

Ministry of MSME
Office of Development Commissioner (MSME)
General Administration

Nirman Bhawan, New Delhi
Dated 18th June 2021

Office Memorandum

In supersession of approved roaster plan, to prevent the further spread of Covid19 pandemic in Office of DC(MSME), I am directed to state that the Divisions which are solely sitting in a single room (list enclosed-Table A) can prepare their roaster plan in such a way that no two individual sits adjacent to each other (including contractual staff). There should be suitable vacant space (6 feet) between two individuals on any given day.

2. For the rooms where Officers/officials from different Divisions sits in a single common room (list enclosed- Table B), for them proper labeling is being affixed on each seat by General Administration. A particular number thus pasted on the seat will attend office on a particular day (for instance all those seats which have "Number 1" pasted on their seats would attend office on a particular day and similarly the seats which have tagged as "Number 2" would attend office on another day).

3. This seating arrangement would commence from 21st June 2021 (Monday) till further orders. The seating arrangement will include both regular and contractual employees.

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

(Dina Nath Sah)

दीनानाथ Deputy Director (GA)
उप निदेशक (सा.प्रशा.) / Dy. Director (GA)
भारत सरकार / Govt. of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small & Medium Enterprises
दिकार आनुवंश (सू. ल. एवं म. उद्यम) का कार्यालय
Office of the Dev. Commr. (MSME)
निर्माण भवन, नई दिल्ली-110108 / Nirman Bhawan, New Delhi-110108

Encl: As above.

To
All Officers/officials of DC, MSME, Nirman Bhawan, New Delhi

Copy to

1. PS to AS & DC
2. DDG(DPS)/ADC(PS)/ADC(IGT)/JDC(DR)
3. Senet Division with a request to upload on DC(MSME) website

Table A		
Officers/officials sitting in following rooms will prepare their own Roaster as per directions of the O M no		
Sl. No	Room No	Section
1	705	Administration Section & S&D
2	706	Vigilance Section & Personal Staff of DDG(GA)
3	707	RTI & PG, CRU Section
4	707A	Vacant
5	737	SENET & NIC
6	708A	Parliament Section
7	709	Cash Section
8	709A	Personal Staff of JDC(DR)
9	710	Policy Division
10	710A	Cluster Division
11	710B	Hindi Section
12	734A	General Administration Section
13	738C	Budget Section
14	739	Budget & Planning Division
15	602	Library
16	GF	IFC Division

Table B			
Sl. No	Room No	Section	Remarks
1	738	Tool Room, TCSP, AB& Cluster Division	GA Section has pasted seat number on occupied seats in these Rooms. The seats which are marked as "Number 1" will attend office on 21st June 2021 (Monday) & followed by alternate working day and those seats which are marked as "Number 2" will attend office on 22nd June 2021(Tuesday) and followed by alternate working day. However concerned divisional heads are free to take decision regarding calling staff of concerned divisions as per Office requirements.
2	738A	Tool Room, TCSP, AB& Cluster Division	
3	708	Personal Staff of ADC(PS)/Dir(OPM)/DIRVA)/JD(SKN)/DIR(SC)	
4	734B	EA/I&F	
5	735	CLCSS/EA Section/SME Manufacturing	
6	735A	Co-ordination/SME Service/PPP Section/Skill Co-ordination/Export Promotion	
7	736	National Award/DI Section/Champion Desk/ESDP/TEQUP	
8	736A	NER Section/Training/Incubation/PPP Section/I & F Division/Personal staff of Dir(AL)	
9	736B	DI Section/NER Section/PMS Section	
10	738B	Personal staff of DDG(PN)/ADC(IGT)/Director(AT)/Lean & Design	