

**File No. File No. D-31014/1/2025-GA**  
**Government of India**  
**Office of the Development Commissioner (MSME)**  
**Ministry of Micro, Small & Medium Enterprises**  
**(General Administration Section)**

Nirman Bhawan, 7<sup>th</sup> Floor,  
New Delhi-110108  
Dated: 01.10.2025

**OFFICE MEMORANDUM**

**Subject:-** Reimbursement of Hospitality entitlement amount to the officers from SO/AD-II/Equivalent level to Director/JDC/JD and equivalent officers in the O/o DC-MSME-reg.

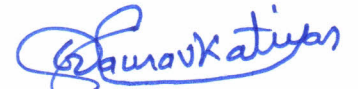
In continuation of the OM of even number dated 20.09.2023 on the subject mentioned above, it has now been decided to discontinue the existing system of purchasing / claiming hospitality items from the Nirman Bhawan Departmental Canteen (NBDC) and M/s Royal Co-Operative Industrial (P) Society Ltd. First Floor, Nirman Bhawan, from SO/AD-II/Equivalent level to Director/JDC/JD and equivalent officers with effect from 01 October, 2025. Now, the Hospitality amount spent to these officers will be reimbursed by the GA Section on submission of claims in the enclosed prescribed proforma on quarterly basis.

2. The Existing hospitality entitlement of the officers from SO/AD-II/Equivalent level to Director/JDC and equivalent officers is as follows:-

Sl. No.	Designation of Officer	Proposed Limited
1.	JDC/Dir./DS/JD/PSO/Sr.PPS & equivalent officers	Rs.3,000/-
2.	US/DD/PPS/AD(OL)/AD Gr.-I & equivalent officer	Rs.2,000/-
3.	Section Officers/AD Gr.-II/PS & equivalent officer	Rs.1,000/-

3. Additionally, Hospitality Services/items to ADC/DDG/JS and above level officers will be arranged by GA Section, O/o DC-MSME on and as per requirement basis.

4. This issues with the approval of the Competent Authority.

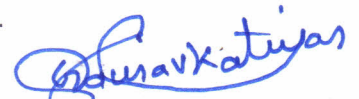
  
(Gaurav Katiyar)  
Joint Director (GA)

To,

All the officers of O/o DC MSME (through e-office Notice Board)

Copy to :-

- ✓ 1. Manager, CPWD Canteen/ M/s Royal Co- Operative Industrial (P) Society Ltd., Nirman Bhawan, New Delhi
- ✓ 2. Pay & Account Office, O/o DC MSME, Nirman Bhawan, New Delhi.
- ✓ 3. DDO (Cash) O/o DC MSME, Nirman Bhawan, New Delhi
- ✓ 4. AD, Senet O/o DC-MSME for uploading on the website.

  
(Gaurav Katiyar)  
Joint Director (GA)

**PROFORMA**

**Annexure-1**

(Annexure to DC MSME Office Memorandum No. D-31014/1/2025-GA 01 October, 2025)

Statement to be furnished on quarterly basis by the Government Officers)

1. Name of the Claimant :
2. Designation :
3. Pay level & Basic Pay :

**CERTIFICATE**

I certify that I have spent Rs. \_\_\_\_\_ (Rs \_\_\_\_\_)

Towards expenditure on hospitality in the official meeting for the period mentioned below.

For 202 .

October to December 202

For 2025 on wards

(i) January to March, 20 \_\_\_\_\_.

(ii) April to June, 20 \_\_\_\_\_.

(iii) July to September, 20 \_\_\_\_\_.

(iv) October to December, 20 \_\_\_\_\_.

✓ Tick applicable one

(I hereby certify that I have not claimed reimbursement for the abovementioned period earlier)

The said amount may kindly be reimbursed to the undersigned.

Date: ...../...../20.....

Signature.....

Name.....

Designation.....

Tele/Mob No.....

GA Section, O/o DC-MSME.