

F.No. A-60011/6/2020-A(P&T)
Government of India
Ministry of Micro, Small & Medium Enterprises
Office of the Development Commissioner (MSME)
Admin (P&T) Section

Nirman Bhawan, New Delhi
Dated: 24th August, 2020

OFFICE MEMORANDUM

Subject: Constitution of Committee to handle the matters related to COVID-19 in the Office of DC (MSME) - reg.

The undersigned is directed to convey the approval of the Competent Authority regarding constituting a Committee under the Chairmanship of Director (Administration) to handle the matters related to COVID-19 in the Office of DC (MSME) with the following composition:-

- | | |
|--|--------------------|
| (i) Smt. Ashwini Lal, Director (Admin) | - Chairman |
| (ii) Shri Gaurav Joshi, Dy. Director | - Member |
| (iii) Shri Pankaj K. Jha, Dy. Director (Admin) | - Member |
| (iv) Shri Nitin K. Sharma, AD (Admin) | - Member |
| (v) Shri Sameer Malhotra, AD (General Admin.) | - Member Secretary |

2. The contact details of the members of the Committee is enclosed herewith for the benefit of all Officers / Officials of this Office.

This issues with the approval of Competent Authority.

Liked
24/08/2020
(Pankaj K. Jha)
Dy. Director (Admin)

To:-

- (i) Smt. Ashwini Lal, Director (Admin)
- (ii) Shri Gaurav Joshi, Dy. Director
- (iii) Shri Pankaj K. Jha, Dy. Director (Admin)
- (iv) Shri Nitin K. Sharma, AD (Admin)
- (v) Shri Sameer Malhotra, AD (General Admin.)

Copy to:-

All Officers / Officials of O/o DC (MSME).

Copy for information to:-

1. PPS to Secretary (MSME)
2. PS to AS&DC (MSME)
3. PS to ADCs/ DDG/JDC/Directors, O/o DC(MSME)
4. SENET Division-with the request to upload the order on official website
5. AD(OL) for Hindi Version
6. Office Order Folder.