



Government of India
Ministry of Finance
Department of Revenue
Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs

HRM Wing

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C.No. 8/SAP/72/HRD(HRM-II)/2020/1367-1419

Dated: 01.09.2021

To

All Pr. Chief Commissioners/Chief Commissioners (CGST Zones),
All Pr. Chief Commissioners/Chief Commissioners (Customs Zones),
All Pr. Directors General/ Directors General of Directorates.

Dear Madam/Sir,

Subject: - Launch of 'Swachhta@CBIC' tab – an online module for updation and monitoring of Swachhta Projects-reg.

As you are aware, DGHRD is the nodal office for monitoring the implementation of 'Swachhta Abhiyan Projects' of CBIC. At present, the field formations submit various reports in respect of the details of Swachhta projects initiated by them, funds allocated to the Swachhta projects, status of the projects and their estimated expenditure. The present procedure is cumbersome and lengthy and caused unavoidable delays.

2. In view of the above and CBIC's commitment to paperless work and digital office, DGHRD has conceptualized a 'Swachhta@CBIC' Tab- an online module to monitor Swachhta Action Plan. The endeavour is to ensure easy and quick access to the Swachhta projects initiated by the field formations at a single click. Various details pertaining to Swachhta projects viz. brief of the projects, status and estimated time of completion and funds allocated for specific projects will be available for updation by the users (field formations) and subsequently available for view (by formations as well as DGHRD). This would also facilitate the dissemination and adoption of best practices among the field formations.

Contd....2...

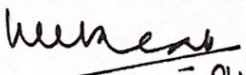
3. 'Swachhta@CBIC' tab will be made available on the website of DGHRD and it will be operational w.e.f 01.10.2021. In the meanwhile, following link is shared so that all the field formations may update the requisite details of their Swachhta projects 2021-22 alongwith the photographs:-

<https://dghrdbcic.gov.in/swachh/>

4. A step by step SOP is also attached herewith for your ease of reference. Further for any specific query, the formations may write a message on dedicated Swachhta number 9870492752 which is currently being used for monitoring of Swachhta projects.

5. Since filling up initial data is pre-requisite for launch of Tab, it is requested that field formations take up the task of updation promptly and complete it by 15.09.2021 positively, so that we may have a successful launch of 'Swachhta@CBIC' tab.

Encl : As above

Yours sincerely,

(Neeta Lall Butalia) 01.09.2021
Director General

Step by Step Process for “Swachhta@CBIC” tab

1. Click the link :- <https://dghrdcbic.gov.in/swachh/> to access the tab.
(After launch, “Swachhta@CBIC” tab will be available on the website of DGHRD i.e. www.dghrdcbic.gov.in).
2. After clicking, the following window will appear. Type your user id and password to LOGIN. Click on Get/Forgot Password, in case password is required to be changed.



The screenshot displays the official website of the Directorate General of Human Resource Development (DGHRD), Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India. The page features the organization's logo on the left and the Government of India emblem on the right. The main heading reads "Directorate General of Human Resource Development". Below this, the text "Central Board of Indirect Taxes & Customs", "Department of Revenue", "Ministry of Finance", and "Government of India" is displayed. The central focus is the "Welcome to Swachhta@CBIC Online Portal" login form. This form includes fields for "User Name:", "Password:", and "Verifying Code:". A blue "Login" button is positioned below the verification code field. To the right of the login form, there are links for "CBIC Annual Swachhta Awards", "SWACHHTA UDAY BOOKLET 2nd EDITION", and "Swachhta Uday Booklet". A yellow box displays the verification code "0671". At the bottom of the login form, there are links for "Get/Forgot Password" and "Home". The footer of the page states "Designed and developed for DGHRD, CBIC By tra-resolutions.com. All Rights Reserved 2018".

Note : A list of User Ids of all zones/directorates under CBIC has been attached herewith. In case of any query/issue, kindly contact Swachhta Cell(DGHRD) on Whats App number 9870492752 or on mail id:- swachhta-dghrd@nic.in.

3. After LOGIN, following screen will appear. Choose the financial year and proceed.



Directorate General of Human Resource Development

Central Board of Indirect Taxes & Customs
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Ministry of Finance
Government of India



Welcome Ahmedabad GST CX, You are logged In Swachhta@CBIC as CCO.

[Swachhta Projects](#)
[See Status of Swachhta Project of all CBIC Formations](#)
[Facing any Issue? Inform DGHRD Office in just one Click](#)
[Entity Details](#)
[Change Password](#)
[Logout](#)

Choose Financial Year

----Year----

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4. Fill the Fund details in the requisite columns. Save and proceed.

