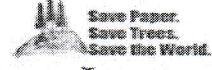


भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



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भारत के महासर्वेक्षक का कार्यालय
Office of the Surveyor General of India
हाथीबड़कला एस्टेट, डाक बक्स सं. 37
Hathibarkala Estate, Post Box No. 37
देहरादून - 248 001 (उत्तराखण्ड), भारत
DEHRADUN - 248 001 (UTTARAKHAND), INDIA

सं० जे- 1647/709-स्वच्छता अभियान

दिनांक: 22 अगस्त, 2025

सेवा में,

सभी अपर महासर्वेक्षक

सभी उप महासर्वेक्षक/निदेशक/विंग प्रभारी

विषय: **Special Campaign 5.0 for disposal of pending matters from 2nd October, 2025 to 31st October, 2025-regarding.**

In pursuance with DARPG O.M. No. Q-11011/01/2025-O&M(e-9571) dated 01st August, 2025, on the subject cited above and to state that Special Campaign for institutionalizing and minimizing pendency in all the offices of Survey of India and disposal of pending matters is to be undertaken by Special Campaign from 2nd October, 2025 to 31st October, 2025 as a sequel to Special Campaign 4.0 has been conducted. This year special focus will also be placed on the scientific management of E-waste generated in Government of India offices.

2. The Special Campaign 5.0 is to be organized in two phases – (1) **Preparatory Phase** from 16th September, 2025 to 30th September, 2025 and (2) **Implementation Phase** from 2nd October, 2025 to 31st October, 2025. All the offices of Survey of India will carry out the activities as mentioned in the as per DARPG guidelines' above. Some of the activities are enumerated below :-

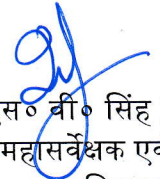
- i) Overall cleanliness of office with special focus on space management and enhancing work-place experience as per **Annexure – II**.
- ii) Disposal of pending VIP references, if any.
- iii) Disposal of pending references from the State Government, if any.
- iv) Disposal off /Sending Reply to SGO on pending Public Grievances and Appeals (CPGRAMS) as well as grievances received from other sources, if any.
- v) Record management-Weeding out of records.
- vi) Scrap disposal- Condemnation of unserviceable stores.
- vii) Identification of e-waste and ensure disposal as per guidelines of MoECF.
- viii) Plantation Drive if feasible.
- ix) Any other related activity if deemed fit.

3. All the Zonal offices/GDs/ Wing Incharge of Survey of India are requested to provide the information of the pendency/target for Preparatory Phase in the enclosed proforma in **Annexure-I** to this office latest by 28.08.2025 (3 PM), as this office has to send the consolidated report to DST by 31.08.2025.

Contd. ..2/.

4. All the Zonal offices/GDs/Wing Incharge of Survey of India are requested to ensure all activities as mentioned in **Annexure-II** and will send pictures (before & after in jpg format) and videos of the Campaign sites before start of Campaign and after completion of activities on daily basis.

संलग्न :- यथोपरि।


(एस० वी० सिंह)
अपर महासर्वेक्षक एवं
नोडल अधिकारी (स्वच्छता अभियान)
कृते भारत के महासर्वेक्षक
Email: sv.singh.soi@gov.in
Telephone No.: 0135-2740667

Copy to :

1. DSG (Adm), ASG, and Shri J.S. Bangari, Officer Surveyor, SGO for coordinating to all the offices of SoI for successfully conducting the Special Campaign 5.0.
2. Sr. PS to SGI, for information please.
3. All the Sections of SGO.
4. In-charge, Website Cell, SoI with request to kindly upload on the Departmental Website.

**Consolidated Achievement Proforma for Special Campaign 5.0 (Implementation Phase
from 2nd October to 31st October, 2025)**

Report from: Name of Office

(A) Total Pending References Identified till date (Please fill the numbers only):

1. State Govt. References	=
2. References from MPs	=
3. PMO References	=
4. IMC References (cabinet Proposals)	=
5. Public Grievances	=
6. Parliamentary Assurance	=

(B) Record Management (Please fill the numbers only):

1.Total Number of Physical Files due for review	=
2. Total Number of E-files put up for review	=

(C) Cleanliness & Office Scrap Disposal:

Total Number of campaign to be conducted =

(Number of Sites Identified to be cleaned during the Implementation Phase of Special Campaign 5.0)

Revenue Earned (by scrap disposal in Rs)
Scrap disposed of (identified during preparatory phase) and revenue generated?

