

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

New Delhi, dated 25th May, 2017

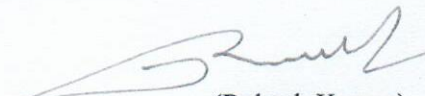
OFFICE MEMORANDUM

Subject:- Cleanliness and housekeeping in the portion of common areas in North Block
– Implementation of Swachhta Action Plan (SAP) for the Department of Revenue .

The undersigned is directed to convey the directions of the Additional Secretary (Revenue) regarding the implementation of SAP for the Department and behavioral training for Swachhta purpose, organized on 19th & 20th May, 2017 for Section Officers and MTS of the Department. The Secretary (Revenue) is personally monitoring the implementation of SAP in the Department.

2 As the swachhta is not a matter which can be implemented alone by any officer or any establishment without the help of each and every officer/employees working there, therefore, it has been decided to make teams of the following Section Officers who will monitor the implementation of SAP in their neighborhood of their office and will submit a report every Friday to the Deputy Secretary (NC&GA) who will further submit its report to Secretary (Revenue):-

S.No.	Name of Officers & Section	Area/Floor to be monitored
1.	Julius Choranth, SO, Ad.IB Shankar Bhai Phera, SO, Parliament Cell	Ground Floor, North Block
2.	T.V. Raghunathan, SO, Vigilance Cell I.A. Ansari, Librarian	Second Floor, North Block (Room No.244 to 251B)
3.	Vipul Alok, SO, Ad.IC&CA Cell Ashutosh Kumar, SO, NC-II	First Floor, North Block
4	Bhola Ram Meena, SO, State Tax-I Ranjeet Kumar Sudhanshu, SO, NC-I	Second Floor, North Block
5	Vikash Kumar, IFU(B&A)-DT P.K. Jain, SO, National Committee	Church Road
6	Ms.Nirmala Devi, SO, RA Cell Shashi Kant Singh, Asstt. Director(OL)	Hudco Vishala Building


(Rakesh Kumar)
Under Secretary to the Govt. of India

1. PS to AS(Rev.)/JS(Rev.)
2. DS(NC&GA)
3. Officers concerned