



Telefax: 011- 25823723 / 25717521
Telephone: 011-25733192 / 25729905

Email Id: swachhta-dghrd@nic.in



**Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Human Resource Development
409/8, Deep Shikha Building,
New Delhi-110008**

F.No. 8/SAP/72/HRD(HRM-II)2020/Pt-2

Dated: 14.09.2022

To,

All Principal Chief Commissioners / Chief Commissioners (CGST Zones)
All Principal Chief Commissioners / Chief Commissioners (Customs Zones)
All Principal Directors General / Directors General / Principal Additional Directors
General / Additional Directors General (Directorates)
Director, CRCL
Commissioner, Settlement Commission

**Sub: Special campaign for disposal of Pending Matters from 2nd October 2022
to 31st October 2022-reg.**

Madam/Sir,

Please find enclosed herewith letter F.No. 296/227/2021-CX.9 issued by the Under Secretary, CX9, CBIC dated 30.08.2022 and OM of DARPG dated 25th August 2022 issued vide letter no 30011/02/2009-O&M (e.No. 5866) on the captioned subject.

2. As per directions contained in above said communications, a special campaign for Swachhta in Government offices and disposal of pending matters is to be conducted from 2nd October 2022 to 31st October 2022 with special focus on space management and enhancing work place experience of field formations.

3. The special campaign will be preceded by preparatory phase from 14th September 2022 to 30th September 2022. Accordingly, it is requested to sensitize the field formations in your jurisdiction with regard to finalization of campaign sites, identifying scrap and obsolete materials, identifying the pendency in the categories (as referred in the OM of DAPRG) and completing laid down procedures for their disposal. High resolution pictures of the campaign sites may be captured before the start of the campaign and after the campaign. Since DGHRD has already created e-swachhta module (i.e. swachhta@CBIC) and all formations are having access to this portal, a new tab under this module (namely-swachhta campaign) is enabled to submit report on the special campaign as per the **Annexure A** and upload before and after pictures. The report with high resolution "Before" photos (in jpeg format) for the activities identified in the preparatory phase may be uploaded in the swachhta@CBIC module by 20.09.2022 positively.

4. Further, once campaign commences on 2nd October 2022 (as per the schedule of activities detailed in **Annexure B**), it is requested to upload the activities undertaken along with after photos (with location, not more than 5 MB) on the swachhta@CBIC module on daily basis for onward submission to Board.

This issues with the approval of ADG, HRM-II, DGHRD.

Encl: As mentioned above.

Yours faithfully,

[Signature]
14/9/2022

(Pallabika Dutta)
Additional Director, HRM-II
DGHRD, New Delhi

Annexure A			
Sl. No.	Action Plan on preparatory phase	Information in Preparatory Phase (to be uploaded by 20.09.2022)	Information on Implementation phase (to be uploaded on daily basis from 02.10.2022 to 31.10.2022)
1	Total Number of pending References from MP's as on 15.09.2022	Details in Number	Details in Number
2	Total Number of pending References from the state Government as on 15.09.2022	Details in Number	Details in Number
3	Total Number of pending Inter-Ministerial References (Cabinet Note) as on 15.09.2022	Details in Number	Details in Number
4	Total Number of pending Parliamentary Assurance more than 3 Months as on 15.09.2022	Details in Number	Details in Number
5	Total Number of pending PMO References as on 15.09.2022	Details in Number	Details in Number
6	Number of Rules/ Processes identified for simplification as on 15.09.2022	Details in Number	Details in Number
7	Total Number of pending public grievances and Appeals (CPGRAMS as well as grievances received from other sources) as on 15.09.2022	Details in Number	Details in Number
8 (A)	Number of offices identified for record management during special campaign in the entire Zone/Directorate	Details in Number	Details in Number
8 (B)	Identification of old record for disposal (Number of Files) in the entire Zone/Directorate	Details in Number	Details in Number
9	Number of sites identified for cleanliness Campaign in office premises in the entire jurisdiction of Zone/Directorate	Details in Number Upload before photo of site(not more than 5 mb)	Details in Number Upload before photo of site(not more than 5 mb)
10	Identification of space (in sq. ft.) which will be available for office use after cleanliness drive in the entire Zone/Directorate as per extant guidelines	Details in sqft.	Details in sqft.
11	Identification of scrap for disposal (in any form) during the drive (in KG) in the entire Zone/Directorate as per extant guidelines	Details in Kg	Details in Kg
12	Identification of e-waste (in kg) for disposal in the entire Zone/Directorate as per extant guidelines	Details in Kg	Details in Kg
13	Identification of obsolete items for disposal in the entire Zone/Directorate as per extant guidelines	Details in number	Details in number

