

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\23-24\07\02


Dated: 17.11.2023

CIRCULAR

Re: Preparation & Submission of Trial Balance for the period 01.07.2023 to 30.09.2023.

All the concerned Divisional Heads of Accounts and subordinate Accounts Officials are directed to reconcile the Accounts of their division with HQ immediately and may prepare & submit the Trial Balance for the period 01.07.2023 to 30.09.2023 latest by 30.11.2023 and keep all the record ready like: Bank reconciliation statement, Bank statement and Fixed Assets details etc. As the Internal Audit for the 2nd Quarter is going to start in the 1st week of December'2023. And also may resolve all issues, queries, observations if raised during the 1st quarter of Audit by the Internal Audit party after necessary entries\adjustments in the books of accounts.

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" latest by 30.11.2023 positively.


(Sunil Kumar)

Chief Accounts Officer (HQ)

To,

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

Copy to:-

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