

		दूरभाष संख्या/ Telephone:0422 2225504 फैक्स संख्या/Fax:0422 2220775 Visit us at cenexkovai.tn.nic.in
वस्तु एवं सेवा कर एवं केंद्रीय उत्पाद शुल्क प्रधान आयुक्त कार्यालय(जीएसटी) OFFICE OF THE PRINCIPAL COMMISSIONER OF GST & CENTRAL EXCISE 6/7 ए. स्ट्रीट रेस कोर्स रोड. डी.टी.ATD STREET RACE COURSE ROAD, कोयम्बटूर COIMBATORE -641018		
फा.सं.C.No.II/ 39/ 43/2016- SB	दिनांक.Dt: 11.10.2018	

Sub:- Observation of "Swachhta Pakhwada" in the Department of Revenue during 15.10.2018 to 31.10.2018- Reg.,

Please find enclosed a copy of Principal CCO, Chennai's letter C.No. II/39/35/2014-CZO(admn)(Pt.) dt. 08.08.2018, enclosing a copy of DGHRD vide letter F.No. 8/B/78/HRD(HRM-II)/2018 dated 18.07.2018 has given instructions to celebrate Swachhta Pakhwada from 15.10.2018 to 31.10.2018.

2. In this connection, the programme for conduct of "Swachhta Pakhwada" for the period 15.10.2018 to 31.10.2018 is enclosed herewith. All the Officers/staff of Hqrs., office/Divisions are requested to participate in the activities and make the programme a grant success

3. This is issued in approval of Commissioner of GST & Central Excise, Coimbatore

(P.SARAVANA PERUMAL)
DEPUTY COMMISSIONER (ADMN.)

To
AC/DC in charge of Divisions
Copy to: All Sections in Hqrs. Office (through mail)
: Notice Board

SWACHHTA PAKHWADA ACTION PLAN

DATE	ACTIVITY PLAN	ACTION TO BE INITIATED	OFFICER-IN-CHARGE
15.10.2018	Taking pledge Morning 11.00AM	Pledge by Officers/ staff (of both Executive and Audit Commissionerates) on Swachhta. Circular to be issued for printing documents on both sides of papers. Sending routine reports only through digital mode.	Shri Govindaraj D.C. Shri Saravana Perumal DC Shri Ramesh, PRO
16.10.2018	Cleaning the office premises	Cleaning of vehicle sheds/canteen etc	PRO Unit/Hqrs. Section Heads
17.10.2018	Swachhta workshop	We may arrange an interaction session involving NGOs viz., siruthuli, RAAC etc. They can be requested to enlighten the officers in their field of expertise	Shri Ramesh Supdt. Shri Asok Kanoor, Supdt Shri Krishnan, EA
22.10.2018	Competition: 15.00Hrs	on essay writing/slogan writing/rangoli on the ideas of swachhta among staff members of both Executive and Audit Commissionerates	Shri Subramanian AC Shri Krishnan EA
23.10.2018	Voluntary work	Identify a locality or school and clean their premises	Shri Govindaraj D.C. Shri Saravana Perumal DC
24.10.2018	Plantation of sapplings	Plantation of sapplings at Departmental quarters, Sidhapudur	Shri Anil Raj, LDC Shri Krishnan EA & PRO Unit
25.10.2018	Weeding out of old records	Segregation and weeding out old records. Digitalisation of records and disposal of E-waste	Section Heads in Hqrs Office
26.10.2018	Adoption of areas for cleaning	Cleanliness drive in orphanage	Shri Ramesh Supdt & PRO unit
29.10.2018	Creating social buzz on Swachhta	A press release to be issued highlighting major achievements of Swachhta Pakhwada. Officers to be encourage to put Swachhta quotations as their social media status	Shri Saravana Perumal DC Shri Ramesh PRO
30.10.2018	Mass anti-polythene drive	Distribution of jute bags to officers/staff. Presently plastic cans are provided to all sections for drinking water. This is to be substituted with steel cans. Use of plastic item in the offices should to at bare minimum	Shri N. Pradeep, DC PRO unit
31.10.2018	Valedictory function 16.00 Hrs.	Awards for best section for weeding out of old records and digitalization of records . Distribution of prize for winners of competitions held in connection with Swachhta Pakhwada. Best employee of the Pakhwada for swachhta activities to be declared	Shri. N. Pradeep, DC Shri Saravana Perumal DC Shri Muruganandam AC Shri Ramesh Supdt. Shri Krishnamoorthy, AC