

संजीव कुमार, आई ए एस
संयुक्त सचिव (प्रशा.)
SANJIV KUMAR, IAS
Joint Secretary (Admn.)
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: 08th 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.

Please send the requirements separately.

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
(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.

उदय सिंह कुमावत आई ए एस
संयुक्त 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 16th December, 2016 positively.

Regards

Yours sincerely,

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(Udai Singh Kumawat)

Do letter to DMRD to
submit plan by 13/12/16
positively after getting
from field formations U
2/12
Dir (Adm) U

Encl: As above

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

agent

J/S (Adm)

Dir C&A

pe sgh

URGENT
P. P. V.

8/12

U/S (Adm. IV)

8/12/16

SO C&A (Adm. IV)

Email



परमेश्वरन अईय्यर
Parameswaran Iyer



सचिव
भारत सरकार
पेयजल एवं स्वच्छता मंत्रालय
Secretary
Government of India
Ministry of Drinking Water & Sanitation
4th Floor, Paryavaran Bhawan, Lodhi Road,
New Delhi 110003
Tel: 24361011, 24362715,
e-Mail: param.iyer@gov.in
D.O.No.2/2/Secy(DWS)/2016
28th November, 2016

Pl. I needful

Dear Hasmukh,

A meeting of Committee of Secretaries (CoS) was held under the chairmanship of Cabinet Secretary on 25.10.2016 to discuss Swachhta Action Plans (SAP) in each Ministry. One of the recommendations of the CoS was to identify and share the common Swachhta elements across all Ministries, in order to achieve the ultimate goal of cleanliness with respect to your Ministry.

Based on the suggestions of the CoS, and feedback received from various Ministries/ Departments, the following common Swachhta elements are being circulated to act upon as a first step to attain the goal of cleanliness. These activities are common to all the Ministries/ Departments, whether or not they are included in their respective SAPs.

1. Digitization of office records/e-office: Digitization of communications, files, records as a part of e-Office needs to be adopted at the earliest.

Basic Maintenance: Disposal of old files, old and non-usable vehicles, auction of obsolete /unserviceable items & equipment like electrical, electronic items, furniture items, vehicle etc. Regular cleaning of workstations, toilets and disposal bins. Whitewashing and cleaning of office space in the Ministry/ Department, its regional offices, and any other offices under its control. Sh. Hasmukh Adhia

3. Sanitation and SWM: Need based construction or renovation of toilets for men, women and differently abled; availability of running water, handwashing facilities with soap in all toilets. Proper and safe waste collection, segregation and disposal in all offices, office canteens, regional offices, PSUs under the Ministry's control, any other spaces occupied by the Ministry/Department.

4. Cleaning and Beautification of surrounding areas: Every Ministry/ Department may identify one area near their secretariat (such as a park or a piece of barren land) which they could take charge of and develop as beautiful landscape by ensuring its cleanliness. Voluntary cleaning activities are to be undertaken by the Ministry/ Department staff. Tree plantation in and around office complex and installation of potted plants in corridors in the Ministry to create an eco-friendly environment. Clearing of any areas in a

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speaks at 1.00 PM today

Dir (W)

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.

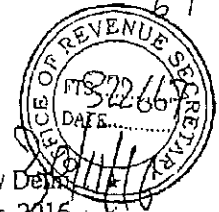
Regards

Yours sincerely


Parameswaran Iyer

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

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



North Block, New Delhi
Dated the 30th 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 digitised wherever possible, to save on stationery and expenditure. Considering that electronic publications are environment friendly, all Ministries/Departments may review the utilisation of their different publications and to start with, publish some of their non-Statutory publications while considerably reducing use of paper. e-publications would also serve as a good digital repository for posterity that can be accessed anywhere unlike manual publications.

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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 FS and Secretary Expenditure.

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

*RS has seen
Forwarded to
JSCD spoken over
phone
DT*

All Secretaries to the Government of India
All the Financial Advisers

Copy for kind information to :

Cabinet Secretary
Finance Secretary

Copy also to NICD With a request to upload the O.M. on official website of Deptt. of Expenditure.

*N.C. may
include
This in
30/11
Dis. (NCC)*