

‘ए’ विंग, 7 वाँ तल./ ‘A’ Wing, 7th Floor
निर्माण भवन, नई दिल्ली / Nirman Bhawan, New Delhi
दिनांक: 27 अक्टूबर, 2025/ 27th October, 2025

OFFICE MEMORANDUM

Subject: Application in respect of Domestic or Foreign trainings/ workshops/ study missions-reg.

This office is in receipt of applications from DCMSME officers/officials regarding intimating about their selection in different Domestic or Foreign trainings/workshops/study missions (other than as listed in Annual Training Calendar) being sponsored by different agencies. However, the prior permission to apply for the said training programmes/workshops/study missions were not sought from Hqrs. Office.

2. Accordingly, all the DCMSME officers/officials are hereby directed to seek the prior permission of Hqrs. Office through proper channel before applying to any Domestic or Foreign training programmes/workshops/study missions.

This issues with the approval of the Competent Authority.



(गौरव कटियार)/(Gaurav Katiyar)

संयुक्त निदेशक (प्रशासन)/कार्यालय प्रमुख /Joint Director (Admin.)/HoO

दूरभाष. नंबर/Tel. No.: 011-23061461

ई-मेल/eMail: estt-hqrs@dcmsme.gov.in

To:

1. All DCMSME officers/officials, O/o DCMSME.
2. All DCMSME officers/officials, field offices-through HoO, MSME-DFOs/TCs.
3. All HoOs, field offices.

Copy to:

1. PPS to AS&DC (MSME);
2. O/o DDG/ADCs/JS(Admn)/JDCs, O/o DC(MSME);
3. SENET Division- with the request to upload the order on the office website;
4. Office order folder/guard file.
5. Notice Board, O/o DC(MSME).