

**TELANGANA STATE BEVERAGES CORPORATION LIMITED**

(An Authority on behalf of the Government of Telangana Under Section 68A of A.P.  
Excise Act, 1968 )( Telangana Adaptation) Orders 2015  
9 & 10, 2nd floor., Proh. & Excise Complex, M.J.Road,Nampally, Hyderabad-1  
E-mail : tsbcico@gmail.com

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Lr.No. MIS/catridges/2015-16/

Dt. 20.02.2016

CIRCULAR - 075

It is observed that there is an abnormal growth in the expenditure for refilling of cartridges of printers in all Sections at Corporate Office. To monitor the printing expenses all the users are directed to maintain a log book for each printer. The Log book should account for the paper (No. of sheets drawn/ consumed/printed). The Log book should be periodically counter signed by the concerned GM for every 50 sheets consumed / printed compulsorily.

The custodian of the printer will be held responsible for abnormal expenditure and may be required to bear the expenditure.



**GENERAL MANAGER(F&A and MIS)**

The GMs(P&A),GM(MM & Excise) are requested to kindly monitor the printing expenses.