

**Most Immediate**

F.No. D.32020/11/2007-GAR  
Government of India  
Ministry of Finance  
(Department of Revenue)  
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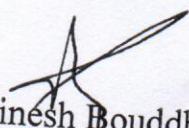
Room No. 48-C, North Block,  
New Delhi, the 27<sup>th</sup> October, 2021

**OFFICE MEMORANDUM**

**Subject: - All Almirahs etc. to be cleared from all the Corridors .**

This is in continuation of the OM of even number dated 6<sup>th</sup> October, 2021 & 21<sup>st</sup> 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.** A visit of the premises was undertaken by Finance Secretary (FS) recently and he has accordingly directed to remove all the almirahs etc. lying in the corridors **immediately**.

2. Accordingly, all the Heads of Divisions are requested to direct their sections/branches to remove all the almirahs etc. from the corridors, **else** administrative action may be taken against the defaulters.

  
(Dinesh Boudh)  
Director & HoD  
Tel. No.: 23092686

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.

Copy to:

1. Director (Admin.), DOE
2. Director (Admin.), DEA  with a request to issue necessary directions in this regard.