



# कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MS&ME, Govt. of India)

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01.10.2020

## CIRCULAR

It has been decided to celebrate the Gandhi Jayanthi on 2nd October 2020 as "Shramadhan" day in the Head Office of the Board and all Sub Offices/Showrooms in a befitting manner as instructed by Ministry of MSME. A copy of the OM containing the details of activities to be carried out during Shramadhan, is attached herewith for further guidance and execution. Hence all the Staff members in Head Office and all Sub-Offices are requested to present their respective offices without fail.

All are also requested to send reports on the event along with photographs to this Office immediately, but in any case not later than 05th morning for onward transmission to the Ministry, as per instructions from the Ministry.

This issues with the approval of Competent Authority.

  
Nodal Officer -SBM /Administrative Officer

To

1. All Senior Officers and Branch Officers at H.Q.
2. All Sections in H.Q.
3. All Sub Offices/Showrooms of Coir Board.
4. Website
5. E-office Notice Board.



**Office Memorandum**

**Subject: "Shramdaan" to be organized under Swachhata Abhiyan on 2<sup>nd</sup> October, 2020**

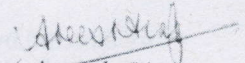
As you all are aware that 2<sup>nd</sup> October every year is celebrated as Gandhi Jayanti. On this day Swachhata Abhiyan is organized by various Ministries / Departments.

To mark the special occasion by way of paying a tribute to Mahatma Gandhi, Swachhata Abhiyan of this Ministry including O/o DC(MSME), NSIC, KVIC, Coir Board, NI-MSME, EDI, and MGIRI, is being organized at their respective locations on 2<sup>nd</sup> October, 2020 from 10.00 A.M. to 1.00 PM to instill motivation for keeping the surroundings clean as part of wider "**Shramdaan**" activity while also maintaining **COVID 19 guidelines**.

The following steps to be carried out under "Shramdaan" activity:

1. **COVID 19 guidelines may be followed while undertaking this drive.**
2. Teams may be formed to undertake the cleanliness drive.
3. Individual Shramdaan will be the motive of this drive.
4. The corridors / staircase and rooms of the work place may be cleaned by way of brooming and dusting. For this purpose, GA Section may provide Masks, hand-wash, Temperature Measurement kit, gloves and sanitizers etc.
5. Individuals to put in all efforts to maintain cleanliness in their office rooms by way of cleaning ones own drawers, almirahs, computers, telephone, dustbin etc.
6. Remove unnecessary items and dispose them properly
7. Segregate unwanted material from the workplace
8. Keep workplace safe and easy to work
9. Field offices may undertake Plantation drive on this occasion.
10. Out-sourced staff may be deployed only after cleanliness drive is over.
11. Officials will make their own arrangements for attending the office except entitled officers.
12. All officers and staff of the above mentioned offices are requested to join this noble effort.

A short report / photos to the above effect may please be sent to Secretary (MSME) on mail id: [secretary-msme@nic.in](mailto:secretary-msme@nic.in) positively by 6<sup>th</sup> October, 2020 for his information.

  
( Ateesh Singh )

Joint Secretary to the Govt. of India

1. All Officers/ Officials of the Ministry of MSME
2. PS to Hon'ble Minister of MSME/ PS to Hon'ble Minister of State(MSME)
3. PPS to Secretary (MSME)
4. PPS to JS(SME)/ Sr. PPS to JS (ARI)/ PPS to EA (Fin.)/ Sr. PPS to DDG( Stats.)
5. Office of DC(MSME), Nirman Bhawan.
6. CMD, NSIC/ CEO, KVIC/ Secretary, Coir Board/ DG, NIMSME/ EDII- Ahmedabad/ Director, MGIRI.