

## **Hire Purchase (HP) Scheme- Provision of Free Helmets**

It has been decided that, 2 x helmets (free of cost) alongwith Motor Cycle will be issued to HP customers (not cash customers) wef 25 May 2015.

Following Procedure will be adopted.

- a. On receipt of consignment from supplier the same will be properly checked for any damages then taken on charge in IMS and process the invoice for payment alongwith receipt voucher as per procedure in vogue.
- b. Proper stock register will be maintained on following format:-  
Serial no, Case no, Army no, Rank and Name, Customer's mobile no. and signature of customers.
- c. The same will also be mentioned on credit note for reconciliation of monthly stock tacking report.