



सं./No. MANUU/Admn /F.102/2022-2023/ 97

Date/दिनांक: 09th September, 2022

CIRCULAR / परिपत्र

Sub: MANUU – Administration – Special Campaign 2.0 for Swachhta in government offices and disposal of pending matters” –Compliance- Circular-Reg.

Ref: 1. F. NO.M.11014/01/2021-CDN dated 07.09.2022 of MOE, GOI
2. OMNo.30011/02/2009-OM(eNo.5866)dated 25th08.2022 of MPPG&P, GOI

The Department of Higher Education-Ministry of Education's (GOI) vide letters cited under reference has communicated that a Special Campaign 2.0 for Swachhta in government Offices and disposal of pending matters" shall be undertaken from 2nd October 2022 to 31st October 2022. The Campaign would be undertaken in two phases as under:

Preparatory Phase from 14th September 2022 to 30th September 2022
Campaign Phase from 2nd October 2022 to 31st October 2022.

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

- Number of pending references from MP's
- Pending reference from the state Governemnts
- Pending Inter-Ministerial References (Cabinet Note)
- Parliamentary assurances pending more than 3 months
- Pending PMO references
- Number of rules/Processes identified for simplification
- Pending public Greivances and Appeals (CPGRAMS) as well as grievances received from other sources
- Record Management (Files identified for reviewing and weeding)
- Identification of Cleanliness Campaign sites
- Space management planning
- Scrap Disposal.

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 20th Sepetmeber 2022 to Administration Section so as to compile and furnish the same to CDN Section, Ministry of Education, Govt. of India by 25th Sept, 2022. This may be treated as "Top Priority".

REGISTRAR

कुलसचिव

To

All Deans of Schools of Studies/ Heads of Departments/Directors of the Centres and Directorates/Principals/ Incharges / Central Library and Heads of Sections (Teaching and Non-Teaching) Headquarters and Satellite Campuses, Regional Centres, Sub-Regional Centres, DSW, Proctor & Incharge Security, Provost (Boys&Girls)

Copy to/ प्रतिलिपि

1) Offices of Vice-Chancellor / Registrar /FO 2) Director, CIT for uploading on University Website 3) Concerned file.



ATTACHMENT UNSCANNED]Special Campaign 2.0 for disposal of Pending Matters from 2nd October, 2022 to 31st October 2022- regarding

