

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**  
**( IT Division )**

No.DSIIDC/CE(IT&E/Misc./2021-22/499

Dated : 04-11-2022

**CIRCULAR**

**DIGITISATION OF DOCUMENTS**

1. Please refer following letters issued by IT Division:-
  - (a) DSIIDC/CE(E&IT)/Misc./2021/10 dated 15<sup>th</sup> June 2021 (enclosed)
  - (b) DSIIDC/CE(E&IT)/Misc./2021/23 dated 24<sup>th</sup> June 2021 (enclosed)
2. In the above-mentioned letters, the information of number of files/ documents to be digitised was sought from each division. However, the required information was not received.
3. In this regard, it is intimated that the digitisation of almost 67 Lakhs pages was done in year 2018 and now digitisation of all the remaining files/ documents is to be taken up by IT division of DSIIDC, in near future.
4. Accordingly, all divisions are requested to forward their detailed requirement of **new number** of pages to be scanned for their respective divisions. The format is enclosed.
5. The information should be forwarded to IT division by 15<sup>th</sup> Nov 2022, without fail.
6. For compliance please.



(Vivek Behl)  
Chief Engineer (E&IT)

To: -

1. CE-I/ II/ III
2. SE (Elect.)
3. All CMs
4. All CAOs
5. Manager (IT)

Copy for information: -

1. PS to MD
2. PS to ED
3. PS to E-in-C
4. Company Secretary
5. Website

| S.No. | Name of Document | DCN/<br>e-File No. | Size of pages |          |          |          |          | Total number of pages |                    |
|-------|------------------|--------------------|---------------|----------|----------|----------|----------|-----------------------|--------------------|
|       |                  |                    | A1            | A2       | A3       | A4       | Legal    |                       |                    |
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|       |                  |                    | <b>Total</b>  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b>              | <b>Grand Total</b> |

Grand Total = A+B+C+D+E  
=

Advance Reminder

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.  
TECHNICAL CENTRE BUILDING, WAZIRPUR INDUSTRIAL AREA, DELHI-110 052  
OFFICE OF THE CHIEF ENGINEER (IT&E)**

No: DSIIDC/CE(IT&E)/Misc./2021/23

Date: 24.06.2021

**SUBJECT: DIGITIZATION OF DOCUMENTS.**

This is in reference to the letter No. DSIIDC/CE(IT&E)/Misc./2021/10 dated 15.06.2021, regarding digitization of documents. In this context, it is once again requested that the information sought be shared with this office in time i.e. by 01<sup>st</sup> July, 2021, as per prescribed format.



**(Vivek Behl)  
Chief Engineer (IT&E)**

1. CE-I & III
2. CE-II
3. SE(E)
4. CM(CWC & Housing)
5. CM(RL & IMFL)
6. DM(REM)
7. DM(P)
8. DM(GAD)
9. DM(Emporium)
10. DM (Vig.)
11. DM(Security)
12. DM(Legal)
13. CM(Recovery & IEM)
14. Web site

**Copy for information:**

1. PS to MD
2. PA to ED
3. PS to Dir.(F)
4. PS to E-in-C : Along with copy of the previous letter.



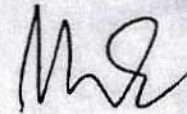
**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.  
TECHNICAL CENTRE BUILDING, WAZIRPUR INDUSTRIAL AREA, DELHI-110 052.  
OFFICE OF THE CHIEF ENGINEER (IT&E)**

No: DSIIDC/CE(IT &E)/Misc./2021/ 10

Date: 15.06.2021

**Subject: DIGITISATION OF DOCUMENTS:**

1. There is a need to digitize the documents held with each office. For this process to commence, the list of documents to be scanned has to be prepared by each office.
2. You are requested to share the list of documents which are not restricted / confidential in nature along with number of pages to be scanned in each document.. The size of pages may vary as per different documents e.g. land records, buildings drawings, schematic diagram of electrical network, general documents etc.
3. Keeping in view the above, it is requested that the information sought be shared with this office latest by 01<sup>st</sup> July, 2021, as per attached format.
4. For your necessary action please.



**(Vivek Behl)  
Chief Engineer (IT&E)**

1. CE-I & III
2. CE-II
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