

सं./No. MANUU/Admn /F.185/2026-2027/ 204

दिनांक/Date: 30th September, 2026

Reminder-1
परिपत्र/CIRCULAR

विषय/Sub: MANUU – Administration – Special Campaign 6.0 for institutionalising Swachhata in Government offices– Compliance - Circular- Reminder-Reg.

संदर्भ/Ref : 1. OMNo.Q-11/01/2026-O&M-(e-10171) dated 13.08.2026 of MPPG&P,GOI
2. Ltr. No.M.11012/10/2026-CDN dated 01.09.2026 of MoE, GOI
3. No. MANUU/Admn /F.110/2026-2027/ 197 dated 15th September 2026

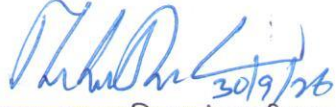
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A circular 3rd cited under reference was sent to all the Deans of Schools of Studies, Heads of the Departments, Section Heads, Polytechnics & ITIs, Model Schools, Colleges, RCs, SRCs etc. of the University regarding Special Campaign 6.0 for institutionalizing Swachhata and minimizing pendency in Government Offices so as to identify the pendency matters related to the following areas in the preparatory phase:

- Identification of cleanliness campaign sites
- Planning for Space management and beautification of offices. Identifying Scrap and redundant items and ensure their disposal procedure as per GFR and Pubic Records Act, 1993
- Cleanliness of government offices with special focus of field offices.
- Record Management- Review of files /recording and weeding of files / closing of e-files.
- Assess the volume of redundant materials to be disposed of and finalize the procedure for their disposal.
- Identification of e-waste and its disposal as per E-waste rule 2022.
- Capturing of high-resolution photographs and videos of the Campaign sites before commencement and after completion of the Campaign activities for documentation purposes.

As such all the concerned stakeholders of the University are once again requested to identify and initiate necessary action as the preparoty phase of SCPDM 6 is about to end and send the required details latest by 2nd October , 2026 to the Nodal Officer and by mail on administration@manuu.edu.in.

This may be given “Top Priority”.


30/9/26
सहायक कुलसचिव एवं प्रभारी प्रशासन
Assistant Registrar

To

All Deans of Schools of Studies , 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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