

	OFFICE OF THE COMMISSIONER, CENTRAL EXCISE, CUSTOMS & SERVICE TAX, VADODARA – II.	
	Central Excise & Customs Building, Old Arkee Garba Ground, Subhanpura, Vadodara – 390023. Telephone : 0265-2388159, 2388241 Fax: 0265-2388243	

F.No.I/MISC/2014-15-Adm.

Date: 30.09.2014.

OFFICE ORDER

Sub:- The call of Hon'ble Prime Minister for "Swachh Bharat" as a mass movement-m/r.

The Chair Person of the CBEC has directed to administer "Swachhta Shapath" on 2nd October, 2014 to all the employees in the Department to adopt cleanliness as a mantra in their daily life.

In this connection it is decided that the Commissionerate Office and all the subordinate offices in the commissionerate shall remain open on 2nd October, 2014. On 1st October, all the Section Heads in the Head Quarters shall ensure that their respective Section is cleaned up. Tables of the officers and office space should be made in proper order and the officers shall help in cleaning out side premises of their respective offices. A time bound action plan for completing the task of weeding out old and obsolete files and records and sent the plan to the Assistant Commissioner (P&V), Vadodara-II. Similar action shall be ensured by all the JDCs/JACs in the offices under their jurisdiction.

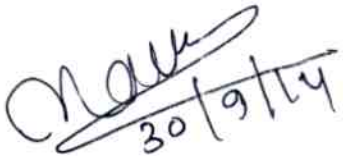
A team of officers headed by Shri Harish Kumar, Assistant Commissioner has been nominated for the purpose of conducting inspection of cleaning up of offices. The other members of the team are Shri S.S.Gadkari, Superintendent (Admn) and Shri Satish Kumar, Superintendent (GA & PR). The Team shall, after inspection of all the offices, nominate the best cleaned up and orderly office/section and such office/section would be awarded an Appreciation Certificate. The Committee's recommendations shall be based on the set parameters detailed in the annexed sheet.

On 2nd October, 2014, all the officers shall report to the office at 9 Hrs to observe the below mentioned programme:

9.00 to 9.30 Hrs: The cleaning work and as mentioned in the above para.

9.30 to 10.30 Hrs: Inspection of all the offices under the Vadodara-II Commissionerate by the nominated team of officers.

10.45: All officers shall assemble at the Recreation Hall on the Ground Floor of the New Central Excise Building for administration of "Swachhta Shapath".


 (M.K.Kedia),

**Additional Commissioner (P&V),
Central Excise, customs & Service Tax,
Vadodara-II.**

Copy for information to :

All Deputy Commissioners/Assistant Commissioners and Section heads, Central Excise, Customs & Service Tax, Vadodara II