

TIME BOUND
MOST IMMEDIATE

No. CD-14040/59/2021-Coord.
Government of India
Ministry of Road Transport & Highways
(Coordination Section)
Transport Bhawan, 1, Parliament Street, New Delhi - 110001

Dated 31st August, 2022

OFFICE MEMORANDUM

Subject: Special Campaign from 2nd October to 31st October 2022 - Disposal of pending matters.

The undersigned is directed to enclose a copy Cabinet Secretary's D.O. letter No. 1/50/3/2021 Cab dated 23.08.2022 on the above subject. Like the last year Special Campaign 2.0 will be undertaken from 02.10.2022 to 31.10.2022 to dispose of pending matters. During this campaign, special attention may be given to field /outstation offices in addition to the Ministries/Deptts. and their attached/subordinate offices. DARPG would continue to be the nodal Department for monitoring and implementation of the campaign.

2. In this regard, a copy of OM No. 30011/02/2009-O&M, dated 25.08.2022 issued by DARPG, setting out broad guidelines for the Special Campaign 2.0, is also enclosed.

3. As per the DARPG's guidelines, this year, the focus of the campaign would 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. Parameters for the Special Campaign in brief are as under:

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

4. Accordingly, all officers are requested to strictly adhere to the DARPG guidelines for the Special Campaign 2.0 and identify all pending references/ issues, as per the parameters for the Special Campaign 2.0, in respect of the offices under their control. All out efforts may be made to dispose of the identified references/issues and progress, both during the identification and the campaign phases, may be entered in the dedicated SCDPM portal <https://pgportal.gov.in/SCDPM> on daily basis. List of identified references/issues may be sent to Coordination Section by 30.09.2022 in the proforma attached.

5. Further, all the attached/subordinate offices/autonomous bodies/PSU of this Ministry will designate a senior officer as nodal officer, who will be responsible for coordination of this campaign. Details of the nodal officers may be sent to Coordination Section, MoRTH immediately. However, Joint Secretary (Coord), MoRTH will be the overall nodal officer in respect of this Ministry. Heads of the concerned Organizations/Offices will monitor/review the progress of the campaign regularly.

6. Further, work relating to publicity of the campaign in the Ministry will be coordinated by JS (Logistics), MoRTH.

7. This issues with the approval of Secretary (RT&H).

Encl: As above



(A.K. Shrivastava)
Under Secretary to the Government of India

To

1. DG(RD)&SS
2. Chairperson, NHAI
3. AS &FA/ AS (H&LA)
4. MD, NHIDCL
5. ADG (South I)/ ADG (Zone I, IV & S&R)
6. JS (RS/NHIDCL/MVL/Transport/Toll/IT) / JS (Logistics/IAHE)/ JS (Parl. & PG)
7. All CEs in-charge of Zones/Regional Offices
8. CE (Planning)/ CE (Monitoring)/ CE (Quality Control)
9. Pr. CCA, MoRTH
10. Director, IAHE/ DDG, TRW/ Secretary General, IRC
11. All Regional Offices of MoRTH

Copy to:

1. PS to Hon'ble Minister (RT&H)
2. PS to Hon'ble MOS (RT&H)
3. Sr. PPS to Secretary (RT&H)
4. PSO to JS (Co-ordination)
5. Sr. Tech. Director, NIC, MoRTH - to place a copy on e-office

PROFORMA

PENDENCY IDENTIFICATION FORM
Pending Reference Identified Till the selected date

A. REFERENCE CATEGORY

Reference Category	< 6 Months	6-12 Month	1-2 Years	> 2years
MP's References				
Inter- Ministerial References (Cabinet Note)				
Parliamentary Assurances pending (i) more than 3 months (ii) less than 3 months				
PMO references				
State Government References				
Public Grievances				

B. RECORD MANAGEMENT

Number of Files due for Review

C. CLEANLINESS

Indoor

- (i) System in Place
- (ii) Outsource agency deployed
- (iii) Inspection Architecture in Place
- (iv) Level of Inspecting Officer

Outdoor

Number of Campaigns to be conducted

D. SCRAP DISPOSAL

Date of Identification

E. SPACE MANAGEMENT PLANNING

F. COMPLIANCE BURDEN

Number of Rules/ Processes identified for simplification

1728865/2022/COORDINATIONS

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 DelhiDated 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:

mail forwarded
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.

25/8
DS (Coord.)
Dir (P.G.)

AD-
Rajesh
25/8/22

SO (Coord.)
25/8/22

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.

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: -

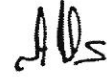
(i) Joint Secretary, DARPG (Smt. Jaya Dubey, Mobile 9811566645, e-mail: jaya.dubey@nic.in)

(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

1728863/2022/COORDINATIONS

राजिव गाबा

Rajiv Gauba

Secretary, MOKI
 Dialy No. 1727583
 Date 25/08/22



सत्यमेव जयते

आज़ादी का
अमृत महोत्सव

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

Yours sincerely,

self. R.
 JS (gen.) 25/8/22
 necessary letters to
 all concerned
 JS (Coord.)
 Rajiv 25/8/22
 JS (Coord.)
 25/8/22
 SD (Coord.)

Shri Giridhar Aramane
 Secretary,
 Deptt. of Road Transport & Highways
 New Delhi