

I/785322/2022

	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE केन्द्रीय माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क अंचल : तमिलनाडु एवं पुदुच्चेरी CENTRAL GST & CENTRAL EXCISE ZONE : TAMILNADU & PUDUCHERRY जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034 GST BHAWAN, No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034 ई - मेल / Email: budget-prcco@gov.in / excisechiefcommissioner@gmail.com दूरभाष / Ph: 044-28335007 / 5029 फैक्स / Fax: 044-28331015 / 1050</p>	
--	--	--

GCCO/II/39/RPTS/28/2021-ADMN-O/o Pr CC-CGST-ZONE-CHENNAI

Date: .06.2022

To

The Pr. Commissioner / Commissioner of GST & Central Excise,
Chennai North / Chennai South / Chennai Outer / Puducherry / Coimbatore / Salem /
Trichy / Madurai / Chennai Audit-I / Chennai Audit-II / CBE Audit / Chennai Appeals-I /
Chennai Appeals-II / CBE Appeals

Sir/ Madam,

Sub: Lack of hygiene in the office premise/chambers; failure to comply with the directions to weed out records ripe for disposal-need for conserving electricity etc – Reg.

Kind reference is invited to the circular Dy.No. 03/2022 dated 12.05.2022 from Principal Chief Commissioner, Chennai GST & Central Excise Zone on the above subject.

2. In this regard it is noticed that this office has not received compliance report, as directed in the Dy.No.03/2022 from any of the field formations till date. Hence all the Commissionerates are hereby requested to send the compliance report in respect of the all the issues pointed out by the Pr.CC and also forward a report indicating the number of files weeded out, scrap disposed, area cleared (in sq. ft.) & revenue generated (in Rs.) in the format enclosed as Annexure.

4. This issues with the approval of the Principal Chief Commissioner.

Yours faithfully

Encl: As above

(T.G. Venkatesh)
Additional Commissioner(PCCO)

Copy to:

1. All ACs & CAO, Pr. CCO, Chennai GST & C Ex. Zone.
2. Superintendent (PRO), Pr. CCO, Chennai GST & C Ex. Zone.

**Signed by Venkatesh. T.
G.**

Date: 03-06-2022 20:46:40

I/785322/2022

ANNEXURE

Section	Total no. of files reviewed	Total no. of files weeded out	Total no. of files retained	Revenue generated from disposal (in Rs.)	Space freed (in Sq. ft.)

Waste Disposal:

Item	Disposal (in kgs.)	Revenue Generated (in Rs.), if any.	Space freed (in Sq. ft.)
e-waste			
Other waste/ Scrap			



माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE
केन्द्रीय माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क अंचल : तमिलनाडु एवं पुदुच्चेरी
CENTRAL GST & CENTRAL EXCISE ZONE : TAMILNADU & PUDUCHERRY
जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034
GST BHAVAN, No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034
ई - मेल / Email: ccu-cexchn@nic.in दूरभाष / Ph: 044-2833 3030 फैक्स / Fax: 044-2833 1015



Date: 12.05.2022

Dy.No. 03/2022

Sub: Lack of hygiene in the office premise/chambers; failure to comply with the directions to weed out records ripe for disposal-need for conserving electricity etc.— Reg.

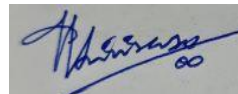
* * * *

During the general visit to the office premises and the chambers of the officers in GST Bhavan Chennai, the following gross irregularities were noticed:

