

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

N-BLOCK, BOMBAY LIFE BUILDING, CONNAUGHT CIRCUS, NEW DELHI-110001

DSI IDC/CAO(HQ)/2024-25/e file mode /1392

Date:-25.11.2024

Office Order

All the associate finance are hereby directed that all the correspondence/movement may be made through e-files only with immediate effect which are being put up by finance/accounts division.

Further, it may be ensured a list of files as generated by the finance division may be maintained in accordance with the subject concerned along with the number and be kept in their custody. Additionally, generation of multiple files with the same subject shall be avoided and only part files can be generated in cases of exigency/urgency.

Therefore, Associate finance may ensure that the files incepted by the finance division shall be forwarded in e-mode only.

This issues with the approval of Competent Authority.



(Sunil Kumar)

Chief Accounts Officer (HQ)

To,

All CAOs/DAOs/SOs/ Associate Finance

C. C to:-

1. PS to DF, DSI IDC
- ✓ 2. DM (IT) for uploading on website