

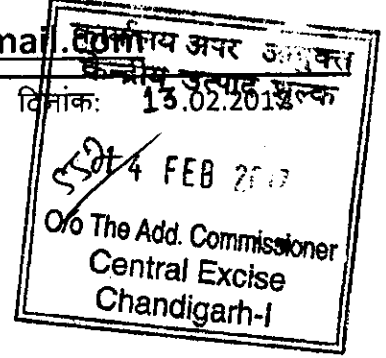


मुख्य आयुक्त का कार्यालय,  
केन्द्रीय उत्पाद शुल्क एवम सेवा कर चंडीगढ़ क्षेत्र,  
प्लॉट - 19, सैक्टर - 17/सी, सी आर बिल्डिंग,

दूरभाष / Telephone: 0172-2702379; फैक्स / Fax: 0172-2710212;

ई-मेल / E-mail: ccuchandiadm@gmail.com

C. No. 99/Zone-14/Admn/Misc/SAP/2017/ 1134



सेवा में  
आयुक्त,  
केन्द्रीय उत्पाद शुल्क एवम सेवा कर आयुक्तालय,  
चंडीगढ़-II / लेखापरीक्षा / जम्मू एवम कश्मीर ।

अपर / संयुक्त आयुक्त,  
केन्द्रीय उत्पाद शुल्क एवम सेवा कर आयुक्तालय,  
चंडीगढ़-I / लुधियाना / जालंधर ।

महोदय,

विषय: Swachhta Action Plan with Activities / Projects for Swachhta for F. Y. 2017-18 and 2018-19 -संदर्भित ।

Please find enclosed herewith a copy of letter F. No. 8/B/188/HRD(HRM-II)/2016/ dated 09.12.2016 received from the Joint Director (HRM-II), DGHRD, New Delhi on the subject mentioned above.

In the above context, for the implementation of the Swachhta Action Plan (SAP) for the year 2017-18 and Provisional Swachhta Action Plan for the year 2018-19, the list of Programmes / Activities to be undertaken at the Ministry level are modified by taking Central Excise and Service Tax Chandigarh Zone under consideration and is being forwarded herewith for strict implementation with regard to each of the Project / Activity / Scheme for the years 2017-18 and 2018-19.

It is requested to propose the expenditure to be incurred in respect of each Activity / Project / Scheme so that the same may be projected to the DGHRD in the budgetary demands of 2017-18 and 2018-19.

The periodical reports (as per the Notes under each of the Activity / Scheme / Project) in respect of the Commissionerate under your jurisdiction, are to be forwarded as per the stipulated dates to this office for onward submission to the DGHRD, New Delhi please.

संलग्न: यथोपरी

भवदीय,

विनोद कुमार मेहता  
18/2/2017

(विनोद कुमार मेहता)

अपर आयुक्त (सी सी यू)

प्रतिलिपि सूचना हेतु:-

The Joint Director (HRM-II), DGHRD, New Delhi with respect to their Office letter F. No. 8/B/188/HRD(HRM-II)/2016/ dated 09.12.2016, copy of the Zonal Action Plan of Central Excise & Service Tax Chandigarh Zone.

अपर आयुक्त (सी सी यू)

अपर आयुक्त (सी सी यू)

केन्द्रीय उत्पाद शुल्क आयुक्तालय, चण्डीगढ़ -I  
केन्द्रीय राजस्व भवन, प्लॉट नं० 19, सेक्टर 17/सी, चण्डीगढ़ ।

मि. सं. I-22(II) प्रशा./मुख्या./विविध/SAP/2017 / 895-899 / 27/2/17 दिनांक : 27.02.2017

प्रतिलिपि:

- उपायुक्त/सहायक आयुक्त, संघीय शुल्क मण्डल, चण्डीगढ़/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
- अधीक्षक (सू) के. उ. शु. आयुक्तालय, चण्डीगढ़-I

प्रशासनिक अधिकारी (प्रशा.)

- Swachhta Action Plan (SAP) 2017 – 2018
- List of Programmes / Schemes / Activities
- Office of the Chief Commissioner of Central Excise & Service Tax, Chandigarh Zone [With attached and subordinate Formations / Commissionerates viz Chandigarh-I, Chandigarh-II, Audit Commissionerate, Ludhiana, Jalandhar and Jammu & Kashmir]

S. No.	Programme / Schemes / Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
A	Digitisation of Office records / E - office / E - publication				
1	Adoption of E – office platform to lessen the use of papers: The following steps have been taken to increase the use of E – office:-  i. Vendor to be given a rate contract for digitisation of physical files.  Support / training on E – office issues to be organised  ii. Digital Signature Certificates to all the officials for use of E - office		Dec, 2017   May, 2017  April, 2017	Submission of monthly report (Section wise) to DC / AC (Admn) at Comm'te / Division level and DC / AC (CCU) of CCU (Admn) on the no. of files digitised in the month and those which are yet to be digitised.  If not digitised, the reasons thereof Submission of monthly report to CCU (Admn) on officers trained during the month and those who are yet to be trained	ADC (P&V) of the Hqrs., Office of the Comm'te and officer of the rank of AC / DC of the divisional offices
2	Digitisation of publications: All non statutory publications to be procured in a digitised version		June, 2017		ADC (P&V) of the Hqrs., Office of the Comm'te and officer of the rank of AC / DC of the divisional offices of the concerned Comm'te
3	Installation of CCTVs in Corridors of office premises. This will help in monitoring the cleanliness and issue advisories / take action against violators.		Nov, 2017		ADC (P&V) of the Hqrs., Office of the Comm'te and officer of the rank of AC / DC of the concerned Comm'te

