



ईपीएफओ, मुख्य कार्यालय
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066



EPFO, HEAD OFFICE

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
BHAVISHYA NIDHI BHAWAN, 14, BHIKAJI CAMA PLACE, NEW DELHI 110066

www.epfindia.gov.in

25 MAY 2022

To,

All Addl. CPFC (HQ)/Director (PDNASS)/
Addl. CPFC (Zones)

Subject: Special Campaign for disposal of pending matter during the period from 02nd October to 31st October 2021-regarding

Madam/Sir,

Please find enclosed herewith Office Memorandum dated 14.03.2022 received from Ministry of Labour & Employment, regarding continuation of Special campaign for disposal of pending matters which was initially held during the period 2nd October to 31st October, 2021.

2. In this regard, following activities are to be undertaken during the special Campaign:

- Record Management** – Number of files reviewed and identified for weeding
- Cleanliness and office scrap disposal** (Indoor and Outdoor)
- Space Freed**

3. A calendar for Special Campaign in respect of above mentioned activities has been prepared for the Zonal Offices/PDNASS for proper implementation of the same which is as follows:

Sr. No.	Month	Name of the Zone
1	June, 2022	Andhra Pradesh (Vijaywada) and PDNASS (New Delhi)
2	July, 2022	Rajasthan (Jaipur) and Bihar & Jharkhand (Patna)
3	August, 2022	Karnataka (Other than Bengaluru) & Goa (Hubli) and Punjab & Himachal Pradesh (Chandigarh)
4	September, 2022	Madhya Pradesh & Chhattisgarh (Bhopal) and West Bengal, Andaman & Nicobar Islands & Sikkim (Kolkata)
5	October, 2022	Kerala & Lakshadweep (Thiruvananthapuram) and Delhi & Uttarakhand and Jammu & Kashmir (New Delhi)
6	November, 2022	Gujarat, Daman & Diu and Dadar & Nagar Haveli (Ahmedabad) and

	22	Odisha (Bhubneshwar)
7	December, 2022	Maharashtra (Excluding Mumbai) (Pune) & Haryana (Faridabad)
8	January, 2023	Chennai & Puducherry (Chennai) & Uttar Pradesh (Kanpur)
9	February, 2023	Telangana (Hyderabad) and North -Eastern Region (Guwahati)
10	March, 2023	Bengaluru and Mumbai-I (Bandra)
11	April, 2023	Mumbai-II (Thane) & Tamil Nadu (Excluding Chennai)(Coimbatore)

4. It is requested to run the campaign on above earmarked activities between 1st -20th day of the scheduled month and furnish the action taken report to the Head Office by 25th of the scheduled month at email- **rc.hrm8@epfindia.gov.in.** (format enclosed) .

Yours faithfully,

Encl: As above



(Uma Mandal)

Addl. Central P. F. Commissioner (HRM)

Z-11025/06/2021-Adm.I Part(I)
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya

New Delhi, dated the 14th 03.2022

OFFICE MEMORANDUM

Subject: Special Campaign for disposal of pending matters during the period 2nd October to 31st October, 2021.

The undersigned is directed to forward a copy of the DO letter dated 3rd January 2022 received from the Secretary, DARPG on the above subject and to say that DARPG recently informed that as a sequel to the month long Special Campaign for disposal of pending matters conducted from 2nd Oct. 2021 to 31st Oct., 2021, the following actions shall be undertaken by Ministries/Departments on a regular basis to reduce pending matters to the minimum possible:-

- i. All Ministries/ Departments shall dedicate 3 hours every week for the Special Campaign.
- ii. The arrangements for the Special Campaign - Portal and Nodal Officers shall continue to be operational.
- iii. The Campaign shall also be implemented in all outstation offices of Ministries/ Departments and autonomous organizations/subordinate offices/attached offices.
- iv. Secretaries are to monitor progress on monthly basis. Nodal officers to monitor progress on weekly basis and enter data on DARPG portal on monthly basis on the 1st of every month.

2. The following items are included in the special campaign for cleanliness and disposal of pending matters:-

- (i) Record Management -Number of files reviewed & identified for weeding
- (ii) Cleanliness & office scrap disposal (Indoor & Outdoor)
- (iii) Space Freed
- (iv) Reference from MPs
- (v) IMC Reference (Cabinet Proposals)
- (vi) State Government References
- (vii) Public Grievances
- (viii) Public Grievance Appeals
- (ix) Easing of Rules/Process

(x) Parliamentary Assurance

3. All Officers/Sections in the Ministry and the attached/subordinate offices and autonomous bodies working under the aegis of the Ministry are requested to take necessary action in the matter and to furnish an updated monthly status report by 03rd of every month to the concerned Nodal Officers under intimation to Admn.-I Section.

Digitally Signed by Nirmal

Kumar Bhagat

Date: 14-03-2022 12:39:56

(Nirmal Kumar Bhagat)

Reason: Approved

Under Secretary to the Govt. of India

Tel: 23473330

To,

- i. All officers and Sections of the Ministry
- ii. DGLB / DG FASLI / EPFO / ESIC / DTNBWEB / DGMS / VVGNLI / CLC(C) / DGE

Copy to

- i. PPS to Secretary (L&E) / PPS to AS(L&E) / PPS to AS & FA / PPS to DG(S) /
- ii. Office of JS(RKG) / JS & DGLW / JS(VB) / JS(KR) / EA(GP) / DDG(NKS) / DDG, (DGE)

Name of the Zone:				Month:	
S.NO	Name of the Regional Office	Number of files reviewed	No. of files identified for weeding	Cleanliness and office scrap disposal (Indoor and Outdoor)	Percentage of Space Freed

(Signature of the Concerned ACC
(HQ)/ACC /RPFC-I/RPFC-II)

Name of the Zones:

Designation: