

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

DSIIDC/COMM.A/C/ 2018-19/ FA Physical verification

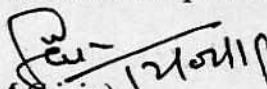
Dated: 12/02/2019

Sub: Physical verification of Fixed Assets as on 31/03/2019

With reference to the above subject M/s Jain Mayank & Associates , Chartered Accountants Firm has been appointed by the competent authority for the Physical verification of Fixed Assets & updating of FA register as on 31/03/2019. The team of the appointed agency will visit at all the locations of the Corporation. The all divisional heads of finance & technical are directed to co-operate to the staff deputed by the above said firm in their work and get ready the following records/ information for their finalization of the assignment on time..

1. Old ledgers of last five or more than five years pertaining to Fixed Assets.
2. Details of properties , purchase deeds, possession letters etc., if applicable.
3. In case of Industrial sheds , Building etc. the details like total area whether acquired, purchased , transferred , then from whom transferred , at what cost transferred, if self constructed the details regarding that, if any, files pertaining cost , location etc.
4. If property allotted by DDA or any other authority , then records relating to allotment paper or authorization letter etc.
5. In case of Industrial sheds , Building etc., detail shall be provided in the following format :
 - a. Name/ Address
 - b. Date of acquisition
 - c. Cost
 - d. Whether leasehold or freehold
 - e. Leased out or self occupied
 - f. If leased out then rent value
 - g. Property tax if paid , then to which date
 - h. Any other relevant information

Serious view will be taken by the Director (Finance) if any feedback given by the agency regarding non-cooperation by the staff. This is for strict compliance.


(M.C.jain) 12/02/19

Chief Accounts Officer

To,

- 1.CE-I/ CE –IV/ CE(Electrical)
- 2.CAO (IMFL/ Rel/ Works)
- 3.All Divisional Head(Executives)
- 4.All Divisional heads(Finance)

Copy to :

- 1.Sr. PA to ED for information
- 2.Sr. PA to Director(Finance) for information
- 3.DM(IT) – for uploading on website
- 4.M/s Jain Mayank & Associates, Chartered Accountants