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Department of Revenue
Ministry of Finance
Government of India



Welcome Chennai Customs, You are logged In Swachhta@CBIC as CCO & CCA.

[Swachhta Projects](#)

[See Status of Swachhta
Project of all CBIC Formations](#)

[Facing any Issue? Inform
DGHRD Office in just one Click](#)

[Entity Details](#)

[Change Password](#)

[Logout](#)

Choose Financial Year

2021-22



Fund Details

Total funds allocated to Zone (in Rs)

Total expenditure made upto the month (in Rs)

Total funds allocated to Zone



Total expenditure



----Month---



SAVE AND NEXT

- Fill the details of the projects in the requisite columns. Click on the SAVE button available on the extreme right.



Directorate General of Human Resource Development

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Government of India



Welcome Chennai Customs, You are logged In Swachhta@CBIC as CCO & CCA.

[Swachhta Projects](#)

[See Status of Swachhta Project of all CBIC Formations](#)

[Facing any Issue? Inform DGHRD Office in just one Click](#)

[Entity Details](#)

[Change Password](#)

[Logout](#)

Choose Financial Year

2021-22 ▼

[Update Status of project](#)
[Projects submitted to DGHRD Office](#)

Fund Details

Total funds allocated to Zone (in Rs)

▼

Total expenditure made upto the month (in Rs)

▼

May ▼

[SAVE AND NEXT](#)

Project Details

S.No	Formation /Commissionerate	Project	Broad Category of Project	Brief of Project	Total Fund allocation for the project (in Rs)	Status of Project	Estimated time line of Completion			Action
1	Chennai Customs CCO & CCA	Project	----Category----	Brief of Project	Estimal	----Status----	----Month----	----Year----	SAVE	
2	Chennai Customs Chennai Cus I(AP)	Project	----Category----	Brief of Project	Estimal	----Status----	----Month----	----Year----	SAVE	
3	Chennai Customs Chennai Cus II	Project	----Category----	Brief of Project	Estimal	----Status----	----Month----	----Year----	SAVE	

6. After saving the details, the options of SUBMIT or UPDATE, will be available. Details of concerned dealing official may also be uploaded from the option available at extreme left of the projects' details. If SUBMIT, a message to attach images will be flashed on the screen.



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Welcome Ahmedabad GST CX, You are logged In Swachhta@CBIC as CCO.

Swachhta Projects

See Status of Swachhta Project of all CBIC Formations

Facing any Issue? Inform DGHRD Office in just one Click

Entity Details

Change Password

Logout

Choose Financial Year

2021-22

Update Status of project Projects submitted to DGHRD Office

Fund Details

Total funds allocated to Zone (in Rs) Total expenditure made upto the month (in Rs)

1234567 4567 January **SAVE AND NEXT**

Project Details

S.No	Formation /Commissionerate	Project	Broad Category of Project	Brief of Project	Total Fund allocation for the project (in Rs)	Status of Project	Estimated time line of Completion	Action
1	Ahmedabad GST & CX Kutch (Gandhidham) View/Attach Images (0) Upload Dealing official details	Dfgvhh	CLEAN OFFICE PI	Ghjnbnh	56779	Under Process	November 2021	SUBMIT UPDATE 24/07/2021 13:50:54
2	Ahmedabad GST & CX Audit (Ahmedabad) View/Attach Images (0) Upload Dealing official details	Hhhh	PROJECT RELATI	Ghhhhh	66666	Not Executed	January 2022	SUBMIT UPDATE 24/07/2021 14:02:29
3	Ahmedabad GST & CX Audit (Rajkot) View/Attach Images (0) Upload Dealing official details	abcd	MIX PROJECTS R	xyz	23456	Under Process	October	SUBMIT UPDATE 13/08/2021 22:15:28

7. Upload the images as per required parameters and click on BACK.



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Government of India



Welcome Ahmedabad GST CX, You are logged In Swachhta@CBIC as CCO.

[Swachhta Projects](#)
[See Status of Swachhta Project of all CBIC Formations](#)
[Facing any Issue? Inform DGHRD Office in just one Click](#)
[Entity Details](#)
[Change Password](#)
[Logout](#)

No file selected.

****Note-File with size more than 200 KB cannot be uploaded.
Please upload Image file only.**

S.No	Title	Image	Action
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8. Thereafter SUBMIT the project(s). Submitted projects can be viewed as well as updated.

