

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

5th Floor, HUDCO Vishala Bldg,
Bhikaji Cama Place, New Delhi,
Dated, the 23rd May, 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 16-31st May, 2016 and using 'Swachh Office' Standard
Operating Procedures (SOP) for cleanliness.

.....

Sir/Madam,

I am directed to enclose herewith a copy of an O.M.No. D 32020/11/2007-GAR
dated 18th May, 2016 and a copy of D.O. letter No. MD-SBM/AA/52/2016 dated
13.05.2016 received from Secretary, Ministry of Urban Development on the subject
mentioned above for taking necessary action.

2. The booklet 'Swachh Office' Standard Operating Procedures (SOP) is available
on the website i.e [http://swachhbharaturban.gov.in/writereaddata/Swachhoffice
SOP-Final.pdf](http://swachhbharaturban.gov.in/writereaddata/Swachhoffice
SOP-Final.pdf).

3. It is requested that wide publicity may be given to the activities undertaken in this
regard for wider reach and penetration of the 'Swachh Bharat Mission' message and its
success.

Encl: As above

Yours faithfully,


(B. Ginkhan Mang)

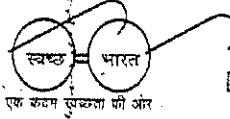
Under Secretary to the Govt of India

Copy to: The Webmaster, Directorate General of System, New Delhi with request
to kindly upload the letter on CBEC website

राजिव गाँवा
सचिव
Rajiv Gauba
Secretary



भारत सरकार
शहरी विकास मंत्रालय
निर्माण भवन, नई दिल्ली-110011
Government of India
Ministry of Urban Development
Nirman Bhawan, New Delhi - 110011



D.O. No. MD-SBM/AA/52/2016
May 13, 2016

Dear Secretary,

As you are aware, the fortnight of 16th-31st May is planned to be devoted to thematic cleanliness in all government offices and buildings, under the Swachh Bharat Mission.

2. While the Mission Director (SBM-U) has already communicated (refer DO No SB/SBM/57/2016) the details of activities to be taken up during this fortnight, we have also prepared a 'Swachh Office' Standard Operating Procedures, a copy of which is enclosed for your kind perusal.

3. The purpose of this SOP is to improve current cleanliness levels in the Government offices. This is proposed to be achieved by inculcating good sanitation and hygiene practices amongst employees and visitors. This SOP also aims to eliminate the need for multiple tendering for the same purpose across all Ministries and Departments, ensure quality of products at reasonable rates and their assured supply, ensure proper waste management through recycling and processing of waste, and establish systems in office for cleanliness.

4. We will strive to continuously update this SoP with latest information and best practices, and the latest version will remain available on our website www.swachhbharaturban.gov.in. I would request you kindly issue instructions to the officer(s) concerned in your department/state to upload pictures of activities undertaken during this thematic drive on www.swachhbharat.mygov.in.

I look forward to your support and cooperation in this regard.

With regards,

Yours sincerely,

(Rajiv Gauba)

*ACCR) invt
We must
use this
SOP for cleanliness
P) circular
17/5/16*

ISTR)

Dir (C)

Shri Hasmukh Adhia
Secretary,
Department of Revenue,
Ministry of Finance,
North Block,
New Delhi-110001.

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Swachh Office

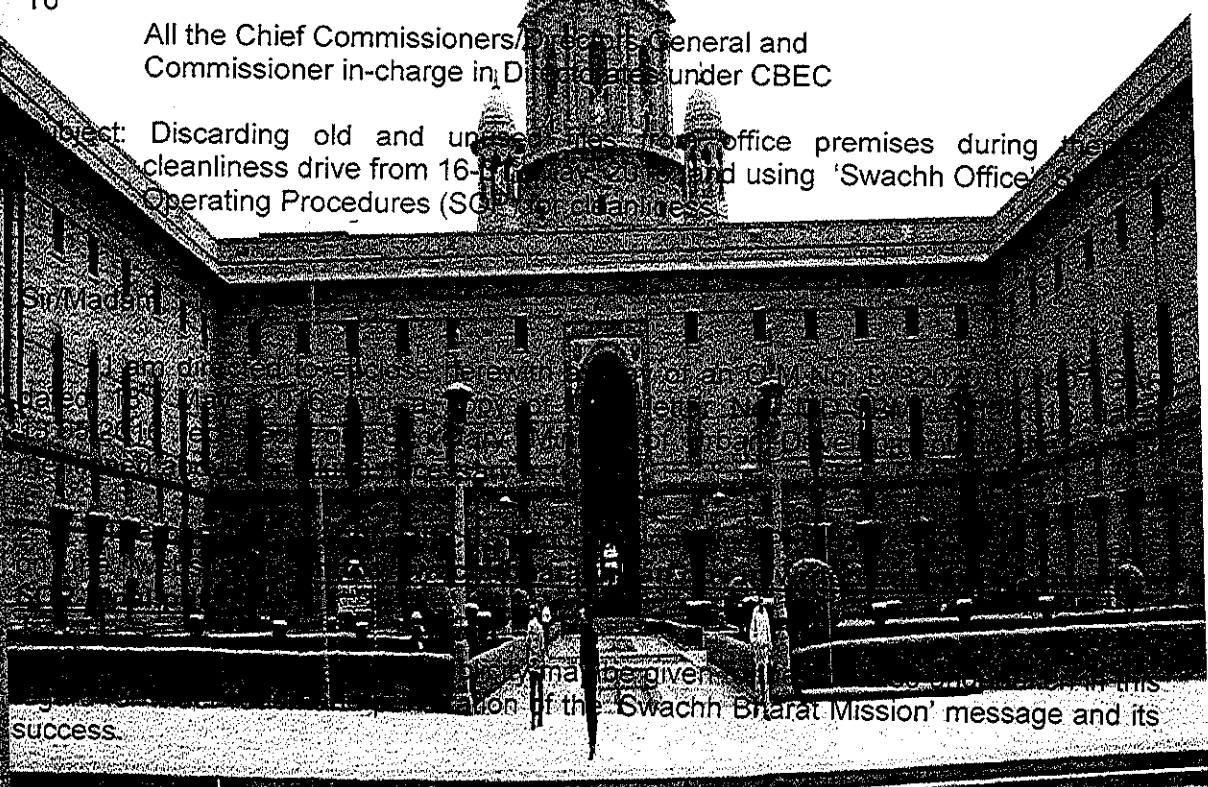
Standard Operating Procedures

5th Floor, HUDCO Vishala Bldg,
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Dated, the 23rd May, 2016

To

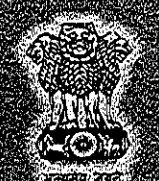
All the Chief Commissioners/Directors General and
Commissioner in-charge in Divisions under CBEC

Subject: Discarding old and unused files from office premises during the
cleanliness drive from 16-17 May 2016 and using 'Swachh Office'
Standard Operating Procedures (SOP) for all offices.



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of the 'Swachh Bharat Mission' message and its
success.



Ministry of Urban Development
Govt. of India, Webmaster, Directorate General of Systems, New Delhi with request
to update the site on CBEC website