

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

DSIIDC/COMM.A/C Compliance of Audit Committee /2015-16

Dated: 07.04.2016

Guidelines for Annual closing of Accounts for the Financial Year 2015-16 –

All the divisions are directed

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 14th of April 2016.
2. Finalise their trial balances in respect of interunit reconciliations latest by 14/04/2016
3. The Bank Accounts Reconciliation as on 31.03.2016 should be completed by 14/04/2016 and entries outstanding for more than 3 months should be transferred to Stale Cheques Accounts
4. Cash verification for all locations/Divisions must be done. And to give a certificate for Cash in hand as on 31st March 2016 duly signed by the Divisional head.
5. Balance confirmation from Creditors , Suppliers, Loans and Advances, as per sample confirmation letter attached, is to be sent to parties latest by 14/04/2016.
6. Verify the Stock in trade, if any, as on 31/03/2016 latest by 30/04/2016.
7. The bills of Contractors upto 31/03/2016 should be finalise 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. The Action on the Internal Auditors' observations should be initiated immediate so that Nil Report can be obtained from them.
10. The Observations of the Statutory Auditors at the time of audit for the financial year 2015-16, should be submitted to the head office within a week time of receipt of audit observations along with action taken report.
11. Cooperate the Tax Auditors to fasten the process of return filing



(M. C. Jain)

Chief Accounts Officer

To,

All Accounts Functionaries, DSIIDC

Copy to:

1. PA to DF for information
2. DM(FF) to upload on website

DSI IDC

Letter No. DSI IDC/FA/ /2015-16/

Dated:

To
M/s
Address

Sub: Balance confirmation as on 31st March 2016

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 2016. 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 2016

Your Balance as per books of DSI IDC as on 31.03.2016 - 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

CAO (HQ)