



केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवाकर के मुख्य आयुक्त का कार्यालय, हैदराबाद  
**OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CUSTOMS &  
SERVICE TAX, HYDERABAD ZONE**

केन्द्रीय उत्पाद शुल्क भवन, लाल बहादुर स्टेडियम रोड, बशीरबाग, हैदराबाद - 500 004  
**KENDRIYA UTPAD SHULK BHAVAN, L.B. STADIUM ROAD, BASHEERBAGH,  
HYDERABAD - 500 004.**

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C.No.I/22/07/2017-Admn.CC(HZ) Dated: 24.05.2017

To  
The Additional Director General (HRM-II),  
Central Board of Excise & Customs  
Director General of Human Resource and Development,  
409/8, Deep Shikha, Rajendra Place,  
New Delhi-110 008.

Sir,

Sub: Swachhta Action Plan (SAP) for the Financial Year 2017-18-  
Regarding.

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Kind reference is invited to Chairman's D.O. letter No.296/183/2014-CX.9, dated 01.05.2017 directing the preparation of an Action Plan to implement the Swachhta Action Plan (SAP) for 2017-18.

2. As directed, based on the guidelines mentioned by Chairman in the subject letter under reference, this Zone has identified certain projects to implement the SAP in the current financial year. These projects are listed below (Commissionerate-wise):

(A) Hyderabad-I Commissionerate:

- Installation of RO plant.
- Installation of Airconditioners in all office rooms.
- Installation of composter for disposal of canteen wet waste.
- Installation of Compactors.

(B) Hyderabad-II Commissionerate:

- Replacement of existing light bulbs/tubelights with energy saving LEDs.
- Renovation of toilets including provision of hand dryers, sanitizers and dustbins.

(C) Hyderabad-III Commissionerate:

- Concealing all open wiring by ducts in entire office.
- Replacement of unusable furniture with modular furniture.

(D) Hyderabad-IV Commissionerate:

- Effective disposal of e-Waste and weeding out of old records and files.
- Periodic pest control and sanitation drives.

(E) Audit Commissionerate:

- Cleaning of common user spaces and plantation in departmental residential quarters at VBG Gardens, Mehdiapatnam.

(F) Service Tax Commissionerate:

- Installation of rooftop solar panels in order to conserve energy and expenditure.
- Installation of water harvesting system to conserve precious water.

(G) Customs Commissionerate:

- LED wall at RGIA Airport to display advertisements for cleanliness, Swatchhta etc.

3. An Action Plan to implement above projects during this Financial Year is being developed in consultation with CPWD (and others). As directed, quarterly progress reports would be submitted on the progress made on the identified projects.

4. This issues with the approval of Chief Commissioner, Customs Central Excise & Service Tax, Hyderabad

Yours faithfully,

*D Sai Ramesh*

(D Sai Ramesh) 24.05.2017  
Assistant Commissioner(CCO)