

**MOST URGENT**

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

No. DSIIDC/A-18008/Estt.

Dated: 05.08.2019

**CIRCULAR**

The services of a number of persons have been hired through placement agency M/s ICSIL and further deployed in various Divisions of the Corporation. The term of engagement of such contractual staff is being extended from time to time and present term of extension is up to 31.08.2019. While considering the proposal for extension of term of engagement beyond 31.08.2019, it is desirable that all Divisional Heads should undertake performance appraisal of the outsourced staff individually for their further extension.

2. Accordingly, all the Divisional Heads with whom staff provided by the outsourced agency have been deployed, are requested to undertake an objective appraisal of the staff deployed with them, preferably on the following attributes (*wherever applicable*) and send the appraisal report on each of them with detailed recommendation for extension or otherwise, latest by 13.08.2019:-

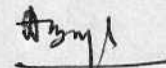
**General:** Punctuality, integrity, amenability to discipline, interpersonal relation, state of health, ability to work in team, sense of responsibility;

**Performance:** Quality of work accomplishment, Proficiency in typing (speed and accuracy) & working on computer, e-learning, attitude towards work.

3. Their assessment/appraisal may preferably not exceed 100 words. Further, in the case of attendant/MTS, appraisal may be made on general attributes only whereas in other cases, on both types of attributes. Further, it may be appreciated that the outsourced staff has been provided to meet the shortage of regular staff particularly, at the subordinate level. Therefore, wherever outsourced staff is posted in excess of the sanctioned strength/requirement, they may be surrendered immediately.

4. Similar action may also be taken on top priority in respect of retired Government employees engaged on contract basis through ICSIL, whose contractual term is expiring on 31.08.2019.

**Note:** The recommendations of staff posted with CEs (Works Division) be routed through Divisional Manager (Works).



(A.K. Singh)

Divisional Manager (Pers)

**All Divisional Heads**

**Website**

Copy for information to:

1. Sr. PA to MD
2. PA to ED
3. PS to Dir. (Finance)