

FAX

ALL BRANCH MANAGERS

REPEAT ALL BRANCH FINANCE HEADS

FROM B.R. DHAWAN, CGM-F, STC, NEW DELHI.

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AS PER CLAUSE 41 OF THE LISTING AGREEMENT WITH SEBI ACCOUNTS FOR THE QUARTER ENDED ON 30.06.2016 ALONGWITH SEGMENTAL REPORTING DULY REVIEWED (LIMITED) BY THE STATUTORY AUDITORS ARE REQUIRED BE PUBLISHED IN THE LEADING NEWSPAPERS WITHIN 45 DAYS OF QUARTER ENDED 30.06.2016. IN ORDER TO COMPLY WITH THE ABOVE MANDATORY REQUIREMENTS OF SEBI, THE ENCLOSED SCHEDULE HAS BEEN APPROVED BY COMPETENT AUTHORITY FOR SUBMISSION OF DULY CERTIFIED QUARTERLY ACCOUNTS BY ALL BRANCHES/DIVISION AT C.O. **THE LAST DATE FOR SUBMISSION OF QUARTERLY ACCOUNTS DULY CERTIFIED BY INTERNAL AUDITORS IS 18.07.2016.** FORMATS OF ACCOUNTS WILL BE AVAILABLE ON STC's WEBSITE BY 04/07/2016 UNDER CORPORATE ACCOUNTS FORMAT FOR NECESSARY ACTION. THE FOLLOWING MAY BE ENSURED WHILE PREPARATION OF QUARTELY ACCOUNTS :-

1. EXISING ACCOUNTING POLICIES FOR THE ANNUAL ACCOUNTS ENDING ON 31.03.2016 HV BN STRICTLY FOLLOWED WHILE FINALISING THE QUARTERLY ACCOUNTS.
2. **PARTIES' ACCOUNTS/LEDGER BALANCES HV BN REVIEWED/RECONCILED AS ON 30.06.2016. BALANCE CONFIRMATION MUST BE OBTAINED AS PER DIRECTION OF THE AUDIT COMMITTEE OF DIRECTORS. COMPLIANCE OF THE SAME IS TO BE REPORTED TO THE AUDIT COMMITTEE OF DIRECTORS. HOWEVER LONG OUTSTANDING ASSETS/LIABILITIES SHALL BE ALLOWED TO REMAIN IN THE BOOKS ONLY WITH PROPER JUSTIFICATION AFTER REVIEW, OTHERWISE NECESSARY ACTION MUST BE TAKEN FOR WRITE OFF/WRITE BACK WITH THE APPROVAL OF COMPETENT AUTHORITY.**
3. ALL OUTSTANDING PAYABLES/RECEIVABLES AS ON 30.06.2016 SHOULD BE PROPERLY ENTERED IN THE BOOKS OF ACCOUNTS AND NOT KEPT OUT OF BOOKS. AFTERWARDS ACTUAL PAYMENTS/RECEIPTS MAY BE ROUTED THROUGH PARTIES' ACCOUNTS.
4. IMPACT OF UPDATION OF EXCHANGE FLUCTUATION AS ON 30.06.2016 HAS BEEN TAKEN INTO ACCOUNT IN THE BOOKS OF ACCOUNTS AS PER THE REQUIREMENTS OF AS-11(REVISED). THIS FACT MAY BE DISCLOSED AS NOTES IN THE QUARTERLY ACCOUNTS. HOWEVER, AS PER EXISTING PRACTICE


EXCHANGE UPDATION BE REVERSED ON THE FIRST DAY OF NEXT QUARTER AS THE ACTUAL EXCHANGE GAIN/LOSS IS RECOGNISED ON PAYMENT/SETTLEMENT BASIS WITHIN THE SAME ACCOUNTING YEAR.

5. PARTYWISE AND FOREIGN CURRENCY WISE STATEMENT OF FOREIGN CURRENCY RECEIVABLE/PAYABLE AS ON 30.06.2016 HS BN SUBMITTED.
6. PARTYWISE/ITEMWISE/AGEWISE STATEMENT OF TRADE RECEIVABLES, LOANS ADVANCES, CLAIMS & OVERDUES AS ON 30.06.2016 IN THE PRESCRIBED FORMAT IS ENCLOSED WITH ACCOUNTS.
7. BRANCHES/ACCOUNTING UNITS WILL SUBMIT THE ACCOUNTS COMPLETE IN ALL RESPECT WITHIN TIME SCHEDULE TO F&A CORPORATE ACCOUNTS DIVISION DULY CERTIFIED BY INTERNAL AUDITORS.
8. IT MAY ALSO BE ENSURED THAT THE FIGURES CONTAINED IN THE OVERDUES STATEMENT AT ANNEXURE VI DULY MATCHES WITH QUARTERLY ACCOUNTS.
9. **DETAILS OF FRAUD NOTICED, IF ANY, AS REQUIRED VIDE 'ANNEXURE X' BE POSITIVELY SUBMITTED ALONG WITH ACCOUNTS, DULY SIGNED BY HOD FINANCE AND BM AT BRANCHES AND BY HOD FINANCE AT C.O. IN CONSULTATION WITH TRADE DIVISION. THIS IS REQUIRED FOR SUBMISSION OF CONSOLIDATED DETAILS TO STATUTORY AUDITORS.**

FOR TIMELY SUBMISSION OF THE DATA TO AUDITOR, ACCOUNT & OVERDUE STATEMENT MAY BE SUBMITTED IN SOFTCOPY FOLLOWED BY SIGNED COPY IN DUPLICATE.

THE ABOVE BE STRICTLY ADHERED TO. THE COMPLIANCE WILL BE MONITORED AND REPORTED TO DIRECTOR-FINANCE ON DAILY BASIS.

RGDS  
24.06.2016

  
(B.R. DHAWAN)  
CGM-F

**F & A CORPORATE ACCOUNTS DIVISION**

**SCHEDULE FOR SUBMISSION OF ACCOUNTS FOR THE QUARTER  
ENDING ON 30.06.2016**

| <b>S.No.</b> | <b>Particulars</b>   | <b>Last Date</b> |
|--------------|--|------------------|
| 1.           | Booking of purchases & sales   | 04.07.2016       |
| 2.           | Issue of Transfer Memos  | 05.07.2016       |
| 3.           | Submission of IBSR/IBSD statement  | 07.07.2016       |
| 4.           | Completion of Bank reconciliation  | 07.07.2016       |
| 5.           | Transfer of bank balances to Banking Divn<br>(for Accounting Units at C.O. only)                     | 08.07.2016       |
| 6.           | Submission of HOR A/cs   | 08.07.2016       |
| 7.           | Submission of Overdues Statement<br>(annexure VI)  | 11.07.2016       |
| 8.           | Confirmation of HOR A/cs balances  | 12.07.2016       |
| 9.           | Closing of final trial balance   | 13.07.2016       |
| 10.          | Submission of quarterly A/cs to Internal<br>Auditor & Submission of soft copy of the<br>same to C.O. | 14.07.2016       |
| 11.          | Submission of quarterly A/cs to F&A<br>Corporate Accounts duly certified by Internal<br>auditors     | 18.07.2016       |
| 12.          | Submission of Internal Audit Report by<br>Internal Audit Division                                    | 18.07.2016       |

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