

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

(Personnel Division)

DSIIDC/I-Contract/Estt./2019

Dated: 29.01.2021

CIRCULAR

In continuation to Office Order No. DSIIDC/I-Contract/Estt./2019 dated 14.12.2020, it is observed that many employees who were irregular also recommended for incentive. Hence, all the Divisional Heads are requested to review and ensure following:-

- 1) The working hours for the recommended employees must not be less than 8 hours per day.
- 2) Attendance should not be less than 23 days per month
- 3) If it is found that attendance is less than 23 days justification may be added for such employees.

Since, the Govt. of NCT of Delhi orders dated 28.11.2020 due to Covid-19, 50% attendance for certain category of employees the number of working should not be less than 12 days in the month of December 2020 respectively.

In this regard, a confirmation may be sent to Personnel Division within three days. The same be followed for all subsequent quarters.



(Amit Bhardwaj)
Chief Manager (P)

Website

All Divisional Heads

Copy to:

1. PS to MD
2. PA to ED
3. PS to Director (Finance)

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Format for recommendation by the Divisional Head for quarterly payment of Performance Linked Incentive.

Name of Division _____

Quarter from _____ to _____

S. No	E- Code	Name & Designation	Punctuality (Yes/No) Enclosed bio-metric Attendance (in case of recommendation of punctuality)			Integrity (Doubtful / Beyond doubt)	Disciplined (Yes/No)	Knowledge of work related to his/her post (Yes/No)	Recommendations (%) (Yes/No)
			Working hours in a day	Days attend in a month	If less than 23 days reasons thereof				

Signature of Divisional Head

Name : _____

Designation : _____

Date : _____

Chief Manager (P)