

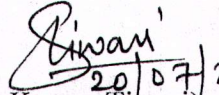
No. 60011/09/2021/-A (P&T)
Government of India
Ministry of Micro Small & Medium Enterprises
O/o Development Commissioner (MSME)
Admin (P&T) Section

Nirman Bhawan, New Delhi
Dated: 20th July, 2021

CIRCULAR

The undersigned is directed to refer General Administration Section's the Letter No. D-13015/1/2014-15/GA (Part) dated: 15.07.2021 issued by (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 with a copy to this 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 of records.


(Santosh Kumar Tiwari)
Dy. 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).