

**Most Immediate**  
**Reply by 30.11.2016**

F.No C 30013/89/2015-Ad.IVA  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise and Customs

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6<sup>th</sup> Floor, HUDCO Vishala Bldg,  
Bhikaji Cama Place, New Delhi,  
Dated, the 25<sup>th</sup> November, 2016

To

The Director General,  
Directorate General of Human Resource Developments,  
Customs and Central Excise,  
409/8, Deep Shikha Building, Rajendra Place,  
New Delhi – 110 008

Subject: Swachhta Abhiyaan – Special Initiatives.

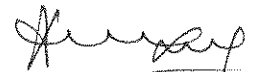
Sir,

I am directed to enclose herewith a copy of D.O.letter No.D-32020/11/2007-GAR dated 21.11.2016 received from Joint Secretary (Revenue), Revenue Hqrs. alongwith a copy of an O.M. F.No. D-32020/11/2007-GAR dated 10.08.2016 on the subject mentioned above.

2. It is requested that Action Taken Report on the efforts for improvement of ambience of offices in respect of all field formations under CBEC may be collected and submitted in the prescribed format (copy enclosed) to the Board **by 30.11.2016 positively by e-mail (amarjit.s@nic.in) and fax (No. 011-26162835).**

Encl: As above

Yours faithfully,



(Amarjit Singh)  
Director (Ad.IV)

Telefax 011-26162694

Copy to: (i) All Chief Commissioners/Directors General under CBEC  
(ii) Webmaster, O/o Directorate General of System, New Delhi with the request to upload the letter on CBEC's website.

उदय सिंह कुमावत आई ए एस  
संयुक्त सचिव (राजस्व)  
UDAI SINGH KUMAWAT, IAS  
Joint Secretary (Revenue)



भारत सरकार  
वित्त मंत्रालय  
राजस्व विभाग  
नॉर्थ ब्लॉक, नई दिल्ली-११०००९  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
NORTH BLOCK, NEW DELHI-110001

D.O. No.D- 32020/11/2007-GAR

By. No. ....  
Joint Secretary (Admn.) CBEC  
Date .....

21.11.2016

Dear Sir,

Kindly find enclosed D.O. letter No. 2/2/S (DWS)/2016 dated 18<sup>th</sup> October, 2016 from Secretary, M/o Drinking Water & Sanitation regarding Swachhta Action Plan (SAP) for FY 2017-18 & 2018-19.

2. Before finalisation of the Swachhta Action Plan for FY 2017-18 & 2018-19 of Ministry of Finance, inputs of DoR/CBDT/CBEC are required for a composite Action Plan. Therefore, it would be appreciated if Swachhta Action Plans with activities/ projects for Swachhta for the upcoming two years, i.e. upto 2019 and a filled in template for Swachhta Action Plan (SAP) as per Attachment 2 of above mentioned D.O. letter are made available to us at the earliest.

3. In addition to the above, I request you to take action, if not taken, as per O.M. of even number dated 10<sup>th</sup> August, 2016 on Special Initiatives relating to Swachhta Abhiyaan (copy enclosed).

4. I shall be grateful if the action is taken as per Para 2 & Para 3 above and made available to us by 30.11.2016 positively.

Encl: as above

Regards

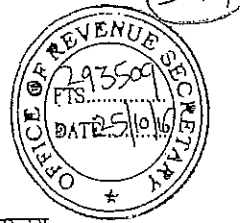
Yours sincerely,

(Udai Singh Kumawat)

Shri Sanjeev Kumar,  
Joint Secretary (Admn.),  
CBEC, North Block,  
New Delhi.

Pl. P.O. by 23/11  
22/11  
US (Admn.)

