



सं./No. MANUU/Admn /F.185/2025-2026/ 49

दिनांक/ Date: 10th September, 2025

परिपत्र/CIRCULAR

विषय:Sub: MANUU – Administration – Special Campaign 5.0 for institutionalising Swachhta in Government offices– Compliance - Circular-Reg.

संदर्भ:Ref 1. OMNo.Q-16011/01/2025-O&M-(e-9571)(e-8885)dated 01.08.2025 of MPPG&P,GOI
2. UGC Ltr. No.D.O. NO.2-55/2023-CPP-II(C-132118) dated 19.08.2025 GOI.

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The Ministry of Higher Education (GOI) vide letter cited 1st under reference has communicated that a Special Campaign 5.0 for institutionalizing Swachhta and minimizing pendency in Government Offices shall be undertaken from 2nd October 2025 to 31st October 2025. The Campaign would be undertaken in two phases as under:

Preparatory Phase from 15th September 2025 to 30th September 2025
Implementation Phase from 2nd October 2025 to 31st October 2025

As such all the concerned stakeholders of the University are requested to identify the pendency matters related to the following areas in the preparatory phase:

1. Identification of Cleanliness Campaign Sites
2. Planning for space management and beautification of offices
3. Identifying the e-waste items and ensure their disposal as per the procedure laid down by the Ministry of Environment Forests and Climate Change.
4. Identifying Scrap and redundant items and their disposal procedure as per GFR
5. Identifying pending references from MP's
6. Identifying pending reference from the State Governments
7. Identifying pending Inter-Ministerial References (Cabinet Notes)
8. Identifying Parliamentary Assurances pending more than 3 months
9. Identifying pending PMO references
10. Identifying pending Public Greivances and Appeals (CPGRAMS as well as grievances received from other sources)
11. Number of Rules/Processes identified for simplification
12. Record Management- Review of files /recording and weeding of files / closing of e-files

Further as per UGC letter dated 19.08.2025, cited 2nd under reference, this year specific reference is given to field / outstation Offices providing public services or having direct public interface with a special focus on the Scientific management of e-waste.

Hence all the concerned are requested to ensure strict compliance to the above instructions and take up necessary assignments for the Campaign and furnish the necessary information by 25th September 2025 to Nodal Officer (Assistant Registrar, Administration Section) so as to compile and furnish the same to CDN Section, Ministry of Education, Govt. of India. This may be treated as "Top Priority".

कुलसचिव/REGISTRAR

To

All Deans of Schools of Studies 2) All Heads of the Departments (Teaching)/ Centres / CDOE 3)All Section Heads / Incharge (Non-Teaching) 4) Polytechnics & ITI's , Model Schools, Colleges, RCs, SRCs, etc.

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1. Office of Vice-Chancellor// Registrar/FO/OSD-1/OSD-II/PRO
2. Director, CIT for uploading on University Website
3. Urdu Officer for Urdu Translation/ Hindi Officer for Hindi Translation
4. Concerned file

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