

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

**No: DSIIDC/A-18008/Estt.**

**Dated: 29.05.2017**

**CIRCULAR**

The services of a number of persons have been hired through placement agency (M/s ICSIL) and further deployed in various Divisions of the Corporation. The term of engagement of these contractual persons is being extended from time to time and present term of extension is up to 30.06.2017. While considering the proposal for extension of term of engagement beyond 30.06.2017, it has been desired that all Divisional Heads should review the requirement of staff (engaged through M/s. ICSIL).

All Divisional Heads may please review the requirement of staff engaged through placement agency (M/s. ICSIL) and following information be sent to Personnel Division in the format as appended below:

1. List of staff engaged through placement agency(ICSIL) & deployed in the division
2. Detailed Performance report in respect of each person & recommendations for further extension of term of services.
3. Details of surplus staff.

After Reviewing the requirement of staff, above information be sent to this Division latest by 10<sup>th</sup> June, 2017 positively.

Name	Father's Name	Designation	Present Posting	Educational Qualifications	Work Performance/ Remarks
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(Prabhat Kumar)  
Divisional Manager (P)

All Divisional Heads:

Website

Copy for information to:

1. Sr. P.A. to CMD
2. P.A. to Executive Director
3. Sr. P.A. to Director(Finance)