

E- 4020128

File No: 64(21)/DI/Assets-Land-Building/2021-22-Part(2)
Government of India
Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner
(DFO Division)

A-Wing, 7th Floor,
Nirman Bhawan, New Delhi
Dated: 21 Oct, 2022

OFFICE ORDER

Subject: Approved terms & conditions for operation of Guest house in MSME-DFOs/TCs-reg.

I am to convey the approval of Competent Authority for terms & conditions (Copy enclosed) to operate Guest house in MSME-DFOs/TCs.

2. This issues with the approval of AS & DC (MSME) vide note#73 of e-office file 4020128 dated 20.10.2022

Encl: - As above

(Dhayalan K)
Dy. Director

To,
HoO, MSME-DFOs/TCs

Copy for information:-

दयालन. के / DHAYALAN. K
उप निदेशक / Deputy Director
भारत सरकार / Govt. of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small & Medium Enterprises
विकास आयुक्त (सू. ल. एवं म. उद्यम) का कार्यालय
Office of the Dev. Commissioner (MSME)
निर्माण भवन, नई दिल्ली-110108 / Nirman Bhawan, New Delhi-110108

1. PS to AS & DC(MSME), Nirman Bhawan, New Delhi
2. PS to DDG (DPS), ADC (IGT/(SK/DCS), Nirman Bhawan, New Delhi
3. PAO (MSME), New Delhi, Kolkata, Chennai, Mumbai.
4. SENET, with a request to upload on DC (MSME) website

OPERATIONAL GUIDELINES FOR GUEST HOUSES UNDER MSME-DFOs/TCs

1. Definition:

- a. Applicant for availing the Guest House facility can only be serving/retired employees of M/o MSME.
- b. It includes spouse/dependent family member of Government servant of M/o MSME.

- 2. Eligibility for Booking:** All applicants mentioned at para 1 will be eligible for Suite/ Deluxe rooms of MSME-DFO / TC (concerned DFO / TC) for themselves and their spouse/dependent family members and guests. Applicants belonging to officer ranks / Gazetted officers rank will be eligible for Suite Rooms and rest of the officials will be eligible for Deluxe Room.

- 3. Time limit for Booking through email (email: Concerned DFO / TC):**

- a. Serving Central Government employees of M/o MSME can book accommodation maximum 60(Sixty) days in advance from check-in-date.
- b. Retired Central Govt. Employees of M/o MSME can book 30 (Thirty) days in advance from the Check-in-date.

- 4. Priority in Booking:** Booking will be made through email primarily on "first-come first-serve" basis, preference shall be given to Serving Employees of M/o MSME subject to fulfilment of prescribed eligibility, time limit and payment of booking.

5. Booking Procedure:

- a. Assess the availability of the Room from Concerned DFO / TC (on email)
- b. Filling of the application form(Annexure I)
- c. Payment to be made on Bharat Kosh portal (Bharatkosh.gov.in)
- d. **Select Non Tax Receipt Portal by selecting Industry(for instance in the case of patna SSI Receipt using 025791 PAO (SSI, Kolkata), DDO-125806- Director) are required to be filled.**
- e. **Receipt generated from Bharat Kosh portal to be attached with duly filled application form and sent to concerned DFO / TC on email**
- f. Booking confirmation acknowledgement will be send to applicant through email by concerned DFO / TC within 2 days.
6. **Cancellation:** After the confirmation, cancellation is permitted but booking charges/amount will not be refunded.
7. **Refund:** There is no provision for refund of booking charges even if the accommodation is not occupied or partly occupied or vacated early. No correspondence in this regard will be entertained.
8. **Failed Transaction:** Incase of failed transactions applicants will have to contact their concerned payment gateways/portal/Banks itself and concerned MSME-DFO / TC will have no role in failed transactions.



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