प्रशासनिक सुधार और लोक शिकायत विभाग
DEPARTMENT OF
ADMINISTRATIVE REFORMS &
PUBLIC GRIEVANCES
GOVERNMENT OF INDIA

सत्यमेव जयते

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Special Campaign 2.0

Guidelines & Monthly Report
on Special Campaign 2.0

August - September 2022

Department of Administrative Reforms
and Public Grievances

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1. Introduction

The Special Campaign 2.0 will be conducted in all Central Ministries / Departments, attached / subordinate offices of Government of India from October 2-31, 2022. The preparatory phase of the campaign will be conducted from September 15-20, 2022. All Ministries / Departments shall report monitored data on a single digital platform www.pgportal.gov.in/scdpm22. The campaign thrust areas are MP's References, Parliamentary Assurances, PMO Inter-departmental Memos, Inter-Ministerial Consultation References, State Government References, Public Grievances, Public Grievance Appeals, Record Management Practices, Swachhata Campaign sites and Scrap Disposal. The Cabinet Secretary's DO letter to Secretaries of Government of India, DARPG's Guidelines Note and Circular on Record Management Practices, the letter issued by Ministry of Housing and Urban Affairs in this context are enclosed in this compilation. This report also highlights the work undertaken in ministries/departments in reducing pendency in the month of August 2022

The Special Campaign 2.0 portal will be closed on November 5, 2022 and will be followed by a third-party evaluation which will be undertaken from November 14-30, 2022. The objective of the campaign is to minimise pendency, institutionalize Swachhata, strengthen internal monitoring mechanisms, train officers in record management, digitization of physical records, setting up protocols and monitoring mechanisms for Swachhata. Special attention is to be accorded to attached / subordinate/ field offices including in the remotest parts of the country. Updation of progress will be made on the Special Campaign 2.0 portal. Under Record Management Practices files of historic value are to be sent to the National Archives of India, after due accession procedure.

The expectations from the Campaign are Digitization – Creation of Intra-Ministerial portals; 100% digital receipts, Efficient Management of Office Spaces – Use of Compactors, clearing of scrap, Enhancement of Office Spaces – Creation of Wellness Centres, improvement of Office Corridors, Environment-friendly Practices – Automatic power systems, EV charging stations, Inclusivity Measures – Enabling washrooms/ Elevators/ Ramps for differently abled persons, washroom for ladies.

DARPG has created Hashtag #SpecialCampaign2.0 for Social Media Posts. Panel discussions on DD News/AIR are scheduled along with issue of regular PIB statements and films on Special Campaign 2.0. As the nodal department for the Special Campaign 2.0, DAPRG will coordinate with all ministries/departments for successful conduct of Special Campaign 2.0.

V Srinivas

Secretary

DARPG

2 Letter by Cabinet Secretary (23.08.2022)

राजीव गौबा
Rajiv Gauba

सत्यमेव जयते

मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

आज़ादी का अमृत महोत्सव

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,

23/8/22

(Rajiv Gauba)

To

All Secretaries to the Government of India

Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110004
Tel: 011-23016696, 23011241 Fax: 011-23018638 E-mail: cabinetsy@nic.in

3. Guidelines Note for Special Campaign 2.0

3.1. Office Memorandum issued by DARPG for Special Campaign 2.0

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
+++

5th Floor, Sardar Patel Bhawan, New Delhi
Dated 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:

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.

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

3.2 Office Memorandum issued by DARPG for Record Management Practices

F.No: 30011/01/2014-O&M(Vol)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances
****

5th Floor, Sardar Patel Bhavan,
Sansad Marg, New Delhi-110001
Dated: 15.09.2022

OFFICE MEMORANDUM

Sub: Record Management Practices in light of Special Campaign 2.0

Please refer to the DO Letter dated D.O. No. 1/50/3/2021-Cab issued on 23.8.2022 by the Cabinet Secretary to all Secretaries to the Government of India indicating the Government's decision to launch the Special Campaign 2.0. DARPG has received several references from Ministries/ Departments seeking clarification of Record Management Practices in light of Special Campaign 2.0.

2. The Broad guidelines for Record management for physical and e-Files are explained in Chapter 10 of the Central Secretariat Manual of Office Procedure (CSMoP 2022), read with provisions of the Public Records Act, 1993 and the Public Record Rules, 1997, relevant portions of which are as follows:

Section 8 and Section 9 of the **Public Records Act, 1993**

8. **Destruction or disposal of public records**.
(1) Save as otherwise provided in any law for the time being in force, no public record shall be destroyed or otherwise disposed of except in such manner and subject to such conditions as may be prescribed.
(2) No record created before the year 1892 shall be destroyed except where in the opinion of the Director General or, as the case may be, the head of the Archives, it is so defaced or is in such condition that it cannot be put to any archival use.

9. **Penalty for contraventions**.
Whoever contravenes any of the provisions of section 4 or section 8 shall be punishable with imprisonment for a term which may extend to five years or with fine which may extend to ten thousand rupees or with both.

Section 9 of **Public Record Rules, 1997**

9. Destruction of Public Records—
(1) No public record shall be destroyed without being recorded and revised. In the month of January every year, each records creating agency shall record after consulting the records retention Schedule all those files on which action has been completed. This work shall be accomplished in consultation with the Records Officer.
(2) No public record which is more than twenty-five years old shall be destroyed by any records creating agency unless it is appraised.
(3) A list of all such public records which are proposed to be destroyed shall be prepared by the record creating agency in Form 6 and retained permanently for future reference.
(4) The Record Officer shall furnish a half yearly report in Form 7 on recording, indexing, reviewing and weeding of records to the Director General or Head of the Archives, as the case may be.
(5) Records shall be destroyed either by burning or shredding in the presence of Record Officer.

3. The Chapter 10 of CSMOP, 2022 has laid down the activities involved in Record Management, Categorization of Records, Record Retention Schedules, Review and Weeding of Records, Maintenance, Transfer of Records, Personal Office Records etc. Relevant Provisions of Para 10.7 and Para 10.9 of the CSMOP, 2022 are as follows:

10.7. Record Retention Schedule:

(i) To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, every department will:

a. in respect of records connected with accounts, observe the instructions contained in Appendix 9 to the General Financial Rules, 2017;

b. in respect of records, relating to establishment, housekeeping matters, etc. common to all departments, follow the `schedule of periods of retention for records common to all departments issued by the Department of Administrative Reforms and Public Grievances (Sl.No.15 in Table 4.2)

c. in respect of records prescribed in this Manual, observe the retention periods specified in Appendix 10.10; and

d. in respect of records connected with its substantive functions departmental instructions issued for departmental retention schedule prescribing the periods should be preserved in consultation with the National Archives of India.

(ii) The above schedules should be reviewed at least once in 5 years.

10.9. Review and weeding of records:

(i) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of Branch Officer/Divisional Head concerned. Retention after a review will be for a period not exceeding 10 years, including the period already retained.

(ii) Category 'A' & 'B' files will be reviewed on attaining the 25th year of their life in consultation with the National Archives of India. In these reviews the need for revising the original categorisation of category 'B' files may also be considered.

(iii) The year of review of category 'C' files will be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening.

4. In light of the above provisions, following extensive consultations with various Ministries/Departments the Guidelines of Record Management are further clarified as follows:

a) e-files of 'C' category like Parliament Questions, Dak Register, Messenger Book, File Movement Register, Register for watching the progress of recording, Register for keeping a watch on communications received from MPs/VIPs, Register of Parliamentary Assurances are to be retained for a period of 3 years and thereafter closed with due approvals of competent authority.

b) e-files of 'C' category like the Record Review Register, List of files received for review, Monthly Progress Report on recording of files, Check-lists for periodical reports, Inspection reports to be closed out after retention a period of one year as per the Records Retention Schedule with due approval of competent authority.

c) e-files of 'A' category to be retained as permanent record. Such records include Standing Guard Files, File Registers, Precedent Book, List of files transferred to National Archives and Record Retention Slip.

5. It should be noted that Sections 8(1) and 9 of the Public Records Act, 1993 and the procedures laid down in Rule 9 of the Public Records Rule, 1997 would apply equally to e-Files.

6. This issues with the approval of the Competent Authority.

Signed by Parthasarathy Bhaskar Deverakonda
Date: 15-09-2022 19:04:27
Reason: Approved
(Parthasarathy Bhaskar)
Deputy Secretary of the GOI

To
1. All Secretaries of Ministries/ Departments of GOI
2. To all Nodal Officers of Special Campaign 2.0 of Ministries/Departments of GOI
Copy for information to:

1.Additional Secretary, Cabinet Secretariat (Shri Ashutosh Jindal)
2. Director, Cabinet Secretariat (Smt Smita Sarangi)

3.3 DO letter by Ministry of Housing and Urban Affairs

SANJAY KUMAR, IAS
Additional Secretary (N., I. & Admn.)
GOVERNMENT OF INDIA
MINISTRY OF HOUSING AND URBAN AFFAIRS

संजय कुमार, आई.ए.एस.
अपर सचिव (एन., आई. और प्रशासन)
भारत सरकार
आवासन और शहरी कार्य मंत्रालय

D.O. No. O-17024/102/2022-Admn. V (UD)
Dated the 14th September, 2022

Dear Nodal Officers,

Under the special campaign of DARPG, it is proposed to set up 3Rs (Reduce, Reuse, Recycle) Kiosks led by women Self-Help Groups (SHGs) with emphasis on collecting segregated waste from offices to further put to reuse. Ministries/Departments may be encouraged to deposit their waste and used material (used paper waste, old records/reports, file boards, packaging items, MLPs, cardboard boxes, etc. except e waste) to these kiosks. This will assist Ministries/Departments in disposing their accumulated unused material. This will also serve as an enabler for: -

a. Awareness generation on 3R;
b. Promoting Swachhta in office premises & surroundings,
c. Up-cycling/reuse of discarded items;
d. Incentivizing and triggering economic activity by SHGS to productively reuse and recycle the material collected.

2. Therefore, the designated nodal officer of each Ministry for DAPRG Swachhata Special Campaign 2.0, is requested to intimate to MOHUA **by 20th Sept 2022**, the list of offices under the respective Ministries that are willing to provide space within their premises for setting up of 3R kiosks from 2nd October in the format **at Annex.** The information may be sent to DS/US (LSG), MOHUA.