\* The expenditure on the activities where no amount has been mentioned against the 'proposed budget' will be met as per proposals received from field formations for the needful scheme under concerned Object Heads, by projecting the same to the DGHRD in the Budgetary demands of the B.E. 2017-18

**Note:** It is mandatory to submit a monthly report with regard to Scheme / Programme 1-3 under 'A' above, as per the stipulated timelines for completion of the activities to CCU (Admn)

## Swachhta Action Plan (SAP) 2017 – 2018

S. No.	Programme / Schemes / Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
<b>B</b>	<b>Basic Maintenance</b>				
1	Cleaning of office premises, toilets and dustbins under each Comm'te and Divisional / Range offices on daily basis		Daily	Caretaker of the respective office premises / Agency outsourced for the said work shall certify and inform to the DC / AC (Admn) that all the premises / toilets / etc have been maintained & cleaned	DC / AC (Admn) and Supdt / Insp (Hqrs.) at the Comm'te level and officer of the rank of Supdt. at the Divisional / Range offices
2	Cleaning of computers and peripherals, Water coolers and furniture, polishing of name plates and repairing of walls, doors and windows on a weekly basis		Weekly basis	Caretaker of the respective office premises / Agency outsourced for the said work shall certify to the DC / AC (Admn) that all premises / toilets etc have been maintained & cleaned	DC / AC (Admn) and Supdt / Insp (Hqrs.) at the Comm'te level and officer of the rank of Supdt. at the Divisional / Range offices
3	Disposal of general waste – The exercise which began in August, 2016 involved all the offices under DoR including both the Boards (CBEC & CBDT) to assess the total waste / obsolete items which could be disposed off (Furniture / equipments / newspapers / magazines etc) The exercise of identification and disposal would continue on a quarterly basis		Quarterly basis	DC / AC (Admn) to forward details of disposable items by end of 1 <sup>st</sup> month of each quarter to CCU (Admn). Tender for disposal of these items to be floated by 2 <sup>nd</sup> month of quarter for selecting vendor and Items to be disposed off by the 3 <sup>rd</sup> month of the quarter by the selected vendor	DC / AC (Admn) and Supdt / Insp (Hqrs.) at the Comm'te level and officer of the rank of Supdt. at the Divisional / Range offices
4	Disposal of E-waste – The exercise which began in August, 2016 involved all the offices under DoR including both the Board (CBEC & CBDT) to assess the total e-waste / obsolete items which could be disposed off. (PCs / Multi functional printers / scanners / photocopies etc)		Quarterly basis	All Comm'tes to forward details of disposable items by end of 1 <sup>st</sup> month of each quarter  DC / AC (Admn) under ADC (P&V), to float tender by 2 <sup>nd</sup> month of quarter Disposal by 3 <sup>rd</sup> month	DC / AC (Admn) and Supdt / Insp (Hqrs.) at the Comm'te level and officer of the rank of Supdt. at the Divisional / Range offices
5	Changing of Dustbins twice in a year		April, 2017 and October, 2017		DC / AC (Admn) and Supdt / Insp (Hqrs.) at the Comm'te level and

					officer of the rank of Supdt. at the Divisional / Range offices
6	Weeding out obsolete files and optimization of office space. Purchase of Compactors for Storage will be considered. In this regard Expression of Interest would be floated to invite proposals from interested parties for providing the Compacters for safe and secure up keep of records and better utilisation of space		Annual basis	All DC / AC (Admn) to forward details of need for Compacters by April, 2017  DC / AC (Admn) to float tender for selecting the vendor by June, 2017  Vendors to install compacters by Dec, 2017	DC / AC (Admn) and Supdt / Insp (Hqrs.) at the Comm'te level and officer of the rank of Supdt. at the Divisional / Range offices
7	Renovation / upgradation of rooms		2 rooms every quarter	All DC / AC (Admn) to forward details of rooms needing renovation by April, 2017  DC / AC (Admn) to take estimates from approved rate contract vendors for seeking approval by 2 <sup>nd</sup> month of every quarter  Vendor to complete the work by 3 <sup>rd</sup> month of the quarter	DC / AC (Admn) and Supdt / Insp (Hqrs.) at the Comm'te level and officer of the rank of Supdt. at the Divisional / Range offices
					Mandatory to submit Quarterly / Annual report with regard to 1-7 under 'B' as per the stipulated dates for completion of activity, to CCU (Admn)
<p><b>Note:</b> It is mandatory to submit Quarterly / Annual report with regard to Scheme / Programme 1-7 under 'B' above, as per the stipulated timelines for the completion of activities, to CCU (Admn)</p>					

