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storing the same in the hard drives following the guidelines as per Record Retention Schedules, issued by Department of Administrative Reforms & Public Grievances.

4. Also, the Department is going to organize motivational training sessions for the Section Officers and MTS/Farash/Sweepers of the Department in coordination of ITDC to sensitize them about the cleanliness drive and inculcate behavioral habits to institutionalize SAP. A Committee of Under Secretaries will monitor such training and recommend appreciation for those who would further the cause of SAP. Appreciations to MTSs as well as staff in Sections/corridors found best in cleanliness will be decided by such Committee and they will also be awarded/rewarded accordingly.

5. Director/Deputy Secretary of the respective divisions are advised to take round in the corridors/sections nearby them and disclose the names of the persons found guilty and not following cleanliness norms. Also, please send the pictures/photographs of the divisions under their control and nearby corridors to aditya.yadav@nic.in for upload the same on the website: www.swachhtaactionplan.com

6. This issues under the directions of Secretary (Revenue) and to be adhered strictly.



(Rakesh Kumar)

Under Secretary to the Govt. of India

Tel.No.011-23095366

To

All Officers/Officials of :-

- a) Department of Revenue (H.Qr.)/CBEC/CBDT.
- b) Commissioner (Co-ordination), CBEC/CBDT for strict adherence of SAP, submitted by field formation and to follow the following actions:
 - (i) Pictures/photographs of offices/sections/corridors before and after cleaning the same to be uploaded every week on the website: www.swachhtaactionplan.com
 - (ii) Prepare Mission Statement of three-four lines.
 - (iii) Fortnightly reports to be submitted for review by Secretary (Revenue).