

Reminder  
Most Immediate

F.No C 30013/89/2015-Ad.IVA  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise and Customs  
\*\*\*\*\*

5<sup>th</sup> Floor, HUDCO Vishala Bldg,  
Bhikaji Cama Place, New Delhi,  
Dated, the 2<sup>nd</sup> August, 2016

To

All the Chief Commissioners/Directors General and  
Commissioner in-charge in Directorates under CBEC

Subject: Discarding old and unused files from office premises during thematic  
cleanliness drive from 16-31<sup>st</sup> May, 2016 and using 'Swachh Office' Standard  
Operating Procedures (SOP) for cleanliness.

.....


Sir/Madam,

I am directed to refer to Board's letter of even number dated 05.07.2016 dated  
03.06.2016 on the subject mentioned above. The said letter is available on CBEC  
website (Departmental officers → Administrative Wing → Circulars).

2. It is requested that requisite information may kindly be sent to DG HRD in the  
prescribed proforma for compilation, expeditiously so that a consolidated report in  
respect of all field formations could be sent to the Board.

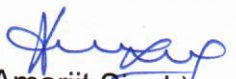
Encl: As above

Yours faithfully,

  
(Amarjit Singh)  
Director (Ad.IV)

Copy to:-

- (i) DG HRD, Rajendra Place, New Delhi – 110 008 with the request to kindly  
collect and compile the information in respect of all field formations under  
CBEC and send a consolidated report to the Board.
- (ii) The Webmaster, Directorate General of System, New Delhi with the  
request to kindly upload the letter on CBEC website.

  
(Amarjit Singh)  
Director (Ad.IV)