



OFFICE OF THE PRINCIPAL COMMISSIONER OF GST & CENTRAL EXCISE  
CHENNAI NORTH COMMISSIONERATE

No. 26/1, NUNGAMBAKKAM HIGH ROAD, CHENNAI- 600 034.

C.No.IV/16/14/2017-PRO

Dated: /10/2018

CIRCULAR

Sub: Observation of Swachhata Pakhwada during the period from (15.10.2018 to 31.10.2018) conducting of programmes in respect of Swachhata Awareness-Reg.

It is proposed to conduct Swachhta Pakhwada during the period (15.10.2018 to 31.10.2018) for creating awareness on 'Swachhata' jointly by the Officers/Staffs of Pr. CCO, Chennai North, Chennai Appeals-I, ADG(System), ADG(GST) and ADG(TPS).

In this connection kind attention is drawn to letter C. No. II/39/35/2014-CZO (Admn.)(Pt.) dt. 08.08.2018 as per DGHRD's letter F. No. 8/B/78/HRD(HRM-II)/2018 dt. 18.07.2018. As detailed in annexure, Chennai North Commissionerate proposes to conduct the following competitions for the Officers/Staffs of Pr. CCO, Chennai North, Chennai Appeals-I formations, ADG(System), ADG(GST) and ADG(TPS) at the 5<sup>th</sup> floor of Auditorium of Main Building.

Sl No	Event	Time and Date of conduct event	Topic
1.	Essay writing (Hindi/English)(300 words)	15:30 Hrs to 16 Hrs on 22.10.2018	Swachhata/Cleanliness concept.
2.	Slogan Writing (Hindi/English/Tamil)	May be sent through email to <a href="mailto:cgst.centralexcise@gmail.com">cgst.centralexcise@gmail.com</a> latest by 22.10.2018 17:00 hrs.	Slogan which influence people to be clean. Kip it short and pithy
3.	Cartoon	16:15 Hrs to 16:45 Hrs on 22.10.2018	"Swachhata" Humorously bring out the importance of clealiness
4.	Rangoli by contingent/ Outsourcing staffs	09 AM on 23.10.2018	swachhata theme

For the family member of the officers as mentioned above the essay on the topic:- **How will you leave clean world for the future? Wherein practical views would be valued and Slogan (short and pithy) and relevant cartoon (which humorously bring out the importance of cleanliness) on Swachhata may please be sent to the email id: [cgst.centralexcise@gmail.com](mailto:cgst.centralexcise@gmail.com) latest by 22.10.2018 17:00 hrs.**

Officers/Staffs and their family members of all above formation are requested to participate in good numbers and make the event successful.

Yours faithfully,

(Rajeev Kumar)  
Additional Commissioner  
Chennai North Commissionerate

To

1. The Pr. Chief Commissioner of GST & C. Ex. TN & Puducherry Zone
2. The Principal Commissioner of GST & C. Ex. Ch. North/Chennai Appeals-I
3. Additional Director General (Systems), Chennai
4. Additional Director General (GST), Chennai
5. Additional Director General (TPS), Chennai

Copy to:

1. The AO (Stores), Chennai North for providing stationery and materials required for the events
2. The PRO Chennai North for making arrangements for conduct of events on 5<sup>th</sup> floor auditorium and for providing refreshments to the participants
3. All the notice board in nungambakkam/Teynampet/Anna nagar (Ch. North part)/Mogappair building (Ch. North Part)
4. The Supdt. (Computers), Chennai North for uploading in website.

Telefax: 011- 25823723 / 25717521  
Telephone: 011-25733192 / 25729905

Email I.D.: policy-dghrd@nic.in



केन्द्रीय उत्पाद शुल्क मुद्रा  
आयुक्त कार्यालय  
Office of the Chief Commissioner  
of Central Excise

24 JUL 2018

जुंगम्बाक्कम, चेन्नै-34  
Nungambakkam, Chennai-34

Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs  
Directorate General of Human Resource Development  
409/8, Deep Shikha, Rajendra Place,  
New Delhi - 110008

F. No. 8/B/78/HRD (HRM-II)/ 2018

Dated: .07.2018.

