विकास आयुक्त का कार्यालय (सक्ष्म, लघु एवं मध्यम उद्यम) सक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय भारत सरकार

निर्माण भवन, सातवीं मंजिल, मौलाना आजाद रोड, नई दिल्ली - 110 108



OFFICE OF THE DEVELOPMENT COMMISSIONER (MICRO, SMALL & MEDIUM ENTERPRISES)

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES GOVERNMENT OF INDIA

Nirman Bhawan, 7th Floor, Maulana Azad Road, New Delhi-110 108

Ph. EPABX-23063800, 23063802, 23063803, 23063804, 23063805 & 23063806

Udyami Helpline: 1800 180 6763

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

726 A, Nirman Bhawan, New Delhi, dated the 30th September, 2019

OFFICE ORDER

Subject: Observance of Swachhta Hi Seva (SHS) 2019 from 11th September to 02nd October, 2019.

The undersigned is directed to refer to Ministry of MSME's Circular dated 12th September, 2019 on the subject cited above (copy enclosed) and to request you to undertake the following modalities/action plan in the campaign.

- Managing Plastic Waste, discontinue use of single use plastic in daily life. (i)
- Old Files/records to be weeded out by all the Sections. (ii)
- To sensitize all concerned about their crucial role in maintaining cleanliness (iii)
- Cleaning/up keep of indoor green potted plants. (iv)
- Shram Daan in a big way by staff/officers of O/o AS & DC (MSME) during (v) campaign
- Cleaning of office premises, quadrangles and parking areas etc (vi)
- 2. This issues with the approval of Competent Authority.

Encl: As above.

To

(Dinanath Sah)

Deputy Director (GA)

DINA NATH SAH

Dy. Director

Tele: 23062296

1. All Officer/Officials of DC-MSME/DIs/TCS/TSs/PAOs/TIs.

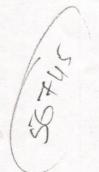
2. SENET, DC (MSME)- with request to kindly upload this circular on the wedge below the Office of the Dev. Commr. (MSME) (MSME). Nirman Bhawan, New Delhi-110108

3. Hindi Section- for Hindi version.

Copy for information to:-

- 1. PPS to Secretary (MSME), Udyog Bhawan, New Delhi
- 2. PPS to AS & DC (MSME), Nirman Bhawan, New Delhi.
- 3. PS to DDG (DPS)
- 4. JS&ADC (SG)/ADC (SM)/ADC (PS)/ADC (AS)/JDC(MK)/ O/o DC-MSME.
- 5. All Directors, O/o DC (MSME), Nirman Bhawan, New Delhi
- 6. Shri Ram Avtar Singh (A.D.) (I/C) Bal Sahyog Centre, Connaught Circus, New Delhi.





No. 23014/4/2018-GA Government of India Ministry of Micro Small and Medium Enterprises (General Administration)

> Udyog Bhawan, New Delhi Dated- 12st September 2019

CIRCULAR

Subject: Observance of Swachhta Hi Seva 2019 from 11th September to 2nd October, 2019 in M/o MSME, Udyog Bhawan, New Delhi.

Ministry of Micro Small and Medium Enterprises is organizing is a "Swachhta Hi Seva" campaign w.e.f. 11th September, 2019 to 2nd October, 2019. The modalities/action plan of the campaign is as follows:

- Managing Plastic Waste, discontinue use of single use plastic in daily life.
- ii. Old Files/records to be weeded out by all the Sections.
- iii. To sensitize all concerned about their crucial role in maintaining cleanliness.
- iv. Cleaning/up keep of indoor green potted plants.
- Shram Daan in a big way by Ministry's staff/officers during campaign. V.
- vi. Cleaning of office premises, quadrangles and parking areas etc.

All Officers/ Staff of Ministry of MSME, Udyog Bhawan are requested to activity

participate in the "Swachhta Hi Seva" campaign.

All Officers and Staff, M/o MSME, Udyog Bhawan.

992/004/01

(Magan Lal)

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Cord (Magan Lal)

DYGAI Ganisla

Mail: magan.lal@nic.in