



कार्यालय प्रधान मुख्य आयकर आयुक्त, आन्ध्र प्रदेश व तेलंगाना, हैदराबाद
Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
दसवीं तल, आयकर शिखर / 10TH Floor, Income Tax Towers,
ए.सी.गार्ड्स, हैदराबाद / AC Guards, Hyderabad - 500 004.
टेलि.नं./Tel. No. 040 - 23425474, फैक्स /Fax 040-23241427

F.No. Pr.CCIT/AP & TS/Swachhata Pakhwada/84-B/23-24

Date : 17/01/ 2024

To
All the HoDs of
Pr.CCIT, AP&TS, Hyderabad

Sir/Madam,

Sub Observation of "Swachhata Pakhwada" in Department of
Revenue from 16th January to 31st January, 2024 - Reg.

Ref : F.No.DIR (Hqrs.)/Ch(DT)/07(112)/2024 Dated 14.01.2024

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Kindly refer to the Office Memorandum under reference.

2. As per Office Memorandum vide F.No.DIR (Hqrs.)/Ch(DT)/07(112)/2024 Dated 14.01.2024, it was directed to observe 9th consecutive Swachhata Pakhwada Campaign by all concerned offices under Department of Revenue from 16th January to 31st January, 2024. In this regard, a report dated 16.01.2024 to Jt.Director of Income Tax-2, DBC (Link Officer), CBDT, New Delhi, informing date-wise activities to be observed in Pr.CCIT AP&TS region was forwarded.

3. In view of the above, I am directed to request you to observe the Swachhata Pakhwada Campaign in your office/unit/region as per the schedule mentioned in Annexure-A, and forward the brief of the activities conducted along with photographs/images & videos of the activities conducted, to this office through mail to mail id: Hyderabad.dcit.hq.admin@incometax.gov.in, immediately before 5 pm on the day of the activity.

Yours faithfully,

(SUVASIS DAS)

Jt. Commissioner of Income Tax(in-situ),
(Hqrs)(Admn.),
O/o Pr.CCIT, AP&TS, Hyderabad

Encl : Copy of Office Memorandum and copy of Letter addressed to Jt.Director

ANNEXURE-A							
DATE-WISE SWACHHATA PAKHWADA ACTIVITIES OF PR, CCIT AP&TS, REGION, HYDERABAD							
Sl.No.	PCIT	Name/Designation/Email id/Contact no of the coordinating office for the site	Mobile Nos	email id	Name of the event	Place	Activity
1	PR, CCIT, AP & TS, HYDERABAD	ABHISHEK KUMAR JHA, ITO(HQ)(PR), HYDERABAD	8985970747	abhishek.k.jha@incometax.gov.in	Mass Swachhata Pledge	Hyderabad	16.01.2024
2	CCIT, HYD	VIMALA SRINIVAS CHIVUKULA, ITO(HQRS), HYDERABAD	8985971010	vimala.srinivas.c@incometax.gov.in	Selfe Booth and any other activity as per Annexure-2 enclosed	Hyderabad	17.01.2024
3	DGIT (Inv.)	DEEPA SRINIVASAN, ITO(HQ), O/o DGIT(INV), HYDERABAD, HYDERABAD	8985970644	deepa.srinivasan@incometax.gov.in	Campaign on discarding the use of Single use plastic and any other activity as per Annexure-2 enclosed	Hyderabad	17.01.2024
4	CCIT, VSP	DURGA PRASAD DASH, ITO(HQRS), VISAKHAPATNAM	8985972385	durga.prasad.d@incometax.gov.in	Selfe Booth and any other activity as per Annexure-2 enclosed	Visakhapatnam	18.01.2024
5	CCIT, VIA	VAMSI MOHAN POPURI, ITO(HQRS), VIJAYAWADA	8985971140	vamsi.m.popuri@incometax.gov.in	Signature campaign and any other activity as per Annexure-2 enclosed	Vijayawada	18.01.2024
6	PDIT(INV), HYD	VALLABHAVAJHULA SESHAGIRI, ITO(HQRS), HYDERABAD	9441409540	seshagiri.vallabhavajhula@incometax.gov.in	The Swachh Bharat Anthem and other relevant IEC material may be displayed at various strategic locations and any other activity as per Annexure-2 enclosed	Hyderabad	19.01.2024
7	PCIT-1, HYD	BRAHMAJI KOTA, ITO (HQRS)-1, HYDERABAD, HYDERABAD	8985970656	k.brahmaji@incometax.gov.in	Swachhata Seminars, Trainings and Workshops and any other activity as per Annexure-2 enclosed	Hyderabad	19.01.2024
8	PCIT-2, HYD	ASHISH KUMAR SINGH, ITO(HQRS)-1, O/o PR, CIT, HYDERABAD-2, HYDERABAD	8985970754	ashish.singh@incometax.gov.in	Selfe Booth and any other activity as per Annexure-2 enclosed	Hyderabad	19.01.2024