## Swachhta Action Plan (SAP) 2017 – 2018

S. No.	Programme / Schemes / Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
<b>C</b>	<b>Sanitation</b>				
1	Volunteers Association for taking up Swachhta drive		Ongoing activity	Principal Commissioner / Commissioner of concerned Comm'te	Chief Commissioner
2	Destruction of bio-degradable cargo through a low cost, environmental friendly and non – hazardous method		Quarterly basis	Principal Commissioner / Commissioner of the Comm'te to forward details of bio – degradable cargo to be destroyed by April, 2017 to Chief Commissioner  Committee constituted by Commissioner to invite tender for deciding the agency for such destruction by 2 <sup>nd</sup> month of quarter  Vendor to complete the work by 3 <sup>rd</sup> month of the quarter	Supdt (Hqrs.) / Insp (Hqrs.) of the concerned Comm'te / AC / DC at the Division level and Supdt. at the Range level
3	Taking up the issues of seepages in office rooms with CPWD, hanging wires in the corridors, whitewash of rooms, maintenance of washrooms with exhausts, etc. All overhead hanging wires will be examined and obsolete wires removed. The wires in use shall be enclosed in a cornice		Quarterly	DC / AC (Admn) to assess the requirement by 1 <sup>st</sup> month of each quarter  DC / AC (Admn) to coordinate with the concerned agency (CPWD/NIC/MTNL) for completion of the relevant work by 3 <sup>rd</sup> month of each quarter	Supdt (Hqrs.) / Insp (Hqrs.) of the concerned Comm'te / AC / DC at the Divisional level and Supdt. at the Range level
<p><b>Note:</b> It is mandatory to submit Quarterly Report with regard to Scheme / Programme 1-3 under 'C' above, as per the stipulated timelines for the completion of activities, to CCU (Admn)</p>					

## Swachhta Action Plan (SAP) 2017 – 2018

S. No.	Programme / Schemes / Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
D	Cleanliness and beautification of Surroundings				
1	Maintenance of Cut flower potted plants as per rate contract provisions		Daily / Monthly	A team of Operators may be formed to daily assess the quality of flowers / plants. They shall report any deviation in quality to Supdt / Insp (Hqrs). DC / AC (Admn) of the Comm'te / Divisional offices to monitor every month  Based on the feedback of the Committee, appropriate action by way of cut in the amount to be reimbursed to vendor / appreciation letter to vendor	DC / AC (Admn)  Supdt (Hqrs) / Insp (Hqrs) of the concerned Comm'te and Divisional offices where applicable
2	Put pictures of Archival Value on the walls of Corridor of the Hqrs office and other offices of each Comm'te		June, 2017	Committee to finalise the details of pictures and tender by April, 2017 Finalise the vendor by May, 2017 Putting the pictures in various offices by June, 2017	DC / AC (Admn)  Supdt (Hqrs) / Insp (Hqrs) of the concerned Comm'te and Divisional offices where applicable
3	The Courtyard gardens and outer lawn will be well maintained and planted with seasonal flowers and ornamental plants		Daily basis	DC / AC (Admn) to coordinate with staff of CPWD who are assigned the responsibility of such maintenance In case of incidence of non-maintenance, the matter may be escalated to the Supdt Engg or Executive Engg of CPWD incharge for the area	DC / AC (Admn)  Supdt (Hqrs) / Insp (Hqrs) of the concerned Comm'te and Divisional offices where applicable

**Note:** It is mandatory to submit Monthly progress Report with regard to Scheme / Programme 1-3 under 'D' above, as per the stipulated timelines for the completion of activities, to CCU (Admn)

## Swachhta Action Plan (SAP) 2017 – 2018

S. N o.	Programme / Schemes / Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
E	Swachhta Awareness at local level / Displa and Banner / Foster health competition				
1	<p>Awareness creation</p> <p>i. Conducting of competitions like (a) Essay Competition (b) Cartoon Competition and (c) Slogan Competition (d) Best section working towards Swachhta drive for sensitisation on cleanliness. Certificates signed by Addl. Commissioner, would be given to winners</p> <p>ii. Display of banners / posters on Swachh Bharat in Office premises</p> <p>iii. Caption and signage like 'Non Smoking Area', "Do Not Litter" etc to be put up for keeping office premises clean. These will be maintained augmented</p> <p>iv. Action taken / Photographs of the activities to be uploaded displayed on <a href="http://www.swachhbharat.mygov.in">www.swachhbharat.mygov.in</a>, e-Samiksha portal, official website</p>		<p>One competition every year</p> <p>In the month of October, 2017</p>	<p>Assessment for best section by Committee comprising of DC / AC (Admn) at Comm'te / Divisional levels and DC / AC (CCU) / AO (Admn) at CCU Office level</p> <p>The Committee shall report on a monthly basis to ADC (P&amp;V) of the Comm'te / ADC (CCU) on the preparation for organising such events</p> <p>DC / AC (Admn) at Comm'te level to oversee the preparation of posters / banners atleast once in a month in advance of the event and submit a report to ADC (P&amp;V) of their respective Comm'tes</p> <p>DC / AC (Admn) may evaluate the signage which need to be changed and submit a report to ADC / JC (P&amp;V) on a monthly basis</p> <p>DC / AC (Admn) to upload such pictures by end of each month</p> <p>Each Comm'te to submit a report to their respective ADC / JC (P&amp;V) on the pictures uploaded every month by the month end</p>	<p>ADC (P&amp;V) DC / AC (Admn) at the Comm'te level</p>
F	Swachhta Pledge		On working day before 2 <sup>nd</sup> October	DC / AC (Admn) to organize the event and circulate the pledge a week in advance to all the officials. DC / AC (Admn) to inform the ADC / JC (P&V) on the administrative arrangements for the event , a month in advance	<p>ADC (P&amp;V) at each Comm'tes</p> <p>DC / AC at the divisional level and Supdt at Range level</p>