Annexure B				
Sl. No.	Date	Activity	Before Pictures (in jpeg, less than 5 MB)	After Pictures (in jpeg, less than 5 MB)
1	03.10.2022 to 05.10.2022	Swachhta Pledge by all the officers Record Management-Digitization of existing records and Weed out the old physical records to improve records management, Categorization, recording, review and as per extant guidelines contained in CSMOP, GFR and Public Record Act 1993	Upload high resolution pictures	Upload high resolution pictures
2	06.10.2022 to 10.10.2022	Cleanliness campaign sites (identified in the preparatory phase) in office premises and cleaning of office premises including all office rooms	Upload high resolution pictures	Upload high resolution pictures
3	11.10.2022	Submission of Report regarding following points: (a) Total Number of pending References from MP's (b) Total Number of pending References from the state Government (c) Total Number of pending Inter-Ministerial References (Cabinet Note) (d) Total Number of pending Parliamentary Assurance more than 3 Months (e) Total Number of pending PMO References (f) Number of Rules/Processes identified for simplification (g) Total Number of pending public grievances and Appeals (CPGRAMS as well as grievances received from other sources)	No need to upload pictures only data is to be given regarding pendency as on 15.09.2022	Number of disposal made in each category (a) to (g) from 12.10.2022 to 28.10.2022 No need to upload pictures only data is to be given
4	12.10.2022 to 14.10.2022	Disposal of Redundant/scrap material and obsolete office items as per the extant guidelines	Upload high resolution pictures	Upload high resolution pictures
5	17.10.2022 and 18.10.2022	Disposal of scrap and obsolete items (including e-waste) as per the extant guidelines	Upload high resolution pictures	Upload high resolution pictures
6	19.10.2022 to 25.10.2022	Creation of office space due to disposal of scrap or obsolete office items and Creation of library / Creation of Activity Room / Creation of Conference Room / Creation of Sports Room / Creation of Gym Room / Creation of Cafeteria / Creation of Canteen	Upload high resolution pictures	Upload high resolution pictures
7	26.10.2022 and 27.10.2022	Maintenance of office garden and identification of plantation site in office	Upload high resolution pictures	Upload high resolution pictures
8	28.10.2022	Submission of Report regarding following points: (a) Total Number of pending References from MP's (b) Total Number of pending References from the state Government (c) Total Number of pending Inter-Ministerial References (Cabinet Note) (d) Total Number of pending Parliamentary Assurance more than 3 Months (e) Total Number of pending PMO References (f) Number of Rules/ Processes identified for simplification (g) Total Number of pending public grievances and Appeals (CPGRAMS as well as grievances received from other sources)	No need to upload pictures only data is to be given regarding pendency as on 15.09.2022	Number of disposal made in each category (a) to (g) from 12.10.2022 to 28.10.2022 No need to upload pictures only data is to be given

(7)

MOST IMMEDIATE / TOP PRIORITY
TIME BOUND

फा.सं. 296/227/2021-CX. 9

भारत सरकार

Government of India

वित्त मंत्रालय

Ministry of Finance

राजस्व विभाग

Department of Revenue

केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड

Central Board of Indirect Taxes & Customs



कमरा सं. 267 डी, नार्थ ब्लॉक, नई दिल्ली
दिनांक:- 25 August, 2022

30.

To

The Director General,
Directorate General of Human Resource Development (DGHRD), CBIC,
2nd & 3rd Floor, Bhai Veer Singh Sahitya Sadan,
Gole Market, New Delhi-110001

विषय: **Special campaign for disposal of Pending Matters from 2nd Oct 2022 to 31st Oct, 2022- reg;**

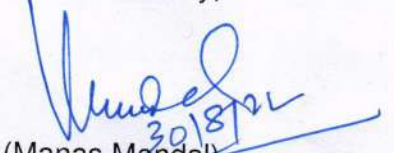
Sir / Madam,

Please find enclosed herewith copy of DARPG OM 30011/02/2009-O&M (eNo 5866) dated 25.08.2022 on the captioned subject.

Field Formations will be required to conduct Cleanliness drives with special focus on space management and enhancing work place experience of field Offices during the **Special campaign** to be held from **2nd Oct., 2022 to 31st Oct., 2022**. Accordingly, it is requested that field formations may be kindly sensitized with regards to finalizing the campaign sites, identifying Scrap and redundant materials and completing laid down procedure for their disposal.

Encl: As above

Yours faithfully,


(Manas Mondal)
US, CX9, CBIC

76 - 200/120 (North 11)
SAP cell

(6)

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 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.

AB-

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.

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Monitoring through a dedicated Portal

Progress of the campaign will be monitored through the SCDPM portal at <https://peportal.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.

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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: -

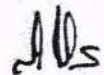
(i) Joint Secretary, DARPG (Smt. Jaya Dubey, Mobile 9811566645, e-mail: jaya.dubey@nic.in)

(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)

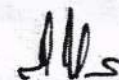
Secretary to the Government of India

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