फा. सं. A/12/2024-ADMIN(P AND T)-DCMSME (ई-4027869) भारत सरकार / Government of India

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय/ Ministry of Micro, Small & Medium Enterprises विकास आयुक्त कार्यालय (एमएसएमई) / Office of the Development Commissioner (MSME) प्रशासन (पी एवं टी) अनुभाग / Administration (P&T) Section

> 'ए' विंग, 7 वाँ तल / 'A' Wing, 7th Floor निर्माण भवन, नई दिल्ली / Nirman Bhawan, New Delhi दिनांक: 5 अगस्त, 2025/ 5th August, 2025

कार्यालय आदेश / OFFICE ORDER

विषय/Subject: Centralized promotion of Group 'C' posts under

MSME-Development Organization in the Office of Development

Commissioner (MSME) - Reg.

In continuation to Office Order of even number dated 12.06.2024 and in supersession of earlier orders on the subject cited, it has been decided that henceforth promotion of Group 'C' posts under MSME-Development Organization cadre will also be done in a centralized manner by Administration (P&T) Section, Office of DC(MSME), Headquarters, New Delhi.

This issues with the approval of the Competent Authority.

(गौरव कटियार)/(Gaurav Katiyar) संयुक्त निदेशक (प्रशासन)/कार्यालय प्रमुख

Joint Director (Admin.)/HoO दूरभाष. नंबर/Tel. No.: 011-23061461

Grawav Katuras

ई-मेल/eMail: estt-hgrs@dcmsme.gov.in

सेवा मे / То

All Cadre controlling authorities of Group 'C' Officials under Office of DC(MSME)

प्रतिलिपि/ Copy to

- PPS to AS&DC(MSME);
- 2. PA to JS (Admin.), Office of DC(MSME);
- 3. The HoOs, all MSME-Development & Facilitation Offices (MSME-DFOs)/ Branch MSME-DFOs/Testing Stations/Testing Centres/Training Institutes.
- 4. Officer Order folder/Guard file.



File No.- A-12/2024-A(P&T)- [E-4027869] Government of India Ministry of MSME Office of Development Commissioner (MSME) Admn. Division



Nirman Bhawan, New Delhi Dated: 12.06.2024

OFFICE ORDER

All the Cadre Controlling Authorities of Group "C" employee of O/o DC(MSME) are hereby informed that since all the recruitment process are managed by Headquarter, It has been decided that henceforth, the Reservation Roster and Common Seniority List of Group "C" employee will be maintained in a centralized manner at the Head Quarter Office, New Delhi.

2. This issues with the approval of Competent Authority.

(Gaurav Katiyar)

Joint Director (Admin & HoO)

Ph: 23061461

To,

Cadre Controlling Authorities of Group "C" employee of O/o DC(MSME) with request to provide the attested copies of currently maintained Reservation Roster and Seniority list of each post along with duly filled pro-forma attached at Annexure-A.

Copy to:

- 1. PPS to AS&DC(MSME)
- 2. PA to ADC (Admn), O/o DC(MSME);
- 3. PA to JD (Admn), O/o DC(MSME);
- 4. PA to DD (Admn), O/o DC(MSME);
- 5. Guard file