



No. A.15015/1/2015-Ad.II  
भारत सरकार / Government of India  
गृह मंत्रालय / Ministry of Home Affairs  
समन्वय निदेशालय पुलिस बेतार  
Directorate of Coordination Police Wireless



Block No.9, CGO Complex  
Lodhi Road, New Delhi-03  
Dated 02<sup>nd</sup> October, 2021

### Office Memorandum

**Subject: Special campaign for Disposal of Pending Matters during the period October 2, 2021 to October 31, 2021.**

The undersigned is directed to convey with reference CIC Division's OM No. 7/3/2021-IT dated 15.09.2021 wherein copy of Department of Administrative Reforms & Public Grievances (DARPG)'s OM No. 30011/02/20219-O&M (e. No. 5866) dated 13.09.2021 on the above cited subject (copies enclosed) that necessary action may be taken immediately and Compliance report of the same may be sent to Deputy Director (Admn) for submitting a consolidated report to MHA.

(Hemant Kumar)  
Dy. Director(Admn)

To,

- (i) All Joint Directors
- (ii) Dy. Directors
- (iii) Assistant Directors
- (iv) I/Cs ISPW Stations

Copy to

- (i) PPS to Director, DCPW: for information please.
- (ii) DCPW web-site

55

(675/21)  
A

**MOST IMMEDIATE**

F. No. 7/3/2021-IT  
Government of India  
Ministry of Home Affairs  
CIC Division

North Block, New Delhi  
Dated 15<sup>th</sup> September 2021

Office Memorandum

**Subject: Special campaign for Disposal of Pending Matters during the period October 2, 2021 to October 31, 2021**

In continuation of CIC Division's Office Memorandum of even number dated 13.09.2021, the undersigned is directed to forward herewith a copy of Department of Administrative Reforms & Public Grievances Office Memorandum No. 30011/02/20219-O&M (e.No. 5866) dated 13.09.2021 on the subject cited above.

2. It is requested that immediate necessary action may please be initiated in your Division, as well as in the attached/ subordinate offices under the administrative control of your Division, to comply with the directions contained in the aforesaid OM.

**Enclosure: As above**

*Dhyani*

(A.K. Dhyani)

Under Secretary(Coord-II)

*Dis (PM-1)*  
To

- 1. All the Addl Secretaries/ Joint Secretaries (including RG&CCI) in the Ministry of Home Affairs
- 2. PSO/PPS to Secy(BM)/ SS(IS)/ DG(Awards)

Copy to:

- 1. PPS to HS
- 2. IT Cell for uploading on the e-office Notice Board.

*h*  
*17/9*  
*05 (PM-1)*  
*Secy (PM-1)*  
*hsk*

56

No.30011/02/20219-O&M (e. No. 5866)  
Government of India  
Ministry of Personnel Public Grievances and Pension  
Department of Administrative Reforms & Public Grievances

\*\*\*

5<sup>th</sup> Floor Sardar Patel Bhawan, New Delhi  
Dated the 13<sup>th</sup> September, 2021

**OFFICE MEMORANDUM**

**Subject: Special Campaign for Disposal of Pending Matters during the period  
October 2, 2021 to October 31, 2021.**

The Government has decided to undertake a Special Campaign for disposal of pending matters during the period 2<sup>nd</sup> October 2021 to 31<sup>st</sup> October, 2021. The Special Campaign will cover all Ministries/Departments of Government of India, their Attached/subordinate Offices, Autonomous Bodies and PSUs. The objective of the Campaign is to dispose of pending references from Members of Parliament, State Governments, references for Inter-Ministerial Consultation (IMCs), Parliamentary assurances and Public Grievances. 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 9<sup>th</sup> Sept 2021, addressed to all Secretaries to the Government of India, may be referred to in this regard.

**IDENTIFICATION PHASE**

2. The Special Campaign will be preceded by an Identification Phase from September 13, 2021 to September 30<sup>th</sup> 2021. During the Identification Phase, all pending references are to be identified and grouped category-wise based on their duration of their pendency, that is;
  - (a) References pending for less than 6 months
  - (b) References pending between 6 months and 12 months,
  - (c) Reference pending between one year and two years;
  - (d) References pending for more than two years.

8. The Special Campaign should be an occasion to improve overall cleanliness of Government offices, which would contribute to good work environment. In addition, redundant scrap material and obsolete items lying in the Government offices may be disposed of, during the Special Campaign as per laid down procedure.

#### Designation of Nodal Officers

9. Each Ministry / Department shall designate a Nodal Officer for the Special Campaign (not below the rank of Joint Secretary). The Nodal Officer will be responsible for dissemination of the Campaign Guidelines in the Ministry / Department including Attached/Subordinate Offices, Autonomous Bodies and PSUs. The Nodal Officer will ensure that progress both during the Identification Phase, as well as the Special Campaign is duly entered on the dedicated portal.

#### Training of Nodal Officers

10. All Ministries / Departments will be provided with requisite credentials to access the dash board. Progress in respect of Identification and Disposal of pending references from MPs, State Governments, IMCs, Parliamentary Assurances and Public Grievances will be reported daily on the dedicated portal. Besides, progress on weeding out of files, disposal of scrap/obsolete items, easing of processes will be reported on the portal. DARPG will organise a Training Session with the designated Nodal Offices on 20<sup>th</sup> September 2021.

#### Monitoring of Progress

11. Nodal Officers will review the progress on a daily basis. Secretary of the Department will also regularly review the progress.
12. 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.

h