

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**

**( IT Division )**

No.DSIIDC/06/E-office/2022-23/333

Dated : 18-07-2022

**Circular**

**Physical and Electronic file movement through e-Office portal**

1. All electronic as well as physical file movement shall be through e-office, therefore, the present system of DCN File Monitoring System shall be stopped w.e.f. 22-07-2022.
2. Accordingly, all divisions are informed that the any movement of electronic as well as physical files shall be the done through e-office portal only w.e.f. 22-07-2022. The same aspect has been deliberated in detail during the training sessions organised on e-office, as well.
3. For compliance please.



(Vivek Behl)  
Chief Engineer (E&IT)

1. CE (I/ II/ III)
2. All SEs/ CMs
3. All CAOs/ EEs/ DMs
4. Website

**Copy for information : -**

1. PS to MD
2. PS to ED
3. PS to Dir (F)
4. PS to E-in-C
5. Company Secretary