

205-ITPO/MA/cs/6(A)/2017-18  
**INDIA TRADE PROMOTION ORGANISATION**  
(Management Accounts Section)


Dated the 15<sup>th</sup> March, 2018

**Subject: - Annual Closing of Accounts for the year 2017-18.**

This is in continuation of Circular dated 19/2/2018 for timely forwarding of bills to Finance Division. The financial year 2017-18 is now about to close. Accordingly, all the Divisions are again requested to forward the Bills received or to be received from the vendors /suppliers/contractors etc to the Bill Checking Section of the Finance Division at the earliest so that the bills can be processed for payment before 31<sup>st</sup> March, 2018. This is with a view to avoid creation of outstanding liabilities in the books of accounts.

The BOD while considering the accounts for the year 2016-17 had also discussed that there was a large increase in the Liabilities in the accounts which indicated that the bills for the year were not processed for payment by 31<sup>st</sup> March.

As such all Divisions are requested to ensure that the bills from vendors / suppliers are received and forwarded to Finance Div for payment before 31<sup>st</sup> March 2018.

  
(R.K.Thakur)  
DGM(Fin.)

- SGM/ GMs and DGMS
- "All Users" ITPO by mail

## PROFORMA

- A. Outstanding liabilities as on 31.3.2018 where bills have been received but not forwarded to Finance and Accounts Division by 31.3.2018.

S N o	Party Name	PAN No	GSTN No	Bill No & Date/Peri od	Basic Amt	GST/ CGST/ IGST	HSN Code	Surchar ge (if any)	Total	Event /Activit y
-------------	---------------	-----------	------------	------------------------------	--------------	-----------------------	----------	---------------------------	-------	------------------------

Documents to be enclosed

- 1) Photocopy of bill
  
- 2) Photocopy of job/supply order