



Government of Jammu & Kashmir  
Directorate of Industries & Commerce, Kashmir

Sub: Reconciliation of Accounts of traders on quarterly basis.

ORDER NO. 175 D12c 27 2018  
DATED 11-10-2018

In pursuance to Decision No.07 of the minutes of meeting issued by the Administrative Department Civil Secretariat J&K vide No. IND/DIC-50/2014-II dated 23.07.2018, it is hereby ordered that the team of following officer/ officials of this Directorate shall be responsible for conducting quarterly audit/ reconciliation of the accounts of each traders engaged at TFC Uri:

- Custodian TFC Uri.
- Representative from Directorate.
- Accountant or Statistical Assistant of TFC Uri.

The above mentioned committee/ team of officials shall be personally responsible for conducting reconciliation.

Consequent upon above following officials of this Directorate are hereby nominated representatives from this Directorate for the purpose.

S.No.	Name of the official	Quarter for conducting audit
I	Imtiyaz Ahmad, Accounts Assistant, Directorate of I&C Kashmir	Quarter 1 <sup>st</sup> 2018-19
II	Sameer Sultan, Accountant, Directorate of I&C Kashmir	Quarter 2 <sup>nd</sup> 2018-19
III	Mohd Shafi Misger, Assistant Accounts Officer, Directorate of I&C Kashmir	Quarter 3 <sup>rd</sup> and 4 <sup>th</sup> of 2018-19

The target time frame for concluding quarterly audit shall be as under:

- Quarter 1<sup>st</sup> 2018-19: 31.10.2018.
- Quarter 2<sup>nd</sup> 2018-19: 15.11.2018
- Quarter 3<sup>rd</sup> 2018-19: 31.12.2018
- Quarter 4<sup>th</sup> 2018-19: 31.03.2019

After conducting said audit/ reconciliation, the Custodian TFC shall forward the case of each trader to this office for further examination by the Chief Accounts Officer, Directorate of Industries & Commerce Kashmir for issuance of Trade deficit/ balance report of each trader on quarterly basis by the undersigned.

  
Director,  
Industries & Commerce,  
Kashmir

No. D12c/284/2018/c-63 (III)/2440-55  
Copy to the:

dt. 11-10-2018

- Principal Secretary to Govt. I&C Department Civil Secretariat Srinagar for information.
- Custodian TFC Uri for information and necessary action.
- Chief Accounts Officer, Dte of I&C Kashmir for information and necessary action.
- \_\_\_\_\_ (Concerned officials) for information and necessary action.
- Incharge website for information.
- Office order file.