



Government of West Bengal
Technical Education, Training & Skill Development Department
'Karigari Bhawan', 3rd Floor, B/7, Action Area - III,
New Town, Rajarhat, Kolkata - 700 160

Dated: 25.11.2024

I/578436/2024

NOTIFICATION

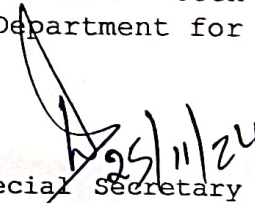
The MSME & T Department is observing December, 2024 as 'MSME Month' across the State as Synergy & Business Facilitation Conclave 2024-25 to be held from 7th December, 2024 as per attached schedule. The calendar for the event is attached.

A month-long program "Shilper Samadhane-MSME Camps" from 2nd December 2024 to 20th December, 2024 will be held in camp mode at all Blocks of the state for six (6) days at each Block. The programme will also be held in all municipalities and all municipal corporations including Kolkata Municipal Corporation (KMC).

There will be a stall allotted to TET&SD Department for outreach activity during this month. It has been decided that the camps will be attended at District level by officers of the department along with district TET&SD Officers and the DPMU of the district. At the Block level, the camps will be attended by Block Level officers and staff and officers of the Labour Department.

The officers at the camp will be responsible for the activities as per "Standard Operating Procedure" attached with this document.

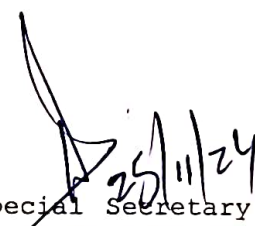
Smt. Saequa Monazza, OSD, TET&SD Deptt. (Contact details- M-9733917801 smosdtetsd@gmail.com) has been identified to act as the Nodal Officer of this Department for the above mentioned initiatives.


Special Secretary
to the Govt. of West Bengal

Copy forwarded for information & necessary action to the:

1. Shri. U. Swaroop, IAS, MSME & T Department and SPOC for Synergy & Business Facilitation Conclave 2024-25 & Shilper Samadhane-MSME Camps.
2. The Sr. Special Secretary to this Department.

3. The OSD to HMOS(IC) to this Department.
4. The Additional Secretary to this Department.
5. PD, PBSSD with a request to inform all the concerned DPMUs & to take necessary steps to ensure that IEC materials like Banners and Brochures & sufficient Laptops setup are available at the block/Municipality level counters of "Shilper Samadhane-MSME Camps" and arrange for all necessary logistics.
6. The OSD (SM) of this Department & Nodal officer for "Shilper Samadhane-MSME Camps".
7. The Sr. Deputy Secretary to this Department.
8. The Director, DTET/DIT/DVET, WB with a request to inform all concerned in this regard.
9. The CAO, WBSCTVESD
10. The Secretary, WBSCVT
11. The PPS to Addl. Chief Secretary to this Department.
12. The PS to Pr. Secretary, MSME &T Department.
13. Guard file for record.


Special Secretary
to the Govt. of West Bengal

SOP for stalls at MSME month

1. Stalls will be set up at the district/ Blocks as per dates scheduled by MSME.
2. The stalls will be managed at the District level by Officers of the department along with district TETSD Officers and the DPMU of the district.
3. At the block level the stalls will be managed by the Block Level officers and staff and staff and officers of the Labour Department.
4. For the IEC activities the following will be distributed
 - a. Banners @ 5 per stall
 - b. Brochure for industries
5. Two Helpdesks will have to be set up at each stall
 - a. Industry Registration
 - b. Registration for EDP training of prospective entrepreneurs.
6. The officers at the stall will not only handout the brochures to industries but also explain the various initiatives as listed in the brochures and how it is beneficial to the industries to get registered in the Common Registration Portal
7. One laptop/ desktop with internet facility will be provided for the stall/ block for registration.
 - a. One may be exclusively used for the registration of industries in the common portal.
 - b. The other laptop may be used to get registration of probable entrepreneurs for Entrepreneurship Development Training.
8. The Officers at the stall may also maintain a separate register of the visitors at the stall as per format provided.
9. Registration data to be pushed/ uploaded to Duare Sarkar Portal for MSME month.

Synergy Calendar for the year 2024-25				
Sl. No.	Location of the event	Proposed date	District (s) covered	Proposed venue
1	Malda	07.12.2024	Malda, Uttar Dinajpur & Dakshin Dinajpur	Durgakinkar Sadan (Malda College Auditorium), Malda
2	Jalpaiguri	09.12.2024	Jalpaiguri, Alipurduar and Coochbehar	Batabari Auditorium, Jalpaiguri
3	Siliguri	10.12.2024	Darjeeling and Kalimpong	Mainak Tourist Lodge, Siliguri
4	Sonarpur, South 24 Parganas	17.12.2024	South 24 Parganas & Kolkata	Jai Hind Auditorium, Sonarpur
5	Durgapur	19.12.2024	Paschim Bardhaman and Purba Bardhaman	Srijani, Durgapur
6	Medinipur Town	20.12.2024	Paschim Medinipur, Purba Medinipur & Jhargram	Sahid Pradyot Smriti Sadan, Medinipur Town
7	Chinsurah, Hooghly	03.01.2025	Hooghly	Rabindra Bhawan, Chinsurah, Hooghly
8	North 24 Parganas	07.01.2025	North 24 Parganas	Biswa Bangla Convention Centre, New Town, Rajarhat
9	Bankura	10.01.2025	Bankura, & Purulia	Rabindra Bhavan, Bankura
10	Howrah	15.01.2025	Howrah	Sarat Sadan, Howrah
11	Berhampore	17.01.2025	Murshidabad, Birbhum and Nadia	Rabindra Sadan, Berhampore, Murshidabad



and
Business Facilitation Conclave, 2024-25

Tentative programme schedule

- | | |
|---|--|
| ✚ Registration of entrepreneurs | : 9:30 a.m to 10:30 a.m |
| ✚ Session 1 (11:00 a.m to 12:30 p.m)
certificates/ | : Inaugural session and handing over of
approvals/ bank sanctions etc |
| ✚ Session 2 (12:30 p.m to 1:30 p.m) | : Presentation session
(Presentation by departments/districts) |
| ✚ Session 3 (1:30 p.m to 2:30 p.m) | : Interactive session with officials of
government departments |

Suggested list of Help Desks

- | | |
|--|-------------------------------------|
| 1. MSME incl. Textiles and KVIB | 9. UD & MA |
| 2. WBSIDC/WBIDC/WBIIDC/WBEIDC | 10. P&RD |
| 3. MSMET Parastatalas- Tantuja, Manjusha | 11. TET & SD |
| 4. Land | 12. WRID (SWID) |
| 5. Labour | 13. FPI&H |
| 6. Environment | 14. Export |
| 7. Power | 15. Bureau of Indian Standard (BIS) |
| 8. Fire & Emergency Services | 16. Finance Clinic (Banks) |