



सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MSME, Government of India

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A-22020/2/2020-Adm.(Personnel)

17-08-2022

परिपत्र/ CIRCULAR

Sub: Handing over/ taking over at the time of transfers/ relieving - reg.

The Competent Authority has ordered that all action pending files to be specifically mentioned by the incumbents concerned while handing over/ taking over at the time of their transfers/relieving. There should not be accumulation of action pending files unattended on transfers of incumbents.

The above Orders of the Competent Authority should be strictly adhered to all concerned, without fail.

न. द. श्री

सहायक निदेशक (रा.भा.)/ Assistant Director(OL)
प्रशासन विभाग (प्र.)/ Administration Department i/c.

सेवा में/ To

1. All Concerned
2. All Sections/Branch Officers in Head Office
3. All Sub Offices and SR&SDs
4. Stock File
5. E-Office Notice Board
6. Coir Board Website