

Swachhta Action Plan (SAP)
2017-18

Name of Ministry: - Finance
Name of Department: - Revenue

The vision statement of Department of Revenue, Ministry of Finance is to ensure that the rooms, corridors and gardens are maintained is a clean and green way to provide an aesthetic & congenial working atmosphere for one and all. The purpose is to improve current cleanliness level in the Ministry of Finance Government of India office spread across an area of 1,31,765 sq ft located at North Block (55000 sq ft), Church Road (27000 sq ft), Jeevan Deep Building (3265 sq ft), Samrat Hotel (6500 sq ft) and Hudco Vishala Building (40,000 sq ft). The primary way to achieve the same is through inculcating good sanitation and hygiene practices in employees and visitors. This would involve maximum utilization if existing resources, infrastructure and man power that ensures a positive clean and aesthetic work place.

List of Programmes/Schemes/Activities

Ministry/Attached offices/Subordinate offices/PSUs/Autonomous Institutes.

S.No	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
A.	Digitization of Office records/ E office /E-publication				
1.	Adoption of e-Office platform to lessen the use of papers: The following steps have been taken to increase the use of e-office				
S.No	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity

	<p>In DoR</p> <p>(i) Vendor has been given a rate contract for digitization of physical files who has been working since last one and half years. The exercise of digitisation would continue in 2017-18</p> <p>(ii) Hiring of NIC staff for providing support/training to DoR on e-office issues</p> <p>(iii) Digital Signature Certificates to all the officials for use of e-office</p>		<p>December, 2017</p> <p>May, 2017</p> <p>April, 2017</p>	<p>US (GAR) to submit a monthly report (Section wise) to Director (Admn.) on the no of files digitized in the month and those which are yet to be digitized. DDG(NIC) to submit a monthly report to US (Admin.) on officers in DoR trained during the month and those who are yet to be trained. US (GAR)</p>	<p>Director (Admn.)</p>
2.	Digitization of Publications; All non- statutory publications would be procured in a digitized version.		June, 2017	US (GAR) to submit a monthly report on the no. Of publications which have been procured digitally.	Director (Admn.)
S.No	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity

3.	Installation of CCTVs in Corridors of office premises in North Block has been approved by the Finance Minister. This will help in monitoring the cleanliness and issue advisories/ take action against violators.	3.5 crore on sharing basis with Economic Affairs & Expenditure	Nov, 2017	The implementation will be monitored by Dir (DoE). However, US (GAR) shall provide al logistical support from DoR. A monthly progress report on installation of CCTV shall be sought form DoE.	Director (Admn.) DoE
B.	Basic Maintenance				
1.	Cleaning of office premises, toilets and dustbins if Department Revenue located at North Block, Church Road, Jeevan Deep Building, Samrat Hotel and Hudco Vishala Building on daily basis.		Daily	Caretaker of the respective office premises/ Agency outsourced for the said work shall certify to US (GAR) that all premises/ toilets/ etc have been maintained & cleaned.	Director (Admn.)
2.	Cleaning of computers and peripherals, Water coolers and furniture polishing of name plates and repairing of walls, doors and windows on a weekly basis		Weekly basis	Caretaker of the respective office premises/Agency outsourced for the said work shall certify to US (GAR) that all premises /	Director (Admn.)

S.No	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
				Toilets/ etc have been maintained & cleaned.	
3.	Disposal of General waste ó The exercise which began in August, 2016 involved all the offices under DoR including both the Boards (CBEC & CBDT) to assess the total waste/obsolete items which could be disposed off [Furniture/equipments/newspapers/magazines/etc.]. The exercise of identification and disposal would continue on a quarterly basis.		Quarterly basis	All JS, CBEC/CBDT & Directors in DoR to forward details of disposable items by end of 1 st month of each quarter. US (GAR) to float tender for disposal of these items. By 2 nd month of quarter for selection vendor. Items to be disposed off by the 3 rd month of the quarter by the selected vendor.	JS concerned in CBDT/CBEC/DoR Dir (Admn) US (GAR)
4.	Disposal of E-waste:- The exercise which began in August, 2016 involved all the offices under DoR including both the Board (CBEC & CBDT) to assess the total e ówaste/obsolete items which could be disposed off. (PCs/Multi Functional printers/Scanners/photocopiers/ etc.)		Quarterly basis	All JS, CBEC/CBDT & Directors in DoR to forward details of disposable items by end of 1 st month of each quarter.	JS concerned in CBDT/CBEC/DoR

