

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, RAFI MARG, NEW DELHI-01

F.No.6-9(266)/2014-E.III


Dated: 22.09.2023

OFFICE MEMORANDUM

Sub.: Special Campaign 3.0 for institutionalizing Swachhata and minimizing pendency -reg.

In pursuance of the Guidelines for Special Campaign 3.0 issued by Deptt. of Administrative Reforms and Public Grievance vide OM No. Q-15/08/2023-O&M-DARPG(e.No.8181) dated 01.09.2023 on the above subject, the following activities are to be undertaken in CSIR Hqrs. during the campaign from 2nd Oct. to 31st Oct. 2023;

1. A cleanliness drive by all the staff members on 02.10.2023 from 10.00 AM on following sites:
 - a. All corridors and rooms
 - b. Back side of building
 - c. Roof Top
 - d. Front area of building
 - e. Area besides pavement in front side of building
2. Identification of old records and its weeding out in accordance with Record Retention Schedule for weeding out as per the following:
 - a. All Divisions/Sections of Administration/Finance and Purchase –min. 100 records.
 - b. All other divisions/sections – min. 50 records.
3. A committee comprising JS (Admn.), CSIR, Dr. R P Singh, Chief Scientist & Nodal Officer, SCDPM and Sh. Atul Kumar Goel, Chief Engineer will inspect all the Sections/Divisions of CSIR Hqrs. and the Section/Division found to be cleanest and well managed will be suitably rewarded.
4. A team comprising Shri Srideb Nanda, CoSP, CSIR Hqrs. and Sh. Avinash Verma, E.E will do the needful for identification & disposal of the scrap material kept in the Sections/Divisions and at various other places, so as to ensure the disposal of scrap before 31st Oct., 2023.


(Ram Kumar Singh)
US (CO)

Copy to:

1. O/o DG, CSIR
2. O/o JS (A), CSIR
3. O/o FA, CSIR
4. O/o CVO, CSIR
2. O/o LA, CSIR
3. All Heads of Directorates/Divisions of CSIR Hqrs.
4. All divisions/Sections of CSIR Hqrs.
5. IT Division : with the request to make this OM available on CSIR website.
6. Office Copy.

F.No. No. Q-15/08/2023-O&M-DARPG(e.No.8181)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms and Public Grievances

Sardar Patel Bhawan, New Delhi

Dated: 1st September, 2023

Office Memorandum

Subject: - Special Campaign 3.0 for institutionalizing Swachhata and minimizing pendency in Government offices - 2nd October, 2023 to 31st October, 2023-regarding.

The Government will organize Special Campaign 3.0 for improving Swachhata and disposal of pending references from 2nd October - 31st October, 2023, on the lines of the Special Campaigns held in 2021 and 2022 on the same theme. The Special Campaign in 2022 was conducted in over one lakh government offices in entire length and breadth of the country. These offices have collectively cleared about 89.8 lakh square feet of space and put them into productive usages. A revenue of Rs. 370.83 crores earned from scrap disposal, 64.92 lakh files were reviewed, 4.56 lakh Public Grievances Redressed, 8998 MP's references replied.

2. The success of Special Campaign 2.0 has encouraged the government to plan a bigger campaign this year. All offices of Ministries/Departments of Government of India shall participate in the campaign. In this regard, Cabinet Secretary has vide D.O. letter No. 1/50/3/2021-Cab.(Vol.II) dated 25th August, 2023 addressed all Secretaries to the Government of India (Annexure). The Department of Administrative Reforms and Public Grievances (DARPG) will be the nodal Department for coordinating and steering the campaign across the country. The following guidelines have been formulated by DARPG for smooth conduct of Special Campaign 3.0.

Guidelines for Special Campaign 3.0

3. The Special Campaign will be organized in two phases – Preparatory Phase from 15th September, 2023 to 30th September, 2023 and implementation phase from 2nd October, 2023 to 31st October, 2023.

4. The Special Campaign 2023 envisages saturation of Swachhata in all offices of all Ministries/Departments. The Special Campaign aims at improving overall cleanliness of Government offices and enhancing public experience of common public with Government

ADP

offices. Therefore, special attention shall be given to field / outstation offices responsible for service delivery or having public interface, in addition to the Ministries/Departments and their attached / subordinate offices. The broad guidelines for both the phases are as follows: -

Preparatory Phase of the Special Campaign 15-30 September 2023

5. The Special Campaign will be preceded by preparatory Phase from 15th September, 2023 to 30th September, 2023. During this phase, Ministries/ Departments are supposed to do the following activities:

- (i) mobilize the offices/ officers and ground functionaries for the Campaign
- (ii) appoint nodal officers in each of their campaign offices
- (iii) arrange training for the nodal officers about their role in the Campaign
- (iv) identify pending references
- (v) identify campaign sites for cleanliness
- (vi) assess the volume of redundant materials to be disposed and finalise the procedures for their disposal.