ANNEXURE-A

DATE-WISE SWACHHATA PAKHWADA ACTIVITIES OF PR,CCIT AP&TS, REGION, HYDERABAD

Sl.No.	PCIT	Name/Designation/Email id/Contact no of the coordinating office for the site	Mobile Nos	email id	Name of the event	Place	Activity
9	PCIT-4, HYD	AMIT BISWAS, ITO(HQRS)-1, O/o PR. CIT, HYDERABAD-4, HYDERABAD	8985970750	amit.biswas@incometax.gov.in	Cleaning of nearby villages, schools, anganwadis, PHCs, colleges, or any public places and any other activity as per Annexure-2 enclosed	Hyderabad	20.01.2024
10	PCIT(CENT), HYD	MANJIT LOHAN, ITO(HQRS), O/o PRCIT(CENTRAL), HYDERABAD, HYDERABAD	8985970505	manjit.lohan@incometax.gov.in	Shramdaan activity in nearby locality and any other activity as per Annexure-2 enclosed	Hyderabad	20.01.2024
11	PCIT(CENT), VSP	SRINIVASA SUDHEER, ITO(HQRS), VISAKHAPATNAM	8985970915	srinivas.s.rampay@incometax.gov.in	Annexure-2 enclosed Cleaning of Ponds, Rivers, Beaches and any other activity as per Annexure-2 enclosed	Visakhapatnam	21.01.2024
12	PCIT, TIRUPATI	RAMA KRISHNA S, ITO(HQ)-1, O/o PRCIT, TIRUPATI, TIRUPATI	8985970502	srirama.k.sigala@incometax.gov.in	Plantation Drive and any other activity as per Annexure-2 enclosed	Tirupati	21.01.2024
13	PCIT, VJA	NAGESWARA RAO S V S, ITO (HQRS) -1, O/O PR. CIT, VIJAYAWADA, VIJAYAWADA	8985970870	v.s.sagaram@incometax.gov.in	Selfie Booth and any other activity as per Annexure-2 enclosed	Vijayawada	22.01.2024
14	PCIT-1, VSKP	PRABIR KUMAR PAUL, ITO (HQRS)-1, VISAKHAPATNAM, VISAKHAPATNAM	8985970823	prabir.k.paul@incometax.gov.in	Swachhata Seminars, Trainings and Workshops and any other activity as per Annexure-2 enclosed	Visakhapatnam	22.01.2024
15	PCIT(AU)-1, HYD	SREDEVI MITTA, ITO(HQRS), HYDERABAD	8985970947	sredevi.mitta@incometax.gov.in	Campaign on discarding the use of Single use plastic and any other activity as per Annexure-2 enclosed	Hyderabad	23.01.2024
16	PCIT(AU)-2, HYD	JYOTSNA MUTTABATTULA, ITO(HQRS), O/O PR. CIT(AU)-2, HYDERABAD, HYDERABAD	8985970825	jyotsna.muttabahula@incometax.gov.in	Signature campaign and any other activity as per Annexure-2 enclosed	Hyderabad	23.01.2024

