

Govt. of India  
Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
Solun (H.P.)-173213

Field office of Development Commissioner(MSME) New Delhi

Information under Section 25(3) of Right to Information Act, 2005 for the quarter i.e. 01.04.10 to 30.06.2010

Number of requests received by each authority.

1

Number of decisions where applications were entitled to access the documents pursuant to the requests, the provisions of the Act under provisions were invoked.

01

The number of appeals referred to Central Information Commission for review, the nature of appeals and the outcome of appeals.

Nil

Details of disciplinary action taken against any officer in respect of administration of this Act.

N.A

Amount of charges collected by each public authority under this Act.

N.A.

The details to indicate efforts made by the public authorities to administer and implement the spirit.

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Suitable suggestions for reform, including those required for development, improvement, modernization, reform for the amendment of the Act or other legislation or common law or any other matter relevant for operationalisation of the Right to access the information.

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Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

Statement showing the details of calculation of family pension in respect of Sh. Bhim Singh, Draughtsman Gr.I.

Last pay drawn	Basic pay in pay band	+	Grade pay	
	Rs. 19,310/-		4,200/-	= 23,510/-
Family pension admissible:			<u>Rs. 23,510</u>	x 30 = 7,053/-
			100	

(Rupees seven thousand fifty three only)

**The quantum of family pension will be as under :-**

80 years to 85 years	20% of basic family pension	Rs. 1,411+ 7,053=Rs. 8,464/-
85 years to 90 years	30% of basic family pension	Rs. 2,116+7,053= Rs. 9,169/-
90 years to 95 years	40% of basic family pension	Rs.2,821+7,053= Rs. 9,874/-
95 years to 100 years	50% of basic family pension	Rs.3527+7,053= Rs. 10,580/-
100 years or more @	100% of basic pension	Rs.7,053+7,053 Rs. 14,106/-

(O.P.Thakur)  
Asstt.Director(E.I)/D.D.O  
MSME-DI,Solan

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
Solan (H.P.)-173213

Statement showing of calculation of commutation of pension in respect of Sh. Bhim Singh, Draughtsman Gr.I.

Pension = Rs. 11,755/-

Commutation of pension  
@ 40% of pension = Rs. 4,702/-

Pension after commutation = Rs.11,755(-) Rs. 4,702 = Rs. 7,053/-

Commutation value = Rs 4,702 x 12 x 8.194 = Rs. 4, 62,338/-

(Rupees four lack sixty two thousand three hundred thirty eight only)

(O.P.Thakur)  
Asstt.Director(E.I)/D.D.O  
MSME-DI,Solan

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

Statement showing the details of calculation of pension in respect of Sh. Bhim Singh, Draughtsman Gr.I.

Last pay drawn    Basic pay in pay band    +    Grade pay  
Rs. 19,310/-                      4,200/-                      = 23,510/-

Pension on 33 years service = 11,755/--

(Rupees eleven thousand seven hundred fifty five only)

**The quantum of family pension will be as under :-**

80 years to 85 years	20% of basic pension	Rs. 2,351+11,755=Rs.14,106/-
85 years to 90 years	30% of basic pension	Rs.3,527+11,755=Rs. 15,282/-
90 years to 95 years	40% of basic pension	Rs.4,702+11,755=Rs. 16,457/-
95 years to 100 years	50% of basic pension	Rs.5,878+11,755=Rs. 17,633/-
100 years or more @	100% of basic pension	Rs.11,755+11,755=Rs. 23,510/-