Parameters for the Special campaign

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

7. 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.

8. 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 target for liquidation/implementation during the campaign phase:

- Identification of Cleanliness Campaign sites
- Planning for Space management and beautification of offices
- Identifying Scrap and redundant items and their disposal procedure as per GFR

21/9/23

- Identifying number of pending References from MP's
- Identifying Pending references from the State Governments
- Identifying Pending Inter-Ministerial References (Cabinet Note)
- Identifying Parliamentary Assurances pending for more than 3 months
- Identifying Pending PMO references
- Number of Rules/Processes identified for simplification
- Identifying Pending Public grievances and Appeals (CPGRAMS as well as grievances received from other sources)
- Record Management- Review of files/ recording and weeding of files / closing of e-files

Appointing Nodal Officers and roles and responsibility of nodal officers

9. Each Ministry/Department shall designate a Nodal officer for the Special Campaign (not below the rank of Joint secretary). The Nodal officers will coordinate the campaign in their Ministry/Department and also Attached/Subordinate/field/outstation 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.

10. The nodal officers will formulate a comprehensive planning for cleanliness, space management and beautification of their offices. He/ she will ensure documentation of all activities in pre and post campaign scenario. They will ensure high resolution pictures and videos of the Campaign sites before start of Campaign and after completion of activities for documentation purposes. Therefore, a suitable planning for pre and post scenario filming and pictures shall be done in consultation with their internal media unit. Efforts shall be made to capture feedback of beneficiary / common public on these efforts in pictures and videos.

11. While campaign shall be conducted on all identified locations, however, some sites having maximum possible impact shall be identified for focused attention which may be showcased later as top highlights of the campaign. Nodal officers will also draw the communication and outreach plan of the campaign in consultation with DARPG.

12. Accordingly, the Ministries are requested to identify the field units/ outstation offices where Swachhata campaign would be conducted and share the list of those offices with the DARPG in advance. If needed DARPG would also organise third party visits to those offices during the campaign from 2nd - 31st October, 2023.



13. The nodal officers of the Ministry/ Department will collate the information from the field nodal officers and feed them into the central monitoring portal maintained by DARPG.

Monitoring through a dedicated Portal

14. As mentioned above, the progress of the campaign will be monitored through the SCDPM portal at <https://scdpm.nic.in>. The portal can be accessed through login credentials of nodal officers. DARPG will organise a training session for all nodal officers on the portal in the first week of September 2023.

Main phase of the Special Campaign 2nd -31st October 2023

15. Main phase will be action phase when all out efforts shall be made to achieve the targets identified in preparatory phase and information shall be provided on the monitoring portal on daily basis. 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, Appendix IX of GFR and Public Record Act, 1993. The best practices evolved during the campaign shall be documented on the portal for further reference.

Monitoring of Progress

16. Nodal Officers will review the progress in their office and all offices under their Ministry/ Departments on a daily basis. Secretary of the Department will also regularly review the progress. Officers will be nominated by Ministry/ Department to assess the impact of cleanliness drives, who will make site visits and submit a Report to the Nodal Officer of the Ministry/ Department.

17. Reviews will be conducted by Secretary, DARPG, with the Nodal Officers on a weekly basis during the entire campaign period. A weekly consolidated report will be prepared by DARPG on the progress of the Campaign for submission to the Cabinet Secretariat and PMO.

18. 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, Tel: 011-23360208, e-mail: jaya.dubey@nic.in)
- (ii) Shri Manu Garg, Senior Technical Director, NIC (Mobile: 9868500465, e-mail: manugarg@nic.in) on technical issues.

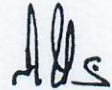


Communication and Outreach plan:

19. DARPG will create Hashtag #Special Campaign 3.0. Ministries shall issue tweets/retweets using this hashtag from various social media handles of their Ministry from 15th September onwards. The campaign shall be presented through social media, featured articles in newspapers, small features/ documentaries on Doordarshan etc. A film on Special Campaign would also be prepared post campaign for which site visits of Doordarshan crew will be finalised in preparatory phase itself. I&B Ministry will be involved for larger publicity and media plan of the campaign.

Evaluation Phase: 15th November – 30th November 2023

20. A 3rd party assessment of the Campaign will be undertaken from 15th -30th November 2023. The team will assess qualitative impact of the campaign and measures adopted to sustain the achievements of the Campaign.



(V. Srinivas)

Secretary to the Government of India

To

All Secretaries to the Govt. of India.