltd. Old Bhiwandi Agra Road, Dhamangaon, Bhiwandi 421302. Maharashtra.

Signature of the Applicant
Name of signatory
Seal

Recommendation of the supplier: —

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

Authorized signatory & Seal

UF-2

UNDERTAKING AND INDEMNITY BOND

This **INDEMNITY BOND** is made and executed at Maharashtra on this ____th day of Month 20____ By _____**Bank Ltd.** registered under **Banking Regulation Act** having registration No..... and having registered office at _____, represented by Mr. _____, Official Designation _____ hereinafter referred to or called as **THE AUTHORIZED USER/VENDOR** (which expression unless repugnant to the context or meaning thereof shall mean and include assignees, Nominees & authorized person.)

IN FAVOUR OF

THE GOVERNOR OF MAHARASHTRA acting through the Chief Controlling Revenue Authority, State of Maharashtra, hereinafter referred to or called as **THE GOVERNMENT** (which expression unless repugnant to the context or meaning thereof shall mean and include Government of Maharashtra and its duly Authorized representatives)

WHEREAS

A. The Authorized User/Vendor is carrying on the business of **Banking** has approached the Government for the use of Franking machine to impress special ink adhesive stamp non-judicial stamps, required for their own use/to vend to the public.

B. And, the Authorized 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 Authorized User/Vendor to use Machine to impress aforesaid non-judicial stamps to denote payment of stamp duty, on certain conditions.

D. And the Authorized User/Vendor has agreed to fulfil all the conditions as required by law, and also to under take 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 Authorized User/Vendor.

E. And the Government, before placing the order with the manufacturer for supply of Machine to the Authorized User/ /Vendor deems it necessary to get assured and indemnified from the Authorized User/Vendor as to obedience and observance of terms and conditions that are prescribed by the Government vide C.C.R.A.'s Letter no **क्र. का/5. मुद्रांक-2022/सं.क्र.187/2019/150/2022 dated 9/2/2022** for the use of the Franking Machine.

F. The Authorized User/Vendor to fulfil the aforesaid requirement and in order to undertakes, and indemnify the Government, is executing this presents as follows :-

Now therefore this deed of undertaking cum indemnify bond witnessed as follows:—

1. The Authorized User/Vendor hereby undertakes that the Franking Machine(s) will be located at the following address _____ Bank Branch address (Machine location) _____, and shall be available for inspection at all reasonable times by any official of the Office of the Chief Controlling Revenue Authority, Maharashtra State or any officer Authorized by him in this behalf without notice. The Authorized User/Vendor also undertakes not to change location of the machine without prior permission in writing of the Authorizing Authority.
2. The Authorized User/Vendor undertakes to pay the authorization fee from time to time as prescribed by the Government for allowing the Authorized User/Vendor to use the Machine for payment of stamp duty.
3. The Authorized User/Vendor undertakes to abide by all the terms and conditions as may be prescribed by the Government from time as to the use of the Machine and for authorization thereof.
4. The Authorized User/Vendor shall surrender any worn out or unserviceable Machine parts to the Authorizing authority or any officer Authorized by him immediately on replacement.
5. The Authorized 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 Authorizing Authority, failing which the machine shall vest in the Authorizing authority and shall stand confiscated.
6. The Authorized 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 Authorized User/Vendor undertakes to send the data entry for utilization of the machine on each working day to the officer to whom he is directed to supply the information. The Authorized 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 the prescribed time limit.
8. The Authorized User/Vendor undertakes that, the Authorized 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 Authorized 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, misconduct, negligence or any irregularity of any kind whatsoever caused by the Authorized User/Vendor while handling or using the Machine.

IN WITNESS WHEREOF THE AUTHORIZED USER/VENDOR HEREIN HAVE SET AND SUBSCRIBED ITS
RESPECTIVE HANDS AND SEALS ON THE DAY, MONTH AND YEAR FIRST HEREINABOVE WRITTEN.

SIGNED, SEALED AND
DELIVERED. By within names
Authorized User/Vendor In
the presence of :

1 Signature:

Name :

Address :

2 Signature :

Name :

Address :

Letter for specimen signature

Dated :-

To,
The Chief Controlling Revenue Authority
Maharashtra State , Pune.
New Administrative Building.
Opposite Council Hall.
Pune - 1

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 authorized signatories.

