

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**  
**N-36, Bombay Life Building, Connaught Circus, New Delhi-110001**  
**(Personnel Division)**

No. DSIIDC/I-O.O/Estt./14/1054

Dated: 01.12.2020

**OFFICE ORDER**

**Subject: Functioning of all DSIIDC Offices w.e.f. 02.12.2020.**

In pursuance of Order No. 1(543)/DDMA(HQ)/MISC/COVID-19/PF-1/2020-21/2079 dated 28.11.2020 (Copy enclosed) issued by Delhi Disaster Management Authority (DDMA) Govt. of NCTD, it has been decided by the Competent Authority that all offices of the Corporation will start functioning w.e.f. 02.12.2020 under the following Guidelines, upto 31.12.2020.

1. Officers of the level Sr. Manager (Administrative Cadre) / DAO (Accounts Cadre)/ AEE (Engineering Cadre) / PA (Steno Cadre) and above will attend the office to the extent of 100% strength.
2. The remaining staff (including contractual staff) will attend the office upto 50% as per the requirement to be assessed by their concerned Divisional Head.
3. Further, it is directed that remaining 50% staff shall work from home as assessed by their Divisional Head and will be available via electronic media viz. internet/mail and mobile etc.

**Encl: As above.**

  
**(Prabhat Kumar)**  
**Div. Manager (P)**

**Copy to:-**

1. All concerned
2. All Divisional Heads
3. All Building In-charge
4. GAD
- ✓ 5. Website