

DELHI KHADI & VILLAGE INDUSTRIES BOARD
(GOVT. OF NCT OF DELHI)
5th Floor, Nigam Bhawan, Kashmere Gate, Delhi-110006

F.3(109)/DKVIB/Admn./90-91/pt. File/Vol-III/

Dated:

To

Sub: Appointment of C.A. for Audit and Finalization of accounts of Delhi Khadi & Village Industries Board for the year 2017-18 and 2018-19.

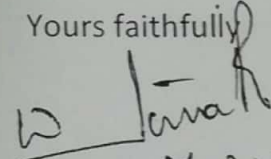
Sir,

The DKVI Board intends to assign the work for conducting the internal audit for the year 2017-18 & 2018-19. The scope of work is as under:-

1. The following work is to be completed within the stipulated period:
 - i) Finalization of accounts, including preparation of ledgers and journals, on the basis of Cash Books/Pay Bills etc. for the year 2017-18 and 2018-19.
 - ii) Reconciliation of various bank accounts opened by the Board during the year 2017-18 and 2018-19.
 - iii) Checking of Cash Book of all accounts of the Board.
2. Preparation and Finalization of TDS return
3. Preparation and Finalization of Return GST

The separate rate for all the three items indicating above may please be mentioned within 07 days of the issued of this letter.

Yours faithfully



(DEEPAK TOMAR)
06.2.19
AAO/HOO

Copy to :

1. P.A. to M.D. for kind information of M.D.