

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

File No.: DSIIDC/PERSONNEL/Misc/2025-26 | 479  
(E-Office No.285257)

Dated: 27.11.2025

**Circular**

**Subject: Mandatory Presence of Senior Officers in All Major/Grand Official Events of DSIIDC – Standing Instructions**

It has been observed that during major official events of the Corporation, including those attended by dignitaries, the presence of senior officers is not adequate, resulting in avoidable issues in seating arrangements and overall coordination.

In this regard, the Managing Director, DSIIDC has directed that henceforth, presence of all officers of the level of Manager and above and Executive Engineer (EE) and above shall be mandatory at all grand/major events of the Corporation.

No separate or special invitation will be issued for the same. All such officers are expected to remain available and ensure their presence well in time before commencement of the event.

This may be treated as a standing order, to be strictly complied with.

This issues with the approval of the Competent Authority.

*Anju*  
27.11.25  
(Anju Mahajan)  
Manager(P)

**To,**

IT (Division), for uploading on the website

**Copy for information to:**

1. PS to MD, DSIIDC
2. PS to ED, DSIIDC
3. All Concerned Divisional Heads