

F. No.20-26/2019-Min. Estt. - 4142
Government of India
Ministry of Jal Shakti, Department of WR, RD & GR
Central Ground Water Board
Bhujal Bhawan
NH IV, Faridabad-121001

Dated: 17.09.2021

To

- (1) All Regional Director, CGWB.
- (2) All Executive Engineer, CGWB.
- (3) All Officer-In-Charge, CGWB.
- (4) The Administrative Officer (LA/GC) Section.

20 SEP 2021

Sub: Special Campaign for Disposal for Pending Matters during the period from October 2, 2021 to October 31, 2021.

Sir,

I am directed to enclose herewith a copy of DO letter No. 1/20/3/2021-Cab dated 09.09.2021 from Cabinet Secretary, Government of India and OM No. 3011/02/20219- O&M (e. No. 5866) from Ministry of Personnel Public Grievances and Pension, Department of Administrative Reforms & Public Grievances, New Delhi on Special Campaign for Disposal of Pending Matters during the Period October 2, 2021 to October 21, 2021 for necessary action to be taken at your level on all matters as applicable in particular to :-

- disposal of Pending reference if any, from Member of Parliament State Government and Public Grievances etc.

- review existing process with a view to reducing compliance burden and unnecessary paper work

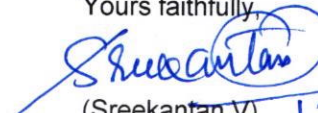
- improve records management including weeding out of files as per extant guidelines contained in Chapter 10 of the CSMOP -2019

- ensure overall cleanliness of Government Office which would contribute to good work environment in addition to disposed of redundant scrap material and obsolete items lying in the office during the special campaigning period as per laid down procedure.

A report of the implementation of the instructions may please be sent to the office during the first week of November, 2021.

This is issued with the approval of the Competent Authority.

Yours faithfully,


(Sreekantan V) 17/09/21
Sr. Administrative Officer

Copy to:

1. The Under Secretary (Coord.), Ministry of Jal Shakti, DoWR, RD & GR, Shastri Bhawan, New Delhi.
2. The Under Secretary (GWE), Ministry of Jal Shakti, DoWR, RD & GR, Shram Shakti Bhawan, New Delhi.
3. All Sectional Heads, CGWB, CHQ, Faridabad for similar action please.
4. The Programmer, CGWB, CHQ, Faridabad with the request to kindly upload the above document on CGWB website.
5. Sr. PS / PA to All Members, CGWB / CGWA, CHQ, Faridabad / New Delhi.
6. PA to Chairman, CGWB, CHQ, Faridabad.
7. PS to Director (Admin.), CGWB, CHQ, Faridabad.


(Sreekantan V)
Sr. Administrative Officer

राजीव गौबा
Rajiv Gauba



मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

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



Dated the 9th September, 2021

Dear Secretary

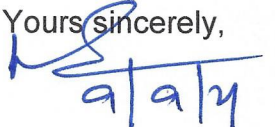
As you are well aware, timely and effective disposal of public grievances, references from Members of Parliament and State Governments, inter-Ministerial consultations, Parliamentary assurances etc. is an important part of the work of Ministries/ Departments. However, these issues sometimes do not receive the desired attention.

2. I am writing to you to convey the directions of the Prime Minister that each Ministry/Department and its attached/ subordinate offices may undertake a special campaign from 2nd October to 31st October, 2021 to dispose of such pending matters.
3. In the fortnight preceding the launch of the special campaign, that is, during 13-29 September, 2021, a drive may be undertaken to identify all pending references from MPs, Parliamentary Assurances, references received from State Governments, as well as for inter-Ministerial consultations, public representations/grievances etc.
4. During the special campaign period, all out efforts may be made to dispose of the identified pending references, and do so in a meaningful manner. Also, in the course of such disposal, the existing processes may be reviewed with a view to reducing compliance burden and unnecessary paper work done away with, wherever feasible. In this regard, it may be recalled that during his Independence Day address this year, the Prime Minister has emphasized the need to review existing rules and procedures on a continuing basis.
5. Instructions have also been issued from time to time for ensuring cleanliness in Government offices and to have a good work environment; to improve records management, review and weeding out of papers. During this special campaign, files of temporary nature may be identified and weeded out as per the extant instructions. Departments may also review Records Retention Schedules to ensure that files are neither prematurely destroyed nor kept for periods longer than necessary. Further, redundant scrap material and obsolete items may be discarded during this campaign to improve cleanliness at work places.
6. D/o Administrative Reforms & Public Grievances (DARPG) will be the nodal Ministry to monitor the implementation of this campaign. They will develop a dedicated Dashboard for this purpose, and issue detailed guidelines in this regard separately.

7. Each Ministry/Department would designate a Nodal Officer (not below the rank of Joint Secretary) for the special campaign. The progress should be monitored by the Secretaries / HODs on daily basis. A weekly progress report may be sent to DARPG, who in turn will furnish a consolidated progress report.

8. Needless to say, your personal attention and leadership would be vital for success of this campaign. Appropriate instructions may also be issued to all the Attached/ Subordinate offices and Autonomous organizations under your Ministry/ Department to implement the special campaign in earnest.

with regards

Yours sincerely,

(Rajiv Gauba)

To

All Secretaries to the Government of India

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

5th Floor Sardar Patel Bhawan, New Delhi
Dated the 13th 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 2nd October 2021 to 31st 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 9th 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 30th 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.

Activities to be undertaken

3. The Special Campaign will focus on disposal of pending references from Members of Parliament, State Governments, references for Inter-Ministerial Consultation, Parliamentary Assurances and public grievances. Besides, existing processes may also be reviewed during the Campaign with a view to reducing compliance burden and unnecessary paperwork. The campaign may also be utilized to improve records management, including weeding out of files and overall cleanliness of Government Offices.

Dedicated Portal

4. Progress in identification of pending references category wise will be reported on a dedicated dashboard / portal, which is being devised by the DARPG in consultation with the National Informatic Centre (NIC). The URL for the dedicated portal will be circulated separately. Relevant information on pending references targeted to be resolved and details of resolution shall be entered in the portal.

Campaign Period

5. All out efforts may be made to dispose off all identified references during the Special Campaign to be undertaken during the 2nd October – 31st October 2021. Progress may be reported daily on the dedicated portal.
6. In the spirit of Prime Minister's Independence Day Speech emphasizing the need to review the existing rules and procedures on a continuing basis, existing processes may also be reviewed during the Special Campaign to reduce compliance burden and unnecessary paperwork, wherever feasible.
7. The Special Campaign should also be used to improve records management and weeding out files of temporary nature. Ministries are advised to undertake timely categorization, review and weeding out of records, as per extant guidelines contained in Chapter 10 of the CSMOP – 2019.



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 20th 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.

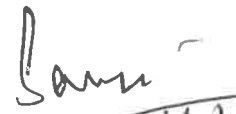


13. A weekly consolidated report will be prepared by DARPG on the progress of the Campaign and submit it to the Cabinet Secretariat and PMO.

14. 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
Email: jaya.dubey@nic.in)

(ii) Mr. Piyush Goyal, STD, NIC, (Mobile: 9810633964,
Email: goyal-sb@nic.in) on technical issues.


14/12/21
(Sanjay Singh)

Secretary to the Government of India

To

All Secretaries to the Government of India