

**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\04\02

Dated: 18.04.2024

**CIRCULAR**

**Re: Preparation & Submission of Trial Balance for the period 01.04.2023 to 31.03.2024.**

As Internal Audit for the 4<sup>th</sup> Quarter for the financial year 2023-2024 is going to start by last week of April 2024. 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 01.04.2023 to 31.03.2024 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 "[caohq.dsiidc@gmail.com](mailto:caohq.dsiidc@gmail.com) & [dsidc.commercial@gmail.com](mailto:dsidc.commercial@gmail.com)" latest by 29.04.2024, positively.

  
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.

*Received*  
*19/4/24*