



No. D-11011/1/2025-GA(Pt.)
Government of India
Office of the Development Commissioner
Ministry of Micro, Small & Medium Enterprises
(General Administration Division)

Nirman bhawan, 7th Floor,
New Delhi-110 108
Dated: 11.08.2025

OFFICE MEMORANDUM

Sub: Shifting to Common Central Secretariat Building-03(CCS-03) -reg.

The undersigned is directed to convey that the Directorate of Estates, *vide* O.M. dated 11.06.2025, has allocated office space to the Ministry of MSME and the Office of the Development Commissioner (MSME) on the 2nd Floor of the Common Central Secretariat Building-03 (CCS-03).

2. The office will be relocated to the CCS-03 building shortly. Accordingly, all Divisions/Sections of the O/o DC (MSME) are requested to prepare an inventory of files and records and ensure they are properly segregated and stacked to facilitate a smooth transfer to the new premises. Cartons and other necessary packaging material required for packing may be collected from the GA Division.
3. All Divisions/Sections must ensure that a complete backup of all computer data is taken and securely stored before the relocation process begins.
4. It is further requested that the above exercise be completed **positively by Wednesday** (i.e. 13.08.2025).

This issues with the approval of DDG(GA).

(Gaurav Katiyar)

Joint Director(GA/Admin.)

To

All Officers/Officials of O/o DC(MSME)

Copy to:

- i. PPS to AS&DC(MSME)
- ii. PA to DDG(GA)
- iii. All ADCs/JDCs/Directors/Joint Directors
- iv. SENET Division – with the request to upload the order on the official website.