

HR-01024/8/2020-Admin (P & T)-DCMSME
Government of India
M/o Micro, Small & Medium Enterprises
Office of the Development Commissioner (MSME)
Administration Section

Nirman Bhawan, New Delhi
Dated: 28th January, 2020

OFFICE ORDER

Subject: Designating Head of Office (HOO) of a field institute and delegation of Administrative and Financial Powers to the HOO-reg.

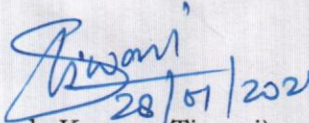
I am directed to refer to the OM No. A-22012/2/2018-A (P&T) dated 28.09.2018 regarding the subject mentioned above and to say that the Competent Authority has decided to designate the following category of officer: Joint Director/ Deputy Director / Assistant Director Gr-I as Head of Office, as applicable, to the senior most Officer in the MSME-DIs or MSME-TCs as the case may be in case of non-availability of a Director {Level-13} Grade Officer at that MSME-DIs / MSME-TCs.

2. These Officer would exercise Administrative and Financial Powers as per delegated powers at their respective Offices. They would exercise all the statutory powers of Head of Office. This arrangement would come into force in all similar circumstances in future. However, the said designation would not entitle them for any additional remuneration, legal aspect, claim for promotion etc.

3. Also, in all communications, Officer shall write their designation correctly and shall not write as Director In charge.

4. Further, all external communications would be issued under the signature of the Head of Office only.

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


 (Santosh Kumar Tiwari)
 Deputy Director (Admin)

To:

All MSME-DIs/TCs.

Copy to:

1. PAO (MSME), New Delhi/Mumbai/Kolkata/Chennai;
2. All DDO, MSME-DIs and MSME-TCs;
3. SENET Division-with the request to upload the order on the official website;
4. Guard File/Spare copies (3).
5. AD (OL), O/o DC (MSME)-for Hindi Version.

Copy for kind information to:

1. PPS to Secretary (MSME);
2. PS to AS&DC(MSME);
3. PS to JF (AFI) / JS (ARI) / JS (SME) / DDG, M/o MSME;
4. PS to ADCs/DDG/JDC, O/o DC (MSME).