



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14, भिकाजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110066
Website: www.epfindia.gov.in, www.epfindia.nic.in



No. HRD-II/13(3)2023/Special Campaign3.0 / 471

Dated: 20 SEP 2023

To,

All ACC(HQ)/ACC Zones/Director (PDNASS)/
ACC (ASD), Head Office

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

Madam/Sir,

Please find enclosed herewith Ministry of Labour and Employment OM No. D-31016/03/2014-Adm.II dated 12.09.2023 forwarding a copy of Ministry of Personnel, Public Grievances and Pensions OM No. D-15/08/2023-O&M-DAPRG(e. No. 8181) dated 01.09.2023 on the above cited subject. 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 to 31st October 2023.

2. The Special Campaign 2023 envisages the saturation of Swachhata in all offices and residential colonies of EPFO. The Special Campaign aims at improving the overall cleanliness of offices and enhancing the public experience of the common public with EPFO offices. Therefore, special attention shall be given to field/outstation offices responsible for service delivery or having a public interface.

3. The following preparatory work will be undertaken from 20th September 2023 to 30th September 2023:

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

4. Accordingly, all Zonal ACCs are requested to nominate a Zonal Nodal Officer (not below the rank of RPFC-I) for the Zone who shall oversee the preparation and implementation of Special Campaign 3.0. It is requested to submit the details of the Nodal Officer, including their

Name, Email Id, and Mobile Number, by **04:00 PM, Wednesday (20.09.2023)** by mail at **rc.hrm8@epfindia.gov.in**. Further, a Nodal Officer from each Regional Office/District Office(RPFC-II/APFC) may also be nominated within each Zonal Office for proper monitoring and reporting during the Campaign period.


5. The following Officers are nominated as the Nodal Officers for the different Parameters of the Special Campaign 3.0:

S. No.	Parameters	Nodal Officer
1.	<ul style="list-style-type: none"> • Number of pending references from MPs • Pending references from the State Government • Pending Inter-Ministerial References (Cabinet Note) • Parliamentary Assurances pending more than 03 months • Pending PMO references 	Shri Pramod Kumar Singh, RPFC-I
2.	<ul style="list-style-type: none"> • Pending public grievances and Appeals and its disposal 	Shri Tej Pratap Singh, RPFC-II
3.	<ul style="list-style-type: none"> • Record Management • Identification of Cleanliness' campaign Sites • Space management planning 	Shri Deepak, RPFC-II
4.	<ul style="list-style-type: none"> • Simplification of procedure/rules • Reducing Compliance burden • Promoting ease of living to the citizens 	Shri Sushant Kandwal, RPFC-II
5.	<ul style="list-style-type: none"> • Social Media Campaign 	Shri Apurv Gautam, RPFC-II

The Officer will coordinate with Shri Dheeraj Gupta, RPFC-I /Central Nodal Officer, for the Campaign to ensure proper implementation and reporting as directed by the Nodal Officer of the Ministry.

Yours faithfully,

Encl: As above


(Veena Tamta Bhatia)
ACC (HQ), HR

Copy to:

1. Staff Officer to CPFC- for information.
2. PS to FA & CAO/CVO/All ACC (HQ)s - for information.
3. DD (OL) for Hindi Version

Z-20025/10/2023-Adm.1(148680)

Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated: 18 September, 2023

OFFICE MEMORANDUM

Sub: - Special Campaign 3.0 for disposal of pending matters from 2nd October, 2023 to 31st October, 2023

The undersigned is directed to forward herewith a copy of D.O No. 1/50/3/2021-Cab. (Vol.II) Dated 25th August, 2023 (copy enclosed), O.M No. Q-15/08/2020-O&M-DARPG dated 01.09.2023 (copy enclosed), OM No. Q-15014/2/2023-O&M-DARPG dated 06.09.2023 (copy enclosed) on the subject cited above and to say that the Special Campaign 3.0 is 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

(2) The Government would undertake Special Campaign 3.0 for Swachhata in government offices and disposal of pending matters from 2nd October, 2023 to 31st October, 2023. Accordingly, the information on the following parameters to be collected during the preparatory phase. The information collected so will become target for liquidation/implementation during the campaign phase:

- (i) Identifying number of pending References from MP's
- (ii) Identifying pending references from the State Government
- (iii) Identifying pending Inter Ministerial References (Cabinet Note)
- (iv) Identifying parliamentary Assurances pending more than 3 months
- (v) Identifying pending PMO references
- (vi) Number of Rules / Processes identified for simplification
- (vii) Pending public grievances and Appeals (CPGRAMS as well as grievances received from other sources)
- (viii) Record Management- Review of files/ recoding and weeding of files/ closing of e-files/ files to be transferred to NAI
- (ix) Identification of Cleanliness Campaign sites
- (x) Planning for space management and beautification of offices
- (xi) Identifying Scrap and redundant items and their disposal procedure as per GFR

(3) The status of the same (para-2) to be intimated to Admin-I section by 25/09/2023.

(4) In so far as record management is concerned, guidelines of DARPG to be strictly adhered to.

(5) All the Bureau Heads are requested to identify the files for review/ recording and weeding out/ closing of efiles and files to be transferred to NAI. Data to be provided for the same as per the format provided in the **Annexure**.

(6) All attached offices/ Subordinate offices/ organisations are requested to take above mentioned necessary actions and also to intimate the details of the Nodal officers appointed by them for Special Campaign 3.0.

Encl: As above.



(Rahul Sinha)

Under Secretary to the Government of India

Tele: 23766903

To,

1. All Bureau Heads/Directors/DS/ US/ Sections.
2. DG, Mines Safety, Dhanbad, Jharkhand- 826016
3. DGFASLI, Central Labour Institute Building, N.S.Mankikar Marg, Sion, Mumbai-400022
- 4 DGLB, M/o Labour & Employment, SCO 28-31, Sector 17-A Chandigarh-160017.
5. CLC(C), S.S.Bhawan, Rafi Marg, New Delhi.
6. DG (E), S.S.Bhawan, Rafi Marg, New Delhi.

Copy with a similar request to :-

1. CPFC, EPFO, Bhikaji Cama Place, New Delhi- 110066.
2. DG (ESIC), 14, Panchdeep Bhawan, C.I.G Road, New Delhi-110002.
3. DG, VVG NLI, Sector-24, Noida, Gautam Budh Nagar-201301.
4. DG, Dattopant Thengadi National Board for Workers Education and Development, Pusa Road, New Delhi.

2 of 2

MINISTRY OF LABOUR AND EMPLOYMENT

SPECIAL CAMPAIGN 3.0

ORGANIZATION'S NAME: -	
NAME OF THE NODAL OFFICER: -	
Activity	Target* (In Numbers)
1) References from MPs	
2) Parliamentary Assurances	
3) IMC References (Cabinet Proposals)	
4) State Govt. References	
5) Public Grievances	
6) PMO References	
7) Public Grievances Appeals	
8) Easing of Rules / Processes	
9) Record Management (Files)	
(i) Physical Files	
➤ Due for Review	
➤ Reviewed	
➤ To be Transferred to NAI (archived)	
➤ Identified for weeding	
➤ Weeded	
(ii) e-Files	
➤ Put up for review	
➤ Closed	
10) Cleanliness Campaign(s)	
(i) Cleanliness sites(Nos)	
(ii) Revenue Earned (in Rs) (by Scrap disposal)	
(iii) Space freed (in Sq.ft.)	

* Target should be indicated to Adm.1 Section by 25/09/2023

Information on achievement should be provided on Daily Basis w.e.f. 03/10/2023

राजीव गाँवा
Rajiv Gauba



सत्यमेव जयते



Annexure
मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

D.O. No. 1/50/3/2021-Cab. (Vol.II)

August 25, 2023

Dear Secretary,

As you are aware, a Special Campaign was organized from 2nd October to 31st October in the years 2021 & 2022 in all Ministries/ Departments and their attached/ subordinate offices for disposal of Pending Matters. Successful implementation of the Special Campaign was possible as a result of vigorous efforts by all Ministries/ Departments.

2. It was decided last year that the exercise of reducing pendency should be undertaken on continuous basis and the Ministries may set apart some time on a fixed day every week for this purpose. Accordingly, DARPG had issued detailed instructions on 3rd January, 2023.

3. In continuation of previous years' efforts, Special Campaign will be undertaken this year from 2nd October, 2023 to 31st October, 2023. During the campaign, special attention may 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. 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 two years, your personal involvement and leadership would be critical for success of the Campaign. Appropriate instructions may be issued to all the Offices/ Organizations under your Ministry/ Department to implement the Special Campaign in 2023 in a befitting manner.

With regards

Yours sincerely,


(Rajiv Gauba)

To

All Secretaries to the Government of India

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



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



- 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.

MOST IMMEDIATE

F.No. No. Q-15014/2/2023 O&M -DARPG (8407)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances

Jawahar Vyapar Bhawan,
New Delhi-110001
Dated: 06th September, 2023

OFFICE MEMORANDUM

Subject: Launch of Web-portal for Special campaign 3.0 by Dr. Jitendra Singh, Hon'ble Minister of State for Personnel, Public Grievances & Pensions at CSOI, Vinay Marg, Chanakypuri, New Delhi on 14th September, 2023- regarding.

The Government of India has announced Special Campaign 3.0 from 2nd October to 31st October, 2023 with a focus on Swachhata and Reducing Pendency in Government. Cabinet Secretary has addressed all Secretaries of Government of India on 25th August, 2023 and DARPG Guidelines note for the same was issued on 1st September, 2023 (Copies enclosed).

2. The undersigned is directed to convey that Dr. Jitendra Singh, Hon'ble Minister of State for Personnel, PG and Pensions will launch the Web-portal for Special campaign 3.0 in an event to be held in Auditorium, CSOI, Vinay Marg, Chanakypuri, New Delhi on 14th September 2023 from 12 Noon to 1.00 PM. The minute-to-minute schedule for the event is enclosed. It is requested to kindly depute all Nodal Officers of Special campaign, Nodal Officers of Public Grievances and Appellate Authorities of Public Grievances to attend the launch event in CSOI Vinay Marg on 14th September, 2023.

3. Further, all Ministries/ Departments are requested to issue 2-3 tweets/ infographics on the work done by them under Swachhata Campaign during the period November, 2022- August, 2023 and at least one PIB Statement on the subject may be issued, before 12th September, 2023.

4. This has the approval of Secretary, DARPG.


(Sanjeev Privastava)

Deputy Secretary to the Govt of India
Tele No. 23401410

To

All Secretaries to the Govt. of India

Copy to:

All Nodal Officers of the Special Campaign

Copy for information to:

1. Private Secretary to MOS PP
2. Secretary DARPG
3. Joint Secretary(JD), DARPG
4. Under Secretary (PG), DARPG- with the request to circulate the OM on Whatsapp group of PG Nodal Officers

Sanjeev 6/9/23
(Sanjeev Srivastava)

Deputy Secretary to the Govt of India
Tele No. 23401410