

F.No.1/21/2019-EDC(Training)  
Government of India  
M/o Micro, Small and Medium Enterprises  
O/o Development Commissioner

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Nirman Bhawan, New Delhi  
Date: 27.11.20019

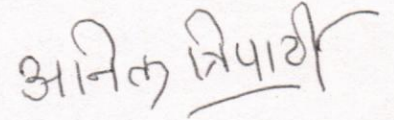
Office Memorandum

It has been observed that many of the Officers of Development Commissionerate Office are proceeding on domestic/foreign training without taking approval/ recommendation of the Divisional Head (i.e. ADC/DDG). Because of this, many of Officers are frequently on domestic/foreign training. Also, too many of the Officers from the same Division are proceeding on training during the same period even during Parliament Session which is adversely affecting Office work. This has been viewed seriously by the Competent Authority.

2. In view of above, following has been decided for strict compliance:

- (i) Officers willing to proceed on training (domestic/foreign) must take prior approval of the Divisional Head.
- (ii) Divisions dealing with domestic/foreign training should ensure that name of the Officers included in the training list has approval/recommendation of the Divisional Heads.
- (iii) While recommending training of Officers, Divisional heads should ensure that Office work should not suffer. Also, too many Officers from the same Division should not be recommended for training during the same period and same Officer should not be recommended for training too frequently.

3. This issues with the approval of Additional Secretary and Development Commissioner.



(Anil Tripathi)  
Director(Admn)

To

All Officers/Officials ,O/o Development Commissioner(MSME)

Copy to:

1. PS to AS & DC (MSME)
2. PS to ADCs/DDGs/JDCs O/o DC(MSME)
3. PA/PS to all Directors O/o DC(MSME)
4. All Divisions O/o DC(MSME)
5. Guard File
6. SENET (with request to upload this on official website)