

"हर काम देश के नाम"



रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010

Controller General of Defence Accounts

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F. No. AN/III/3012/Misc./Special Campaign 3.0 dated 21.09.2023.

To,

All PCsDA/ PCA (Fys.)/ CsDA
(through CGDA website).

Subject: Swachhta Campaign sites under CGDA for Special Campaign 3.0.

Reference: HQrs. office circular of even no. dated 14.09.2023.

In continuation to HQrs. office circular cited under reference, the undersigned is directed to forward a copy of MoD ID No. 34(3)/2023-D(O&M) dated 12.09.2023 for information and necessary action.

2. All controllers' offices are accordingly requested to furnish inputs for the preparatory phase as described in para 2 of *ibid* MoD ID latest by **22nd September 2023** in the format enclosed. The details of nodal officer; viz. name, designation, contact number; nominated for purpose may also be furnished to HQrs. office alongwith, positively.

3. Further, during the main phase i.e. implementation phase, achievements' input out of the targets identified (*during the preparatory phase*) may please be furnished on daily basis by 1300 hrs. from 2nd October to 31st October 2023.

This may kindly be accorded **TOP PRIORITY**.


(Sushil Riyar)
Sr. ACGDA (AN)

Ministry of Defence
Department of Defence
D(O&M)

South Block, N. Delhi

Subject: Special Campaign 3.0 for institutionalizing Swachhata and minimizing pendency in Government offices- 02 Oct, 2023 to 31 Oct, 2023- SOP-reg.

DAR& PG vide their O.M No. Q-15/08/2023-O&M-DARPG(e No. 8181) dated 01 Sep, 2023 has intimated that Special Campaign 3.0 for improving Swachhata and disposal of pending references from 02 Oct, 2023-31 Oct, 2023 shall be carried out across all the Ministries/Departments along the lines of the Special Campaigns held in 2021 and 2022. The Special Campaign shall consist of two phases viz. (i) **Preparatory Phase from 15th September, 2023 to 30th September, 2023** during which targets against various parameters mentioned at Para 2 below are to be decided by the Departments and (ii) **Implementation phase from 2nd October, 2023 to 31st October 2023** during which disposal against the above-mentioned targets are to be carried out on daily basis and progress thereof has to be entered on the DAR & PG portal. 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. Overall cleanliness of Government offices with special focus on space management and enhancing work place experience of field offices is to be undertaken during the Campaign.

2. Information on following parameters is required to be collected and following activities are to be carried out during the preparatory phase:-

- 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 more than 3 months.
- Identifying pending PMO references
- Identifying number of Rules / Processes, if any, for simplification
- Identifying pending public grievances (CPGRAMS as well as grievances received from other sources)
- Record Management- review of files/ recording and weding of files/ closing of e-files
- Identification of Cleanliness Campaign sites
- Planning for space management and beautification of offices
- Identifying scrap disposal and redundant items and their disposal procedure as per GFR

20/14/19

OSO(DAR-c)

15/9

AFA(DAR-c)

C/o Adcl. FA (R&D) & Joint Secretary
F. 3638 Date. 14/9
D. 3392 Date. 14/9

15/9

SO(DAR-c)

15/9/23

1276

3. D(O&M) is mandated with compiling and entering the statistics/ data for Department of Defence (DoD) on the dedicated portal of DAR &PG designed for this purpose. As along the lines of previous years, following sections/Divisions are hereby nominated for providing consolidated data/statistics for their respective wings including the attached/subordinate offices under their administrative control to D(O&M), which are as follows:-

- a) D(JCM) for JS(Estt.) Wing
- b) D(Navy-II), D(CG), D(CSD) for JS(AF) Wing
- c) D(Lands), D(Q&C), D(Works-II) for JS(L&W) Wing ; D(SSC) for JS(SSC) Wing
- d) D(BR-II) for JS(BR) Wing
- e) D(GS-II) for JS(Trg) Wing and D(Med) for JS(Med) Wing
- f) D(GS-IV) for JS& AM(LS) Wing; D(CG/Sys) for JS & AM(MS) Wing;
- g) D(Parl) for Parliamentary Assurances for entire DoD.
- h) D(PG) for Public Grievances status on CPGRAMS for entire DoD.
- i) D(Estt.II/Genl. I) for identification of cleanliness campaign sites, space management planning/space freed and scrap disposal (amount generated) in MoD(Secretariat).
- j) O/o CAO to communicate their consolidated data directly to D(O&M).
- k) Planning Division for JS(Planning) Wing.

4. The field/outstation offices are to ensure high resolution pictures and videos (maximum one-minute length) of the Campaign sites before start of Campaign and after completion of the activities for documentation purposes. Efforts are to be made to capture the feedback of beneficiary/ common public on these efforts in pictures and videos. All the outstation/field offices are to devise and implement at least one best practice in their Swachhata related activities during the Campaign and inputs on the same may be communicated to D(O&M) in due course. Photographs and videos of the same may also be kept readily available.

5. A Hashtag #Special Campaign 3.0 shall be created by DAR & PG shortly. All the attached and subordinate offices are to provide the inputs as mentioned at Para 04 above along with short description of the activities by e-mail to Directorate of Public Relations/MoD (dprdefense@gmail.com) , with copy of the same to D(O&M) at dsmis-mod@gov.in , from 15th september, 2023 onwards.

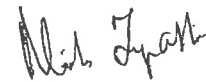
6. It may be appreciated that the progress shall be frequently reviewed by Secretary, DARPG, with the Nodal Officers during the Identification Phase as well as during the Implementation Phase. Third party assessment of campaign is also to be undertaken during the post-Campaign phase (15-30 Nov, 2023).

7. All the Wing Heads of DoD are, therefore, requested to:-

(a) issue suitable instructions to attached/subordinate offices and autonomous bodies under their administrative control to carry out the Special Campaign 3.0 in right earnest, including the concomitant Swachhata Campaign, and put in place an institutional mechanism and also nominate nodal officers for the attached/subordinate offices for liaising to ensure unhindered flow of statistics/data/pictures/videos/best practices/other details on Swachhata during the preparatory as well as implementation phase of the campaign to the concerned administrative sections in DoD as well as D(O&M) ;

(b) direct the concerned sections under their Wings mentioned at Para 03 above to make a **realistic assessment** of the **targets against various parameters** mentioned at Para 2 above **during the preparatory phase**, including from attached/subordinate offices, and compile and convey the overall finalized figure to D(O&M)/ **latest by 27th Sep, 2023; 02.00 PM** for entry into the portal;

(c) direct the concerned sections under their Wings to compile and convey the statistics/data, including from attached/outstation offices, **on the disposal** (also called achievements) **during the implementation phase on daily basis by 3.00 PM**, without fail, to D(O&M) /**e-mail: dsmis-mod@gov.in** so as to enable D(O&M) to compile the same and enter into the portal on behalf of DoD.



(Manish Tripathi)

JS (Estt) & Nodal Officer for DoD for Special Campaign 3.0

Tel: 2301-8832

All Joint Secretaries in DoD

MoD ID No. 34(3)/2023-D(O&M)

dated: 12.09.2023

Copy (in advance) for information and necessary action with regard to identification and finalization of total number of outstation cleanliness sites and carrying out cleanliness campaigns thereon [*Para 7(a) above also refers*] to :

CSD CGDA DGAFMS DGBR DGDE Sainik School Society MP-IDSA

DG-NCC

Copy also for information and necessary action to:

ADG(M&C), DPR, MoD

FORMAT OF DATA REPORTING FOR SPECIAL CAMPAIGN 3.0

A. STATISTICS ON TARGET DISPOSAL

Reference Category	<=6 months		>6 months & <= 12 months		<1 & <= 2 years		>2 years	
	Target	Disposal	Target	Disposal	Target	Disposal	Target	Disposal
Reference from MPs								
Parliamentary Assurances								
IMC Reference (Cabinet Proposals)								
State Govt. References								
Public Grievances								
PMO Reference								

B. Record Management

Number of Physical Files to be reviewed	Number of Physical Files reviewed	Number of Physical Files to be transferred to NAI	Number of Physical Files Identified for Weeding	Number of e-Files put up for review	Number of e-Files closed
	To be filled on cumulative basis (daily) during Oct,23	To be determined during Oct,23 only	To be determined during Oct,23 only		To be determined during Oct,23 only

C. Office Scrap Disposal [To be given by D(Estt2/Genl.I) on behalf of entire MOD(Sectt)]

Date of Scrap Disposal	Revenue Generated Till Date

D. Easing of Rules/ Processes

Number of Rules Identified for Simplification	Number of Rules Simplified

E. Space Freed [To be given by D(Estt2/Genl.I) on behalf of entire MOD(Sectt)]

Space Freed due to Scrap Disposal and Weeding of Files (Number in Square Feet only)

F. OUTSTATION CLEANLINESS SITES/OFFICES (to be filled ONLY by CGDA, DGAFMS, CSD [for total # of both URCs and depots], DGBR, Sainik Schools, DG NCC, HQ ICG, DGDE)

(a) Total # of all outstation sites/offices/detachments/URCs/depot/military hospitals identified for cleanliness drive [SINGLE CONSOLIDATED FIGURE to be given by the HQ/ Dte Gen] *	
(b) Total scrap (in kg) disposed of for all outstation sites/offices/detachments/ URCs/depot/military hospitals [SINGLE CONSOLIDATED FIGURE to be given by the HQ]	
(c) Total revenue in Rs generated by way of disposal of scrap for all outstation sites/offices/detachments/URCs/depot/military hospitals [SINGLE CONSOLIDATED FIGURE to be given by the HQ/Dte General/ Dte Gen]	
(d) Total space freed in square feet by way of disposal of scrap and weeding of files for all outstation sites/offices/detachments/ URCs/depot/military hospitals [SINGLE CONSOLIDATED FIGURE to be given by the HQ/Dte Gen]	

* An overall compliance certificate stating that cleanliness drive is being carried out/ has been carried out at all the identified locations shall also have to be furnished by DGDE, CGDA, CSD, DGBR, DGAFMS, HQ ICG, Sainik Schools to D(O&M) without fail by 20th Oct, 2023, similarly along the lines of the last year