

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

Office of the Chief Accounts Officer (HQ)

DSI IDC\CAO(HQ)\QTLY A\CS\18-19\2

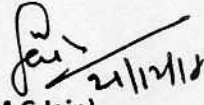
Dated: 19.12.2018

REMINDER

Sub:- Submission of Trial Balance as on 30th November'2018

In reference to the earlier circular bearing No. DSI IDC\CAO\HQ\QTLY A\CS\18-19 dated 06.12.2018 on the above cited subject, All the divisional heads of accounts and the Associate Finance are once again requested to reconcile the Accounts of your division with HQ and submit the Trial Balance as on 30.11.2018 along with Fixed assets details\additions\adjustments or sales etc, schedules pertains to the current financial year to Commercial Division latest by 28.12.18 for onward submission to the Internal Auditor.

Further, IT and GAD divisions are also requested to provide the detail of Fixed assets includes furniture, vehicles, computer, equipments, telephone instruments, plant & machinery etc, or whatever purchased during the current financial year along with documentary evidence within a week time.


(M.C.Jain)
Chief Accounts Officer

To,

1. CAO (IMFL)
2. CAO (Relocation)
3. CAO (works)
4. All Associate Finance
5. DM (GAD)
6. DM (IT)

Copy to:

1. Sr. P A to Director (Finance)
2. DM(IT) for uploading on the website