

Delhi State Industrial & Infrastructure Development Corporation Ltd.

N-36, Bombay Life Building, Connaught Circus, New Delhi-110001

Personnel Division

DSI IDC/ I-O.O./Estt./14

October 1, 2015

MEETING NOTICE

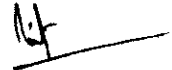
With reference to Office Order of even No. dated 11th September, 2015, a meeting to review the functioning of Legal Cell will be held on **7th October (Wednesday)** at **4:00 PM** under the chairmanship of MD in the Board Room, HQ.

Presentation in the Review Meeting would be made by the Legal Cell by the way of slides / chips. The presentation should not have more than 5 slides and should broadly cover the following areas :

- Staff strength and work being done / execute by each officer / staff
- Annual action Plan of the Division concerned
- The plan of action for future
- What extra the Division can contribute to the organization
- Miscellaneous Activities

It has been desired by the MD that Dy. GM (P) shall remain present in the meeting. One officer from IT Division shall remain present to sort out the computer related problems.

The concerned officers are requested to make it convenient to attend.



(S. P. Pant)

Dy. General Manager

To,

- 1) GM, DSI IDC – *requested to attend the meeting in the capacity of overall Head of Legal Cell*
- 2) DM (Legal), DSI IDC
- 3) DM (IT) – *arrange to depute one person from IT Division for helping Legal Cell in making the presentation*
- 4) Website

Copy to :

- 1) PS to MD
 - 2) Sr. PA to Director (Finance)
 - 3) PA to GM
- } *for kind information please*