

No:- 60011/09/2021-A(P&T)  
Government of India  
Office of the Development Commissioner  
Micro, Small & Medium Enterprises  
(Admin. Division)

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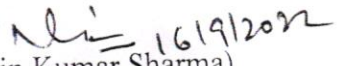
Nirman Bhavan, New Delhi.

Date: 16.09.2022

**CIRCULAR**

The undersigned is directed to refer Swachhta Action Plan as suggested in meeting of Council of Ministers (copy enclosed) and to say that all Sections of Office of DC (MSME) have to undertake the below mentioned activities in their respective Sections and to submit the action taken report to GA Section:

- i. Weeding out of old records as per the instruction contained in Central Secretariat Manual on Office Procedure. A list of such records is to be kept. If required, important records shall be digitized for which records may be provided to SENET Section.
- ii. SENET Section will make necessary arrangement for digitalization for records.

  
(Nitin Kumar Sharma)  
Assistant Director (Admin)

To

1. All Officers/Officials of O/o DC(MSME);
2. SENET Section (with request to upload this circular on the official website).

Copy to:

1. PPS to AS&DC(MSME);
2. PPS/PS to DDG/ADC (Admin)/JDC/DIRs, O/o DC(MSME)

Ministry of MSME  
Office of Hon'ble Minister

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During the meeting of Council of Ministers, the matter regarding streamlining the working of Ministries was discussed and certain actionable points were suggested. In this context, I am directed to forward a copy of actionable points advised by the Council and request you to kindly take appropriate action thereon and arrange to provide status report in the matter for apprising Cabinet Secretariat.



*Swapnil Patil*  
(Swapnil Patil)

PS to Hon'ble Minister  
16.08.2022

SECRETARY (MSME)

*16/8*

Immediate

JS (Ap)

*pls get feedback from Div/Sec raised against them.*

May coordinate and prepare a report.

*DS/EDR*

*Pl. d. it quickly*

*16/08*  
US (CDN)

*17/8/22*

SO (CDN)

## 10 Actionable Points

1. Regularly check all Websites/monitoring Dashboards of the Ministry to ensure their updation. | → NIC, AS & DC Office, NSIC, KVIC, Com. Id
2. Procurement through GEM portal and otherwise needs to be reviewed. | → GA, SEORAMA
3. Expedite disposing off pending references: Parliamentary assurances, MPs, State Govt, Public Grievances. | → DS/DN, DDG/DOS, STATE CU
- ✓ 4. Adopt Swachhta in Office premises, improve record management, review to weed out old papers, dispose redundant/scrap material. | GA, E&T
5. Maintain a data book of professionals/thinkers/experts pertaining to your sector. Create an intellectual network of your own. | → All Div
6. Use Space Technology (e.g. Geotagging) to reduce leakages & corruption. Explore the possibility to visit BISAG. | NIC, Policy
7. Ministers must have a clear and focussed strategy for media dissemination. | JS/SME
8. At least once a month, meet relevant stakeholders at your own place or any other welcoming location. | All Div
9. On Social Media, Gol schemes should be disseminated in a manner showcasing how a citizen can get benefit from a particular policy and also give contact detail for grievances redressal. | JS/SME
10. Inculcate the culture of Tiffin Baithak, share your food and your thoughts and ideas as well. This is the pathway to team building & mutual bonding among peers. | All Div