

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

**N-36, BOMBAY LIFE BUILDING, CONNAUGHT CIRCUS, NEW DELHI-110 001
OFFICE OF THE CHIEF ACCOUNTS OFFICER (Commercial Accounts)**

No. DSIIDC\Circular\Finalization\25-26\09\01

Dated: 01.10.2025

CIRCULAR

Re: Preparation & Submission of Trial Balance for the period 01.04.2025 to 30.09.2025.

As Internal Audit for the Ist & IInd Quarter for the financial year 2025-26 is expected to start by 07.10.2025. 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 01.04.2025 to 30.09.2025 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 "ritudsiidcdao.dsiidc@gmail.com & dsidc.commercial@gmail.com" latest by 06.10.2025 positively.



(Ritu Salooja)

Divisional Accounts Officer

To,

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

Copy forwarded to:-

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