S.No	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
				US (GAR) to float tender for disposal of these items. By 2 nd month of quarter for selecting vendor. Items to be disposed off by the 3 rd month of the quarter by the selected vendor.	Dir (Admn) US (GAR)
5.	Changing of Dustbins twice in a year		April, 2017 and October, 2017	US (GAR)	Dir (Admn)
6.	Weeding out obsolete files and optimization of office space. Purchase of Compactors for Storage will be considered. In this regard Expression of Interest would be floated to invite proposals from interested parties for providing the Compactors for safe and secure upkeep of records and better utilization of space		Annual basis	All JS, CBEC/CBDT & Directors in DoR to forward details of need for Compactors by April, 2017. US (GAR) to float tender for selecting the vendor by June, 2017.	JS concerned in CBDT/CBEC/DoR Dir (Admn)
S.No.	Programmes/Schemes/Activites	Proposed	Target date	Designation of	Designation of

		Budget (in Rs. per year)*	for completion of Activity	Official responsible for implementation of activity and adherence to timelines	Official responsible for overall supervision of the Activity
				Vendor to install compacters by Dec, 2017	US (GAR)
7.	Renovation/up gradation of rooms		2 rooms every quarter	All JS, CBEC/CBDT & Directors in DoR to forward detail of rooms needing renovation by April, 2017. US (GAR) to take estimates from approved rate contract vendors for seeking approval by 2 nd month of quarter. Vendor to complete the work by 3 rd month of the quarter.	JS concerned in CBDT/CBEC/DoR. Dir (Admin) US(GAR)
S.No.	Programmes/Schemes/Activites	Proposed	Target date	Designation of	Designatin of

		Budget (in Rs. per year)*	for completion of Activity	Official responsible for implementation of activity and adherence to timelines	Official responsible for overall supervision of the Activity
C. Sanction					
1.	Volunteers Association for taking up Swachhta drive by CBEC	Write-up as per Annes-I & II	Ongoing activity	Commissioners of relecant formation, CBEC	Chief Commissioner of the zone, CBEC
2.	Destruction of bio-degradable cargo through a low cost, environment friendly and no-hazardous method.		Quarterly basis	All Commissioners in zone to forward detatil of bio-degradable cargo to be destroyes by April, 2017 to Chief Commissioner. Committee constituted by Commissioner to invite tender for deciding the agency for such destruction by 2 nd month of quarter. Vendor to complete the work by 3 rd month of the quarter.	Chief Commissioner of the zone, CBEC

S.No.	Programmes/Schemes/Activites	Proposed Budget (in Rs. per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designatin of Official responsible for overall supervision of the Activity
				Committee constituted by Commissioner to invite tender for deciding the agency for such destruction by 2 nd month of quarter. Vendor to complete the work by 3 rd mothe of the quarter.	
3.	Taking up the issues of seepages in office rooms with CPWD, handing wires in the corridors, whitewash of rooms, maintenance of washrooms with exhausts, etc. All overhead hanging wires will be examined obsolete wires removed. The wires in use shall be enclosed in a cornice.		Quarterly basis	US (GAR) to assess the requirement by 1 st mont of each quarter. US (GAR) to coordinate with the concerned agency (SPWD/ NIC/MTNL) for completion of the relevant work by 3 rd month of each quarter.	Dir (Admin)

S.No.	Programmes/Schemes/Activites	Proposed Budget (in Rs. per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designatin of Official responsible for overall supervision of the Activity
D. Cleanliness and beautification of Surroundings					
1.	Maintenance of Cut flower and potted plants as per rate contract provisions.		Daily/ Monthly	A team of Data Entry Operaors has been formed to daily assess the quality of flowers/plants. They shall report any deviation in quality to US (GAR)	Dir (Admin)
				US (GAR) to monitor along with the committee comprising of 3 US from DoR, CBEC,CBDT every month. Based on feedback of the committee, appropriate action by way of cut in the	

Sl.No.	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per Year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
				amount to be reimbursed to vendor/ appreciation letter to vendor	
2.	Put pictures of Archival value on the walls of Corridor of North Block and other officers of DoR.		June, 2017	Committee of US in DoR, CBEC and CBDT to finalise the details of pictures and tender by April, 2017	Dir (Admin)
				Finalise the vendor by May, 2017 Putting the pictures in various offices by June, 2017	
3	The courtyard gardens and outer lawn will be well maintained and painted with seasonal flowers and ornamental plants.		Daily basis	US (GAR) to coordinate with staff of CPWD who are assigned the responsibility of such maintainance in DoR properties. In case of incidence of non-maintenance, the matter may be escalated to the Supdt. Engg of CPWD	Dir (Admn.)

