

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/Vol-III/ 457

Dated: 22/6/21

To

Sub: Appointment of C.A. for Audit and Finalization of accounts of Delhi Khadi & Village Industries Board for the year 2020-21 reg.

Sir,

The DKVI Board intends to assign the work for conducting the internal audit for the year 2020-21. The scope of work is as under :-

The following work is to be completed within the stipulated period :-

- i) Finalization of accounts, including preparation of ledgers & journals, on the basis of Cash Books/Pay Bills etc. for the year 2020-21.
 - ii) Reconciliation of various bank accounts opened by the Board during the Year 2020-21.
 - 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 10 working days of the issue of this letter.

Yours faithfully



(SURENDER KUMAR)
DEVELOPMENT OFFICER (A)

Copy to:

1. P.A. to M.D. for kind information of M.D.
- ✓ 2. Official website of the Board
3. Notice Board