3. MOHUA will take up the activity of taking up with State Govt. and ULBS to tag suitable SHGS to each office premise. Also, ULBS will be requested to assist the SHGS for establishing forward linkages for recycling.

4. In case any Ministry is interested to continue this initiative beyond the campaign period, they may do so. In addition, the SHGS may be allowed to sale of recycled materials like paper bags, cloth bags, diyas etc. during the campaign period.

Thanking you,

Yours sincerely,

(SANJAY KUMAR)

To:

The Nodal Officers of all Ministries/Departments for DARPG Swachhata Special Campaign 2.0 in Govt. Office.

Office: 112-C, Nirman Bhawan, New Delhi-110011, Phone: 011-23061665, 23061497
email : jsupa-mhupa@gov.in

3.4 PIB statement on Launch of Portal & Preparatory Phase for Special Campaign 2.0

Ministry of Personnel, Public Grievances & Pensions

Union Minister Dr Jitendra Singh launches "Swachhata" Portal for the Special Campaign 2.0 scheduled to begin on October 2 with a focus on Swachhata and Reducing Pendency in Government

Special Campaign 2.0 from 2nd October to 31st October, 2022 has been expanded to include all regional offices apart from all Ministries/ Departments and all Attached/ Subordinate and Autonomous Bodies of Government of India: Dr Jitendra Singh

Minister says, 67,000 Sites have been identified by Ministries/ Departments of Government of India for conducting the cleanliness campaigns and it is likely to touch one lakh Sites by 30th of September, while it was only 6,000 Sites in the first special campaign in October, 2021

The Minister releases three reports of DARPG, the Special Campaign July Progress Report, the CPGRAMS 7. 0 Brochure and the CPGRAMS Monthly Progress Report for August, 2022 will also be launched in the same function

Posted On: 14 SEP 2022 5:57PM by PIB Delhi

Union Minister of State (Independent Charge) Science & Technology, Minister of State (Independent Charge) Earth Sciences; MoS PMO, Personnel, Public Grievances, Pensions, Atomic Energy and Space, Dr Jitendra Singh today launched exclusive "Swachhata" Portal for the Special Campaign 2.0, scheduled to begin on October 2.

Developed by the Department of Administrative Reforms and Public Grievances (DARPG) in the Union Ministry of Personnel, the Portal- www.pgportal.govlin/scdpm22 is dedicated to Swachhata and reducing pendency of work in Government offices. The launch ceremony was attended by senior officers of 85 Ministries/Departments of Government of India, in the presence of Union Secretary, DARPG, V. Srinivas.

Dr Jitendra Singh said, as per the directions of Prime Minister Modi, the scope and mandate of Special Campaign 2.0 from 2nd October to 31st October, 2022 has been expended and all regional offices have been included in the campaign, apart from all Ministries/ Departments and all Attached/ Subordinate and Autonomous Bodies of Government of India. The Minister said, till date, more than 67,000 Sites have been identified by Ministries/ Departments of Government of India for conducting the cleanliness campaigns and it is likely to touch one lakh sites by 30th of September, while it was only 6,000 sites in the first special campaign undertaken in October, 2021.

Referring to Prime Minister Narendra Modi's very first speech from the ramparts of Red Fort on 15th August 2014, wherein he announced to launch Swachh

Bharat Mission from 2nd October, 2014, Dr Jitendra Singh said, the mission on hygiene cleanliness became a Jan-Andolan and imbibed by the people as a Social Reform Movement. He said, it also demonstrated the intent of the government that it will address the fundamental issues facing common-man in a mission mode.

Dr Jitendra Singh informed that during the first phase of Special Campaign in October, 2021, about 12 lakh sq. ft. of space was freed up in offices for productive use and Rs.62 Crore earned from disposal of scrap. The Minister said, the activities included indoor and outdoor cleanliness campaign, disposal of scrap, weeding out of outlived records and disposal of pending references from the Members of Parliament, State Governments, Inter -Ministerial references, Parliament Assurances and Public Grievances.

Dr Jitendra Singh emphasised that the Special Campaign 2.0 will focus more on field/outstation offices in addition to the Ministries/ Departments and their attached/subordinate offices and the Department of Administrative Reforms and Public Grievances (DARPG) will oversee implementation of the Special campaign 2.0. He informed that the Cabinet Secretary has addressed all Secretaries of Government of India on 23rd August, 2022 and DARPG Guidelines note for the same was issued on 25th August, 2022.

Dr Jitendra Singh said, the Special Campaign 2022 reinforces importance of timely disposal of references and a clean work space and it is expected to cover over 1.5 lakh Post Offices, overseas mission/posts, Railway Stations, and other public offices in mission mode during the month-long campaign. Training of nodal officers with respect to the portal of the Special Campaign has already been conducted by DARPG.

Dr Jitendra Singh also released three reports of DARPG, the Special Campaign July Progress Report, the CPGRAMS 7. 0 Brochure and the CPGRAMS Monthly Progress Report for August, 2022 will also be launched in the same function.

Union Secretary, DARPG, V.Srinivas said, the Preparatory Part of the Special Campaign 2.0 will commence with this launch of the Special Campaign 2.0 portal and it will continue till September 30, 2022 when, Ministries and Departments will identify the pendency in selected categories and finalize the campaign sites across their offices and complete necessary procedural requirements to conduct the Campaign. He said, every Ministry/ Department is expected to use the portal during the preparatory phase to enter targets of their cleanliness campaign sites, files to be weeded out, and various pendency figures like MPs' References, State Government References, etc.

Chandan Sinha, Director General, National Archives of India, Vineet Pandey, Secretary, Department of Posts and R.N. Singh, Secretary, Railway Board also gave presentations on the occasion.

4.0 Upcoming Special Campaign 2.0

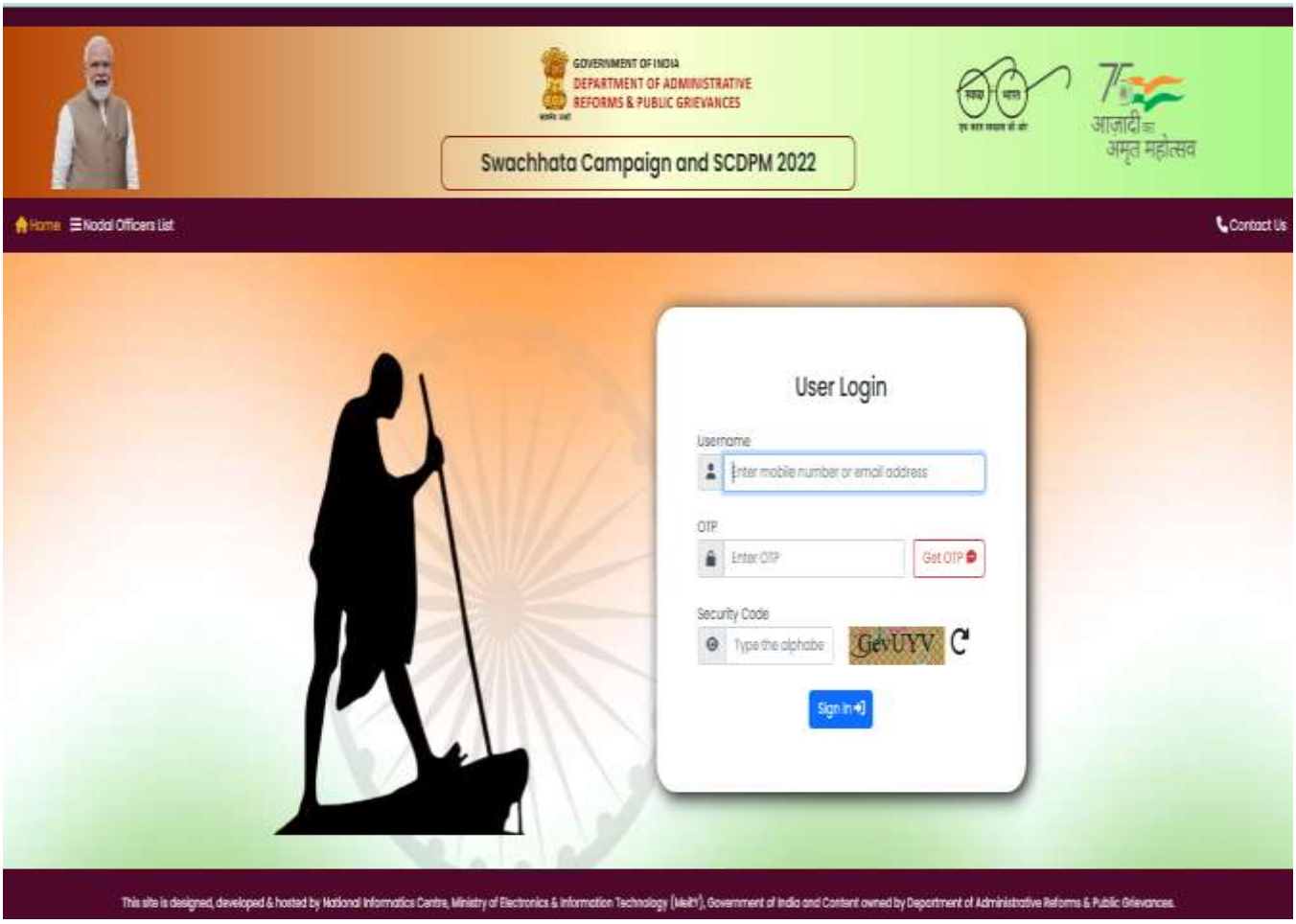
4.1 New Features

- DARPG has issued **Guidelines** to spread the Special Campaign of 2022 across all Ministries/Departments along with their Subordinate offices and Autonomous bodies.
- Ministries/Department will be required to set **Targets** for cleanliness sites prior to the beginning of the Campaign. As of now, **70000** cleanliness sites have been identified by various Ministries/Departments. Department of Posts with 24302 sites, Ministry of Skill Developments and Entrepreneurship 15444 sites and Ministry of Railways 7337 sites to name a few
- New tabs such as one for **"Best Practices"** has been added which will allow Ministries/Departments to update 2 of the Best Practices observed in the Campaign. The tab would be open only after the end of the Campaign.
- Further, a **"Scrap Disposal Form"** has been added to the portal to understand the type of Scrap disposed in the Campaign and how revenue is earned from it.
- A new parameter of **"e-Files"** has been added in the dashboard of the SCDPM Portal where data of creation and closure of e-Files across offices can be captured.