1 message

BHAGWAN SAWRUP <bhagwanswaroop.edu@nic.in>

Wed, Sep 7, 2022 at 2:50 PM

To: "Secretary, UGC" <secy.ugc@nic.in>, socu ugc <socu.ugc@gmail.com>, VASDEV TALREJA <vtalreja.ugc@nic.in>, kori.shivu@gmail.com, vc.cuap@gmail.com, tvkattimani@gmail.com, vc.ctuap@gmail.com, saketskushwaha@gmail.com, vc@rgu.ac.in, dcnath@rediffmail.com, vc@aus.ac.in, vkjain0400@gmail.com, vc@tezu.ernet.in, knsinghgeo@gmail.com, vc@cub.ac.in, vc@mngcub.ac.in, anandprakash@mngcub.ac.in, Vice Chancellor GGU Bilaspur <vc@ggu.ac.in>, alochak69@gmail.com, najmaakhtar@gmail.com, vc@jmi.ac.in, VC VC <vc@mail.jnu.ac.in>, vc@du.ac.in, vc@cug.ac.in, rsdbhu@rediffmail.com, vc@cuu.ac.in, drtankeshwar@gmail.com, vc@hpcu.ac.in, sj.vc@cuajammu.ac.in, vc@cuajammu.ac.in, vc@cukashmir.ac.in, vc@cuu.ac.in, kb.das@cuu.ac.in, vccukg@gmail.com, satyambchem@yahoo.co.in, vicechancellor@cukerala.ac.in, haripuram@gmail.com, vc@dhsu.edu.in, vc@igntu.ac.in, vcneelimagupta@gmail.com, mgahvvc@gmail.com, vcoffice@manipuruniv.ac.in, vcnehu@nehu.ac.in, vc@mzu.edu.in, krssrao@yahoo.com, vc@nagalanduniversity.ac.in, lalzool@rediffmail.com, vc@cuo.ac.in, PROF GURMEET SINGH <vc@pondiuni.edu.in>, gurmeet123@gmail.com, vc@cup.edu.in, vc@curaj.ac.in, ng@curaj.ac.in, vc@cus.ac.in, vc@cutn.ac.in, vc@manuu.edu.in, sahasan14@hotmail.com, bjrso1@gmail.com, vc@uohyd.ac.in, vc@efluniversity.ac.in, vc@tripurauniv.ac.in, gpprasain@gmail.com, Prof Sanjay Singh <vc@bbau.ac.in>, ssingh.phe@iitbhu.ac.in, vcamu@amu.ac.in, vc@bhu.ac.in, skjain.iitk@gmail.com, vcoffice.uoa@gmail.com, vcoffice@allduniv.ac.in, hnbguvc@gmail.com, annpurna43@hotmail.com, vice-chancellor@visva-bharati.ac.in, sancitabidyut.chakrabarty@gmail.com, vc@ignou.ac.in, "Registrar, UoH" <registrar@uohyd.ernet.in>, registrar@andhrauniversity.edu.in, registrar@rgu.ac.in, registrar@aus.ac.in, registrartu@tezu.ernet.in, registrar@cub.ac.in, osdadmin@mngcub.ac.in, rajeev.csss@gmail.com, rajeevkumar@mngcub.ac.in, gg.v.registrar@gmail.com, nazim_jafri2001@yahoo.com, registrar@jmi.ac.in, REGISTRAR JNU <registrar@mail.jnu.ac.in>, Ravikesh Mishra <ravikesh@mail.jnu.ac.in>, registrar@du.ac.in, registrar@cug.ac.in, hbpatel@cug.ac.in, registrar@cuu.ac.in, sunilk4gupta@yahoo.co.in, registrar.cuhp@gmail.com, registrar@cuajammu.ac.in, yashwant.csit@cuajammu.ac.in, registrar@cukashmir.ac.in, registrar@cuu.ac.in, slharikumar@cuu.ac.in, registrar@cuk.ac.in, basavarajdonurp@gmail.com, registrar@cukerala.ac.in, santhoshnss@gmail.com, registrar@dhsu.edu.in, psnmysore@gmail.com, registrar@igntu.ac.in, registrar.mgahv@gmail.com, registrar@manipuruniv.ac.in, regtroffice@nehu.ac.in, registrar@mzu.edu.in, registrar@nagalanduniversity.ac.in, registrar@cuo.ac.in, AMARESH SAMANTARAYA <registrar@pondiuni.edu.in>, amareheco@gmail.com, "Prof. Dr. B. P. Garg" <registrar@cup.ac.in>, registrar@curaj.ac.in, dcsharma@curaj.ac.in, registrar@cus.ac.in, registrar@cutn.ac.in, registrar@manuu.edu.in, registrar@efluniversity.ac.in, registrar@tripurauniv.ac.in, deepaksharma@tripurauniv.ac.in, registrarbbaulko@gmail.com, saragandlavb@gmail.com, S Victor Babu <registrar@bbau.ac.in>, registrar.amu@amu.ac.in, registrar@bhu.ac.in, registrarau.uoa@gmail.com, reg_au@allduniv.ac.in, nkskiapt@gmail.com, registrar.hnbgu@gmail.com, registrar@visvabharati.ac.in, registrar@ignou.ac.in

Cc: Partha Kansabanik <pkansabanik.ndma@nic.in>, Kumar Kalikanand <kkalikanand.edu@nic.in>, V P GURIYAN <vpguriyan.edu@nic.in>, BHUPENDRA NARAYAN AWASTHI <bhupendra.awasthi@gov.in>

Sir/Madam

(urgent)

Please find attachment and requested to furnish the information 10th September, 2022 immediately.

With regards

Bhagwan Sawrup
Asst. Section Officer (CU.Cdn)
CU Bureau
Ministry of Education
Mobile No.9958216146

✓

JR, Admin.
18/9/22

SD / VDC

Registrar's Office
O.W. No. 323
21/9/22

F.No. M.11014/01/2021-CDN
Government of India
Ministry of Education
Department of Higher Education

IMMEDIATE

229-C, Shastri Bhawan, New Delhi

Date: 7th Sept. 2022

Subject: Special Campaign 2.0 for disposal of Pending Matters from 2nd October, 2022 to 31st October, 2022- regarding

Reference is invited to DO letter dated 23.08.2022 from Cabinet Secretary and subsequent OM dated 25th August, 2022 from Secretary, Department of Administrative Reforms and Public Grievances [Copies Enclosed] regarding the subject mentioned above. It has been instructed to all the Ministries/ Departments to undertake Special Campaign 2.0 for Swachhata in government offices and disposal of pending matters from 2nd October, 2022 to 31st October 2022.

