

ANNEXURE-1

THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI

SCHEDULE FOR CLOSING OF ACCOUNTS FOR THE F.Y. 2019-20

S.No	ITEMS	Last date for submission
1	Obtaining physical verification reports of inventories & fixed assets	23.04.2020
2	Necessary adjustment entries for inventories/assets regarding discrepancies in PV report	23.04.2020
3	Completion of valuation of inventories	23.04.2020
4	Completion of bank reconciliation	23.04.2020
5	Booking of purchase/sales & claims	27.04.2020
6	Review of sundry debtors & creditors a/c's	27.04.2020
7	Submission of statements of daily transfer of funds to F&A Banking Divn. C.O.	27.04.2020
8	Issue of letters to debtors & creditors through statutory auditors for confirmation of Balances as on 31.03.2020	27.04.2020
9	Review of ledger accounts (other than debtors/creditors)	27.04.2020
10	Submissions of statement of inter branch stock transfers to F&A Corporate Accounts Divn.	27.04.2020
11	Submission of final HOR extracts to F&A Corporate Accounts Divn.	27.04.2020
12	Confirmation of Inter branch stock transfer by F&A Corporate Accounts Divn., C.O.	27.04.2020
13	Confirmation of remittances of CPF, EPS-95, Pension etc by CPF cell (A&E), CO	27.04.2020
14	Confirmation of HOR cash balances by F&A Banking Division C.O.	28.04.2020
15	Confirmation of HOR (others) balance by F&A Corporate Accounts Divn., C.O.	28.04.2020
16	Submission of accounts to internal audit.	03.05.2020
17	Submission of complete set of balance sheet P&L a/c to Branch Auditors/Statutory Auditors for review & clearance	05.05.2020
18	Submission of audited accounts to F & A Corporate Accounts Divn.	12.05.2020