



Government of West Bengal  
Department of Micro, Small & Medium Enterprises and Textiles  
Directorate of Micro, Small & Medium Enterprises  
District Industries Centre, Uttar Dinajpur  
dicrnjud@yahoo.co.in

Memo. No.: 258 (20) /DIC/UD/2023-24

Date: 24/07/2023

- To
- 1) The Project Director, DRD Cell, Uttar Dinajpur.
  - 2) The District Manager, SC&ST Corporation, Uttar Dinajpur.
  - 3) The District Official of Minorities Development Corporation, Uttar Dinajpur.
  - 4) The District Official of TET & SD, Uttar Dinajpur.
  - 5) The Deputy Director of Agriculture (Admin), Uttar Dinajpur.
  - 6) The District Information & Cultural Officer, Uttar Dinajpur.
  - 7-15) The Block Development Officers (All), Uttar Dinajpur
  - 16-19) The Chairman/ Administrator, All Municipalities, Uttar Dinajpur
  - 20) The Lead Bank Manager, PNB, Uttar Dinajpur.

**Subject: Resolution of Meeting on Observance of MSME Month during August, 2023.**

Sir/Madam,

Please find attached herewith copy of resolution of the preparatory meeting on Observance of MSME Month in August 2023 held under the chairmanship of the Additional District Magistrate (Development) on 21<sup>ST</sup> July, 2023 in his chamber. This is for your ready reference and taking kind necessary action in accordance with the SOP and the said resolution.

In this connection this is to inform you that the MSME Month in August 2023 will be observed in Uttar Dinajpur at the following venues:

NAME OF BLOCK/ MUNICIPALITY	DATE	VENUE
Chopra	1 <sup>ST</sup> August to 4 <sup>TH</sup> August, 2023	Office of the BDO Chopra
Islampur & Islampur (M)	1 <sup>ST</sup> August to 4 <sup>TH</sup> August, 2023	Office of the BDO Islampur
Goalpokher – I	14 <sup>TH</sup> August to 18 <sup>TH</sup> August, 2023, excluding 15 <sup>TH</sup> August	Office of the BDO Goalpokher – I
Goalpokher – II	14 <sup>TH</sup> August to 18 <sup>TH</sup> August, 2023, excluding 15 <sup>TH</sup> August	Office of the BDO Goalpokher – II
Karandighi & Dalkhola (M)	7 <sup>TH</sup> August to 11 <sup>TH</sup> August, 2023	Office of the BDO Karandighi
Hemtabad	1 <sup>ST</sup> August to 4 <sup>TH</sup> August, 2023	Office of the BDO Hemtabad
Kaliyaganj & Kaliyaganj (M)	7 <sup>TH</sup> August to 11 <sup>TH</sup> August, 2023	Office of the BDO Kaliyaganj
Raiganj & Raiganj (M)	7 <sup>TH</sup> August to 11 <sup>TH</sup> August, 2023	Office of the BDO Raiganj
Itahar	14 <sup>TH</sup> August to 18 <sup>TH</sup> August, 2023, excluding 15 <sup>TH</sup> August	Office of the BDO Itahar

**Students of KALIYAGANJ COLLEGE are hereby advised to attend the MSME Camp at BDO Office, Kaliyaganj from 7th August, 2023 to 11th August, 2023 – Principal, Kaliyaganj College**

Yours faithfully

*luw 24/07/2023*  
General Manager in-Charge  
District Industries Centre  
Uttar Dinajpur

Memo No. 258 /I(4)/DIC/UD

Date: 24/07/2023

Copy forwarded for information to:-

- 1) The Sub-Divisional Officer, Islampur, Uttar Dinajpur.
- 2) The Sub-Divisional Officer, Raiganj, Uttar Dinajpur.
- 3) CA to the District Magistrate, Uttar Dinajpur.
- 4) CA to the Additional District Magistrate (Development), Uttar Dinajpur.

*luw 24/07/2023*  
General Manager in-Charge  
District Industries Centre  
Uttar Dinajpur

**Proceeding of Preparatory Meeting on OBSERVANCE OF MSME MONTH IN AUGUST 2023  
held on 21/07/2023 in the chamber of the Add. District Magistrate (Dev.), Uttar Dinajpur**

<u>SL. No</u>	<u>Name of the member present</u>	<u>Designation</u>	<u>Signature</u>
1.	Sri. Manas Mandal, WBCS(Exe.)	Addl. District Magistrate (Dev), U/D	Sd/-
2.	Sri. Sudipta Das, WBCS(Exe)	Project Director, DRD Cell, U/D	Sd/-
3.	Sri. Subhankar Ghosh	District Official of TET & SD, U/D	Sd/-
4.	Sri. Avijit Biswas	District Information & Cultural Officer, U/D	Sd/-
5.	Sri. Amit Kundu	Block Development Officer, Itahar	Sd/-
6.	Sri. Plaban Sarkar	General Manager, DIC, U/D	Sd/-
7.	Sri. Shantanu Debgupta	GS, Kaliyaganj Byabosayee Samity	Sd/-
8.	Sri. Shankar Kundu	GS, West Dinajpur Chamber of Commerce	Sd/-

Shri Manas Mandal, Additional District Magistrate (Dev), Uttar Dinajpur took the Chair and initiated the meeting. He requested the General Manager, District Industries Centre, Uttar Dinajpur to start discussion.

