

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

NO: DSIIDC/DAO (HQ)/03-06/2014-15 (Rectified)

Dated: 23.03.2015

It has been decided to held a meeting under the chairmanship of Financial Adviser at 5.00 PM on 25.03.2015 in the conference room at Head Quarter to discuss the followings:

1. Review of day to day monitoring of entries into FOCUS- As per order issued dated 16.03.2015 (DSIIDC/ Comml.A. A/cs/ focus review/ 2014-15 dated 16.03.2015)
2. Discussion on effective use of FOCUS software- As per office order dated 16.03.2015
3. Write off/ write back of old outstanding Debtors and Creditors ( in continuation of meeting dated 13.03.2015)
4. Analysis of Trail Balance of each Division – Lets discuss if you have any ledger which needs management attention ( please do send details of that ledger a day in advance to undersigned)

This office order will be placed on the website and hence no hard copy will be sent by this office to individual concerned.



(Krishan Kant Gupta)

(Divisional Accounts Officer- Head Qtr)

TO:

1. CAO ( Works)
2. CAO (R/L)
3. CAO (IMFL/ EXH/ EMP)
4. CAO (HQ)
- ✓ 5. D.M. ( IT) for Web-site
6. DAO ( R/L)
7. DAO ( IMFL)
8. DAO ( C/ Acct)

COPY TO :

1. Sr . PA for information