



कार्यालय महाप्रबन्धक (कार्मिक), पूर्वोत्तर रेलवे/गोरखपुर -273012  
Office of the General Manager (P), N. E. Railway Gorakhpur-273012

क्रमांक—

आर.बी.ई. सं.— निल

FileNo: NER-HQ0PERS(POLI)/106/2021-O/oSPO/HQ/HQ/NER Computer No: 60189 दिनांक 07.09

2022

सचिव/महाप्रबन्धक

सचिव/अपर महाप्रबन्धक

सभी विभागाध्यक्ष

सभी मण्डल रेल प्रबन्धक

सभी कार्मिक अधिकारी

सभी मुख्य कारखाना प्रबन्धक

सभी अतिरिक्त मण्डलाधिकारी/स्थापना

विषय :- **Special Campaign 2.0 from 14<sup>th</sup> September to 31<sup>st</sup> October 2022 to identify and dispose of pending reference etc.**

.....

रेलवे बोर्ड का पत्र **PC-III/2000/GIS/2(RBE No.86/2022) Dated 26.07.2022** की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है।

संलग्नक/यथोपरि

(अजित कुमार शर्मा/सचिव)  
सकाधि/एम पी पी  
कृते महाप्रबन्धक/कार्मिक

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1) महामंत्री/एन.ई. रेलवे मजदूर यूनियन/गोरखपुर ।
- 2) महामंत्री/प्रमोटी अधिकारी संघ/पूर्वोत्तर रेलवे/गोरखपुर ।
- 3) पूर्वोत्तर रेलवे प्रथम श्रेणी अधिकारी संघ/गोरखपुर ।
- 4) महामंत्री/एस.सी./एस.टी. एवं ओबीसी एशोसियेशन/गोरखपुर ।

कृते महाप्रबन्धक/कार्मिक



कार्यालय महाप्रबन्धक (कार्मिक), पूर्वोत्तर रेलवे/गोरखपुर -273012  
Office of the General Manager (P), N. E. Railway Gorakhpur-273012

क्रमांक—

आर.बी.ई. सं.— निल

FileNo: NER-HQ0PERS(POLI)/106/2021-O/oSPO/HQ/HQ/NER Computer No: 60189 दिनांक 07.09

2022

सचिव/महाप्रबन्धक

सचिव/अपर महाप्रबन्धक

सभी विभागाध्यक्ष

सभी मण्डल रेल प्रबन्धक

सभी कार्मिक अधिकारी

सभी मुख्य कारखाना प्रबन्धक

सभी अतिरिक्त मण्डलाधिकारी/स्थापना

विषय :- **Special Campaign 2.0 from 14<sup>th</sup> September to 31<sup>th</sup> October 2022 to identify and dispose of pending reference etc.**

\*\*\*\*\*

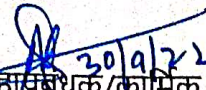
रेलवे बोर्ड का पत्र **PC-III/2000/GIS/2(RBE No.86/2022) Dated 26.07.2022** की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है।

संलग्नक/यथोपरि

(अजित कुमारश्रीवास्तव)  
सकाधि/एम पी पी  
कृते महाप्रबंधक/कार्मिक

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1) महामंत्री/एन.ई. रेलवे मजदूर यूनियन/गोरखपुर ।
- 2) महामंत्री/प्रमोटी अधिकारी संघ/पूर्वोत्तर रेलवे/गोरखपुर ।
- 3) पूर्वोत्तर रेलवे प्रथम श्रेणी अधिकारी संघ/गोरखपुर ।
- 4) महामंत्री/एस.सी./एस.टी. एवं ओबीसी एशोसियेशन/गोरखपुर ।

  
कृते महाप्रबंधक/कार्मिक

19/09/2022

प्रमुकाधि.....

मुकाधि/पं.....

मुकाधि / कारिंकार

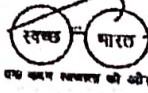
R.N.SINGH

सचिव रेलवे बोर्ड

Secretary, Railway Board



सत्यमेव जयते



सत्यमेव जयते

भारत सरकार

रेल मंत्रालय, (रेलवे बोर्ड)

रेल भवन, नई दिल्ली-110001

GOVERNMENT OF INDIA

MINISTRY OF RAILWAYS

(RAILWAY BOARD)

NEW DELHI-110001

महाप्रबन्धक, सचिव

पूयोत्तर रेलवे, गोरखपुर

15 SEP 2022

महाप्रबन्धक

सचिव

PMO Matter

Top Priority

Date: 15.9.2022

D.O. No.2022/E(O)I-CC/Spl. Camp.2.0

Dear Sir,

Sub: Special Campaign 2.0 from 14<sup>th</sup> September to 31<sup>st</sup> October 2022 to identify and dispose of pending reference etc.

