

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

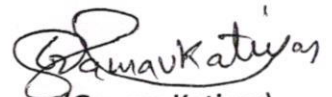
Sub: Weeding out of old and obsolete records-reg.

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.

2. 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.

3. 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:

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