

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

No DSIIDC/IRM/Prep.2020-21/10687

Dated: 11/12/2020

OFFICE ORDER

Sub : Weeding of the old records lying in DSIIDC Narela – reg

Attention is invited to all Divisional Heads with regards to weeding out of old records/files pertaining to their division which are lying at FC-4 & 1st Floor of DSIIDC Narela office as per list enclosed. As per orders of Hon'ble LG, the said space is to be vacated immediately so that the same may be allotted to public by way of e-auction.

In this regard, it is requested that all Divisional Heads may list out the records in their Division, which are to be weeded out from DSIIDC Narela office as per retention schedule of their records by **24.12.2020** so that necessary arrangements may be made for their appropriate disposal.



(Prabhat Kumar)
Divisional Manager(P)

To

1. All Divisional Heads in the list enclosed
2. PS to MD
3. PS to ED
4. PA to CVO
4. PA to Director(Finance)
5. DM(IT) – for uploading on the website

C/2

D.S.I.I.D..C

(Record Management Section, Wazirpur)

A letter no.DSIIDC/REM/Prep/Allotment/2020/2048 dated 05.10.2020 received from REM Division to vacate Shop No.101 at Facility Centre-IV and allotted to the public for allotment.

Two record room are available i.e. 1st in Wazirpur 2nd in Narela, for weeding of all old record from Wazirpur and Narela office, a circular was issued in the year 2018 for weeding of all old record which is lying in Wazirpur and Narela. But, except some division are coming for weeding out the old record. As per our record, the following record are available in Narela 1st Floor.

S.N.	Division	No. of Bora	Upto
1.	Central A/C Section	119	2004
2.	IMFL A/c Cell	230	1988
3.	IMFL A/cs HQ	25	2010
4.	Record of IMFL Shop & Ac/s HQ	274	1988
5.	IMFL Bill original	200	2004
6.	Personnel Division	100	2012
7.	CMD Cell	60	-do-
8.	Transport Cell	40	-do-
9.	Relocation Division	575	-do-
10.	Marketing Division	11	-do-
11.	F.C. Cell	01	-do-
12.	CWC Division	40	-do-
13.	Works Division	205	-do-
14.	MD Cell	40	-do-
15.	Works Division	205	-do-
16.	Planning Cell	11	-do-
17.	Security Cell	15	-do-
18.	Board & Policy	02	-do-
19.	Vigilance Cell	31	-do-
20.	Publicity Cell	08	-do-
21.	Leather Division	03	-do-
22.	TPT	05	-do-
23.	Exibition	05	-do-
24.	Commercial A/cs	10	-do-
25.	REM Division	10	2007
26.	Taxation Cell	06	2012
27.	Architect Cell	02	2012
28.	Marketing Export Cell	05	2012
	TOTAL	2238	

The following records material are available in FC-4,1st Floor.

S.No.	Subject	Quantity
1.	Rack Empty	10
2.	Rack Full	10
3.	Almirahas	50
4.	Bora	2238

We may request GAD Division to shift the above mentioned items to Wazirpur Record Room. So that we can vacant the FC-4, 1st Floor and hand over to the REM Division for further e-auction of Narela Industrial Area.

Submitted please.

DM (RMS)

(M.S. Bedi)

AG-II(Record Management Staff)

27-10-2020

May please do need full

DM CGAS

S.M. (GAD)

27/10/2020

27/10/2020

*850/GM
28/10/20*

*194-RMS
27-10-2020*