

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**  
**N-36, Bombay Life Building, Connaught Circus, New Delhi**  
**(General Administrative Division)**

DSIIDC/GAD/Misc./NIJ/2024-25

Date:- 02.09.2024

**Office order**

The undersigned is directed to convey the approval of the Competent Authority for constitution of a committee in accordance with GFR 217 (ii) comprising the following members:

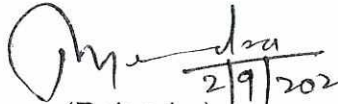
- (i) Shri Mahesh Arora, Div. Manager (IT)
- (ii) Shri Naveen Kumar, DAO (HQ)
- (iii) Shri Sumit Sindhu, Manager (NIJ)
- (iv) Shri Ashish Khanna, Manager (IMFL/IEM)
- (v) Shri Sunil Kumar ACA, GAD

2. The Committee is tasked to identify, segregate and categorize the assets of NIJ located at the NIJ office in Jhandewalan into following three groups for its disposal:

- i. The items that can be reused.
- ii. The items alongwith photographs that cannot be reused and should be declared unserviceable, obsolete, or surplus
- iii. The items with no value and can be declared as scrap.

3. The Committee shall also identify and suggest suitable locations for temporarily shifting these assets. The Committee shall be assisted by Shri Vivek Parida, Sr. Manager (Contractual), Sh. Dalip Jha, Sr. Manager (Contractual), Shri Ankur, DEO (Board & Coordination), Shri Ashwani Kumar, Attendant (IT Div) and Shri Ramesh Kumar, MTS (GAD).

4. The Committee shall work under the direct supervision of Ms. Anju Mehta, Company Secretary and Director, NIJ. The work needs to be completed within 10 days and a report be submitted to Director NIJ on or before 17.9.2024 positively under intimation of this office.

  
(Rajendra)  
2/9/2024  
Sr. Manager, GAD

**Copy to :-**

- 1) PS to MD, DSIIDC –for information
- 2) PS to ED/Director (F) – for information
- 3) Company Secretary, DSIIDC
- 4) CE (Electrical) with the request to make electricity arrangements
- 5) Concerned Division Heads for information
- 6) CM (IMFL) and DM (IT) with a request to shift the items relating to their division at appropriate locations.
- 7) All Committee Members and deputed officers/officials

8) DM (IT) for upload in website.