Photo	Name	
	Designation	
	Specimen Signature	
	Attested by	
	Signature	

Photo	Name	
	Designation	
	Specimen Signature	
	Attested by	
	Signature	

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,
Authorized signatory)

UF- 4

Letter for Authorized Bank Personnel

To,
The Chief Controlling Revenue Authority
Maharashtra State , Pune.
New Administrative Building.
Opposite Council Hall.
Pune - 1

Subject: Authorizing _____ as a single point contact person for _____ Bank Ltd.

Dear Sir/Mam,

I on behalf of _____ Bank Ltd. 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 authorized personnel will be duly reported to you. It will be the sole responsibility of the bank to make such intimations. We are aware that any lapse in this regard will render the cancellation of our license.

Thanking you,

Yours faithfully,
Name:
Designation:

Photo
(Single point
contact
person)

Attested by

(Company Secretary/Competent Authority)

UF-5

FRANKING MACHINE REGARDING POSTING
TITLE PAGE

of the Authorised user.....

Address of Authorising Authority.....

Machine No.

Model No.

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

Kind of stamps authorized to be impressed.....

Particulars of the Supplier.....

Inside entries

Machine No.

Authorisation No.

Sr. 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

Note : The entry regarding advance payment should be made by the setting / resetting official in the body of the Franking Machine Register of Posting.

UF-6

**REGISTER REGARDING INSTRUMENT WISE POSTING
IN RESPECT OF GENUINE OF THE AUTHORISED USER**

(Where authorized user is not one of the executants of the instruments franked)

TITLE PAGE

Name of the Authorised user.....
Address of Authorising Authority.....
Machine No.
Model No.
Value of frank/impressions which can be loaded at one time.....
Kind of stamps authorized to be impressed.....
Particulars of the Supplier.....

Inside entries

Machine No.

Authorisation No.

Sr 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

Note : The entry regarding advance payment should be made by the setting / reserting official in the body of the Franking Machine Register of Posting.

UF-7

FRANKING MACHINE REGARDING POSTING

Book No.

Name and address of the Authorised user

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 Authorisation 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 remitted	Details of remittance	Meter reading		Signature of the setting officer	Signature of C.A.
				Before setting	After setting		
1	2	3	4	5	6	7	8

REGISTER OF LOADING / RELOADING
(To be maintained at the, Office of the Competent Authority)

UF-8

Make & Machine No:

/Vendor :

Authorisation No.:

Valid upto :

Kind of stamps authorized to be impressed :

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

UF-9**LIST OF AUTHORISED USERS**

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

UF-10

CERTIFICATE OF FITNESS AFTER REPAIRS (AND BEFORE PUTTING TO USE) OF THE FRANKING MACHINE USED FOR FRANKING STAMPS FOR PAYMENT OF STAMP DUTY

I. **Particulars of the Franking Machine:**

- I. Name and address of the authorized user :
- II. Name and address of the supplier :
- III. Manufacturing No. of the Machine :
- IV. Model of the Machine :
- V. Authorisation No. and date :
- VI. Date from which the machine is in use :
- VII. Particulars of Authorising Authority :

II. This is to certify that the Franking Machines, of above particulars has been technically examined and repaired by me and report in respect of the same on the following points, is as under:

- I. Meter :
- II. Displaying indicators :
- III. Locking point (s) :
- IV. Sealing point (s) :
- V. Impressions of the Value Die :
- VI. Whether there is any deviation in any Part of the machine from the approved Model :
- VII. Whether the machine is technically sound And fool proof :
- VIII. Any other defects noticed in the machine :

Signature of the Mechanic

Dated :

I have satisfied myself personally the correctness of the aforesaid report and I agree / do not agree with the same of following reasons:

Signature of the Authorised Representative of the Manufacturer

Dealer

Dated :

UF-11

**OFFICE OF THE INSPECTOR GENERAL OF REGISTRATION AND CONTROLLER OF STAMPS AND CHIEF CONTROLLING REVENUE
AUTHORITY, MAHARASHTRA STATE, PUNE.**

Authorization for the use of Franking Machine for payment of Stamp Duty

No. D-5/STP/C.R. /

Date of Issue - / /

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 Bombay Stamp Act, 1958, Indian Stamp Act, 1899 and the Bombay Stamp Rules, 1939. The authorization is valid upto

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

I	Name and Address of the manufacturers	-	
II	Name and Address of the supplier	-	
III	Make or brand of the machine	-	
IV	Model of the machine	-	
V	Manufacturing No. of the machine	-	
VI	No. of meters, if any	-	
VII	Range of Frank	-	
VIII	Maximum amount to be loaded at one time Particulars of user's die	-	
IX	Kind of Stamp authorized to be impressed	-	
X	Address (Where the meter will be kept)	-	
XI	The impression of the franking machine are valid only the instrument executed by the	-	

Specimen Signature form is enclosed here with.

