

205-ITPO/MA/cs/6(A)/2016-17

INDIA TRADE PROMOTION ORGANISATION

(Management Accounts Section)

Dated the 7rd March, 2017

Subject: - **Annual Closing of Accounts for the year 2016-17.**

The financial year 2016-17 is about to close. Accordingly, all the Divisions are 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 31st March, 2017. This is with a view to avoid creation of outstanding liabilities in the books of accounts.

The BOD while considering the accounts for the 2015-16 had also discussed that there was large increase in the Liabilities in the accounts which indicated that the bills for the year were not processed for payment by 31st 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 31st March 2017.

Sd/-

(D.M.Sharma)

FA & CAO