

Dated :09.09.2024

CIRCULAR

In compliance of the instructions received vide D.O letter No. M.11012/01/2024-CDN dated 28.8.2024 from Hon'ble Secretary (MoE), Department of Higher Education, Special Campaign 4.0 for institutionalizing Swachhata and minimizing pendency in Government Officers has been scheduled from 2nd October 2024 to 31st October 2024 in the entire University and its Campuses/ Adarsh Institutions. The above campaign would be undertaken in two phases as follows:

A. Preparatory phase from 16th September, 2024 to 30th September, 2024: During this phase Departments/Campuses/Adarsh Institutions will do the following activities:

- i. Mobilize the offices/ officers and ground functionaries for the Campaign
- ii. Identification of cleanliness Campaign sites while ensuring the High Resolution Pictures/Photographs and Videos for the campaign sites before start of the campaign and after completion of activities
- iii. Planning for space management and beautification of offices
- iv. Identifying Scrap and redundant items and their disposal as per rules
- v. Identifying number of pending references from MP's/VIPs
- vi. Identifying Parliamentary Assurance pending more than 3 months
- vii. Identifying Pending PMO references
- viii. Identifying Pending Public Grievances and Appeals (CPGRAMS as well as grievances received from other resources)
- ix. Number of Rules/Processes identified for simplification
- x. Record Management- Review of files/ recording and weeding files.

B. Implementation Phase from 2nd October, 2024 to 31st October, 2024: During this phase action will be taken on above points mentioned under Preparatory Phase.

The following points were also discussed during meeting with Additional Secretary (Higher Education) in the meeting held on 6.9.2024 for initiation.

1. Special Campaign - 4.0 (SCDPM-4.0, Preparatory and Implementation Phase) for institutionalizing swachhata and minimizing pendency in Government offices.
2. Panch Pran (five resolutions) announced by Hon'ble PM on 15.8.2022.
3. Ease of living reducing compliance burden of stakeholder in CU
4. Awareness on Cyber security
5. Women Led development policy and implementation roadmap
6. Social Media related issues. Sensitization regarding presence of CUs in social media activities/initiatives taken up by CUs. Addressing CU specific issues figuring in Print, Electronic & social media.
7. Whole of the Government approach.

Accordingly, all Directors of the Campuses and Principal/Directors of the Adarsh Institutions are requested to complete the above activities in phased manner on priority basis and share the details to the below mentioned concerned committees for compliance:



The Competent Authority has formed the following committees for implementation and submission of report to the Ministry of Education alongwith PPTs/Videos/pictures/activities etc :-

S.NO	Committee	Name of the Officers	Activities to be done and report
1.	Special Campaign - 4.0 (SCDPM-4.0, Preparatory and Implementation Phase) for institutionalizing swachhata and minimizing pendency in Government offices.	<p>Committee Head (Headquarter/ MSP & Publication premises) & others</p> <p>1.Sh.Anil Nautiyal, A.D 2.Sh. Ramji Lal Meena, A.D 3.Sh. Manish Lohani, S.O 4. Sh. Kashi Nath Dwivedi, Assistant 5.Sh. Sumit Naagar, UDC 6.Sh. Chandan Singh Rawat, UDC</p> <p>Committee Head (Campuses/ASMs) and others</p> <p>1.Section Officer (Campus) 2.Head, ASMs/ ASSs 3.Section Officer, Adarsh 4.All Estate Officers (Campuses)</p>	<ul style="list-style-type: none"> ➤ Mobilize the offices/officers and ground functionaries for the Campaign ➤ Identification of cleanliness Campaign sites while ensuring he High Resolution Pictures/ Photographs and Videos for the campaign sites before start of the campaign and after completion of activities ➤ Planning for space management and beatification of offices. ➤ Identifying Scrap and redundant items and their disposal as per rules (Revenue generation alongwith evidence) ➤ Identifying number of pending references from MP's/VIPs ➤ Identifying Parliamentary Assurance pending more than 3 months ➤ Identifying Pending PMO references ➤ Identifying Pending Public Grievances and Appeals (CPGRAMS as well as grievances received from other resources) ➤ Number of Rules/Processes identified for simplification ➤ Record Management- Review of files/ recording and weeding files. <p>A table is attached for report. To be submitted to Core Committee (Swachhata Abhiyan 4.0)</p>
2.	Panch Pran (five resolutions) announced by Hon'ble PM on 15.8.2022.	<p>Committee Head (Headquarter) & others</p> <p>1.Dr. D Dayanath, Asst. Professor 2.Sh.Sureshanand, Section Officer 3.Sh.Vinod, UDC</p> <p>Committee Head (Campuses/ASMs) and others</p> <p>1.Section Officer (Campus) 2.Head, ASMs/ ASSs 3.Section Officer, Adarsh</p>	<ul style="list-style-type: none"> ➤ Report to be prepared during preparatory phase and submit by 2nd October 2024 to Core Committee.
3.	Ease of living reducing compliance burden of stakeholder in CU	<p>Committee Head (Headquarter) & others</p> <p>1.Dr. Devanand Shukl, Dy.Director (Academic) 2.Dr. Yashwant Trivedi, Assistant Professor 3.Smt. Abha Rani, Section Officer 4.Sh. Uday Bhan Arya, UDC</p> <p>Committee Head (Campuses/ASMs) and others</p> <p>1.Section Officer (Campus) 2.Head, ASMs/ ASSs 3.Section Officer, Adarsh</p>	<ul style="list-style-type: none"> ➤ Report to be prepared during preparatory phase and submit by 2nd October 2024 to Core Committee.
4	Awareness on Cyber security	<p>Committee Head (Headquarter) & others</p> <p>1.Dr. Jitendra Rayaguru, P.O. 2.Sh.Aparnesh, Administrative Officer 3.Sh. Sanjay Mallik, Sr. Analyst 4.Sh. Rahul, Technical Asst.</p> <p>Committee Head (Campuses/ASMs) and others</p> <p>1.Section Officer (Campus) 2.Head, ASMs/ ASSs 3.Section Officer, Adarsh</p>	<ul style="list-style-type: none"> ➤ A centralised workshop to be conducted during preparatory phase alongwith all Campuses and Adarsh Institutions. ➤ One Resource Person to be invited. ➤ Complete plan chart may be approved by the Authority in first instance ➤ Date of workshop to be decided and circular to be informed all Campuses/Headquarter/ ASMs including University Website. ➤ Report to be prepared during preparatory phase and submit by 2nd October 2024 to Core Committee.

