In order to ensure that the Annual Accounts of the Authority for the year 2015-16 completed on time, the following timelines are issued for compliance by all concerned:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Action By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Physical verification of cash and stamp in hand as on 31st March, 2016 and certificate should be submitted to Head Office, Finance Wing by 15th April, 2016.</td>
<td>C.A.O. for Head Office/In-charge at field Offices.</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent imprest/Departmental Advances to be settled by 31st March, 2016 and fresh advance may be taken in 1st week of April, 2016.</td>
<td>AS/PS/In-charge at field offices.</td>
</tr>
<tr>
<td>3.</td>
<td>TA/LTC advance, if any taken by the officers/employees are to be settled by 31st March, 2016 (except advance drawn during March, 2016 and those advances for which tour/LTC not completed by 31.03.2016).</td>
<td>All staff members concerned in Head Office/field offices.</td>
</tr>
<tr>
<td>4.</td>
<td>Detailed statement of departmental advance, advance to suppliers &amp; contractors, Festival advance, Cycle advance, Computer Advance, House Building Advance, unpaid salary etc. as on 31st March, 2016 should be sent to Finance (H.Q.) by 15th April 2016.</td>
<td>AO in Head Office/In-charge at Field Office Accounts.</td>
</tr>
<tr>
<td>5.</td>
<td>Advances paid to Contractors/suppliers, expenditure to be settled latest by 31st March, 2016.</td>
<td>All staff members concerned in Head Office/field offices.</td>
</tr>
<tr>
<td>6.</td>
<td>Reconciliation of outstanding advances paid to contractors/suppliers, if any with actual expenditure on work by 15th April, 2016.</td>
<td>AO in Head Office/In-charge at Field Office Accounts.</td>
</tr>
<tr>
<td>7.</td>
<td>Recoveries from deputationists (except that of March, 2016) are to be remitted to the respective PAO/I. Tax Department latest by 31st March 2016 and a certificate to be this effect to be furnished to Head Office by 15th April, 2016.</td>
<td>In-charge of Field Office/Accounts Officer (Head Office).</td>
</tr>
</tbody>
</table>

10. Inter Unit Reconciliation by 15th April, 2016.

11. Statement of claims of parties received which are not acknowledged upto 31st March, 2016.


14. Valuation of closing stock as on 31.03.2016 as per accounting policy of Authority by 15th April, 2016.

15. Physical verification of stores, spares, tools and other miscellaneous items if any as on 31st March, 2016 (by independent Committee). Detailed statement item-wise should be sent to Finance (H.O.) by 30th April, 2016.

16. Physical verification of fixed assets to be carried out by an independent committee as on 31st March, 2016 and detailed report item-wise and amount-wise (duly reconciled with financial records) should be sent to Finance (H.O.) by 15th April, 2016.

17. Details of additions in fixed assets, transfer of fixed assets in different offices and deletions from fixed assets with gross value and net value by 30th April, 2016.

18. Statement of bills/ claims outstanding, if any, as on 31st March, 2016 to be sent to Finance along with copy of the Bill latest by 30th April 2016. This should includes:
   (a) Payment due to contractors to the extent of work completed upto 31st March, 2016 (with photocopy of M.B.).
   (b) Bills received by Director/ Deputy Director/ Assistant Director/ Wing Heads upto 31st March, 2016 but not paid till 31st March, 2016 (with photocopy of bills).
   (c) Any salary arrears, daily wages, expenses against department advances etc. due till 31st March, 2016.

   Division-Heads at Head Office/ In-charge at field offices.
19. Provision for Leave Salary, Pension contribution & Gratuity in respect of deputationists and regular employees of the IWAI to be made by 30th April 2016 for the year 2015-16.

Sr. AO in Head Office/In-charge at Field Office Accounts.

20. Provision of Bonus for the year 2015-16 in respect of all eligible employees to be calculated by 30th April 2016.

Sr. AO in Head Office/In-charge at Field Office Accounts.

21. Provision of interest on all interest bearing advances to be made by 30th April 2016.

AO in Head Office/In-charge at Field Office Accounts.

22. Detailed of Fixed Assets (item-wise and amount wise) transferred to or from different offices during the year should be sent to Head Office by 30th April, 2016.

Secretary in Head Office/In-charge at Field Office Accounts.

23. Capitalization of marine spare parts if any by 30th April, 2016. Detailed statement should be submitted to Head Office, Finance Wing with physical verification report.

AO in Head Office/In-charge at Field Office Accounts.

24. Detail of Internal Receipts as on 31.03.2016 along with proof of amount deposited shall be submitted by 30th April, 2016.

AO in Head Office/In-charge at Field Office Accounts.

25. Final Trail Balance along with all relevant details/ documents to Annual Accounts shall be submitted on or before 15th May, 2016 to ensure preparation of final accounts by 31st May, 2016 by Head Office.

AO in Head Office/In-charge at Field Office Accounts.

Yours faithfully,

[Ajay Kumar Gupta]
Chief Accounts Officer (I/c)

To

1. Secretary/ Chief Engineer (P&M)/ Hy. Chief, IWAI, Noida.
2. Director, IWAI, Kolkata/Patna/Kochi.
3. Dy. Director, IWAI, Guwahati.
5. Sr. Accounts Officer, Accounts Officer, IWAI, Noida.
6. Notice Board.

Copy for information to:

1. PS to Chairman, IWAI, Noida.
2. PS to Vice-Chairperson, IWAI, Noida.
3. PS to Member (Finance), IWAI, Noida.