

F.No. A-22014(1)/08-Admn.(HE)  
Government of India  
Ministry of Micro, Small & Medium Enterprises  
Office of the Development Commissioner (MSME)  
Nirman Bhavan, New Delhi

Dated: 19.03.2009

**OFFICE ORDER**

**Subject:       Reporting of Personal Staff (including PSs/PAs/Stenos) attached to officers during the course of any kind of leave/tour/ deputation, etc., of the officer concerned to Admn.(HE)in accordance with the DOPT instructions – compliance regarding.**

Time and again instructions have been issued for compliance of DOPT instructions which clearly state that "In the absence of officers, the personal staff attached to them will report to the Under Secretary or any other corresponding officer incharge of Administration unless otherwise ordered". The instructions to this effect were issued last vide this Office Order of even number dated 14.05.2008 (copy enclosed).

2. In spite of repeated instructions, the personal staff, particularly PSs/PAs/Stenos, do not comply with these administrative instructions issued in accordance with the DOPT guidelines. It has further been observed that the personal staff either remains on leave/absent without any prior permission or get the leave sanctioned for the period the concerned officer is away from the officer to whom they are attached before his proceeding on leave/tour/deputation, etc.

3. In view of the above and the shortage of staff, the following request/instructions be complied with strictly:

- (a) Officers are requested to meet the short-term requirement of PSs/PAs/Stenos from their own divisions as no request can be considered if the concerned PS/PA/Steno is on leave for less than 10 days;
- (b) Officers are requested not to sanction any kind of leave to the personal staff prior to their proceeding on leave/tour/deputation, etc., except in emergency or exceptional cases and direct them to report to Admn.(HE);
- (c) The CL/RH Account of PSs/PAs/Stenos will be maintained by Admn.(HE) henceforth, as such officers concerned are requested to send the same to Admn.(HE) Division with their recommendation for maintenance of the record; and
- (d) The personal staff (including PSs/PAs/Stenos) of the officers should immediately report to Admn.(HE) Division, when/during the period their officers are away, in compliance of the DOPT instructions otherwise they will be treated as absent from duty.

4. The above instructions be adhered to invariably.

(Vijay Kapoor)  
Director (Admn.)

All Officers and Staff in the Office of DC (MSME)

Copy to:

1. DD (SENET) – for placing these instructions on website of the office.
2. DD (GA) – for information.