5.	Women Led development policy and implementation roadmap	<p>Committee Head (Headquarter) & others</p> <p>1.Dr. Sunita, Asst. Professor 2.Dr. Shailja Nakka, Asst. Professor 3.Dr. Ritesha, Asst. Prof. 4.Smt. Divya, Stenographer Gr.II 5.Smt. Bharati, DEO</p> <p>Committee Head (Campuses/ASMs) and others</p> <p>1.Section Officer (Campus) 2.Head, ASMs/ ASSs 3.Section Officer, Adarsh</p>	<ul style="list-style-type: none"> ➤ A centralised workshop to be conducted during preparatory phase alongwith all Campuses and Adarsh Institutions. ➤ One or Two Resource Person to be invited. ➤ Complete plan chart may be approved by the Authority in first instance ➤ Date of workshop to be decided and circular to be informed all Campuses/Headquarter/ ASMs including University Website. ➤ Report to be prepared during preparatory phase and submit by 2nd October 2024 to Core Committee.
6	Social Media related issues. Sensitization regarding presence of CUs in social media activities/initiatives taken up by CUs. Addressing CU specific issues figuring in Print, Electronic & social media.	<p>Committee Head (Headquarter) & others</p> <p>1.Dr.Ajay Kumar Mishra, Associate Professor 2.Dr. Deepika Dixit, Guest Teacher (IKS) 3.Dr. Manoj Mishra, TLA 4.Sh.Raju Maurya, DEO 5.Sh. Nikhil, Photographer</p>	<ul style="list-style-type: none"> ➤ Report to be prepared during preparatory phase (PPT, Banner, Website Pictures, Media, etc) for CSU Headquarter alongwith attached offices/ Campuses/ Adarsh Institutions and submit by 2nd October 2024 to Core Committee.
<p>CORE COMMITTEE under the guidance -</p> <p>PROF. MADAN MOHAN JHA, DEAN (ACADEMIC AFFAIRS)</p> <p>1.Sh.Rohtas Singh, DC(Exam), Nodal Officer, CSU (Swachhata Abhiyan) 2. Dr. Vijay Dadhich, Assistant Professor - Coordinator (Swachhata Abhiyan 4.0) 3. Sh. Jyotish Kumar, A.O. 4. Sh. Ramniwas, Assistant 5. Sh. Anil, Stenographer Gr.II 7. Sh. Anuj Kumar, TLA 8. Section Officer (Adarsh Scheme)</p>			<ul style="list-style-type: none"> ➤ Core Team will look after overall activities of University alongwith attached institutions and monitor and report to Authority time to time. ➤ Will complied reports of each institutions ➤ Will carry out activities with the coordination of other committees from time to time. ➤ A report alongwith PPTs etc will prepare during preparatory phase i.e. 16th September, 2024 to 30th September, 2024. ➤ During implementation phase during 2nd October 2024 to 31st October 2024, ensuring that action taken by above committees. ➤ Sharing pictures and other activities on University website. ➤ All circulars to all institutions may be prepared and uploaded in website/ social media platforms. ➤ Work distribution chart may be circulated to all committees. ➤ Section Officer, Adarsh may coordinate with ASMs/ ASSs and complied reports received from the institutions. ➤ To prepare reply/report/activities alongwith Tables attached for onward submission to the Ministry ➤ Any other work assigned by the Authority.

All concerned are requested to kindly ensure the compliance of the above and share the activities/report of the Preparatory Phase in enclosed format to **Sh. Rohtas Singh, Deputy Controller (Examination) & Nodal Officer [Mob: 9718426176 Email : rohtas1969@gmail.com]** for onward submission to the Ministry of Education and also share the pictures/videos of the same to PRO, CSU, Delhi/ Social media committee for wider publicity in social media platform.