ANNEXURE-A

DATE-WISE SWACHHATA PAKHWADA ACTIVITIES OF PR.CCIT AP&TS, REGION, HYDERABAD

Sl.No.	PCIT	Name/Designation/Email id/Contact no of the coordinating office for the site	Mobile Nos	email id	Name of the event	Place	Activity
17	PCIT(AU)-3, HYD	SAI KUMARI UPADRASTA (On Leave TILL 24/11/2023),ITO(HQRS), O/O PR.CIT(AU)-3, HYDERABAD, HYDERABAD	8985970841	sai.k.upadasta@incometax.gov.in	Selfe Booth and any other activity as per Annexure-2 enclosed	Hyderabad	24.01.2024
18	CIT(TDS), HYD	DHEERAU KUMAR, ITO (HQRS)-2, HYDERABAD	8985970764	kumar.dheeraj@incometax.gov.in	Plantation Drive and any other activity as per Annexure-2 enclosed	Hyderabad	24.01.2024
19	PCIT(AU)-1, VSP	CHANDRA SEKHAR PRADHAN, ITO(HQRS), VISAKHAPAT NAM	8985970719	chandra.s.pradhan@incometax.gov.in	The Swachh Bharat Anthem and other relevant IEC material may be displayed at various strategic locations and any other activity as per Annexure-2 enclosed	Visakhapatnam	25.01.2024
20	PCIT(VU)-1, HYD	ANITHA B, ITO(HQRS), HYDERABAD	8985970716	anitha.bojjia@incometax.gov.in	Selfe Booth and any other activity as per Annexure-2 enclosed	Hyderabad	25.01.2024
21	PCIT(VU)-1, GUNTUR	SUBRAHMANYAM PONUGUPATI, ITO(HQRS), O/O PR.CIT(VU)-1, GUNTUR, GUNTUR	8985970791	subrahmanyam.ponugupati@incometax.gov.in	Signature campaign and any other activity as per Annexure-2 enclosed	Guntur	26.01.2024
22	PR.CCIT, AP & TS, HYDERABAD	ABHISHEK KUMAR JHA, ITO(HQ)(PR), HYDERABAD	8985970747	abhishek.k.jha@incometax.gov.in	Signature campaign and Selfe Booth	Hyderabad	26.01.2024
23	CIT(TDS), VIA	KANAKA DURGA BHAVANI KALA, ITO (HQRS), VIJAYAWADA	8985970848	kanaka.d.k@incometax.gov.in	Repair and renovation of public toilets, school, anganwadis toilets.	Vijayawada	27.01.2024
24	CIT(EXEMP), HYD	JYOTI CHANDRA, ITO(HQRS), O/o CIT(EXEMPTIONS), HYDERABAD, HYDERABAD	8985970755	jyoti.chandra@incometax.gov.in	Plantation Drive and any other activity as per Annexure-2 enclosed	Hyderabad	27.01.2024

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DATE-WISE SWACHHATA PAKHWADA ACTIVITIES OF PR.CIT AP&TS, REGION, HYDERABAD

Sl.No.	PCIT	Name/Designation/E-mail id/Contact no of the coordinating office for the site	Mobile Nos	email id	Name of the event	Place	Activity
25	CIT(AUDIT),HYD	LAKSHMI SRINIVAS AMBADIPUDI,ITO(HQ), O/o CIT(AUDIT), HYDERABAD, HYDERABAD	8985970729	lakshmisrinivas.ambadipudi@incometax.gov.in	The Swachh Bharat Anthem and other relevant IEC material may be displayed at various strategic locations and any other activity as per Annexure-2 enclosed	Hyderabad	28.01.2024
26	DIT(IT&CI), HYD	PRABHAKAR YETURI, ITO (HQRS), HYDERABAD	8985970696	prabhakar.yeturi@incometax.gov.in	The Swachh Bharat Anthem and other relevant IEC material may be displayed at various strategic locations and any other activity as per Annexure-2 enclosed	Hyderabad	28.01.2024
27	CIT (DR) ITAT-A BENCH	V K VARAPRASAD GANDIKOTA, ITO (HQRS) O/O CIT(DR-1, ITAT-1) A-BENCH, HYDERABAD, HYDERABAD	8985970561	gandikota.varaprasad@incometax.gov.in	Selfe Booth and any other activity as per Annexure-2 enclosed	Hyderabad	29.01.2024
28	CIT(DR), ITAT B BENCH	AMARNATH TANIKEDAR, ITO (HQRS) CIT(DR)-II, ITAT- B BENCH, HYDERABAD	8985970691	amarnath.tanikedar@incometax.gov.in	Selfe Booth and any other activity as per Annexure-2 enclosed	Hyderabad	29.01.2024
29	CIT(IT&TP), HYD	SRINIVAS MUNNANGI, ITO (HQRS) O/O CIT(IT&TP), HYDERABAD, HYDERABAD	8985970988	sreenivas.munnangi@incometax.gov.in	Campaign on discarding the use of Single use plastic and any other activity as per Annexure-2 enclosed	Hyderabad	30.01.2024
30	CIT(DR), VSP	NAGA SURYA RAO VENTRAPRAGADA, VISAKHAPATNAM, ITO (HQRS), O/O CIT(DR), VISAKHAPATNAM, VISAKHAPATNAM	8985970597	ventrapragada.s.naga@incometax.gov.in	The Swachh Bharat Anthem and other relevant IEC material may be displayed at various strategic locations and any other activity as per Annexure-2 enclosed	Visakhapatnam	31.01.2024

