



सं./No. MANUU/Admn /F.110/2026-2027/197

दिनांक/Date: 15th September, 2026

परिपत्र/CIRCULAR

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

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The Ministry of Education,GOI vide letters cited under reference has communicated that a Special Campaign 6.0 for “*institutionalizing* Swachhta and minimizing pendency in Government Offices” shall be undertaken from 2nd October 2026 to 31st October 2026. The Campaign would be undertaken in two phases as under:

Preparatory Phase from 15th September 2026 to 30th September 2026
Implementation Phase from 2nd October 2026 to 31st October 2026

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:

- 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 per MPPG&P letter dated 13.08.2026 the focus of the campaign this year will be on “**Effective collection, segregation and disposal of e- waste**” such as (IT and telecommunication equipment, consumer electronics and electronic equipment, electronic tools, sports equipment, medical devices and Laboratory instruments) as per e-waste rule 2022 and procedure as per GFR. 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 21st September 2026 to Nodal officer 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 School of Studies 2)All Heads of the Departments (Teaching)/ Centres / CDOE 3)All Section Heads / Incharge (Non-Teaching) 4) Polytechnics & ITI's , Model Schools etc.

Copy to:

1. Dr. M.A. Quddus, Assistant Registrar, Nodal Officer of Special Campaign
2. Office of Vice-Chancellor/ Registrar/FO/PRO
3. Director CDOE /COE
4. Director, CIT for uploading on University Website
5. Urdu Officer for Urdu Translation/ Hindi Officer for Hindi Translation
6. Concerned file

Gachibowli, Hyderabad – 500 032, Telangana, India

Admn Tel :- 040- 23006609 Email: administration@manuu.edu.in

MANUU EPABX 2300-6612, 13, 14, 15, Ext. No.:1330, 1331

Website: www.manuu.edu.in