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

Most Immediate

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://swachhbbharaturban.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
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.


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 Organisation 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
(Ramesh Chander)
Director(Admin.)
Tele.: 23092282

Encl.: As above.

To,
Chairman(CBDT) / Chairman(CBEC)
DG (CEIB) / Dir(ED) / Dir(FIU) / Jt(Admin)EC / Jt(Admin) DR
Copy for kind information to: PPS to RS / PPS to AS(R) / PPS to JS(R)
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)

Shri Hasmukh Adhia
Secretary,
Department of Revenue,
Ministry of Finance,
North Block,
New Delhi-110001.
F.No C 30013/89/2015-Ad.IVA
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

Most Immediate

Swachh Office
Standard Operating Procedures

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

To
All the Chief Commissioners/Deputy Commissioners in-charge in Divisions:

Subject: Discarding old and uncleanliness drive from 16-4-2016 onwards using 'Swachh Office Operating Procedures (SOP)'

With a view to mainstream SWACHhta Bharat Mission (SBBM) campaign in the organisation, the following is proposed:

1. **Swachh Bharat Mission (SBBM):**
   - Initiate a drive to maintain cleanliness in offices.
   - Emphasize the importance of individual responsibility for cleanliness.

2. **Swachh Office Operating Procedures (SOP):**
   - Implement the SOP to promote cleanliness.
   - Ensure regular monitoring and feedback for compliance.

3. **Capacity Building:**
   - Organize training sessions for officials on the importance of cleanliness.
   - Encourage the use of eco-friendly products.

4. **Waste Management:**
   - Implement proper waste segregation and disposal mechanisms.
   - Promote recycling where possible.

5. **Employee Involvement:**
   - Include employees in planning and execution of cleanliness drives.
   - Recognize and reward individuals who contribute significantly.

6. **Regular Updates:**
   - Distribute SOPs and updates regularly through internal communication channels.
   - Share success stories and best practices within the office premises.

Please take necessary steps to ensure the smooth implementation of the above measures.

Thanking you,
[Signature]

Note: This document is a formal communication and should be treated with the appropriate level of respect and formality.