The authorization is granted on the conditions set forth for the purpose in order No.D-5/1270/94/1820-21 dt., 12/08/94 issued by the Chief Controlling Revenue Authority, Maharashtra State, Pune a copy of which is enclosed. These conditions are subject to modifications / revision from time to time by the Chief Controlling Revenue Authority, Maharashtra State, Pune and the authorized user will be bound to abide by such modified / revised conditions.

**Chief Controlling Revenue Authority
Maharashtra State, Pune**

The authorized user.

Copy to

1. The Collector of Stamps / Superintendent Of Stamps.
2. The Supplier.

Date:-

To,
The Chief Controlling Revenue Authority
Maharashtra State, Pune.
New Administrative Building.
Opposite Council Hall.
Pune - 1

Dear Sir,

Subject:- Approval of new VF license for Pitney Bowes Stamp Duty collection solution B700-V2 .

Attached please find the application for issue of new vendor license for B700-V2 Stamp duty collection franking Machine by M/s Pitney Bowes India Pvt. Ltd. based on order No. क्र. का/5. मुद्रांक-2022/ सं.क्र.187/2019/150/2022 Dated 9th Feb 2022 for our _____ Bank Ltd. _____ location.

The request is forwarded with following attachments:

- VF-1 License application form.
- VF-2 Undertaking and Indemnity Bond Form: on Rs. 500/- franking or stamp paper.
- VF-3 Letter of Specimen Signature.
- VF-4 Letter for Authorized Bank Personnel.
- Supporting document for Status of the Bank/Financial Institution (Nationalized/Schedule/A class co-op/ Government/Semi Government, etc.)
- Quotation from machine vendor (Pitney Bowes).
- Purchase order/ Work Order By Bank/NBFC/Vendor as a proof of machine expenses will be done by the bank/Financial Institution/Organisation.
- Original Police verification certificate/Application receipt of specimen signatories attached.
- Confirmation of internet connectivity.
- Confirmation of branch IFSC code.
- Old machine confirmation.

We request you to kindly process the same and help with the license number at the earliest.

Thanking you,

Yours faithfully,

(Authorized signatory)

VF-1

Application for authorization to use a Franking Machine for vending of stamps to the public

Dated: __/__/2022

To,
The Chief Controlling Revenue Authority
Maharashtra State, Pune.
New Administrative Building.
Opposite Council Hall.
Pune - 1

Dear Sir,

I/We do hereby apply for the grant of authorization for the use of the Franking Machine for stamping impression on the relevant instruments under the **Bombay Stamp Act, 1958, Indian Stamp Act, 1899 and the Bombay Stamp rules 1939.**

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

We are purchasing **M/S Pitney Bowes India Pvt. Ltd.** Companies Franking Machine through **Dealer Address**. The said machine is approved by the 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 day 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
1	Pitney Bowes B700 (Version-2) Stamp Duty Collection Solution.			M/S Pitney Bowes India Pvt. Ltd.

In respect of our use the user die should read as follows:

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 CCRA M. S. Pune authorized in this behalf without notice. I/We also undertake to not to change location of the Machine without prior permission in writing of the authorizing authority.

Proposed Location: Branch address

I/We have read the clauses regarding the use of FM incorporated in the **Letter no क्र. का/5. मुद्रांक-2022/सं.क्र.187/2019/150/2022 dated 9/2/2022** issued by the CCRA as also the conditions for the grant of authorization 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 authorization 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 a any damage done to the machine.
- (iii) I/We dispose off/dismantle any worn out or unserviceable FM in the presence of the authorized official of the Authorizing Authority within one month of it having been rendered as such.
- (iv) I/We shall ensure regular use the FM unless there are unavoidable circumstances for non use of the same the intimation in respect of which will be given to the authorizing 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 authorized 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 approved by the authorizing authority at my/our cost. Before and after repair I/We undertake to take the FM to the Office of the Authorizing Authority for removing/resetting the authorization die. I/We shall make my/our own arrangements through any of the said repairer for removing and resetting the authorization die before and after repairs, if need to be.
- (ix) I/We undertake not to sell, transfer or dispose off in any manner the Franking Machine.
- (x) I/We undertake to take the machine at my/our cost and expenses to the Office of Authorizing 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 Government of Pune against any losses that may be caused on account of negligence on our part or misuse or mishandling of the machine.

