

No. A-22014(1)/2008-Admn.(HE)
Government of India
Office of the Development Commissioner
Micro Small & Medium Enterprises
Nirman Bhavan, New Delhi

Dated:-14.05.2008

OFFICE ORDER

Instructions have been issued on many occasions in the past to the effect that whenever any officer proceeds on leave/tour/training/deputation abroad etc. the PA/Steno attached with that Office should invariably report to Deputy Director/Section Officer (Admn.(HE) during that period. These instructions are intended to ensure attendance of PAs/Stenos when officers are away and also utilization of such PA/Steno where some temporary demand arises.

It has, however, been observed that most of the PAs/Stenos do not comply with these administrative instructions. On the other hand officers make request to Administration for P.As/Stenos whenever their PAs are on leave for a day or two. Since there is no provision for reserve/surplus stenos in the Administration, it has become difficult to meet the short term requirements of stenographer to the officers. All the Officers are, therefore, requested to cooperate with administration by directing their PAs/Stenos to report to DD (HE)/SO(HE) whenever they proceed on leave/tour/training/deputation etc.


(K.S.Lodu)
ADC (Admn.)

All Officers in the headquarters Office