

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED
N-36, BOMBAY LIFE BUILDING, CONNAUGHT CIRCUS, NEW DELHI-110 001
OFFICE OF THE CHIEF ACCOUNTS OFFICER

No. DSIIDC\Commercial Accounts\Finalization\2024-25\03\01

Dated:03-03-2025

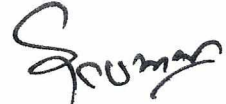
CIRCULAR

Sub: Closing of Annual Accounts for the year 2024-25 regarding.

As the Annual Accounts for the Financial year 2024-25 are to be finalized by 12.04.2025. All the Divisional Heads are directed to finalize the pending issues, issues raised in the previous year Audit reports and in the current year Internal Audit.

Further, All the Divisional Heads are required to take action regarding Balance Confirmation from various parties, Debtors, Creditors etc., on priority basis. (Format for letter of Balance Confirmation enclosed.)

This may be given on "TOP PRIORITY".



(Sunil Kumar)

Chief Accounts Officer

To,

1. **Chief Accounts Officer** (Relocation, CWC, Housing, Education, Works-I, Delhi Emporium, CPF, Marketing, RMD, BCD, Exhibition, Taxation, Audit, DSIIDC Energy Limited & DSIIDC Maintenance Services Ltd.,)
2. **Chief Accounts Officer** (Central Accounts Section, GAD, Personnel Division, Legal Division, NIJ, Budget & Investment, IMFL, Works-II, IEM, REM, DSIIDC Liquor Limited, DSIIDC creative arts Limited)
3. **All Associate finance, DSIIDC**

Copy to:-

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

Letter No.DSIIDC\F.Accounts\2024-25

Dated:

To,

M\s.....

Address.....

Sub:- **Balance Confirmation as on March 31st 2025.**

This is to inform you that we are under the process of yearly closing of books of accounts i.e. for the period ending March 31st,2025. Our Auditor has desired as part of their regular examination that Confirmation should be obtained from you of the balance owned by you\due to you as on March 31st,2025.

Your Balance as per books of DSIIDC as on March 31st 2025-Rs.....Dr.\Cr

(Rupees.....only)

Please kindly complete the confirmation at the foot of this letter and send the same to our Auditors directly in the enclosed stamped and addressed envelope. Also confirm that whether you are an enterprise registered under Micro Small Medium Enterprise Development Act 2006. If yes, please provide certificate issued by the concerned department in this regard. We would be grateful if you provide the information at the earliest.

If we do not receive your confirmation within 15 days, we would treat the above balance as correct and also consider that you are not registered under Small Medium Enterprise Development Act 2006.

Yours faithfully,

For DSIIDC