

विकास आयुक्त (सूक्ष्म, लघु एवं मध्यम उद्यम)  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय,  
(भारत सरकार),  
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नई दिल्ली-११००१०८



OFFICE OF THE DEVELOPMENT COMMISSIONER  
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No.A-35012(1)/2011-IC&CD

Dated August 9, 2011

The Director  
MSME-DIs/Br. MSME-DIs/MSME-TCs/MSME-TSs

**Subject: In-country training programme of DC (MSME) officials during 2011-12.**

Sir,

Please find enclosed herewith the training calendar for the year 2011-12 for nomination of DC (MSME) officials for in-country training programme. The training calendar is also available at <http://www.dcmsme.gov.in/maptips/Trgcalendar2011-12.pdf>.

The Directors/In charge of all the MSME-DIs, Br, MSME-DIs, MSME-TCs, MSME-TSs are requested to circulate the training calendar among the officials of the respective offices under their control and recommend the training needs of the officials in the prescribed format-Annexure-I (copy enclosed). Officials who had undergone training in last year are also eligible for nomination during 2011-12. However, officials who have undergone training (sponsored by training division of Hqrs. office) during the current financial year are not eligible for another training programme during 2011-12. The officer should mention three training courses as per their preference in the application form and care should be taken that all the three training courses mentioned in the form should not be selected from single training institution only; rather it should be at least from more than one training institution. The officer shall be eligible for one training per year.

The training calendar enclosed is only indicative. Officers are free to propose nomination to training programmes of other reputed institutions according to their needs in consultation with the Director/Head of the Institution. The training institutes so chosen should be of repute Government/ autonomous bodies of Government of India.

It has been observed earlier that some of the field institutions forwarded the applications of their officials to headquarters without giving any sufficient time for processing the application and as such, the officials were failed to book their necessary journey ticket in time and missed the opportunity to avail the requisite training programme. It is, therefore, requested that while forwarding the names of the officials in various training programmes, necessary care may be taken so that headquarters office may get at least 30 days time to process the application. Further, it is to inform that all the officials should submit a feedback report in the prescribed proforma-Annexure-II (copy enclosed) along with their actual/tentative TA/DA expenditure (which is mandatory) within 15 days after completion of their training programmes.

Encls : as above.

Yours faithfully

(Lekh Raj Singh)  
Deputy Director (Admn-NG)