

**Government of India**  
**Ministry of Micro, Small and Medium Enterprises**  
**Office of the Development Commissioner**  
**(Micro, Small & Medium Enterprises)**  
**Admin (P&T) Section**

Nirman Bhawan, New Delhi

Date: 14<sup>th</sup> August, 2023

**CIRCULAR**

It has come to the notice of this section that in cases of transfer/VRS/retirement etc. of officers/officials of this office, No Dues are given to the concerned officer by the sections of this office even before the issuance of his relieving order by Administration section and without even taking into consideration the date of his actual relieving.

2. It is requested that No Dues may be given by sections of this office only after the issuance of relieving order by Administration section and not before the date of actual relieving of the concerned officer. For this the concerned officer may be asked to enclose a copy of his relieving order issued by this section with his application for No Dues. It may be noted that No Dues issued by any section before the date of actual relieving of concerned officer will not be accepted in this section.

3. Further, the No Dues may be signed by an officer not below the level of AD Gr. II/SO.

*6/2/23*  
*14/08/2023*

(Pankaj Kumar Jha)

Deputy Director (Admin)/HoO

To,

1. DDO (Cash), O/o DC (MSME);
2. General Administration Section, O/o DC (MSME);
3. SENET Section, O/o DC (MSME);
4. Library, O/o DC (MSME);
5. Hire Purchase Cooperative Society Ltd., O/o DC (MSME);
6. Cooperative Thrift & Credit Society Ltd., O/o DC (MSME).

Copy to:-

1. Officers/Officials of this Office through website (dcmsme.gov.in);
2. SENET Section, for uploading on official website;
3. Guard File.