				incharge for the area.	
E.	Swachhta Awareness at local level/ Display and Banner/ Foster healthy Competition				
1	Awareness Creation: (i) Conducting of competitions like (a) Essay Competition (b) Cartoon Competition and (c) Slogan Competition (d) Best section working towards Swachhta drive, for sensitization on cleanliness. <u>Certificates signed by Secretary would be given to winners.</u>		One Competition every quarter	US (GAR)/ Assessment for best Section by Committee comprising of US from DoR/ CBEC and CBDT The committee shall report on a monthly basis to DIR (Admn)on the preparation for organizing such events	
Sl.No.	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per Year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity

	<p>(II) Display of banners/ posters on Swachh Bharat in office premises</p> <p>(III) Captions and signage like “No Smoking Area” “Do Not Litter” etc. have been put up for keeping office premises clean. These will be maintained augmented</p> <p>(IV) Action taken/ Photographs of the activities to be uploaded/ displayed on www.swachhbharat.mygov.in, e-Samiksha portal, official website</p>		<p>In the month of October, 2017</p>	<p>US (GAR) to oversee the preparation of posters/ banners atleast one month in advance of the event and submit a report to DIR (Admn)</p> <p>SO(GAR) may evaluate the signage which need to be changed and submit a report to US (GAR) on a monthly basis.</p> <p>US (Coord.) to upload such pictures by end of each month. US (Coord) to submit a report to DIR (Coord) on the pictures uploaded every month by the month end.</p>	
F	Swachhta Pledge		<p>On working day before 2nd October</p>	<p>US (GAR) to organize the event and circulate the pledge a week in advance to all the officials. US (GAR) to inform the DIR (Admn) on the administrative</p>	DIR (Admn)

				arrangements for the event a month in advance.	
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*All the expenditure on the activities where no amount has been mentioned against proposed budget will be met out of budget allocation of the Department for 2017-18.

Name and Mobile Number of Nodal Officer:

Shri Udai Singh Kumawat

Joint Secretary (Rev.)

Provisional Swachhta Action Plan (SAP)

2018-19

Name of Ministry:- **Finance**

Name of Department:- **Revenue**

The vision statement of Department of Revenue, Ministry of Finance is to ensure that the rooms, corridors and gardens are maintained in a clean and green way to provide an aesthetic & congenial working atmosphere for one and all. The purpose is to improve current cleanliness level in the Ministry of Finance, Government of India office spread across an area of 1,31,765 sq ft located at North Block (55000 sq ft), Church Road (27000 sq ft), Jeevan Deep Building (3265 sq ft), Samrat Hotel (6500 sq ft) and Hudco Vishala Building (40,000 sq ft). the primary way to achieve the same is through inculcating good sanitation and hygiene practices in employees and visitors. This would involve maximum utilization of existing resources, infrastructure and man power that ensures a positive, clean and aesthetic work place.

List of Programmes/ Schemes/ Activities

Ministry/ Attached offices/ Subordinate offices/ PSUs/ Autonomous institutes:

S.No.	Programmes/ Schemes/ Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
A	Basic Maintenance				

1.	Cleaning of office premises, toilets and dustbins of Department Revenue located at North Block, Church Road, Jeevan Deep Building, Samrat Hotel and Hudco Vishala Building on daily basis.		Daily	Caretaker of the respective office premises/ Agency outsourced for the said work shall certify to US (GAR) that all premises/	Director (Admn.)
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				Toilets/etc have been maintained & cleaned	
2	Cleaning of computers and peripherals , Water coolers and furniture, polishing of name plates and repairing of walls, doors and windows on a weekly basis		Weekly basis	Caretaker of the respective office premises/Agency outsourced for the said work shall certify to US (GAR)that all premises/toilets/etc have been maintained & cleaned	Director(Admn)
3	Disposal of General waste-The exercise which began in August, 2016 involved all the offices under DoR		Quarterly basis	All JS,CBEC/CBDT & Directors in DoR	JS concerned in CBDT/CBEC/Dor

	including both the Boards(CBEC & CBDT) to assess the total waste/ obsolete items which could be disposed off[Furniture/equipments/newspapers/magazines/etc].The exercise of identification and disposal would continue on a quarterly basis			<p>to forward details of disposable items by end of 1st month of each quarter.</p> <p>US(GAR) to float tender for disposal of these items. By 2nd month of quarter for selecting vendor.</p> <p>Items to be disposed off by the 3rd month of the quarter by the selected vendor.</p>	<p>Dir(Admn)</p> <p>US(GAR)</p>
4	Disposal of E-waste-The exercise which began in August , 2016 involved all the offices under DoR including both the Board (CBEC & CBDT) to assess the total e-waste/obsolete items which could be disposed off(PCs/Multi Functional printers/scanners/photocopiers/etc)		Quarterly basis	<p>All JS,CBEC/CBDT & Directors in DoR to forward details of disposable items by end of 1st month of each quarter.</p> <p>US(GAR) to float tender for disposal of these items. By 2nd month of quarter for selecting vendor.</p> <p>Items to be disposed off by the 3rd month</p>	<p>JS concerned in CBDT/CBEC/DoR</p> <p>Dir(Admn)</p>

