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'ए' विंग, 7 वाँ तल / 'A' Wing, 7<sup>th</sup> Floor  
निर्माण भवन, नई दिल्ली / Nirman Bhawan, New Delhi  
दिनांक: 7 मई, 2025/ 7<sup>th</sup> May, 2025

### कार्यालय आदेश / OFFICE ORDER

Shri Vishnu Kumar Verma, Joint Director/HoO, MSME-DFO, Kanpur is hereby entrusted with additional charge of MSME-DFO, Indore and is designated as HoO, MSME-DFO, Kanpur and MSME-DFO, Indore with immediate effect, till further orders.

2. He will exercise all administrative and financial powers in respect of MSME-DFO, Indore, in accordance with office order number A60011/16/2018- A(P&T)(MF)-Part-1 dated 12.01.2024 (copy enclosed) issued by this office.
3. No additional remuneration will be admissible to him towards the above said additional charges/responsibilities.
4. This issues with the approval of AS&DC(MSME).

Encl: as above.

(गौरव कटियार)/(Gaurav Katiyar)  
संयुक्त निदेशक (प्रशासन)/कार्यालय प्रमुख /Joint Director (Admin.)/HoO  
दूरभाष. नंबर/Tel. No.: 011-23061461  
ई-मेल/eMail: estt-hqrs@dcmsme.gov.in

To,

**Shri Vishnu Kumar Verma**  
**Joint Director (IEDS)**  
**MSME-DFO, Kanpur**

Copy to:-

1. PAO(MSME), Mumbai;
2. MSME-DFO, Kanpur and MSME-DFO, Indore;
3. Personal file/Service book of Shri Vishnu Kumar Verma, Joint Director (IEDS), MSME-DFO, Kanpur;
4. Guard file/office order folder.

Copy for kind information to:-

1. PPS to AS&DC(MSME);
2. PS/PA to DDG/ADCs/JDC, Office of DC(MSME);
3. Vigilance/IEDS Cell/MSME-DFO/RTI/B&A Divisions, Office of DC(MSME);
4. SENET Division-with the request to upload the above on official website



**F. No. A60011/16/2018-A(P &T)(MF)-Part-1**  
**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: 12<sup>th</sup> January, 2024**

**CIRCULAR**

It has come to the notice of this office that the Cadre Controlling Authorities while functioning as Link Officer of MSME-DFOs, are exercising both the powers in the absence of Head of Office of DFOs under their jurisdiction in major policy and manpower related matters in respect of Group 'C' staff.

2 In this regard, all Link Officers are hereby directed not to take any major policy and manpower related decisions in respect of Group 'C' staff and only in case of exigency it may be done with the approval of O/o DC (MSME).

This issues with the approval of AS&DC(MSME).

  
(Sanjay Kumar)  
Deputy Director(Admin)

To,

**All Cadre Controlling Authorities/MSME-DFOs.**

**Copy to:**

- 1 PPS to AS&DC(MSME).
- 2 PA to ADC(Admin)/Jt. Director(Admin), O/o DC(MSME).
- 3 SENET division to kindly upload on official website.
- 4 Guard file.