(O.P.Thakur)  
Asstt.Director(E.I)/D.D.O  
MSME-DI,Solan

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

**PENSION CALCULATION SHEET**

1.	Name	Sh. Bhim Singh		
2.	Designation of the post from which retired	Draughtsman Gr.I		
3.	Ministry/Department/ Office last served	Ministry of Micro, Small & Medium Enterprises MSME- Development Institute, Electronics Complex, Chambaghat Solan (H.P.)-173213		
4.	Date of Birth(in figures and words)	03.101948 (Third October Nineteen hundred forty eight)		
5.	Date of superannuation/ retirement	31.10.2008		
6.	Rules under which pensionary benefits were settled.	CCS Pension Rules 2008.		
7.	Qualifying service for pension indicating separately	<u>Years</u>	<u>Month</u>	<u>Days.</u>
		37	02	02
	i) Addition to qualifying service as for example, under Rule 30 of the CCS(Pension)Rules, 1972 and (ii)Period of service <u>not</u> qualifying for pension, with the reasons for not qualifying,for pension, with the reasons for not qualifying, indicated against each.			
8.	Emoluments drawn during the last 10 months (along with the pay scale) Preceding retirement/superannuation (Pay,Special pay, Deputation allowance, personal pay,Dearness pay, Interim Relief etc.)	Rs. 23,510/- Rs. 9,300-34,800+4200/-		
9.	Computation of average emoluments on which pension fixed.	Rs. 23,510/-		
10.	Total amount of pension,and family pension sanctioned	Rs. 11,755/- Rs. 7,053/-		
11.	Details of commutation of pension (i)percentage amount of monthly pension commuted ;and	40% of Rs. 11,755/-PM Rs..4,702/-		
	Amount of commuted value of pension authorized .	(ii) Rs.4, 62,338/- Rs. 4,702/-		
12.	Commutation of DCR Gratuity	Rs. 4, 62,338/-		
13.	Amount of DCRG sanctioned.	Rs. 4, 49,988/-		
14.	Remarks.	-		

(O.P.Thakur)  
Asstt.Director(E.I)/D.D.O

:: 3 ::

**PART III**

Forwarded to the accounts Officer, Pay & Accounts Officer, MSME, 601, Nirman Bhawan, New Delhi with the remarks that:-

- i) The particulars furnished by the applicant in Part I have been verified and are correct.
- ii) The applicant is eligible to get a fraction of his pension commuted without medical Examination;
- iii) The commuted value of pension determined with reference to the Table applicable at present comes to Rs. \_\_\_\_\_ and
- iv) The amount of residuary pension after commutation will be Rs. \_\_\_\_\_ P.M.

2. The pension papers of the applicant completed in all respects were forwarded under this office letter No \_\_\_\_\_. Dated \_\_\_\_\_ 2008. It is requested that the payment of commuted value of pension may be authorized through the Pension payment Order which may be issued one month before the retirement of the applicant.

3. The receipt of Part I of this Form has been acknowledged in part II which has been forwarded separately to the application on \_\_\_\_\_.

4. The commuted value of pension is debit able to the head of Account:

“63 Pension and other retirement benefits and Gratuity.”

Place :-

Dated :-

## **FORM 1 A**

See Rules 5(2),12,13(3),14(1) and 15(3)

FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION WHEN APPLICATION DESIRES THAT THE PAYMENT OF THE COMMUTED VALUE OF PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT ORDER.

(To be submitted in duplicate at least three months before the date of retirement.)

### PART I

The Development Commissioner,  
M.S.M.E, Nirman Bhawan, 7<sup>th</sup> Floor,  
**NEW DELHI-110108.**

Subject: - **Commutation of Pension without medical examination.**

Sir,

I desire to commute a fraction of my pension in accordance with the provision of the Central Civil Service (Commutation of Pension) Rules, 2008. The necessary particulars are furnished below:-

- |  |   |
|--|---|
| 1. Name in Block letter :  | Sh. Bhim Singh,                                     |
| 2. Father's Name ( and also husband's name in the case of female Govt. servant.)                         | Late Sh. Tulsi Ram                                  |
| 3. Designation   | Draughtsman Gr.I                                    |
| 4. Name of office/Department/Ministry in which employed.   | MSME-DI,Chambaghat,Solan (H.P)<br>Ministry of MSME. |
| 5. Date of Birthday (by Christian era)   | 03.10.1948  |
| 6. Date of retirement on superannuation or on the expiry of extension in service granted under FR(56)(d) | 31.10.2008  |
| 7. Fraction of superannuation pension proposed to be commuted  | 40% of pension                                      |
| 8. Disbursing authority from which pension is to be drawn after retirement.                              | Recommended during the service Period.              |
| a) Treasury/Sub-Treasury, (Name and completed address of the Treasury/Sub-Treasury to be indicate.       | PAO,MSME, Nirman Bhawan,6th Floor, New Delhi-110108 |