				of the quarter by the selected vendor.	US(GAR)
5	Changing of Dustbins twice in a year		April ,2018 and October, 2018	US(GAR)	Dir(Admn)
6	Weeding out obsolete files and optimization of office space. Purchase of <u>Compactors</u> for Storage will be considered. In this regard Expression of Interest would be floated to invite proposals from interested parties for providing the Compactors for safe and secure up keep of records and better utilization of space.	2 crores	Annual basis	All JC,CBEC/CBDT & Directors in DoR to forward details of need for Compactors by April,2018 US(GAR) to float tender for selecting the vendor by June,2018 Vendor to install Compactors by Dec,2018	JC concerned in CBDT/CBEC/DoR Dir(Admn) US(GAR)
7	Renovation/up gradation of rooms		2 rooms every quarter	All JS, CBEC/CBDT & Directors in DoR to forward details of rooms needing renovation by April, 2018 US(GAR) to take estimates from approved rate contract vendors for seeking approval by	JS concerned in CBDT/CBEC/DoR Dir(Admn)

				2 nd month of quarter. Vendor to complete the work by 3 rd month of the quarter.	US(GAR)
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1	Volunteers Association for taking up Swachhta drive by CBEC	Write úp as per Annexure-I & II	Ongoing activity	Commissioners of relevant formation CBEC	Chief Commissioners of the zone, CBEC
2	Destruction of bio-degradable cargo through a low cost, environment friendly and non-hazardous method		Quarterly basis	All Commissioners in Zone to forward details of bio-degradable cargo to be destroyed by April,2018 to Chief Commissioner Committee constituted by	Chief Commissioners of the zone, CBEC

				Commissioner to invite tender for deciding the agency for such destruction by 2 nd month of quarter. Vendor to complete the work by 3 rd month of the quarter	
S.No.	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timeliness	Designation of Official responsible for overall supervision of the Activity
3	Taking up the issues of seepages in office rooms with CPWD, hanging wires in the corridors, whitewash of rooms, maintenance of washrooms with exhausts, etc. All overhead hanging wires will be examined and obsolete wires removed.		Quarterly basis	US(GAR) to assess the requirement by 1 st month of each quarter US(GAR) to coordinate with the concerned agency	Dir(Admn.)
	In use shall be enclosed in a cornice			(CPWD/NIC/MTNL)for completion of the relevant work by 3 rd month of each quarter	
D	Cleanliness and beautification of				

	Surrounding				
1	Maintenance of Cut Flower and potted plants as per rate contract provisions		Daily / Monthly	<p>A team of Data Entry Operators has been formed to daily assess the quality of flowers / plants. They shall report any deviation in quality to US(GAR)</p> <p>US(GAR) to monitor alongwith the committee comprising of 3 US from DoR, CBEC, CBDT every month.</p> <p>Based on feedback of the committee, appropriate action by way of cut in the amount to be reimbursed to vendor/appreciation letter to vendor</p>	Dir (Admn)
S.No.	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timeliness	Designation of Official responsible for overall supervision of the Activity
2.	The courtyard gardens and outer lawn will be well maintained and planted with seasonal flowers and ornamental plants		Daily bases	US(GAR) to coordinate with staff of CPWD who are assigned the responsibility to	Dir (Admn)

				such maintenance in DoR properties. In case of incidence of non-maintenance, the matter may be escalated to the Supdt. Engg. of CPWD in charge for the area.	
E	Swachhta Awareness at local level / Display and Banner / Foster healthy competition				
1.	<p>Awareness Creation</p> <p>(i) Conducting of competitions like (a) Essay Competition (b) Cartoon Competition and (c) slogan competition (d) Best section working towards Swachhta drive, for sensitization on cleanliness. <u>Certificates signed by Secretary would be given to winners.</u></p> <p>(ii) Display of banners / posters on Swachh Bharat in Office premises</p>		<p>One competition every quarter</p> <p>In the month of October 2018</p>	<p>US (GAR) / Assessment for best Section by Committee comprising of US from DoR/CBEC and CBDT</p> <p>The committee shall report on a monthly basis to Dir. (Admn) on the preparation for organizing such events.</p> <p>US(GAR) to oversee the preparation of posters / banners at least one month in advance of the event and submit a report to Dir(Admn).</p>	Dir (Admn)
S.No.	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)	Target date for completion of Activity	Designation of Official responsible for implementation of activity	Designation of Official responsible for

