

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\24-25\09\01

Dated: 11.09.2024

CIRCULAR

Re: Preparation & Submission of Trial Balance for the period 01.04.2024 to 30.09.2024.

All Divisional Heads of Accounts and Accounts Officials are hereby directed to depute concerned staff for reconciliation of the Accounts of their division with HQ and may prepare & submit the Trial Balance of 1st Quarter for the period 01.04.2024 to 30.06.2024 latest by 24.09.2024 & Trial Balance of 2nd Quarter for the period 01.07.24 to 30.09.24 latest by 07.10.2024. May keep all the record ready like BRS, Bank statement, Fixed Assets details etc. So that Internal Audit for the 1st quarter can be started latest by 25.09.2024 and thereafter 2nd quarter also. 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 & dsidc.commercial@gmail.com".



(Sunil Kumar)

Chief Accounts Officer (HQ)

To,

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

Copy to:-

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