4.2 Timeline

4.3 New Portal for Special Campaign 2.0

Snapshot of New SCDPM Portal



4.4 Social Media Outreach

Glimpse of Tweets Trending

5.0 Special Campaign 2.0 Dashboard as on 22.09.2022

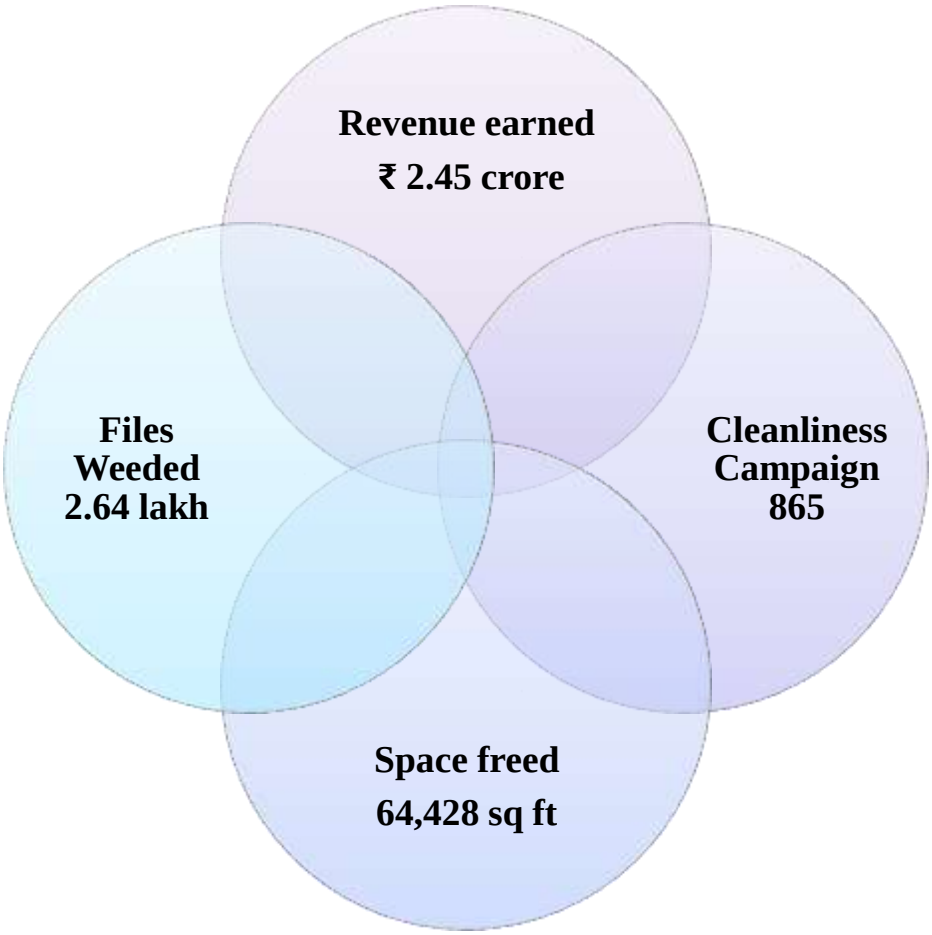
SCDPM August 2022

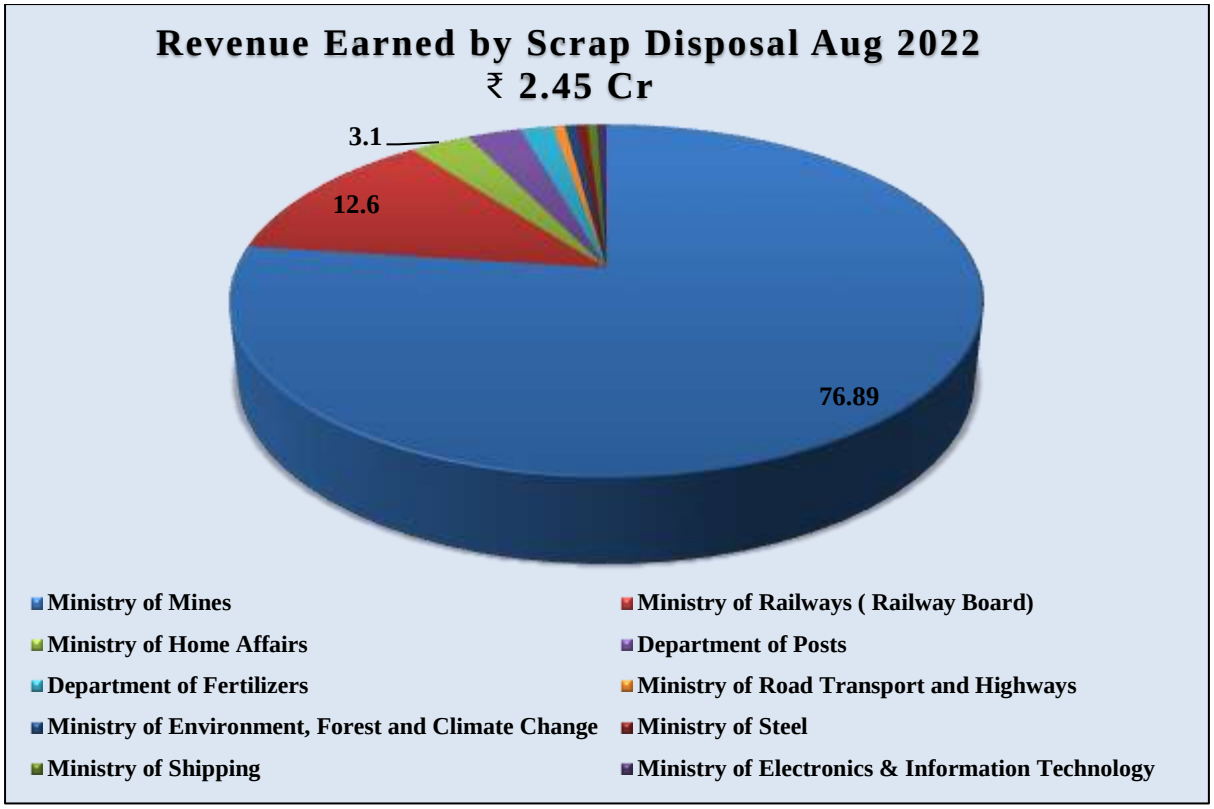
Monthly Progress Report

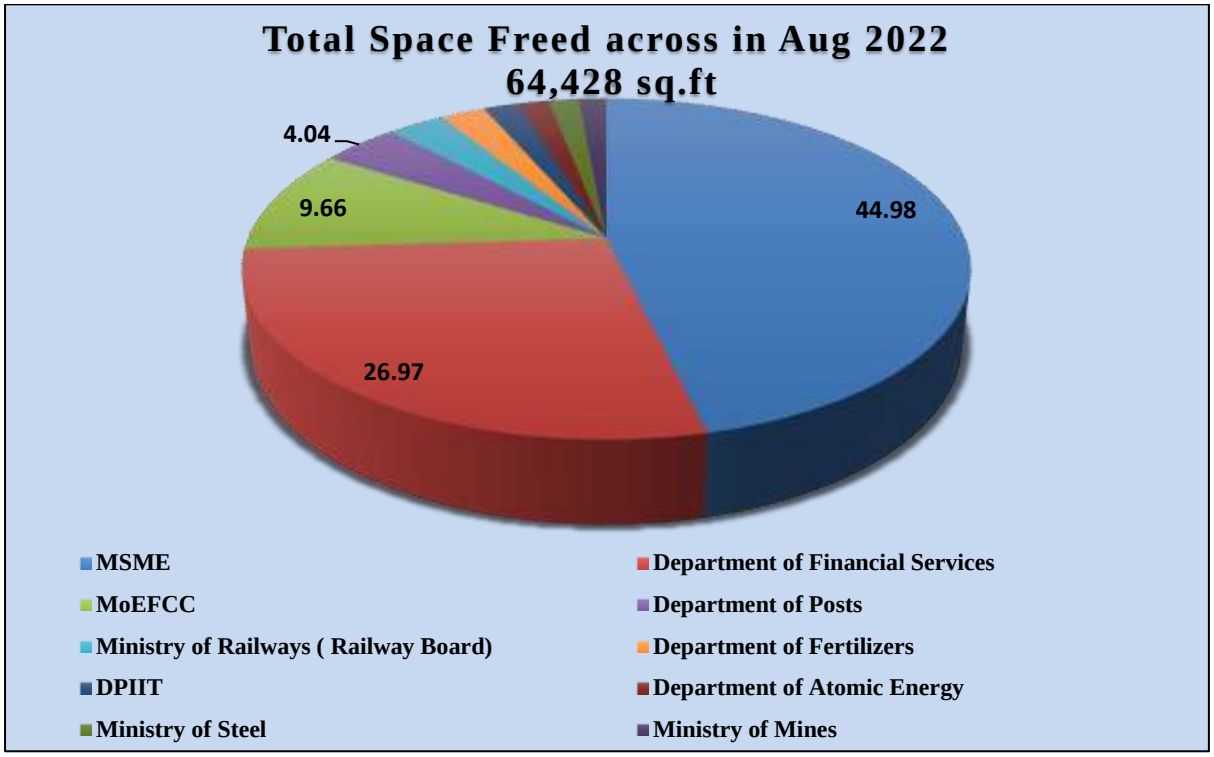
6. Key Highlights of August 2022

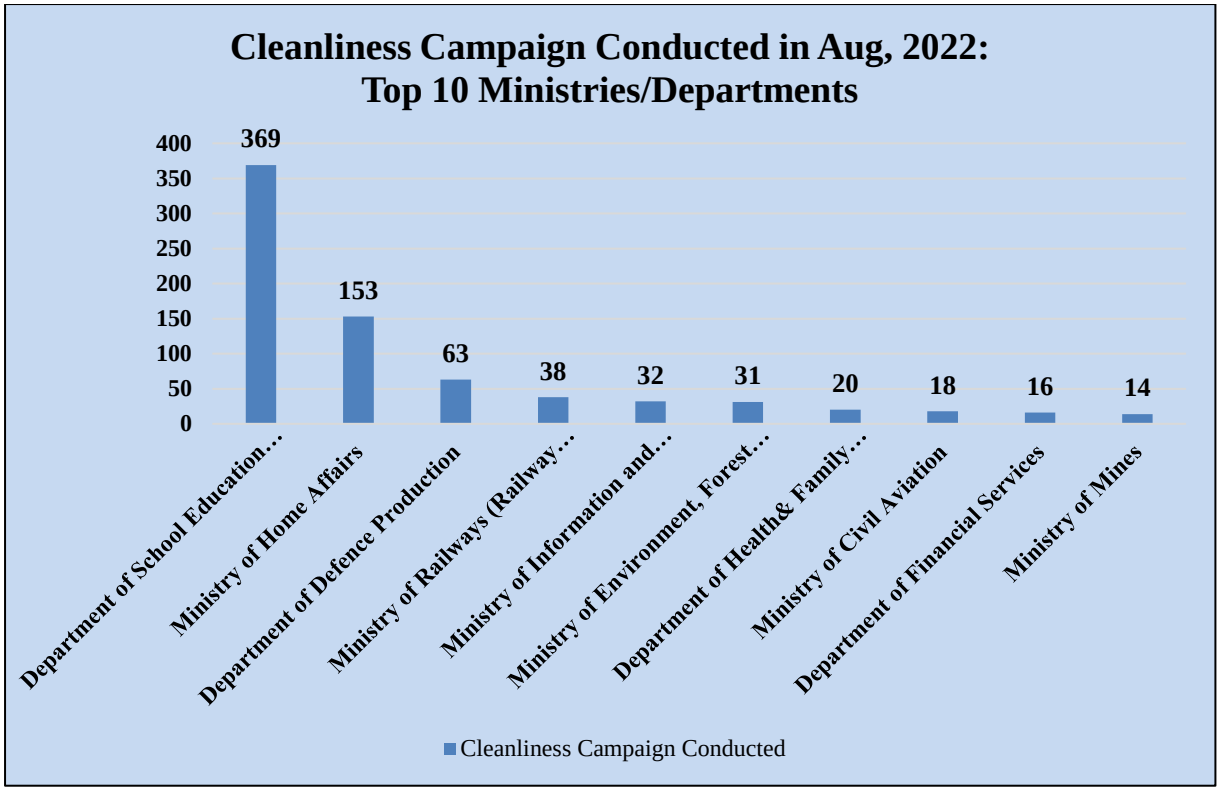
1. **References from MPs**
   - Total Receipts were **9,163** (Brought forward – 5,964; Aug – 3,199) out of which **2,525** were disposed of **(27.5%)**
2. **Parliamentary Assurances**
   - Total Receipts **1,456** (Brought forward – 1,165; Aug – 291) out of which **154** were disposed of **(10.5%)**
3. **IMC References**
   - Total Receipts were **351** (Brought forward – 129; Aug – 222) out of which **213** were disposed of (**60.6%)**
4. **State Government References**
   - Total Receipts were **379** (Brought forward – 379; Aug – 218) out of which **216** were disposed of **(56.9%)**
5. **Public Grievances**
   - Total Receipts were **3,16,566** (Brought forward – 59,450; Aug – 2,57,116) out of which **2,48,792** were disposed of **(78.5%)**
6. **PMO References**
   - Total Receipts were **6,997** (Brought forward – 656; Aug – 6,341) out of which **6,312** were disposed of **(90.2%)**
7. **Record Management**
   - Total files due for Record Management are **7,50,932** (Brought forward – 2,82,435)
   - For reviewing, **4,68,497** files were identified out of which **6,25,292** are reviewed
   - For weeding, **3,30,256** files were identified out of which **2,64,997** were weeded
8. **Easing of Rules/Processes**
   - Total identifications were **223** (Brought forward – 190; Aug – 33) out of which **26** were simplified **(11.6%)**
9. **Public Grievances Appeals**
   - Total Receipts were **28,362** (Brought forward – 11,643; Aug – 16,719) out of which **14,741** were disposed of **(51.97%)**
10. **Cleanliness Campaigns**
    - **1,001** were to be conducted (Brought forward – 135, Aug – 866) out of which **865** campaigns were conducted **(86.4%)**
11. **64,428 sq. ft** of **Space** was freed in the month of August 2022
12. **INR 2,45,29,915** of **Revenue** was earned by scrap disposal in the month of August 2022

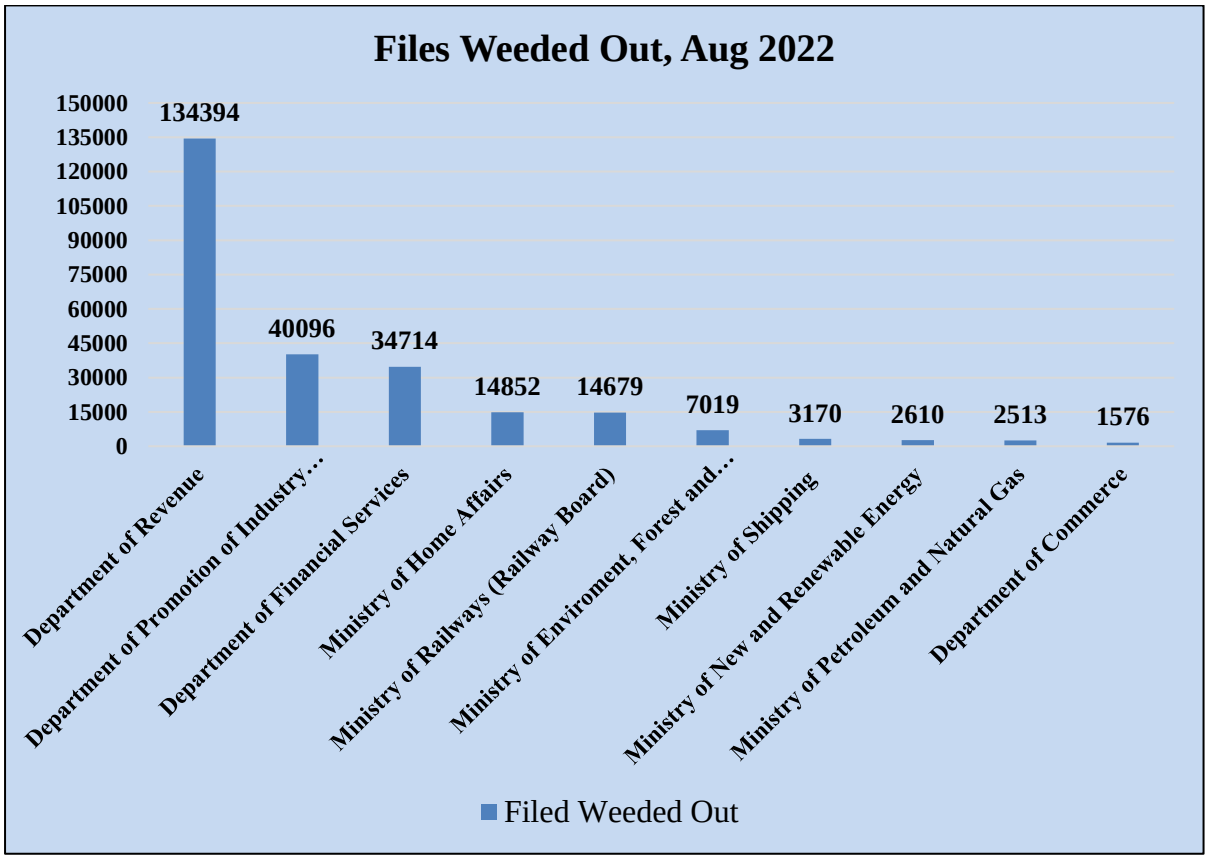
7. Swachhata Achievements, August 2022




Revenue Earned by Scrap Disposal Aug 2022
₹ 2.45 Cr
3.1
12.6
76.89
Ministry of Mines