Ref.: (i) Cabinet Secretary's D.O. letter No. 1/50/3/2021-Cab. Dt. 23.08.2022

(ii) DARPG O.M.no. 30011/02/2009-O&M (e.no. 5866) dt 25.08.2022

(iii) Railway Board's letter no. 2021/E(O)I-CC/Spl. Camp/I dt. 07.12.2021

मो प्रो

Cabinet Secretary vide his DO letter (ref-(i)-copy enclosed) has conveyed directions to undertake Special Campaign 2.0 from 2<sup>nd</sup> October to 31<sup>st</sup> October 2022 on the lines of the Special Campaign held in 2021 to identify and dispose of pending matters. Detailed guidelines for conducting Special Campaign 2.0 have also been communicated by Secretary/DARPG vide letter dated 25.08.2022 which is enclosed for perusal and compliance, as per which, the Special Campaign 2.0 should be organized in two phases; (i) - Preparatory Phase from 14<sup>th</sup> September to 30<sup>th</sup> September 2022 and (ii) - Implementation Phase from 2<sup>nd</sup> October to 31<sup>st</sup> October 2022.

It is incumbent upon all concerned to accord highest priority to this Campaign as the same is being monitored at the apex level (PMO). All Head of Departments, Head of Offices and all Senior officers may be requested to ensure their personal involvement in conducting this Special Campaign successfully by leading from the front. The importance of cleanliness, scrap disposal & space creation has further been re-emphasized by Secretary/MOHUA and Secretary/DARPG during the meeting held on 06.09.2022 through VC. The thrust areas of Special Campaign 2.0 are outstation and field offices and all Railway stations of Indian Railways have been identified as Cleanliness Campaign sites by DARPG. In view of this, it is incumbent and essential that cleanliness campaigns be run in letter and spirit with proper recording of data/photos and films, as the case may be.

Secretary/DARPG on 07.09.2022 has again advised that all nodal officers shall undertake a round of the departmental record rooms/sections and give special attention to the stage of records management in sections during their inspections to : (a) identify the recorded files which are to be transferred from sections to record rooms; (b) preparation of guard files; (c) identify records which need to be transferred from record room to National Archives after appraisal. Also, all Joint Secretary or equivalent Rank Officer's (HOD/Division/Unit Head) may review the state of recording/reviewing/weeding of files in their wings and assign time bound tasks to their divisions. Action may be taken in this regard and report furnished to Ministry of Railways by 15.09.2022.

-contd. 2/-

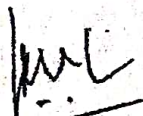
The Nodal officers may also be directed to furnish information through spreadsheets, on daily basis, starting from 14<sup>th</sup> September 2022 for onward submission to PMO, Cab Sec & DARPG.

The following designated officers(s) from Railway Board, Ministry of Railways will be available for clearing any doubts/clarification with respect to Special Campaign 2.0.

- i. Sh. Ajeet Singh, Under Secretary/MoR (Mobile - 9717646245, email: [ajeet.singh14@gov.in](mailto:ajeet.singh14@gov.in))
- ii. Smt. Gomathi Sankar, Deputy Secretary/MoR (Mobile: 9717647482, email: [gomathi.sankar@gov.in](mailto:gomathi.sankar@gov.in))

With regards,

Yours sincerely,

  
(R.N.Singh)

DA: As above.

✓ The General Managers, NER, Gorakhpur  
All Zonal Railways & PUs  
CMDs/MDs of PSUs under M/o Railways  
DGs of RDSO and NAIR  
PCAO/COFMOW, CORE; CAO/DMW, CAO/RWF/Bela

राजीव गौबा  
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,

(Rajiv Gauba)

Shri V. K. Tripathi  
Chairman & CEO,  
Railway Board

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  
+++

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:

**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.

10-

### **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.

105

### **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.

11/5

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 9810633954, 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