2. The campaign would be undertaken in two phases- Preparatory Phase from 14th September, 2022 to 30th September, 2022 and Campaign Phase from 2nd October, 2022 to 31st October, 2022. In this regard, all the Bureau Heads are requested to identify pendency on following parameters in the Preparatory Phase:

- i. Number of pending References from MP's
- ii. Pending references from the State Government
- iii. Pending Inter- Ministerial References (Cabinet Note)
- iv. Parliamentary Assurances pending more than 3 months.
- v. Pending PMO references
- vi. Number of Rules/ Processes identified for simplification
- vii. Pending public grievances and Appeals (CPGRAMS) as well as grievances received from other sources)
- viii. Record Management (Files identified for reviewing and weeding)
- ix. Identification of Cleanliness Campaign sites
- x. Space management planning
- xi. Scrap Disposal

3. All the Bureau Heads of DoHE are requested to issue necessary instructions to the Chancellors/ Vice- Chancellors/ Directors of all the Universities/ Institutions/ Organizations under their administrative control to undertake Swachhata Campaign from 2nd October 2022 to 31st October 2022 in a befitting manner. Bureaus are also requested to furnish compiled information by 25th September, 2022 to CDN Section along with soft copy.

4. This may be accorded 'Top Priority'.


(Lakshmi Chandra)
Under Secretary (CDN)
Intercom-725

Encl: As above

To: AS(TE)/ AS(Edu)/ JS(HE)/ EA(CU&A)/ JS(ICC&Vig)/ JS(Mgmt)/ JS(NIT)/ DG(Stats)/ JS (S&S)/ JS & FA - for point (i) to (viii)
JS(S&S) - for point (ix) to (xi)
Copy to: CMIS Unit- For uploading on e-office

राजीव गौबा
Rajiv Gauba



FTS - 1112038
मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

D.O. No. 1/50/3/2021-Cab.

Dated the 23rd August, 2022

Dear Secretary

As you are aware, a Special Campaign was organized from 2nd October, 2021 to 31st October, 2021 in all Ministries/Departments and their attached/subordinate offices for disposal of pending matters. The successful implementation of the Special Campaign was reflected in reduction of pendency and efficient management of space. A presentation on the outcome of Special Campaign was made before the Council of Ministers on 10th November, 2021.

2. It was decided thereafter that the exercise of reducing pendency should be undertaken on continuous basis and the Ministries may also set apart a few hours on a fixed day every week for this purpose. It was also decided that a Special Campaign may be undertaken annually. Accordingly, DARPG had issued detailed instructions on 30th November, 2021. I had also written a DO Letter dated 4th January, 2022 in this regard.

3. In line with the aforesaid decisions, Special Campaign 2.0 will be undertaken this year from 2nd October, 2022 to 31st October, 2022. During this campaign, special attention may be given to field/outstation offices in addition to the Ministries/ Departments and their attached/subordinate offices. DARPG would continue to be the nodal Department for monitoring and implementation of the campaign and would issue detailed guidelines for the ensuing Campaign separately.

4. Like last year, your personal involvement and leadership would be vital for success of the Campaign. Appropriate instructions may be issued to all the offices/organizations under your Ministry/ Department to implement the Special Campaign 2.0 in a befitting manner.

With regards

JS(A)

Yours sincerely,

23/8/22
(Rajiv Gauba)

Shri K. Sanjay Murthy
Secretary,
Deptt. of Higher Education
New Delhi

No.30011/02/2009-O&M (e.No.5866)

Government of India

Ministry of Personnel Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances

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5th Floor, Sardar Patel Bhawan, New Delhi

Dated the 25th August, 2022

OFFICE MEMORANDUM

Subject: -Special Campaign 2.0 for disposal of Pending Matters from 2nd October, 2022 to 31st October, 2022.

The Government would undertake Special Campaign for Swachhata in government offices and disposal of pending matters from 2nd October, 2022 to 31st October 2022, on the lines of the Special Campaign held in 2021. The Special Campaign will cover all Ministries/Departments of Government of India and their attached/subordinate offices. The Department of Administrative Reforms and Public Grievances (DARPG) has been designated as the nodal Department for the campaign. Cabinet Secretary's D.O. No. 1/50/3/2021-Cab dated 23rd August 2022 addressed to all Secretaries to the Government of India, may be referred to in this regard. The Special Campaign will be organized in two phases -Preparatory Phase from 14th September, 2022 to 30th September, 2022 and implementation phase from 2nd October, 2022 to 31st October 2022. The broad guidelines for both the phases are given as under:

Preparatory Phase

The Special Campaign will be preceded by preparatory Phase from 14th September, 2022 to 30th September, 2022. The focus of the campaign this year should be the field / outstation offices in addition to the Ministries/ Departments and their attached / subordinate offices. Offices responsible for service delivery or having public interface shall be given special attention.