All concerned officials are requested to do needful in this regard and submit the report in time as per directions given above.


[Prof. R.G. Murali Krishna]
Incharge- Registrar

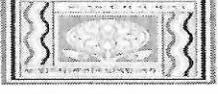
To:

1. All Deans of the Faculties/ DSW CSU, Delhi
2. All Directors/ Principals (Campuses & ASMs/ ASSs), CSU, Delhi
3. Shri. Vinay Reshwal, Section Officer, Language Coordinator Cell, Ministry of Education
4. All Head of Sections/Unit/Cells, CSU, Headquarters office, Delhi and its Campuses & ASM/ ASSs
5. All members of Committees for Swachhata Abhiyan 4.0.
6. Nodal Officer/ Coordinator of Swachhata Abhiyan 4.0
7. PS to V.C. for information of the Hon'ble Vice Chancellor, CSU, Delhi
8. Registrar's office
9. Finance Officer
10. P.O is requested kindly upload this in University Website.
11. PRO for upload activities taken by the University on social media platform provided by Institutions.
12. Guard file
13. Office copy.

TABLE:

A- BEST PRACTICES			
S.No.	Categories under which best practices may be categorized.	Brief Description / Remarks	
1	Digitization /Intra Ministerial portal		
2.	Efficient management of space		
3.	Enhancement of Office Premises		
4.	Environment Friendly Practices		
5.	Waste to wealth		
6.	Citizen Centric Initiatives		
7.	Innovative Practices		
8.	Any other		
B- SPACE FREED			
S.No.	Location	Brief Description on utilization of space freed and benefits attached to this	Sq.ft of space freed.
C- I SCRAP DISPOSAL AND REVENUE EARNED			
S.No.	Office Scrap category	Unit	Revenue Earned
1	Furniture		
2	Stationary		
3	E-Waste		
4	Office Vehicle		
5	Plastic		
6	Any others		
II SCRAP DISPOSAL AND REVENUE EARNED			
S.No.	Non office scrap (please provide details)	Unit	Revenue Earned
1			
2			
3			
D. CLEALINESS CAMPAIGN			
S.No.	Description	Number/space freed	No. of participants
1	Total number of office sites were the campaign was conducted		
2	List of number of outstation premises (Campuses/ Adarsh Institutions) where the cleanliness campaign was taken up.		
3	List of site where mechanized cleaning practices has been adopted if any.		
4.	Any other initiatives		

** Note: Send high resolution pictures/ photographs videos of the campaign site before start of the campaign and after completion of activities for documentation purpose to this office at Email : _____.



ADMINISTRATION SECTION CSU <admin@csu.co.in>

Special Campaign 4.0 for Institutionalizing Swachhata and minimizing pendency in Government Offices- 2nd October, 2024 to 31st October, 2024

1 message

Language Coordination Cell <languagecoordinationcell@gmail.com>

Fri, Sep 6, 2024 at 5:23 PM

To: msrvvp msrvvp <msrvvpujn@gmail.com>, admin@csu.co.in, registrar@slbsrnsv.ac.in, JAAO NCPUL <jaaoncpul@gmail.com>, Ncpsl Delhi <ncpsl.delhi@gmail.com>, "PA to DIRECTOR, CHD" <patodirectorhd@gmail.com>, ravitekchandnidu@gmail.com, registrar nsut <registrar_nsut@nsktu.org>, KHEM CHAND <ps2directorhks@gmail.com>, DIRECTOR OFFICE KHS AGRA <directorofficekhs1960@gmail.com>, Narayan Choudhary <nchoudhary.ciil@gmail.com>, Prof Shailendra Mohan <director-ciil@gov.in>, CIIL ESTABLISHMENT <ciilestsec@gmail.com>, admn.officer19khs@gmail.com, CICT Director <director@cict.in>, patochairman cstt <patochairman.cstt@gmail.com>, REGISTRAR SLBSRS VIDYAPEETHA <registrar@slbsrsv.ac.in>

Sir/Madam,

Please find the attachment on the above subject for compliance.

Regards

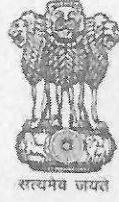
Vinay Reshwal

Section Officer

Language Coordination Cell

Ministry of Education

 document(28).pdf
12513K



सत्यमेव जयते

75
आजादी का
अमृत महोत्सव

Rina Sonowal Kouli
Joint Secretary
Department of Higher Education

भारत सरकार
शिक्षा मंत्रालय
उच्चतर शिक्षा विभाग
शास्त्री भवन
नई दिल्ली - 110 115
GOVERNMENT OF INDIA
MINISTRY OF EDUCATION
DEPARTMENT OF HIGHER EDUCATION
SHASTRI BHAVAN
NEW DELHI-110 115

D.O No. M.11012/01/2024-CDN

Date: 02.09.2024

Dear Colleague,

As you are aware, Special Campaign 4.0 will be conducted this year from 2nd October 2024 to 31st October 2024. In this regard, the Secretary (HE) issued a D.O. letter of even number dated 28.08.2024(**Annexure-I**) to HEIs, UGC, AICTE, and Bureau Heads, directing them to take appropriate actions to ensure the disposal of pending matters. Guidelines formulated by the DARPG (**Annexure-II**) were also issued to facilitate the smooth conduct of Special Campaign 4.0.

