

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

(Personnel Division)

No: DSIIDC/Estt./Complaints/2023// 1173

Date: 16.10.2023


CIRCULAR

It has come to the notice of the Competent Authority that official documents / note-sheets have been shared/ leaked with outsiders/ unauthorized persons and the same has been viewed very seriously by the management. To avoid such instances in future, it has been directed to all officers / officials to follow the guidelines given below:-

1. All files, especially the confidential ones, may be submitted for decision on e-office only.
2. All Officers / officials must use their e-office accounts by themselves only and their credentials may not be shared with their fellow subordinates.
3. All subordinate staff including officials handling dak must ensure that no information is shared/ leaked by them to any unauthorized person at any stage.
4. All confidential files may be dealt by the concerned officer/ official only in a confidential manner.
5. Receipt and Issue section of GAD is also required to maintain confidentiality while maintaining movements of file/ DAK from one office to another.
6. Entry of unauthorized persons / brokers may be prohibited into all offices of Corporations.

Any instance regarding sharing/ leakage of information to unauthorized person found if any will be viewed very seriously. Action as deemed fit against the erring Official will be initiated as per rules.

This issues with the approval of the Competent Authority.


16/10/2023
(Mahesh Arora)

Divisional Manager (Pers.)

To:-

1. All Staff of DSIIDC through concerned HODs
2. Website

Copy to:-

1. PS to MD, DSIIDC
2. PS to ED, DSIIDC