Ministry of Railways (Railway Board)
Ministry of Home Affairs
Department of Posts
Department of Fertilizers
Ministry of Road Transport and Highways
Ministry of Environment, Forest and Climate Change
Ministry of Steel
Ministry of Shipping
Ministry of Electronics & Information Technology


Total Space Freed across in Aug 2022
64,428 sq.ft
4.04
9.66
44.98
26.97
MSME
Department of Financial Services
MoEFCC
Department of Posts
Ministry of Railways (Railway Board)
Department of Fertilizers
DPIIT
Department of Atomic Energy
Ministry of Steel
Ministry of Mines


Cleanliness Campaign Conducted in Aug, 2022:
Top 10 Ministries/Departments
400
350
300
250
200
150
100
50
0
369
153
63
38
32
31
20
18
16
14
Department of School Education…
Ministry of Home Affairs
Department of Defence Production
Ministry of Railways (Railway…
Ministry of Information and…
Ministry of Environment, Forest…
Department of Health& Family…
Ministry of Civil Aviation
Department of Financial Services
Ministry of Mines
Cleanliness Campaign Conducted


Files Weeded Out, Aug 2022
150000
135000
120000
105000
90000
75000
60000
45000
30000
15000
0
134394
40096
34714
14852
14679
7019
3170
2610
2513
1576
Department of Revenue
Department of Promotion of Industry…
Department of Financial Services
Ministry of Home Affairs
Ministry of Railways (Railway Board)
Ministry of Enviroment, Forest and…
Ministry of Shipping
Ministry of New and Renewable Energy
Ministry of Petroleum and Natural Gas
Department of Commerce
Filed Weeded Out

8. Best Practices,

Installed Compactors

Across many Ministries/Departments

Installed Compactors facilitating efficient use of space

Department of Economic Affairs

Storage room converted to Section office at Department of Economic Affairs

Department of Science and Technology

Rooftop Solar panels installed in the premises

Ministry of Civil Aviation

A common compost making plant is established in the premises of Rajiv Gandhi Bhawan. Liquid and food waste are collected from canteens and processed here. The end-product is used in gardening

Solar Panels at Department of Science and Technology

Department of Empowerment of Persons with Disability

Tactile floors to ease navigation for visually impaired persons

Ministry of Drinking Water and Sanitation

Follows the principle of waste to wealth and instead of disposing of old crockery, plastics, they are being used in a creative way like plastic barrel for holding office stationery