2. A review meeting was held under the chairmanship of Secretary, DARPG on 27.08.2024. Minutes of the meeting is enclosed herewith (**Annexure-III**). A key point of the meeting was that Special Campaign 4.0 will be organised in two phases- **Preparatory Phase from 16th Septmeber,2024 to 30th September, 2024 and implementation Phase form 02nd October, 2024 to 31st October, 2024** and the campaign will focus on liquidating pendency in the MP's reference. References from the State Governments, Inter-Ministerial Reference, Parliamentary Assurances, PMO references, Public Grievances and PG Appeals etc.

3. All Bureaus are requested to take appropriate action for ensuring disposal of pending matters for ensuring success of pendency on following parameters in the Preparatory Phase i.e. 16th September, 2024 to 30th September, 2024:

- i. Special attention is to be given in the field/ outstation offices responsible for services delivery or having public interface, in addition to the Ministries / Departments and their attached / subordinate offices, Autonomous organization, PSUs.
- ii. To identify pending references. campaign sites for cleanliness, planning for Space Management and beautification of offices, Identifying Scrap and their disposal during the preparatory Phase, so the data will become target for liquidation/implementation during the Campaign Phase.
- iii. To conduct training session for CSMoP provisions on Record Management (Chapter 10) and timelines for responding to VIP Ref.
- iv. Special efforts will be made by the Bureaus to make a detailed plan for the campaign targets and outreach plan. **#SpecialCampaign4** will be the hashtag for the Special Campaign 4.0.
- v. To ensure that the institutions/organizations under their control take appropriate action for conducting the Special Campaign 4.0 in befitting manner.

Enclosed: As above

Regards

Yours Sincerely,

(Rina Sonowal Kouli)

All Bureau Heads of Department of Higher Education

के. संजय मूर्ति, भा.प्र.से.

सचिव

K. SANJAY MURTHY, IAS

Secretary

Tel. : 011-23386451, 23382698

Fax : 011-23385807

E-mail : secy.dhe@nic.in



सत्यमेव जयते



आज़ादी का
अमृत महोत्सव

भारत सरकार
Government of India
शिक्षा मंत्रालय

Ministry of Education

उच्चतर शिक्षा विभाग

Department of Higher Education

127 'सी' विंग, शास्त्री भवन, नई दिल्ली-110 001

127 'C' Wing, Shastri Bhawan, New Delhi-110 001

Date: 28.08.2024

D.O No. M.11012/01/2024-CDN

As you are aware, Special Campaigns were organized from 2nd October to 31st October in the years 2021, 2022, and 2023 by all Ministries/ Departments and their attached / subordinate offices for disposal of pending matters. The campaign has been successful in its objectives during the previous three years with the efforts of all stake holders.

2. In continuation with the previous year's efforts, a Special Campaign will be undertaken this year from 2nd October 2024 to 31st October, 2024. This year special attention is to be given in the field/ outstation offices responsible for services delivery or having public interface, in addition to the Ministries / Departments and their attached / subordinate offices, Autonomous organization, PSUs. In this regard, Deptt. of Administrative Reforms and Public Grievances (DARPG) has issued detailed guidelines for the ensuing campaign.

3. I would, therefore, request you to take appropriate action for ensuring disposal of pending matters and thereby ensuring success of campaign.

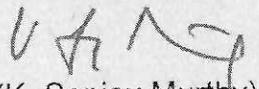
Yours sincerely,

Sd/-

(K. Sanjay Murthy)

Directors of IITs, NITs, IIITs, IIMs, IISERs, IISc, SPAs, and other CFTIs
Vice Chancellors of all Central Universities and NIEPA
Director IAS, Shimla
Member Secretaries of ICHR, ICSSR, ICPR

Copy to: All Bureau Heads of D/o Higher Education for necessary follow up.


(K. Sanjay Murthy)

के. संजय मूर्ति, भा.प्र.से.

सचिव

K. SANJAY MURTHY, IAS

Secretary

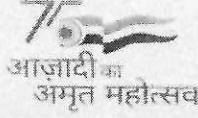
Tel. : 011-23386451, 23382698

Fax : 011-23385807

E-mail : secy.dhe@nic.in



सत्यमेव जयते



आजादी का
अमृत महोत्सव

भारत सरकार
Government of India
शिक्षा मंत्रालय

Ministry of Education

उच्चतर शिक्षा विभाग

Department of Higher Education

127 'सी' विंग, शास्त्री भवन, नई दिल्ली-110 001

127 'C' Wing, Shastri Bhawan, New Delhi-110 001

D.O No. M.11012/01/2024-CDN

Date: 28.08.2024

Dear Sir / Madam,

As you are aware, Special Campaigns were organized from 2nd October to 31st October in the years 2021, 2022, and 2023 by all Ministries/ Departments and their attached / subordinate offices for disposal of pending matters. The campaign has been successful in its objectives during the previous three years with the efforts of all stake holders.