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

- I) Make, brand and type of the machine : Pitney Bowes B700 (Version-2)
- II) Supplier : M/s Pitney Bowes India Pvt. Ltd.
- III) Frank Value :
- IV) Denomination of Frank :
- V) Lock up point :
- VI) Other description, if any : Stamp Duty Collection Solution.
- VII) Particulars of the manufacturer : M/S Pitney Bowes India Pvt. Ltd. C/O Gati Kintetsu
Express Pvt Ltd. Old Bhiwandi Agra Road, Dhamangaon,
Bhiwandi 421302. Maharashtra.

Signature of the Applicant
Name of signatory
Seal

Recommendation of the supplier: —

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

Authorized signatory & Seal

VF-2

UNDERTAKING AND INDEMNITY BOND

This **INDEMNITY BOND** is made and executed at Maharashtra on this _____ 202__
By _____ **Bank Ltd.** registered under **Banking Regulation Act** having registration
No. and having registered office at
_____, represented by Mr. _____,
Official Designation _____ hereinafter referred to or called as **THE AUTHORIZED USER/VENDOR**
(which expression unless repugnant to the context or meaning thereof shall mean and include assignees,
Nominees & authorized person.)

IN FAVOUR OF

THE GOVERNOR OF MAHARASHTRA acting through the Chief Controlling Revenue Authority, State of
Maharashtra, hereinafter referred to or called as **THE GOVERNMENT** (which expression unless repugnant
to the context or meaning thereof shall mean and include Government of Maharashtra and its duly
Authorized representatives)

WHEREAS

A. The Authorized User/Vendor is carrying on the business of **Banking** has approached the
Government for the use of Franking machine to impress special ink adhesive stamp non-judicial stamps,
required for their own use/to vend to the public.

B. And, the Authorized 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 Authorized User/Vendor to use Machine to impress aforesaid non-judicial
stamps to denote payment of stamp duty, on certain conditions.

D. And the Authorized User/Vendor has agreed to fulfil all the conditions as required by law, and
also to under take 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 Authorized User/Vendor.

E. And the Government, before placing the order with the manufacturer for supply of Machine to
the Authorized User/ /Vendor deems it necessary to get assured and indemnified from the Authorized
User/Vendor as to obedience and observance of terms and conditions that are prescribed by the
Government vide C.C.R.A.'s **Letter no क्र. का/5. मुद्रांक-2022/ सं.क्र.187/2019/150/2022 dated 9/2/2022** for the
use of the Franking Machine.

F. The Authorized User/Vendor to fulfil the aforesaid requirement and in order to undertakes, and
indemnify the Government, is executing this presents as follows :-

Now therefore this deed of undertaking cum indemnify bond witnessed as follows:—

1. The Authorized User/Vendor hereby undertakes that the Franking Machine(s) will be located at the following address _____ Bank Branch address (Machine location) _____, and shall be available for inspection at all reasonable times by any official of the Office of the Chief Controlling Revenue Authority, Maharashtra State or any officer Authorized by him in this behalf without notice. The Authorized User/Vendor also undertakes not to change location of the machine without prior permission in writing of the Authorizing Authority.
2. The Authorized User/Vendor undertakes to pay the authorization fee from time to time as prescribed by the Government for allowing the Authorized User/Vendor to use the Machine for payment of stamp duty.
3. The Authorized User/Vendor undertakes to abide by all the terms and conditions as may be prescribed by the Government from time as to the use of the Machine and for authorization thereof.
4. The Authorized User/Vendor shall surrender any worn out or unserviceable Machine parts to the Authorizing authority or any officer Authorized by him immediately on replacement.
5. The Authorized 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 Authorizing Authority, failing which the machine shall vest in the Authorizing authority and shall stand confiscated.
6. The Authorized 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 Authorized User/Vendor undertakes to send the data entry for utilization of the machine on each working day to the officer to whom he is directed to supply the information. The Authorized 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 the prescribed time limit.
8. The Authorized User/Vendor undertakes that, the Authorized 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 Authorized 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, misconduct, negligence or any irregularity of any kind whatsoever caused by the Authorized User/Vendor while handling or using the Machine.

IN WITNESS WHEREOF THE AUTHORIZED USER/VENDOR HEREIN HAVE SET AND SUBSCRIBED ITS
RESPECTIVE HANDS AND SEALS ON THE DAY, MONTH AND YEAR FIRST HEREINABOVE WRITTEN.

SIGNED, SEALED AND
DELIVERED. By within names
Authorized User/Vendor In
the presence of :

1 Signature:

Name :

Address :

2 Signature :

Name :

Address :

VF-3

Letter for specimen signature

Dated :-

To,
 The Chief Controlling Revenue Authority
 Maharashtra State , Pune.
 New Administrative Building.
 Opposite Council Hall.
 Pune – 1

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 authorized signatories.

Photo	Name	
	Designation	
	Specimen Signature	
	Attested by	
	Signature	

Photo	Name	
	Designation	
	Specimen Signature	
	Attested by	
	Signature	

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,
Authorized signatory)

VF-4

Letter for Authorized Bank Personnel

To,
The Chief Controlling Revenue Authority
Maharashtra State , Pune.
New Administrative Building.
Opposite Council Hall.
Pune - 1

Subject: Authorizing _____ as a single point contact person for _____ Bank Ltd.

Dear Sir/Mam,

I on behalf of _____ Bank Ltd. 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 authorized personnel will be duly reported to you. It will be the sole responsibility of the bank to make such intimations. We are aware that any lapse in this regard will render the cancellation of our license.

Thanking you,

Yours faithfully,
Name:
Designation:
(Company Secretary/Competent Authority)

Photo
(Single point
contact
person)

Attested by

(Company Secretary/Competent Authority)

VF-5

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 or left thumb mark of the client or his agent	Signature of the issuing officer
1	2	3	4	5	6	7

VF-6**FRANKING MACHINE REGISTER REGARDING POSTING****TITLE PAGE.**

Name of the Authorised Vendor
 Address of the 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.

Sr. 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

VF-7

MACHINE RECORD BOOK FOR AUTHORISED VENDOR

Book No.

Name and address of the 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 Authorisation 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	Lost Balance	Amount remitted	Details of Remittance	Meter reading		Signature of the setting officer	Signature of C.A.
				Before setting	After setting		
1	2	3	4	5	6	7	8

VF-8

**CERTIFICATE OF FITNESS AFTER REPAIRS (AND BEFORE PUTTING TO
USE) OF THE FRANKIG MACHINE USED FOR FRANKING STAMPS FOR
PAYMENT OF STAMP DUTY**

- I. Particulars of the franking machine :
- | | | |
|------|--|---|
| I. | Name and address of the authorized user/vendor | : |
| II. | Name and address of supplier | : |
| III. | Manufacturing no. of the machine | : |
| IV. | Model of the machine | : |
| V. | Authorization no. and date | : |
| VI. | Date from which the machine is in use | : |
| VII. | Particulars of Authorizing Authority | : |

II. This is to certify that the Franking Machine, of above Particulars has been technically examined and repaired by me and report in respect of the same on the following points, is as under:

- | | | |
|-------|---|---|
| I. | Meter | : |
| II. | Displaying indicators | : |
| III. | Locking point (s) | : |
| IV. | Sealing points (s) | : |
| V. | Impressions of the value die | : |
| VI. | Whether there is any deviation in any part of the machine from the approved model | : |
| VII. | Whether the machine is technically sound | : |
| | And fool proof | : |
| VIII. | Any other defects noticed in the machine | : |

Signature of the mechanic

Dated:

I have satisfied myself personally the correctness of the aforesaid report and I agree/do not agree With the same for following reasons:

Signature of the
Authorised Representative of the Manufacturer/dealer

Dated:

**OFFICE OF THE INSPECTOR GENERAL OF REGISTRATION AND
CONTROLLER OF STAMPS AND CHIEF CONTROLLING REVENUE
AUTHORITY, MAHARASHTRA STATE, PUNE.**

Authorization for the use of Franking Machine for payment of Stamp Duty

No.D-5/STP(V)/C.R.

Date of Issue - / /

I hereby grant an authorization to
to use the Framing Machine to be supplied by for
the purpose of flanking stamps on relevant instruments under the provisions of Bombay
Stamp Act., 1958, Indian Stamp Act., 1899 and the Bombay Stamp Rules, 1939. The
authorization is valid upto.....

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

i	s	Name and Address of the manufacturers	:-	
ii	p	Name and Address of the supplier	:-	
III	e	Make or brand of the machine	:-	
IV	c	Model of the machine	:-	
V	i	Manufacturing No. of the machine	:-	
VI	m	No. of meters, if any	:-	
VII	e	Range of Frank	:-	
VIII	n	Maximum amount to be loaded at one time Particulars of user's die	:-	
IX	s	Kind of stamp authorized to be impressed	:-	
X	i	Address (Where the meter will be kept)	:-	

Specimen Signature form is enclosed here with.

The authorization is granted on the conditions set forth for the purpose in
order No.D-5/1270/94/1820-21 dt., 12/08/94 issued by the Chief Controlling Revenue
Authority, Maharashtra State, Pune a copy of which is enclosed. These conditions are
subject to modifications /revision from time to time by the Chief Controlling Revenue
Authority, Maharashtra State, Pune and the authorized user will be bound to abide by such
modified / revised conditions.

**Chief Controlling Revenue Authority,
Maharashtra State, Pune**

To,

The authorized vendor.

Copy to

- 1) Deputy Inspector General of Registration and Controller of Stamps.
- 2) The Collector of Stamps/Superintendent Of Stamps.
- 3) The Supplier.

VF -10 :

REGISTER OF LOADING / RELOADING
(To be maintained at the, Office of the Competent Authority)

Make & Machine No.:

Vendor:

Authorisation No.:

Valid upto:

Kind 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

VF-11

LIST OF AUTHORISED VENDOR

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

POF-1**REGISTER OF LOADING/ RELOADING**
(To be maintained at the, Office of the Competent Authority)

Make & Machine No.:

Designation of proper officer :

Authorisation No.:

Valid up to:

Kind 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

POF-2

Monthly Return in respect of sale of stamps of Franking Machine.

No.
General Stamp Office
Collector of Stamps.
..... District.
Date-

To,
The chief controlling revenue authority,
Maharashtra State, Pune.
New Administrative Building,
Opposite Council Hall.
Pune - 1

Subject: Monthly return in respect of sale of Stamps by use
Of Franking Machine. (Through Deputy inspector
General and Deputy Controller of Stamps)

Sir,

During the month of _____ 202__ Following Stamps were sold by use of Franking Machine.

Sr.No.	F.M.No.	Opening Reading	Amount Loaded During month	Stamp duty Realized	Closing reading
1					
2					
3					
4					

Yours Faithfully,

DY. Superintendent of Stamps Mumbai
Collector of Stamps _____ District.

POF-3

REGISTER OF DAILY READINGS
 (To be maintained at the, Office of the Competent Authority)

Make & Machine No :

Designation of proper Officer:

Authorisation No.:

Valid upto:

Kind of stamps authorised to be impressed:

Date	Opening Reading	Amount Loaded If any	Total Amount (2 + 3)	No. Of insts. Franked	S.D. Collected	Closing Reading	Signature of the Operating clerk	Signature of
1	2	3	4	5	6	7	8	9

POF-4

REGISTER SHOWING PARTICULARS OF REPAIRS MADE IN THE MACHINE
(To be maintained at the, Office of the Competent Authority)

Address of the place where the machine is installed	Particulars of the machine	Date on which information regarding defects in the machine was received	Name of the mechanic who attended repairs	Date on which the mechanic was deputed and the machine was repaired	Reasons for delay in repairs if any.	Meter reading before the machine was repaired.	Meter reading after the repairs.	Signature of the mechanic	Signature of the Competent Authority
1	2	3	4	5	6	7	8	9	10

POF-5**REGISTER OF POSTING FOR MACHINES USED AT GSO/ COS**

Model and No. of the Machine:

Kind of stamps authorized to be impressed:

Date	Opening Reading	Amount Loaded	Reading after loading as in Column 4	Loading Officers Signature	Counter No. and Receipt No	No. of Instrument Franked	Value Franked	Balance	Operators/ Users Sign.
1	2	3	4	5	6	7	8	9	10

POF-6

Master Ledger

Kind of stamps authorized to be impressed:

Date	Model and No.	Name of the User	Opening Reading	Amount Loaded if any	Details of Remittance	Closing Reading	Signature of DSS/COS/SR
1	2	3	4	5	6	7	8