



File No. A-54/20/2026 -GA

Government of India

Office of the Development Commissioner
Ministry of Micro, Small & Medium Enterprises
(General Administration Division)

Kartavya Bhawan-03, 2nd Floor,

New Delhi-110001

Dated: 09.03.2026

OFFICE MEMORANDUM

Sub: Preparation of list of files and weeding out of old and obsolete records-reg

The undersigned is directed to refer to GA Division's circular of even number dated 15.10.2025 (copy enclosed), *vide* which all the Divisions/Sections of this office were requested to undertake a comprehensive review of their records/files and to weed out old and obsolete files/documents, as the storage space available at Kartavya Bhawan-03 is limited. All the Divisions were also requested to retain and carry only ongoing and essential files to Kartavya Bhawan-03.

2. Further, the GA Division, *vide* OM dated 20.02.2026 (copy enclosed), had requested all officers/officials of O/o DC (MSME) to ensure that the files and records pertaining to their respective Divisions/Sections are properly shifted from Nirman Bhawan to the designated locations by 21.02.2026.

3. All the Officers/Officials are hereby informed that the records/files of O/o DC(MSME) have been shifted from Nirman Bhawan to the designated locations, namely Kartavya Bhawan-03, MSME-TC Okhla and DFO Bal Sahiyog. Accordingly, all the Officers/Officials are requested to prepare a list of files pertaining to their respective Division/Section for easy retrieval and share a copy of the same with the GA Division for record purposes. Further, all Divisions are requested to review the shifted records/files and weed out old and obsolete files/documents within two months and furnish the status of the progress to the GA Division on a fortnightly basis.

(Dhayalan K.)

Joint Director(GA)

To

All Officers/Officials of O/o DC(MSME)

Copy to:

- i. PPS to AS&DC(MSME)
- ii. PA to DDG(GA)
- iii. All ADCs/JDCs/Directors/JDs of O/o DC(MSME)
- iv. SENET – with a request to upload the above O.M. on the official website.
- v. Guard file

No. D-11011/1/2025-GA(Pt.)
Government of India
Office of the Development Commissioner
Ministry of Micro, Small & Medium Enterprises
(General Administration Division)

Nirman bhawan, 7th Floor,
New Delhi-110 108
Dated: 15 .10.2025

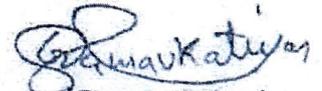
CIRCULAR

Sub: Weeding out of old and obsolete records-reg.

The Office of the Development Commissioner (MSME) is in the process of shifting to the newly allotted premises at Kartavya Bhawan-03. It has been observed that the storage space available at the new location is limited and may not be sufficient to accommodate all existing records.

- In view of the above and also in line with the ongoing Special Campaign 5.0 of the Ministry, all Divisions are requested to undertake a comprehensive review of their records / files and to weed out old and obsolete files/documents in accordance with the Record Retention Schedule as prescribed by D/o Administrative Reforms and Public Grievances, Chapter 10 of Central Secretariat Manual of Office Procedure and other instructions issued by the Government from time to time in this regard. Only current and essential files that are required for ongoing work may be retained for transfer to the new premises.
- All the divisional heads are requested to ensure that the above exercise of weeding out of records pertaining to their respective divisions/sections is completed by 31.10.2025.

This issues with the approval of competent authority.


(Gaurav Katiyar)
Joint Director (GA)
email - g.taiyar15@gov.in

To
All JSs/ADCs/JDCs/Directors/Joint Directors of O/o DC(MSME)

Copy to:

- PPS to AS&DC(MSME)
- PA to DDG(GA) - 15/10
- SENET Division - with a requested to upload this circular on the official website of O/o DC(MSME).
- Guard file.





File No. D-11011/1/2025-GA
Government of India
Office of the Development Commissioner
Ministry of Micro, Small & Medium Enterprises
(General Administration Division)

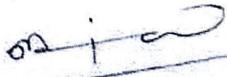
Nirman bhawan, 7th Floor,
New Delhi-110 108
Dated: 20.02.2026

OFFICE MEMORANDUM

Sub: Handing over of Nirman Bhawan for construction of Central Secretariat Building 8 & 9-reg.

The undersigned is directed to refer to the O/o Executive Engineer, CPWD letter No. 54(1)/CCS 8&9/CVPD-12/EE/2026/12 dated 16.01.2026 on the subject cited above and to convey that the handing over of rooms of O/o DC (MSME), Nirman Bhawan, to CPWD has to commence from 23.02.2026 onwards.

2. All officers/officials of the O/o DC (MSME) are requested to ensure that files and records pertaining to their respective Division(s)/Section(s) are properly shifted from Nirman Bhawan to the designated space by 21.02.2026(Saturday). Further, all Divisions/Sections are requested to depute one responsible official/staff member to remain present at Nirman Bhawan to facilitate and ensure that the said files/records are shifted by **21.02.2026 positively**.


(Rukmani Attri)

Joint Development Commissioner

Copy to:

- i. PPS to AS&DC(MSME)
- ii. PA to DDG(GA)
- iii. All ADCs/JDCs/Directors/JDs of O/o DC(MSME)
- iv. All Divisions/Sections of O/o DC(MSME)
- v. Guard file