2. In continuation with the previous year's efforts, a Special Campaign will be undertaken this year from 2nd October 2024 to 31st October, 2024. This year special attention is to be given in the field/ outstation offices responsible for services delivery or having public interface, in addition to the Ministries / Departments and their attached / subordinate offices, Autonomous organization, PSUs. In this regard, Deptt. of Administrative Reforms and Public Grievances (DARPG) has issued detailed guidelines for the ensuing campaign.

3. I would, therefore, request you to take appropriate action for ensuring disposal of pending matters and thereby ensuring success of campaign.

Regards.

Yours sincerely,


(K. Sanjay Murthy)

Directors of IITs, NITs, IIITs, IIMs, IISERs, IISc, SPAs, and other CFTIs
Vice Chancellors of all Central Universities and NIEPA
Director IAS, Shimla
Member Secretaries of ICHR, ICSSR, ICPR

के. संजय मूर्ति, भा.प्र.से.
सचिव

K. SANJAY MURTHY, IAS
Secretary

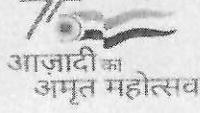
Tel. : 011-23386451, 23382698

Fax : 011-23385807

E-mail : secy.dhe@nic.in



सत्यमेव जयते



आज़ादी का
अमृत महोत्सव

भारत सरकार
Government of India
शिक्षा मंत्रालय

Ministry of Education
उच्चतर शिक्षा विभाग

Department of Higher Education

127 'सी' विंग, शास्त्री भवन, नई दिल्ली-110 001
127 'C' Wing, Shastri Bhawan, New Delhi-110 001

D.O. No. M.11012/01/2024-CDN

Date: 28.08.2024

Deen S. Khawamji

As you are aware, Special Campaigns were organized from 2nd October to 31st October in the years 2021, 2022, and 2023 by all Ministries/ Departments and their attached / subordinate offices for disposal of pending matters. The campaign has been successful in its objectives during the previous three years with the efforts of all stake holders.

2. In continuation with the previous year's efforts, a Special Campaign will be undertaken this year from 2nd October 2024 to 31st October, 2024. This year special attention is to be given in the field/ outstation offices responsible for services delivery or having public interface, in addition to the Ministries / Departments and their attached / subordinate offices, Autonomous organization, PSUs. In this regard, Deptt. of Administrative Reforms and Public Grievances (DARPG) has issued detailed guidelines for the ensuing campaign.

3. I would, therefore, request you to take appropriate action for ensuring disposal of pending matters and thereby ensuring success of campaign. In addition, you may also like to issue instructions to the Universities / Institutions for implementing the Special Campaign 2024 in befitting manner.

Regards.

Yours sincerely,

K. Sanjay Murthy

(K. Sanjay Murthy)

Prof. T G Sitharam,
Chairman,
AICTE, New Delhi

के. संजय मूर्ति, भा.प्र.से.
सचिव

K. SANJAY MURTHY, IAS
Secretary

Tel. : 011-23386451, 23382698
Fax : 011-23385807
E-mail : secy.dhe@nic.in



सत्यमेव जयते



आजादी का
अमृत महोत्सव

भारत सरकार
Government of India
शिक्षा मंत्रालय

Ministry of Education
उच्चतर शिक्षा विभाग

Department of Higher Education

127 'सी' विंग, शास्त्री भवन, नई दिल्ली-110 001
127 'C' Wing, Shastri Bhawan, New Delhi-110 001

D.O. No. M.11012/01/2024-CDN

Date: 28.08.2024

Dear Jagadish ji,

As you are aware, Special Campaigns were organized from 2nd October to 31st October in the years 2021, 2022, and 2023 by all Ministries/ Departments and their attached / subordinate offices for disposal of pending matters. The campaign has been successful in its objectives during the previous three years with the efforts of all stake holders.

2. In continuation with the previous year's efforts, a Special Campaign will be undertaken this year from 2nd October 2024 to 31st October, 2024. This year special attention is to be given in the field/ outstation offices responsible for services delivery or having public interface, in addition to the Ministries / Departments and their attached / subordinate offices, Autonomous organization, PSUs. In this regard, Deptt. of Administrative Reforms and Public Grievances (DARPG) has issued detailed guidelines for the ensuing campaign.

3. I would, therefore, request you to take appropriate action for ensuring disposal of pending matters and thereby ensuring success of campaign. In addition, you may also like to issue instructions to the Universities / Institutions for implementing the Special Campaign 2024 in befitting manner.

Regards.

Yours sincerely,


(K. Sanjay Murthy)

Prof. M. Jagadesh Kumar,
Chairman,
UGC, New Delhi

No. Q-15012/2/2024-O&M-DARPG (e-8885)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhawan, New Delhi

Dated: 22nd August, 2024

OFFICE MEMORANDUM

Subject: Special Campaign 4.0 for institutionalizing Swachhata and minimizing pendency in Government offices – 2nd October, 2024 to 31st October, 2024- regarding.

