



सत्यमेव जयते

प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम
O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM
कक्ष क्रमांक 6/ Room No. 6, प्रथम तल/1st floor, आयकर भवन/Aayakar Bhawan

पी-7, चौरंगी स्क्वायर/ P - 7, Chowringhee Square, कोलकाता-700069/Kolkata - 700 069

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F.No. Pr.CCIT-WBS/Admn/DC/Gen/82(part-1)/Swchhata/2023-24 / 282-310: 11/05/2023

To,
All CCsIT/DGIT
All PCsIT/ CsIT/ADGs/ PDIT(Inv)/DIT(I&CI)
All Building in Charge under Pr. CCIT, WB & Sikkim

Sir,

Sub: Record & space management and removal of Almirahs from the corridors/common areas of office premises – matter reg.

Ref: Office Order No. 26/2022-23 dated 13/10/2022

Kindly refer to the above.

2. Office Order No. 26/2022-23 dated 13/10/2022 was issued from this office for undertaking among others Shifting/Removal of the Almirah/Cupboards from the corridors/corners and placing therein in the respective chambers/offices of the Jurisdictional AOs, or in case of constraints in the designated building godowns.

3. However, it has been noticed that Almirahs/Cupboards etc. are still lying in the corridors or common areas of different office buildings. The Government under the *Swachh Bharat Scheme* has emphasized overall cleanliness of government offices, record management and space management and enhancement of work place experience. In line with the same, **the Interim Action Plan** for F.Y. 2023-24 (Item No. A-xxiv) has also provided for weeding out of very old records and sending of records which are necessary to be kept in off-site storage and retrieval under Record management System. *This exercise is to be undertaken by 30/06/2023.* The same may kindly be complied.

4. In view of above, I am directed to request that all Officers under your charge be instructed to make all out efforts for implementation of above works and to shift/remove all Almirahs/Cupboards from the corridors and common areas of office buildings. **This exercise is to be completed by 23/06/2023 as provided in the Interim Action Plan.** A compliance report with details of works undertaken may kindly be forwarded to this office by **30/06/2023.**

5. The Caretakers under the supervision of the Building-in-Charge are also instructed to remove the Almirahs/Cupboards etc. which has not been owned up by the officer still lying in the corridors or common areas of their respective office buildings after **30/06/2023.** **The Building in Charge is to give a compliance report by 07/07/2023.**

6. This issues with prior approval of the Pr. CCIT, West Bengal & Sikkim.

भवदीय/Yours faithfully,

Anand Kumar Singh

(आनंद कुमार सिंह/ Anand Kumar Singh, IRS)
आयकर आयुक्त (प्रशासन एवं कंदासे)
CIT(Admn. & T.P.S), Kolkata