				and adherence to timeliness	overall supervision of the Activity
	<p>(iii) Captions and signage like “No Smoking Area”, “Do Not Litter” etc. have been put up for keeping office premises clean. These will be maintained / augmented.</p> <p>(iv) Action taken / Photographs of the activities to be uploaded / displayed on www.swachhbharat.mygov.in, e-Samiksha portal official website.</p>			<p>SO (GAR) may evaluate the signage which need to be changed and submit a report to US (GAR) on a monthly basis.</p> <p>US(Coord.) to upload such pictures by end of each month.</p> <p>US(Coord.) to submit a report to Dir (Coord.) on the pictures uploaded every month by the month end.</p>	
F.	Swachhta Pledge		On working day before 2 nd October	US (GAR) to organize the event and circulate the pledge a week in advance to all the officials. US (GAR) to inform the Dir (Admn) on the administrative arrangements for the event a month in advance.	

***All the expenditure on the activities where no amount has been mentioned against ‘proposed budget’ will be met out of budget allocation of the Department for 2018-19.**

Name and Mobile Number of Nodal Officer:

Shri Udai Singh Kumawat
Joint Secretary (Rev.)

Shri Manish Mani Tiwari

Swachhta Action Plan (SAP)
2017-18

Name of Ministry: - Finance
Name of Department: - Revenue
Office of the Commissioner, Central Excise & Service Tax, Shillong.

The vision statement of Department of Revenue, Ministry of Finance is to ensure that the rooms, corridors and gardens are maintained is a clean and green way to provide an aesthetic & congenial working atmosphere for one and all. The purpose is to improve current cleanliness level in the office of the Chief Commissioner, Commissioners, Shillong which spread across an area of 90295.70 sq f.t and the offices are located in 5 (five) state i.e. Shillong (54325 sq ft), Byrnihat Range Office (5409 sq ft), Silchar Divisional Office (10,123.70 sq ft), Aizawl Range office (1000 Sq. ft. Nagaon Divisional Office (5000 sq ft) Golaghat Range office (2700 sq ft), Bokakhat Range office (1500 sq.ft) and Dimapu Range Officer (1800 Sq. ft.) Agartala Divisional Office (5850 Sq. Ft.) and Agartala Range Office (1535 Sq. ft) and Dharmanagar Range Office (1053 Sq. ft.) The primary way to achieve the same is through inculcating good sanitation and hygiene practices in employees and visitors. This would involve maximum utilization if existing resources, infrastructure and man power that ensures a positive clean and aesthetic work place.

List of Programmes/Schemes/Activities
Ministry/Attached offices/Subordinate offices/PSUs/Autonomous Institutes.

S.No	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
A.	Digitization of Office records/ E office /E-publication				
1.	Adoption of e-Office platform to lessen the use of papers: The following steps will be taken to increase the use of e-office				

S.No	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
	<p>In DoR</p> <p>(i) Approaching NIC staff for providing support/training to DoR on e-office issues</p> <p>(iii) Digital Signature Certificates to all the officials for use of e-office</p>		<p>May, 2017</p> <p>April, 2017</p>	<p>Divisional Heads to submit a monthly report to Additional/Joint/Deputy/Assistant Commissioner (P&V) on officers in DoR trained during the month and those who are yet to be trained.</p> <p>Additional/Joint/Deputy/Assistant Commissioner (P&V)</p>	Commissioner
2.	Digitization of Publications; All non-statutory publications would be procured in a digitized version.		June, 2017	Additional/Joint/Deputy/Assistant Commissioner (P&V) to submit a monthly report on the no. Of publications which have been procured digitally.	Commissioner

S.No	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
3.	Installation of CCTVs is required. This will help in monitoring the cleanliness and issue advisories/ take action against violators.		Nov, 2017	The implementation will be monitored by Commissioner. However, Additional/Joint/Deputy/Assistant Commissioner (P&V) and Divisional Heads shall provide al logistical support from DoR. A monthly progress report on installation of CCTV shall be sought form Commissioner	Commissioner
B.	Basic Maintenance				
1.	Cleaning of office premises, toilets and dustbins on daily basis.		Daily	Caretaker of the respective office premises/ Agency outsourced for the said work shall certify to Additional/Joint/Deputy/Assistant Commissioner (P&V) that all premises/ toilets/ etc have been maintained & cleaned.	Commissioner
2.	Cleaning of computers and peripherals, Water coolers and furniture polishing of name plates and repairing of walls, doors and windows on a weekly basis		Weekly basis	Caretaker of the respective office premises/Agency outsourced for the said work shall certify to Additional/Joint/Deputy/Assistant Commissioner (P&V) that all premises / Toilets/ etc have been maintained & cleaned.	Commissioner