## Provisional Swachhta Action Plan (SAP) 2018 – 2019

Office of the Chief Commissioner of Central Excise & Service Tax,  
Chandigarh Zone [With attached and subordinate Formations /  
Commissionerates viz Chandigarh-I, Chandigarh-II, Audit  
Commissionerate, Ludhiana, Jalandhar and Jammu & Kashmir]

### List of Programmes / Schemes / Activities

S. N o.	Programme / Schemes / Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
<b>A</b>	<b>Basic Maintenance</b>				
1	Cleaning of office premises, toilets, and dustbins of Department of Revenue located at North Block, Church Road, Jeevan Deep Building, Samrat Hotel and Hudco Building on daily basis		Daily	Caretaker of the respective office premises / Agency outsourced for the said work shall certify to US (GAR) that all premises / toilets have been maintained / cleaned	
2	Cleaning of computers and peripherals, Water coolers and furniture, polishing of name plates and repairing of walls, doors and windows on a weekly basis		Weekly	Caretaker of the respective office premises / Agency outsourced for the said work shall certify to US (GAR) that all Computers /peripherals have been maintained / cleaned	
3	Disposal of General waste – The exercises which began in August, 2016 involved all the offices under DoR including both the Boards (CBEC & CBDT) to assess the total waste / obsolete items which could be disposed off (Furniture / equipments / newspapers / magazines / etc.). The exercise of identification and disposal would continue on a quarterly basis		Quarterly basis	All JS, CBEC / CBDT & Directors in DoR to forward details of disposable items by end of 1 <sup>st</sup> month of each quarter  US (GAR) to float tender for disposal of these items. By 2 <sup>nd</sup> month of quarter for selecting vendor  Items to be disposed off by the 3 <sup>rd</sup> month of the quarter by the selected vendor	
<p>* The expenditure on the activities where no amount has been mentioned against the 'proposed budget' will be met as per proposals received from field formations for the needful scheme under concerned Object Heads, by projecting the same to the DGHRD In the Budgetary demands of the B.E. 2017-18</p>					

**PROVISIONAL Swachhta Action Plan (SAP) Provisional 2018 – 2019**

S. N o.	Programme / Schemes / Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
4	Disposal of E-waste – The exercises which began in August, 2016 involved all the offices under DoR including both the Boards (CBEC & CBDT) to assess the total E-waste / obsolete items which could be disposed off (PCs / Multi functional printers / scanners / photocopiers etc.)		Quarterly basis	All _____ in DoR to forward details of disposable items by end of 1 <sup>st</sup> month of each quarter  _____ to float tender for disposal of these items. By 2 <sup>nd</sup> month of quarter for selecting vendor  Items to be disposed off by the 3 <sup>rd</sup> month of the quarter by the selected vendor	
5	Changing of Dustbins twice in a year		April, 2018 and October, 2018		
6	Weeding out obsolete files and optimization of office space. Purchase of Compacters, for storage will be considered. In this regard, EoI would be floated to invite proposals from interested parties for providing the Compacters for safe and secure up keep of record and better utilisation of space		Annual basis	All _____ in DoR to forward details of rooms needing renovation by April, 2018  _____ to take estimates from approved rate of contract vendors for seeking approval by 2 <sup>nd</sup> month of quarter  Vendor to complete the work by 3 <sup>rd</sup> month of the quarter	

**Provisional Swachhta Action Plan (SAP) Provisional 2018 – 2019**

S. No.	Programme / Schemes / Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
7	Renovation / up gradation of rooms		2 rooms every quarter	<p>All _____ in DoR to forward details of rooms needing renovation by April, 2018</p> <p>_____ to take estimates from approved rate contract vendors for seeking approval by 2<sup>nd</sup> month of quarter</p> <p>Vendor to complete the work by 3<sup>rd</sup> month of the quarter</p>	
<b>C</b>	<b>Sanitation</b>				
1	Volunteers Association for taking up Swachhta drive by CBEC		Ongoing activity	Commissioners of relevant formation, CBEC	
2	Destruction of bio-degradable cargo through a low cost, environmental friendly and no-hazardous method		Quarterly	<p>All Commissioners in Zone to forward details of bio-degradable cargo to be destroyed by April, 2018 to Chief Commissioner</p> <p>Committee to be constituted by Commissioner to invite tender for deciding the agency for such destruction by 2<sup>nd</sup> month of the quarter</p> <p>Vendor to complete the work by 3<sup>rd</sup> month of the quarter</p>	

