

**F.No. A-60011/16/2018-A(P&T)**

**(P-12323)**

**Government of India**

**Office of the Development Commissioner  
Ministry of Micro, Small & Medium Enterprises  
Admn(P&T) Section**

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Nirman Bhawan, New Delhi

Dated: 18<sup>th</sup> March, 2020

**OFFICE ORDER**

**Subject: Format for Captioning/Numbering the files-reg.**

SS&DC(MSME) has desired that the Captioning/Numbering of files should be in the approved format given below:-

- (i) For the files pertaining to Administration/ IEDS Cadre Cell and MSME-DI/TC Division, the format should be:

**F.No. ....**

**Government of India**

**Office of the Development Commissioner(MSME)**

**Ministry of Micro, Small & Medium Enterprises**

**Name of the concerned Division**

- (ii) For the remaining Divisions/Sections, the format should be:

**F.No. ....**

**Government of India**


**Ministry of Micro, Small & Medium Enterprises**

**DC Wing: (Name of the concerned Division)**

2. All the Divisions/Sections are hereby instructed to adhere the above instructions with immediate effect.

This issues with the approval of the Competent Authority.

Yours faithfully,

  
18/03/2020  
**(Satyen Lama)**  
**Director (Admn)**

To:

1. All Heads of Divisions/Sections, O/o DC(MSME)
2. All concerned Divisions/Sections, O/o DC(MSME)

Copy to:

1. PS to SS&DC(MSME)