The Government will organize Special Campaign 4.0 for improving Swachhata and disposal of pending references from 2nd October – 31st October, 2024, on the lines of the Special Campaigns held in 2021, 2022 and 2023 on the same theme. The Special Campaigns have cumulatively resulted in cleanliness campaigns in over 4 lakh government offices across the country and overseas Indian Missions. These offices have collectively cleared about 355 lakh square feet of office space and put it into productive usage. Revenue of about Rs.1162 crore earned from scrap disposal and 96.1 lakh files were weeded out/ closed.

2. The success of Special Campaigns over the years has resulted in institutionalisation of the campaign and the Government plans to conduct a bigger campaign this year. The Special Campaign will cover all Offices of the Ministries / Departments of Government of India, their attached / subordinate offices / PSUs / autonomous organizations. In this regard, Cabinet Secretary has vide D.O. letter No. 502/2/2/2024-CA.V dated 21st August, 2024 addressed all Secretaries to the Government of India (Annexure). Department of Administrative Reforms & Public Grievances (DARPG) will be the nodal Department for coordinating and steering the campaign across the country. The following Guidelines have been formulated by DARPG for smooth conduct of Special Campaign 4.0.



Guidelines for Special Campaign 4.0

3 The Special Campaign 4.0 will be organised in two phases – Preparatory Phase from 16th September, 2024 to 30th September, 2024 and Implementation Phase from 2nd October, 2024 to 31st October 2024.

4 The Special Campaign 2024 aims at saturation of Swachhata in all offices of all Ministries/ Departments including their attached / subordinate offices / PSUs / autonomous organizations by improving overall cleanliness of Government offices and enhancing experience of common public with Government offices. The focus of the campaign this year shall be field/outstation offices responsible for service delivery or having public interface, in addition to the Ministries/Departments and their attached / subordinate offices/ PSUs / autonomous organizations. The broad guidelines for both the phases are as follows:-

Preparatory Phase of the Special Campaign 16-30th September, 2024

5 The Special Campaign will be preceded by Preparatory Phase from 16th September, 2024 to 30th September, 2024. During this phase, Ministries/Departments are supposed to do the following activities:

- (i) Nominate nodal officers in each of their campaign offices in attached / subordinate offices/ PSUs / autonomous organizations
- (ii) Arrange training for the nodal officers about their role in the campaign
- (iii) Mobilize the offices/officers and ground functionaries for the Campaign
- (iv) Identify pending references
- (v) Identify campaign sites for cleanliness
- (vi) Assess the volume of redundant materials to be disposed and finalise the procedures for their disposal
- (vii) Space management planning
- (viii) Scrap disposal
- (ix) Record Management



Parameters for the Special Campaign

6. Campaign will focus on liquidating pendency in the MP's References, References from the State Governments, Inter-Ministerial References, Parliamentary Assurances, PMO references, Public Grievances and PG Appeals etc.

7. The campaign may also be utilized for adherence of record management systems as contained in Central Secretariat Manual of Office Procedure (CSMOP), GFR and Public Record Act, 1993.

8. Overall cleanliness of government offices with special focus on space management and enhancing work place experience of field offices shall be undertaken. Accordingly, the information on the following parameters may be collected during the preparatory phase. The information collected so will become target for liquidation/implementation during the campaign phase:

- Identification of Cleanliness Campaign sites
- Planning for Space management and beautification of offices
- Identifying Scrap and redundant items and their disposal procedure as per GFR
- Identifying pending references from MP's
- Identifying pending references from the State Governments
- Identifying pending Inter-Ministerial references (Cabinet Notes)
- Identifying Parliamentary Assurances pending for more than 3 months
- Identifying pending PMO references
- Identifying pending Public Grievances and Appeals (CPGRAMS as well as grievances received from other sources)
- Number of Rules/Processes identified for simplification
- Record Management – Review of files/ recording and weeding of files / closing of e-files



Nomination of Nodal Officers and their roles and responsibilities

9. Each Ministry/Department shall designate a Nodal Officer for the Special Campaign (not below the rank of Joint Secretary). The Nodal Officers will coordinate the campaign in their Ministry/Department and also Attached/Subordinate/Field/Outstation Offices, Autonomous Bodies and PSUs under their Ministries. He/ She will collect information on daily basis and arrange to feed the information into the Central monitoring portal designed by DARPG.
10. The Nodal officers will formulate a comprehensive planning for cleanliness, space management and beautification of their offices. He/she will ensure documentation of all activities in pre and post campaign scenario. They will ensure high resolution pictures and videos of the Campaign sites before start of Campaign and after completion of activities for documentation purposes. Therefore, a suitable planning for pre and post scenario filming and pictures shall be done in consultation with their internal media unit. Efforts shall be made to capture feedback of beneficiary / common public on these efforts in pictures and videos. Documentation of (i) Space freed and its utilisation and (ii) Revenue earned from scrap (along-with break up) will be made by the Nodal Officers.
11. While campaign shall be conducted on all identified locations, however, some sites having maximum possible impact shall be identified for focused attention which may be showcased later as top highlights of the campaign. Nodal Officers will also draw the communication and outreach plan of the campaign in consultation with DARPG.
12. Accordingly, the Ministries are requested to identify the Attached/Subordinate/Field/Outstation Offices, Autonomous Bodies and PSUs where Swachhata Campaign would be conducted and share the list of those offices with the DARPG in advance. If needed, DARPG would also organise third party visits to those offices during the campaign from 2nd -31st October, 2024.
13. The nodal officers of the Ministry / Department will collate the information from the field nodal officers and feed them into the central monitoring portal maintained by DARPG.



