केन्द्रीय कर का आयुक्तालय
OFFICE OF THE COMMISSIONER OF CENTRAL TAX
HYDERABAD - II AUDIT COMMISSIONERATE: हैदराबाद - II लेखापरीक्षा आयुक्तालय
11-5-423/1/A: सीताराम प्रसाद टोवेर्स 4 - हैदराबाद : हिल्स रेड :
11-5-423/1/A: SITARAM PRASAD TOWERS: RED HILLS: HYDERABAD - 4

Dated 26 .04.2018

C.No:- V/II/12/ST/2017-18/Hqrs

To
M/s NILIGIRI ESTATES
5-4-187/3 & 4, 2SEND, SOHAM MANSION
MG ROAD, RANIGANJ
MG ROAD, SECUNDERABAD
TELANGANA-500003
Registration No. AAHFN0766FSD001

Sir/Madam,

Sub: Intimation for conducting Service Tax Audit -- reg.

The Internal Audit Group headed by Smt Shylika Govindrajan, Superintendent (Contact Phone No. 7901243437) & Shri. M.Rakesh, Inspector(Contact Phone No. 7989784960) of Central Tax (Audit II), Audit team V (email id – audit2caudit@gmail.com) will take up the audit of the accounts/records of your unit in the month of ~~April,~~ May 2018 for the period from the last audit conducted by this department till June,2017 (or) for the last 5 years, whichever is applicable. It is requested that the following documents may be furnished immediately to this office for the last 5 years / for the period after the last Audit (whichever is applicable):

1) Copies of Balance Sheet, Trial Balance and Annual Audited Financial Statements for the relevant audit period.
2) Annual returns submitted to the Registrar of Companies, Sales Tax, Income Tax Returns along with Annexures for the financial years 2015-16 & 2016-17.
3) Copies of ST-3 returns filed with the department covering the audit period.
4) Copy of ST-2 registration Certificate.
5) Details of Cenvat Credit taken on Inputs/Input Services/Capital Goods if any, during the relevant period covered under audit.
6) Copy of final Audit report issued by the department if any.
7) Copies of agreements/ work orders entered into with customers if any.
8) Duly filled in Annexure-I and Annexure-XV (Copies sent through e-mail).

2. It may please be noted that non-furnishing of information/documents within he stipulated time may attract penal action under Section 77 of the Finance Act, 1994.

3. It is also requested to designate a person (employee of the company/ registered concern) for coordinating with the Audit team and communicate the name, designation and contact numbers and e-mail id of the person so designated.

4. It is further requested that full co-operation may be extended to the Audit party in carrying out the audit and keep all the relevant records ready so that the audit can be conducted smoothly.

5. In case of any difficulty, you can get in touch with the undersigned through the telephone number mentioned above.

प्रेषक/Dispatcher

Yours faithfully,
.04.18