



सत्यमेव जयते

भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय / राजस्व विभाग
MINISTRY OF FINANCE/DEPARTMENT OF REVENUE
केन्द्रीय उत्पाद एवं सीमा शुल्क बोर्ड
CENTRAL BOARD OF EXCISE & CUSTOMS
नार्थ ब्लॉक, नई दिल्ली - 110 001
NORTH BLOCK, NEW DELHI - 110 001
Tel. No. +91-11-23092849 Fax No. +91-11-23092890

D.O. No. CH(EC)/Misc/SB/2014
Dated:26.09.2014

.M. Shanti Sundharam
Special Secretary & Chairperson

Dear *Sir / Madam*

The Hon'ble Prime Minister has given a call for "Swachh Bharat" as a mass movement to realize Gandhiji's dream of a clean India by the 150th birth anniversary of Mahatma Gandhi in 2019.

2. The drive towards achieving clean offices is of utmost importance and I request you to take up cleaning of the offices and residential premises under your control in a mission mode. A number of steps are being undertaken in North Block which is enclosed for your reference.

3. I would also request you to go through the enclosures attached to this letter and chalk out a time bound action plan for ensuring cleanliness of the office and residential premises in your zone. The copy of the Action Plan may also be hosted on your website.

4. There is a need to motivate all officers and staff to adopt cleanliness as a mantra in their daily life. In this context, the "Swachhta Shapath" will be administered on 2nd October, 2014 at 11AM in all attached and sub-ordinate offices of CBEC. The oath will be put up on the CBEC website separately. You may ensure that the pledge is administered to all officers in all the formations in your zone.

5. "Swachh Bharat" is a movement across all offices of CBEC and the cooperation of all officers of the Department is integral to its success.

With *best wishes*,

Yours *sincerely*

(J.M. Shanti Sundharam)

Encl: As above

To,

All CCS/DGs
Copy to Members, CBEC

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**Time Bound
For Strict Compliance**

F.No. 32020/11/2007-GAR (Pt.)
Government of India
Ministry of Finance
Department of Revenue

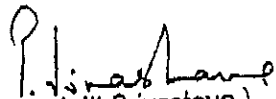
New Delhi, the 24th September, 2014

OFFICE MEMORANDUM

Subject: The Call of Hon'ble Prime Minister for "Swachh Bharat" as a mass movement.

The undersigned is directed to convey that in continuation to the call of the Hon'ble Prime Minister of India for "Swachh Bharat", it has been decided that,

- (i) all the office premises inside and outside the rooms of the Ministry of Finance and its Departments and Attached/Subordinate offices should be cleaned; and
 - (ii) Each officer/official will clean their table, office space and help in cleaning premises outside their office.
2. The General Administration will ensure that in addition to regular cleaning that,
- (i) all cobweb in the rooms should be removed;
 - (ii) window-panes should be cleaned properly;
 - (iii) all the name-plates should be cleaned and polished; and
3. All Officers and premises are declared a **PAN FREE ZONE** from now onwards.
4. All the officers and staff members of the Department of Revenue including CBDT/CBEC including Attached and Subordinate Offices have to ensure the above from today onwards as a mass movement. Some Senior Officer(s) may come and inspect any of the rooms as a surprise to check the cleanliness. The action taken and an action plan should also be sent to Department of Revenue (HQ) immediately.


(Prakriti Srivastava)
Director
23092103/23095534
FAX: 23093050

- To,
1. All Joint Secretaries / Directors / Deputy Secretaries / Under Secretaries / Section Officers of the Department of Revenue including CBDT/CBEC
 2. All Staff-members of the Department of Revenue including CBDT/CBEC
 3. Directorate of Revenue Intelligence / Central Economic Intelligence Bureau / The Chief Controller, Government Opium and Alkaloid Factories
 4. All Attached and Subordinate Offices

Copy for information to:
PPS to Revenue Secretary / Chairman CBDT / Chairman CBEC / Addl. Secretary / JS(R)

**Time Bound
For Strict Compliance**

F.No. 32020/11/2007-GAR (Pt.)
Government of India
Ministry of Finance
Department of Revenue

New Delhi, the 23rd September, 2014

OFFICE MEMORANDUM

Subject: **The Call of Hon'ble Prime Minister for "Swachh Bharat" as a mass movement to realize Gandhiji dream of clean India by his 150th birth anniversary 2019 "Swachhta Shapath" on 2nd October, 2014.**

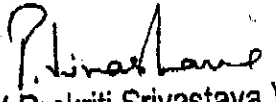
The undersigned is directed to forward herewith a copy of each of D.O letter of even no. dated 22.09.2014 by Revenue Secretary to Cabinet Secretary and D.O. letter No. CS-14771/2014 dated 20.09.2014 from Cabinet Secretary to revenue Secretary on the above subject for strict compliance.

2. All the officers and staff members of the Department of Revenue including CBDT/CBEC (Including Attached and Subordinate Offices) have to ensure their presence for the "Swachhta Shapath" on 2nd October, 2014 at 11:00 AM in the open space inside the North block near gate No.1 to take the pledge. However, exceptions may be applied for those officers/staff who are on leave / tour with prior approval of the competent authority.

3. All the Directors and Deputy Secretaries level Officers have to chalk out a time-bound plan ~~for completing the task of weeding out old and obsolete files and records and send the plan to GAR~~ Division for compilation and inclusion in the action plan to be approved by Revenue Secretary.

4. It is also requested that inputs / ideas for preparation of detailed action plan for the Department in respect of the activities/events and functions may kindly **be made available to this Division by 26.09.2014 (11 am) positively** so that the same could be compiled for submission to Revenue Secretary.

5. D.O. letter of Revenue Secretary dated 22.09.2014, inter-alia, that Para 3 of the letter will be implemented as the determination of this Department has been conveyed to the Cabinet Secretary to make "Swachhta Shapath" a success in letter and spirit, which is only possible by active participation of all the officers and staff members in the mass movement of "Swachh Bharat".


(Prakriti Srivastava)
Director
23092103/23095534
FAX: 23093050

Encl.: As above.

- To,
1. All Joint Secretaries / Directors / Deputy Secretaries / Under Secretaries / Section Officers of the Department of Revenue including CBDT/CBEC as well as all Attached and Subordinate Offices
 2. All Staff-members of the Department of Revenue including CBDT/CBEC
 3. Directorate of Revenue Intelligence, 'D' Block, I.P. Bhawan, I.P. Estate, New Delhi-110002
 4. Central Economic Intelligence Bureau, Janpath Bhavan, 'B' Wing, 6th Floor, New Delhi.
 5. The Chief Controller, Government Opium and Alkaloid Factories, 19th Floor, Jawahar Vyapar Bhavan, New Delhi

Copy for information to:

1. PPS to Revenue Secretary
2. Chairman CBDT
3. Chairman CBEC
4. Addl. Secretary / JS(R)



सत्यमेव जयते

शक्तिकान्त दास, आई.ए.एस.
राजस्व सचिव
SHAKTIKANTA DAS, I.A.S.
Revenue Secretary

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website : www.finmin.nic.in

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D.O.No.32020/11/2007-GAR(Pt.)

भारत सरकार
वित्त मंत्रालय
राजस्व विभाग
नॉर्थ ब्लॉक, नई दिल्ली-110 001
Government of India
Ministry Finance
Department of Revenue
North Block, New Delhi-110 001

22nd September, 2014

Dear *Sir,*

Kindly refer to your D.O. letter No. CS - 14771/2014, dated 20.09.2014 referring to the call of the Hon'ble Prime Minister for "Swachh Bharat" as a mass movement to realize Gandhiji's dream of a clean India by his 150th Birth Anniversary in 2019.

2. A list of steps earlier taken by this Department including the CBDT and CBEC was sent vide my D.O. letter of even No, dated 20.8.2014 (copy enclosed). The efforts already undertaken for cleanliness are being continued vigorously and are also being monitored regularly. These efforts for cleanliness include creation of awareness amongst our staff to take pride in their premises and keep it neat and clean.

3. This Department is determined to make "Swachhta Shapath" a success in letter and spirit and the pledge would be administered to all including the attached and subordinate offices of Department of Revenue. All preparations would be made to administer the "Swachhta Shapath" for which the required infrastructure is already in existence in North Block. There is a large open space inside North Block near Gate No. 1 with a capacity of 2500 persons to take the pledge. A circular would be issued to all the officers and staff to ensure their presence for the "Swachhta Shapath".

4. The pledge will be preceded on the previous day by all personnel cleaning up their desk and office space as well as help in cleaning premises outside their room which would be reviewed by the Head of Office.

5. A detailed Action Plan for the Department in respect of the activities/events and functions to be implemented will be announced after the "Swachhta Shapath" on 2nd October, 2014 which will include awareness creation strategies like, Essay, Cartoon, Debate, Skit competition, etc. Topics like "My contribution to cleanliness of my office", "Innovative steps to make my office neat and clean", etc will be included which will encourage good habits in our staff to involve them in the mass movement..

6. The plan will also include time-bound Division-wise plans for completing the task of weeding out old and obsolete files / records.

Kind regards,

Yours sincerely,

Sudar
22-9
(Shaktikanta Das)

Shri Ajit Kumar Seth,
Cabinet Secretary,
Cabinet Secretariat,
Rashtrapati Bhawan,
New Delhi.

177691/14

अजित सेठ
AJIT SETH



मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

We have to
prepare a
plan & launch a drive.

D.O. No. CS-14771/2014

Reply to Cab Secy September 20, 2014
Dear Secretary, to go today. *Su 2219*

ASRT
AD
22/9
Dir (Admin)

As you are aware, Prime Minister has given a call for "Swachh Bharat" as a mass movement to realize Gandhiji's dream of a Clean India by the 150th birth anniversary of Mahatma Gandhi in 2019. He has desired that a nation-wide campaign be organized with the participation of all sections of society to bring about mass awareness and a lasting behavioural change to achieve this goal. In this context, it has also been proposed that an intensive national cleanliness campaign be undertaken beginning from 25th September, 2014.

2. Union Ministers of the Departments of Drinking Water and Sanitation and Urban Development have already written to Chief Ministers of States on this matter. Similarly, Secretaries of the Departments of Drinking Water & Sanitation and Urban Development have also written to Chief Secretaries/Administrators of States/UTs. I am sure other Ministries, too, are in touch with the corresponding Departments in States/UTs to ensure the widest possible dissemination of information regarding this campaign. I am writing to emphasize that every Ministry/Department should participate in this national endeavour and undertake cleanliness and awareness campaign in a befitting manner.

3. For a campaign of this nature to be successful, there is a need to create massive public awareness and to ensure participation and action for cleaning homes, government offices, schools, hospitals, work places, streets, roads and markets, railway stations and bus terminals, statues, monuments, rivers, lakes, ponds, parks and other public places. It is important to involve government and public sector officials at every level, non-government organisations, education and health institutions, rural and urban local bodies, self-help groups, youth organisations, resident & market associations as well as business & industrial Chambers and Associations in the cleanliness and awareness drives. A variety of activities such as pledge-taking, marches, marathons, debates, street plays, music and essay competitions, cleaning drives and other community activities may be used to focus public attention on this Campaign and on the need for cleanliness. Effective use of mass media such as radio, television and newspapers, digital media such as internet and mobile and direct media may be made in this regard.

4. In this context, I would like to especially underline the importance of cleanliness in Government offices. Upon the Prime Minister's directions, I had written to you in this regard earlier also, and you have been apprising me about the steps taken by your Department to promote a hygienic and clean work environment. You will agree that we need to continue this momentum with

renewed vigour to ensure cleaner government offices. In fact, the work in regard to cleanliness in Government offices/Public buildings needs to be taken to "the next level", so that there is visible and felt impact.

5. While the campaign will begin on 25th September, 2014, it has been decided that, on 2nd October, 2014, "Swachhta Shapath" (pledge) will be administered to all in government offices and public functions/events and cleanliness drive led by senior officers will be undertaken in all government and public offices. The text of the pledge will be sent to you separately. I would, therefore, urge you to take effective action in this regard, and to spread this message to all functionaries and ask them to organize and participate wholeheartedly in this campaign.

6. I look forward to hearing from you latest by 22nd September, 2014 on the state of preparation so that PM can be briefed on the comprehensive action plan & arrangements in respective of the following points:-

- Arrangements made to administer the pledge on 2nd October 2014
- Arrangements made for cleanliness drive and other events planned for 2nd October, 2014
- Action Plan of the Department in respect of activities/events/functions planned for the campaign from 25th September, 2014 onwards.

With regards,

Yours sincerely,


(Ajit Seth)

Annexure-A

**STEPS TAKEN TO IMPROVE CLEANLINESS IN DoR INCLUDING CBDT
& CBEC**

With reference to Cabinet Secretary's directions to emphasize cleanliness of work areas and improvement in the overall ambience of office buildings and also punctuality on the part of officials, action taken by Department of Revenue (Headquarters) are given below:

1. All obsolete items which used to be stacked in the corridors are removed and are now free of furniture, cupboards and other items.
2. All temporary structure in corridors have been removed making them neat, aesthetic and without obstruction.
3. Potted plants have been provided in all corridors to give an aesthetic look.
4. The square park has been beautiful and replanted.
5. Washrooms are regularly cleaned.
6. All windows in corridors have been provided chinks to ensure cleanliness and protection from the sun.
7. Canteen area has been cleaned and new wash basin, drainage system and tiles have been put in place.
8. RO system with water coolers have been provided on all floors for drinking water facility and bottled drinking water is also provided to all staff of DoR.
9. A new library has been opened on the 2nd floor.
10. Staircases have been cleaned and beautiful with main staircases being provided with stair runners and potted plants.
11. ~~Walls have been whitewashed and strict monitoring is enforced to control~~
spitting on walls.
12. Biometric attendance system is upgraded and the system of biometric attendance linked to salary and leave is being developed.