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3.	Disposal of General waste ó [Furniture/equipment/newspapers/magazines /etc.]. The exercise of identification and disposal will be done on quarterly basis.		Quarterly basis	<p>All DC/AC to forward details of disposable items by end of 1st month of each quarter.</p> <p>Additional/Joint/Deputy/Assistant Commissioner (P&V) to float tender for disposal of these items by 2nd month of quarter for selection vendor.</p> <p>Items to be disposed off by the 3rd month of the quarter by the selected vendor.</p>	<p>Additional/Joint/Deputy/Assistant Commissioner (P&V)</p> <p>Commissioner</p> <p>Additional/Joint/Deputy/Assistant Commissioner (P&V)</p>
4.	Disposal of E-waste:- (PCs/Multi Functional printers/Scanners/photocopiers/ etc.) The exercise of identification and disposal will be done on quarterly basis.		Quarterly basis	All DC/AC to forward details of disposable items by end of 1 st month of each quarter.	Additional/Joint/Deputy/Assistant Commissioner (P&V)

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				<p>Additional/Joint/Deputy/Assistant Commissioner (P&V) or Divisional Heads to float tender for disposal of these items. by 2nd month of quarter for selecting vendor.</p> <p>Items to be disposed off by the 3rd month of the quarter by the selected vendor.</p>	<p>Commissioner</p> <p>Additional/Joint/Deputy/Assistant Commissioner (P&V)</p>
5.	Changing of Dustbins twice in a year		April, 2017 and October, 2017	Caretaker of the office	Commissioner
6.	Weeding out obsolete files and optimization of office space. Purchase of Compactors for Storage will be considered. In this regard Expression of Interest would be floated to invite proposals from interested parties for providing the Compactors for safe and secure upkeep of records and better utilization of space		Annual basis	<p>All ACAO/DC/AC in DoR to forward details of need for Compactors by April, 2017.</p> <p>Additional/Joint/Deputy/Assistant Commissioner (P&V) and Divisional Heads to float tender for selecting the vendor by June, 2017.</p>	<p>Additional/Joint/Deputy/Assistant Commissioner (P&V)</p> <p>Commissioner</p>

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				Vendor to install compacters by Dec, 2017	Additional/Joint/Deputy/Assistant Commissioner (P&V)
7.	Renovation/up gradation of rooms		2 rooms every quarter	<p>All ACAO/DC/AC to forward detail of rooms needing renovation by April, 2017.</p> <p>Additional/Joint/Deputy/Assistant Commissioner (P&V) to take estimates from approved rate contract vendors for seeking approval by 2nd month of quarter.</p> <p>Vendor to complete the work by 3rd month of the quarter.</p>	<p>Additional/Joint/Deputy/Assistant Commissioner (P&V)</p> <p>Commissioner</p> <p>Additional/Joint/Deputy/Assistant Commissioner (P&V)</p>

S.No.	Programmes/Schemes/Activites	Proposed Budget (in Rs. per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designatin of Official responsible for overall supervision of the Activity
C. Sanitation					
1.	Volunteers Association for taking up Swachhta drive by CBEC	Write-up as per Annes-I &	Ongoing activity	Additional/Joint/Deputy/Assistant Commissioner (P&V)	Commissioner
2.	Destruction of bio-degradable cargo through a low cost, environment friendly and no-hazardous method.	II	Quarterly basis	All DC/AC to forward details of bio-degradable cargo to be destroyed by April, 2017 to Commissioner. Committee constituted by Commissioner to invite tender for deciding the agency for such destruction by 2 nd month of quarter. Vendor to complete the work by 3 rd month of the quarter. Committee constituted by Commissioner to invite tender for deciding the agency for such destruction by 2 nd month of quarter. Vendor to complete the work by 3 rd mothe of the quarter.	Commissioner

S.No.	Programmes/Schemes/Activites	Proposed Budget (in Rs. per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designatin of Official responsible for overall supervision of the Activity
3.	Taking up the issues of seepages in office rooms with CPWD, handing wires in the corridors, whitewash of rooms, maintenance of washrooms with exhausts, etc. All overhead hanging wires will be examined obsolete wires removed. The wires in use shall be enclosed in a cornice.		Quarterly basis	Additional/Joint/Deputy/Assistant Commissioner (P&V or Divisional Heads to assess the requirement by 1 st month of each quarter. Additional/Joint/Deputy/Assistant Commissioner (P&V or Divisional Heads to coordinate with the concerned agency (SPWD/ NIC/MTNL) for completion of the relevant work by 3 rd month of each quarter.	Commissioner

