

F.No. D-13015/1/2014-15/GA
Government of India
Office of the Development Commissioner
Micro, Small & Medium Enterprises
(GA Section)

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'A' Wing 7th Floor
Nirman Bhawan, New Delhi

Dated the 05th September 2017

To

Heads of all MSME-DIs/Br. DIs/TCs/TSs/TIs
Heads of all Autonomous Bodies/Tool Rooms

Subject: Observance of swachhta activities – reg.

Sir,

I am directed to convey that a directive has been received from the Cabinet Secretariat that all Central Government Ministries/Departments and all organizations under them should observe the following and other Swachhta activities from 15.09.2017 to 05.10.2017, apart from the Swachhta Pakhwada already allotted to the Ministry of MSME from by the Nodal Ministry 1st to 15th December 2017.

In view of the above, all offices under the office of DC (MSME) including the Tool Rooms and Autonomous Bodies are requested to undertake the following activities:

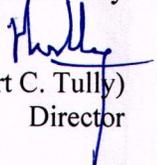
1. Administering the Swachhta Pledge to all employees of the office on 15.09.2017.
2. Undertaking the cleaning of the office premises (inside and outside the building)- this should be done by the officials themselves and some video recordings of the same should be done.
3. Removal of all debris from the office premises and planting of trees. Video recordings and a record of trees thus planted should be sent to this office.
4. Weeding out of all old records following the provisions of the records/files retention schedule. Report to be sent on total records weeded out during the period as mentioned above.
5. Digitization of records/files. Report to be sent on total number of records digitized during the period as mentioned.

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6. Disposing off of all broken furniture, condemned electronic/electrical items/computers/cartridges after ascertaining its book/market value. Every office receiving this communication must begin the process immediately and must report, in detail, at the end of the period in question about the progress in the matter even if the process is not over.
7. Organizing exhibitions of any latest innovative practices/training undertaken/products of MSME units/Industry Associations assisted by the concerned office, as may be required for Swachhta.
8. Taking photographs before and after each event, so that a comparison can be made and such photographs may be properly indexed and sent. Photographs should show time and date when they are taken.
9. Preparing Status Report along with photographs to be sent in respect of each activity undertaken.
10. Deputing officials from each Institute to undertake Swachhta activities in consultation with Industry Associations/Clusters. In this regard, a separate communication would be issued. Each officer to participate/undertake Swachhta activity and send status report/photographs of activity undertaken and place(s) visited.
11. Commencing functioning on e-office, if the same has not been done already.

Any further instructions would be communicated shortly.

Yours faithfully


(Robert C. Tully)
Director

Copy to :-

1. Shri R.K. Rai, Director. It is requested to coordinate with the CFCs and Industrial Estates.
2. Shri Shirish Asthana, Director. It is requested to coordinate with the Tool Rooms and Autonomous Bodies.