



OFFICE OF THE PRINCIPAL COMMISSIONER OF GST & CENTRAL EXCISE
CHENNAI NORTH COMMISSIONERATE

No. 26/1, NUNGAMBAKKAM HIGH ROAD, CHENNAI- 600 034.

C.No.IV/16/14/2017-PRO

Dated: /10/2018

CIRCULAR/INSTRUCTION

Sub: Observation of Swachhata Pakhwada during the period from (15.10.2018 to 31.10.2018) instructions to Officers/Staffs on Swachhata Awareness-Reg.

Swachhta Pakhwada programme is being observed from (15.10.2018 to 31.10.2018) for creating awareness on 'Swachhata' jointly by the Officers/Staffs of Pr. CCO, Chennai North, Chennai Appeals-I, ADG(System), ADG(GST) and ADG(TPS).

In this connection kind attention is drawn to letter C. No. II/39/35/2014-CZO (Admn.)(Pt.) dt. 08.08.2018 as per DGHRD's letter F. No. 8/B/78/HRD(HRM-II)/2018 dt. 18.07.2018.

In this regard, the following instructions are issued:-

- **Print official documents on both side of the paper**
- **Switching off electronics equipments when not in use**
- **Keep Office premises clean, manage old records properly**
- **Encourage Car free /Car pool ride**
- **Please save water,**
- **Segregate/ weed out the old records**
- **Dispose the E waste in the office in consultation with computer section.**
- **All officers and staffs may have "Swachhata quotation" as DP of their Whats app and profile picture of their social media platform**

All the Officers/Staffs are requested to actively follow the above instructions to keep the Office Premises neat and clean.

Yours faithfully,

(Rajeev Kumar)
Additional Commissioner
Chennai North Commissionerate

To

1. The Pr. Chief Commissioner of GST & C. Ex. TN & Puducherry Zone
2. The Principal Commissioner of GST & C. Ex. Ch. North/Chennai Appeals-I
3. Additional Director General (Systems), Chennai
4. Additional Director General (GST), Chennai
5. Additional Director General (TPS), Chennai

Copy to:

1. The AO (Stores), Chennai North for providing stationery and materials required for the events
2. The PRO Chennai North for making arrangements for conduct of events on 5th floor auditorium and for providing refreshments to the participants
3. All the notice board in nungambakkam/Teynampet(Royapuram/Thiruvottiyour)/Anna nagar (Annangar/Egmore/Thiru vika nagar/Madhavaram/Parrys/Purusalvakkam Div. (Ch. North part)/Mogappair building(Ambathur Div) (Ch. North Part)
4. The Supdt. (Computers), Chennai North for uploading in website.