

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:

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.