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 07th March, 2022

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.

In continuation of the OM of even number dated 6th October, 2021 on the subject above (copy enclosed) and to maintain proper cleanliness of the workplace, all the officers/ sections of the Department are requested to assess/review the records/ files maintained, for retention/ retrieval/ weeding out.

2. In this connection, all the Heads of Divisions are requested to direct their sections to weed out/ dispose of the records/ files etc. as per procedure laid down in CSMOP (Central Secretariat Manual of Office Procedure) and report the same to this division as per the format already provided in the OM of 06/10/2021 by end of each month, so that requisite inputs are forwarded to Coordination Section for including the same in the monthly reports being submitted by them to Cabinet Secretariat.

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, Department of Revenue.
2. All Offices/Sections of the Department of Revenue.
3. SO (Computer Cell), DoR - for uploading the Circular in DoR/ E-Office portal.

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

OFFICE MEMORANDUM

New Delhi, the 6th October, 2021

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 1st October, 2021, a visit of the office premises in North Block was undertaken by Revenue Secretary, Chairman (CBDT) and Chairman (CBIC) on 5th 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:-

SI. 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(R)