- i) Branch of the nominated nationalized Bank with complete postal address. State Bank of India, Ghandi Chowk, Mandi Distt. MANDI(H.P) -222072  
CODE- (0676)
- II) Bank account No. to which monthly pension is To be credited each month Account No. 30376934712
- b) Account office of the Ministry/Department/Office. PAO, MSME, Nirman Bhawan, 6th Floor, New Delhi-110108

Signature  
Present Postal address.  
Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

Place:- SOLAN  
Dated: September, 2008

Postal address after retirement.  
Village and Post Office PARWARA(TIKARDHAR)  
TEHSIL CHACHIOT DISTT. MANDI (H.P)-175029

## **FORM 1 A**

See Rules 5(2), 12, 13(3), 14(1) and 15(3)

FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION WHEN APPLICATION DESIRES THAT THE PAYMENT OF THE COMMUTED VALUE OF PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT ORDER.

(To be submitted in duplicate at least three months before the date of retirement.)

### **PART I**

The Development Commissioner,  
M.S.M.E, Nirman Bhawan, 7<sup>th</sup> Floor,  
**NEW DELHI-110108.**

Subject: - **Commutation of Pension without medical examination.**

Sir,

I desire to commute a fraction of my pension in accordance with the provision of the Central Civil Service (Commutation of Pension) Rules, 2008. The necessary particulars are furnished below:-

- |  |   |
|--|---|
| 1. Name in Block letter :  | Sudhansu Kumar Das,                                 |
| 2. Fathers Name ( and also husbands name in the case of female Govt. servant.)                           | Late Sh. Panna Lal Das                              |
| 3. Designation   | Director  |
| 4. Name of office/Department/Ministry in which employed.   | MSME-DI,Chambaghat,Solan (H.P)<br>Ministry of MSME. |
| 5. Date of Birthday (by Christian era)   | 13.11.1948  |
| 6. Date of retirement on superannuation or on the expiry of extension in service granted under FR(56)(d) | 30.11.2008  |
| 7. Fraction of superannuation pension proposed to be commuted  | 40%   |
| 8. Disbursing authority from which pension is to be drawn after retirement.                              |   |
| a) Treasury/Sub-Treasury, (Name and completed address of the Treasury/Sub-Treasury to be indicate.       | PAO,MSME, Nirman Bhawan,6th Floor, New Delhi-110108 |

- i) Branch of the nominated nationalized Bank with complete postal address. State Bank of India, Nirman Bhawan, New Delhi CODE- (0583)
- II) Bank account No. to which monthly pension is To be credited each month Account No. 10569637153
- b) Account office of the Ministry/Department/Office. PAO, MSME, Nirman Bhawan, 6th Floor, New Delhi-110108

Signature  
Present Postal address.  
Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

Place:- SOLAN  
Dated: 3<sup>rd</sup> October, 2008

Postal address after retirement.  
Sudhansu Kumar Das, 4/0, Shri M.S. Bisht,  
First Floor, E-158, DDA Flats Bindapur, Pocket-3,  
Dwarka, New Delhi-110059

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

Statement showing specimen signatures of Sh. Bhim Singh, Draughtsman Grade.

SPECIMENT SIGNATURES.

1. Bhim Singh
2. Bhim Singh
3. Bhim Singh

ATTESTED BY

(O.P.Thakur)  
Asstt.Director(E.I)/D.D.O  
MSME-DI,Solan

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

Statement showing details of personal mark of Sh. Bhim Singh, Draughtsman  
Grade.

