



**भारतीय बीमा संस्थान**  
**INSURANCE INSTITUTE OF INDIA**

08th March 2023

**Circular No. III\2023\Study Courses\127**

To,  
Honorary Secretary,  
Associated Institutes

Dear Madam/ Sir,

**Re: Physical Stock checking at III Godown and submission of Audited Stock Statement as of 31.03.2023 by Associated Institutes (Not opted for Cash & Carry Scheme).**

We appreciate the valuable co-operation extended by the Associated Institutes in reaching out to candidates to provide study courses for the preparation of Professional Examinations and also maintaining stock properly on the web portal and remitting dues on time.

As a mandatory requirement of stock checking and certification by statutory auditors, Stock Checking of study courses at III will be carried out from 24<sup>th</sup> March 2023 to 3<sup>rd</sup> April 2023. During this period, the sale /supply of study courses will be stopped.

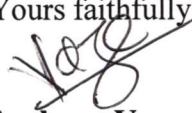
The Associated Institutes are requested to complete work related to updating sale transactions (Counter Sale) on the web portal for the quarter Jan – March 2023, by 23<sup>rd</sup> March 2023, and remit the sale proceeds (via RTGS / NEFT) before 31<sup>st</sup> March 2023. Please note that, access to the web portal for updating sale proceeds (Counter Sale) and request for Study courses will be restricted during the above period.

You are also requested to submit Audited Stock Statement as of 31<sup>st</sup> March 2023 certified by Chartered Accountant on or before 4<sup>th</sup> April 2023, which is mandatory to provide study courses from next quarter.

In case of requirement of study courses, kindly send your request through the web portal on or before 21-03-2023.

Thanking you,

Yours faithfully,

  
**Archana Vaze**  
(Asst. Professor)

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8/3/23  
DNY