

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi – 110001

(Personnel Division)

DSI IDC/06/Paperless/2015-16


September 23, 2015

CIRCULAR

Subject : **Implementation of e-Office in all GNCTD Departments and Autonomous Bodies (Societies, Corporation etc.)**

DSI IDC is required to fill up EMD template in respect of all level of employees, i.e. initiating, inter-mediatory and the final level of disposal of cases on files. This information is to be sent to NIC for creation of their digital signatures by 24th September, 2015. It may kindly be noted that each digital signature bears a cost of Rs. 1,005/-. Hence, names of only those employees who are actually involved in initiating, processing or disposal of cases on files may be sent to the undersigned in the Performa given below by the forenoon of 24th September, 2015 positively in soft form on e-mail address sppant@dsiicd.org :

File No.	Name	Designation	Mobile No.	Division	Reporting to


(S. P. Pant)
Dy. General Manager

All Divisional Heads

Website

Copy for information to :

- 1) PS to MD
- 2) PS to ED
- 3) PS to GM