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Height      5 feet 6 inch

Personal mark of identification-      **cut mark on left leg.**

ATTESTED BY

(O.P.Thakur)  
Asstt.Director(E.I)/D.D.O  
MSME-DI,Solan

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

**LIST OF ENCLOSURES WITH THE PENSION CASE OF SHRI BHIM SINGH,**  
**DRAUGHTSMAN GRADE-I**

1. FORM 5 & 7 duly completed.
2. Service Book
3. Two copies of specimen signatures duly attested.
4. 3 copies of pass port size Joint photographs duly attested.
5. Two slips showing the particulars of Height and identification marks duly attested.
6. Statement showing average emolument and calculation of pension sheet.
7. Statement of calculation of D. C .R. Gratuity.
8. Calculation statement of family pension .
9. Family details form.
10. Pension Calculation sheet.
11. Application for commutation of pension.

(O.P.Thakur)  
Asstt.Director(E.I)/D.D.O  
MSME-DI,Solan

The Director,  
MSME- Development Institute,

Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

Subject:- **Grant of Scooter Advance.**

Sir,

This has reference to your Memorandum No. C-11014/2/08-Vig. dated 27<sup>th</sup> August, 2008 on the above mentioned subject.

In this connection I am submitting the following documents for information and proof of purchase the vehicle:-

- i. . Registration Book (Certificate) (Photocopy)HP-14A 55338
- ii. Date of disbursement of advance. 26.09.2008.
- iii). Cash Receipt (In Duplicate).
- iv). Insurance Policy (In duplicate).

Yours faithfully,

( Nanak Chand )  
Instructor.

Encl:- As above

Dated:- 2<sup>nd</sup> December, 2008

The Director,  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

Subject:- **Grant of Scooter Advance.**

Sir,

This has reference to DC(MSME), New Delhi letter No. G-26030/1/2008-Admn(NG) dated 12<sup>th</sup> August, 2009 on the above mentioned subject.

In this connection I am submitting the following documents for information and further necessary action:-

- i. . Registration Book (Certificate) (In Original)HP-14A 5538
- ii. Date of disbursement of advance. 26.09.2008.
- iii). Cash Receipt (Photocopy).Original receipt has submitted for R C
- iv). Insurance Policy (In Original).

Yours faithfully,

( Nanak Chand )

Insctructor.

Encl:- As above

Dated:- 2<sup>nd</sup> December, 2008

**BHARAT SANCHAR NIGAM LIMITED**  
**(A Government of India Enterprise)**



1. Sh. Umesh Garg,  
Chairman,  
Chamber of Commerce and Industries,  
C/O M/S Ruchika Paper Mill, Kala Amb District Sirmour (H.P)
2. Sh. Mukesh Jain,  
HP Laghu Udyog Bharti,  
C/O Riddhi Packages Village Katha Baddi Distt. Solan (H.P)
3. Dr. Ram Kumar Bindal, President,  
HP Lghu Udyog Bharti, C/O Jai Bharat Udyog Indl. Area, Chambaghat,solan (H.P)
4. Sh. R.C. Mehta, President, Kangra Region Udyog Association,  
34, Udyog Nagar Nagrota Bagwan, Distt. Kangra (H.P)
- 5.

Sh. Umesh Garg, Chairman, Chamber of Commerce and Industries, C/O M/S Ruchika Paper Mill, Kala Amb District Sirmour (H.P)	Sh. Mukesh Jain, HP Laghu Udyog Bharti, C/O Riddhi Packages Village Katha Baddi Distt. Solan (H.P)
Dr. Ram Kumar Bindal, President, HP Lghu Udyog Bharti, C/O Jai Bharat Udyog Indl. Area, Chambaghat,solan (H.P)	Sh. R.C. Mehta, President, Kangra Region Udyog Association,34, Udyog Nagar Nagrota Bagwan, Distt. Kangra (H.P)
Sh. Ashok Kumar Sethi, President, Ashoka Steel Furniture Industries Association, Mandi (H.P)	Sh. B.N. Kashyap, District Industries Association, Una 94, Indl. Area Mehatpur, Distt.Una (H.P)
Sh. Rakesh Bansal, Joint Secretary, Parwanoo Industries Association(PIA), C/O SWCA Indl. Area, Sector-1, Parwanoo, Distt. Solan (H.P)	Sh.Arun Rawat, General Secretary, Baddi Barotiwala Nalagarh Association, C/O SWCA Indl. Area, Baddi Distt. Solan (H.P)
Sh. Rakesh Kaushal, President Tahliwal Industries Association, Plot No.3 Indl. Area, Tahliwala Distt. Una (H.P)	Sh. B.S.Chandel, President, Mehatpur Indstries Association , Hurbs, Indl. Area,Mehatpur Distt. Una (H.P)
Sh. Rakesh Mahajan, President, Small Industries Associatio, Damtal, The Indora Distt. Kangra C/O Oratao Wires(India) Pvt. Ltd. Sujanpur The.Indoa Distt. Kangra (H.P)	Sh. Manjeet Singh Dogra, President Small Industries Association Hamirpur Shed No. 5, Indl. Area Hamirpur Distt. Hamirpur (H.P)
Sh. Satish Goel, Chairman, Chamber of Commerce and Industries , Paonta Sahib, Distt. Sirmour C/O Diesel Agency Badipur Paonta Sahib, Distt. Sirmour (H.P)	Sh. Sanjay Sood, President Shogi Udyog Association, 95- Indl. Area, Shogi Distt. Shimla (H.P)
Capt. Alok Sharma, President Parwanoo Industries Association(PIA) C/O Forge India (P) Ltd. P;ot No. 60, Sector Parwanoo Distt. Solan (H.P)	The President, Small Industreis Association, Industrial Area, Chamba Distt. Chamba (H.P)
The President, Small Industries Association, Industrial Area Shamshi Distt. Kullu (H.P)	The President, Small Industries Association, Industrial Area Bilaspur Distt. Bilaspur (H.P)

MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

**INDENT FOR STATIONERY ITEMS FOR THE REMAINING MONTHS OF THIS FISCAL FOR  
ESTT.AND ADMINISTRATION SECTION**

<u>Sr. No.</u>	<u>Name of Item</u>	<u>Quantity.</u>
1.	Photostat Paper	5 Reams.
2.	Ball Pen	6 No.
3.	Correcting Fluid	3 Bottle.
4.	Staple pins	4 Packet.
5.	Cartridge for Printer	3 Nos.
6.	Stamp Pad	1 No.
7.	All Pin	2 Packet.
8.	Carbon Small	20 Nos.
9.	Red Ball Pen	3 Nos.
10.	Register	3 Nos.
11.	File Cover	20 Nos.
12.	File Binders	20 Nos.
13.	Tag Small	5 Bundles.
14.	Noting Pad	2 Pad
15.	Tumbler	1 No.
16.	Duster	2 Nos.

( Trilok Nath Chaudhary )  
UDC

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

**PROFORMA REGARDING VERIFICATION OF SERVICE AFTER 25 YEARS OF SERVICE**

1 Name	Sh. Nanak Chand
2 Date of birth	04.01.1962
3 Date of Continuous appointment in Govt. Service	19.05.1983
4 Date of confirmation	14.09.1988
5 Appointment held	Instructor
6 Office	MSME-DI, Electronics Complex, Chambaghat, solan (H.P)

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Period	Particulars of Appointment	Nature of appointment Permanent/temporary	Particulars of non qualifying service i.e. period break leave without pay/pension
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19.05.1983 To 05.05.2010	MSME-DI,Solan	Temporary w.e.f. 19.05.83 Permanent w.e.f. 14.09.1988	NIL
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A Total Service verified	19.05. 1983 to 05.05.2010
B Less non-qualifying service breaks	NIL
C Suspension	NIL
D. Net qualifying service	27 years 0 months 17days
E Particulars of previous service military/other	NIL
F Total Qualifying service	27 years 0 months 17 days

Qualifying service certified is subject to final verification on retirement and no further correspondence will be entertained before retirement of the official.