Library at Department of Administrative Reforms and Public Grievances

Department of Administrative Reforms and Public Grievances

Library Categorization at DARPG

Department of Economic Affairs

Space cleaned up to setup a badminton court and sitting area

VIP & Parliamentary References

Portal for Monitoring of VIP & Parliamentary References by Ministry of Railways

Ministry of Parliamentary Affairs

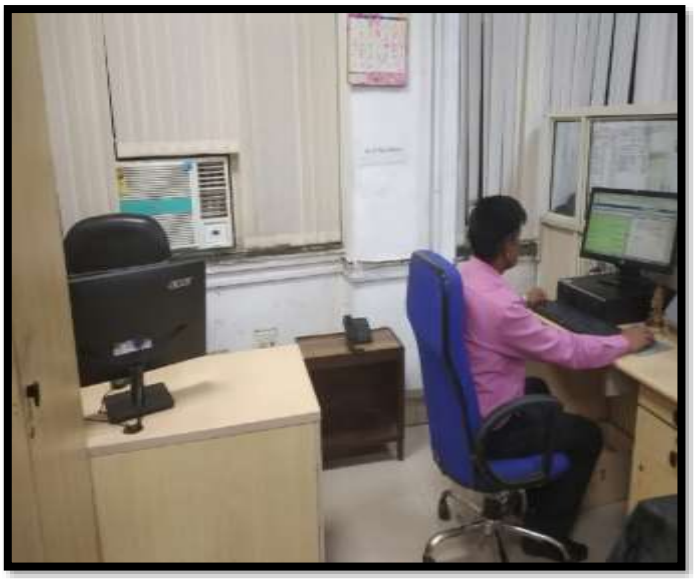
(OAMS) Online Assurance Monitoring System, a web enabled system for managing all the Government Assurances by the Ministry

Monitoring of VIP & Parliamentary References

9. Before After Photos – August 2022

1. Department of Land Resources

Before



After

2. Department of Telecommunications

Before

After

3. Department of Science and Technology

Before

After

4. Ministry of Electronics & Information Technology

Before

After

10. Cleanliness Campaign – August 2022

Ministries/Department with Maximum number of Cleanliness Campaign

S. No.	Ministries/Department	Target	Campaigns Conducted
1.	Department of School Education and Literacy	372	**369**
2.	Ministry of Home Affairs	153	**153**
3.	Department of Defence Production	63	**63**
4.	Ministry of Railways (Railway Board)	85	**38**
5.	Ministry of Information and Broadcasting	32	**32**
6.	Ministry of Environment, Forest and Climate Change	39	**31**
7.	Department of Health & Family Welfare	22	**20**
8.	Ministry of Civil Aviation	18	**18**
9.	Department of Financial Services	21	**16**
10.	Ministry of Mines	14	**14**

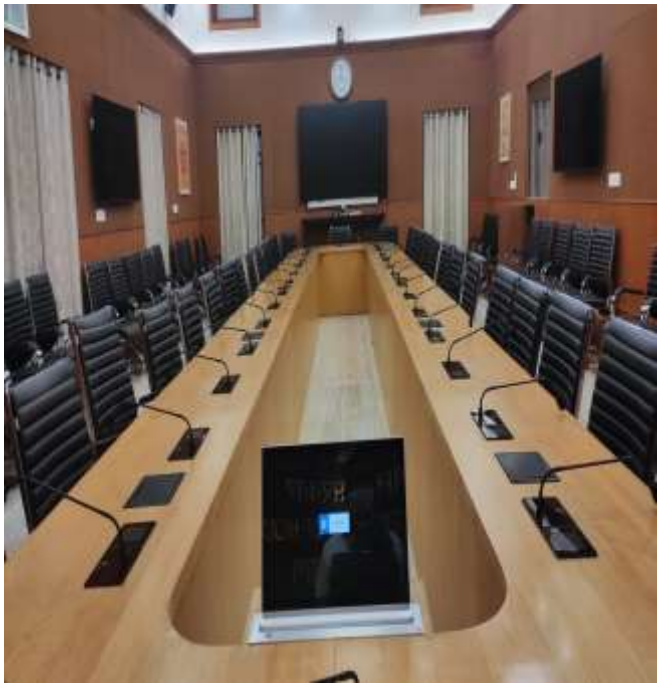
a. Glimpses of Cleanliness Campaign

- **Library**

Ministry of New and Renewable Energy

Ministry of Labour & Employment

- **Conference Halls**



Department of Justice

Department of Economic Affairs

- **Section offices**

Ministry of Information &Broadcasting

Ministry of Civil Aviation

- **Record Rooms**

Ministry of Steel

Ministry of Coal

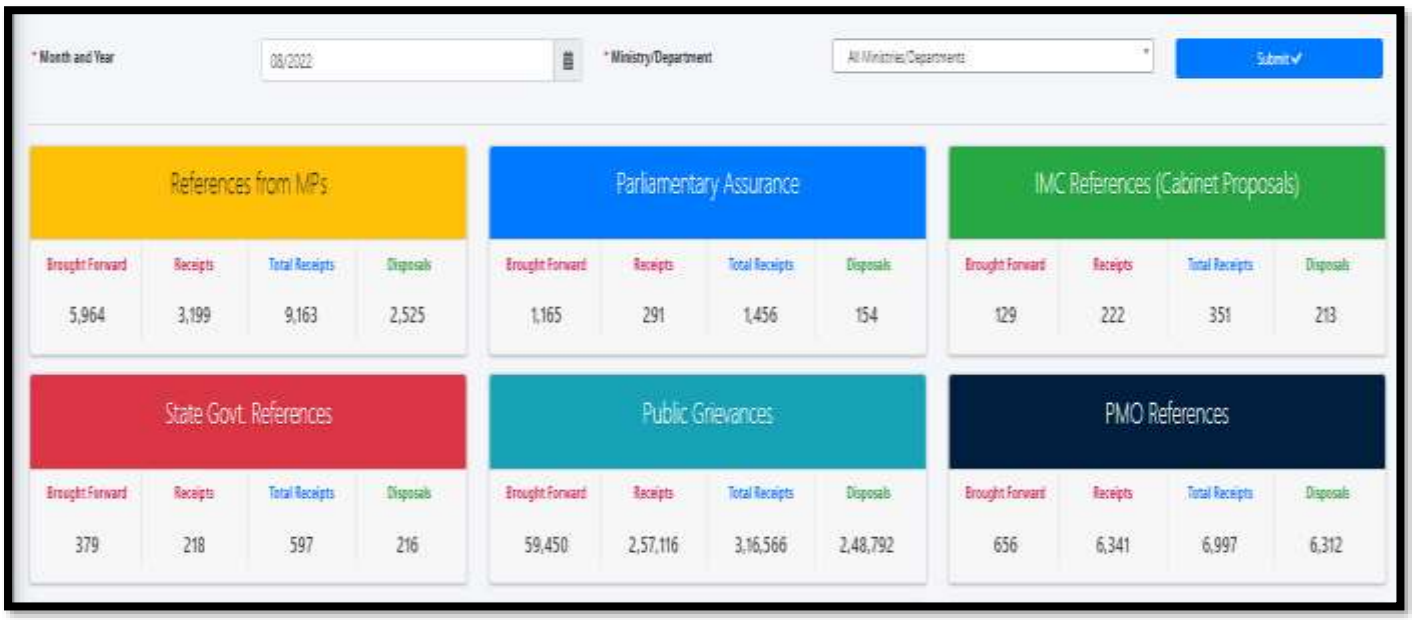
- **Canteen**

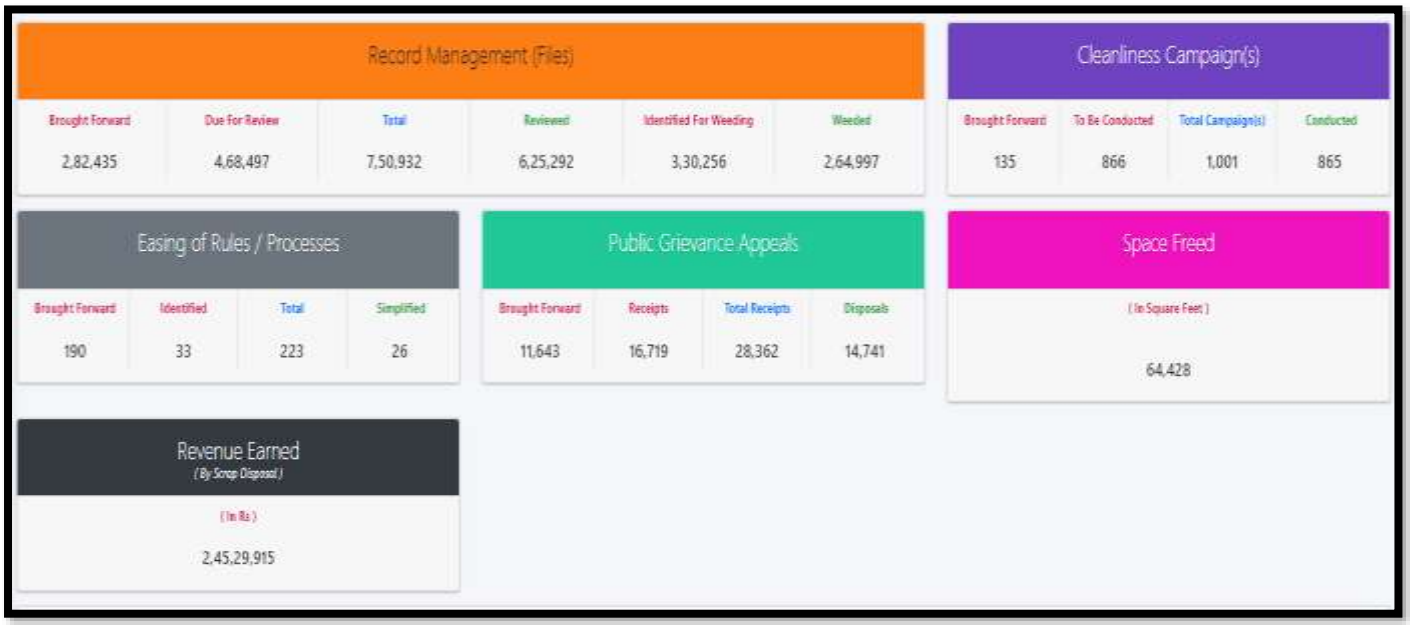
CBDT

Department of Defence

11. Snapshot of Dashboard SCDPM Portal (August 2022)

Snapshot of Dashboard SCDPM Portal (August 2022)





