



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
राजस्व विभाग DEPARTMENT OF REVENUE  
आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER  
केंद्रीय माल एवं सेवा कर तथा केंद्रीय उत्पाद शुल्क  
CENTRAL GST & CENTRAL EXCISE  
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GEXCOM/HQR/MISC/10/2020-HQRS

Dated: 04.09.2020

**Sub:- Swachhta Pakhwada 2020- Shramdaan activities by officers and staff at their respective sections - Reg**

As part of observance of Swachhta Pakhwada 2020, all the Officers/Staff of Central GST & Central Excise Commissionerate, Thiruvananthapuram are hereby requested to participate whole heartedly in the Shramdaan activities at their respective sections on **07<sup>th</sup> and 08<sup>th</sup> September 2020**.

The following activities have to be carried out mandatorily, as part of Shramdaan activities.

- Voluntary cleaning activities at their respective sections and cleaning the office equipments like Computer, Photocopier, fax machine, telephone etc.
- Review of old files/records/reports etc and listing out the same for weeding out.
- Segregation of Manuals/Books/Magazines which were outdated and not needed for future reference.
- Cleaning of vertical blinder/windows, name board of officers etc.
- Cleaning and upkeep of almirahs and cupboards. All almirahs and cupboards shall be cleaned and numbered. List indexing the details of files kept in it shall be pasted on top right side of the almirah.
- Efforts have to be taken to segregate electronic waste from each section.

After segregation of old files/records/ Manuals/Books/Magazines/e-waste, the care taker may be informed, who will make necessary arrangements for removal and keeping of such items for further disposal.

**Award for Best Section** performing shramdaan activities at CGST Headquarters/ Thiruvananthapuram North Division/South Division will be decided based on the activities listed under sl no. (a) to (f) above.

All Dy/ Asst Commissioners are hereby directed to actively associate and guide the officers/staff working under them for making the shramdaan activities a grand success.

This is issued with the approval of Commissioner, CGST, Thiruvananthapuram.



(Sivaprasad S.)

Joint Commissioner (P&V)

Copy submitted to:-

The Commissioner, CGST & Central Excise Thiruvananthapuram

Copy to:-

1. The Joint Commissioner (Tech) CGST & Central Excise  
Thiruvananthapuram
2. The Deputy/ Assistant Commissioner's CGST Hqrs
3. The Deputy/ Assistant Commissioner , CGST Division:  
Thiruvananthapuram South, Thiruvananthapuram North, Kollam,  
Alappuzha, Pathanamthitta, Kottayam
4. The Chief Accounts Officer, CGST Thiruvananthapuram.