

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

(Personnel Division)

No: DSIIDC/I-O.O./Estt.

215

Date: 29.07.2022

CIRCULAR

While reviewing the files by the Competent Authority, it is noticed that many officers/officials are submitting notes/files without clearly mentioning their name & designation after signatures.

Further, in some of the cases it is also noticed that officers/officials finish their note at the extreme end of the note-sheet leaving no space for the senior officers to signatures/put remarks.

In view of above, undersigned is directed to convey that all officers/officials should mention their name & designation clearly below their signatures on the noting of the file and should carry forward their note on next note-sheet instead of finishing the same at extreme end so that appropriate space is available for senior officers to signatures / put remarks.

This issues under the directions of the Competent Authority.


29/7/22
(Sanjiv Kumar)
Chief Manager (P)

Website

All concerned

Copy for information to:

1. PS to MD
2. PS to ED