

**Most Immediate
TIME BOUND**

**No.A-13015/1/2014-15/GA
Office of the Development Commissioner
(Micro,Small & Medium Enterprises)
G.A. Section**

**Nirman Bhawan, New Delhi
Dated the 9th May,2016**

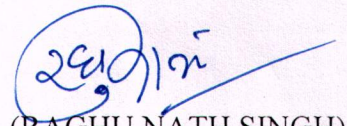
OFFICE MEMORANDUM

Subject: Swachh Bharat Pakhwara (fortnight) to be observed by Ministry of MSME and all its Offices/PSE/Organisations from May 1st - 15th, 2016- regarding.

The undersigned is directed to invite a reference to this Office O.M. of even number dated 2.5.2016 regarding implementation of Swachh Bharat Pakhwara (Fortnight) during the period from May 1st - 15th, 2016.

In this regard the **Action Taken Report (ATR) regarding Recording/weeding out of old files/papers** as per the aforesaid Action Plan is still awaited for the week ended on 6th May, 2016. It is, therefore, requested that the said ATR may please be sent the undersigned at the earliest on Fax No. 23061068 or on my email sraghunath43@gmail.com for submission for the perusal/approval of senior officers. If any assistance is required in this regard, the undersigned may please be contacted immediately on Mobile No, 9810350394.

This issues with the approval of ADC(KS).


(RAGHU NATH SINGH)

CONSULTANT

Room No. 738,Nirman Bhavan

To

1. All Officers and Sections in the Office of DC(MSME) for needful action.
2. The Director/Deputy Director I/C of all MSME –Dis/TCs/TIs/TSS for similar action.
3. PS to ADC(KS)/Director/DD(GA Section).