

Delhi State Industrial and Infrastructure Development Corporation Ltd.

N-36, Bombay Life Building, Connaught Circus, New Delhi-110001
(A Government Undertaking)

(GAD DIVISION)

OFFICE ORDER

DSI IDC/GAD/Office Space/2024-25/967

28/11/2024

Sub: Rationalization of Office Space in DSI IDC HQs

In order to rationalize the office space at DSI IDC HQ so that it may be optimally utilized and proper working space may be provided to the officers/staff members for their smooth functioning it has been decided to relocate following divisions/sections/staff which are presently operating from DSI IDC HQ to 3rd Floor, State Emporium building, Baba Khadak Singh Marg, New Delhi.

1. IPD division
2. Taxation Cell
3. Commercial Division
4. Audit Cell
5. Manager A/c

The allocation of available space at 3rd Floor, State Emporium building, Baba Khadak Singh Marg, New Delhi is detailed below:-

<u>S.No.</u>	<u>Room/Workstation</u>	<u>Allocation</u>
1	R1	DAO Taxation Cell
2	R2	For official record
3.	R3	Sr. Manager/Manager IPD
4.	R4	CM (IPD)
5.	R5	DM(IPD)
6.	R6 & R7 (Cubicles)	Staff IPD including consultants
7	R8 & R9	Audit Cell
8	Workstation-1	Manager A/c & Staff
9	Workstation -2 & 3	Taxation Cell

10	Workstation-4	Commercial Division
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The layout of the 3rd floor along with room/workstation no. is enclosed for reference purposes. Concerned divisional heads shall ensure smooth relocation of officer/staff (along with official record) as per above arrangement to 3rd Floor, State Emporium building positively by **29.11.2024**.

This issues with the prior approval of Competent Authority.


Mudit/Singhal
DM(GAD)

Copy for Information:-

- 1) PS to MD, DSIIDC
- 2) PS to ED, DSIIDC
- 3) PS to Dir(F), DSIIDC
- 4) CAO(HQ)
- 5) DM(IPD)
- ✓ 6) IT for uploading on website
- 7) Guard File

Layout of 3rd Floor Emporium Building