S.No.	Programmes/Schemes/Activites	Proposed Budget (in Rs. per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designatin of Official responsible for overall supervision of the Activity
D. Cleanliness and beautification of Surroundings					
1.	Maintenance of Cut flower and potted plants as per rate contract provisions.		Daily/ Monthly	A team headed by PRO will be formed and Divisional Heads will be asked to daily assess the quality of flowers/plants. They shall report any deviation in quality to Additional/Joint/Deputy/Assistant Commissioner (P&V) Base of feedback or the committee appropriate action by way of cut in the amount to be reimbursed to vendor/appreciation letter to vendor	Commissioner
2	The courtyard gardens and outer lawn will be well maintained and painted with seasonal flowers and ornamental plants.		Daily basis	Additional/Joint/Deputy/Assistant Commissioner (P&V) and Divisional Heads to coordinate with staff of CPWD who are assigned the responsibility of such maintainance in DoR properties. In case of incidence of non-maintenance, the matter may be escalated to the Supdt. Engg of CPWD incharge for the area.	Commissioner
E.	Swachhta Awareness at local level/ Display and Banner/ Foster healthy Competition				

S.No.	Programmes/Schemes/Activites	Proposed Budget (in Rs. per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designatin of Official responsible for overall supervision of the Activity
1	<p>Awareness Creation:</p> <p>(i) Conducting of competitions like (a) Essay Competition (b) Cartoon Competition and (c) Slogan Competition (d) Best section working towards Swachhta drive, for sensitization on cleanliness. <u>Certificates signed by Commissioner would be given to winners.</u></p>		One Competition every quarter	<p>Additional/Joint/Deputy/Assistant Commissioner (P&V) and Divisional Heads Assessment for best Section by Committee The committee shall report on a monthly basis to Commissioner on the preparation for organizing such events</p>	Commissioner

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	<p>(ii) Display of banners/ posters on Swachh Bharat in office premises</p> <p>(iii) Captions and signage like “No Smoking Area” “Do Not Litter” etc. have been put up for keeping office premises clean. These will be maintained augmented</p> <p>(iv) Action taken/ Photographs of the activities to be uploaded/ displayed on www.swachhbharat.mygov.in, e-Samiksha portal, official website</p>		In the month of October, 2017	<p>Additional/Joint/Deputy/Assistant Commissioner (P&V) and Divisional Heads to oversee the preparation of posters/ banners atleast one month in advance of the event and submit a report to Commissioner All PRO may evaluate the signage which need to be changed and submit a report to US (GAR) on a monthly basis.</p> <p>Superintendent (System) to upload such pictures by end of each month. Additional/Joint/Deputy/Assistant Commissioner (P&V) and Divisional Heads to submit a report to Commissioner on the pictures uploaded every month by the month end.</p>	Commissioner

S.No.	Programmes/Schemes/Activites	Proposed Budget (in Rs. per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designatin of Official responsible for overall supervision of the Activity
F	Swachhta Pledge		On working day before 2 nd October	Additional/Joint/Deputy/Assistant Commissioner (P&V) and Divisional Heads to organize the event and circulate the pledge a week in advance to all the officials and to inform the Commissioner on the administrative arrangements for the event a month in advance.	Commissioner

*All the expenditure on the activities where no amount has been mentioned against proposed budget will be met out of budget allocation of the Department for 2017-18.

Name and Mobile Number of Nodal Officer:

Name and Mobile Number of Nodal Officer:

Swachhta Action Plan (SAP)
2018-19

Name of Ministry: - Finance

Name of Department: - Revenue

Office of the Commissioner, Central Excise & Service Tax, Shillong.

The vision statement of Department of Revenue, Ministry of Finance is to ensure that the rooms, corridors and gardens are maintained is a clean and green way to provide an aesthetic & congenial working atmosphere for one and all. The purpose is to improve current cleanliness level in the office of the Chief Commissioner, Commissioners, Shillong which spread across an area of 90295.70 sq f.t and the offices are located in 5 (five) state i.e. Shillong (54325 sq ft), Byrnihat Range Office (5409 sq ft), Silchar Divisional Office (10,123.70 sq ft), Aizawl Range office (1000 Sq. ft. Nagaon Divisional Office (5000 sq ft) Golaghat Range office (2700 sq ft), Bokakhat Range office (1500 sq.ft) and Dimapu Range Officer (1800 Sq. ft.) Agartala Divisional Office (5850 Sq. Ft.) and Agartala Range Office (1535 Sq. ft) and Dharmanagar Range Office (1053 Sq. ft.) The primary way to achieve the same is through inculcating good sanitation and hygiene practices in employees and visitors. This would involve maximum utilization if existing resources, infrastructure and man power that ensures a positive clean and aesthetic work place.

List of Programmes/Schemes/Activities

Ministry/Attached offices/Subordinate offices/PSUs/Autonomous Institutes.

