

MINUTES OF THE MEETING HELD ON 21-05-2024 AT 10.00 AM IN THE CHAMBER OF THE DIRECTOR, DIRECTORATE OF INDUSTRIES AND COMMERCE, PUDUCHERRY

The meeting of the Officers and staff of the Department of Industries and Commerce and District Industries Centre was convened on 21-05-2024 in the Chamber of the Director of Industries and Commerce, Puducherry. The following points are discussed :

1. E-Office

The Resource Person for e-Office in the Directorate shall get clarified from IT department and give orientation training to all the officers and staff latest by 10th of June, 2024. The log-in credentials/E-mail ID of all the staff shall also be created on or before 10th of June 2024.

Action : (Thiru Karthikeyan, Assistant/Resource person for e-office, IT dept.)

2. Identification of Priorities/Work Plan

All the Section Heads are directed to identify the priorities/work Plan for their sections for the current financial year and submit note on or before 31st of May,2024.

Action: (all Section Heads DD(Admn.)(Tech)/AD/TOs/Supdts.)

3. Record classification, Indexing and Record retention schedule and Office cleaning

All the staff shall identify the files correspondences dealt by them and closing the files/correspondences and prepare a suggestive retention period for the same in the format given below and this shall be done on or before 31-05-2024.

File Index	Categorisation	Remarks
Ind&Com/T1/Subsidy	C	Financial Matter subject to Audit
Ind&Com/T11/MSEFC	B	Case Disposal
Ind&Com/T10/Policy	A	
Ind&Com/T3/Subsidy	C	
In&Com/A8/		

A- Permanent B -30 Years C-10 Years D- 5 years E-1 year

Letter /Correspondence Index	Categorisation	Remarks
In&Com/Estt./A8/Personal file	E	Leave Letter-after entering in Service Book
In&Com/Estt./A8/Personal file	A	Appointment Order

Apart from this Director suggested that the old records should be submitted and weeded out. The unusable goods/furniture/weeded out files shall be disposed off. This shall be completed by 30th June, 2024.

Action : (All the Officers/staff)

5. Proposals in the Budget - Booking of Expenditure

Other than salary and allowances, all the proposals involving procurement, subsidies, training etc, shall be justified with proper particulars and tentative schedule for procurement, booking of expenditure month wise shall be submitted on or before 31st May, 2024.

Action: (Budget Superintendent and all Section Heads/Dealing Assistants).

5. Schemes Monitored by DPIIIT/GoI

DD(Tech.) shall compile all the schemes monitored by the DPIIIT/GoI (i.e. ULIP, PM Gati Shakti, EODB, BRAP, RCB Portal etc.) The user credentials for the same may be obtained and the same shall be reviewed every month on or before 5th of every month in the chamber of the undersigned with relevant particulars.

Action DD(Tech.), AD and TOs.)

6. Work Plan – Monthly achievements

All the Section Heads shall compile month-wise achievements and submit to the Director on or before 5th of every month.


Action : DD(Admn.)/DD(Tech.)

7. Statistics related to Industries Department

The Statistics pertaining to Industries Department shall be updated. The parameters required for monitoring/policy making, promotion of industries shall be identified and submitted to the undersigned on or before 31st May, 2024

Action: (Statistical supervisor)

The meeting ended with thanks to the Chair.


(P.T. RUDRA GOUD) 23/05/2024
JOINT SECRETARY-CUM-
DIRECTOR (IND. & COM.)