



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

726 A, Nirman Bhawan,  
New Delhi, dated the 30<sup>th</sup> September, 2019

**OFFICE ORDER**

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

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

- (i) 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.
- (v) Shram Daan in a big way by staff/officers of O/o AS & DC (MSME) during campaign
- (vi) Cleaning of office premises, quadrangles and parking areas etc

2. This issues with the approval of Competent Authority.

**Encl: As above.**

To

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 website of DC (MSME).
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.

*Dinanath Sah*  
30/9/2019  
(Dinanath Sah)  
Deputy Director (GA)  
Tele: 23062296  
**DINA NATH SAH**  
Dy. Director  
Govt. of India  
Ministry of Micro, Small & Medium Enterprises  
Office of the Dev. Commr. (MSME)  
Nirman Bhawan, New Delhi-110108

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

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

CIRCULAR

**Subject: Observance of Swachhta Hi Seva 2019 from 11<sup>th</sup> 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. 11<sup>th</sup> September, 2019 to 2<sup>nd</sup> October, 2019. The modalities/action plan of the campaign is as follows:

- i. 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.
- v. Shram Daan in a big way by Ministry's staff/officers during campaign.
- vi. Cleaning of office premises, quadrangles and parking areas etc.

2. All Officers/ Staff of Ministry of MSME, Udyog Bhawan are requested to actively participate in the "Swachhta Hi Seva" campaign.

13/5/11  
DDG(DPS)  
for Director (GA)(AT)

Dis. to  
16.9.19  
AD (Coord) (Secy)

(Magan Lal)

Under Secretary (General Administration)

Tel: 23 063293

Mail: [magan.lal@nic.in](mailto:magan.lal@nic.in)

To

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

96/air/OPM  
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992/084/DPS  
16-9-19

A  
17/9/2019  
AD/SAI

Sanjay  
18/9  
S. Ramesh