

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

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

Dated : 11th Sept. 2015

MD would like to review the functioning of each Division by way of presentation to be made by the Head of Deptt. on the day to be intimated by DGM(P) well in advance. He has desired that all the staff of the Division barring MTS should be present in the Review Meeting and each staff should be able to justify his existence in the Division concerned. In other words, each staff should be in a position to comment up the work he/she is doing in the Division.

The presentation in the Review meeting would be made by the head of Deptt. by way of slides / chips. The presentation should not have more than 5 slides and should broadly cover the following :

- a) Staff strength and work being done/executed by each Officer / Staff
- b) Annual Action Plan of the Division concerned.
- c) The plan of action for future
- d) What extra the Division can contribute to the organization.
- e) Miscellaneous Activities

It has been desired by the M.D. that DGM (P) shall remain present in each and every meeting.

In this sequence, MD has desired that a presentation be made by Board & Policy Division on 12/09/15 at 12.00 Noon in his Chamber.

One Officer from IT Division shall remain present to sort out the computer related problems.


(S.P. Pant)
Dy. General Manager

1. G.M., DSIIDC, He is requested to attend the meeting in the capacity of overall Head of Board & Policy Division
2. Company Secretary, DSIIDC
3. DM (IT), please depute one person from IT Division for helping Board and Policy Division in making the presentation
4. All Divisional Heads, They are advised to be ready for the presentation.
5. DM (IT), to upload on website

Copy to :

1. PS to MD, for kind information of MD please.
2. Sr. P.A. to Director (Finance)
3. PA to GM,