

To
Mr. S.Basak
Director (Finance)
The Institution of Engineers (India)
8, Gokhale Road,
Kolkata-700020

Date: 11 8 JUN 2016

Centre Name: I.E.I. KOLHAPUR

Sub: Annual Closing Returns for the year ended 31.3.2016.

Ref: Your letter number FN-1201/CAC/15-16 dated 2nd Mar 2016.

Dear Sir,

With reference to the abovementioned letter, please find the following documents enclosed (Check List) as per your Format:

Mandatory to be attached		Mandatory to be signed & stamp			
S. N	Items	Attachment Format	Auditors Seal & signature	Chairman Signature	Hon. Secretary signature
1	Balance sheet	As per last Year	√	√	√
2	Income & Expenditure A/C	As per last Year	√	√	√
3	Audit Report	Annexure- I	√		
4	Annexure to Audit Report	Annexure- II	√		
5	Cash Flow Statement	Annexure- III	√	√	√
6	Details of addition/deletion of Fixed Assets	Annexure- IV	√	√	√
7	Details of Loans and Advances, breakup, Advances require any Provisions.	Annexure- V	√	√	√
8	Schedule of various grant, Amount received from H.Q	Annexure- VI	√	√	√
9	Schedule- 1(Fixed assets)	Schedule-1	√	√	√
10	Schedule- 2(Investments)	Schedule-2	√	√	√
11	SCHEDULE-3 (SERVICE TAX)	SCHEDULE - 3	√	√	√
12	SCHEDULE-4 (T.D.S)	SCHEDULE - 4	√	√	√
13	All others Schedules linked with Accounts	As per last Year	√	√	√

Mandatory to be filled up

1	Name of the Audit Firm	RAMESH KESHAV CHANDAWARKAR (PROPRIETOR)
2	Complete postal address of the Firm	904/2 ANKUSH PARK CHAVAN MALA, RAMON
3	Firm Registration Number	027737 MALA BEHIND NEW PALACE
4	Telephone Number of the Firm	9822840047 KOLHAPUR 416003
5	Fax number of the Firm	-
6	E-mail number of the Firm	rameshchandawarkar@gmail.com
7	1.Name of the signing partner ; 2. Personal E-mail address of partner 3. Mobile Number of the partner 4.Membership Number of the partner	1. — NA — 2. — NA — 3. — NA — 4. — NA —

Thanking you,

Yours faithfully,

[Chairman/Hon. Secretary]
Kolhapur State/Local centre