- i. Some parts of the office premises/corridors and most of the office chambers were very unhygienic with dust/garbage;
 - ii. Office equipment like Photostat machines, computers, printers, intercom, air-conditioners, ceiling/pedestal fans etc. were found to contain lot of dust and it is apparent that they were not being cleaned on a regular basis and the maintenance is poor;
 - iii. A test check of the records in several sections apparently indicated that there was a gross failure in complying with the directions of the Board for weeding out of records which are ripe for disposal. It is also apparent that no attempt was made to digitise the records.
 - iv. In certain sections files opened one or two decades are still being continued to be handled with papers of the current year and reason for non-disposal was claimed to be that the file is being used for current correspondences, which is factually illogical and unmindful. This is also an indication that many file are not being processed on e-Office, which is yet another gross irregularity.
 - v. It was also seen that air-conditioners, ceiling fans, pedestal fans, lights etc., were switched on, at their full capacity, in almost every chamber of the officers who were yet to arrive at the office (*beyond the prescribed time, which is an indication of lack of punctuality and is yet another irregularity*) which is apparently criminal waste of electricity, leading to avoidable expenditure.
 - vi. The Biometric Attendance Systems (BAS) were found to contain dust and were not working; and on enquiry it was informed that there was failure of the internet.
2. In view of the above gross irregularities, the following instructions are issued for strict adherence:
- i. A Swachhta Drive shall be launched during 13.05.2022 to 31.05.2022 to ensure that the office premises (all chambers, tables, equipment, fans, files etc. as well as the corridors and toilets) are properly cleaned besides removing dust so that proper cleanliness and hygiene is ensured.
 - ii. The work of the contract workers deployed for such cleaning should be supervised by the officers occupying the respective chambers/tables to ensure that the hygiene is maintained on regular basis.
 - iii. The furniture accumulated with dust/dirt shall be subjected to thorough cleaning by suitable method, like shampoo cleaning etc., on one time basis and thereafter the dusting should be carried on by the contract workers, on regular basis.
 - iv. The cleaning/dusting of the equipment like computers, printers, photostat machines shall be properly supervised by the concerned officers so as to ensure that they are not damaged while

cleaning (cable are not disturbed) and the contract workers are adequately trained in this regard for safe cleaning.

- v. Painting of walls, doors, windows etc., wherever warranted shall be pursued through CPWD and it shall be completed latest by 30.06.2022; and report compliance.
 - vi. The Swachhata drive during 13.05.2022 to 31.05.2022 shall also include weeding out of records ripe for disposal and the details of number of files disposed and area created shall be reported by 1st June 2022.
 - vii. Records requiring to be retained shall be digitised. Among the records digitised, those records/files which are linked to any litigation and/or likely to be presented /submitted to any other office/authority, shall be stored safely. Some records which may not be required in original form and the digitised record would serve the purpose, in future, may also be weeded out.
 - viii. The contract workers deployed for cleaning the chambers shall be strictly directed to ensure that the Computers, Air Conditioners (ACs) and other electrical and electronic equipment are not switched on by them, at all. They may switch on the lights and fans temporarily during the process of cleaning/sweeping/swabbing, but should put them off, once cleaning is completed. The contract workers are also required to put off the ACs/ Fans/ Lights in the chambers/rooms where there are no officers; or when the officers leave the rooms/chambers for any meeting/lunch etc.
 - ix. The concerned officers alone should switch on the fans/lights/ACs/ Computers/printers/Photostat machine etc. on their arrival, in the respective chambers; and should switch them off when the officer is leaving for lunch/meetings/while leaving the office. It may be noted that such discipline in the use of lights, fans, air-conditioners avoid wasteful expenditure to the organisation.
 - x. It may be noted that it is the responsibility of every officer occupying a particular chair/chamber to ensure due compliance of the above instructions.
 - xi. It shall be ensured that the BAS is functional, and the all the officers adhere to the guidelines in this regard.
 - xii. Internet issues, if any, shall be suitably addressed to ensure that the functioning of BAS and all other systems /AIOs which depend on the internet are not hampered.
3. The concerned HoDs shall ensure strict adherence to the above instructions and failure shall be viewed seriously and initiate suitable administrative action against the concerned.
4. Acknowledge the receipt.



12.05.2022

(Mandalika Srinivas)
Pr. Chief Commissioner

To

1. All officers of CT and C.Ex. Zone, GST Bhavan, PCCO/ Chennai North Comm'te/ Chennai-Appeals;
2. All (Pr) Commissioners of CT & C.Ex. under Chennai CT & C.Ex, Chennai/Coimbatore/Salem/Madhurai/ Trichy/ Puducherry – for similar action.
3. The Addl. Commissioner of CT & C.Ex. PCCO, Chennai.
4. The PRO/Supdt. Infrastructure/ Estate officer.