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Government of India  
Ministry of Micro, Small and Medium Enterprises  
Office of the Development Commissioner  
(DFO & TC/TS Division)

A-Wing, 7<sup>th</sup> Floor,  
Nirman Bhawan, New Delhi  
Dated: 16 Aug, 2022

**OFFICE MEMORANDUM**

**Sub: Advance arrangement for visit of senior officers from the O/o DC (MSME) to respective MSME-DFOs/TCs/TSs across the country for various programmes/events/meetings-reg.**

With reference to subject matter, I am to convey the approval of AS & DC (MSME) for the following:-

1. Receptive MSME-DFOs/TCs/TSs can make arrangements for reservation of accommodation at Hotels/Guest Houses for the tour visit of Senior Officers based on their entitlement.
  2. The receipts/bills shall be raised in the name of the receptive office & booked under the OAE (Other Administrative Expenditure) of that office.
2. This issues with the approval of AS & DC (MSME).



**Dhayalan K**  
Deputy Director

To,

MSME-DFOs/TCs/TSs

**Copy for information:**

1. PS to AS & DC(MSME), Udhog Bhawan, New Delhi
2. PS to DDG (DPS)/(PP), Nirman Bhawan, New Delhi
3. PS to ADC (IGT)/(DCS), Nirman Bhawan, New Delhi
4. PS to Director (DI), Nirman Bhawan, New Delhi
5. SENET, with a request to upload on DC (MSME) website