

F & A CORPORATE ACCOUNTS DIVISION

SCHEDULE FOR SUBMISSION OF ACCOUNTS FOR THE QUARTER  
ENDING ON 31.12.2017

S.No.	Particulars	Last Date
1.	Booking of purchases & sales,	04.01.2018
2.	Submission of final HOR extract, and inter branch stock receipt / dispatch to Corporate Accounts Division	05.01.2018
3.	Submission of Receivable & Payables statement (Annexure A1-A4, B-1, B-2 & C)	08.01.2018
4.	Bank Reconciliation, inter branch stock receipt / dispatch and HOR Confirmation etc.	08.01.2018
5.	Submission of accounts to IND-AS consultant M/s ASA & Associates for review	09.01.2018
6.	Submission of final quarterly A/cs to Internal Auditor for clearance	10.01.2018
7.	Submission of all status notes by respective divisions at C.O as requested by Statutory Auditors	11.01.2018
8.	Submission of final quarterly A/cs to Corporate accounts at C.O /Statutory Auditors at C.O.	12.01.2018

*By*  
15.12.17