

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD

NO: DSIIDC/DAO (HQ)/Fixed Assets Physical/2014-15

Dated: 09.09.2015

Kindly refer to this office letter of even number dated 21.08.2015 (copy enclosed) regarding observations of Statutory Auditor with respect to Physical verification of Fixed Assets. Till date no response have been received in this regard, Therefore, It has been decided to hold a meeting under the Chairmanship of Financial Adviser at 12.00 Noon on dated 09.09.2015 (Wednesday) in the conference room at Head Quarter to review the action taken by all concerned as per Circular no. DSIIDC/ED/PS/2014/ dated 21.07.2014. All concerned officer are requested to attend the meeting.



(M.C.Jain)

CAO (HQ)

TO:

1. All Concerned Officer
2. D.M. (IT) for Web-site

COPY TO:

Sr. PA for Financial Advisor

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD

NO: DSIIDC/DAO(HQ)/Fixed Assets Physical/2014-15

Dated: 21.08.2015

Statutory Auditor has pointed an important observation with respect to our Fixed Assets which reads as follows:-

"The Corporation has not maintained proper records and quantitative details of land, building, real estate and other assets owned by the Corporation including various estates and other developmental projects transferred to the Corporation by Delhi Government and other Local Authorities. No physical verification has also been conducted by the management during the year. It has not been possible for us to verify the authenticity of such assets reflected in the financial statements"

In this connection, an Office Order bearing No. DSIIDC/ED/PS/2014 dated 21.07.2014 was issued by the then Executive Director, DSIIDC nominating eight officers of DSIIDC for preparation of the list of inventory of all the furniture and general items of all the offices of DSIIDC located at various places. The officers so nominated were also directed to prepare location wise inventory indicating the items lying in each particular room. A copy of the said office order is enclosed here with for your reference.

Till date information in respect of only HQ and BCD buildings has been received and rest of the information is still awaited. This has been taken seriously by the management and it is direction on the part of Management to remove this qualification from the Audit Report for the F. Y. 2014-15 for which the said information is necessarily required to be submitted to CAO(HQ) latest by 24.08.2015. Lapse on the part of officers/officials concerned in timely submission of information shall be viewed seriously.



(M. C. Jain)
C.A.O. (HQ)

TO:

1. All concerned officers
2. DM(IT) for website

COPY TO:

Sr. PA to Financial Advisor

NO:DSIIDC/ED/PS/2014/

Dated:21st July, 2014

It has been decided that inventory of all the furniture and general items to be prepared for all the offices of DSIIDC located at various places. Location-wise inventory should indicate items lying in particular each of the room. In case rooms are not numbered then the first exercise should be done to number all rooms and cabins before numbering the items. A check list for the same is enclosed. To complete this exercise, following Nodal officers are nominated:-

1. Headquarters : Shri Subhash Khanna, Manager(CT)
2. BCD : Shri Subhash Khanna, Manager(CT)
3. Patparganj Office : Shri S.B. Sharma, CM(RL)
4. Lajpat Nagar Office : Shri Shashi Kant, CE-II
5. Wazirpur Office : Shri S.K. Tyagi, CE-I
6. Okhla Office : Shri Z.U. Haque, CPM
7. Bawana and Narela: Shri Anil Jain, PD
8. All Liquor Shops : Shri Subhash Arora, Sr.Manager(IMFL)

It is requested to complete the exercise within one week.

(YASHPAL GARG)
EXECUTIVE DIRECTOR
Phone: 23315067

To

All Concerned Officers

Copy for information to:

1. Sr. PA to CMD
2. Sr. PA to FA
3. Sr.PA to GM-I
4. P.A. to GM-II

DIVISION: _____

DATE: _____

Check List of Furniture and fixtures:

S.No.	Item	ROOM NOS.				
		1	2	3	4	5
1	Officer Table					
2	Visitors Chair					
3	Sofa					
4	Table					
5	Almirah					
6	Fan					
7	Computer					
8	Printer					
9	Fax machine					
10	Room heater					
11	Fridge					
12	Television/LCD					
13	Cash Chest					
14	Any Other items i) ii) iii)					