

File No. A-54/13/2023-A (P&T)-DCMSME
Government of India
Ministry of Micro, Small & Medium Enterprises
Office of Development Commissioner (MSME)
Administration Section

Nirman Bhawan, New Delhi
Dated: 21st June, 2023

CIRCULAR

Subject: Submission of Tour Programmes/Tour Reports and leave applications of Head of Offices of field offices through proper channel-reg.

It is observed that many times tour programmes/tour reports and leave applications of Head of Office of DFOs/TCs are sent directly to ADC (Admin) (via e-mail/physical copy) and received in Administration Division without the remarks/recommendations of Controlling Officer. It may be noted that every communication in this respect has to be routed through proper channel i.e. through respective Reporting/Controlling officer.

2. Reference is invited to this office's O.M. No. A-22012/1/2019-A(P&T) dated 13.03.2020, the reporting officer in case of HoO of DFOs/TCs is DDG, DFO/TC Division.

3. Also, in past on various occasions, this office has issued instructions to field offices that Tour Programmes/Tour Reports and leave applications of HoO should be sent through e-Office only.

4. For speedy disposal of above cases, standard procedure to be followed for forwarding the Tour Programmes/Tour Reports and leave applications is given below for strict compliance:-

(i) Head of office of DFOs and TCs should submit their tour programmes/tour reports and leave applications well in advance (at least 05 days prior to proceeding on tour/leave) through their respective e-Office account to their controlling officer i.e. DDG, DFO/TC Division.

(ii) DDG, DFO/TC Division recommends and submit the file to AS&DC (MSME) for approval.

(iii) After approval of AS&DC (MSME) the file will be sent to DD (Admin) for necessary updation of records.

(iv) After updation of records the file will be sent back to Head of Office of DFOs/TCs.

Note:- In case, Head of Office of DFOs/TCs doesn't have their account in e-Office or are facing issues in operation of e-Office they may contact Sh. Daal Chand, SENET Division (Mob:- 8410669631).

C. K. S.
21/06/2023