During this phase Ministries would sensitize the officers, mobilize the ground functionaries for the Campaign, appoint nodal officers, identify pendency in identified categories as given in para below, finalize the Campaign sites, identify scraps and redundant materials and complete laid down procedures for their disposal.

10-

Parameters for the Special Campaign

Campaign will focus on liquidating pendency in the MP's References, References from the State Government, Inter- Ministerial References (Cabinet Note), Parliamentary Assurances, PMO references, Public grievances and PG Appeals.


Besides the above parameters, Ministries shall also review the existing rules and procedures during the Special Campaign aiming at reducing compliance burden and promoting ease of living to the citizens. The campaign may also be utilized for adherence of record management systems as contained in Central secretariat manual of office procedure, GFR and Public Record Act 1993.

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 the target for liquidation /implementation during the campaign phase:

- Number of pending References from MP's
- Pending references from the State Government
- Pending Inter- Ministerial References (Cabinet Note)
- Parliamentary Assurances pending more than 3 months.
- Pending PMO references
- Number of Rules/ Processes identified for simplification
- Pending public grievances and Appeals (CPGRAMS as well as grievances received from other sources)
- Record Management
- Identification of Cleanliness Campaign sites
- Space management planning
- Scrap Disposal

Designation of Nodal Officers in each Ministry

Each Ministry/Department shall designate a Nodal Officer for the Special Campaign (not below the rank of Joint Secretary). The Nodal Officer will coordinate the campaign in their Ministry/Department and also in their Attached/Subordinate Offices, Autonomous Bodies and PSUs under their Ministry. He/ She will collect information on daily basis and arrange to feed the information into the central monitoring portal designed by DARPG. List of nodal officers are attached at annexure of these guidelines. Any change in the nodal officers or in their contact details may be brought to the notice of DARPG by 6th September 2022. DARPG will also create a WhatsApp group of nodal officers for closer monitoring of the campaign.



Monitoring through a dedicated Portal

Progress of the campaign will be monitored through the SCDPM portal at <https://pgportal.gov.in/scdpm>. The portal can be accessed through login credentials of nodal officers. DARPG will organise a training Session for all nodal officers on the portal on 10th September 2022.

Selection of Swachhata Campaign Sites

This time the Campaign shall focus on the field offices at urban and sub urban locations. A comprehensive planning for cleanliness, space management and beautification of offices may be done. Redundant scrap material and obsolete items shall be identified for disposal as per laid down rules/ procedure. High resolution pictures of the Campaign sites may be captured before start of Campaign and after the Campaign for documentation purposes.

Campaign Phase

All out efforts may be made to dispose of all identified references during the Special Campaign from 2nd October – 31st October, 2022. Progress may be reported daily on SCDPM portal.

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 and Public Record Act 1993.

Overall cleanliness of Government offices by removing redundant scrap material and obsolete items and enhancing work place experience shall be undertaken during the campaign phase.

The best practice evolved during the campaign shall be documented on the portal for future reference.

Monitoring of Progress

Nodal Officers shall review the progress on a daily basis. Secretary of the Department will also regularly review the progress.

Reviews will be conducted by Secretary, DARPG, with the Nodal Officers on a weekly basis in the Identification Phase and during the Special Campaign period.

Cabinet Secretary will hold meetings with Secretaries to review the progress.

A weekly consolidated report will be prepared by DARPG on the progress of the Campaign and submit it to the Cabinet Secretariat and PMO.

2/15

Third party assessment of campaign will also be undertaken during the Campaign and post Campaign phase.

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

(i) Joint Secretary, DARPG (Smt. Jaya Dubey, Mobile 9811566645, e-mail: jaya.dubey@nic.in)

(ii) Shri Piyush Goyal, STD, NIC, (Mobile 9810633964, E-mail: goyal-sb@nic.in) on technical issues.

Media Plan and Publicity

DARPG will create Hashtag # Special Campaign 2.0. Ministries shall tweets/ retweets using the above hashtags from the various social media handles of their Ministry. A film on Special Campaign would also be prepared post campaign for which site visits of Door-darshan crew will be finalised in preparatory phase and also post campaign phase.

I&B Ministry will be involved for larger publicity and media plan of the campaign.



(V Srinivas)

Secretary to the Government of India

To

All Secretaries to the Govt. of India

Copy To:

1. PS to MoS(PP)
2. Principal Secretary to PM
3. Cabinet Secretary
4. Advisor to PM (Shri Amit Khare)
5. Additional Secretary, Cabinet Secretariat (Shri Ashutosh Jindal)



(V Srinivas)

Secretary to the Government of India