12. Parameter wise Performance of Ministries/Departments

a) References from MPs

Maximum Number of Disposal

S No	Ministry/Department	Brought Forward	Receipts	Total Receipts (B.F + Receipts)	Disposal	Pendency	% Disposal[1]
1.	Ministry of Railways (Railway Board)	2057	1091	3148	**904**	2244	28.72
2.	Ministry of Petroleum and Natural Gas	99	265	364	**211**	153	57.97
3.	Ministry of Environment, Forest and Climate Change	12	157	169	**163**	6	96.45
4.	Department of Financial Services	159	139	298	**114**	184	38.26
5.	Department of Higher Education	56	173	229	**110**	119	48.03
6.	Ministry of Home Affairs	150	110	260	**109**	151	41.92
7.	Department of Health & Family Welfare	519	78	597	**73**	524	12.23
8.	Department of School Education and Literacy	358	144	502	**70**	432	13.94
9.	Ministry of Civil Aviation	3	59	62	**61**	1	98.39
10.	Ministry of Road Transport and Highways	483	105	588	**49**	539	8.33

%Disposal[1] – (Disposal/Total Receipts)

b) Parliamentary Assurance

Maximum Number of Disposal

S. No.	Ministry/Department	Brought Forward	Receipts	Total Receipts (B.F + Receipts)	Disposal	Pendency	% Disposal
1.	Department of Legal Affairs	53	4	57	**43**	14	75.44
2.	Legislative Department	37	85	122	**26**	96	21.31
3.	Department of Higher Education	55	8	63	**9**	54	14.29
4.	Department of Health & Family Welfare	40	3	43	**8**	35	18.60
5.	Ministry of New and Renewable Energy	3	19	22	**8**	14	36.36
6.	Ministry of Home Affairs	42	0	42	**7**	35	16.67
7.	Ministry of Railways (Railway Board)	64	9	73	**6**	67	8.22
8.	Ministry of Environment, Forest and Climate Change	47	7	54	**5**	49	9.26
9.	Department of Food and Public Distribution	6	2	8	**4**	4	50.00
10.	Department of Military Affairs	14	5	19	**4**	15	21.05

c) IMC References (Cabinet Proposals)

Maximum Number of Disposal

S. No.	Ministry/Department	Brought Forward	Receipts	Total Receipts (B.F + Receipts)	Disposal	Pendency	% Disposal
1.	Department of Legal Affairs	4	46	50	**49**	1	98
2.	Department of Expenditure	27	40	67	**36**	31	53.73
3.	Ministry of Environment, Forest and Climate Change	3	12	15	**15**	0	100
4.	Ministry of New and Renewable Energy	1	11	12	**12**	0	100
5.	Department of Economic Affairs	1	17	18	**10**	8	55.56
6.	Central Board of Direct Taxes (Income Tax)	0	10	10	**8**	2	80
7.	Department of Personnel and Training	2	10	12	**8**	4	66.67
8.	Department of Revenue	14	3	17	**8**	9	47.06
9.	Ministry of Mines	1	6	7	**7**	0	100
10.	Department of Telecommunications	2	6	8	**6**	2	75

d) State Government References

Maximum Number of Disposal

S. No	Ministry/Department	Brought Forward	Receipts	Total Receipts (B.F +Receipts)	Disposal	Pendency	% Disposal
1.	Department of Sports	0	47	47	**47**	0	100.00
2.	Ministry of Petroleum and Natural Gas	2	21	23	**20**	3	86.96
3.	Ministry of Environment, Forest and Climate Change	2	19	21	**19**	2	90.48
4.	Department of Rural Development	19	3	22	**16**	6	72.73
5.	Department of School Education and Literacy	32	23	55	**16**	39	29.09
6.	Ministry of Railways (Railway Board)	72	5	77	**14**	63	18.18
7.	Ministry of Home Affairs	66	20	86	**13**	73	15.12
8.	Department of Financial Services	14	9	23	**11**	12	47.83
9.	Ministry of Culture	24	8	32	**11**	21	34.38
10.	Department of Military Affairs	16	8	24	**5**	19	20.83

e) Public Grievances

Maximum Number of Disposal

S No.	Ministry/Department	Brought Forward	Receipts	Total Receipts (B.F + Receipts)	Disposal	Pendency	% Disposal
1.	Ministry of Railways (Railway Board)	2006	170035	172041	**169574**	2467	98.57
2.	Department of Financial Services	8338	15675	24013	**15573**	8440	64.85
3.	Ministry of Labour and Employment	3547	11657	15204	**11827**	3377	77.79
4.	Department of Posts	1	5110	5111	**5110**	1	99.98
5.	Department of Telecommunications	1421	4125	5546	**4345**	1201	78.34
6.	Department of Pension & Pensioners' Welfare	0	7244	7244	**4089**	3155	56.45
7.	Ministry of Home Affairs	1718	3853	5571	**3835**	1736	68.84
8.	Ministry of Petroleum and Natural Gas	1094	4495	5589	**3752**	1837	67.13
9.	Central Board of Direct Taxes (Income Tax)	8916	5909	14825	**3735**	11090	25.19
10.	Central Board of Indirect Taxes and Customs	1888	1296	3184	**2265**	919	71.14

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f) Public Grievance Appeals

Maximum Number of Disposal

S. No	Ministry/Department	Brought Forward	Receipts	Total Receipt (B.F + Receipts)	Disposal	Pendency	% Disposal
1.	Department of Financial Services	1494	4501	5995	**4496**	1499	75.00
2.	Ministry of Labour and Employment	603	2502	3105	**2612**	493	84.12
3.	Department of Telecommunications	163	1337	1500	**1430**	70	95.33
4.	Central Board of Indirect Taxes and Customs	389	1580	1969	**937**	1032	47.59
5.	Department of Posts	0	841	841	**841**	0	100.00
6.	Ministry of Railways (Railway Board)	492	976	1468	**709**	759	48.30
7.	Ministry of Housing and Urban Affairs	554	350	904	**516**	388	57.08
8.	Ministry of Petroleum and Natural Gas	419	318	737	**414**	323	56.17
9.	Central Board of Direct Taxes (Income Tax)	1926	219	2145	**354**	1791	16.50
10.	Ministry of Road Transport and Highways	247	385	632	**294**	338	46.52

g) PMO References

Maximum Number of Disposal

S No.	Ministry/Department	Brought Forward	Receipts	Total Receipts (B.F + Receipts)	Disposal	Pendency	% Disposal
1.	Department of Financial Services	142	5962	6104	**5923**	181	97.03
2.	Department of Sports	65	47	112	**82**	30	73.21
3.	Ministry of Home Affairs	36	53	89	**53**	36	59.55
4.	Ministry of Coal	55	55	110	**31**	79	28.18
5.	Department of Higher Education	39	45	84	**28**	56	33.33
6.	Ministry of Railways (Railway Board)	88	16	104	**26**	78	25.00
7.	Ministry of Environment, Forest and Climate Change	4	13	17	**17**	0	100.00
8.	Department of Economic Affairs	26	11	37	**16**	21	43.24
9.	Department of Health & Family Welfare	1	20	21	**16**	5	76.19
10.	Ministry of Culture	20	16	36	**16**	20	44.44

h) Review of Files

Maximum number of Reviewed files

S. No	Ministry/Department	Brought Forward	Receipts for the Month	Total Files to be Reviewed	Files Reviewed	Pendency	% Reviewed
1.	Ministry of Railways (Railway Board)	40995	171000	211995	**205509**	6486	96.94
2.	Department for Promotion of Industry and Internal Trade	0	171156	171156	**171156**	0	100.00
3.	Department of Revenue	134193	500	134693	**134394**	299	99.78
4.	Department of Financial Services	0	34729	34729	**34714**	15	99.96
5.	Ministry of Home Affairs	40121	32646	72767	**26840**	45927	36.88
6.	Department of Atomic Energy	14533	8028	22561	**8440**	14121	37.41
7.	Ministry of Environment, Forest and Climate Change	245	11031	11276	**8102**	3174	71.85
8.	Ministry of Shipping	91	6469	6560	**6469**	91	98.61
9.	Ministry of Civil Aviation	0	3988	3988	**3988**	0	100.00
10.	Ministry of New and Renewable Energy	718	4431	5149	**3713**	1436	72.11

Note: 19 Ministries have achieved 100% Review of Files

i) Weeding out of Files

Maximum number of weeded out files

S. No	Ministry/Department	Identified for weeding	Weeded Out	Pendency	% Weeded Out
1.	Department of Revenue	134394	**134394**	0	100.00
2.	Department for Promotion of Industry and Internal Trade	93808	**40096**	53712	42.74
3.	Department of Financial Services	34714	**34714**	0	100.00
4.	Ministry of Home Affairs	17173	**14852**	2321	86.48
5.	Ministry of Railways (Railway Board)	18641	**14679**	3962	78.75
6.	Ministry of Environment, Forest and Climate Change	8052	**7019**	1033	87.17
7.	Ministry of Shipping	3520	**3170**	350	90.06
8.	Ministry of New and Renewable Energy	3083	**2610**	473	84.66
9.	Ministry of Petroleum and Natural Gas	2617	**2513**	104	96.03
10.	Department of Commerce	1576	**1576**	0	100.00

Note: Most of the Ministries/Departments have achieved around 100% Weeding out of files against 'Identified for weeding'

j) Ministries with Maximum Space Freed

S. No.	Ministry/Department	Space Freed in sq. ft.
1.	Ministry of Micro Small and Medium Enterprises	**28,983**
2.	Department of Financial Services	**17,378**
3.	Ministry of Environment, Forest and Climate Change	**6,227**
4.	Department of Posts	**2,605**
5.	Ministry of Railways (Railway Board)	**1,865**
6.	Department of Fertilizers	**1,500**
7.	Department for Promotion of Industry and Internal Trade	**1,180**
8.	Department of Atomic Energy	**1,010**
9.	Ministry of Steel	**1,000**
10.	Ministry of Mines	**910**