S.No	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
A.	Basic Maintenance				
1.	Cleaning of office premises, toilets and dustbins on daily basis.		Daily	Caretaker of the respective office premises/ Agency outsourced for the said work shall certify to Additional/Joint/Deputy/Assistant Commissioner (P&V) that all premises/ toilets/ etc have been maintained & cleaned.	Commissioner

S.No	Programmes/Schemes/Activities	Proposed Budget (in Rs. Per year)*	Target date for completion of Activity	Designation of Official responsible for implementation of activity and adherence to timelines	Designation of Official responsible for overall supervision of the Activity
2.	Cleaning of computers and peripherals, Water coolers and furniture polishing of name plates and repairing of walls, doors and windows on a weekly basis		Weekly basis	Caretaker of the respective office premises/Agency outsourced for the said work shall certify to Additional/Joint/Deputy/Assistant Commissioner (P&V) that all premises / Toilets/ etc have been maintained & cleaned.	Commissioner
3.	Disposal of General waste ó [Furniture/equipment/newspapers/magazines /etc.]. The exercise of identification and disposal will be done on quarterly basis.		Quarterly basis	<p>All DC/AC to forward details of disposable items by end of 1st month of each quarter.</p> <p>Additional/Joint/Deputy/Assistant Commissioner (P&V) to float tender for disposal of these items by 2nd month of quarter for selection vendor.</p> <p>Items to be disposed off by the 3rd month of the quarter by the selected vendor.</p>	<p>Additional/Joint/ Deputy/Assistant Commissioner (P&V)</p> <p>Commissioner</p> <p>Additional/Joint/ Deputy/Assistant Commissioner (P&V)</p>
4.	Disposal of E-waste:- (PCs/Multi Functional printers/Scanners/photocopiers/ etc.) The exercise of identification and disposal will be done on quarterly basis.		Quarterly basis	All DC/AC to forward details of disposable items by end of 1 st month of each quarter.	Additional/Joint/ Deputy/Assistant Commissioner (P&V)

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				<p>Additional/Joint/Deputy/Assistant Commissioner (P&V) or Divisional Heads to float tender for disposal of these items. by 2nd month of quarter for selecting vendor.</p> <p>Items to be disposed off by the 3rd month of the quarter by the selected vendor.</p>	<p>Commissioner</p> <p>Additional/Joint/Deputy/Assistant Commissioner (P&V)</p>
5.	Changing of Dustbins twice in a year		April, 2018 and October, 2018	Caretaker of the office	Commissioner
6.	Weeding out obsolete files and optimization of office space. Purchase of Compactors for Storage will be considered. In this regard Expression of Interest would be floated to invite proposals from interested parties for providing the Compactors for safe and secure upkeep of records and better utilization of space		Annual basis	<p>All ACAO/DC/AC in DoR to forward details of need for Compactors by April, 2017.</p> <p>Additional/Joint/Deputy/Assistant Commissioner (P&V) and Divisional Heads to float tender for selecting the vendor by June, 2017.</p>	<p>Additional/Joint/Deputy/Assistant Commissioner (P&V)</p> <p>Commissioner</p>

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3.	Taking up the issues of seepages in office rooms with CPWD, handing wires in the corridors, whitewash of rooms, maintenance of washrooms with exhausts, etc. All overhead hanging wires will be examined obsolete wires removed. The wires in use shall be enclosed in a cornice.		Quarterly basis	Additional/Joint/Deputy/Assistant Commissioner (P&V or Divisional Heads to assess the requirement by 1 st month of each quarter. Additional/Joint/Deputy/Assistant Commissioner (P&V or Divisional Heads to coordinate with the concerned agency (SPWD/ NIC/MTNL) for completion of the relevant work by 3 rd month of each quarter.	Commissioner

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2	The courtyard gardens and outer lawn will be well maintained and painted with seasonal flowers and ornamental plants.		Daily basis	<p>Additional/Joint/Deputy/Assistant Commissioner (P&V) and Divisional Heads to coordinate with staff of CPWD who are assigned the responsibility of such maintainance in DoR properties.</p> <p>In case of incidence of non-maintenance, the matter may be escalated to the Supdt. Engg of CPWD incharge for the area.</p>	Commissioner

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	(iv) Action taken/ Photographs of the activities to be uploaded/ displayed on www.swachhbharat.mygov.in , e-Samiksha portal, official website			Superintendent (System) to upload such pictures by end of each month. Additional/Joint/Deputy/Assistant Commissioner (P&V) and Divisional Heads to submit a report to Commissioner on the pictures uploaded every month by the month end.	
F	Swachhta Pledge		On working day before 2 nd October	Additional/Joint/Deputy/Assistant Commissioner (P&V) and Divisional Heads to organize the event and circulate the pledge a week in advance to all the officials and to inform the Commissioner on the administrative arrangements for the event a month in advance.	Commissioner

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