

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\Finalization of Accounts\23-24\04\01

Dated: 18.04.2024

Sub: Guidelines\Instructions regarding Finalization of Annual Accounts for the financial year 2023-24.

As you are aware that financial year 2023-24 has been closed and the finalization of accounts is under process. Proposed Time schedules of audits and Board meetings for the finalization of accounts are as under:

- | | | |
|--------------------|-------|----------------------------|
| 1. Internal Audit | ----- | upto 31/05/2024 |
| 2. Statutory Audit | ----- | upto 31/07/2024 |
| 3. CAG Audit | ----- | upto 30/09/2024 |
| 4. AGM | ----- | in the month of October'24 |

In view of above, All the concerned Divisional Heads of Accounts and Associate Finance are requested for the following actions: -

1. In reference to Office Circular bearing No. DSIIDC\Commercial Accounts\Finalization\2023-24\02\01,02,03 dated 28.02.2024, issued regarding finalization of accounts, all are requested to send the updated Trial balance for the period 01.04.2023 to 31.03.2024 immediately on mail ID "dsidc.commercial@gmail.com" with Bank Reconciliation Statement, Schedules etc. & Copy of Certificate of Inter-Unit reconciliation with the HQ as the Statutory Audit is going to start for the financial year in the month of June 2024 with the target for Completing the audit in all respect before 31.07.2024.
2. To send the Balance Confirmation Letters from Creditors, Suppliers, Loans & Advances as per Confirmation Letter is to be sent to the parties latest by 10.06.2024.
3. To obtain the Certificate of Cash as on 31.03.2024 from all locations\Divisions\IMFL & Country Liquor shops duly verified by the Divisional head also and the same may be submitted with the Trial Balance to HQ on mail.
4. To send the details of Fixed Assets along with copy of bills, if any, purchased in their division and date of put to use for finalizing the FAR and Depreciation Chart as on 31.03.2024.

5. To submit the details of provisions of outstanding Liability (OSL) as on 31.03.2024 without any deviation for avoiding any serious observations from auditors. If sent, then ignore.
6. To provide the details regarding Stock in Trade as on 31.03.2024 duly verified by the authorized person.
7. To pass the necessary entries in the books of accounts as per bills submitted by contractors, suppliers, vendors pertaining to the financial year 2023-24 accordingly if not done earlier.
8. To co-operate with the Commercial Accounts Section regarding Audit and other related work as you are aware that Commercial Division is authorized for coordination of all types of Audit work & etc.
9. Also to co-operate with the Taxation Division regarding any type of category of the return filing for the year 2023-24 so that the same can be submitted before the auditors on time.
10. And further, all concerned are requested to please send the above in soft copy on mail ID "dsidc.commercial@gmail.com" positively.

For 
19.4.2024
Chief Accounts Officer (HQ)

To,

1. **Chief Accounts Officer (HQ & Works-II)-** (Central Accounts Section, GAD, Personal Division, Legal Division,NIJ, B & I, Taxation, Audit, Commercial Division, IMFL, IEM, REM, Unauthorized Colonies, Industrial Area, Works- II, Delhi Creative Arts Ltd. & DSIIDC Liquor Limited)
2. **Chief Accounts Officer (Relocation & Works- 1)-** (Works HQ, Deposit Works, Housing Works, Key Project\RP\New Industrial Area, Hospital, Education, Own works, CWC works, CETP , Relocation Division, CWC, Housing, CPF, BCD, Exhibition, Delhi Emporium, Marketing, RMD, Export Import, OMB, TCO, Mineral Division etc. DSIIDC Energy Ltd. & DSIIDC Maintenance Services Limited)
3. **All Associate finance, DSIIDC**

Copy to: -

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