

Delhi State Industrial & Infrastructure Development Corporation Ltd.

(IT Division)

DSI IDC/06/Circular-reporting channel/2022/344

Dated : 03-08-2022

Circular

1. For smooth implementation of e-office, the hierarchical reporting channel of all regular officials/ employees, posted in DSI IDC (**AG-III and above**), is required on priority.
2. Accordingly, all the divisional heads are requested to provide the following details of each regular employee, posted in their respective division, in **Excel format:-**

S.No.	File No.	Name of the Official	Designation	Name of Division	Immediate Reporting Officer	Remarks

3. In case any official is holding additional charge, then the name of the official alongwith immediate reporting officer, shall be reflected at **all his/ her** posted offices/ divisions.
4. The above-mentioned details should reach IT Division by **05th August 2022 (5:00 PM)**.
5. For Compliance please.



(Vivek Behl)
Chief Engineer (E&IT)

To:

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

Copy for information : -

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