

No. I-20/3/2026-IEDS
Government of India
Ministry of Micro, Small & Medium Enterprises
Office of the Development Commissioner (MSME)
IEDS Cell

Kartavya Bhawan - 03, New Delhi
Dated: 25th March, 2026

Office Memorandum

Subject: Forwarding of applications for deputation or direct recruitment in r/o IEDS cadre officers - reg.

A reference is invited to O/o DC(MSME)'s circular No.A-12034/2/2020-Admin(P&T) dated 07.02.2025 on the subject cited above.

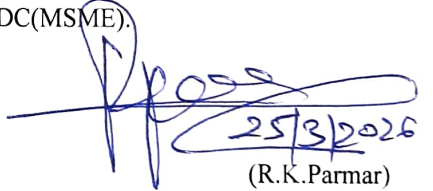
2. The Head of Office of field offices are hereby requested to ensure that while forwarding applications for direct recruitment or deputation of IEDS officers posted under their administrative control and whose service books are maintained by them, to IEDS Cell, which is mandated to grant Cadre Clearance, the following action is taken and certify it in the forwarding letter:

- i. Scrutinize the contents of the application thoroughly and ascertain the eligibility of the officer for the concerned post;
- ii. Verify the details from service-book and attach experience certificate, if required;
- iii. Inform the status of Major/Minor penalty during the last 10 years;

3. Further, in respect of IEDS Cadre officers posted at Headquarter, where the service-books of officers are maintained by Administration Division, their applications may also be forwarded by Head of Office at Headquarter to IEDS Cell after taking necessary action as per para 2 above.

4. The applications may be sent to IEDS Cell 15 days' prior to closing date of receipt of applications to give sufficient time to process the matter for cadre clearance and further forwarding these to the respective offices.

5. The above instructions are issued with the approval of AS&DC(MSME).


25/3/2026
(R.K. Parmar)
Joint Director (IEDS)

To,

All Head of Offices, MSME-DFOs/Headquarter

Copy to:

1. PS to DDG (Admn.), O/o DC(MSME).
2. PA to ADC (IEDS), O/o DC(MSME).
2. Senet Division with the request to upload on the website.