

Delhi State Industrial & Infrastructure Development Corporation Ltd.

(IT Division)

No. DSIIDC/06/E-office/2022-23/323

Dated : 01-07-2022

Circular

E-office Training for DSIIDC officials (Senior Manager/ AEE and above)

1. To fast track the process of implementation of e-office, training on e-office shall be conducted for all officers (**Senior Managers/ DAO/ AEE and above**), on various aspects of e-office, w.e.f. 12th July onwards.
2. The training schedule for e-office, is as below: -

S.No.	Name of Division/ Office/ Cell	Date of Training	Timing
(a)	Engineering (Civil wing)	12 th July, 2022	11 AM – 2 PM
(b)	Relocation, Housing Division, CPF Cell, CWC and Security Division, Engineering (Electrical Wing) including Horticulture, Planning and Architect Cell, CAO, DAO	12 th July, 2022	3 PM – 6 PM
(c)	IEM, REM, IMFL, NAC, Recovery, Estate Management, Legal/ Arbitration, RTI/ PGMS, Vigilance (Admin.), Vigilance (Engineering Wing) and Exhibition Division, CAO, DAO	13 th July, 2022	11 AM – 2 PM
(d)	Chairman Cell, MD Cell, ED Cell, FA Cell, CS, Personnel, IT, GAD, Commercial accounts, CAS, Budget & Investment, Taxation, Board & Policy, Development, Quality Control, BCD & Delhi Emporium, CAO, DAO	13 th July, 2022	3 PM – 6 PM

3. **Training time and venue.** The training shall be imparted at main Conference Hall, Connaught Circus, (HQ), at 11:00 AM on 12th July and 13th July 2022. Attending the training on e-office is compulsory and after the conduct of the training, the trained Officers, shall impart training on various aspects of the e-office, to their respective divisional staff. *In case the main conference hall is occupied for unforeseen reasons, the training will be imparted at BCD, Delhi Emporium building.*

4. For smooth implementation of e-office at DSIIDC, the details of Nodal Officer were sought vide this office circular no. DSIIDC/06/E-office /2022-23/314 dated 21st June, 2022. In this regard, IT Division has received reply of the following divisions: -

S.No.	Name of the Nodal Officer	Designation	Division
(a)	Sh. R.V. Mahto	EE	EE (ED-I)
(b)	Sh. Mukesh Kumar	EE	EE (ED-II)
(c)	Sh. Satyender Singh	AEE	EE (ED-III)
(d)	Sh. Vipin Kaushik	AEE	EE (ED-IV)
(e)	Sh. Jaidev Sharma	AE	EE (CD-II)

5. **Details of Nodal Officers.** It is reiterated that the details of the remaining Nodal Officers with designation (atleast rank of Manager and above) be forwarded to IT Division at the earliest to reach this office, by 04th July, 2022. The nodal officer shall be single point of contact (SPOC), for resolving any issue, in regard to implementation of e-office, in their respective division. Nodal officers of respective divisions can contact IT staff, in case they face any difficulty to implement e-office in their respective divisions.

6. E-office shall be fully functional in all offices of DSIIDC w.e.f. 15th July 2022. The onus of ensuring that e-office is fully operational in their respective divisions, lies with the respective divisional heads. In case of any query, the divisional heads may contact the undersigned or Sh. Rajan Rustagi, AEE (IT) or Sh. Sanjay Mohanty, Web Master (IT), during office hours.

7. Treat matter most urgent.



(Vivek Behl)
Chief Engineer (IT)

To: -

1. CE (I/ II/ III)
2. All SEs/ CMs
3. All CAOs/ EEs/ DMs
4. Website

Copy to: - for information please

1. PS to MD
2. PS to ED
3. PS to Dir (F)
4. PS to E-in-C
5. Company Secretary