## Provisional Swachhta Action Plan (SAP) Provisional 2018 – 2019

S. No.	Programme / Schemes / Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
3	Taking up the issues of seepages in office rooms with CPWD, hanging wires in the corridors, whitewash of rooms, maintenance of washrooms with exhausts, etc. All overhead hanging wires will be examined and obsolete wires removed. The wires in use shall be enclosed in a cornice		Quarterly	_____ to assess the requirement by 1 <sup>st</sup> month of each quarter  _____ to coordinate with the concerned agency (CPWD/MTNL/NIC) for completion of the relevant work by 3 <sup>rd</sup> month of each quarter	
<b>D</b>	<b>Cleaning and beautification of Surroundings</b>				
1	Maintenance of Cut flower and potted plants as per rate contract provisions		Daily / Monthly	A team of Data Entry operators has been formed to daily assess the quality of flowers / plants. They shall report any deviation in quality to _____  _____ to monitor along with the committee comprising of 3 US from DoR, CBEC, CBDT every month  Based on feedback of the committee, appropriate action by way of cut in the amount to be reimbursed to vendor / appreciation letter to vendor	
2	The courtyard gardens and outer lawn will be well maintained and planted with seasonal flowers and ornamental plants		Daily basis	_____ to coordinate with staff of CPWD who are assigned the responsibility of such maintenance in DoR properties  In case of incidence of non-maintenance, the matter may be escalated to the Supdt, Engg or Executive Engg of CPWD incharge for the area	

**Provisional Swachhta Action Plan (SAP) Provisional 2018 – 2019**

S. No.	Programme / Schemes / Activities	Proposed Budget (In Rs. Per year)*	Target date for completion of Activity	Designation of the official responsible for implementation of activity and adherence of timelines	Designation of official responsible for overall supervision of the Activity
E	<b>Swachhta Awareness at local level / Display and Banner / Foster healthy Competition</b>				
1	<p>Awareness Creation</p> <p>i. Conducting of competitions like (a) Essay Competition (b) Cartoon Competition and (c) Slogan Competition (d) Best section working towards Swachhta drive for sensitisation on cleanliness. Certificates signed by Secretary would be given to winners</p> <p>ii. Display of banners / posters on Swachh Bharat in Office premises</p> <p>iii. Captions and signage like "Non Smoking Area", "Do Not Litter" etc. have been put up for keeping office premises clean. These will be maintained / augmented</p> <p>iv. Action taken / Photographs of the activities to be uploaded / displayed on <a href="http://www.swachhbharat.mygov.in">www.swachhbharat.mygov.in</a>, e-Samiksha portal, official website</p>		One Competition every quarter	<p>Assessment for best Section by Committee</p> <p>The committee shall report on a monthly basis to _____ on the preparation for organising such events</p> <p>_____ to oversee the preparation of posters / banners atleast one month in advance of the event and submit a report to _____</p> <p>_____ may evaluate the signage which need to be changed and submit a report to _____ on a monthly basis</p> <p>_____ to upload such pictures by end of each month</p> <p>_____ to submit a report to _____ on the pictures uploaded every month by the month end</p>	
F	<b>Swachhta Pledge</b>		On working day before 2 <sup>nd</sup> October	_____ to organize the event and circulate the pledge a week in advance to all the officials. _____ to inform the _____ on the administrative arrangements for the event a month in advance	

I 704



उदय सिंह कुमावत आई ए एस  
सयुक्त सचिव (राजस्व)  
UDAI SINGH KUMAWAT, IAS  
Joint Secretary (Revenue)



भारत सरकार  
वित्त मंत्रालय  
राजस्व विभाग  
नॉर्थ ब्लॉक, नई दिल्ली-११०००९  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
NORTH BLOCK, NEW DELHI-110001

D.O. No.D-32020/11/2007-GAR

December 7, 2016

Respected Sir,

FTS-329238/16

Kindly refer to my D.O. letter of even number dated 30.11.2016 regarding Swachhta Action Plan (SAP) for 2017-18 & 2018-19.

2. In this connection, it is stated that the SAP for 2017-18 & 2018-19 of this Department (DOR) has been sent Ministry of Drinking Water & Sanitation. Now, Revenue Secretary has desired that CBDT and CBEC should send a revised and comprehensive SAP proposal in the same format as per DOR (copy enclosed), also incorporating the SAP for their field formations with tangible activities/programmes, activity-wise budgetary proposals and timelines/officer in-charge for monitoring their implementation. The SAP should encompass the aspects as indicated in the D.O. letter No.2/2/Secy(DWS)/2016 dated 28.11.2016 from M/o Drinking Water & Sanitation; and OM No.25(6)/E.Coord-2014 dated 30.11.2016 from D/o Expenditure (copies enclosed).

3. I shall be grateful if the same is made available by 16<sup>th</sup> December, 2016 positively.

Regards

Yours sincerely,

(Uday Singh Kumawat)

Do letter to DMRP to submit plan by 13/12/16 positively after getting from field formations. U.S. 2/12

Encl: As above

Shri Najib Shah,  
Chairman,  
CBEC,  
North Block,  
New Delhi.

agent

U/S (Adm)

pe spk

U/S (Adm)

8/12

U/S (Adm)

8/12/16

SOCA

संजीव कुमार, आई ए एस  
संयुक्त सचिव (प्रशा.)  
**SANJIV KUMAR, IAS**  
Joint Secretary (Admin.)  
Tel. No. 2309 2262



भारत सरकार  
Government of India  
वित्त मंत्रालय  
Ministry of Finance  
राजस्व विभाग  
Department of Revenue  
Central Board of Excise & Customs  
North Block, New Delhi-110001

D.O.No C 30013/89/2015-Ad.IVA

Dated: 08<sup>th</sup> December, 2016.

Dear

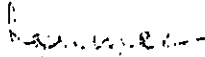
Kindly refer to D.O. letter No.D-32020/11/2007-GAR dated 07.12.2016 (copy enclosed) from Joint Secretary (Revenue), enclosing therewith other enclosures regarding Swachhta Action Plan (SAP) for 2017-18 and 2018-19.

2. Revenue Secretary has desired that the information on revised and comprehensive SAP proposal of the field formations under CBEC in the same format as per Department of Revenue (copy enclosed for ready reference) with tangible activities/programmes, activity-wise budgetary proposals and timelines/official in-charge for monitoring their implementation be prepared. If the field formations desire to include any other item, as per local requirements in SAP for 2017-18 & 2018-19, they may include it in the SAP.

3. I shall be grateful if you could collect the above information from all field formations and send the same in the prescribed format, by **13.12.2016**. Since, Revenue Secretary is personally monitoring the SAP, you are requested to adhere to the prescribed timeline.

With regards,

Yours sincerely,

  
(Sanjiv Kumar)

Encl: As above.

Shri Sunil Kumar Sawhney,  
Director General,  
Directorate General of Human Resource Development,  
Customs & Central Excise,  
C-4, West Wing, IRCON Building,  
Distt. Centre Saket, New Delhi-110 017.

Copy to : (i) All Chief Commissioners/Directors General under CBEC  
(ii) Webmaster, Directorate General of Systems & Data Management, CBEC, New Delhi with the request to upload the letter on CBEC's website.





No. 25(6)/E.Coord-2014  
Government of India  
Ministry of Finance  
(Department of Expenditure)



North Block, New Delhi  
Dated the 30<sup>th</sup> November, 2016.

**OFFICE MEMORANDUM**

**Subject: Economy in use of paper - Digitisation of publications to save on stationery and expenditure.**

Ministry of Finance has been issuing instructions from time to time on expenditure management, fiscal discipline and on the need for economy and rationalisation of Government expenditure. Instructions on use of judicious use of paper have been issued by this Department in the past and similar instructions are also contained in the Manual of Office Procedure published by Department of Administrative Reforms and Public Grievances.

2. Expenditure Management Commission has also recommended that publications should be made available in electronic form to save stationery and expenditure. It has also recommended that all publications should be made available in electronic form. It has also recommended that all publications should be made available in electronic form. It has also recommended that all publications should be made available in electronic form.

Chf  
Dr.  
A/C

3. All Ministries / Departments may issue suitable instructions in this regard in respect of organisations / entities and field organisations under their administrative control.

4. This issues with the approval of PS and Secretary Expenditure.

*(Signature)*  
(N. Radhakrishnan)  
Director (E. Coord)

As per  
Approved to

All Secretaries to the Government of India  
All the Financial Advisers

Copy for kind information to :

Chief Secretary  
Joint Secretary

Copy also to : HRG with a request to upload the O.M. on official website of Deptt. of Expenditure.

*Handwritten notes:*  
This is  
Dr. (A/C)

certain radius of the secretariat building that has stagnant water and / or mounds of garbage lying unmanaged.

5. Vermicomposting/ Composting of biodegradable Waste Management: Ministries can take up vermicomposting/ composting of biodegradable waste generated in the Ministry canteen etc. as part of their waste management program.

6. Used water for agricultural/ horticulture application: Sewage water can be treated and used for agricultural/ horticultural purposes in flush tanks of Ministry toilets etc.

7. Swachhta Awareness at local level: Ministries/Departments to organize swachhta awareness campaigns in and around their premises and in their catchment areas on WASH (Water, Sanitation and Hygiene) through nukkad natak, skits, drawing competition, essay writing, folk performance etc.

8. Swachhta Workshops: Organizing workshops on cleanliness and waste management in offices for staff, including interactive sessions between Senior Officers and workers in-charge of cleanliness.

✓ 9. Swachhta Pledge: Ministry/ Department may involve their officers and staff through Swachhta-pledges, reiterating their commitment to Swachh Bharat.

✓ 10. Display and Banner: Promotion of Swachhta message through digital display boards, banners, posters, hoardings, pamphlets.

11. Foster Healthy Competition: Competition within the secretariat of each Ministry and felicitating the cleanest office in the building. Felicitate some of the better performing cleanliness workers in each office.

The above are only illustrative. You are also encouraged to take more innovative measures in this direction. I shall be grateful for feedback from you on the action taken on these common Swachhta elements.

Regards

Yours sincerely

  
Paragjswaran Iyer

Sh. Hasmukh Adhia  
Secretary  
Department of Revenue  
Ministry of Finance,

Swachhta Action Plan (SAP)

2017-18

Name of Ministry: - Finance  
Name of Department: - Revenue

The vision statement of Department of Revenue, Ministry of Finance is to ensure that the rooms, corridors and gardens are maintained in a clean and green way to provide an aesthetic & congenial working atmosphere for one and all. The purpose is to improve current cleanliness level in the Ministry of Finance, Government of India office spread across an area of 1,31,765 sq ft located at North Block (55000 sq ft), Church Road (27000 sq ft), Jeevan Deep Building (3265 sq ft), Samrat Hotel (6500 sq ft) and Judo Vishala Building (40,000 sq ft.). The primary way to achieve the same is through inculcating good sanitation and hygiene practices in employees and visitors. This would involve maximum utilization of existing resources, infrastructure and man power that ensures a positive, clean and aesthetic work place.

List of Programmes/Schemes/Activities  
Ministry/ Attached offices/ Subordinate offices/PSUs/ Autonomous Institutes:

S.No	Programmes/Schemes/ Activities	Proposed Budget (in Rs. per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
A.	Digitization of Office records /E-office/E-publication				
1.	Adoption of e-Office platform to lessen the use of papers.  The following steps have been taken to increase the use of e-office				

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	in DoR. (i) Vendor has been given a rate contract for digitization of physical files who has been working since last one and half years. The exercise of digitisation would continue in 2017-18  (ii) Hiring of NIC staff for providing support/training to DoR on e-office issues  (iii) Digital Signature Certificates to all the officials for use of e-office.		December, 2017  May, 2017  April, 2017	US (GAR) to submit a monthly report (Section wise) to Director (Admn.) on the no. of files digitized in the month and those which are yet to be digitized.  DDG (NIC) to submit a monthly report to US (Admn.) on officers in DoR trained during the month and those who are yet to be trained.  US (GAR)	Director (Admn.)
2	Digitization of Publications: All non-statutory publications would be procured in a digitized version.		June, 2017	US (GAR) to submit a monthly report on the no. of publications which have been procured digitally.	Director (Admn.)

S.No.	Programmes/Schemes/ Activities	Proposed Budget (in Rs. per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
3.	Installation of CCTVs in Corridors of office premises in North Block has been approved by the Finance Minister. This will help in monitoring the cleanliness and issue advisories/ take action against violators.	3.5 crore on sharing basis with Economic Affairs & Expenditure	Nov. 2017	The implementation will be monitored by Dir (DoE). However, US (GAR) shall provide all logistical support from DoR.  A monthly progress report on installation of CCTV shall be sought from DoE.	Director (Admn.), DoE
<b>B. Basic Maintenance</b>					
1.	Cleaning of office premises, toilets and dustbins of Department Revenue located at North Block, Church Road, Jeevan Deep Building, Samrat Hotel and Hudco Vishala Building on daily basis.		Daily	Caretaker of the respective office premises/ Agency outsourced for the said work shall certify to US (GAR) that all premises / toilets/ etc have been maintained & cleaned.	Director (Admn.)
2.	Cleaning of computers and peripherals, Water coolers and furniture, polishing of name plates and repairing of walls, doors and windows on a weekly basis		Weekly basis	Caretaker of the respective office premises/ Agency outsourced for the said work shall certify to US (GAR) that all premises /	Director (Admn.)

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				toilets/ etc have been maintained & cleaned.	
3.	Disposal of General waste - The exercise which began in August 2016 involved all the offices under DoR including both the Boards (CBEC & CBDT) to assess the total waste/obsolete items which could be disposed off. [Furniture/equipments/newspapers, magazines/etc.]. The exercise of identification and disposal would continue on a quarterly basis.		Quarterly basis	All JS, CBEC/CBDT & Directors in DoR to forward details of disposable items by end of 1 <sup>st</sup> month of each quarter.  US (GAR) to float tender for disposal of these items. By 2 <sup>nd</sup> month of quarter for selecting vendor  Items to be disposed off by the 3 <sup>rd</sup> month of the quarter by the selected vendor.	JS concerned in CBOT/CBEC/ DoR  Dir (Admn)  US (GAR)
4.	Disposal of E-waste - The exercise which began in August 2016 involved all the offices under DoR including both the Board (CBEC & CBDT) to assess the total e-		Quarterly basis	All JS, CBEC/CBDT & Directors in DoR to forward details of disposable items by end of 1 <sup>st</sup> month of each	JS concerned in CBDT/CBEC/ DoR

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	waste/obsolete items which could be disposed off. (PCs/Multi Functional printers/scanners/ photocopiers/ etc.)			quarter. US (GAR) to float tender for disposal of these items. By 2 <sup>nd</sup> month of quarter for selecting vendor  Items to be disposed off by the 3 <sup>rd</sup> month of the quarter by the selected vendor.	Dir (Admn)  US (GAR)
5.	Changing of Dustbins twice in a year		April, 2017 and October, 2017	US (GAR)	Dir (Admn)
6.	Weeding out obsolete files and optimization of office space. Purchase of Compactors for Storage will be considered. In this regard Expression of Interest would be floated to invite proposals from interested parties for providing the Compactors for safe and secure up keep of records and better utilization of space.	2 crores	Annual basis	All JS, CBEC/CBDT & Directors in DoR to forward details of need for Compactors by April, 2017.  US (GAR) to float tender for selecting the vendor by June, 2017	JS concerned in CBDT/CBEC/ DoR  Dir (Admn)



SWACHH BHARAT

S.No	Programmes/Schemes/ Activities	Proposed Budget (in Rs. per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
				Vendor to install compactors by Dec, 2017	US (GAR)
7.	Renovation/up gradation of rooms		2 rooms every quarter	All JS, CBEC/CBDT & Directors in DoR to forward details of rooms needing renovation by April, 2017  US (GAR) to take estimates from approved rate contract vendors for seeking approval by 2 <sup>nd</sup> month of quarter.  Vendor to complete the work by 3 <sup>rd</sup> month of the quarter.	JS concerned in CBDT/CBEC/ DoR  Dir (Admin)  US (GAR)
1.	Volunteers Association for taking up Swachh drive by CBEC	Write-up as per Annex I & II	Ongoing activity	Commissioners of relevant formation, CBEC	Chief Commissioners of the zone, CBEC
2.	Destruction of bio- degradable cargo through a low cost, environment friendly and non-hazardous method.		Quarterly basis	All Commissioners in Zone to forward details of bio-degradable cargo to be destroyed by April, 2017 to Chief	Chief Commissioners of the zone, CBEC

S.No.	Programmes/Schemes/ Activities	Proposed Budget (In Rs. per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
				Commissioner  Committee constituted by Commissioner to invite tender for deciding the agency for such destruction by 2 <sup>nd</sup> month of quarter.  Vendor to complete the work by 3 <sup>rd</sup> month of the quarter.	
3	Taking up the issues of seepages in office rooms with CPWD, hanging wires in the corridors, whitewash of rooms, maintenance of washrooms with exhausts, etc. All overhead hanging wires will be examined and obsolete wires removed. The wires in use shall be enclosed in a cornice.		Quarterly basis	US (GAR) to assess the requirement by 1 <sup>st</sup> month of each quarter  US (GAR) to coordinate with the concerned agency (CPWD/NIC/MTNL) for completion of the relevant work by 3 <sup>rd</sup> month of each quarter.	Dir (Admn.)
D.	Cleanliness and beautification of Surroundings				
1.	Maintenance of Cut flower and potted plants as per rate contract		Daily/ Monthly	A team of Data Entry Operators has been	Dir (Admn.)

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	provisions			<p>formed to daily assess the quality of flowers/plants. They shall report any deviation in quality to US (GAR)</p> <p>US (GAR) to monitor along with the committee comprising of 3 US from DoR, CBEC, CBDT every month.</p> <p>Based on feedback of the committee, appropriate action by way of cut in the amount to be reimbursed to vendor/appreciation letter to vendor.</p>	
2.	Put pictures of Archival Value on the walls of Corridor of North Block and other offices of DoR		June, 2017	Committee of US in DoR, CBEC and CBDT to finalise the details of pictures and tender by April, 2017.	Dir (Admn.)

S.No	Programmes/Schemes/ Activities	Proposed Budget (In Rs. per year)	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
				Finalise the vendor by May, 2017  Putting the pictures in various offices by June, 2017	
3.	The courtyard gardens and outer lawn will be well maintained and planted with seasonal flowers and ornamental plants.		Daily basis	US (GAR) to coordinate with staff of CPWD who are assigned the responsibility of such maintenance in DoR properties.  In case of incidence of non-maintenance, the matter may be escalated to the Supdt. Engg or Executive Engg of CPWD incharge for the area.	Dir (Admn.)
E.	Swachhta Awareness at local level/ Display and Banner/Poster/Healthy Competition				
1	Awareness Creation: (i) Conducting of		One	US (GAR) /	

S.No	Programmes/Schemes/ Activities	Proposed Budget (in Rs. per year)*	Target date for completion of Activity	Designation of Official "responsible for implementation of activity and adherence to timelines"	Designation of Official responsible for overall supervision of the Activity
	<p>competitions like (a) Essay Competition (b) Cartoon Competition and (c) Slogan Competition (d) Best section working towards Swachhta deve. for sensitization on cleanliness. <u>Certificates signed by Secretary would be given to winners.</u></p>		competition every quarter	<p>Assessment for best Section by Committee comprising of US from DoR/ CBEC and CSDT</p> <p>The committee shall report on a monthly basis to Dir (Admn) on the preparation for organizing such events</p>	Dir (Admn.)
(ii)	Display of banners/posters on Swachh Bharat in Office premises		In the month of October, 2017	US (GAR) to oversee the preparation of posters/banners atleast one month in advance of the event and submit a report to:Dir (Admn)	
(iii)	Captions and signage like "No Smoking Area", "Do Not Litter" etc. have been put up for keeping office premises clean. These will be maintained / augmented.			SO (GAR) may evaluate the signage which need to be changed and submit a report to US (GAR) on a monthly basis.	