

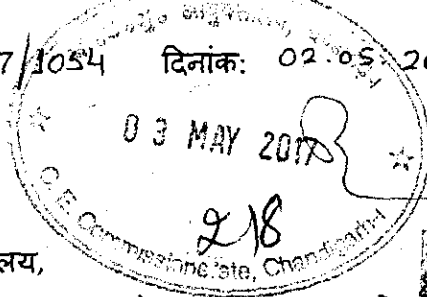


मुख्य आयुक्त कार्यालय, केन्द्रीय उत्पाद शुल्क जोन चंडीगढ़,  
सी.आर. बिल्डिंग. प्लॉट नं-19सी, सेक्टर-17सी,  
चण्डीगढ़-160017

दूरभाष : 0172-2702379; फ़ैक्स: 0172-2702572; ईमेल : ccuchandiadm@gmail.com

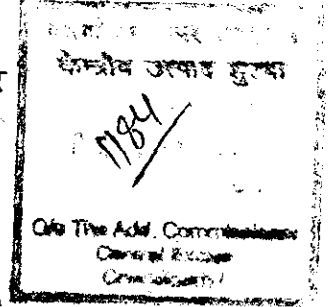
C. No. 99/Zone-14/Admn/Misc/SAP/2017/1054 दिनांक: 02.05.2017

सेवा में



AM

भयुक्त,  
केन्द्रीय उत्पाद शुल्क एवं सेवा कर आयुक्तालय,  
चंडीगढ़-I / चंडीगढ़-II / लेखा परीक्षा / लुधियाना / जालंधर / जम्मू & कश्मीर



महोदय,

विषय: **Minutes of the Monthly Review Meeting held by Revenue Secretary on 09.03.2017 (Sharing of Best Practices w.r.T. Swachhta Action Plan)-reg.**

Please find enclosed herewith a copy of letter F.No.8/B/188/HRD (HRM-II)/2016 dated 24.03.2017 received from the Additional Director (HRM-II), New Delhi on the above subject.

In this context, with respect to **Swachhta Action Plan**, some of the **Best Practices** to be adopted and implemented by all the field formations is being forwarded vide above referred enclosed letter.

It is requested to replicate such '**Best Practices**' at the level of your Commissionerate and send an '**Action taken report**' at the earliest for further submission to DGHRD, New Delhi by this office.

भवदीय,

संलग्न: यथोपरी

केन्द्रीय उत्पाद शुल्क आयुक्तालय, चण्डीगढ़ -I  
केन्द्रीय राजस्व भवन, प्लॉट नं 19, सेक्टर 17/सी, चण्डीगढ़ । सहायक आयुक्त, सी सी यू

(रजनीश दीवान)

मि. सं. I-22(11) प्रशा./मुख्या./विविध/SAP/2017  
प्रतिलिपि:

719-723  
22/5/17

दिनांक : 22.05.2017

- उपायुक्त/सहायक आयुक्त, सीमा शुल्क मण्डल, चंडीगढ़/बही/मंडी गोबिंदगढ़/शिमला को सूचना, आवश्यक कार्यवाई एवम् बिन्दुवार अनुपालना हेतु
- अधीक्षक (संगणक), केन्द्रीय प्रधान उत्पाद शुल्क आयुक्तालय, चण्डीगढ़ -I को वेबसाइट पर डालने हेतु

प्रशासनिक अधिकारी

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Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs  
Directorate General of Human Resource Development  
409/8, Deep Shikha, Rajendra Place,  
New Delhi - 110008

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F. No. 8/B/188/HRD(HRM-II)/2016

Dated: 24.03.2017

To,

All Principal Chief Commissioners/ Chief Commissioners (Central Excise)(All)  
All Principal Chief Commissioners /Chief Commissioners (Customs)(All)  
All Principal Chief Commissioners /Chief Commissioners (Service tax)(All)  
The Director General, Directorate (All)

Subject: Minutes of the Monthly Review Meeting held by Revenue Secretary on  
09.03.2017(Sharing of Best Practices w.r.t Swachhta Action Plan)-reg.

1244

Sir/Madam,

Please refer to this office letter No. F.No. 8/B/188/HRD(HRD-II)/2016 dated 24.01.2017 and letter no. F.No. 8/B/188/HRD(HRD-II)/2016 dated 24.01.2017. In this regard, it is informed that during Monthly Review Meeting dated 09.03.2017 held by Revenue Secretary, it has been directed to this office to share best practices adopted regarding 'Swachhta Action Plan' with all the field formations. Accordingly, some of the best practices adopted by the field formations are mentioned below:

N.S  
inculcate  
all formations  
adopting the  
practices  
mentioned in  
letter and  
for Action  
plan report  
in the SAP

S.No.	Name of Zone	Some of the Best Practices adopted/conducted/proposed by Zone
1	Pune	(a) Installation of Composter for disposal of biodegradable waste generated in office and residential complex.
2	Mumbai	(a) Screening of Short film "Khat Aaya Hai" and a "Tedx talk" (b) Distribution of sapling to be adopted by officers/staff (c) Carried out cleaning of outside place (like Juhu beach, Antop Hill Residential Complex) to create awareness among general public about the Swachhta Abhiyan

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3	Vishakhapatnam	(a) Installation of RO Plant for entire Building (b) Upgradation of canteen with Chimney, solar water, Solar Cooker etc. (c) Central Air Conditioning of entire building. (d) Rain water Harvesting. (e) Installation of Air Curtains at the entrance. (f) Organizing "Walkathan" and distribution of pamphlets on Swachhta.
4	DG (System and Data Management)	(a) A group of 4-5 officers / residents every week to 'spot fix' an office/ residential building and restore it to a neat and clean condition. The group shall post the Before and After pictures of the building.

**Some Common Best Practices adopted by all Zones/ Directorates**

- A nodal committee may be instituted in each Commissionerate to make yearly assessment of the items like irreparable AC machines, fans, computer, broken furniture, old newspapers and books.
- Under Swachhta Action Plan an Oath to keep surroundings clean will be taken by all officers and staffs on 1st October of every year.
- Periodic Surveys is conducted time to time for repairs, white washing & painting of walls, doors, furniture etc.
- Workshops and seminars on Swachhta will be organized every half yearly.
- Digitization of records is done by reviewing , recording and weeding out of all Records, in accordance with Record Retention Schedule on monthly basis.
- Cultural functions may be organized twice in a year where departmental officers may stage drama and read article where the central theme will be social values of cleanliness in everyday life. Eminent doctors , scientist and environmentalist from related fields may be invited to deliver lectures.
- A group of 4-5 officers / residents every week to 'spot fix' an office/ residential building and restore it to a neat and clean condition. The group shall post the Before and After pictures of the building.
- Ensuring placement of proper sign board at appropriate places for making office premises a ' No Smoking and No Spitting Zone.'

You may also replicate some of the best practices as mentioned above so as to make 'Swachhta Action Plan' successful.

Yours faithfully

*San*  
29/12/17

(Sanjeev K. Singh)  
Additional Director (HRM-II)