

D-12018/2/2017-18-GA
Government of India
Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner
(Micro, Small and Medium Enterprises)
(General Administration)

Nirman Bhawan, New Delhi
Dated: 05.09.2023
20

CIRCULAR

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

In continuation of this office Circular of even number, dated 19.06.2023 on the subject cited above, it has been clarified with the approval of the Competent Authority regarding enhancement of monetary ceiling on hospitality facilities to the Gazetted officers of the O/o DC (MSME), Nirman Bhawan, New Delhi as per the following monetary ceiling:-

SI No.	Designation	Proposed Limited
1.	ADC/equivalent officers & Above	Unlimited
2.	JDC/Dir./DS/JD/PSO/Sr.PPS & equivalent officers	Rs. 3,000/-
3.	US/DD/PPS/AD(OL)/AD Gr.-I & equivalent officers	Rs. 2,000/-
4.	Section Officers/AD Gr.-II/PS & equivalent officers	Rs. 1,000/-

2. Other terms & conditions of circular No. D-12018/2/2017-18/GA dated 19.06.2023 remain unchanged.

3. This issues with the approval Competent Authority.

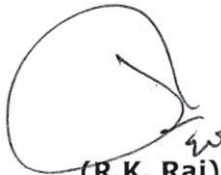

(R.K. Rai)
Director (GA)

To,

1. All Officers of O/o DC(MSME)
2. AD(Senet) for uploading on official website of DC-MSME

Copy to:-

1. The General Manager, CPWD Canteen Nirman Bhawan, New Delhi & M/s Royal Co- Operative Industrial (P) Society Ltd. First Floor, Nirman Bhawan, New Delhi. - with the request that, they may collect the requisition slip (duly signed stamped) and should send the same along with the bill, separately to Cash Section (Room No. 709-A wing of the O/o DC(MSME), Nirman Bhawan, New Delhi for payment.
2. PAO (MSME), Nirman Bhawan, New Delhi.
3. DDO (Cash) (MSME), Nirman Bhawan, New Delhi.


(R.K. Rai)
Director(GA)

O/o Development Commissioner (MSME)
Ministry of Micro, Small & Medium Enterprises
Nirman Bhawan, New Delhi-108

Dated:

To,

The Manager,
CPWD Canteen,
4th Floor, Nirman Bhawan,
New Delhi-110108

Subject: Hospitality facility for the officers in the O/o Development Commissioner (MSME) for official meetings reg.

Sir,

With reference to DC(MSME) Circular No. D-12018/2/2017-18-GA dated 19.06.2023 & 20.09.2023 on subject cited above, please arrange to provide the raw material for tea/coffee etc for the month of _____ as per monetary ceiling of Rs. _____** for official meetings.

Signature

Name*-

Designation*.

Section*-

Room No.*

*Mandatory informations to be filled by the officer.

**Monetary Ceiling is subjected to entitlement as per the designation of the officer given below:

Sr. No.	Officer of designation	Monetary Ceiling
1.	JS/ADC/DDG/equivalent officers and above	Unlimited
2.	JDC/Dir./ DS/JD/PSO/Sr. PPS & equivalent officers	Rs. 3,000/-
3.	DD/US/ PPS/RO/AD (OL)/ AD-I & equivalent officers	Rs. 2,000/-
4.	Section Officers/ AD-II/ PS and equivalent officer	Rs. 1,000/-