

Shri.Shilendra Singh born on 25.05.1975 at Varkala , Kerala has joined as Junior Accounts Officer on 09.02. 2004 at Karwar Telecom District. He is a Post Graduate in Commerce and one group is pending to qualify CA as well as ICWAI and an asset to BSNL. He was instrumental in preparation of *Fixed Asset Register of Karwar SSA for the years of 2000-01,2001-02,2002-03,2003-04,2004-05 and 2005-06 single handedly which was pending since 2000. He has prepared Cost Accounting Records for the year 2003-04, 2004-05 &2005-06*

During his tenure in CMTS Bangalore Karnataka Circle could save Rs.60 –Rs.65 lakhs of Service Tax only because of his thorough knowledge on taxation.An Excel Statement was prepared in a manner to capture the data of ABF, Collection, Outstanding, TDS deducted month basis in respect of IUC Services of CMTS from the start of IUC service. This helped in tallying the IUC debtors with Trial Balance. The same statement without any changes was continued in CMTS till the ERP. The Statement prepared on monthly basis was a total relief to all because CMTS was able to tally IUC Debtors with Trial Balance monthly without any difference. He single handedly struggled a lot to prepare this statement due to non-availability of ready data, such initial struggle made him anachiever at end.Cenvat Credit was properly accounted, availed and utilized on time without any failure. He has maintained a proper Cenvat Statement on monthly basis tallying with Trial Balance and ST-3 Returns. For the FY:2008-09 and FY:2009-10 he had availed Rs.45 Crores and Rs.77.57 crores Cenvat Credit . He has taken initiative and played a major role in an important change of accounting of CMTS by closing the Mobile Collection Bank Account and for booking the Mobile Revenue at SSA level for ensuring the proper booking of revenue and its reconciliation.

During the tenure in EB Section he has ensured accounting of invoices issued by EB Section so that Revenue of Rs.5.51 Crore towards CBEC WAN Project, Revenue of Rs.49.51 lakhs towards Just Dial and Rs.1.808 Crore towards KRDC Project were accounted and added to the Revenue of Circle. EB Section had brought lot of projects but there was no revenue accounted towards these projects due to lack of proper accounting. After his posting in EB, his first aim was to bring all these revenues to books of accounts. A Revenue of Rs.1.497 Crores which was lying wrongly under Advance from Customers for more than two years had been transferred to SSA concerned so that Sundry Debtors of SSA came down.Schedules were prepared for EB related accounts by tallying Trial Balance through reconciliation. Sundry Debtors of EB Section, which was showing Negative Balance, after getting transferred to ERP-FICO because of wrong accounting and non-reconciliation. It was reconciled by himself based on the request of Corporate Accounts Section and schedules were prepared for Rs.8,36,98,553/- by tallying with Trial Balance as on 31st March,2014.One of the main achievement is booking of Revenue of Rs.5.52 Crores during the FY:2013-14,which was not accounted. Even if he was not involved in EB Section at that time, he took personal interest and devoted his time after the office hours to rectify the errors and account the revenue so that the revenue of Karnataka Circle was increased by Rs.5.52 crores.He has taken much initiative to recover Rs.6,63,35,500 from CBEC, which had wrongly been withheld as penalty for a long period. He was posted to Taxation Cell in November 2013. He has ensured that All types of Tax payments were paid within time and also completed all tax returns in time.TDS Forms 16/16A/27D were issued to employees,

vendors and customers respectively within due date.He personally monitored the issue of VAT-156 to Contractors for the deduction of WCT. ***VAT Audit for the FY:2013-14 and FY:2014-15 is completed successfully.***