



OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
CENTRAL REVENUE BUILDING, I.P. ESTATE, NEW DELHI
TELEPHONE/FAX No: 011-23370941 Email :delhi.dcit.hq.infra@incometax.gov.in

F.No. Pr.CCIT/Admin/2021-22/892

Dated: 08.10.2021

To,

All Chief Commissioners of Income Tax
All Pr. Commissioners of Income Tax
All Building Incharges, Delhi

Madam/Sir,

Subject: Special Campaign for disposal of pending matters and Weeding Out of old Records/ Files, Disposal of Waste material, Disposal of Newspaper waste, Disposal of E-waste, etc.-reg.

Kindly refer to the above.

A special campaign is to be carried out from 02nd October to 31st October, 2021 for timely and effective disposal of pending public grievances, including references from Members of Parliament and State Government. All field formations are directed to accord top priority to such disposal of references from MPs and public representations/grievances which are pending as per the CPGRAMS PG Portal, e-Nivaran portal as well as physical/manual records and the requisite reports/details in this regard may please be submitted on priority. Letter dated 27.09.2021 of the Pr. DG(Admn. & TPS), New Delhi, is also enclosed in this regard.

2. Further, during the special campaign period, all efforts are required to be made for the weeding out of record/ files, as per Manual of Office Procedure. In this regard, all offices of Delhi charge are requested to start the process of identification and categorization of the files which are to be weeded out. **This process of weeding out may be initiated by weeding out few sample files tomorrow i.e. 09th October, 2021 and photographs of the same are to be shared with this office.**

3. "Swachhta Pakhwada" is to be organized from 12th October to 26th October in all the offices of Delhi charge and all the premises of the Buildings under Delhi charge shall be free of old and non essential records, scrap etc.

4. Kindly refer to the GFR regarding disposal of the office scrap (marked as Annexure-I). In this regard, an 'Auction Committee' needs to be constituted in all the buildings with the approval of competent authority. Accordingly, identification and Auction of office scrap needs to be done as per the SOP for Office Scrap Disposal (marked as Annexure II). The proceeds of the auction shall be reported in the prescribed format as attached in Annexure III by 30th October 2021.

5. Suggestions are solicited to make this cleanliness drive successful. The requisite reports may be submitted on or before 30.10.2021 in the prescribed format attached as Annexure IV.

6. It is to be noted that Pr CCIT, Delhi (CCA) may visit some of the offices on 09/10/2021 and all the offices are requested to remain open for the same.

7. This issues with the approval of Pr. CCIT, Delhi (CCA).

Encl: As Above



(Dilip Sharma)
(Commissioner of Income Tax)
(Hqrs.) (Admn. & TPS), New Delhi



कौशलेंद्र कुमार सिंह, भा.रा.से.
Kaushalendra Kumar Singh, I.R.S.
प्रधान महानिदेशक
PRINCIPAL DIRECTOR GENERAL

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प्रधान आयकर महानिदेशक (प्रशासन एवं
करदाता सेवाएं)
पॉचवी मंजिल, मयूर भवन, कनॉट सर्कस, नईदिल्ली- 110001
Principal Director General of Income Tax
(Administration & Tax Payer Services)
5th Floor, Mayur Bhawan, Connaught Circus,
New Delhi-110001

D.O.F.No. Pr. DGIT (Admn. & TPS)/Spl. Campaign/Board letters/207/2021-22/479

Dated: 27/09/2021

Dear Pr CCs / Pr DGs

Sub.: Special Campaign for disposal of pending matters during the period
2nd October to 31st October, 2021-reg.-

The Cabinet Secretary, Government of India vide his DO letter F.No.1/50/3/2021- Cab Dated 09/09/2021, addressed to all Secretaries of the Government of India has conveyed the directions of the Hon'ble Prime Minister that each Ministry/Department and its attached/subordinate offices are required to undertake a special campaign from 2nd October to 31st October, 2021 for timely and effective disposal of pending public grievances, references from Members of Parliament and State Government, Inter-Ministerial Consultations, Parliamentary assurances, etc. alongwith other works/directions as specified therein. Accordingly, appropriate instructions may please be issued to all the sub-ordinate offices and all officers concerned to implement the special campaign in true spirit and right earnest to make it successful.

2. As further desired, during the special campaign period, all out efforts requires to be made for disposal of the identified pending references in a proper, and meaningful manner. Efforts also require to be made by all offices to follow and execute all other directions related to ensuring cleanliness in government offices so as to have a good work environment to improve records managements, review and weeding out of papers/ old records as well as regarding review of existing processes with a view to reduce compliance burden and do away unnecessary paper work, wherever feasible.

