

FAX

ALL BRANCH MANAGERS

REPEAT ALL BRANCH FINANCE HEADS

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

AS PER LODR AGREEMENT WITH SEBI, ACCOUNTS FOR THE QUARTER ENDING ON 31.12.2016 ALONGWITH SEGMENTAL REPORTING DULY REVIEWED (LIMITED) BY THE STATUTORY AUDITORS ARE REQUIRED TO BE PUBLISHED IN THE LEADING NEWSPAPERS WITHIN 45 DAYS OF QUARTER ENDED 31.12.2016. 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/DIVISIONS AT C.O. **THE LAST DATE FOR SUBMISSION OF QUARTERLY ACCOUNTS DULY CERTIFIED BY INTERNAL AUDITORS IS 12.01.2017.** FORMATS OF ACCOUNTS WILL BE AVAILABLE ON STC's WEBSITE BY 04/01/2017 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 31.12.2016. 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 31.12.2016 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 31.12.2016 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 31.12.2016 HS BN SUBMITTED.
6. PARTYWISE/ITEMWISE/AGEWISE STATEMENT OF TRADE RECIVABLES, LOANS ADVANCES, CLAIMS & OVERDUES AS ON 31.12.2016 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-VIII' 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
03.01.2017


(B.R. DHAWAN)
CGM-F

F & A CORPORATE ACCOUNTS DIVISION

SCHEDULE FOR SUBMISSION OF ACCOUNTS FOR THE QUARTER
ENDING ON 31.12.2016

S.No.	Particulars	Last Date
1.	Booking of purchases & sales	06.01.2017
2.	Issue of Transfer Memos	09.01.2017
3.	Submission of IBSR/IBSD statement	09.01.2017
4.	Completion of Bank reconciliation	10.01.2017
5.	Transfer of bank balances to Banking Divn (for Accounting Units at C.O. only)	10.01.2017
6.	Submission of HOR A/cs	10.01.2017
7.	Confirmation of HOR A/cs balances	11.01.2017
8.	Submission of Overdues Statement (annexure VI)	11.01.2017
9.	Closing of final trial balance	11.01.2017
10.	Submission of final quarterly A/cs to Internal Auditor & Submission of soft copy of the same to C.O.	11.01.2017
11.	Submission of final quarterly A/cs to Statutory Auditors by Divisions at C.O.	12.01.2017
12.	Submission of quarterly A/cs to F&A Corporate Accounts duly certified by Internal auditors	12.01.2017
13.	Submission of Internal Audit Report by Internal Audit Division	12.01.2017

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