

ADMINISTRATION SECTION / प्रशासन अनुभाग

सं./No. MANUU/Admn /F.110/2024-2025/204

Date/दिनांक: 24 September, 2024

CIRCULAR/ परिपत्र

विषय /Sub: MANUU-Administration—Special Campaign 4.0 for Institutionalising Swacchta and disposal of pending references – Pendency Identification (Preparatory phase) Compliance- Reg.

संदर्भ: /Ref: 1. D.O No. M.11012/01/2024-CDN dated 28-08-2024 of MoE, GoI.
2. Our Circular No. MANUU/Admn /F.110/2024-2025/240 dated 11.09. 2024.
3. Vice- Chancellor's approval dated : 11.09.2024.

The Department of Higher Education-Ministry of Education (GOI) vide letter at reference first cited has communicated that a special Campaign 4.0 for **Pendency Identification (Preparatory phase) from 16th September, 2024 to 30th September' 2024**. In this regard, Dept. Of Higher Education has issued certain parameters for the ensuing campaign. (enclosed) .

To this effect, in the Preparatory Phase, it is requested to identify campaign sites and activities to be conducted within respective Schools/Departments/Sections/Off-Campuses/Centres during the Special Campaign 4.0 as per the detailed Guidelines in the format attached for (Pendency Identification) in respect of the following parameters for implementation during the preparatory phase.

- Planning for space management and beautification of offices
- Record Management-Review of files/recording and weeding of files /closing of e-files
- Identify of cleanliness campaign sites
- Identify Scrap and redundant items and their disposal procedure as per GFR and Public Record Act, 1993.

Further, all the concerned are requested to provide weekly progress report on the (Preparatory phase) of the Special Campaign 4.0 to the Administration Section at email id administration@manuu.edu.in for uploading on the designated portal provided by the Dept. Of Administrative Reforms and Public Grievances to such effect.

This is issued for strict compliance and shall be accorded "Top priority".

Encl: as above


Joint Registrar
संयुक्त कुलसचिव

To

All Dean of School of Studies
All Head of the Departments (Teaching) / Centres / DDE
All Section Heads / Incharge (Non-Teaching)
Polytechnic & ITI's and Model Schools

प्रतिलिपि / Copy to :

- Office of Vice-Chancellor// Registrar/FO/OSD-1/OSD-II/PRO
- Director DDE/COE
- Director, CIT for uploading on University Website

(2)

File. No.M.11012/01/2024-CDN
Government of India
Ministry of Education
Department of Higher Education
(CDN Section)

229 C-Wing, Shastri Bhawan, New Delhi.

Dated: 13 Sept, 2024.

To

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UGC, AICTE, All CHEIs of Department of Higher Education

Sub: Special Campaign 4.0- Pendency Identification (Preparatory Phase)-Reg.

Sir,

I am directed to refer to OM No. Q-15012/2/2024-O&M-DARPG(e-8885) dated 22nd August, 2024 received from DARPG vide which Special campaign (SCDPM 4.0) will be organized in two phases- (i) Preparatory phase and (ii) Implementation phase. Preparatory phase will start from 16th -30th September, 2024. During this phase, Institutions will identify the targets (parameters) mentioned in succeeding paragraph and forward the information to their concerned Bureaus in Department of Higher Education.

2. As per guidelines, the information on the following parameters will be collected for liquidation/ implementation during preparatory phase:-

- a) Planning for space management and beautification of offices
- b) Record Management- Review of files/ recording and weeding of files / closing of e-files
- c) Identify of cleanliness campaign sites
- d) Identifying Scrap and redundant items and their disposal procedure as per GFR and Public Record Act, 1993

3. All the attached/ subordinate offices/ PSUs/ autonomous organizations are also supposed to do the following activities in this phase:-

- a) Nominate nodal officers in each of their campaign offices in attached/ subordinate offices/ PSUs/ autonomous organizations.
- b) Arrange training for the nodal officers about their role in the campaign.
- c) Mobilize the offices/officers and ground functionaries for the Campaign
- d) Identify campaign sites for cleanliness
- e) Assess the volume of redundant materials to be disposed and finalize the procedures for their disposal.
- f) Space management planning
- g) Scrap disposal
- h) Record Management.

S.O.
Forwarded to all the
Heads of the office/depts for
forwarding the report in the format
attached.
18/9/2024

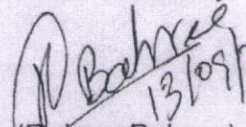
②

4. In this respect, a format has also been attached regarding details for SCDPM Preparatory Phase (Pendency Identification). It is requested to kindly make all out efforts to remove pendency and to take action as per SCPDM 4.0 guidelines and furnish the information on the above parameters as per the given format so that the same may be uploaded on the SCDPM Portal for further action for implementation phase (Phase-II). It is also requested to kindly nominate nodal officers in each of their campaign offices in attached/ subordinate offices/ PSUs/ autonomous organizations and arrange training for the nodal officers about their role in this campaign and share the details of Nodal Officers as per the attached format to the concerned Bureaus in Department of Higher Education.

5. The matter may kindly be given **High Priority**.

Encl. As above.

Yours faithfully,


13/09/2024
(Rajeev Bahree)

Under Secretary to the Government of India
Tel. No. 23387980

BUREAU WISE DETAILS FOR SCDPM Preparatory Phase (Pendency Identification) from 16-30th Sep, 2024.

Institute name :

A- Record Management

Total No. of Physical files due for review	
Total No. of E-files put up for review	
Total No. of Physical files closed	
Total No.	

B- Cleanliness and office Scrap Disposal

➤ INDOOR

System in Place		Inspection Architecture in Place
Outsource Agency Deployed		Level of Inspecting Officer

➤ OUTDOOR

Total Number of Campaign to be conducted	
Office Scrap Disposal (Date of Identification)	

C- Easing of Rules/Process

(9)

Total Number of Rules/Process Identified for simplification	
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D. Provide the following requisite information for upload

- Building Name(with City Name)
- Location
- Before and After Image (Only JPEG/JPG format with a maximum 8 MB Size)
- Valid Video URL (if any) for example:- <https://google.com/>
- Review of files/ recording and weeding of files / closing of e-files.

Format for Sharing details of Nodal Officers-SCDPM 4.0

SL No.	Name of the Institute	State	District	Name of the Nodal Officer	Designation	E-mail ID	Contact No.