3. As you are aware, proper and timely redressal of public grievances has been the important and key focus area of the Government of India. Accordingly, in sync with the said major objective, this special campaign has been planned by the Government of India. The DARPG, Government of India, Office Memorandum F.No. 30011/2/2019-O&M(5866) Dated 21/09/2021 and F.No. 30011/02/2019-O&M(5866) dated 15/09/2021 have issued detailed guidelines in this regard. As per the said OMs, Department of Administrative Reforms & Public Grievances (DARPG), being the nodal Ministry to monitor implementation of this special campaign, has developed a dedicated dashboard for this purpose and have issued detailed guidelines, PPT and Performas for submission and uploading of the relevant details/data in this regard. Copies of the aforesaid OMs are enclosed for information, and necessary compliance by all offices concerned. All the subordinate offices under your charge may be directed to ensure proper compliance of the guidelines and submission of all the requisite details/data in this context.

4. As you know the Directorate of TPS-II is the nodal office relating to monitoring, co-ordination and disposal of CPGRAMS grievances for the CBDT. Similarly, the directorate of TPS-I & TDS is the nodal office for handling, monitoring and co-ordination of e-Nivaran grievances, for the CBDT. Accordingly, all the field formations under your charge may be directed to accord top priority to the work of disposal of references from MPs and public representations/grievances which are pending as per the CPGRAMS PG Portal, e-Nivaran portal as well as physical/manual records, and the requisite reports/details in this regard may please be submitted on priority.

5. As per records of this office, there are some VIP references for which reports are pending. A list of all such cases is enclosed herewith as Annexure. You are requested to look into all the pending references from MPs/ VIPs etc. for their proper resolution during the special campaign. Action taken reports in all such cases may be sent to all the offices concerned.

5.1 It is requested that the complete details/ list of all the references received directly in your region from MPs/ VIPs may please be compiled and all such matters may be disposed and reported.

6. It may also be noted that there is quite large number of CPGRAMS and e-Nivaran grievances pending with the field formations. During this campaign period, all the field formations under your region may be given special instructions to make all out efforts for disposal of maximum number of CPGRAMS and e-Nivaran grievances.

7. This Special Campaign is going to start on 2nd October, 2021 being the occasion of "Gandhi Jayanti", it is requested to ensure that the same is commenced on this day itself by all the field offices under your region and special efforts during the entire period of this Special Campaign may be made for proper disposal of all pending references and grievances.

With *regards*

Encl: As above

Yours sincerely,


(Kaushalendra Kumar Singh)

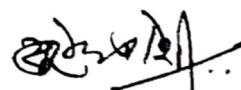
Principal Director General of Income-tax (Admn. & TPS)
New Delhi

To

All Principal Chief Commissioners of Income-tax
All Principal Director Generals of Income-tax

Copy for information to :-

1. All DGsIT of the Directorates of CBDT.
2. All Joint Secretaries/Commissioners in CBDT.
3. All ADGs of this principal Directorates.



(S.M. Joshi), JDIT (Hqrs.),

Office of the Pr. DGIT (Admn. & TPS), New Delhi

MOST IMMEDIATE

F.No. D.32020/11/2007-GAR
Government of India
Ministry of Finance
(Department of Revenue)

New Delhi, the 6th October, 2021

OFFICE MEMORANDUM

SUBJECT: Special Drive for Weeding Out of old Records/Files, Disposal of Waste material, Disposal of Newspaper waste, Old/Written off books, Disposal of E-waste, etc. -

In continuation of the OM of even number dated 6th October, 2021 on the subject above, all the officers/sections of the Department and field formations of CBDT/CBIC are requested to start the weeding out of records/files, as per Manual of Office Procedure, urgently. In this connection, all the Heads of Divisions are requested to direct their sections to carry out special weeding out drive on Saturday, the 9th October, 2021.

2. All the Heads of Divisions are requested to strictly monitor the progress of weeding out of records/files of the sections under their control.

3. This issues with the approval of Competent Authority.



(Rakesh Kumar)

Under Secretary to the Government of India
Tel. No. 23095366

To:

1. All Heads of Divisions of Department of Revenue
2. All Sections/Offices of Department of Revenue
3. SO(Computer Cell), DOR – for uploading the Circular in DOR/E-office portal.

Copy to:

1. Chairman, CBIC

✓ 2. Chairman, CBDT

With the request to get this OM circulated among their field formations for strict compliance, please.

Copy for information to:

1. PPS to RS
2. PPS to JS (R)

HL member

CBDT for

ra.

mm

07/10/21



are made over correctly to his successor. A statement giving all relevant details of the goods, materials etc., in question shall be prepared and signed with date by the relieving officer and the relieved officer. Each of these officers will retain a copy of the signed statement.

Rule 217 Disposal of Goods.

- (i) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- (ii) The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- (iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilised. A report of stores for disposal shall be prepared in Form GFR - 10.
- (iv) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.
- (v) **Sale of Hazardous waste/Scrap Batteries/Electronic waste:** Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ pre-processor agency.

Rule 218 Modes of Disposal.

- (I) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by:
 - (a) obtaining bids through advertised tender or
 - (b) public auction

- (ii) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. Ministries/ Departments should, as far as possible prepare a list of such goods.
- (iii) Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.
- (iv) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

Rule 219 Disposal through Advertised Tender.

