

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

No. /DSIIDC/Finalisation of Annual accounts/2017-18

Dated: 03.04.2018

Guidelines for Annual closing of Accounts for the Financial Year 2017-18

All the divisions are directed that:-

1. Transfer the Fixed Assets to Head Office along with copy of bills ,if any, purchased in their division to finalise Fixed Assets Register & Depreciation by 31st March 2018.
2. Finalise their trial balances in respect of interunit reconciliations latest by 15/04/2018.
3. The Bank Accounts Reconciliation as on 31.03.2018 should be completed by 15/04/2018 and entries outstanding for more than 3 months should be transferred to Stale Cheques Accounts
4. Cash verification for all locations/Divisions must be carried out and obtain a certificate for Cash in hand as on 31st March 2018 duly signed by the Divisional head and also submit a copy of the same along with trail to HQ .
5. Balance confirmation from Creditors , Suppliers, Loans and Advances, as per sample confirmation letter attached, is to be sent to parties latest by 16/04/2018.
6. Verify the Stock in trade, if any, as on 31/03/2017 latest by 25/04/2018.
7. The bills of Contractors upto 31/03/2018 should be finalised immediately .
8. Ask the Vendors/ Contractors to submit the bill latest by 21st April for supplies/ work done till 31st March and liability should be provided/ Tax should be deducted and deposited on time.
9. Adjustment of Imprest advances/ staff advances by 31st March ,2018. Non adjustment of advance must be reported to management for recovery / administrative action.
10. The Action on the Internal Auditors' observations should be initiated immediately so that Nil Report can be obtained from them.
11. The Observations of the Statutory Auditors at the time of audit for the financial year 2017-18, should be submitted to the head office within a week time of receipt of audit observations along with action taken report.
12. Cooperate with the Tax Auditors to fasten the process of return filing.
13. Provisions of Outstanding liabilities should be done accurately and latest by 16.04.2018. Any deviation to this account may result into serious audit observation and tax penalties. In case of deposit works , all EE's should ensure that OSL for on -going projects are booked only on the basis of measurement quantity till 31.03.2018 and amount involved should be intimated to the associate finance within 10 days .

M.C. Jain
03/04/18
(M.C.Jain)

Chief Accounts Officer(HQ)

1. CAO (IMFL/BL) *ncabon 4/14*
2. All Associate Finance, DSIIDC

Copy to:

- 1.Sr.P.A. to Director Finance
2. P.A. to Financial Controller *ncabon 4/14*
3. DM(IT), to upload on Website

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

No. /DSI IDC/Finalisation of Annual accounts/2017-18

Dated: 03.04.2018

Sub: Finalisation of Annual Accounts for the year 2017-18

To achieve the target of finalisation of Annual Accounts for the year 2017-18, it is requested that the details of Vacant Plots in all the industrial areas, estates, whose lease administration is with DSI IDC, are to be submitted immediately.

This may be given Top Priority .

(M.C.Jain)
Chief Accounts Officer(HQ)

- 1. CE (I)
- 2. CE (II)
- 3. CE(IV)
- 4. CE (Electrical)
- 5. DGM (NAC)
- 6. C.M.(Relocation)
- 7. DM(IEM)
- 8. DM(REM)

Copy to:

- 1.Sr. P.A. to Director Finance
- 2. DM(IT), to upload on Website

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED


No. /DSI IDC/Finalisation of Annual accounts/2017-18

Dated: 03.04.2018

Sub: Finalisation of Annual Accounts for the year 2017-18

The Annual Accounts for the Financial Year 2017-18 are to be submitted to the Statutory Auditors latest by 30.04.2018. All the Divisional heads are required to submit their final trial balances for the financial year 2017-18 along with all the schedules latest by 25.04.2018.

This may be given Top Priority .


(M.C.Jain) 03/04/18
Chief Accounts Officer(HQ)

1. CAO (IMFL/RL)
2. All Associate Finance,DSI IDC

Copy to:

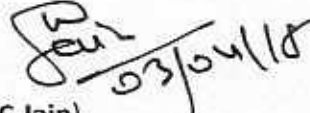
- 1.Sr. P.A. to Director Finance
2. P.A. to Financial Controller
3. DM(IT), to upload on Website

Sub: Finalisation of Annual Accounts for the year 2017-18

To achieve the target of finalisation of Annual Accounts for the year 2017-18 on the scheduled date , the completion of statutory audit and compilation of audited trials are required to be taken up on priority. In this regard, DM(Legal) is directed to provide the following information as on 31.03.2018 to Head Quarter by 16.04.2018 positively.

