



No.D-13015/1/2014-15/GA (Part)

Dated 20/12/2019

Subject: Swachhta Action Plan (SAP) for the financial year 2020-21-regarding.

Please refer to Ministry of MSME's O.M. No. F-23014 (9)/2018-GA dated 6th November, 2019 enclosing therewith copy of Ministry of Jal Shakti, Department of Drinking Water & Sanitation's O.M. No. S-11019/1/2017-O/o Secy (DWS) dated 28/10/2019 on the subject cited above (copy enclosed) requesting for formulating the Swachhta Action Plan (SAP) for the financial year 2020-21 containing Swachhta activities and earmark corresponding funds in the Annual budget. Accordingly, it has been decided with the approval of the competent Authority to undertake undermentioned activities in the O/o DC (MSME) under SAP for the financial year 2020-21.

I. General Administration Division will undertake the following activities:-

- a) Make arrangement for taking Oath on "Swachhta pledge".
- b) Disposal of scrap and obsolete items as and when required.
- c) Special attention will be given for keeping the toilets, Corridors, Stairs-cases, Committee Room etc. clean.
- d) Concealing of open electrical wire and fittings as and when required.
- e) Discarding all Single use plastic item in office like file folders, Plastic bottle/Cup etc.
- f) Providing logistical support like manpower and transport facilities to Administration Branch for sending the old file to Record Room
- g) Make arrangement for providing two plant saplings to willing officers/officials of DC (MSME) for planting in their area of residence during monsoon period.
- h) White washing of rooms and corridors as and when required.
- e) All Steel/Wooden furniture items will be painted and polished as and when required.

II Administration Division, O/o DC (MSME) will make arrangement for recording/weeding out old files/records as per the instructions contained in Central Secretariat Manual on Office Procedure (CSMoP). A list of such records will be kept and if required, important records shall be digitalized by Administration Division.

P.T.O.

III. SENET Division of DC (MSME) Headquarter will make arrangement for digitalization of records.

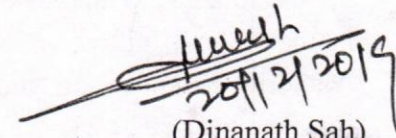
IV. All officers/officials, O/o DC (MSME) Headquarter would be requested to undertake the following activities:-

(a) All almirahs and cupboards shall be cleaned and numbered. One paper will be pasted on top right side of Almirah bearing no. of Almirah, indicating the name of custodian and supervisor and the date of last updation.

(b) All wooden /Steel Almirahs/rooms window to be cleaned on regular basis.

2. The Action plan pertains to O/o DC (MSME) located at Nirman Bhawan (Head Quarter). The Action plan with respect to field Institutions/Subordinate Institutions will be sent separately.

3. This issues with the approval of SS & DC (MSME).


20/12/2019
(Dinanath Sah)
Deputy Director (GA)
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उप निदेशक (सी. टी. डी.) (GA)
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सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
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Office of the Dev. Commr. (MSME)
निर्माण भवन, नई दिल्ली-110108 / Nirman Bhawan, New Delhi-110108

Smt. Maya Pandey, Deputy Secretary Ministry of MSME, Udyog Bhawan, New Delhi
DC (MSME) U.O. No.D-13015/1/2014-15/GA (Pt.) dated 26/12/2019

Copy to:-

- 1. Shri M.K. Saraswat, Director (SENET), O/o the DC (MSME), Nirman Bhawan, New Delhi with request to kindly this U.O. Note on this office website.

Copy for information to:-

1. PS to SS & DC (MSME).
2. DDG (DPS)
3. Director (GA)