

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**  
**DSIIDC Building, Plot No. 74A, Ring Road, Lajpat Nagar – III, Delhi –**  
**110024**

**(LEGAL DIVISION)**

DSIIDC/LEGAL CELL/CIRCULARS/2025/37

Date – 16.04.2025

**Circular**

**Subject: Processing of Legal Notices.**

In order to respond to a Legal Notice, reply is prepared by Counsel/Standing Counsel on the basis of parawise comments of the concerned case provided by the division concerned.

In this regard, all divisions must ensure that parawise comments should be provided to the Counsel/Standing Counsel with the approval of Divisional Head. The concerned files/documents, if required, may also be provided to Counsel/Standing Counsel to prepare the reply to the Legal Notice.

  
(Sanjiv Kumar)  
Chief Manager

**All Divisional Heads**

Copy to:

DM(IT) for uploading on website

Copy for information to:

1. PS to MD
2. PS to ED
3. PS to Director(F)