परमेश्वरन अय्यर  
Parameswaran Iyer



भारत सरकार  
पेयजल एवं स्वच्छता मंत्रालय  
Secretary  
Government of India  
Ministry of Drinking Water &  
Sanitation  
4<sup>th</sup> Floor, Pt Dindayal Antodaya  
Bhawan, Lodhi Road, New Delhi  
Tel: 24361011, 24362715,  
e-Mail: [param.iver@gov.in](mailto:param.iver@gov.in)

MOST IMMEDIATE  
D.O. 2/2/S(DWS)/2016  
18<sup>th</sup> October 2016

Dear Hasmukh,

As you are aware, the Swachhta Pakhwada is a special initiative initiated by the Hon'ble Prime Minister as part of the Swachh Bharat Mission, aimed at mainstreaming sanitation and cleanliness in all Ministries and their programmes in the Government of India – a step towards making the Swachh Bharat Mission "Everyone's Business". The observance of the Pakhwada is currently marked by various Swachhta activities taken up by the Ministries in their offices, facilities and other jurisdictional areas across the country.

The working of the Swachhta Pakhwada was reviewed by the Council of Ministers on 13<sup>th</sup> October 2016. The Hon'ble Prime Minister directed the following:

Ministries should go well beyond business as usual for Swachhta activities in their Ministries.

Ministries should develop Swachhta Action Plans with activities/projects for Swachhta for the upcoming two years, i.e. upto 2019.

A Committee of Secretaries chaired by the Cabinet Secretary will oversee the preparation and implementation of the Swachhta Action Plans in the Ministries.

The Cabinet Secretary vide his DO letter no.561/2/2/2014-CA-IV dated 4<sup>th</sup> October, 2016 (Attachment 1) has already advised Ministries to incorporate specific and innovative activities with regards to the Swachh Bharat Mission in their 2017-18 Budget proposals. It is expected that Ministries have already started taking action on this.

In light of the Cabinet Secretary's aforesaid letter and the Hon'ble Prime Ministers' directions, you are requested to take urgent steps to expedite the preparation of the Swachhta Action Plan (SAP) in your budget proposal for FY 2017-18, and also a provisional SAP for FY 2018-19, latest by 01.11.2016 and

*I hope we are doing all these AS(R) may kindly A amount*  
*urgent - AS(R)*  
*AS(R) get info from all offices in a week with SS get for*

*AS(R)*

*27/10/16*  
*27/10*  
*USC/AR*  
*PRIORITY*

*27.10.16*  
*50 with*  
*27/10*  
*Yoga*

(518)

send the same to this Ministry for submission to the Committee of Secretaries chaired by the Cabinet Secretary. A simple one-page template for SAP is at Attachment 2.

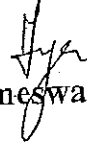
Shri Akshay Rout, OSD, MDWS will be leading this initiative from my Ministry, supported by Shri Yugal Kishore Joshi, Director, MDWS. Their respective mobile numbers are +91-9910011965 and +91-9810973200. Your Ministry could contact either one of them for clarifications.

Please ensure that the filled in template reaches us by November 1<sup>st</sup>. I would be grateful for your personal attention to this matter in view of both its importance and urgency.

With regards

*Encl: as above*

Yours sincerely,

  
Parameswaran Iyer

**Sh. Hasmukh Adhia**  
Secretary  
Department of Revenue  
Ministry of Finance,  
New Delhi

Copy to

**Shri P.K. Sinha**  
Cabinet Secretary  
Cabinet Secretariat, New Delhi

**Shri N. Misra**  
Principal Secretary to Prime Minister  
Prime Minister's Office, New Delhi

(579)

प्रदीप कुमार सिन्हा  
PRADEEP K. SINHA



सत्यमेव जयते



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O. No.561/2/2/2014-CA-IV.

4<sup>th</sup> October, 2016

102860/2016/010/5.10.16  
91.01.5  
10179/2016/098801

Dear Secretary,

Digital India Programme and Swachh Bharat Mission are two of the important flagship programmes of the Government of India that seek to improve the quality of life of the common people. The Swachh Bharat Mission was launched with the challenging goal of achieving Swachh Bharat by 2<sup>nd</sup> October 2019, coinciding with the 150<sup>th</sup> Birth Anniversary of Mahatma Gandhi. On the other hand, the Digital India programme aspires to transform India into a digitally empowered society.

2. In order to derive maximum benefits from these two programmes, it is important that convergence is achieved between various programmes under implementation by different Ministries. Besides, in order to give an impetus to these programmes, you are requested to consider incorporating specific and innovative activities in regard to Swachh Bharat Mission and Digital India programme in the 2017-18 Budget proposals of your Department.

3. I shall be grateful for a feedback from you on the action taken in regard to the above, at the earliest.

With regards,

Yours sincerely,

US/ost (Separate copies)  
15/10/16

(P.K. Sinha)

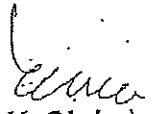
Shri Parmeswaran Iyer  
Secretary,  
Ministry of Drinking Water and Sanitation  
New Delhi

Delhi

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Copy to:

- (i) Shri Ashok Lavasa, Finance Secretary & Secretary (Expenditure), Ministry of Finance, New Delhi.
- (ii) Shri Shaktikanta Das, Secretary, D/o Economic Affairs, New Delhi.
- (iii) Shri Parameswaran Iyer, Secretary, M/o Drinking Water & Sanitation, New Delhi.
- (iv) Ms. Aruna Sundararajan, Secretary, M/o Electronics & Information Technology, New Delhi.

  
(P.K. Sinha)

## Swachhta Action Plan (SAP)

Name of Ministry:

2017-18

List of Programmes/Schemes/Activities.

Ministry/Attached offices/Subordinate offices/PSUs/Autonomous institutes:

S. No	Programmes/Schemes/Activities	Proposed budget

2018-19

List of Programmes/Schemes/Activities

Ministry/Attached offices/Subordinate offices/PSUs/Autonomous institutes:

S. No	Programmes/Schemes/Activities	Proposed budget

Name and mobile number of nodal officer:

X

Nodal Officer of Ministry

**Time Bound**

F.No.D.32020/11/2007-GAR  
Government of India  
Ministry of Finance  
Department of Revenue  
GAR Section

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New Delhi, the 10<sup>th</sup> August, 2016

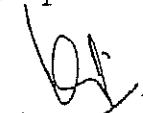
**OFFICE MEMORANDUM**

Subject: **Swachhata Abhiyaan - Special Initiatives.**

The undersigned is directed to refer to this Division's earlier reference on the captioned subject and to convey that Revenue Secretary has directed that the following steps may be initiated with immediate effect for improvement of ambience of offices/rooms/chambers as part of Swachhata Abhiyaan initiative of the Government:

- (i) Identify and inform the details of obsolete/unserviceable waste/e-waste lying in the work stations/rooms to GAR Section for clearance in the enclosed *pro forma*.
- (ii) Identify and inform the details of requirements of civil/electrical/IT equipment required for each work station/rooms to GAR Section in the enclosed *pro forma*.
- (iii) Digitization/scanning of files/documents, which need to be weeded out should be undertaken immediately. Further, the process of weeding out of files as per the Record Retention Schedule issued by Department of Administrative Reforms & Public Grievances should be initiated and action taken report be submitted within a fortnight.
- (iv) Steps/initiative, if any, for improvement of ambience of work stations / office space be suggested for implementation.

2. Action Taken Report (ATR) on the efforts taken by respective Divisions/Branches for improvement of ambience of each working desk should be submitted by 31<sup>st</sup> August, 2016 to Director (Coordination). Swachha Bharat Pakhwada shall be celebrated from 18<sup>th</sup> to 30<sup>th</sup> September, 2016. The above action would need to be completed by that time.

  
( Udai Singh Kumawat )  
Joint Secretary (Revenue)

Encl.: As above.

To  
All Directors/Under Secretaries  
in Department of Revenue/CBDT/CBEC

Copy for information to PPS to Revenue Secretary.



*Competent authority*  
Name of the Under Secretary/Section Officer \_\_\_\_\_

1. Items Obsolete in the Section \_\_\_\_\_ Room.No. \_\_\_\_\_ Buldg. \_\_\_\_\_

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_
- iv) \_\_\_\_\_
- v) \_\_\_\_\_
- vi) \_\_\_\_\_

2. Items available on each Work Station

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

3. Items/Goods Required on each Work Station-wise

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. Requirement of Storage Space/Renovation of Civil/Electrical/IT equipment Work Station-wise

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

*Competent authority*  
(Signature & Seal of Under Secretary)