ANNEXURE-2

Swachhata Pakhwada Suggestive activities on Community Engagement following are the suggestive Swachhata Pakhwada Activities may be taken up by the Ministries and Departments during the observance of their Swachhata Pakhwada

1. Shraamdaan activities in the nearby locality
2. Repair and renovation of Public Toilets, Schools, Anganwadis Toilets
3. Mass awareness activities on Swachhata Theme
4. Cleaning of nearby Villages, Schools, Anganwadis, PHCs, Collages or any Public Places
5. Engagement of local celebrities
6. Swachhata Seminars, Trainings, Workshops
7. Exhibition on Waste to Wealth
8. Swachhata Raths, Rallies.
9. Mass Swachhata Pledge
10. Cleaning of Ponds, Rivers, Beaches
11. Plantation drives
12. Selfy Booth
13. Signature Campaigns
14. Swachhata thematic paintings
15. Press Conference
16. Use of Social Media
17. Campaign on discarding the use of Single Use Plastic
18. Organising Nukad Natak on Swachhata theme
19. Nationwide mega "Plogging" event during the Pakhwada
20. The Swachh Bharat Anthem and other relevant IC materials may be displayed at various strategic locations

F. No. DIR(Hqrs.)/Ch(DT)/07(112)/2024
Government of India
Ministry of Finance
(Central Board of Direct Taxes)

Room No. 226, North Block
New Delhi, the 14th January, 2024

OFFICE MEMORANDUM

Kindly refer to the OM of Department of Revenue, Ministry of Finance dated 13.01.2024 issued by Department of Revenue on the above-mentioned subject, and the DO letter of the Cabinet Secretary, GOI dated 10.01.2024 along with the annexures (**copy enclosed**).

2. The 9th consecutive **Swachhata Pakhwada Campaign** is being observed in the year 2024. As part of this campaign, a detailed list of activities and calendar has been proposed to be observed by all concerned offices under Department of Revenue from 16th January to 31st January, 2024.

3. In light of the above, I am directed to request you to carry out the following activities in your regions:

- i. Each Pr. CCIT (CCA) region should prepare the date-wise list of activities to be undertaken during the Swachhata Pakhwada amongst the suggested activities (list of activities and guidelines is enclosed as **Annexure A**). Each office should carry out at least 2-3 activities from the given list. The similar activity is to be done by each division in CBDT and each directorate.
- ii. On 16th January, 2024, each concerned officer/official should take the **Swachhata Pledge** (anytime between 11.00 am to 3.00 pm) online through the link: <https://pledge.mygov.in/swachhta-pledge-2022/>, and after taking the Pledge, a certificate to the effect may be downloaded. The Pledge certificate may be submitted to the Pr. CCIT (CCA), who shall compile the same and send it to the Nodal Officer for Swachhata Pakhwada for uploading the details/numbers in the portal. The similar activity is to be done by each division in CBDT and each directorate.
- iii. The activities undertaken during the Swachhata Pakhwada are required to be uploaded on the Swachhata Pakhwada portal on daily basis by concerned nodal officer in each region/division of CBDT and directorate (<https://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>). The User ID and Password to access the above portal is as under:

ID: dor25

Password: *dor87@321

The same may be done by **5.00 pm of each day starting from 16th January till 31st January, 2024**. Further, an Action Taken Report with photographs/small brief of the activity undertaken may also be sent to the mail ids commcoord-cbdt@nic.in and acitosdhq-cbdt@gov.in by 5.00 pm daily.