The General Manager, District Industries Centre, Uttar Dinajpur informed the house that Government of WB has decided to observe "MSME Month" in the month of August, 2023 at both District and Block levels. The basic objective of this programme is to reach out to the entrepreneurs of the MS&MEs sector and provide them with facilitation services at their doorstep with a view to promote enterprises and create opportunities of employment generation.

He also informed that:-

- 1) The Block level programme shall be held on and from 1<sup>ST</sup> August, 2023 to 18<sup>TH</sup> August, 2023 on a five-days in a week basis i.e., from Monday to Friday.
- 2) One-day District level programme shall be held.
- 3) Departments like P & RD, MA & ME, TET & SD, BCW, Higher Education, Agriculture shall also provide their services.
- 4) **A General SOP and SOPs for Depts. of MS&ME and T and Agriculture have been issued.**

Now, after detailed discussion, the house unanimously decided to implement the programme in accordance with the SOP in the following manner:

**1) SCHEDULE & VENUE OF BLOCK LEVEL PROGRAMME :-**

NAME OF THE BLOCK	PERIOD
Chopra, Islampur, Hemtabad.	1 <sup>ST</sup> August to 4 <sup>TH</sup> August, 2023.
Karandighi, Raiganj, Kaliyaganj.	7 <sup>TH</sup> August to 11 <sup>TH</sup> August, 2023.
Goalpokher-I, Goalpokher-II, Itahar.	14 <sup>TH</sup> August to 18 <sup>TH</sup> August, 2023, <b>excluding</b> 15 <sup>TH</sup> August.

For the municipal areas the MSME Month will be observed at concerned Block level venues.

**2) VENUE & LOGISTICS: -**

- ✓ For Block level programme the Block Development Officers will select the programme site with adequate arrangement of hall/auditorium for organizing the camps.
- ✓ **At least five counters have to be set up with adequate furniture and reliable power supply for services of MS&ME and T Department.**
- ✓ **Stalls of other departments have to be set up as per the General SOP.**
- ✓ Infrastructural facilities like laptop computers, internet connections, printers etc. will be provided by the BDOs as per the requirement of the SOPs.
- ✓ Amenities like potable water, sanitation, public address system etc. are to be provided at the camp sites.

**3) PUBLICITY & ADVERTISEMENT: –**

- ✓ The BDOs shall make extensive arrangements for wide publicity of the programme among the target group and larger public through tableaux, display banners etc.
- ✓ News of the programme will be broadcast on the local cable networks.
- ✓ The BDOs will print adequate display hoardings and hang them at prominent places.
- ✓ Booklets and AD materials will be printed for distribution during the programme.

**4) SERVICES TO BE PROVIDED BY THE MS&ME and T DEPARTMENT AND COUNTERS TO BE SET UP:–**

As per the SOP the department of MS&ME and T shall provide the following services during the observance of MSME Month -

1] West Bengal Bhabishyat Credit Card Scheme.

2] Online Registration.

- ✓ Udyam Registration.
- ✓ GeM Registration as MSME seller.
- ✓ Registration of Artisans & Weavers on state portal.
- ✓ Enlistment of entrepreneurs/artisans/weavers for up-skilling and re-skilling.
- ✓ Filling on the Samadhan portal.

3] Online Applications for Statutory Clearances.

4] Finance Clinic.

The following counters will be set up at the Block level venues for providing the above-mentioned services –

1] Counter – 1: General Help Desk cum Registration Counter.

2] Counter – 2: Bhabishyat Credit Card Scheme.

3] Counter – 3: Online Registration.

4] Counter – 4: Statutory Clearances.

5] Counter – 5: Finance Clinic.

- ❖ The BDOs shall provide 4 nos. of DEOs for manning the above mentioned counters.

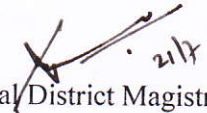
**5) SERVICES TO BE PROVIDED BY OTHER DEPARTMENTS: -**

- ❖ Other departments will provide services as per the General SOP.

- ❖ LDM of bank shall depute adequate nos. of bank personnel in consultation with DCOs.

- ❖ The District Information and Cultural Officer, Uttar Dinajpur shall arrange Lokoprasar Shilpi for the programme as per the guideline.

Having no other discussion, the meeting ended with a vote of thanks to and from the Chair.

  
Additional District Magistrate (Dev),  
Uttar Dinajpur.