

FAX

ALL BRANCH MANAGERS

REPEAT ALL BRANCH FINANCE HEADS

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

AS PER CLAUSE 41 OF THE LISTING AGREEMENT WITH SEBI ACCOUNTS FOR THE QUARTER ENDED ON 31.12.2015 ALONGWITH SEGMENTAL REPORTING DULY REVIEWED (LIMITED) BY THE STATUTORY AUDITORS IS TO BE PUBLISHED IN THE LEADING NEWSPAPERS WITHIN 45 DAYS OF QUARTER ENDED 31.12.2015. IN ORDER TO COMPLY WITH THE ABOVE MANDATORY REQUIREMENTS OF SEBI, COMPETENT AUTHORITY HAS APPROVED THE SCHEDULE (ENCLOSED) FOR SUBMISSION OF ACCOUNTS IN THE PRESCRIBED FORMAT FOR THE QUARTER ENDED ON 31.12.2015. **THE LAST DATE FOR SUBMISSION OF QUARTERLY ACCOUNTS DULY CERTIFIED BY INTERNAL AUDITORS IS 14.01.2016.** FORMATS OF ACCOUNTS WILL BE AVAILABLE ON STC's WEBSITE BY 05/01/2016 UNDER CORPORATE ACCOUNTS FORMAT FOR NECESSARY ACTION. BEFORE SUBMISSION OF ACCOUNTS FOLLOWING MAY BE ENSURED THAT:-


1. EXISING ACCOUNTING POLICIES FOR THE ANNUAL ACCOUNTS ENDING ON 31.03.2015 HV BN STRICTLY FOLLOWED WHILE FINALISING THE QUARTERLY ACCOUNTS.
2. **PARTIES' ACCOUNTS/LEDGER BALANCES HV BN REVIEWED/RECONCILED AS ON 31.12.2015. 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 31.12.2015 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 31.12.2015 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 31.12.2015 HS BN SUBMITTED.
6. PARTYWISE/ITEMWISE/AGEWISE STATEMENT OF TRADE RECIVABLES, LOANS ADVANCES, CLAIMS & OVERDUES AS ON 31.12.2015 IN THE PRESCRIBED FORMAT IS ENCLOSED WITH ACCOUNTS.
7. QUARTERLY ACCOUNT BE PREPARED AND SUBMITTED AFTER TAKING INTO ACCOUNT CONFIRMED HOR BALANCES ONLY.
8. QUARTERLY ACCOUNTS ARE CERTIFIED BY INTERNAL AUDITOR BEFORE SUBMISSION TO F&A CORPORATE ACCOUNTS DIVISION.
9. IN ORDER TO HAVE A PROPER BUDGETRY CONTROL ON OVERHEADS, PROPER JUSTIFICATION FOR REASON OF VARIATION IN BUDGET VS. ACTUAL EXPENDITURE MUST BE GIVEN AT ANNEXURE VII. **REVISED REVENUE BUDGET FOR THE F.Y. 2015-16 BASED ON THE ACTUAL EXPENDITURE UP TO 31ST DEC 2015 AND REVENUE BUDGET FOR THE F.Y. 2016-17 ARE ALSO TO BE SUBMITTED ALONG WITH QUARTERLY ACCOUNTS.**
10. IT MAY ALSO BE ENSURED THAT THE FIGURES CONTAINED IN THE OVERDUES STATEMENT AT ANNEXURE VI DULY MATCHES WITH QUATERLY ACCOUNTS.
11. **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 ADHERE TO.

RGDS
22.12.2015


(B.R. DHAWAN)
CGM-F

F & A CORPORATE ACCOUNTS DIVISION

**SCHEDULE FOR SUBMISSION OF ACCOUNTS FOR THE QUARTER
ENDING ON 31.12.2015**

S.No.	Particulars	Last Date
1.	Booking of purchases & sales	04.01.2016
2.	Issue of Transfer Memos	05.01.2016
3.	Submission of IBSR/IBSD statement	06.01.2016
4.	Completion of Bank reconciliation	06.01.2016
5.	Transfer of bank balances to Banking Divn (for Accounting Units at C.O. only)	07.01.2016
6.	Submission of HOR A/cs	07.01.2016
7.	Submission of Overdues Statement (annexure VI)	08.01.2016
8.	Confirmation of HOR A/cs balances	08.01.2016
9.	Closing of final trial balance	11.01.2016
10.	Submission of quarterly A/cs to Internal Auditor & Submission of soft copy of the same to C.O.	12.01.2016
11.	Submission of quarterly A/cs to F&A Corporate Accounts duly certified by Internal auditors	14.01.2016

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