

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED
N-36, BOMBAY LIFE BUILDING, CONNAUGHT CIRCUS, NEW DELHI-110 001

OFFICE OF THE CHIEF ACCOUNTS OFFICER (HQ)

No. DSIIDC\Circular\Finalization\22-23\09\02

Dated: 09.09.2022

CIRCULAR

Re: Preparation & Submission of Trial Balance for the period 01.04.2022 to 30.09.2022.

As Internal Audit for the 1st & IInd Quarter for the financial year 2022 is expected to start by 07.10.2022. All the concerned Divisional Heads of Accounts and subordinate Accounts Officials are directed to reconcile the Accounts of their division with HQ and may prepare & submit the Trial Balance for the period 01.04.2022 to 30.09.2022 and keep all the record ready like BRS, Bank statement, Fixed Assets details etc. It is further directed to send the above information duly endorsed by the concerned Associate Finance to Commercial Division (HQ) in soft Copy through mail on "caohq.dsiidc@gmail.com & dsiidc.commercial@gmail.com" latest by 04.10.2022 positively.



(Ravender Kumar)
Chief Accounts Officer (HQ)

To,

1. Chief Accounts Officer (IEM, Relocation, REM, CWC, NAC, Housing etc.& DSIIDC Maintenance Services Ltd.,)
2. Chief Accounts Officer (Works HQ, Deposit KBI,RGP II, UC, IA, Education, Environment, Hospital, DSIIDC Energy Limited, etc.)
3. Chief Accounts Officer (IMFL,UC,IA,REM, DSIIDC Liquor Limited)
4. All Associate finance, DSIIDC

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Dated: 09.09.2022

Copy forwarded to:-

1. PS to Director (Finance) for kind information please.
- ✓ 2. Manager (IT) for uploading on website.



(Ravender Kumar)
Chief Accounts Officer (HQ)