

F.No.32020/11/2007-GAR
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
GAR SECTION

New Delhi, dated 15th May, 2017

OFFICE MEMORANDUM

Subject:- Swachhta Action Plan (SAP) for the Department of Revenue - Target for implementation of SAP.

The undersigned is directed to convey the decisions of the competent authority with regard to the above mentioned subject, taken as per the directions of Ministry of Drinking Water & Sanitation.

2. As per the SAP submitted to the Ministry of Drinking Water & Sanitation, the following action/activities to be undertaken within the given time frame and a report in the matter shall be sent to the undersigned which in turn has to be submitted to the Secretary (Revenue) who is personally monitoring the matter.

S.No.	Activities	Time line	Nodal Officer (s)/Monitoring Mechanism/Periodicity
1	Digitization of Office Records/e-office/e-publication	December, 2017	JS(R) overall nodal officer. (DoR). ADG(Infra) nodal officer for CBDT ADG(HRM) nodal officer for CBEC
2	Digitization of publications	June, 2017	DS(Admn.) DoR Addl. Nodal officer. Weekly reporting to AS(R).
3	Weeding out of files to optimize office space	Quarterly basis	Fortnightly reporting to Secretary (R).
4	Cleanliness in office	Daily basis	All the Officers/Section Officers concerned may please send their report in this regard to GAR Section with regard to work mentioned at sl.no.1,2&3.

3. All the officers of the Department whose records have been digitized/scanned may please send a specific request to SO(GAR) for hard drives for storage of such scanned records and the Sections whose records have not been digitized/scanned till now, may please send a specific request to the SO(GAR) for the same. Further, the digitized/scanned old/obsolete files/records may be weeded out on priority basis after

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