



कयर बोर्ड Coir Board

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

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MOST IMPORTANT

File No. B-11015/1/2020-ADM(ESTT)

17.07.2020


CIRCULAR

Sub:-Non-availability of Officers on phone calls during duty time- strict instructions issued - reg.

Often, it is observed that the Officers/staff members who are working in the Office or from Home due to Covid 19 containment measures etc., etc, do not respond to calls nor do they respond to the messages/instructions through the other sorts of electronic media like e mails, Whats App, SMS messages etc. This habit from some of the Officers/staff members leads the smooth work progress to a halt.

In this connection, the instructions issued by the Secretary, Ministry of MSME, Govt. Of India, on such occasions in the Ministry are attached herewith for strict compliance. It is also informed that any employee violating these instructions shall be dealt with, departmentally, without further notice. All Officers in HO and Field Offices should ensure the above directions in letter and spirit through the staff working under them.

This issues with the approval of Secretary, Coir Board


Joint Director (P) & Dir. (Mktg.) i.c.

To,

All Officers and Sections in HQ.
All Field Offices and SR&SDs.
Coir Board website.

Encl. As above

Office of Secretary (MSME)

- It has been observed that officers do not respond to the calls as and when the need arises. The calls being made to them either on behalf of Secretary or by Secretary himself are not responded. This leads to a halt in the smooth work process.
- Secretary has viewed this seriously and directed that all officers be available on Phone (even on Work from Home) and prompt action on messages and mails be taken so that the work is not hindered and the smooth functioning of the office is maintained, failing which strict action will be initiated.
- All officers should have mutual understanding in office work and all officers should work as a team and be aware of the developments taking place in the Ministry
- Cleanliness drive should be taken on weekly basis. Office area must be kept cleaned as far as possible. Also govt. property should be used judiciously.
- It is also observed that important developments are not reported to Secretary. Kindly note that this should be complied with strictly.
- Feedback/status on the papers marked by Secretary should be given to this office and also intimate completion of the task.

For compliance please.

All Officers and staff of M/o MSME

[Handwritten signature]
16/7

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Pl. issue circular
strictly today itself.
M.S.
16/7/20.