Role of CPWD/ NBCC

14. CPWD/ NBCC will undertake outdoor cleanliness drives under the Special Campaign for all buildings where they are responsible for upkeep.

15. CPWD/ NBCC will draw action plan for cleanliness and facelift of common areas, outer façade etc. in consultation with the nodal Ministries for that building.

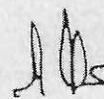
16. Nodal Officers will be nominated by CPWD/ NBCC to coordinate with the Nodal Coordinating Ministries of Bhawans/ Buildings and their complete details will be sent to Ministries/ Departments occupying these Bhawans/ Buildings as well as DARPG by 10th September, 2024.

Monitoring through a dedicated Portal

17. As mentioned above, the progress of the campaign will be monitored through the SCDPM portal at <https://scdpm.nic.in/specialcampaign4/>. The portal can be accessed through login credentials of nodal officers. DARPG will organise a training session for all nodal officers on the portal in the first week of September, 2024. All Ministries/Departments will add "Best Practices adopted by them" on the SCDPM portal under categories given in **Appendix**.

Main phase of the Special Campaign 2nd – 31st October, 2024

18. Main phase will be action phase, during which all out efforts shall be made to achieve the targets identified in preparatory phase and information shall be provided on the monitoring portal on daily basis. The Special Campaign should also be used to improve records management, categorisation, recording, review and weeding out of physical records, as per extant guidelines contained in the CSMOP, Appendix IX of GFR and Public Records Act, 1993. The best practices evolved during the campaign shall be documented on the portal for further reference.



Monitoring of Progress

19. Nodal Officers will review the progress in their office and all offices under their Ministry/Departments on a daily basis. Secretary of the Department will also regularly review the progress. Officers will be nominated by Ministry / Department to assess the impact of cleanliness drives, who will make site visits and submit a Report to the Nodal Officer of the Ministry / Department. There will be a "Self- Assessment Form" on the portal (Appendix). The form may be filled by the Ministries / Departments after completion of the Campaign (latest by 10th November, 2024), to facilitate review of the campaign outcomes by appropriate higher authorities.

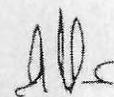
20. Reviews will be conducted by Secretary, DARPG with the Nodal Officers on a weekly basis during the entire campaign period. A weekly consolidated report will be prepared by DARPG on the progress of the Campaign for submission to the Cabinet Secretariat and PMO.

21. The following designated officers from DARPG will be available for providing any clarification with respect to the Special Campaign:

- (i) Smt. Jaya Dubey, Joint Secretary, DARPG, Tel: 011-23360208, e-mail: jaya_dubey@nic.in.
- (ii) Sanjeev Srivastava, Deputy Secretary, DARPG (Mob. 9873373955, e-mail: sanjeevs.edu@nic.in)
- (iii) Shri Manu Garg, Senior Technical Director, NIC (Mobile: 9868500465, e-mail: manugarg@nic.in) on technical issues.

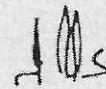
Communication and Outreach plan:

22. DARPG will create Hashtag #Special Campaign 4.0. Ministries shall issue tweets/retweets using this Hashtag from various social media handles of their Ministry from 15th September, 2024 onwards. The campaign shall be presented through social media, featured articles in newspapers, small features / documentaries on Doordarshan etc. A film on Special Campaign would also be prepared post campaign for which site visits of Doordarshan crew will be finalised in preparatory phase itself. Ministry of Information & Broadcasting will be involved for larger publicity and media plan of the campaign.



Evaluation Phase: 15th November – 30th November 2024

23. A 3rd party assessment of the Campaign will be undertaken from 15th – 30th November 2024. The team will assess qualitative impact of the campaign and measures adopted to sustain the achievements of the Campaign.



(V. Srinivas)

Secretary to the Government of India

To

All Secretaries to the Govt. of India.

DG, CPWD

CMD NBCC

Special Campaign 4.0 (October 2nd -31st, 2024)
Self-Assessment Form
 (To be submitted by 10-11-2024)

A. Background Information

1.	Ministry / Department(M/D) Name:	
2.	List of Attached/Subordinate/Outstation offices/Missions/Posts where the Campaign was conducted.	a.
		b.
		c.

B. Best Practices

Categories under which best practices may be categorized:

- i. Digitization/Intra-Ministerial Portal
- ii. Efficient Management of Space
- iii. Enhancement of Office Premises
- iv. Environment-Friendly Practices
- v. Waste to Wealth
- vi. Citizen Centric Initiatives
- vii. Innovative Practices
- viii. Any other _____

In the given format kindly share a brief description of Best Practices taken up during Special Campaign 4.0. Kindly upload the photographs of these Best Practices in the "Best Practices" tab on the SCDPM portal (<https://scdpm.nic.in/specialcampaign4/>) as well.

S No.	Best Practice	Brief Description of Best Practices (maximum 100 words)	Location	Category
1.				
2.				
3.				
4.				

