



भारत सरकार  
GOVERNMENT OF INDIA  
वित्त मंत्रालय / राजस्व विभाग  
MINISTRY OF FINANCE / DEPARTMENT OF REVENUE  
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड  
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS  
नार्थ ब्लॉक, नई दिल्ली-११० ००१  
NORTH BLOCK, NEW DELHI-110 001  
Tel. No +91-11-23092628, Fax No +91-11-23092346

**R.K. BARTHWAL**

SPECIAL SECRETARY & MEMBER

**F.No.917/18/RBA/Central Secretariat/ HRD-ID/2018**

**11<sup>th</sup> January, 2019**

**Dear Colleagues,**

I may draw your attention to this office letter of even no. dated 04/01/2019, regarding office space requirements in State Capital/Hqrs. The Ministry of Housing and Urban Affairs (MoHUA) is planning development of a common Central Secretariat in each State Headquarter for housing all Central Government offices at one place which would facilitate ease of doing business, speedier interaction amongst different Departments/ Ministries, reduction in commuting time and enhanced security.

2. In various State Hqrs., the offices under CBIC are located in rented premises for the paucity of government office buildings. Therefore, for our office space requirements in the proposed common Central Secretariat, it is imperative that we make necessary projections well in time. This is being monitored at the Cabinet Secretariat level.

3. You are requested to communicate your requirement in the prescribed Performa as below -

| State Capital/UT | Existing Office space occupied by the Ministry/Dept. (sq.m). |        | Additional/ balance requirement (sq.m.) | Total requirement of Office space in each State Hq (sq.m.) | Remarks |
|------------------|--|--------|---|--|---------|
|                  | Own/GPOA etc.  | Rented |   |  |         |
|                  | A  | B      | C                                       | A+B+C  |         |

3. Please send above information, in respect of your jurisdiction to the DGHRD, latest by 21<sup>st</sup> January, 2019.

With *best wishes,*

Yours sincerely,

*Raj Kumar Barthwal*  
11/01/2019  
(Raj Kumar Barthwal) 2019

To,  
Principal Chief / Chief Commissioners of Customs (All),  
Principal Chief / Chief Commissioners of GST (All)  
Principal Director/ Director Generals of GST & Customs (All)