To,

All Principal Chief Commissioners/Chief Commissioners (GST)  
All Principal Chief Commissioners/Chief Commissioners (Customs)  
All Directors General, Directorates

Madam/Sir,

**Subject:- Observation of "Swachhta Pakhwada" in the Department of Revenue during 15.10.2018 to 31.10.2018- regarding**

Please find enclosed D.O. letter issued vide D.O. No. D.32020/11/2007-GAR dated 19.06.2018 by Joint Secretary (Revenue) alongwith enclosures for observing the Swachata Pakhwada in the month of October, 2018.

In this regard, please also find enclosed the Action Plan on Swachhta Pakhwada to be observed from 15.10.2018 to 31.10.2018 for further necessary action at your end.

An action taken report on the matter may please be forwarded to this office by 15<sup>th</sup> of November, 2018. Also, daily reporting during the Pakhwada, may please be done on [policy-dghrd@nic.in](mailto:policy-dghrd@nic.in) and DGHRD Swachhta Whatsapp No. 9599658978.

This issues with the approval of Chairman, CBIC.

Encl.: as above.

Yours faithfully,

(Bharti Sharma)

Deputy Director, HRM-II

**CBIC****SWACHHTA PAKHWADA 15.10.2018 TO 31.10.2018**

<b>Date</b>	<b>Activity</b>	<b>Special Emphasis</b>
15.10.2018	Pledge by officers and staff and display of banners regarding Pakhwada. All officers/staff members to make resolution to keep office premises clean, manage old records properly and to participate in other Swachhta related reforms	Circulars to be issued for encouraging printing of official documents on both side of the papers, switching off electronic equipments when not in use, penalty for spitting/ throwing waste in office premises.
16.10.2018	Cleaning of the office premises by the staff, Sharamdaan activities	Observe a Car free/ Car pool day to encourage use of public transport.
17.10.2018	Swachhta Workshop:- organizing workshops on cleanliness and waste management in office for staff, including interactive sessions between Senior officers and workers in charge of cleanliness.	Quotations regarding Swachhta to be displayed in all rooms and common places. Quotations related to saving of water to be displayed in wash rooms. Quotations related to switching off electronic equipments to be displayed at appropriate places. Installation of Biotoilets and special taps with reduced water flow to be explored.
18.10.2018	Competitions :- Essay Writing/Slogan Writing/Cartoon/Rangoli competitions to be held among the office staff inviting ideas for Swachhta	Family members of the employees to be encouraged to take part in the competitions. Signature campaign to be organized for people visiting the office like taxpayers.
22.10.2018	Voluntary work:- Each Commissionerate may select a locality or school and clean the premises	Concerned DC/ AC level officer shall visit their respective local authorities (MCD) to discuss the issues of cleanliness around office premises and to chart out an action plan. This shall be followed up regularly by the concerned officer.
23.10.2018	Each Commissionerate will carry out one of its own innovative idea for cleanliness to be submitted by the Commissionerate itself	Cleanliness of Canteen Premises.
24.10.2018	Plantation:- Each Commissionerate should identify an area for tree plantation or beautification through plantation and carry out the same	Saplings to be distributed and employees shall be motivated to plant a sapling in their name and look after it regularly so as to see a tree after few years.
25.10.2018	Segregation and weeding out of old records, enlisting safe keeping of the same, Digitization of records, Disposal of E-Waste in the office.	Email Communication shall be promoted especially for intra office communications. Employees to be motivated to get their nic email ids. All offices to initiate steps for E-waste Disposal.
26.10.2018	Commissionerate to adopt roads, round abouts, historical places etc to maintain its cleanliness	Cleanliness Drive in an orphanage/ Beach Cleaning
29.10.2018	Creating social buzz regarding swachhta through electronic and print media. A press release should be issued highlighting major outcomes of Swachhta Pakhwada. Each Commissionerate should ensure better branding and publicity of Pakhwada activities.	Employees may be encouraged/ motivated to put Swachh Bharat Quotations as their Whatsapp/ social media status.
30.10.2018	Mass anti-polythene drive, March with Banners, Reviewing of Divyang access in toilets,	Distribution of Cloth/ Jute bags (with swachhata slogans) to employees and encouraging them not to use Plastic Bags.
31.10.2018	Awards for best section for weeding out of old records and digitization of records. Declaration of Prize Winners of Essay Slogan writing and Cartoon making Competitions	Employee of the Pakhwada for Swachhta Activities to be declared.