

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(CARE-TAKING BRACH)**

No. F/1305/42/Misc./CTB/DUSIB/2026/D-11

Dated: 28/01/26

ENDORSEMENT

As per approval accorded by Competent Authority, DUSIB, the copy of under mentioned order is forwarded herewith for information and Necessary action by all concerned branches and report with in five days to Care Taking Branch :-

S.No.	Name of the Ministry/Deptt.	Order No. and Date	Subject
1	Delhi Khadi & Village Industries Board ,Govt. of N.C.T.Delhi,5 th Floor,Nigam Bhawan(Old Hindu Collage) Kashmere Gate ,De!hi-110006	D.O No.F8(03)/DKVIB/M.D/21-22/3492 Dated.03.01.2026	Lifting of old weeded out record/old file office record by Delhi Khadi &Village Industries Borad (DKVIB),Delhi Government

Encl: As above.

Jyoti J...
Dy. Director (CT)

Copy to:-

1. PS to CEO for information to CEO
2. PA to Member (Admn) for information to Member(Admn)
3. Pr. Director (Admn), Director (Finance)
4. Dy. Director (IT) for uploading in web portal of DUSIB
5. Chief Engineer
6. All SE's
7. All EE's
8. Notice Board
9. Office Copy

A20(IT)

[Signature]
28/1/26

[Signature]
28/1/2026

Programma

Diary No. 74
Date 28/01/26
Computer Division (DUSIB)
Govt. of NCT of Delhi

K. MAHESH, IAS
Managing Director



DELHI KHADI & VILLAGE INDUSTRIES BOARD

Govt. of N.C.T. of Delhi
5th Floor, Nigam Bhawan, (Old Hindu College)
Kashmere Gate, Delhi-110006
TEL. : 011-41043296
E-mail : md-dkvib@nic.in
Web.: www.dkvib.delhigovt.nic.in

D.O. No.: FP(03)/DKVIB/0074/2122/3492

Date: 03.01.26

URGENT

Dear Shri Thakur,

Sub: Lifting of old weeded out record/old office record by Delhi Khadi & Village Industries Board (DKVIB), Delhi government.

1. Delhi Khadi & Village Industries Board (DKVIB) is a statutory body of Govt. of NCT of Delhi located at 5th Floor, Nigam Bhawan, Kashmere Gate, Delhi-110006. The Board is engaged in promoting traditional craftsman / industry. Further, the Board is also engaged to promote clean environment in Delhi.
2. Therefore, keeping in view the aforesaid facts the DKVIB is in the process of lifting of weeded out records/waste paper from various government departments and shred them to ensure secrecy, confidentiality of the records & documents. The Board is lifting weeded out records & waste paper on the doorsteps of the department to avoid any inconvenience. The Board is making handmade paper from the weeded-out record & waste paper.
3. The Board has authorized M/s Handmade Paper & Board Industries, 1/282, Gramodyog Road, Sanganer, Jaipur-302029 (Rajasthan). The authorized persons of the firm are Sh. Asrar Ahmed Mobile No. 9887057480 and Sh. Farhad Ali Mobile No. 9560569266. The authorized person of the Board is Sh. Sujeet Kumar, Caretaker Mobile No. 9717752889. At present, the firm is providing following stationary items against lifting of 100 kg waste paper & weeded out record: -

S.No.	Name of items	Quantity to be supplied
1.	File covers (printed) with cloth 300 gsm OR	100
2.	File covers (printed) without cloth 300 gsm OR	125
3.	Envelopes (11x5 or 9x4) OR	300 pcs.
4.	File Boards OR	35 pcs
5.	Photocopy papers (A4 size) OR	03 rim
6.	Printed note sheet pad	03

Kulakesh
03.01.26

R-175/1119/26
02/01/26 (EP)

E-1990669/CRU
08/01/2026 (2P)

CEO
M/S
R. D. P. (Admin) / S. D.
ls

09-26
Sh. Chagun
JSA

R-227/18-04-11/26
28/12/26

R/69/CTB/26
09/01/26 (2P)

4. The above practice is to ensure eco-friendly disposal of weeded out government records, supply of essential stationery items to department without financial burden, to promote products by handmade paper industries to support green & sustainable practices in government offices.
5. You are, requested to inform authorized person of your department to contact Sh. Sujeet Kumar, Caretaker(M-9717752889) of DKVIB for lifting of weeded out record/waste paper from your Deptt.

With regards,

Yours sincerely,

K. Mahesh

03.01.26

(K. MAHESH)

MANAGING DIRECTOR


Sh. Rupesh Kumar Thakur, IAS
CEO (DUSIB), Delhi Urban Shelter Improvement Board,
Punarvas Bhawan, I.P. Estate, New Delhi-110002.

Copy to:

- 1 Chief Secretary, GNCTD
- 2 Addl. Chief Secretary, Industries, GNCTD.
- 3 M/s Handmade Paper & Board Industries,
1/282, Gramodyog Road, Sanganer,
Jaipur-302029 (Rajasthan)