1. Age wise list of pending legal/ Arbitration cases filed against the Corporation in the Court indicating the amount and interest details.
2. Age wise list of pending legal/ Arbitration cases indicating the amount and interest recoverable from various parties .

This may be given Top Priority .


(M.C.Jain)

Chief Accounts Officer(HQ)

Divisional Manager(Legal)

Copy to:

- 1.Sr. P.A. to Director Finance
2. P.A. to Financial Controller
- 3.DGM (Legal)
4. DM(IT), to upload on Website

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

No. /DSIIDC/Finalisation of Annual accounts/2017-18

Dated: 03.04.2018

Circular

To achieve the target of finalisation of annual accounts for the year 2017-18 on the scheduled date, the completion of statutory audit and compilation of audited trials are required to be taken on priority. In this regard, all the Chief Account Officers are requested to ensure that all the divisions under their control complete the following works and provide the same to head Quarter for merger in the Final Annual Accounts by 25.04.2018 positively.

1. Bills of Fixed assets /fixed assets schedule .
2. Reply & Compliance report to internal auditors report /Observations.
3. Reply & Compliance report to Statutory auditors report /Observations
4. Schedule of prior period Income & Expenditure
5. Bifurcation of long term & Short term Assets & Liabilities.
6. The aging of Assets & Liabilities .
7. Details of Contingent & Committed liabilities for notes of Accounts
8. List of Bad Debts/Advances along with the required Provisions detail against them.
9. Departmental Charges chart along with expenditure details.
10. Reconciliation of service tax & GST provided in books and service tax/GST deposited.
11. Balance confirmation letters proof dispatched to parties/ supplies etc.

This may be given Top Priority .


(M.C.Jain) 03/04/18
Chief Accounts Officer(HQ)

1. CAO (IMFL/RL)
2. All Associate Finance, DSIIDC

Copy to:

- 1.Sr. P.A. to Director Finance
2. P.A. to Financial Controller
3. DM(IT), to upload on Website

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION
LIMITED**

DSIIDC/Finalisation of Annual Accounts/ 2017-18

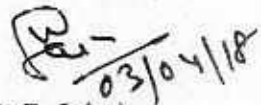
Dated: 03.04.2018

Circular

As the Annual Accounts for financial year 2017-18 are to be finalised by 25.04.2018 , so that these may be given to Statutory Auditors by 01.05.2018 as per the Schedule, all the divisional heads are directed to finalise the pending issues , issues raised in previous years audit reports and in the current year internal audit reports. It has already been emphasised from time to time to all the divisions concerned that analysis for the previous year's CAG Audit Report, Statutory Auditor's Report, Notes of Accounts, Policies, Current year's Internal Audit reports , analysis of their trial balances etc. need to be done immediately so that corrective measures may be taken in time.

For the removal of the Audit paras on the balance Confirmation from various parties/ debtors /creditors etc , all the Division concerns are requested to take action on priority basis.(Format for Balance confirmation enclosed).

This may be given Top Priority.


(M. C. Jain)
Chief Accounts Officer(HQ)

1. CAO(IMFL
2. CAO(Relocation)
3. All Associates Finance, DSIIDC

Copy to,

1. Sr. PA to DF
2. PA to FC
3. ✓ DM(IT) to upload on website

DSI IDC

Letter No. DSI IDC/F.Accounts/ /2017-18/

Dated:

To
M/s
Address

Sub: Balance confirmation as on 31st March 2018

This is to inform you that we are under the process of yearly closing of books of accounts i.e. for the period ending 31st March 2018. Our auditor has requested as part of their regular examination that confirmation should be obtained from you of the balance owned by you/ due to you as on 31st March 2018.

Your Balance as per books of DSI IDC as on 31.03.2018 - Rs.

Cr

(Rupees

Only)

Please kindly complete the confirmation at the foot of this letter and send the same to our Auditors directly in the enclosed stamped and addressed envelope. Also confirm that whether you are an enterprise registered under Micro Small Medium Enterprise Development Act 2006. If yes, please provide certificate issued by the concerned department in this regard. We would be grateful if you provide the information at the earliest.

If we do not receive your confirmation within 15 days, we would treat the above balance as correct and also consider that you are not registered under Small Medium Enterprise Development Act 2006

Yours faithfully

For DSI IDC

Confirmation

M/s Name & Address of the Statutory auditors

M/s SBG & Co.
Chartered Accountants
4/Atta Ur-rahman Lane
Civil Lines
Delhi 110054

Sir

The above balance of Rs _____ is in agreement with our books as on 31.03.2018/ the above amount does not agree with our records at the date mentioned. The balance as per our books is Rs. _____. The copy of account as per our books is enclosed. We are/are not registered under the MSMED Act. (Proof Enclosed)

Date: _____

Signature: _____