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

То

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.
- 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

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Dy. No..... CBEC / YOU /6

6. D.32020/11/2007-GAR

Government of India
Ministry of Finance
(Department of Revenue)

IMMEDIATE

New Delhi dated 18th May, 2016

OFFICE MEMORANDUM

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.

Please find enclosed D.O. letter No.MD-SBM/AA/52/2016 dated 13.05.2016 received from Secretary, M/o Urban Development along with a copy of the booklet 'Swachh Office' Standard Operating Procedures (SOP) (available on the website: http://swachhbharaturban.gov.in/writereaddata/SwachhofficeSOP-Final.pdf).

- 2. A fortnight drive from 16-31st May, 2016 has been launched by Government of India and General Administration has also made a request (copy enclosed) to all Officers & Wings of this Department to extend their contributions in discarding old and unused files from office premises during thematic cleanliness drive from 16-31st May, 2016.
- 3. Kind attention is also invited on the remarks of Revenue Secretary that "we must use this SOP for cleanliness" in letter & spirit.
 - 4. The General Administration would be grateful if Senior Officers and Head of the Orgnisation kindly impress upon all the subordinate officers to (i) use this SOP for Cleanliness; and (ii) intimate the action taken & outcome thereof to the activities undertaken by their contributions in discarding old and unused files from office premises during thematic cleanliness drive from 16-31st May, 2016.
 - 5. It is also requested that vide publicity may kindly be given to the activities undertaken in this regard for wide reach & penetration of the 'Swachh Bharat Mission' message & its success.

(Ramesh Chander) Director(Admn.)

Tele.: 23092282

Encl.: As above.

To,

Chairman(CBDT) / Chairman(CBEC)

DG (CEIB)/ Dir(ED)/ Dir(FIU) / J (Admir) Ed J (Admir) DT

Copy for kind information to: PPS to RS / PPS to AS(R) / PPS to JS(R)

'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.

- 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.
- 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.

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.

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

With regards,

Yours sincerely.

(Rajiv Gauba)

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

New Delhi-110001.

North Block.

Most Immediate

F.No C 30013/89/2015-Ad.IVA Government of India

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Standard Operating Procedures

5th Floor, HUDCO Vishala Bldg, Bhikaji Cama Place, New Delhi, Dated, the 23rd May, 2016

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