

Personnel Division

DSIIDC/ I-O.O./Estt./14

January 28, 2016

MEETING NOTICE

With reference to Office Order of even No. dated 11th September, 2015, a meeting to review the functioning of **Architectural Cell** will be held on **4th February, 2016 (Thursday)** at **11:30 AM** under the chairmanship of MD in the Board Room, HQ.

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

- Staff strength and work being done / execute by each officer / staff
- Annual action Plan of the Division concerned
- The plan of action for future
- What extra the Division can contribute to the organization
- Miscellaneous Activities

Hon'ble MD 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.

It has been desired by the MD that Dy. GM (P) shall remain present in the meeting. One officer from IT Division shall remain present to sort out the computer related problems.

The concerned officers are requested to make it convenient to attend.


(S. P. Pant)
Dy. General Manager

To,

- 1) CE-I, DSIIDC – *requested to attend the meeting in the capacity of overall Head of Architectural Cell*
- 2) Sh. Shafi Ahmed, EE (CD-15), DSIIDC – *to attend the meeting along with subordinate staff of Arch. Cell.*
- 3) DM (IT) – *arrange to depute one person from IT Division for helping Architectural Cell in making the presentation*
- 4) Website

Copy to :

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| 1) PS to MD | } | <i>for kind information please</i> |
| 2) Sr. PA to ED | | |
| 3) Sr. PA to Director (Finance) | | |
| 4) PA to GM | | |