

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED**

**Office of the Chief Accounts Officer (HQ)**

DSI IDC\CAO(HQ)\QTLY A\CS\18-19

Dated: 06.12.2018

**CIRCULAR**

The trial balance for the period 01/04/2018 to 30/11/2018 are to be prepared for submission to the internal auditor. Hence, the trial balances of various divisions are required to be finalized upto 30.11.2018 before 15.12.2018.

All the divisional heads of accounts and the concerned accounts staff are requested to please reconcile the accounts of your division with HQ by 15/12/18 and submit their reconciled trials to HQ at the earliest.

  
(M.C.Jain) 06/12/18  
Chief Accounts Officer

To,

1. CAO (IMFL), Relocation, Emporium, Exhibition etc.
2. CAO (works)
3. All accounts functionaries
- ✓ 4. DM (IT) to upload on the website

Copy to:-

Sr. P A to Director (Finance)