

F. No. A-60011/22/2015-Admn.(P&T)
Government of India
Office of the Development Commissioner
Micro, Small & Medium Enterprises
(Admn. Section)

'A' Wing 7th Floor
Nirman Bhawan, New Delhi

Dated the 11th August, 2016

To

All AIAs/ all Directors, MSME-DIs/Br. MSME-DIs/TCs/TSs
Deputy Directors (I/C), MSME-DIs/ Br. MSME-DIs/TCs/TSs

Subject: Approval of tour programmes in respect of officers in field offices – reg.

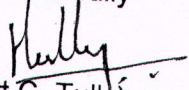
Sir,

I am to refer to this office's circular of even number dated 11.12.2015 as well as letter of even number dated 06.06.2016 on the above subject. AS&DC has now instructed that all Directors of MSME-DIs, DDs (I/c) of MSME-DIs and MSME-Testing Stations would henceforth submit their tour programmes only through e-office directly to Director (Administration) and ADC (Administration) at HQ, who would then obtain the approval of AS&DC. Similarly, Directors and DDs (I/c) of Testing Centres and Training Institutes would henceforth submit their tour programmes only through e-office directly to AIA at HQ who would then obtain the approval of AS&DC.

It is once again reiterated that as per Travelling Allowance Rules, a tour could be undertaken by an officer only after the tour programme is approved by the Controlling Officer. As such, all officers are instructed to submit their respective tour programmes sufficiently in advance and undertake the tour only on approval of the tour programme, except in emergencies. Tour programmes submitted through any other mode other than e-office would not be entertained.

The above instructions may be noted for strict compliance.

Yours faithfully


(Robert C. Tully)
Director (Admin)

Copy to:

1. ADC (SM).
2. AIA (SS).
3. Director (SENET) with a request to upload this letter on the website.