



**B. BHATTACHARYA, IRS**  
DIRECTOR GENERAL

भारत सरकार  
वित्त मंत्रालय राजस्व विभाग  
अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड  
मानव संसाधन विकास महानिदेशालय  
भाई वीर सिंह साहित्य सदन, गोल मार्केट  
नई दिल्ली-110001

Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of  
Indirect Taxes & Customs  
Directorate General of Human  
Resource Development  
BVSSS, Gole Market, New Delhi-110001

D.O. No. 8/B /93 /HRD (HRM-II) / 2018

Dated: 26.10.2018

Dear Sir/Madam,

Kind attention is invited to the DO letter No. 8/B/62/HRD/(HRM)/2018 dated 01.08.2018 (copy enclosed) from Chairman, CBIC proposing that all the Chief Commissioners/Directors General should identify at least two Swachhta projects within their Zones which should be personally monitored by them and similar action has to be taken by each Commissioner within their jurisdiction.

2. It may be mentioned that during the FY 2017-18, in order to choose the best projects submitted by the Zones/Directorates and Commissionerates, a highly objective and scientific index was used to decide upon the best performing CGST Zone, Customs Zone, Directorate and Commissionerate (Brief of methodology enclosed). The same criteria will be used during the current financial year and Swachhta Awards will be given to the best performing CGST Zone, Customs Zone, Directorate and Commissionerate for the F.Y. 2018-19.


3. It has been observed that many Zones/ Directorates have not yet identified the two projects to be implemented in their respective Zone/ Directorate. It is requested to look into the matter personally and ensure that a concrete action plan is drawn to identify two projects, which can be completed during the current FY 2018-19. Details of such projects may please be informed to us, with probable timeline and cost of such indentified Swachhta Projects. As indicated in Chairman's D.O. letter, it is requested to also send monthly progress report in respect of these projects to this office.

4. In the current F.Y. 2018-19 under OE Swachhta a fund of Rs. 49 crore has been earmarked for CBIC. However, it has been observed that so far only Rs. 7.58 crore has been utilized till September 2018, for Swachhta related activities. It is requested to fully utilize the funds earmarked under OE Swachhta.

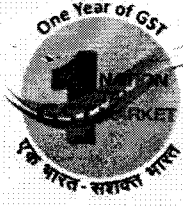
With best regards,

Encl.: As Above

Yours sincerely,

  
(B. Bhattacharya)

To,  
All Pr. CCs/ CCs/ Pr. DGs/ DGs



एस. रमेश

अध्यक्ष

*S. Ramesh*

Chairman



भारत सरकार  
वित्त मंत्रालय  
राजस्व विभाग  
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड  
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D.O.No.8/B/62/HRD(HRM)/2018

1<sup>st</sup> August, 2018

Dear Colleagues,

As you are aware, Swachhata Awards for 2017-18 were given for the first time in CBIC on 28.06.2018 & the ceremony of Award Distribution was live broadcast as a part of Video Conference.

2. A number of commendable activities such as adoption of schools, building rain water harvesting pit, installation of composter for bio degradable waste, installation of biogas plant, construction of drainage system, renovation of schools, cleaning of iconic places, disposal of E-waste, Organic Waste Reprocessor, Sewage Treatment Plant, Water effluent treatment plant etc. were accomplished by the various field formations of CBIC during the last fiscal year.

3. During the current fiscal year, 2018-19, CBIC has earmarked a fund of Rs.49 Crores under Swachhta Action Plan, which has been distributed to all the Budgetary Authorities under CBIC. In order to have a more focused approach towards SAP, I propose that all the Chief Commissioners/Directors General should identify at least two Swachhta projects within their zones which should be personally monitored by them. Similarly, each Commissioner may also identify two projects within their jurisdiction for carrying out similar action. A detailed report containing the details of the Swachhta Project to be undertaken, the present status, objective/purpose, action proposed, its impact etc., may be sent to the office of the DGHRD within 15 days. Further, the probable timeline for completion of the projects may also be indicated. A monthly report on the progress of the projects along with the photographs may be sent to the office of the DGHRD by the 10<sup>th</sup> of every month. The Best three Zones/Directorates/Commissionerates shall be given Swachhta Awards: for 2018-19, based upon the performance with respect to the implementation and impact of the Projects.

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4. I, sincerely hope that the field formations shall act promptly on the identification and execution of the Swachhta Projects so that we all may contribute our share towards achieving the goal of "Swachh Bharat, Shreshth Bharat" in a committed manner.

