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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. HRM-II/SWC/SE/2/2022-SWC-O/o ADG-HRM-II-DELHI

Dated: 17.01.2023

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)
The Director, CRCL
The Commissioner, Settlement Commission

Madam/Sir,

Subject: Reducing pending matters to the minimum possible-reg.

Please find attached here with Office Memorandum F.No. 296/227/2021-CX.9 dated 09.01.2023 issued by the Under Secretary to the Government of India along with necessary attachments on the above mentioned subject.

2. In continuation of the Special Campaign 2.0 conducted by CBIC from 02.10.2022 to 31.10.2022, Board has desired information in respect of Record Management, Cleanliness & office scrap disposal and space freed (in the given proforma attached) on a monthly basis as per Annexure 'A'.

3. It is therefore requested to furnish information for the month of **January 2023 by 31st January 2023**. Further, it is requested to furnish this information on monthly basis by uploading it on the Special Campaign tab in swachhta@CBIC Module by **last working day of that month**.

Yours Faithfully

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

फा.सं . 296/227/2021-CX. 9
भारत सरकार
Government of India
वित्त मंत्रालय
Ministry of Finance
राजस्व विभाग
Department of Revenue
केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
Central Board of Indirect Taxes & Customs

कमरा सं. 267 डी, नार्थ ब्लॉक, नई दिल्ली
दिनांक:- **09 January 2023**

Office Memorandum

Subject:- Reducing Pending Matters to the Minimum Possible

Kind reference may be made to DARPG OM 30011/02/2019-O&M (Part II) (eNo 5866) dated 03.01.2023 on captioned subject (Copy enclosed).

2. In this regard, it is requested to furnish Consolidated comments from Field Offices of CBIC with regards to Record Management , Cleanliness and Office Scrap disposal (Proforma enclosed) on a monthly basis, by 2nd of the succeeding month.

3. Further it is requested that initial pendency with regards to matters as detailed above may be sent by 11.01.2023.

Yours faithfully,

संलग्नक:- यथोपरि

Signed by Rubal Saroha

Date: 09-01-2023 16:38:12

Reason: Approved

(रुबल सरोहा)
भारत सरकार के अवर सचिव

To,

DG DGHRD

- Instructions for filling the form
- Data needs to be compulsory filled for all the fields.
 - Disposal should be less than or equal to (Brought Forward + Receipt) for a particular month.
 - Form can be submitted more than once during a particular month.
 - Latest values for a particular month will be considered for final report.
 - Data of particular month shall be freezed on 4th of next month.
 - New month data can be fed from 5th to 4th of next month.
 - NAI stands for National Archive of India.

- Please Note :
- Last date to enter December 2022 data - 13th January, 2023.

Receipt Disposal Form for: Central Board of Indirect Taxes and Customs

* Select Month and Year

(MM/YYYY Format)

12/2022

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A - Receipt Disposal Status Till Date

References Category	≤ 6 Months			> 6 & ≤ 12 Months			> 1 & ≤ 2 Years			> 2 Years		
	Brought Forward	Receipts	Disposals	Brought Forward	Receipts	Disposals	Brought Forward	Receipts	Disposals	Brought Forward	Receipts	Disposals
References from MPs	3			3			0			0		
Parliamentary Assurance	0			0			0			2		
IMC Reference (Cabinet Proposals)	0			0			0			0		
State Govt. References	0			0			0			0		
Public Grievances	85			1			0			0		
PMO References	0			0			0			0		

B - Record Management

Physical Files

Brought Forward (Physical Files)

0

* Number of Physical File(s) due for Review

* Reviewed

* A Category Files To Be Transferred to NAI

* B Category Files To Be Transferred to NAI

* Identified for Weeding

* Weeded

E-Files

Brought Forward

0

* Number of E-Files put-up for Review

* Number of E-Files Closed

C - Cleanliness & Office Scrap Disposal

Brought Forward

0

* Number of Campaign(s) to be Conducted

* Number of Campaign(s) Conducted

* Revenue Generated (Rs.)

D - Easing of Rules/Processes

Brought Forward

1

* Number of Rule(s) Identified for Simplification

* Number of Rule(s) Simplified

E - Public Grievance Appeals

Brought Forward

41

* Number of Appeal(s) Pending

* Number of Appeal(s) Disposed Of

F - Space Freed

* Space Freed due to Scrap Disposal and Weeding of Files (Number in Square Feet only)

Submit

Annexure A				
Sl. No.	Zone/Directorate	Name of the Activity	Action Plan	Information on Action Plan
1		Record Management-Physical Files	Brought Forward (Physical Files)	
			Number of Physical File(s) due for Review	
			Number of Physical File(s) Reviewed	
			A Category Files to be Transferred to National Archive of India	
			B Category Files to be Transferred to National Archive of India	
			Number of Physical Files Identified for Weeding	
			Number of Physical Files Weeded	
2		Record Management-E Files	Brought Forward	
			Number of E-Files put up for Review	
			Number of E-Files closed	
3		Cleanliness & Office Scrap Disposal	Brought Forward	
			Number of Campaign(s) to be conducted	
			Number of Campaign(s) conducted	
			Revenue Generated (Rs.)	
4		Space Freed	Space Freed due to Scrap Disposal and Weeding of Files (Number in Square Feet only)	