

**COLLECTIVE FARMERS' Producer Company Ltd.,
FPO Management Training for CEO and BoDs2019-20**

ACKNOWLEDGEMENT for the receipt of the

**Hands on Training Kit list
EPFPCL, RI , Sivagiri ,**

Sl.No	Item	Quantity
01	Combined Statutory Register - (RoC)	1
02	Minute Book (Board meeting & AGM)- RoC	2
03	Register of Members (MGT 1) RoC	10
04	Metallic Common Seal	1
05	Cash Book (2 Q- Concur sheet)	1
06	Contingency Register (1 Q- Concur sheet)	1
07	Stock Register (Temporary) 1Q Concur sheet	1
08	Stock Register (Permanent) 1 Q Concur sheet	1
09	PA Register (Permanent Advance) 1Q-Concur sheet	1
10	Movement Register for office documents	1
11	Movement Register for CEO	1
12	Training Manual on Collective Farming and FPO Management (Updated)	50 @ 1 per FIG
13	Management Audit Booklet	11 (BoDs)
14	Bankable Business Plan- EPFPCL Model	1 Book
15	XI A producer Company Doc on RoC	1
16	Penalty Provisions	1
17	Training programme & Budget	1+1
18	Attendance Register for CEO & staff	1 Nos
19	Share allotment format & Resolution format	1
20	Share certificate format	1
21	Tax Invoice Format	1
22	Self-Invoice / Bought Note Format	1
23	Contingency Bill format with Enfacement slip	9
24	Receipt Format	1
25	Voucher for miscellaneous payment format	1
26	Format for Monthly Account Statement to be given to BoDs during every BoD meet	1
27	Bank challans for NEFT/RTGS/ Cash-Cheque	1 set
28	Scripling pad	1
29	Pen	1
30	Formal letter to MD-TNSFAC /DDAB for various purposes Model	1
31	List of stationeries for FPCs to suit the budget	1
32	Visiting card /Lr pad Models (Executive type for uniformity among FPCs)	1 set
33	List of Grants /Loans available to FPOs	1
34	TN Consortium Brochure	1
35	Smart card for all purposes and events	1
36	Training Kit bag	1

CEO (Sign)
Name:

Director (Sign)
Name: