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 2nd August, 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 refer to Board’s letter of even number dated 05.07.2016 dated 03.06.2016 on the subject mentioned above. The said letter is available on CBEC website (Departmental officers → Administrative Wing → Circulars).

2. It is requested that requisite information may kindly be sent to DG HRD in the prescribed proforma for compilation, expeditiously so that a consolidated report in respect of all field formations could be sent to the Board.

Encl: As above

Yours faithfully,

(Amarjit Singh)
Director (Ad.IV)

Copy to:-
(i) DG HRD, Rajendra Place, New Delhi – 110 008 with the request to kindly collect and compile the information in respect of all field formations under CBEC and send a consolidated report to the Board.
(ii) The Webmaster, Directorate General of System, New Delhi with the request to kindly upload the letter on CBEC website.

(Amarjit Singh)
Director (Ad.IV)