

**MOST IMMEDIATE**

F.No. D.32020/11/2007-GAR

Government of India  
Ministry of Finance  
(Department of Revenue)  
\*\*\*\*\*

New Delhi, the 6<sup>th</sup> October, 2021

**OFFICE MEMORANDUM**

**SUBJECT: 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. -**

Subsequent to the launch of Swachh Bharat Mission 2.0 by the Hon'ble Prime Minister on 1<sup>st</sup> October, 2021, a visit of the office premises in North Block was undertaken by Revenue Secretary, Chairman (CBDT) and Chairman (CBIC) on 5<sup>th</sup> October, 2021 to assess the overall Swachhata Abhiyan in the department. Subsequently, Revenue Secretary has directed that all the offices/sections of Department of Revenue including all the field offices of CBDT/CBIC must carry out special drives with immediate effect for weeding out of records/files, disposal of waste material/e-waste for overall cleanliness of the office premises.

2. In view of the above, all the officers/sections of the Department including the field offices of CBDT/CBIC are requested to carry out special drives to weed out old records/files as per manual of office procedure. Field offices of CBDT/CBIC are further requested to carry out special drives for disposal of e-waste and other waste material, as per prescribed procedure. The disposal of such waste must be carried out periodically at regular intervals in order to maintain proper cleanliness of the office premises. It is requested that reports on weekly basis be submitted in the following format to the respective Heads of Divisions (i.r.o. offices of DOR) /Coordination Divisions of the Boards (i.r.o. field offices), who in turn will send the collated information to this office for forwarding the same to Revenue Secretary for his information:-

Sl. No.	Name of the Section/ Division /Board	Number of files/documents weeded out	Quantity of Scrap discarded	Number of E-waste items discarded	Space freed due to weeding out/disposal (in sq.ft.)
...					

3. All the Heads of Divisions are requested to strictly monitor the progress of weeding out of records/files of the sections under their control.

4. 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) – for uploading the Circular in DOR/E-office portal

Copy to:

1. Chairman, CBIC
2. Chairman, CBDT

**With the request to get this OM circulated among their field formations for strict compliance, please.**

Copy for information to:

1. PPS to RS
2. PPS to JS(D)

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In continuation of the OM of even number dated 6<sup>th</sup> October, 2021 on the subject above, all the officers/sections of the Department and field formations of CBDT/CBIC are requested to start the weeding out of records/files, as per Manual of Office Procedure, urgently. In this connection, all the Heads of Divisions are requested to direct their sections to carry out **special weeding out drive on Saturday, the 9<sup>th</sup> October, 2021.**

2. All the Heads of Divisions are requested to strictly monitor the progress of weeding out of records/files of the sections under their control.
3. This issues with the approval of Competent Authority.



(Rakesh Kumar)

Under Secretary to the Government of India  
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