( Veena Sharma )  
Asstt. Director(Admn.)  
For Director

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

**PROFORMA REGARDING VERIFICATION OF SERVICE AFTER 25 YEARS OF SERVICE**

1 Name	Smt. Veena Sharma
2 Date of Birth	20.11.1958
3 Date of Continuous appointment in Govt. Service	24.02.1982
4 Date of confirmation	14.09.1988
5 Appointment held	Lower Division Clerk
6 Office	MSME-DI, Electronics Complex, Chambaghat, solan (H.P)

Period	Particulars of Appointment	Nature of appointment Permanent/temporary	Particulars of non qualifying service i.e. period break leave without pay/pension
24.02.1982 To 05.05.2010	MSME-DI,Solan	Temporary w.e.f. 24.02.82 Permanent w.e.f. 14.09.1988	NIL

A Total Service verified	24.02.1982 to 05.05.2010
B. Less non-qualifying service breaks	NIL
C. Suspension	NIL
D. Net qualifying service	28 years 03 months 09 days
E. Particulars of previous service military/other	NIL
F. Total Qualifying service	28 years 03 months 09 days

Qualifying service certified is subject to final verification on retirement and no further correspondence will be entertained before retirement of the official.

( Veena Sharma )  
Asstt. Director(Admn.)  
For Director

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

**PROFORMA REGARDING VERIFICATION OF SERVICE AFTER 25 YEARS OF SERVICE**

1. Name	Smt. Indu Bhatia
2. Date of Birth	10.04.1959
3. Date of Continuous appointment in Govt. Service	31.03.1983
4. Date of confirmation	14.09.1988
5. Appointment held	Lower Division Clerk
6. Office	MSME-DI, Electronics Complex, Chambaghat, solan (H.P)

Period	Particulars of Appointment	Nature of appointment Permanent/temporary	Particulars of non qualifying service i.e. period break leave without pay/pension
31.03.1983 To 05.05.2010	MSME-DI,Solan	Temporary w.e.f. 31.03.83 Permanent w.e.f. 14.09.1988	NIL

A Total Service verified	31.03.1983 to 05.05.2010
B Less non-qualifying service breaks	NIL
C Suspension	NIL
E. Net qualifying service	27 years 01 months 05 days
E Particulars of previous service military/other	NIL
F Total Qualifying service	27 years 01 months 05 days

Qualifying service certified is subject to final verification on retirement and no further correspondence will be entertained before retirement of the official.

( Veena Sharma )  
Asstt. Director(Admn.)  
For Director

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

**PROFORMA TO BE ACCOMPANIED SERVICE BOOK FOR VERIFICATION OF QUALIFYING  
SERVICE**

- |  |                           |
|--|---------------------------|
| 1. Name of the Govt. servant   | Sh. Nanak Chand           |
| 2. Designation   | Instructor                |
| 3. Whether completed 25 years of service of retiring within five years.  | Yes completed 25 years    |
| 4. Date of birth   | 04.01.1962                |
| 5. Date of appointment   | 19.05.1983                |
| 6. Period up to service verified   | 05.05.2010                |
| 7. Total Service   | 26 years 11months 17days  |
| 8. Period of Non-Qualifying Service, if any  | -- years --months --days  |
| 9. Net Qualifying Service  | 26 years 11 months 17days |
| 10. Whether Annual service verification has been recorded<br>Continuously? Please state page No. and Volume of<br>Service Book | YES.                      |
| 11. Whether Page No.1 and 2 and 3 of the Service book is<br>Completely filled in and attested                                  | YES                       |
| 12. Whether pay fixation statements has been recorded in<br>the service Book in respect of revisions of the Pay Scales?        | YES                       |
| 13. Whether leave account is complete and Extra Ordinary<br>Leave are marked in red Ink?                                       | YES                       |
| 14. Whether Foreign service Contributions are recorded fully<br>In respect of Foreign Service, if any? Furnish details         | Not applicable            |
| 15. Whether order of the competent authority recorded in the<br>Service Book for counting past service, If any ?               | ---                       |
| 16. Whether signature of the Government Servant obtained<br>Annually in the service book as per SR 202 ?                       | YES                       |
| 17. Any other information relevant to the context ?  | --                        |

