

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

No. DSIIDC/GA-09/195/ZEROX/06-07

Dated: - 06.12.2021

Circular


I am directed to convey by the Competent Authority that Photocopy machines are installed inside the following divisions and the monthly rental of the said photocopy machines paid by GAD after generation and verification of bills.

In this regard, Director (Finance) has desired that such divisions i.e. users of the photocopy machines are not allowed for payment/reimbursement of photocopies bills in imprest etc.

Place of installed photocopy machines are under:-

1. GAD, N –Block, DSIIDC HQ.
2. Technical Centre Building, DSIIDC office premises, Wazirpur , Delhi
3. Relocation Division, DSIIDC office premises, Udyog Sadan, Patpar Ganj.
4. Legal Cell, DSIIDC office premises, Property Tax Building, Lajpat Nagar.
5. Vigilance & IEM Division, DSIIDC office premises, Lajpat Nagar.

Besides of above, if any issue arise in above mention photocopy machines then concern division would be directly call to customer care whose No. is written on the concern photocopy machine.


(Govind Singh Nayak)
Sr. Manager (GAD)

Copy to:-

1. PS to Director (Finance) for information.
2. All CAOs,
3. CE (IT) for upload in website