C. Space Freed

In the given format kindly mention top 5 sites where space has been freed and its utilization now

S No.	Location	Brief Description on utilization of space freed and benefits to the Organisation (Location, type etc) (maximum 100 words)	Sq. ft of Space freed
1.			

Kindly upload the high resolution photographs and video (Links may be given) on the SCDDPM portal in the form of "Before-After" as described in the table below.

Photographs (Before the campaign)	Photographs (After Conduct of campaign & Space Utilization)

NIC will download all pictures and videos Ministry-wise in a separate hard-disk for further reporting.

D. Scrap Disposal and Revenue Earned

In the given format kindly categorize the type of scrap disposed during the Special Campaign:

S No.	Office Scrap category (Furniture/ Stationary/e-Waste/ Office vehicle/Plastic/ Any other)	Unit	Revenue Earned
1.			
2.			
3.			
4.			

S No.	Non-Office Scrap (Please provide details)	Unit	Revenue Earned
1.			
2.			
3.			
4.			

E. Cleanliness Campaign

1. List the total number of office sites where the Campaign was conducted _____
 (Please ensure that the number of sites matches the data given on the portal)

2. List the number of outstation offices where the cleanliness campaign was taken up _____

3. List the sites where mechanized cleaning practices have been adopted, if any

4. Any other Initiatives _____

Minutes of the first review meeting on Special Campaign 4.0 with the nodal officers on the preparations for the Special Campaign 4.0

Date and time: 27.08.2024 at 10.00 AM

List of Participants at Annexure-1.

A meeting was held under the chairmanship of Shri V. Srinivas, Secretary, DARPG with Nodal Officers of Special Campaign 4.0 for Swachhata and disposal of pending references. The meeting held with reference to the Cabinet Secretary's DO letter No 502/2/2/2024 dated 21st August 2024 in which he enjoined the Secretaries to the Govt of India for organizing the Special Campaign 4.0 from 2nd - 31st Oct 2024 in their Ministries/ Departments including their attached/ subordinate offices/ autonomous bodies/ PSUs etc with special emphasis on outstation/ field offices responsible for service delivery or having public interface. In pursuance to this DO letter from Cabinet Secretary, DARPG has issued detailed guidelines on 22nd August 2024.

2. Discussions and decisions are summarised as under:

- i. The progress of Special Campaign shall be monitored through the dedicated portal of Special campaign. Nodal officers shall identify the targets during the Preparatory Phase (September 16th to 30th) and enter them on the portal either on daily basis or on 3-day basis. The nodal officers must update their contact details with NIC, DARPG to create/update their login credentials to access the portal.
- ii. All Ministries/ Departments may conduct training Sessions for CSMoP provisions on Record Management (Chapter 10) and the timelines for responding to VIP References, to effectively conduct Special campaign 4.0.
- iii. Ministries/ Departments may follow Record Management Practices as per provisions of CSMoP, GFR and Public Records Act and Review Record Retention Schedules in consultation with NAI. Records of historical value may be transferred to NAI as per due procedure for accession.
- iv. Nodal Officers will apprise their Ministers, Ministers of State and Secretaries about Special Campaign 4.0 activities and organize their rounds in office, conduct interaction with staff and hold ministerial level review meetings. All Ministries/Departments to have at least one or two tweets by Cabinet Ministers and Ministers of State in the Preparatory Phase and a total of at least 10-15 tweets.

v. The role of CPWD and NBCC is quite significant, as maintenance of a number of buildings is taken care of by CPWD, while some buildings are taken care by NBCC. Cleaning and maintenance of common areas are to be taken up by CPWD and NBCC after drawing action plan for cleanliness of buildings under their purview.

vi. Each Ministry/Department has to evolve a detailed Outreach Plan and issue PIB Statements on Campaign targets. On the initiation of the Campaign on 2nd October 2024, at least one PIB Statement by each Ministry/Department and some tweets have to be made. The targeted media outreach on the day of the launch of the campaign is 100 PIB Statements and at least 150 Tweets. Panel Discussions on Doordarshan News and AIR will be arranged in which Secretaries will be invited to participate. Nation-wide print media coverage in all Regional Language may be ensured to highlight activities undertaken during the campaign. #SpecialCampaign4 will be the hashtag for Special Campaign 4 0. All tweets are to be issued in that hashtag. A post-campaign film will be prepared to cover the major high impact sites, which can be showcased as top highlights of the campaign. Ministries/ Departments may identify such high impact sites and inform their details to DARPG well in advance, so that DD News team may be deputed to cover such sites.

9. The meeting ended with Vote of thanks to the Chair

List of Participants (Physical)

Shri V. Srinivas, Secretary, DARPG.....In the Chair

1. Smt. Jaya Dubey, Joint Secretary, DARPG
2. Shri N.K. Meena, Director, DARPG
3. Shri Sanjeev Srivastava, Deputy Secretary, DARPG
4. Shri R. Rajasekharan, Under Secretary, DARPG
5. Shri Mithlesh Singh
6. Team QCI

Through VC

293 Nodal officers/ Representatives from various Ministries/ Departments on VC