( Veena Sharma )  
Asstt. Director(Admn.)  
For Director

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

**PROFORMA TO BE ACCOMPANIED SERVICE BOOK FOR VERIFICATION OF QUALIFYING SERVICE**

1. Name of the Govt. servant	Sh Mohinder Kumar
2. Designation	Asstt. Director(L/F)
3. Whether completed 25 years of service of retiring within five years.	Yes completed 25 years
4. Date of birth	30.03.1957
5. Date of appointment	05.05.1982
6. Period up to service verified	05.05.2010
7. Total Service	28 years 0 months 01days
8. Period of Non-Qualifying Service, if any	-- years --months --days
9. Net Qualifying Service	28 years 0 months 01days
10. Whether Annual service verification has been recorded Continuously? Please state page No. and Volume of Service Book	YES.
11. Whether Page No.1 and 2 and 3 of the Service book is Completely filled in and attested	YES
12. Whether pay fixation statements has been recorded in the service Book in respect of revisions of the Pay Scales?	YES
13. Whether leave account is complete and Extra Ordinary Leave are marked in red Ink?	YES
14. Whether Foreign service Contributions are recorded fully In respect of Foreign Service, if any? Furnish details	Not applicable
15. Whether order of the competent authority recorded in the Service Book for counting past service, If any ?	---
16. Whether signature of the Government Servant obtained Annually in the service book as per SR 202 ?	YES
17. Any other information relevant to the context ?	--

( Veena Sharma )  
Asstt. Director(Admn.)  
For Director

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

**PROFORMA TO BE ACCOMPANIED SERVICE BOOK FOR VERIFICATION OF QUALIFYING  
SERVICE**

1. Name of the Govt. servant	Smt. Veena Sharma
2. Designation	Asstt. Director(Admn.)
3. Whether completed 25 years of service of retiring within five years.	Yes completed 25 years
4. Date of birth	20.11.1958
5. Date of appointment	24.02.1983
6. Period up to service verified	05.05.2010
7. Total Service	27 years 02 months 07days
8. Period of Non-Qualifying Service, if any	-- years --months --days
9. Net Qualifying Service	27 years 02 months 07days
10. Whether Annual service verification has been recorded Continuously? Please state page No. and Volume of Service Book	YES.
11. Whether Page No.1 and 2 and 3 of the Service book is Completely filled in and attested	YES
12. Whether pay fixation statements has been recorded in the service Book in respect of revisions of the Pay Scales?	YES
13. Whether leave account is complete and Extra Ordinary Leave are marked in red Ink?	YES
14. Whether Foreign service Contributions are recorded fully In respect of Foreign Service, if any? Furnish details	Not applicable
15. Whether order of the competent authority recorded in the Service Book for counting past service, If any ?	---
16. Whether signature of the Government Servant obtained Annually in the service book as per SR 202 ?	YES
17. Any other information relevant to the context ?	--

( Veena Sharma )  
Asstt. Director(Admn.)  
For Director

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

**PROFORMA TO BE ACCOMPANIED SERVICE BOOK FOR VERIFICATION OF QUALIFYING  
SERVICE**

1. Name of the Govt. servant	Sh.Amar Nath Sharma
2. Designation	Driver Gr.II
3. Whether completed 25 years of service of retiring within five years.	Yes completed 25 years
4. Date of birth	09.02.1959
5. Date of appointment	13.05.1983
6. Period up to service verified	07.06.2010
7. Total Service	27 years 0 months 24days
8. Period of Non-Qualifying Service, if any	-- years --months --days
9. Net Qualifying Service	27 years 0months 24days
10. Whether Annual service verification has been recorded Continuously? Please state page No. and Volume of Service Book	YES.
11. Whether Page No.1 and 2 and 3 of the Service book is Completely filled in and attested	YES
12. Whether pay fixation statements has been recorded in the service Book in respect of revisions of the Pay Scales?	YES
13. Whether leave account is complete and Extra Ordinary Leave are marked in red Ink?	YES
14. Whether Foreign service Contributions are recorded fully In respect of Foreign Service, if any? Furnish details	Not applicable
15. Whether order of the competent authority recorded in the Service Book for counting past service, If any ?	---
16. Whether signature of the Government Servant obtained Annually in the service book as per SR 202 ?	YES
17. Any other information relevant to the context ?	--

