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जीएसटी एवम् केंद्रीय उत्पाद शुल्क आयुक्त का कार्यालय नं.1, विलियम्स रोड, कन्टोनमेंट, तिरुच्चिरापल्ली - 620 001		
OFFICE OF THE COMMISSIONER OF GST & CENTRAL EXCISE No.1, WILLIAMS ROAD, CANTONMENT, TIRUCHIRAPPALLI - 620 001.		

Handwritten notes:
 9/1/2018
 Ac EDLW
 1) Please upload in the website
 2) All officers to note pl

C.No. I/22/01/2018 Admn (Swachhta)

Date : 05.01.2018.

ADMN CIRCULAR (SWACHHTA) - NO. 01 / 2018

Swachhta Pakhwada is being observed from 16/01/2018 to 31/01/2018 by this Commissionerate. The following Activity plans have been charted out for the participation of all the Officers and Staff.

1. **16 /01/2018 - Swachhta Pledge at 11 am** in the office premises.
2. **17/1/2018** – 7 am - Cleaning of garden and office premises by volunteers (shramdan).
3. **18/1/2018 - Workshop** on cleanliness – Corporation Officials to brief all officers and staff on cleanliness and maintenance in office. The Workshop will be held in the Conference Hall.
4. **19/1/2018** – **Drawing & Essay writing competition in English / tamil / hindi - Theme – Cleanliness / Clean India** – All officers and staff (including their children) can participate. Names of participants to be given **on or before 12/01/2018**. (Officers in charge – Smt. R. Saraswathy, Superintendent, GST Seva Kendra Hqrs & Smt. L.V. Sasikala, Superintendent, EDPU, Hqrs)
5. **22/1/2018** - Volunteer work (shramdan) for officers & staff to cleaning the Govt. Primary school, Pon Nagar, Trichy 1 (Afternoon 3pm)
6. **23/1/2018** - Innovative ideas for swachhta – ideas on maintaining cleanliness in the Office, from officers and staff in writing is invited.
7. **24/1/2018** – Planting of tree saplings and maintenance in and around Customs and Excise Staff quarters Karumandapam, and within office premises. Volunteers are invited.

8. 25/1/2018 – Segregation of old records, enlisting & safe keeping under the two divisions and the Hqrs office. (Action : All DC / ACs & All section heads in the Commissionerate Hqrs)
9. 29/1/2018 - Cleaning of historical places – Place identified is the Grand Anaicut (Kallanai) (children's park). Volunteers are invited.
10. 30/1/2018 – Creating media buzz – press release – photos on workshop, cleanliness drive, competitions etc will be released to the press.
11. 31/1/2018 – Mass Anti-polythene drive in the office by resolution adopted by all staff in avoiding polythene usage and hoisting awareness posters and banners in all sections and canteen.

(Volunteers for sl.nos 2,5,7,9 are requested to give their names to the PRO Unit by 12/01/2018)



(S. SRIMATHI)

JOINT COMMISSIONER

Copy to

All Deputy / Assistant Commissioners / Hqrs / Divisions,
GST & Central Excise Commissionerate, Trichy.

All Sections Heads, GST & Central Excise Commissionerate, Trichy.

The Superintendent, Computer Cell, Hqrs., Trichy, for uploading the contents of the above circular in the official website.

The PRO unit, Hqrs, Trichy for giving maximum publicity and to enlist volunteers for shramdan.

The Notice Board, Hqrs, Trichy.