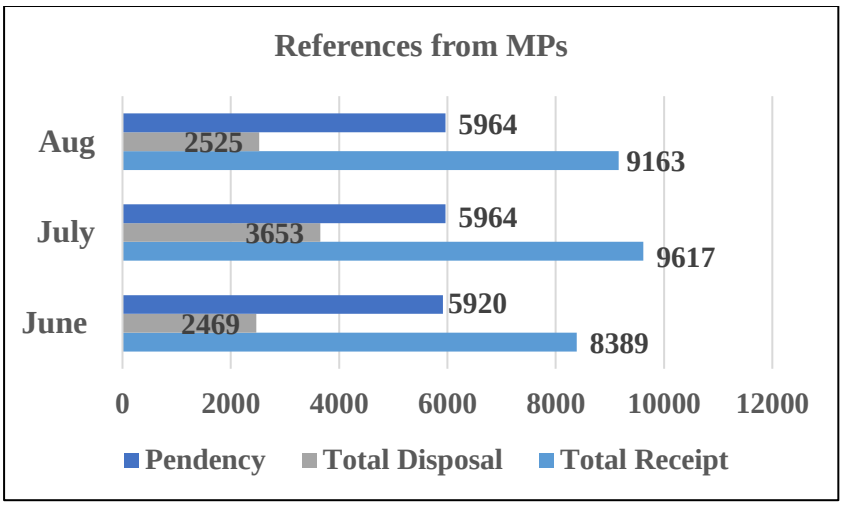
k) Ministries with Maximum Revenue Earned

S. No.	Ministry/Department	Revenue Earned in ₹
1.	Ministry of Mines	**1,88,62,000**
2.	Ministry of Railways (Railway Board)	**30,93,217**
3.	Ministry of Home Affairs	**7,62,659**
4.	Department of Posts	**6,76,019**
5.	Department of Fertilizers	**4,12,950**
6.	Ministry of Road Transport and Highways	**1,49,000**
7.	Ministry of Environment, Forest and Climate Change	**1,46,440**
8.	Ministry of Steel	**1,38,291**
9.	Ministry of Shipping	**1,22,450**
10.	Ministry of Electronics & Information Technology	**1,21,422**

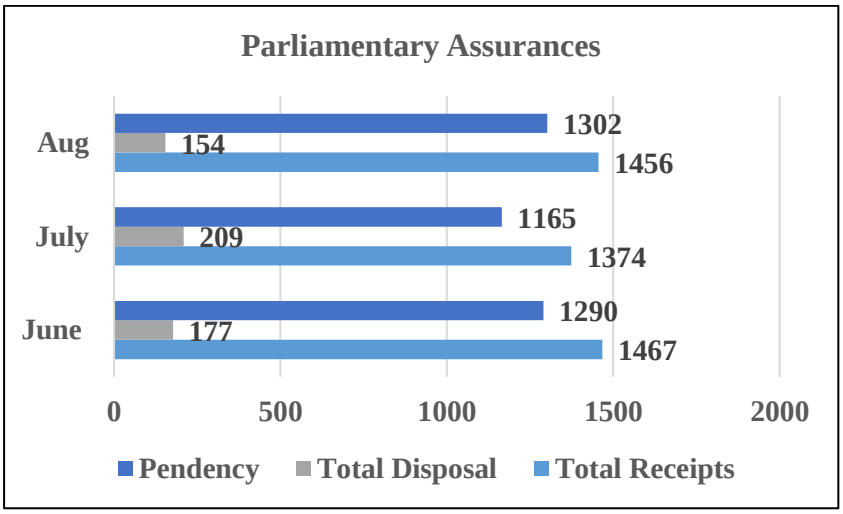
Annexure -I

Parameter wise Trend Analysis (3 Months)

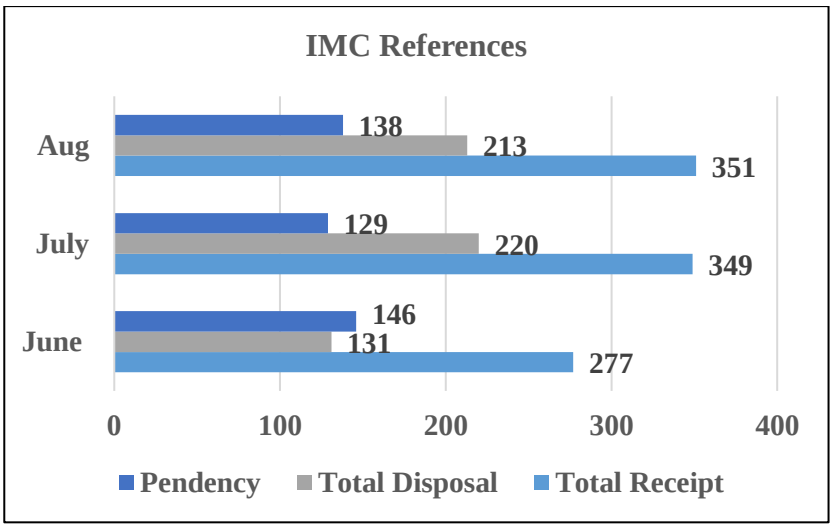
a) References from MPs



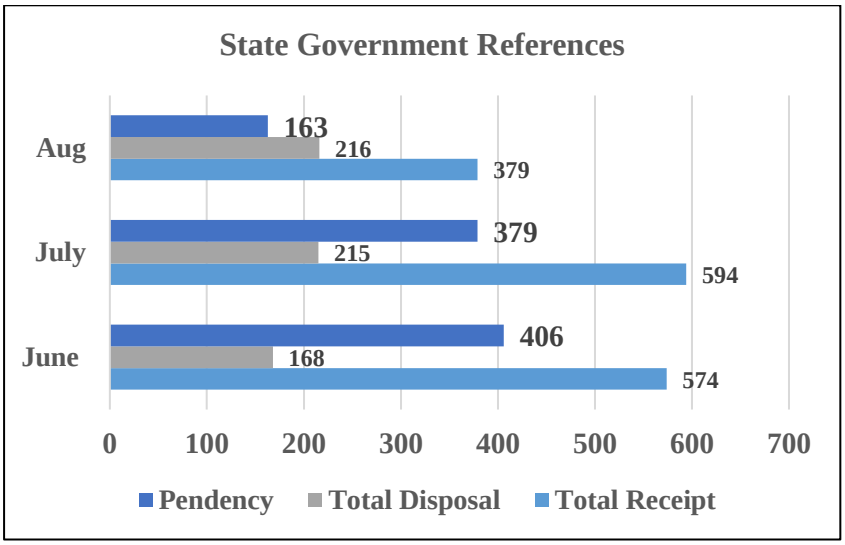
b) Parliamentary Assurance



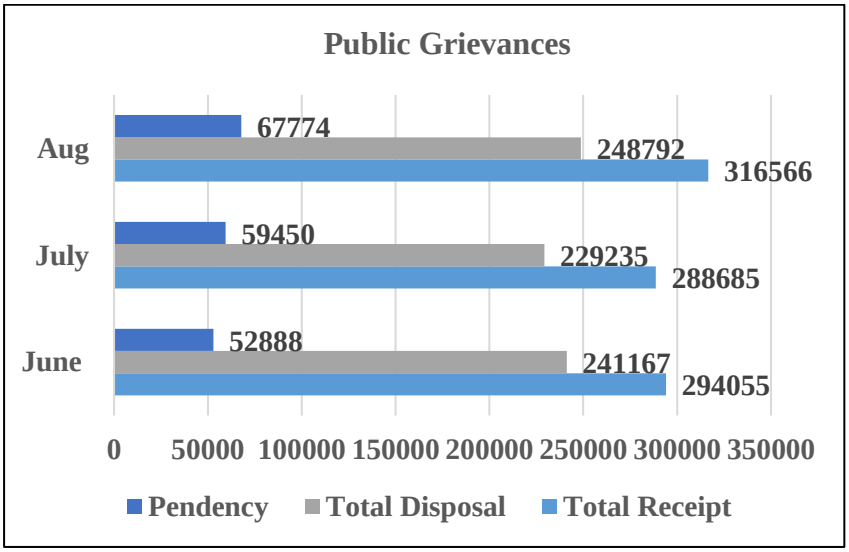
c) IMC References (Cabinet Proposals)