- (i) The broad steps to be adopted for this purpose are as follows:
 - (a) Preparation of bidding documents.
 - (b) Invitation of tender for the surplus goods to be sold.
 - (c) Opening of bids.
 - (d) Analysis and evaluation of bids received.
 - (e) Selection of highest responsive bidder.
 - (f) Collection of sale value from the selected bidder.
 - (g) Issue of sale release order to the selected bidder.
 - (h) Release of the sold surplus goods to the selected bidder.
 - (i) Return of bid security to the unsuccessful bidders.
- (ii) The important aspects to be kept

GENERAL FINANCIAL RULES 2017

Ministry of Finance
Department of Expenditure

in view while disposing the goods through advertised tender are as under:-

- (a) The basic principle for sale of such goods through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.
- (b) The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding.
- (c) The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten per cent. of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document.
- (d) The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. In case such negotiation does not provide the desired result, the reasonable or acceptable price may be counter offered to the next highest responsive bidder(s).
- (e) In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the

next higher bidder(s) at the price offered by the highest acceptable bidder.

- (f) Full payment, i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods.

- (g) In case the selected bidder does not show interest in lifting the goods, the bid security should be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.

- (iii) Late bids i.e. bids received after the specified date and time of receipt should not to be considered.

Rule 220

Disposal through Auction.

- (i) A Ministry or Department may undertake auction of goods to be disposed of either directly or through approved auctioneers.
- (ii) The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency, competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale etc. should be given wide publicity in the same manner as is done in case of advertised tender.
- (iii) While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale etc., (as already indicated earlier while giving wide publicity for the same), should be announced again for the benefit of the assembled bidders.
- (iv) During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, earnest money (not less than twenty-five per cent. of the bid value) should immediately be taken on the spot from the successful bidder

SOP for Office Scrap Disposal

1. First the inspection of the scrap identified needs to be conducted by the O/o Building In charge.
2. Thereafter, the 'Auction Committee' needs to be constituted with the approval of competent authority. The committee must comprise:
 - Chairperson
 - Member 1
 - Member 2
 - Member Secretary
3. List of condemn/ obsolete/scrap items needs to be prepared by the O/o Building In charge.
4. The inspection of items by the Auction Committee and the process for the Disposal of Goods will be initiated as per Rule 217 of GFR.
5. Thereafter, the notice will be issued to identify the reserve price of condemn/ obsolete/scrap items from the market vendors.
6. Subsequently, the Auction Committee will follow the modes of disposal of condemn/ obsolete/scrap items as per GFR Rule-218
7. If the residual value of condemn/ obsolete/scrap items is less than Rupees 2 lakh the mode of disposal will be determined by the competent authority as stated in Rule 218(ii).
8. If the residual value of condemn/ obsolete/scrap items is more than Rupees 2 lakh the mode of disposal will be determined by the competent authority as stated in Rule 218(i).
9. In case the value of condemn/ obsolete/scrap items is less than Rupees 2 lakh, the bidder stating highest reserve prices will be declared as successful bidder for auction.
10. In case the value of condemn/ obsolete/scrap items is more than Rupees 2 lakh, the disposal will be made through advertised tender as stated in Rule 219 of GFR.

PENDENCY IDENTIFICATION FORM

Pendency Identification of ministry of pension

Select Date 09/21/2021



A- Reference Category

Pending references identified till the selected date

References Category	< 6 months	6 -12 months	1-2 years	> 2 years
References from MPs				
Parliamentary Assurance				
IMC references(Cabinet Proposals)				
State Govt. References				
Public Grievances				

Note: Pendency Identification should be updated daily and to be filled cumulative as on date

B- Record Management

Number of Files Due for Review

C- Cleanliness & Office Scrap Disposal

INDOOR

System in Place	Select	Inspection architecture in place	Select
Outsource agency deployed	Select	Level of Inspecting Officer	Select

OUTDOOR

Number of Campaign to be Conducted

OFFICE SCRAP DISPOSAL

Date of Identification 09/21/2021



D- Compliance Burden

Number of Rules Identified for Simplification

Submit

ACHIEVEMENT FORM

Achievement Status of ministry of pension

Select Date 09/21/2021



A- Reference Category

Achievement status till the selected date

Reference Category	< 6 months		6 -12 months		1-2 years		> 2 years	
	Target	Achievement	Target	Achievement	Target	Achievement	Target	Achievement
References from MPs								
Parliamentary Assurance								
IMC references(Cabinet Proposals)								
State Govt. References								
Public Grievances								

Note: Achievements should be updated daily and to be filled cumulative as on date

B- Record Management

Number of Files
Due for ReviewNumber of Files
ReviewedNo of Files
Weeded

C- Cleanliness & Office Scrap Disposal

INDOOR

System in Place

Inspection architecture in place

Outsource agency
deployed

Level of Inspecting Officer

OUTDOOR

Number of Campaign to be
ConductedNumber of Campaign
ConductedHighest Leading Level of
any Campaign

Senior 1

OFFICE SCRAP DISPOSAL

Date of scrap disposal 09/21/2021

Total Revenue Generated
Till Date (Rs.)

D- Compliance Burden

Number of Rules Identified
for SimplificationNumber of Rules
Simplified

Submit