

No.A. 60011/93/2017-A (P&T)  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Office of Development Commissioner (MSME)  
Admn (P&T) Division  
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Nirman Bhawan, New Delhi  
Dated: 25<sup>th</sup> August, 2021

**CIRCULAR**

**Subject: Use of Gov Mail for Official Communication – Reg.**

The Competent Authority has observed that a large number of officers/officials are not using their Govt. Email IDs for official communications.

In this regard, the Competent Authority has directed to convey that all the officers/officials will use the Govt. E-mail for each and every official documents/ communications.

Further, it is requested that all official documents/communications to Administration Section may be sent to the official mail id i.e. **Estt-hqrs@dcmsme.gov.in**

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*25/08/2021*  
(Pankaj Kuamr Jha)  
Dy. Director (Admn)

1. All Officers/Sections, O/o DC(MSME)
2. All Field Officers

Copy to

1. PPS to AS&DC;
2. PPS to ADC(Admin)