

भारत सरकार

Govt. of India,

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

मुख्य आयुक्त का कार्यालय, वस्तु एवं सेवाकर एवं सीमा शुल्क,

Office of the Chief Commissioner, Goods and Services Tax & Customs

क्रेसेन्स बिल्डिंग, महात्मा गाँधी रोड, शिलांग- 793001

Crescens Building, M.G Road, Shillong-793001

दूरभाष/Tel.Nos.91-0364-2500131/2502052. फैक्स/Tax nos. 91-0364-2224747/2502047, ईमेल/Email: ccshillo@excise.nic.in

C.No.II(3)23/ET/CCO/SH/2011/8548-58

Date: 15 DEC 2017

To,

- (i) The Commissioner,
Goods & Services Tax,
(Shillong/ Dibrugarh / Guwahati / Agartala/ Aizawl /Dimapur/ Imphal/Itanagar
- (ii) The Commissioner,
Customs (Prev.) N.E.R.,
Shillong.
- (iii) The Commissioner (Appeals/ Audit), Guwahati.

Subject: - Visit of DGHRD Team on 08.12.2017 for Swachhta Action Plan - reg.

Sir/Madam,

Please find enclosed herewith a copy of DGHRD's letter F.No.8/B/188/HRD(HRM-II)/2017/ dated 22.11.2017 on the above subject for your kind information and necessary action.

The DGHRD team will also present a Power Point presentation on the best practices by some of the Zones/Directorates regarding 'Swachhta' on 08.12.2017 at 11 AM in the Training Hall, Ground Floor, Crescens Building, Shillong.

In view of the above, as requested by the DGHRD, all the Divisional in charge DCs/ACs may also please be intimated to attend the said presentation program at the above mentioned date, venue and time without fail.

In addition to the above, all the concerned officers & staff/section head especially in Shillong Hqrs. may also be directed to keep all their sections and office surrounding neat and tidy as the same will be inspected by the DGHRD team.

This issues with the approval of the Chief Commissioner.

Yours faithfully,

Encl: As stated.


(B. Bhattacharjee)

Assistant Commissioner (Admn.)

C.No.II(3)23/ET/CCO/SH/2011/8559-8626

Date: 15 DEC 2017

Copy forwarded for information and necessary action to:

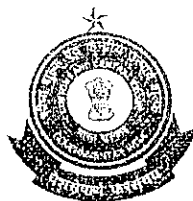
1. The Dy./ Asstt. Commissioner, GST/Customs/ Audit, Division/Circle.....(all)
with request to attend the above presentation program.
2. All Superintendent/Section Heads, Customs (P) Hqrs./GST & CX Hqrs./CCO, Shillong with
request to make their respective sections neat and tidy for inspection.


(B. Bhattacharjee)

Assistant Commissioner (Admn.)

Telephone: 011-25733192 /25729905

Email I.D.:policy.dghrd@nic.in



Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resources Development
409/8, Deep Shikha Building,
New Delhi-110008

F.No. 8/B/188/HRD(HRM-II)/2017/

Dated:- 22.11.2017

To

The Chief Commissioner,
CGST & CX Guwahati Zone,
North Eastern Region, 3rd Floor, Crescens
Building, M.G. Road, Shillong-793001.

Sir,

Sub :- Visit of DGHRD Team on 08.12.2017 for Swachhta Action Plan- reg.

Please refer to aforementioned subject. In this regard, it is kindly stated that the DGHRD "SAP" team will visit your office on 08.12.2017, 11:00 am to check the "SAP" activities being undertaken by your Zone.

2. The team will co-ordinate with the Deputy/Joint Commissioner (HQ) of your Zone and will inspect the HQ office and other offices under your zone. The team will also identify the probable areas, where SAP activities can be undertaken. During the visit, the team will also present a Power Point presentation on the Best practices by some of the Zones/Directorates regarding "Swachhta" so that the same may be replicated in your zone also depending upon the local need/environment/surroundings and funds allocated to your Zone. All the Divisional in charge DCs/ACs be please intimated to attend the presentation on 08.12.2017 (11.00 am) at your HQ office. **Tentative Time-Schedule is attached.**

3. The team has also been mandated to examine the reasons of very less expenditure from the head "SAP" incurred by your Zone (As per Reports received by EMC wing of DGHRD, till October, 2017, no expenditure has been incurred by your Zone from the total of Rs. 50 lakhs allocated, under the Head O.E. (SAP). The team shall also submit a report in this regard to you, in the evening of 08.12.2017.

4. This issues with the approval of Director General (HRD).

Yours faithfully,

Encl: As above.

(Vivek)

..... (EDM II)

Visit of DGHRD "SAP" Team to Guwahati GST & CX Zone on 08.12.2017

Sr. No.	Time	Remarks
1.	11.00 A.M. – 12.30 P.M.	Power Point Presentation by the DGHRD "SAP" Team (Respected Chief Commissioner, Commissioners, ADC/JC (Admin In-charge), DCs/ACs (Divisions), HQ (AO) are requested to attend the presentation.
	Agenda	To make the officers aware regarding SAP activities of various other Zones, so that the same be replicated, discussion on "Nil" expenditure from SAP fund by Guwahati GST Zone, discussion of various activities completed, under process and planned for future by Guwahati GST Zone.
2.	12.30 P.M. -1.30 P.M.	Inspection of all sections of HQ office (Room -wise) and making of score-chart.
	Agenda	(Part-I Ground Floor and First Floor) To inspect Front & Backyard areas, terrace (if any), conditions of washrooms, tanks, each section/Room w.r.t. cleanliness and placing of files, drinking water facility cleanliness, obsolete/non-repairable/junk items/ almirahs kept in office, water seepage/water logging problems, condition of store-room/ basement (if any), any other area depending upon the local conditions.
3.	2.30 P.M. -3.30 P.M.	Inspection of all sections (Room -wise)
		(Part-II Second Floor and Third Floor)
4.	3.30 P.M. -4.00 P.M.	Preparation of Visit Report by the "SAP" Team
5.	4.00 P.M.- 5.00 P.M.	Discussion with ADC/DC/AC (Admin – HQ) with respect to cleanliness, focused projects sent by the Zone & Suggestions by the Team w.r.t. SAP projects.
6.	5.00 P.M.-6.00 P.M.	Submission of Visit Report by the Team to the Chief Commissioner, along with discussion & Vote of Thanks.