

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

(Personnel Division)

NO: DSIIDC/A-18008/Extn./Estt.593

Dated: 17.12.2024

**CIRCULAR**

The term of services of outsourced staff deployed by placement agency i.e. M/s. ICSIL (deployed in various Divisions of the Corporation) is going to expire on 31/12/2024. While considering the proposal for further extension of their services beyond 31/12/2024, it has been desired that all the Divisional Heads should review the requirement of staff deployed by M/s ICSIL.

All Divisional Heads are therefore requested to review the requirement of staff deployed by the placement agency i.e. M/s ICSIL with their Divisions and send recommendations in the sealed cover to the Personal Division in the following format for considering their cases for further extension beyond 31/12/2024 :

E-code	Name	Designation	Assessment Parameters			Work Performance	Recommendations
			Punctuality*	Integrity	Discipline		

\* While assessing the punctuality aspect, reference from biometric records be taken.

Further, it has been observed in past that majority of recommendations received in the said matter were generic/similar and giving impression that same were forwarded without proper examination/ analysis of requirement of staff/ performance of staff. Hence, Divisional Heads / Controlling Officers are advised to send recommendations by reviewing such aspects & each case with due diligence.

The recommendations of staff should be routed through concerned Divisional Heads and the same should not be directly marked to the Personnel Division by any controlling Officer.

The said recommendations should reach this office within 7 days from the date of issue of this circular positively.

  
(Vijit Singh)  
Chief Manager (P)

**All Divisional Heads (All CEs / CMs / Co. Secretary / CAOs)**

**Website**

Copy for information to:

- (iii) PS to MD, DSIIDC
- (iv) PS to ED, DSIIDC
- (v) PS to DF, DSIIDC
- (vi) E-in-C, DSIIDC