

Particulars of accounts and documents required for the year/quarters ending.....

1. Cash Book
2. Bank Pass Book
3. General Ledger, Personal Ledger
4. Journals
5. Bill Register (if any)
6. Counterfoil or copies of Invoices, Sale bills and Cash Memorandum
7. Original tax invoices, invoices, bills or cash memo received on purchases.
8. Registers in support of sales and purchases made within and outside West Bengal.
9. Original purchase invoices
10. Transport documents as proof of inter-state sales / Stock or branch transfer outside West Bengal / Export.
11. Purchase, sale and Invoice Register
12. Stock Register, output tax account register
13. Trial balance, Trading Account, Profit and Loss Account and Balance Sheet
14. Any other document necessary to prove correctness of turnover of sales, purchases and claims.