( Veena Sharma )  
Asstt. Director(Admn.)  
For Director

Ministry of Micro, Small & Medium Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
**Solan (H.P.)-173213**

**PROFORMA TO BE ACCOMPANIED SERVICE BOOK FOR VERIFICATION OF QUALIFYING  
SERVICE**

1. Name of the Govt. servant	Sh.Yuggal Kishore
2. Designation	Hindi Typist
3. Whether completed 25 years of service of retiring within five years.	Yes completed 25 years
4. Date of birth	10.07.1964
5. Date of appointment	16.02.1985
6. Period up to service verified	07.06.2010
7. Total Service	25 years 03 months 14days
8. Period of Non-Qualifying Service, if any	-- years --months --days
9. Net Qualifying Service	25 years 03months 14days
10. Whether Annual service verification has been recorded Continuously? Please state page No. and Volume of Service Book	YES.
11. Whether Page No.1 and 2 and 3 of the Service book is Completely filled in and attested	YES
12. Whether pay fixation statements has been recorded in the service Book in respect of revisions of the Pay Scales?	YES
13. Whether leave account is complete and Extra Ordinary Leave are marked in red Ink?	YES
14. Whether Foreign service Contributions are recorded fully In respect of Foreign Service, if any? Furnish details	Not applicable
15. Whether order of the competent authority recorded in the Service Book for counting past service, If any ?	---
16. Whether signature of the Government Servant obtained Annually in the service book as per SR 202 ?	YES
17. Any other information relevant to the context ?	--

( Veena Sharma )  
Asstt. Director(Admn.)  
For Director

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Qksu%01792-230265, 230766  
VsyhQSDI %01792-230766  
bZesy%dc-di-solan@dcmsme.gov.in  
osclkbMhttp://msmedihimachal.nic.in



Govt. of India  
Ministry of Micro, Small & Medium  
Enterprises  
MSME- Development Institute,  
Electronics Complex, Chambaghat  
Solan (H.P.)-173213  
Ph.01792-230265,230766  
Telefax:01792-230766  
E-mail: dc-di-solan@dcmsme.gov.in  
website: <http://msmedihimachal.nic.in>

**REGISTERED/A.D**

File No. A-11026/3/88-2010-Estt.

Dated :- 5<sup>th</sup> May, 2010

The Accounts Officer,  
Pay and Accounts office,  
(MSME), Nirman Bhawan, 6<sup>th</sup> Floor,  
**NEW DELHI-110108**

Subject:- **Verification of Service.**

Sir,

Kindly find enclosed herewith proforma's with Service Book regarding verification of Service after 25 years of continuous Government Service in respect of following employee's of this Institute :-

1. Sh. Mohinder Kumar, Asstt. Director(L/F) Gr.II
2. Smt. Veena Sharma, Asstt. Director (Admn.) Gr.II
3. Smt. Indu Bhatia, Office Superintendent.
4. Sh. Nanak Chand, Instructor.

Kindly acknowledge the receipt of Service Books and return the same after doing the needful.

Yours faitdhfally,

( Veena Sharma )  
Asstt. Director(Admn.)  
For Director

Encl:- **As above.4 Nos( Service Books)**

Copy to:- Personal file of Sh. Mohinder Kumar, Asstt. Director(L/F) Gr.II, Smt. Veena Sharma, Asstt. Director(Admn.) Gr.II, Smt. Indu Bhatia, Office Superintendent. Sh. Nanak Chand, Instructor O/O MSME-DI, Chambaghat, Solan (H.P)

For Director







