

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

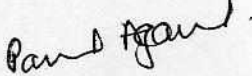
DSI IDC/Finalisation of Annual Accounts/2018-19

Dated:04/04/2019

**Sub: Finalisation of Annual Accounts for the year 2018-19**

As the Annual Accounts for financial year 2018-19 are to be finalized by 25.04.2019, so that these may be given to Statutory Auditors by 01.05.2019 as per the Schedule, all the divisional heads are directed to finalize the pending issues, issues raised in previous years audit reports and in the current year internal audit reports. It has already been emphasized 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.

This may be given Top Priority.

  
(Parul Agarwal)  
Sr. Manager Accounts

1. CAO(IMFL )
2. CAO( Relocation)
3. CAO(Works)
4. DAO(HQ)
5. DAO(Tax)
- ✓ 6. All Associates Finance, DSI IDC

Copy to:

1. P.S to Director (Finance)
2. CAO(HQ)
- ✓ 3. DM(IT ), to upload on Website

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No.:DSI IDC/Finalisation of Annual accounts/2018-19

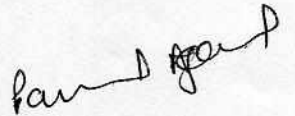
Dated: 04/04/2019

**Sub: Finalisation of Annual Accounts for the year 2018-19**

To achieve the target of finalisation of Annual Accounts for the year 2018-19 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 25.04.2019 positively.

1. Bills of Fixed assets /fixed assets schedule.
2. Reply & Compliance report to Internal auditors report /Observations.
3. Schedule of prior period Income & Expenditure
4. Bifurcation of long term & Short term Assets & Liabilities.
5. The aging of Assets & Liabilities.
6. Details of Contingent & Committed liabilities for Notes of Accounts
7. List of Bad Debts/Advances along with the required Provisions detail against them.
8. Departmental Charges chart along with expenditure details.
9. Reconciliation of GST provided in books of Accounts and GST to be deposited.

This may be given Top Priority.

  
(Parul Agarwal)  
Sr. Manager Accounts

1. CAO (IMFL/RL/Works)
2. DAO(HQ)
3. DAO(Tax)
4. All Associate Finance, DSI IDC

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No: DSIIDC/Finalisation of Annual accounts/2018-19

Dated: 04/04/2019

**Guidelines for Annual closing of Accounts for the Financial Year 2018-19**

All the divisions Associate Finance 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 08<sup>th</sup> April 2019.
2. Finalize their trial balances in respect of interunit reconciliations latest by 15/04/2019
3. The Bank Accounts Reconciliation as on 31.03.2019 should be completed by 20/04/2019 and entries outstanding for more than 3 months should be transferred to Stale Cheques Accounts
4. Cash verification for all shops must be carried out and obtain a certificate for Cash in hand as on 31<sup>st</sup> March 2019 duly signed by the shop incharge and also submit a copy of the same along with trail to HQ.
5. Verify the Stock in trade, if any, as on 31/03/2019 latest by 25/04/2019.
6. The bills of Contractors upto 31/03/2019 should be finalized immediately.
7. Adjustment of Imprest advances/ staff advances by 31<sup>st</sup> March, 2019. Non adjustment of advance must be reported to management for recovery / administrative action.
8. The Action on the Internal Auditors' observations should be initiated immediately so that observations can be settled during the course of audit itself.
9. Provisions of Outstanding liabilities should be done accurately and as per circular issued by taxation cell. 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 31.03.2019.

*Parul Agarwal*  
04/04/2019  
(Parul Agarwal)

Sr. Manager Accounts

1. CAO (IMFL/RL)
2. DAO(CAS/HQ)
3. DAO(TAX)

- 4..All EE's ,DSIIDC
5. All Associate Finance, DSIIDC

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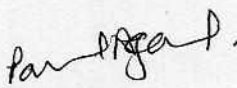
No. /DSIIDC/Finalisation of Annual accounts/2018-19

Dated: 04/04/2019

**Sub: Finalisation of Annual Accounts for the year 2018-19**

The cut off date for the booking of liability in nature of Contingent liability(i.e. **award cases etc.**) shall be 31/05/2019 , In this regard, all the concerned are requested to provide the information regarding contingent liabilities as on 31.03.2019 to Head Quarter by 30.04.2019 positively. If there any further event come into their knowledge unto the cut off date, that may also be informed accordingly.

This may be given Top Priority.

  
(Parul Agarwal)  
Sr. Manager Accounts

1. CE (I)
2. CE (Electrical)
3. CM(NAC)
4. C.M.(Relocation)
5. C.M.(Security)
6. D.M.(Personnel)
7. D.M.(Legal)
8. D.M.(GAD)
9. DAO(Tax)
10. DM(IEM)
11. DM(REM)
12. All Associate Finance

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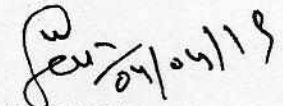
**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED**

DSIIDC/Finalisation of Annual Accounts/2018-19

Dated:04/04/2019

**Re: - Detail of Property Tax Paid during the year 2018-19 and payable as on 31.03.2019**

All the Chief Engineers and Divisional Heads are requested to provide the details of property tax paid during the year 2018-19 and payable as on 31.03.2019 as the same is required for compliances of statutory audit for the year 2018-19. The above information may please be provided to HQ upto 15.04.2019.

  
(M C Jain)

Chief Accounts Officer (HQ)

1. All Chief Engineers
2. All Divisional Heads
3. All Associate Finance

Copy to:

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3. DM(IT) to upload on website of DSIIDC

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No. /DSIIDC/Finalisation of Annual accounts/2018-19

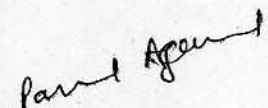
Dated: 04/04/2019


**Sub: Finalisation of Annual Accounts for the year 2018-19**

To achieve the target of finalisation of Annual Accounts for the year 2018-19 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 31.03.2019 to Head Quarter by 16.04.2019 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.

  
(Parul Agarwal)  
Sr. Manager Accounts

  
Divisional Manager (Legal)

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