

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

New Delhi, the 25th June, 2018

CIRCULAR

Subject: Cleanliness in the Department of Revenue - Celebration of Swachhata Pakhwada in the Department of Revenue from 15.10.2018 to 31.10.2018

The undersigned is directed to inform that 'Swachhata Pakhwada' is being celebrated for the last few years by every Ministry/Department of the Government of India under the Swachhata Action Plan and the same has gone through much transformation, from routine to sustainable activities with involvement of all sectors/wings of the Government. Regular review through online portal designed by the Ministry of Drinking Water and Sanitation (MDWS) has helped ensuring the quality of Pakhwada activities. This year, during the 'Swachhata Pakhwada', the MDWS will be providing three awards to each Ministry/Department on the basis of innovative/creative activities and initiatives, mass mobilization for Swachhata, engagement of varied sections outside the organization, etc., which have deep and sustainable impact countrywide. These awards would be given to the winning sections/attached offices/field formations, etc., and the selection process for first/second/third prize winners would be overseen by Secretary of the Department, which then would be conveyed to the Ministry of Drinking Water and Sanitation within two days after completion of the 'Swachhata Pakhwada'.

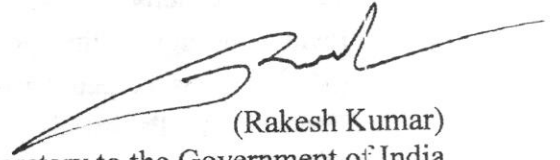
2. In view of the above, this Department had decided to celebrate the 'Swachhata Pakhwada' w.e.f. 15.10.2018 to 31.10.2018, wherein full cooperation and participation of all the officers/staff of the department is anticipated. A copy of the Action Plan is enclosed for reference.

3. This year the work and the initiatives undertaken in the 'Swachhata Pakhwada' will be reviewed by the Parliamentary Committee and a few Members of Parliament. Therefore, in order to make 'Swachhata Pakhwada' a grand success, the officers/staff of the Department are requested to maintain proper cleanliness in the office premises and in the vicinity of their offices. Services of the MTS employed with officers/sections may be utilized on daily basis for upkeep and cleanliness of office premises. GAR Section would provide necessary assistance, if required.

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4. Further, it has been observed that despite several directions by the Administration for digitization and weeding out of records, several sections of the Department have still not carried out full digitization/weeding out of records. It is therefore, requested that all the sections must digitize all the records and weed-out the old records, positively by 15th September, 2018, so that proper cleanliness is maintained in all offices/sections and a clean and hygienic ambience is created in all offices/sections of the Department before beginning of the 'Swachhata Pakhwada'. Heads of the Divisions must personally monitor digitization/weeding out of records and cleanliness of the sections on regular basis. The officers/Staff of the Department may take active part in the cleanliness drive by undertaking fresh initiatives and applying innovative ideas so that the 'Swachhata Pakhwada' being celebrated in this Department becomes a splendid success.

5. This issues with the approval of Joint Secretary (Revenue).



(Rakesh Kumar)

Under Secretary to the Government of India
Tel. No. 23095366

To

All Officers/Sections of the Department of Revenue

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