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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

Dated: 22.08.2022

To,

All Additional/Joint Commissioners of PCCO/CCO (CGST Zones)
All Additional/Joint Commissioners of PCCO/CCO (Customs Zones)
All Additional/Joint Directors of PDGO/DGO (Directorates),
Additional/Joint Director, CRCL
Additional/Joint Commissioner, Settlement Commission

Madam/Sir,

**Sub: Reducing pending matters to the minimum possible in the Government,
Cleanliness drive-reg.**

Kindly refer to this office letter of even number dated 24.03.2022 wherein the direction of DoR was circulated to take actions on a regular basis to reduce pending matters to the minimum possible as a sequel to Special Campaign to Cleanliness conducted from 02.10.2021 to 31.10.2021.

2. Consequently, the Board vide letter F.No. 296/227/2021-CX9 dated 05.08.2022 (copy enclosed) again focused to continue the following activities:

- Reviewing/weeding out of files.
- Freeing up of office space.
- Revenue generation on disposal of scrap.
- Conducting cleanliness drives on monthly basis.

3. Therefore, it is requested to kindly provide at least five photographs (of before initiation and after completion of task in jpg/jpeg format) related to the above activities latest by 25.08.2022 and subsequently on 25th day of each month on email id- **swachhta-dghrd@gov.in** for onward submission to the Board office.

4. This issues with the approval of Competent Authority.

Yours faithfully,

(Anil Kumar Gunawat)
Assistant Director (Swachhta Cell)
HRM-II, DGHRD
New Delhi

F No. 296/227/2021-CX9
Government of India
Ministry of Finance, Department of Revenue
Central Board of Indirect Taxes and Customs

New Delhi, Dated: -5.08.2022

To

Director General (DGHRD),
Bhai Veer Singh Sahitya Sadan,
Gole Market, New Delhi-110001

Sub: Reducing pending matters to the minimum possible in the
Government Cleanliness drive- reg.

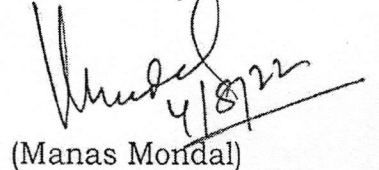
Madam,

I am directed to refer to this office Letter F No. 296/227/2021-CX9 dated 22.03.2022 on the above subject, wherein it was requested to take actions on a regular basis to reduce pending matters to the minimum possible as a sequel to SCPDM conducted from 02nd October 2021 to 31st October 2021.

2. A review meeting is being held every month under the Chairmanship of Secretary, DARPG to review the progress and implementation of the drive. In this regard, it is requested that the field formations may be sensitized to boost up all-out efforts for (i) reviewing/weeding out of files (ii) Freeing up of office space (iii) revenue generation on disposal of scrap (iv) conducting cleanliness drives on monthly basis. Before and after, photographs of the cleanliness campaign may also be please submitted for uploading on the portal.

Yours faithfully,

q/c


(Manas Mondal)

Under Secretary to the Govt. of India

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Email: manas.mondal@nic.in


जारी किया
ISSUED

05/08/2022

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CC