



कर्मचारी भविष्य निधि संगठन  
(श्रम मंत्रालय भारत सरकार)

**Employees' Provident Fund Organisation**  
**(Ministry of Labour, Govt. Of India)**

मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14-भीकाजी कामाप्लेस, नई दिल्ली-110066

**Bhavishya Nidhi Bhawan, 14- Bhikaji Cama Place, New Delhi - 110066**

[www.epfindia.gov.in](http://www.epfindia.gov.in); [www.epfindia.nic.in](http://www.epfindia.nic.in)

No. Coord/1(4)/Special Campaign/2022/

Dated

To,

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

10791

22 SEP 2022

**Sub:** Special Campaign 2.0 for disposal of pending matters from 2nd October, 2022 to 31st October, 2022

Sir/Madam,

Please find enclosed herewith a Office Memorandum No. Z-11025/062021-Admn.1 dated 14th September, 2022 alongwith a D. O. letter No.1/50/3/2021-Cab dated 23.08.2022 in respect of Shri Rajiv Gauba, Cabinet Secretary, on the above cited subject.

2. It is requested to take necessary action and adhere the instruction of Ministry in strict manner.

Yours faithfully,

**(Radha Krishan Singh)**  
**Addl. Central P. F. Commissioner (HQ) (Coord.)**

Dated :14<sup>th</sup> September, 2022

**OFFICE MEMORANDUM**

Sub:- Special Campaign 2.0 for disposal of pending matters from 2<sup>nd</sup> October, 2022 to 31st October, 2022.

The undersigned is directed to forward herewith a copy of D.O No. 1/50/3/2021-Cab. Dated 23<sup>rd</sup> August, 2022 (copy enclosed) and O.M No.30011/02/2009-O&M dated 25<sup>th</sup> August, 2022 (copy enclosed) on the subject cited above and to say that :-

(2) The Government would undertake Special Campaign for Swachhata in government offices and disposal of pending matters from 2<sup>nd</sup> October, 2022 to 31<sup>st</sup> October, 2022. Special Campaign 2.0 will focus on

- 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

(3) Further, all Bureau Heads 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.

(4) 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.




P.T.O

5. The details of Swachhata Campaign Sites at offices outside Delhi may be identified and intimated to this Ministry within 05 days for updating DARPG.

6. All are requested to take necessary action as advised by Department of Administrative Reforms & Public Grievances (DARPG) and to provide the updated information monthly basis by 03<sup>rd</sup> of every month to enable Admn.1 Section of this Ministry (Main Secretariat) to update the same on the portal.

7. Since the activity is being monitored at the highest level, the same may please be given priority.

Encl: As above.

  
(S.V.Ramana)  
Deputy Secretary to the Govt. of India  
Tele: 23711354


To,

1. All Bureau Heads/Directors/DS/ of MoLE.
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,VVGNLI, Sector-24, Noida, Gautam Budh Nagar-201301.
4. DG, Dattopant Thengadi National Board for Workers Education and Development, Pusa Road, New Delhi.

They are also requested to nominate a Nodal Officer who will furnish the information to Admn.1 Section.

  
(S.V.Ramana)  
Deputy Secretary to the Govt. of India

राजीव गाँवा  
Rajiv Gauba



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O. No. 1/50/3/2021-Cab.



Dated the 23<sup>rd</sup> August, 2022

*Dear Secretary*

As you are aware, a Special Campaign was organized from 2<sup>nd</sup> October, 2021 to 31<sup>st</sup> 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 10<sup>th</sup> 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 30<sup>th</sup> November, 2021. I had also written a DO Letter dated 4<sup>th</sup> January, 2022 in this regard.

3. In line with the aforesaid decisions, Special Campaign 2.0 will be undertaken this year from 2<sup>nd</sup> October, 2022 to 31<sup>st</sup> 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,

*[Signature]*  
23/8/22  
(Rajiv Gauba)

To

All Secretaries to the Government of India

C.

No.30011/02/2009-O&M (c.No.5866)  
 Government of India  
 Ministry of Personnel Public Grievances and Pensions  
 Department of Administrative Reforms & Public Grievances  
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5<sup>th</sup> Floor, Sardar Patel Bhawan, New Delhi  
 Dated the 25<sup>th</sup> August, 2022

**OFFICE MEMORANDUM**

**Subject:** -Special Campaign 2.0 for disposal of Pending Matters from 2<sup>nd</sup> October, 2022 to 31<sup>st</sup> October, 2022.

The Government would undertake Special Campaign for Swachhata in government offices and disposal of pending matters from 2<sup>nd</sup> October, 2022 to 31<sup>st</sup> 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 23<sup>rd</sup> 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 14<sup>th</sup> September, 2022 to 30<sup>th</sup> September, 2022 and implementation phase from 2<sup>nd</sup> October, 2022 to 31<sup>st</sup> October 2022. The broad guidelines for both the phases are given as under:

*will forward*  
**Preparatory Phase**

The Special Campaign will be preceded by preparatory Phase from 14<sup>th</sup> September, 2022 to 30<sup>th</sup> 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.

*25/8*  
 DS (Coord.)  
 D.A. (P.G.)  
*25/8/22*  
*25/8/22*  
*25/8/22*

**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 6<sup>th</sup> 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 2<sup>nd</sup> October – 31<sup>st</sup> 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](mailto:jaya.dubey@nic.in))

(ii) Shri Piyush Goyal, STD, NIC, (Mobile 9810633964, E-mail: [goyal-sb@nic.in](mailto: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