**Tele : 2874728/32, Fax : 2666105 Indian Naval Canteen Service**

**E-Mail:** **rmincsk@yahoo.com** **Naval Base, Kochi-682 004**

C/409 Date:

The Regional Manager

Indian Naval Canteen Service

Visakhapatnam/Mumbai/Goa/Karwar/Delhi

**STATEMENT OF LEDGER ACCOUNT FOR THE**

**PERIOD …………………………………………..**

1. Refer to INCS …….. statement from period ……….. to ………….

2. The Statement of account as on …………., reconciled as follows:-

|  |  |  |
| --- | --- | --- |
| **Si No.** | **Particulars** | **Amount** |
| (a) | Amount due to INCS…… as per Account Statement | Rs. |
| (b) | Balance due to INCS …….. as per our Ledger | Rs. |

3. A copy of ledger account in respect of INCS ……….. as appears in the books of INCS …………….for the period ………………. To ……………is forwarded herewith as an enclosure.

 Signed

Name

Rank

Designation

Encl: Account Statement.(Tally)

Copy to :- The General Manager

 Indian Naval Canteen Service

 Navy Nagar, Colaba

 Mumbai- 400 005