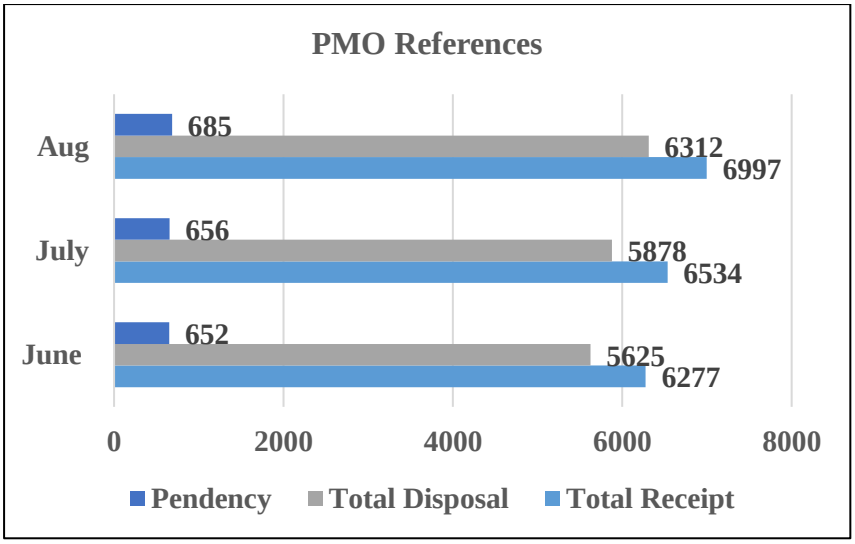
d) State Government References



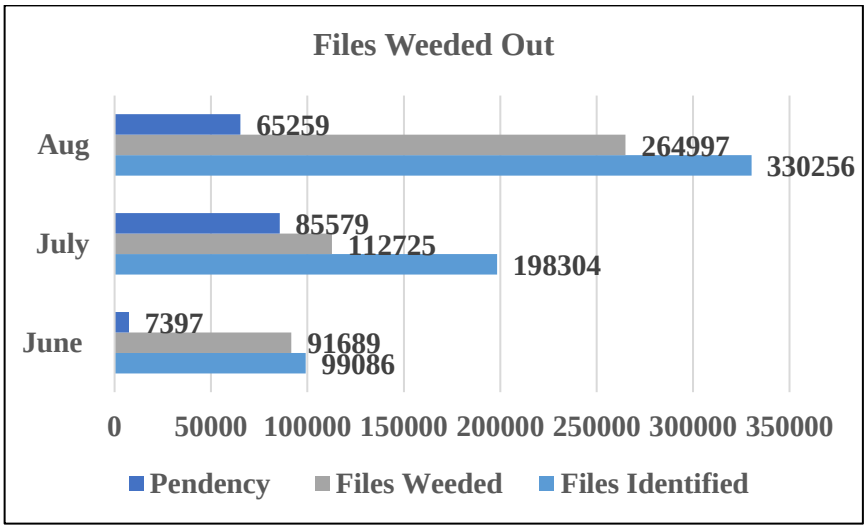
e) Public Grievances



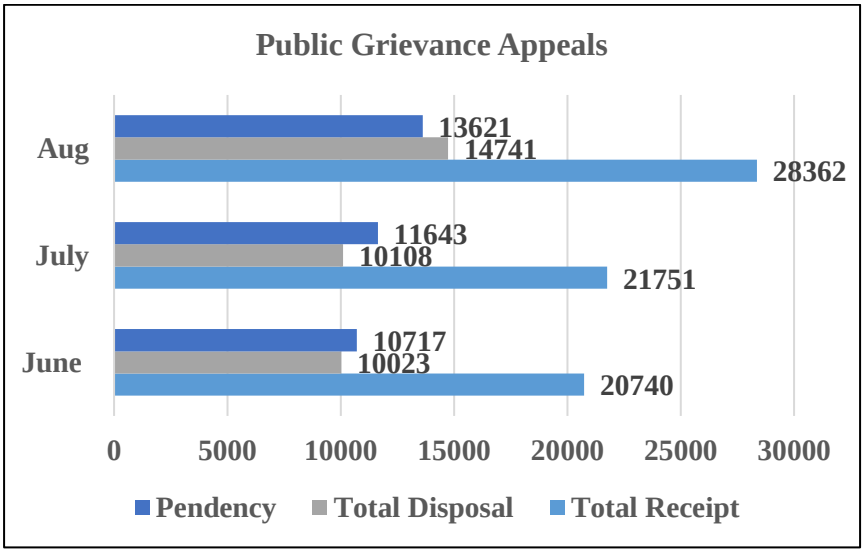
f) PMO References



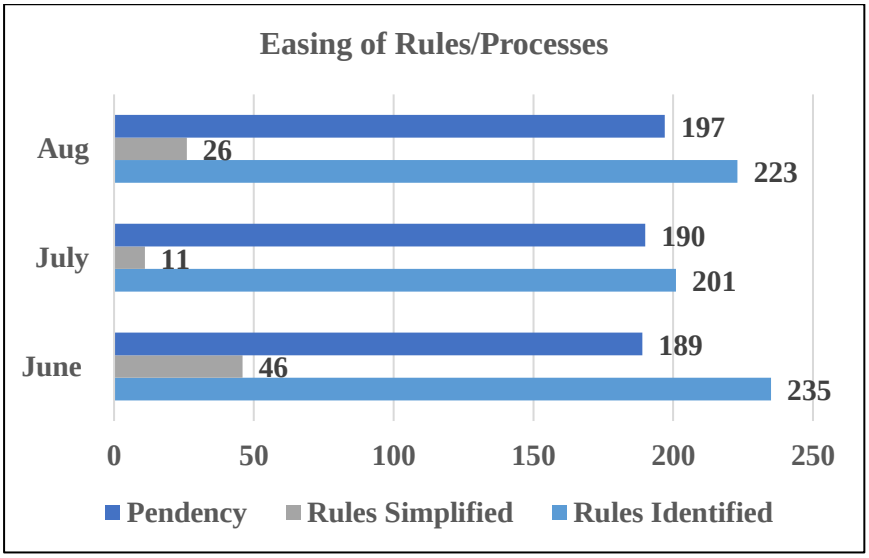
g) Weeding out of Files



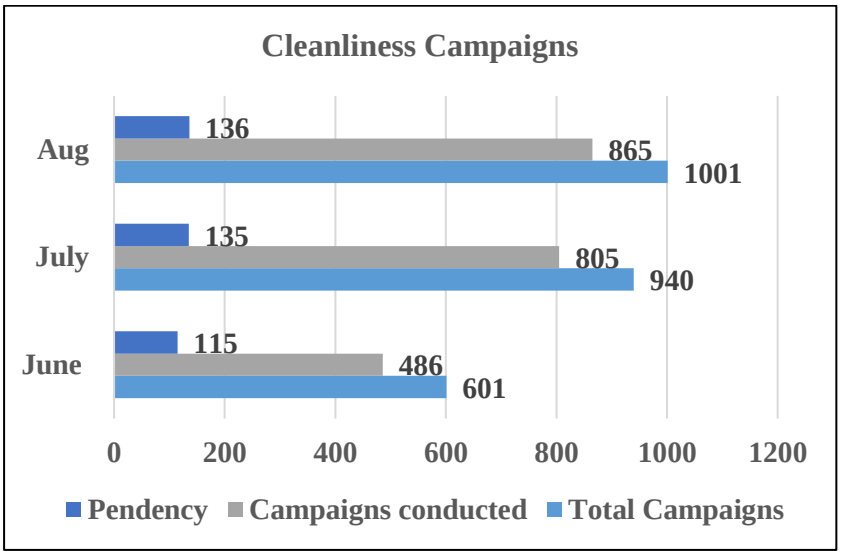
h) Public Grievance Appeals



i) Easing of Rules/ Processes



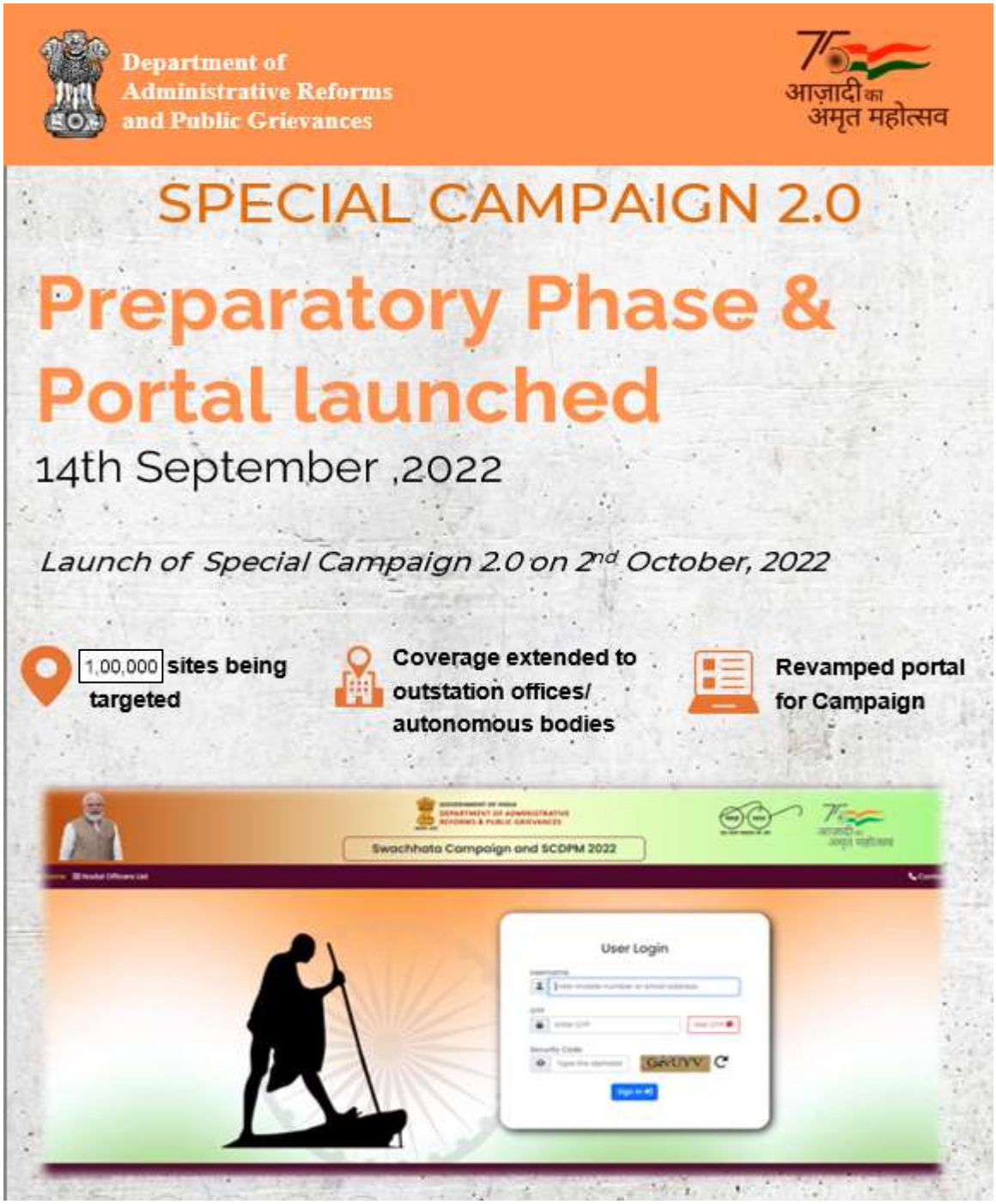
j) Cleanliness Campaign



Annexure II

List of Ministries/Departments that had NOT uploaded the information on the portal, for the month of August 2022

S. No.	Ministry/Department
1.	Department of Agriculture, Cooperation and Farmers Welfare
2.	Department of Defence
3.	Department of Investment & Public Asset Management
4.	Department of Social Justice and Empowerment
5.	Department of Space
6.	Ministry of Earth Sciences
7.	Ministry of Skill Development and Entrepreneurship
8.	Ministry of Tourism



सत्यमेव जयते

Department of Administrative Reforms and Public Grievances