- iv. 03 Awards (1st/2nd/3rd Prize) are being distributed by the nodal Department i.e., Department of Drinking Water and Sanitation, to each Department. The Department of Revenue will further give these awards after completion of the Swachhata Pakhwada. The awards would be given to those who have contributed the maximum to the cause of sanitation based on the rating and ranking as described in **Annexure I** (enclosed).
- v. In addition to the above awards, each Pr. CCIT(CCA) is encouraged to introduce additional awards for best performance (in form of a Memento and/or Certificate – to be arranged at the officer level) in their offices to encourage maximum participation in Swachhata Pakhwada activities. These additional awards may be given for 2 or 3 categories (to be decided by a Committee of 2-3 Senior officers of that particular office). These awards may be given at the end of the Swachhata Pakhwada campaign.
- vi. A meeting (virtual) of the nodal officer for CBDT will be held twice every week (date and time to be communicated separately) so that the Swachhata activities are carried out smoothly in all the offices, and uploading, etc. is done properly without any glitches.

4. All Pr. CCIT(CCA) are requested to send the date-wise list of activities to be undertaken during the Swachhata Pakhwada Campaign by all offices in their region and send the same in the format provided below to mail ids commcoord-cbdt@nic.in and acitosdhq-cbdt@gov.in by **5.00 pm of 15th January, 2024**. The similar activity is to be done by each division in CBDT and each directorate.

Pr. CCIT region (or Division of CBDT/Directorate)				
Name of the office holding the event	Name/Designation/email id/Contact No. of the Coordinating officer for the site	Name of the Event	Place	Date of Activity

5. Each region should identify **at least one site at stations where officers of rank CIT (JAO, FAO and Appeal) or above are stationed** (except in the metro stations of Delhi, Mumbai, Kolkata, Chennai, Pune, Ahmedabad, Hyderabad and Bengaluru). In these metro stations, **at least one site** should be identified by **each jurisdictional CCIT, CCIT(TDS) and CCIT (International Taxation)** stationed there.

Additionally, each Directorate in Delhi should also identify at least one such site. Each DGIT(Inv.) will hold **at least one event at their headquarters** in addition to events being organized by Pr. CCIT office. **The remaining charges** will be included by Pr. CCIT

in their event. **Pr. DGIT (Training), Nagpur** should undertake similar exercise with active participation of the probationers.

In such identified sites, Swachhata activities will be undertaken as per the suggestive activities on Community Engagement (**Annexure II**). Sites must be selected with care so as to have improved Swachhata post the activity and result in visible actions. Since, the activities are in urban areas, the help of District Administrations may be taken.

6. Once the events are created, the concerned offices should **widely publicize through local communication platforms/social media platforms.**

Important:

7. No sites should create garbage dump after the activity. All activities to be Single Use Plastic (SUP) free and zero-waste events. Volunteers must carry their own water bottles.

8. It is requested that the activities undertaken during the Swachhata Pakhwada should be uploaded on the Swachhata Pakhwada portal on daily basis by concerned nodal officer in each region/division of CBDT and directorate (user ID/password given above). Further, Action Taken Report with photographs/small brief of the activities undertaken in each region may be sent to the mail ids commcoord-cbdt@nic.in and acitosdhq-cbdt@gov.in by **5.00 pm of each day (16th January to 31st January, 2024).**

9. The guidelines issued by the Department of Revenue may be referred for conducting the events (enclosed). Further, a sample Swachhata Pakhwada plan (organized by DoR HQ) may be referred (enclosed as **Annexure B**).

10. This issues with the prior approval of competent authority.



(Naveed Trumboo)
JDIT-2, DBC (Link Officer)
CBDT, New Delhi.

To:

All Pr. CCsIT
All Pr. DGsIT/DGsIT
All JSs & CsIT in CBDT