



कयर बोर्ड
COIR BOARD
(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MSME, Govt. of India)

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File No: A-59/73/2022-ADM (PERSONNEL)

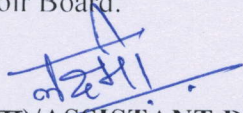
20.06.2024

परिपत्र / CIRCULAR

To streamline the issuance of Tour Sanction by the Competent Authority and enhance administrative convenience, following modifications have been made regarding the level of approval required for prior sanction of tours. This supersedes the earlier Circular dated 03.02.2023 under File No. A-59/73/2022-ADM (PERSONNEL) on this matter.

Group / Level of staff	Sanctioning Authority
Group A Officers (all streams)	Chairman
Group B & C (Head Office)	Secretary
Group B & C (CCRI/NCT&DC)	Director (RDTE)/Director (RDTE) i/c.
Group B & C (CICT)	Joint Director (Tech.)
Group B & C (R.O./ SRO/REC)	Joint Director (P)/Zonal Director Grade-I concerned
Showroom staff except Group A	Zonal Director concerned/Director(M) if no Zonal Director

This issues with the approval of Chairman, Coir Board.


सहायक निदेशक (राजभाषा)/ASSISTANT DIRECTOR (O.L.)/
प्रशासन विभाग (प्र.)/ADMINISTRATION DEPARTMENT (I/C)

To,

1. The Secretary
2. Senior Accounts Officer
3. Director RDTE i/c., CCRI
4. Director (Mktg.) i/c.
5. Joint Director (Plg.)-
6. Joint Director(Tech.), CICT
7. P.S. to Chairman
8. All Sections /Branch heads in the Head Office
9. All Sub Offices and SR & SDs
10. E-Office Notice Board & Coir Board Website (Action by ERS)