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**Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Human Resource Development
409/8, Deep Shikha Building,
New Delhi-110008**

F.No. 8/SAP/72/HRD(HRM-II)2020/Pt-2

Dated: 19.09.2022

To,

All Principal Chief Commissioners/Chief Commissioners (CGST Zones)
All Principal Chief Commissioners/Chief Commissioners (Customs Zones)
All Principal Directors General / Directors General/Principal Additional Directors General /
Additional Directors General (Directorates)
Director, CRCL
Commissioner, Settlement Commission

**Sub: Special campaign for disposal of Pending Matters from 2nd October 2022
to 31st October 2022-reg.**

Madam/Sir,

Please refer to this office letter of even number dated 14.09.2022 on the above mentioned subject wherein Annexure A & B were circulated for submission of special campaign reports.

2. Board desires that the report of preparatory and implementation phase is submitted in revised format (enclosed as Annexure A).

3. It is therefore requested to upload the report in respect of preparatory phase by **24.09.2022** on **Swachhta@CBIC Module - "Swachhta Campaign"**. Further report in respect of the implementation phase of the Swachhta Campaign may be uploaded on **Swachhta@CBIC Module - "Swachhta Campaign"** on daily basis from 02.10.2022 to 31.10.2022.

This issues with the approval of ADG, HRM-II, DGHRD.

Yours faithfully,

(Pallabika Dutta)
Additional Director, HRM-II
DGHRD, New Delhi

Encl: As mentioned above.

Annexure A			
Sl. No.	Name of Activity	ACTION PLAN ON PREPARATORY PHASE	Information in Preparatory Phase (to be uploaded by 24.09.2022)
1 (A)	Record Management	Number of offices identified for record management during special campaign in the entire Zone/Directorate	Details in Number
1(B)		Identification of old record/files for disposal (Number of Files due for review) in the entire Zone/Directorate	Details in Number Upload before photo of site(not more than 5 mb)
2	Cleanliness drive	Number of sites identified for cleanliness Campaign to be conducted in office premises in the entire jurisdiction of Zone/Directorate	Details in Number Upload before photo of site(not more than 5 mb)

Sl. No.	Name of Activity	ACTION PLAN ON IMPLEMENTATION PHASE	Information on Implementation phase (to be uploaded on daily basis from 02.10.2022 to 31.10.2022)
1 (A)	Record Management	Number of offices where record management has been done during special campaign in the entire Zone/Directorate	Details in Number
1(B)		Number of files reviewed during special campaign in the entire Zone/Directorate	Details in Number
1 (C)		Number of files weed out during special campaign in the entire Zone/Directorate	Details in Number Upload before photo of site(not more than 5 mb)
2	Cleanliness drive	Number of sites where cleanliness Campaign was conducted in office premises in the entire jurisdiction of Zone/Directorate	Details in Number Upload before photo of site(not more than 5 mb)
3	Space Creation	Space (in sq. ft.) is available for office use after disposal of old records and cleanliness drive conducted in the entire Zone/Directorate	Details in sqft. Upload before photo of site(not more than 5 mb)
4	Revenue Earned	Revenue Earned (in Rs.) by scrap (Surplus or obsolete or unserviceable goods or any other item etc) disposal during the drive in the entire Zone/Directorate as per extant guidelines	Details in Rs.