

(E- 4020302)

File No: 64(24)/DI/Admin-Matters/2021-22-Part(1)  
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: 17<sup>th</sup> Oct, 2022

**OFFICE ORDER**

**Subject: Hospitality facility for the officers in field offices of O/o DC (MSME).**

I am directed to convey the approval of Competent Authority to extend hospitality facility to Gazetted Officers in field offices of O/o DC (MSME) i.e. MSME-DFOs/Br.DFOs/TIs/TCs/TSs, in line with the facility provided to officers in O/o DC (MSME) Headquarters in New Delhi. The expenditure on this account shall be met out by respective office under their OE Head of expenditure.

2. In this regard, followings guidelines shall be followed:-
  - a. 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.
  - b. The rates of hospitality admissible to officers of field offices of O/o DC(MSME) shall be same as rates admissible to officers of Hqrs. of equivalent level as per O/o DC(MSME)'s Circular No.D-12018/2/2010-11/GA dated 29.8.2019.
  - c. 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.
  - d. The total amount eligible shall be inclusive of all taxes like GST and any govt. levy etc.
  - e. The hospitality items may include Tea/Coffee/Milk Powder/Sugar and Biscuits only.
  - f. Original bills, duly certified by concerned officer need to be presented.
  - g. '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. (Copy enclosed)
3. This issues with the approval of AS & DC (MSME) in concurrence with IFW vide note#50 of e-office file 4020302 dated 06.10.2022

  
(Dhayalan K)  
Dy. Director

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

**Copy for information:-**

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

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 (स्. ल. एवं म. उद्यम) का कार्यालय  
Office of the Dev. Commissioner (MSME)  
निर्माण भवन, नई दिल्ली-110108 / Nirman Bhawan, New Delhi-110108

**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/Ts.

No.D-12018/2/2010-11/GA  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Office of the Development Commissioner  
(Micro, Small and Medium Enterprises)

Nirman Bhawan, New Delhi  
Dated:-29.08

CIRCULAR

**Subject: - Hospitality facility for the officers in the Office of the AS & DC (MSME) - Revision of entitlement of ceiling.**

In supersession of this Office circular of even number, dated 18.01.2017 on the subject above, it has been decided with the approval of the Competent Authority to enhance monetary ceiling of hospitality facilities to the Gazetted officers of the O/o AS & DC (MSME), Nirman Bhawan, New Delhi effect from 01.09.2019 onwards as per the following monetary ceilings:-

Sl. No.	Pay level of the officers	Existing monetary ceiling	Revised monetary ceiling
1	Officers having pay level 14	Rs. 3000/-	Rs. 3750/-
2	Officers having pay level 12, 13, & 13 A	Rs. 1200/-	Rs. 1500/-
3	Officers having pay level 9, 10 & 11	Rs. 800/-	Rs. 1000/-
4	Gazetted officers having pay level 7 & 8	Rs. 400/-	Rs. 500/-

2. Carry forward of any unutilized amount to subsequent months shall not be permitted.
3. No cash payment on account of any unutilized amount shall be made to the officer. However, limits exceeds by any officer in a particular month, the excess amount shall be paid by the officer.
4. The items related to hospitality should be procured from the CPWD Canteen, Nirman Bhawan Mandavi Foods, Franchise of Bikano Chatcafe, C-110, Nirman Bhawan.
5. This issues with the approval of IFW vide their Dairy No.8239 dated 26.08.2019.

Anil T.  
(Anil Tripathi  
Director (GA)

- To,
1. All Officers of O/o AS & DC (MSME)

**Copy to:-**

1. The General Manager, CPWD Canteen, Nirman Bhawan, New Delhi & M/s. Mandavi Foods, Franchise of Bikano Chatcafe, C-110, Nirman Bhawan- with the request that, they may collect the requisition slip (signed and stamped) and should send the same alongwith the bill, separately to Cash Section (Room No 101 Wing of the O/o AS & DC (MSME), Nirman Bhawan, New Delhi for payment
2. PAO, (MSME), Nirman Bhawan, New Delhi
3. DDO (Cash) (MSME), Nirman Bhawan, New Delhi.

(Anil Tripathi  
Director (GA)