

MOST IMMEDIATE

F.No. D.32020/11/2007-GAR
Government of India
Ministry of Finance
(Department of Revenue)

New Delhi, the 12th November, 2021

OFFICE MEMORANDUM

SUBJECT: Proper disposal of waste paper/obsolete items, etc.

Despite issuing instructions for proper disposal of waste/obsolete items, etc. in this department vide OM of even number dated 2.11.2021 (copy enclosed), it has been observed that some officers/sections are still dumping waste outside their rooms without intimating the same to GAR Section.

2. Accordingly, all the officers/sections of the Department are requested that no waste/unused office equipment, etc. shall be dumped outside their rooms **henceforth**. If any kind of waste/obsolete item is found outside any particular room, all occupants of that room shall be held responsible for the same.
3. This issues with the approval of Competent Authority.



(Rakesh Kumar)

Under Secretary to the Government of India
Tel. No. 23095366

To:

1. All Heads of Divisions of Department of Revenue
2. All Sections/Offices of Department of Revenue
3. SO(Computer Cell), DOR – for uploading the Circular in DOR/E-office portal.

Most Immediate

F.No. D.32020/11/2007-GAR
Government of India
Ministry of Finance
(Department of Revenue)

Room No. 66-D, North Block,
New Delhi, the 02nd November, 2021

OFFICE MEMORANDUM

Subject: - Proper disposal of waste paper/ obsolete items, etc.

This is in continuation of the OM of even number dated 6th October, 2021; 21st October, 2021 & 27th October, 2021 regarding **Special Drive for Weeding Out of old Records/ Files, Disposal of Waste material, Disposal of Newspaper waste, Old/ Written off books, Disposal of E- waste etc.**

2. It is hereby informed that before removing any kind of waste material, all the offices/ sections shall intimate GAR Section (in writing), so that the waste goods are properly handed over/ taken over. To ensure proper cleanliness/ upkeep of the premises, no waste material shall be kept outside the room/ corridor by any office/ section. GAR Section will take all the possible steps to collect the waste material from the spot within reasonable time. With regard to any labour assistance, SO(GAR)/ Caretaker may be intimated telephonically at Tel. No.: 23095384/85.
3. This issues with the approval of Competent Authority.
4. For strict compliance, please.



(Rakesh Kumar)

Under Secretary to the Government of India
Tel. No. 23095366

To: