

BY SPEED POST

F. No. 11(01)/2015/NBMSME
Government of India
Ministry of Micro, Small and Medium Enterprises (MSME)
Office of Development Commissioner (MSME)
(NBMSME Division)

7th Floor, A Wing, Nirman Bhawan,
New Delhi-110108
Dated: 18. 02.2015


Subject: 11th Meeting of National Board for Micro, Small and Medium Enterprises (NBMSME): Intimation regarding.

It is informed that 11th meeting of the National for Micro, Small and Medium Enterprises (NBMSME) is fixed at **4.00 PM on 10th March, 2015 (Tuesday)** tentatively in Hall No.4 Vigyan Bhawan, New Delhi. The agenda papers will follow shortly.

2. In this regard, it is also informed that reimbursement of TA/DA will be made as per provisions of Govt. of India Rules. An illustrative guideline in this regard is enclosed.

3. You are requested to kindly make it convenient to attend the above meeting.

Encl.: as above


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To

As per list

GUIDELINES FOR THE NON-OFFICIAL MEMBERS FOR CLAIMING TA/DA TO ATTEND ELEVENTH MEETING OF NATIONAL BOARD FOR MICRO, SMALL AND MEDIUM ENTERPRISES (NBMSME) AT NEW DELHI.

Eleventh Meeting of National Board for Micro, Small and Medium Enterprises (NBMSME) is scheduled to be held on **4.00 PM on 10th March, 2015 (Tuesday)** tentatively in Hall No.4 Vigyan Bhawan, New Delhi.

In this regard, it is stated that the reimbursement of TA/DA to the non-official members will be made as per Government of India Rules which are mentioned as under:

1. Member of the National Board for MSME is only invited for participation in the Board Meeting. In case of exigency, Member can also nominate any other office bearer to represent him/her in the Board Meeting. A written authorization in this regard must be sent to this office in advance.
2. Travel by Air India (Economic Class) /AC First Class by train, (Air travel may be performed if journey is more than 500 km).
3. Original bills, boarding pass, ticket details, hotel and food bills etc. are required for any payment along with duly completed TA bill form.
4. Bills etc. should be in the name of non-official Members or his representative and issued by primary service provider.
5. Air ticket(s) may be purchased directly from Air India Airlines (at booking counters/website of airlines) or by utilizing services of authorized Travel Agents viz. M/s. Balmer Lawrie & Company and M/s. Ashok Travel & Tour.
6. Member of the Board can claim TA/DA only one time for this meeting. No part payment for the same visit/journey will be entertained thereafter.
7. On spot payment of TA/DA will be facilitated at the Meeting venue.
