



SUSHIL CHANDRA

Chairman, CBDT &
Special Secretary to the Government of India

भारत सरकार

GOVERNMENT OF INDIA

(वित्त मंत्रालय/राजस्व विभाग)

Ministry of Finance/Department of Revenue

केन्द्रीय प्रत्यक्ष कर बोर्ड

Central Board of Direct Taxes

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Dated 25th April, 2017

Dear Principal Chief Commissioner,

As you are all aware, the Swachh Bharat Abhiyaan or Clean India Mission is one of the major flagship programmes of the Government spearheaded by the Honourable Prime Minister himself. The objective of this Mission is to fulfil Mahatma Gandhi's dream of a clean and hygienic India and with the active participation of citizens all across the country, it has taken the shape of a mass movement. Obviously, the Income Tax Department must integrate its vision with the Clean India Mission of the Government.

On the basis of inputs from the regions, the CBDT has developed a Swachhta Action Plan for 2017-18 and 2018-19 which has been communicated to you. The action points, timelines and the nodal monitoring and supervising authorities have been delineated in the Swachhta Action Plan. You will notice that in the SAP for 2017-18, the swachhta action points/focus areas are digitization of Office records, basic maintenance, sanitation, cleanliness and beautification of surroundings and Swachhta awareness at local level. I expect that you will take all necessary steps to energise your workforce to complete all the work relating to these action points within the prescribed time. In this regard, I would like all the Officers of the Department to endeavour to achieve total cleanliness in all our offices and especially the following:

- (a) All Ask Centres
- (b) All Canteens
- (c) Visitors areas, and
- (d) All washrooms located in office buildings.

For creating a healthy competition amongst the Officers and Officials, Certificates of appreciation will be given by CBDT on a quarterly basis, based on reports by the Directorate of Infrastructure, in the following categories:

- i. Cleanest Office building
- ii. Cleanest Canteen
- iii. Cleanest residential colony.


I, therefore, would like you to take necessary steps for disseminating the relevant information to all your officers so as to make them aware of their role in accomplishing the targets of Swachhta Action Plan. All swachhta related initiatives must be highlighted in your fortnightly report to the Directorate of Infrastructure and related photographs be uploaded on the www.swachhbharat.mygov.in.

Henceforth, the Swachhta Action Plan would be a permanent agenda item in all Video Conferences and I shall expect you to report the initiatives undertaken for the same during such conferences, besides including this as a permanent feature of your monthly DOs to your respective Zonal Member.

I am confident that with active participation from all the Officers and Officials of the Department, we will contribute very significantly in realising the dream of Swachh Bharat.

I wish you all success in this endeavour.

With Best wishes.

Yours Sincerely,

(Sushil Chandra)

All Principal Chief Commissioners of Income Tax