

No. D-26011/2/2020/GA
Government of India
Office of the Development Commissioner
(Micro, Small and Medium Enterprises)

Nirman Bhawan, New Delhi
Dated: 05/10/2020

C I R C U L A R

It has been observed that various officers of this office indent the stationery (Stationery items, Printer Cartridges and Misc. Store Items etc.) in excess of their monthly requirement. As a result, the accumulated stationery items for previous months gets piled up in their almirahs and cupboards. In this connection, it is stated that with a view to improving the quality of public expenditure containing non-developmental expenditure and ensuring availability of adequate resources for meeting the needs of central priority scheme, Ministry of Finance has from time to time issued instruction on expenditure management.

2. With a view to further stress the importance of economy in the use of stationery in the office DC(MSME) following instructions are issued for strict compliance by all concerned:

i) General Administration section will distribute the stationery from 11th to 20th of each month. However, the requirement in respect of meetings/seminars will be entertained from time to time.

ii) The requirement in respect of stationery items or miscellaneous, store items should reach GA Section in the first week of the month through email to Shri Sameer Malhotra, AD (GA) at sameer.malhotra@nic.in or Shri D.N Saha, DD(GA) at sahdinanath62@gmail.com .

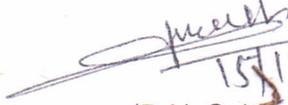
iii) Stationery will be issued Section wise which includes Deputy Directors and below level officer/officials. PAs/PSs of Directors and above level officers may send their requirement for their respective officer separately.

v) Some of the officers send their similar indent for all the months which is not a healthy practice. Only those items which are actually required (or exhausted) in a particular month should be indented.

vi) In case of the stationery is not issued/received by the Division/Section in the current month, it will not be carried forward to the next month.

vii) Some of the officers take stationery items or misc. store items in excess and keep in their almirahs which becomes unusable after some time. So proper care and precaution should be exercised so that the stationery items do not get wasted.

3. This issues with approval of Competent Authority.


15/10/2020
(D.N. Saha)
Deputy Director (GA)

To

1. All Concerned (Officer/Officials) O/o DC, MSME
2. Senet Division with the request to upload on the web portal of O/o DC, MSME