LIST OF USER IDs & PASSWORDS

Sno	Name of Zone/Directorate	username	password
1	Ahmedabad GST & CX	AhdGST_CCO	AhdGST_CCO
2	Bengaluru GST & CX	BengaluruGST_CCO_CCA	Saras_1950
3	Bhopal GST & CX	BhopalGST_CCO_CCA	Ccobz#107
4	Bhubaneswar GST & CX	BhubaneswarGST_CCO_CCA	CC_bbsr0
5	Chandigarh GST & CX	ChandigarhGST_CCO_CCA	Ccchd#123
6	Chennai GST & CX	ChennaiGST_CCO_CCA	Boomi#1975
7	Delhi GST & CX	DelhiGST_CCO_CCA	Crbuilding_09
8	Guwahati GST & CX	GuwahatiGST_CCO_CCA	CGST-ghy2020
9	Hyderabad GST & CX	HYDGST_CCO_CCA	Hyd_500004
10	Jaipur GST & CX	JaipurGST_CCO_CCA	JaipurCCO_123
11	Kolkata GST & CX	KolkataGST_CCO_CCA	Kolkata\$123#
12	Lucknow GST & CX	LucknowGST_CCO_CCA	cco_ccaLucknow20
13	Meerut GST & CX	MeerutGST_CCO	MeerutGST_CCO123
14	Mumbai GST & CX	MumbairGST_CCO_CCA	Sanjuharsh123#
15	Nagpur GST & CX	NagpurGST_CCO	Mspatil_2020
16	Panchkula GST & CX	PunchkulaGST_CCO	Panch708kula#
17	Pune GST & CX	PuneGST_CCO	PuneGST_CCO
18	Ranchi GST & CX	RanchiGST_CCO_CCA	Ccu#ranchi1
19	Thiruvananthapuram GST & CX	TVMGST_CCO_CCA	CCcochin2020#
20	Vadodara GST & CX	VadodaraGST_CCO_CCA	CCOm#121
21	Vishakhapatnam GST & CX	VizagGST_CCO	VizagGST_CCO
22	Ahmedabad Customs	AhdCustoms_CCO	Cuscco-123
23	Bangalore Customs	Bangalore_Customs_CCO	Pulsar_18
24	Chennai Customs	ChennaiCus_CCO	ChennaiCus_CCO
25	Delhi Customs	DelhiCus_CCO	DelhiCus_CCO2020
26	Delhi Customs (Prev)	DelhiCus_Prev_CCO	Prev-2014
27	Kolkata Customs	Kolkata_Customs_CCO	CCOkol_20
28	Mumbai-I Customs	Mumbai-I_Cus_CCO	Mumbai1#cco
29	Mumbai-II Customs	Mumbai-II_Customs_CCO	CCCU2-jnch
30	Mumbai-III Customs	Mumbai-III_Customs_CCO	Brajesh_123
31	Patna Customs (Preventive)	Patna_Customs_Preventive_CCO	ET_cco2020
32	Trichy Customs (Preventive)	TrichyCus_Prev_CCO	Trichy_CCO2020
33	Directorate General of Revenue Intelligence	DGRI_Delhi_HQ	Drihqs123\$
34	Directorate General of Goods & Services Tax Intelligence	DGGSTI_Delhi_Hqrs	DGGSTI_Delhi_Hqrs
35	Directorate General of Vigilance	DGoV_Delhi_HQ	DGvigilance_123
36	National Academy of Custom, Indirect Taxes & Narcotics	NACIN_Faridabad	Disposition_123
37	Directorate General of Performance Management	DGPM_Delhi_HQ	Dgpm#123
38	Directorate General of System & Data Management	DGSystem_Delhi	DGSystem_ice123
39	Directorate General of Goods & Service Tax	DGGST_Delhi_ZU	Dggstadcl
40	Directorate General of Valuation	DGV_Mumbai_HQ	DG_Val_123
41	Directorate General of Anti Profiteering	DGAP_Delhi	Antiprofitteering18#
42	Directorate General of Export Promotion	DGEP_Delhi	Dgep\$1234
43	Directorate General of Audit	DG(AUDIT)_Delhi_HQ	Abcd_1234
44	Directorate General of Human Resource Development	DGHRD_Delhi_IW	Admin22020
45	O/o Chief Commissioner (Authorised Representative), CESTAT	CESTAT_Delhi	Cestat1234
46	Directorate of Taxpayer Services	DGTS_Delhi_HQ	DGTS_2020_hq
47	Central Bureau of Narcotics	CBN_Gwalior	Narco#121
48	Directorate of Central Revenues Control Laboratory	CRCL_Delhi	CRCL_Delhi
49	Directorate of Logistics	DOL_Delhi	Dol#2020
50	Directorate of Legal Affairs	DLA_Delhi	Dla\$144207
51	Settlement Commission	SettlementCommission_Delhi	SettlementCommission_Delhi
52	DG(ARM)	DGARM_Delhi_NTCRMD	Dgarmcbic-2020
53	Directorate of International Customs	DIC_Delhi	Dic_4321