



(E-4020254)

**F.No. No. A-28/2021-Admin(P&T)**  
**Government of India**  
**Ministry of Micro, Small & Medium Enterprises**  
**Office of Development Commissioner (MSME)**  
**Administration (P&T) Division**



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**Nirman Bhawan, New Delhi**  
**Dated: 14<sup>th</sup> August, 2023**

**MEMORANDUM**

The Competent Authority has directed undersigned to ask for an explanation from Head of Office for not complying with the orders issued by DoP&T vide OM No. DoP&T OM No. A-14020/2/91-Estt(D) dated 29.09.1992.(copy enclosed) regarding typing test in respect of LDCs either appointed on Compassionate grounds or promoted to the post of LDC.

2. Therefore, you are requested to submit your reply on the following points within 7 days of issuance of this memorandum:

- i. Whether responsibility has been fixed on the person(s) responsible for such lapses ? If not, reason thereof.
- ii. Explanation may be called immediately from the person(s) responsible for such lapse with a copy endorsed to this office.
- iii. Whether there is any functional loss to the office if the said LDCs have not qualified the typing test in terms of DoP&T OM No. A-14020/2/91-Estt(D) dated 29.09.1992.
- iv. What curative measures have been taken by your office so that the procedural lapses will not be repeated in future.

**Encl: As above**

*G.K.J.*  
*14/8/23*  
**(Pankaj Kumar Jha)**  
**Deputy Director(Admin)/HoO**

**To,**

**Head of Office,**  
**MSME-DFO, Hyderabad/Chennai/Thrissur/Ahmedabad/Mumbai/**  
**Visakhapatnam**

**Copy to:**

- 1 PPS to Secretary(MSME), Ministry of MSME;
- 2 PPS to AS&DC(MSME), O/o DC(MSME);
- 3 PA to ADC(Admin)/JDC(Admin), O/o DC(MSME);
- 4 SENET for uploading on official website;
- 5 Guard file.