

CHECK LIST FOR STATE/LOCAL CENTRES

ONE SET OF AUDITED ACCOUNTS OF THE STATE/LOCAL CENTRE MUST BE SEND TO HQ-IEI WITHIN 31-05-2024 FOR CONSOLIDATION

To
Mr. Ujjwal Kumar Mandal
Officiating Director (Finance)
The Institution of Engineers (India)
8,Gokhale Road,
Kolkata-700020

Sub: Annual Closing Returns of Kolhapur State/Local centre for the year ended 31.3.2024.
Ref: Your letter number FN-1201/CAC/2023-2024 dated 28th Feb, 2024.

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	Format Attached herewith	Auditors Seal & signature	Chairman Signature	Hon. Secretary signature
1	Acknowledgement of submission of A/C through Online	Online	√	√	√
2	Balance sheet , Income & Expenditure A/C and Schedules I to 11	Annexure- I	√	√	√
3	Audit Report	Annexure- II	√		
4	Annexure to Audit Report	Annexure- III	√		
5	Cash Flow Statement	Annexure-IV	√	√	√
6	Statement of GST	Annexure- V	√	√	√
7	Statement of TDS	Annexure- VI	√	√	√
8	Details of addition/deletion of Fixed Assets	Annexure- VII	√	√	√
9	Details of Loans and Advances, breakup, Advances require any Provisions.	Annexure- VIII	√	√	√
10	Schedule of various grant. Amount received from H.Q	Annexure- IX	√	√	√
11	Receipts and Payments Accounts	Annexure-X	√	√	√
12	Details of Salaries and Allowances paid to staffs	Annexure-XI	√	√	√
13	Details of Donation received by the Centres	Annexure-XII	√	√	√
14	Details of TDS breakup	Annexure-XIII	√	√	√
15	Details Percentage of utilization U/S 11	Annexure-XIV	√	√	√
16	Details of Utilization of Recurring Grant	Annexure-XV	√	√	√

Mandatory to be filled up

1	Name of the Audit Firm	
2	Complete postal address of the Firm	
3	Firm Registration Number	
4	Telephone Number of the Firm	
5	E-mail number of the Firm	
6	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 5. Unique Document Identification Number(UDIN) <u>2A044150RIZXNRS962</u>	1. 2. 3. 4. 5.

(Signature)

Yours faithfully,
[Chairman/Hon. Secretary]
..... Kolhapur Local centre

Thanking you,



For G. P. PATIL & CO.
Chartered Accountants

(Signature)
27/5/24
(G. P. PATIL)
Proprietor

