

IMMEDIATE

No.21/12/2020-Adm.(Coord.)/Welfare/ 398

Government of India
Central Electricity Authority
(Adm.Coord Section)

5th Floor(N), Sewa Bhawan,
R.K. Puram, New Delhi-66

Dated the, 13th September, 2022

Sub: **Special Campaign 2.0 for disposal of Pending Matters from 02nd October, 2022 to 31st October, 2022- regarding.**

The undersigned is directed to enclose herewith a copy of letter No. 2-18/25/2021-Adm.II, dated 02nd September, 2022 of Ministry of Power along with enclosures D.O. No.1/50/3/2021-Cab., dated 23th August, 2022 and O.M. No.30011/02/2009-O&M Ie.No.5866), dated 25th August, 2022 received from Cabinet Secretary and Secretary, M/o PPG&P, DoPT respectively on the subject mentioned above for information and strict compliance.

2. The above Special Campaign 2.0 (from 14.09.22 to 31.10.22) will be implemented in line with DAPRG O.M., dated 25.08.22 with focus on the following points:

- i) Special Campaign held from 2nd October to 31st October 2021 to dispose of various pending public grievances, references from MPs and State Governments, Inter-Ministerial consultations, Parliamentary Assurance etc.**
- ii) Further, during this campaign, overall cleanliness of government offices with special focus on space management and enhancing work place experience of field offices shall be undertaken, DARPG is the Nodal Ministry to monitor the implementation of this campaign.**

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3. Nodal officer for the Campaign has already been appointed as per the details given below, who will submitted the above required information in respect of their organization to MOP on daily basis during the above period of Campaign:


From CEA (HQ) : Shri Ajay Kumar Arya, Director (Admin), CEA
From Sub offices: All the controlling officers of sub. Offices of CEA :

4. Details of the above campaign may be communicated to the undersigned. Data on each parameter may be furnished to the undersigned on **daily basis by 11 AM** during the campaign for compilation and further onward transmission to Ministry of Power.

3. **This may be treated as Most Urgent and Time Bound. Failing which disciplinary action may be taken against the concerned.**

Encls: As above.

Yours faithfully,


(Rakesh Kumar)
Deputy Director (Pers.)

To:

1. All the Controlling officers of Divisions/Sections of CEA(HQ), CEA through CEA Web Site.
2. All the Controlling officers of Subordinate Offices of CEA through CEA Web Site. Submit the above required information directly to MoP under intimation to the undersigned.

Copy for information to:

1. Sr. PPS to Chairperson, CEA.
2. PPS to all Members of CEA.
3. PPS to PCE-I/II, CEA.
4. PPS to Secretary, CEA.
5. Director (Adm.), CEA.

No. 2-18/25/2021-Adm.II

Government of India

Ministry of Power

Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001

Telephone No. 23723570; FAX No. 2371 7519

Date: 02.09.2022

To

1. The CMD/Head of Organization of
All PSUs/Autonomous/Statutory Organizations under the Ministry of
Power
(As per standard list)
2. The Chairperson
Central Electricity Authority (CEA),
Sewa Bhawan, New Delhi

Subject: Special Campaign 2.0 for disposal of Pending Matters from 2nd October, 2022 to 31st October, 2022-reg.

Sir/Madam,

I am directed to refer to Cabinet Secretary's DO No.1/50/3/2021-Cab dated 23.08.2022 and DARPG's OM No.30011/02/2009-O&M(e.No.5866) dated 25.08.2022 and to say that the Special Campaign 2.0 (from 14.9.2022 to 31.10.2022) will be implemented in line with Special Campaign held from 2nd Oct to 31st Oct 2021 to dispose of various pending public grievances, references from MPs and State Governments, Inter-Ministerial consultations, Parliamentary Assurances etc.

2. Further, during this campaign, overall cleanliness of government offices with special focus on space management and enhancing work place experience of field offices shall be undertaken. DARPG is the Nodal Ministry to monitor the implementation of this campaign.

3. You are requested to implement the special campaign in your organization and take necessary action as per the instructions issued by Cabinet Secretariat during the campaign period.

4. A Nodal officer for the Campaign may also be appointed and his details may be communicated to the undersigned. Data on each parameter may be furnished to this Ministry on daily basis during the Campaign for onward transmission to DARPG.

Encl.: As above.

Yours faithfully,

(Sanjay Kumar)

Under Secretary to the Govt. of India

Ph.No. 23715327

अध्यक्ष का कार्यालय, के.वि.प्रा.
डा.सं. 2037
दिनांक 5/9/2022

समन्वय प्रभाग, के.वि.प्रा.
डा.सं. 24978
दिनांक 7/9/22

केंद्र सं. 1726
दिनांक 7/9/22
के.वि.प्रा.

Office of Under Secretary
Dy. No. 2372
Date 7/9/22
C.E.A.

SC (Admin Coord) - h m

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CE (Coord)

Secretary Office
Dy. No. 888
Date 6/9/22
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Rajiv Gauba

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29/8/22

26/8/22



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मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

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

O/o SECY. (P)
Dy. No. 503319/EO
25/08/2022

Shri Alok Kumar,
Secretary,
Ministry of Power
New Delhi

Yours sincerely,

23/8/22
(Rajiv Gauba)

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.

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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.

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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: -

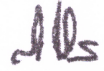
(i) Joint Secretary, DARPG (Smt. Jaya Dubey, Mobile 9811566645, e-mail: jaya.dubey@nic.in)

(ii) Shri Piyush Goyal, STD, NIC, (Mobile 9810533964, 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