With

Yours Sincerely,

  
(S. Ramesh)

To,

All Pr. CCs/CCs/ Pr DGs/DGs/Pr. Commissioners/Commissioners

Copy to:-

Director General (HRD)

## Methodology to calculate Final Score of Swachhta Projects with respect to Zones/Directorates

- ✓ It is observed that different Zones/Directorates have submitted different kinds of two Swachhta Projects to the Office of the DGHRD and progress/status of each project is being regularly sought by the Office of the DGHRD from the Zones/Directorates.
- ✓ The following score is to be given-

Task Achievement Score	Example	Status of the Project
0	X1	Not Started
2	X2	Work in progress
4	X3	Completed
6	X4	Exemplary implementation

- ✓ Further, to judge any project as Best amongst so many projects, a methodology has been chalked out whereby the projects shall be judged on the basis that-
  - (a) How much is the impact of the Project socially/behaviorally.(Social impact on any section(s) of the Society/Behavioral impact on the behavior of the employees/outsidere)
  - (b) How much was the capacity of the Zone/Directorate to initiate the project, resource-wise.(Fund allocated the Zone/Directorate, Office premises owned or hired)
  - (c) How much is the Scalability of the Project.(Degree to which the Project can be scaled up or replicated)
  - (d) What is the sustainability of the Project.(Ease of sustaining the Project, cost-wise, resource utilization-wise)
  - (e) How much was/will be the People participation in the Project.(Employees/outside participation)
- ✓ And all the above 5 factors shall decide the weightage.
- ✓ Weightage calculation chart is as below-

Separately for First Project and Second Project									
Impact Potential Weightage (Social/Behavioral Impact of the Project)		Opportunity and Resource Weightage (Initiative Value in Comparison to Resources with respect to the Project)		Scalability Weightage (Degree to which, the Project can be replicated or scaled up)		Sustainability Weightage (Ease of Sustaining the Project Over Long Duration)		Participation Weightage (Scope of People Participation in the Project)	
	Points		Points		Points		Points		Points
Routine	1 (Y1)	Well within Comfort Zone	6 (U1)	Individual Relevance only	1 (V1)	Dependency on More Resources	1 (W1)	Select Team Participation	1 (M1)
Progressive	2 (Y2)	At Par with Resources	7 (U2)	Scalability Possible	2 (V2)	Minor Additional Resources Required	2 (W2)	Mass Participation	2 (M2)
Innovative	3 (Y3)	Stepping out of Comfort Zone	8 (U3)	CBEC Wide Adoption Desirable and Possible	3 (V3)	Sustainable Within Routine Effort	3 (W3)	Select Team + External Participation	3 (M3)
Transformatory	4 (Y4)	Ambitious Outreach	9 (U4)	Scalability Relevance Beyond CBEC	4 (V4)	Self Sustainable	4 (W4)	Mass + External Participation	4 (M4)

- ✓ Finally, Task achievement multiplied with the weightage shall decide the FINAL SCORE.
- ✓ FINAL SCORE=(TASK ACHIEVEMENT)multiplied by (TOTAL OF ALL 5 WEIGHTAGES)
- ✓ FINAL SCORE=(Either of X1 or X2 or X3 or X4)multiplied by {( Either of Y1 or Y2 or Y3 or Y4)+( Either of U1 or U2 or U3 or U4)+( Either of V1 or V2 or V3 or V4)+( Either of W1 or W2 or W3 or W4)+( Either of M1 or M2 or M3 or M4)}
- ✓ Further, the Zones / Directorates shall be evaluated on the basis of reports / materials sent by them out of total score of 15 (Z).

Further, the component of Budget Utilization (from O.E. Swachhta Head) has also been made one of the parameter to calculate COMPLETE SCORE as below :-

(Budget Utilization – As per available data as received from EMC wing upto the month of February, 2018) (Placed opposite at and Flagged 'Z') If the Budget Utilization is	Score
= 100%	10
≥ 90%	9
≥ 80% < 90%	8
≥ 70% < 80%	7

$\geq 60\% < 70\%$	6
$\geq 50\% < 60\%$	5
$\geq 40\% < 50\%$	4
$\geq 30\% < 40\%$	3
$\geq 20\% < 30\%$	2
$\geq 10\% < 20\%$	1
0	0
	<b>B</b>

COMPLETE SCORE = FINAL SCORE + Z + B