

No.23/60/2021-M.1
Government of India
Ministry Of Culture

Shastri Bhawan, New Delhi
Dated: 28.09.2021

OFFICE MEMORANDUM

Subject:- D.O letter from cabinet secretary – Special campaign for Disposal of pending references, cleanliness drive and weeding out of records reg.

The undersigned is directed to refer to Museum Division's email dated 22.09.2021 on the above mentioned subject seeking information from the organizations for this special drive. **But the information furnished by the organizations is not as per requirement of D.O letter of Cabinet Secretary.**

2. As per D.O letter No 1/50/3/2021 – Cab dated 09.09.2021 (Copy attached) each Ministry/Department and its Organizations shall undertake a special campaign from 2nd October to 31st October 2021 to dispose of such pending matters. During the special campaign period, all out effects to be made to dispose of the identified pending references. During the campaign, files of temporary nature may be identified and weeded out as per extant instructions. Also redundant scrap material and obsolete items may be discarded during the campaign.

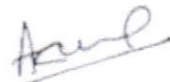
The special Campaign consists of 5 parts (a) Pending reference disposal (b) record management. (c) Cleanliness (d) office scrap disposal (e) compliance burden reduction.

3. Till 29th September 2021, work in each category has to be identified by the organization and then from 2nd October 2021 to 31st October 2021, the identified works have to disposed of. During the campaign period, achievement against the identified works need to be sent to Museum Division on 4/10, 11/10, 18/10, 25/10 and 30/10 by 11 AM in the formant attached for sending a consolidated report to CDN.

4. In view of above, each organization under Museum Division is therefore requested to revisit their information and furnish the revised information on the above line for each category to be undertaken during the special campaign by today evening. Thereafter they are also requested to furnish achievements against these targets on weekly basis on 4/10, 11/10, 18/10, 25/10 & 30/10 by 11.00 AM positively.

This may be accorded TOP PRIORIT.

Encl: As above



(Arun kumar)
Under secretary
23380136

TO
Head of each Organization under Museum Division

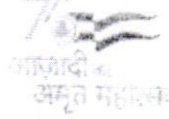
US (Museum - II) Ref: above
All the organizations who are under administrative control of Museum-2 Section are requested to take necessary action in terms of instructions issued by Cabinet Secretary vide his DO letter dtd 9.9.2021 & above OM. (Arun Kumar) 28/9/2021

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.

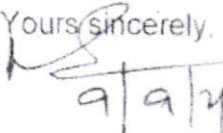
5. Instructions have also been issued from time to time for ensuring cleanliness in Government offices and to have a good work environment; to improve records management, review and weeding out of papers. During this special campaign, files of temporary nature may be identified and weeded out as per 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