

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\Circular\Finalization\24-25\02\01

Dated: 21.02.2025

CIRCULAR

Re: Preparation & Submission of Trial Balance for the period 01.04.2024 to 31.12.2024.

All Divisional Heads of Accounts and Accounts Officials are hereby further directed to depute concerned staff for reconciliation of the Accounts of their division with HQ if pending and may prepare & submit the Trial Balance of 3rd Quarter for the period 01.04.2024 to 31.12.2024 immediately & Trial Balance of 4th Quarter for the period 01.04.2024 to 31.03.2025 latest by 12.04.2025. May keep all the record ready like BRS, Bank statement, Fixed Assets details etc. So that Internal Audit for the 3rd Quarter can be started latest by 03.03.2025 and thereafter 4th 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".



(Vichitra Verma)
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. DM (IT) for uploading on website.

1618/Comm1
21/02/25