



F. No. D-26015/1/2023-GA-DCMSME

Government of India

Office of the Development Commissioner
Ministry of Micro, Small & Medium Enterprises
(General Administration Division)

Nirman Bhawan, New Delhi

Dated: 28 June, 2024

OFFICE ORDER

Subject: Revision in the ceiling limit of hospitality facility/allowance of the officers posted in the field offices of O/o DC (MSME)-reg.

Approval of the competent authority is hereby conveyed to enhance the ceiling limit of hospitality facility/allowance of the Gazetted Officers posted in the field offices under O/o DC (MSME) i.e. MSME DFOs/Br.DFOs/TIs/TCs/TSSs, in line with the hospitality facility/allowance provided to officers in O/o DC (MSME) Headquarters, New Delhi, as per the details below:

Sl. No.	Level of the Officer(s)	Revised ceiling per month (in Rs.)
i.	ADC and equivalent	As per actual expenditure
ii.	Director/Joint Director and equivalent	3000
iii.	Dy. Director/Assistant Director (Gr.I)/AD(OL) and equivalent	2000
iii.	Assistant Director (Gr.II) and equivalent	1000

2. In this regard, followings guidelines shall be followed:-

- i. The expenditure on this account shall be met out by respective office under their OE Head of expenditure.
- ii. The hospitality materials may be purchased from Co-operative stores or Kendriya Bhandar as per the entitlement of officer & the reimbursement for same may be claimed by them.
- iii. Reimbursement shall be subject to actual expenditure. If claim is less than prescribed limit, no cash shall be payable on account of un-utilized limit and it will not be carried forward to next month.

- iv. The total amount eligible shall be inclusive of all taxes like GST and any govt. levy etc.
 - v. The hospitality items may include Tea/Coffee/Milk Powder/Sugar and Biscuits only.
 - vi. Original bills, duly certified by concerned officer need to be presented.
 - vii. 'Proforma' for reimbursement as per M/o Finance, D/o Revenue's Circular No.D-19011/01/2015-GAR dated 14.7.2020 shall be adopted.
3. This issues with the approval of AS & DC (MSME) in concurrence with IFW vide note#64 (Dy. No. 87 dated 21.06.2024).



(Dhayalan K)
Dy. Director (GA)

To

HoO, MSME-DFOs/Br.DFOs/TIs/TCs/TSs

Copy for information:

- i. PPS to Secretary(MSME), Udyog Bhawan, New Delhi
- ii. PS to AS & FA (MSME), Udyog Bhawan, New Delhi
- iii. PPS to AS & DC(MSME), Nirman Bhawan, New Delhi
- iv. PPS to ADC(GA), Nirman Bhawan, New Delhi
- v. PS to DDG (AB), ADC (IGT), Nirman Bhawan, New Delhi
- vi. PA to ADC(RKR)/ADC(SK), Nirman Bhawan, New Delhi
- vii. PS to EA(SC), Udyog Bhawan, New Delhi
- viii. PAO (MSME), New Delhi, Kolkata, Chennai, Mumbai.
- ix. SENET- with a request to upload on DC (MSME) website

PROFORMA FOR REIMBURSEMENT OF REFRESHMENT

1. Name of the month for which reimbursement claims:
2. Name of the Officer :
3. Designation :
4. Name of the Department :
5. Employee Code :
6. Present Posting :
7. Amount Claimed :
8. Bill No & Dated (Original Bill Required) :
9. Name of the Bank of the Claimant :
10. Account Number of the claimant :
11. IFSC Code :

Undertaking: It is certified that I am working on the strength of(Name of office) under O/o DC (MSME), M/o MSME & above mentioned amount have been incurred by me for purchase the refreshment items for the use of official meetings within the prescribed ceiling. Therefore the same may be reimbursed to me at the earliest.

Name of the Officer:.....

(Signature with Stamp):.....

Dated:

Contact No :

To,

HoO,
MSME-DFOs/Br.DFOs/TIs/TCs/TSS.