

File No. A-60011/05/2021-Admn. (E-4020954)
Govt. of India
Ministry of Micro, Small and Medium Enterprises (MSME)
Office of Development Commissioner (MSME)
Administration (P&T)

Nirman Bhawan, New Delhi
Dated: 12th September, 2022

OFFICE MEMORANDUM

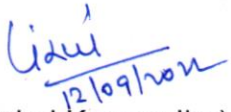
Subject: - Constitution of a standing Capacity Building Unit (CBU) in M/o MSME-reg.

The undersigned is directed to say that in pursuance of the advisory issued by the Capacity Building Commission (CBC) under the Department of Personnel & Training, a standing Capacity Building Unit (CBU) for the Ministry of Micro, Small and Medium Enterprises (MSME) is hereby constituted with the following composition: -

| Sl. No. | Name of the Officer | Designation Department/Organisation | Remark |
|---------|-----------------------------|--|----------|
| 1. | Shri Ateesh Kumar | Joint Secretary, M/o MSME | Chairman |
| 2. | Dr. Ishita Ganguli Tripathy | ADC (Admin), O/o DC(MSME) | Member |
| 3. | Shri D. Chandrasekhar | ADC (IEDS), O/o DC(MSME) | Member |

2. The CBU, MSME shall be responsible coordination with CBC and implementation of various capacity building programmes / interventions for all personnel / employees under the MSME on a continuing basis based upon Training Need Assessment (TNA). The CBU, in discharge of its functions, shall be guided by the directives of the CBC. It shall meet as often as necessary to draw up capacity building plans for various employees but not less than once every quarter.

3. This issues with the approval of the Secretary, MSME.


(Pankaj Kumar Jha)
Deputy Director (Admin)

To,

1. PPS to Secretary (MSME), Udhog Bhavan;
2. PPS to AS&DC(MSME), Nirman Bhavan;
3. Chairman and Members of CBU, MSME as above;
4. SENET Division to upload on official portal;
5. Guard File.