Space freed (in square feet)	
In case scrap is cleared please send in the following format.	-

Scrap Disposal Form				
S.No.	Scrap Description (Office Furniture - Wooden, Plastic & Steel, Waste Paper (which includes file boards, Old calenders etc.), E-Scrap (which includes Computers, Printers & Xerox Machine), Typewriters, Other Technical Instruments, House Keeping Tools, Old Cabinets(Wooden, Steel etc))	Contributing Office Name	Date of Disposal	Revenue Earned

(D) Easing of Rules/Processes Identified for simplification:

1. Total Number of Rules/Processes Identified for simplification =

(E) Public Grievance Appeals:

1. Total Number of Public Grievance Appeals pending =

- Note: Kindly prepare a list of Category 'A' files and Category 'B' files. This will be required if and when asked by DARPG, during the Special Campaign 5.0. (Chapter 10 of Central Secretariat Manual of Office Procedure (CSMOP) may be referred for identifying records.)

Note:

- Best practices adopted during campaign may also be reported in addition to above details.
- Apart from above it is intimated that disposal of Grievances registered in PG portal shall also be monitored. The data of which shall be captured for CPGRAMS portal. Divisions are requested to give emphasis on timely disposal of PG also during the campaign period.

Annexure -II

Dates	Activities to be Undertaken
02.10.2025	Cleaning of surrounding the office.
03.10.2025	Cleaning of Washrooms.
04.10.2025	Saturday
05.10.2025	Sunday
06.10.2025	Cleaning of Computers, Printers, Scanners.
07.10.2025	Cleaning of Almirahs, Racks etc.
08.10.2025	Cleaning of Working area of office i.e. Rooms, Chambers, Sections etc.
09.10.2025	Cleaning of Govt. Vehicles.
10.10.2025	Cleaning of MT Section.
11.10.2025	Saturday
12.10.2025	Sunday
13.10.2025	Cleaning of Office corridor.
14.10.2025	Cleaning of Generator room.
15.10.2025	Cleaning of Car Parking/ Cleaning of Two-wheeler Parking.
16.10.2025	Cleaning of Ceiling Fans.
17.10.2025	Cleaning of Canteen.
18.10.2025	Saturday
19.10.2025	Sunday
20.10.2025	Diwali Holiday
21.10.2025	Cleaning of Table-Chair of section individually.
22.10.2025	Cleaning of Conference/meeting rooms.
23.10.2025	Cleaning of Recreation/Guest Rooms.
24.10.2025	Cleaning of doors of Rooms, Chambers, Sections etc.
25.10.2025	Saturday
26.10.2025	Sunday
27.10.2025	Cleaning of Office campus.
28.10.2025	Cleaning of Office Lawn.
29.10.2025	Cleaning of pavement area outside of office.
30.10.2025	Plantation of plants/saplings surrounding the office.
31.10.2025	Cleaning of Roads up to at least 100 m outside gate.

Misc/61/2025-CDN
Government of India
Ministry of Science and Technology
(Department of Science and Technology)
(Coordination Section)

Technology Bhawan,
New Mehrauli Road,
New Delhi-110016
Date: 14.08.2025

OFFICE MEMORANDUM

Subject: Special Campaign 5.0 for disposal of pending matters from 2nd October, 2025 to 31st October, 2025.

The undersigned is directed to refer to DO Letter No. 502/2/2/2024-CA.V/CA.III dated 30.07.2025 received from Cabinet Secretary on the subject cited above and to say that **Special Campaign 5.0 for Swachhata in government offices and disposal of pending matters will be undertaken from 02nd October, 2025 to 31st October, 2025**, on the lines of the Special Campaigns held in 2021, 2022, 2023 and 2024. The focus of the campaign this year would be the attached/subordinate offices/autonomous institutes and their field/outstation offices. This year special focus will also be placed on the scientific management of E-waste generated in Government of India offices.

2. The Special Campaign 5.0 will be organized in two phases- **Preparatory Phase from 15th September, 2025 to 30th September, 2025 and implementation phase from 02nd October, 2025 to 31st October, 2025**. The guidelines issued by Department of Administrative Reforms and Public Grievances (DARPG) vide their O.M. No. Q-11011/01/2025-O&M (e-9571) dated 01.08.2025 is enclosed herewith.
3. Accordingly, Heads of all the Divisions/Sections/Institutes/Offices under DST are requested to kindly go through the detailed guidelines of Special Campaign 5.0 and to ensure compliance. Also all the Heads of Autonomous Institutes and Subordinate Offices under DST are requested to **nominate one nodal officer** from their respective Institutes/Office and share the details with Coordination Section, DST **by 20.08.2025** along with Mobile Number of the nodal officer.
4. Moreover, Heads of all the Divisions/Sections/Institutes/Offices under the administrative control of DST are also requested to sensitize their staff regarding improving records management, to identify scraps and redundant materials, categorization, recording, reviewing and weeding out of physical records as per extant guidelines contained in the CSMOP, GFR and Public Record Act, 1993. DARPG has also issued instructions regarding record management practices in Gol vide their O.M. No. Q-15011/1/2025-O&M-DARPG dated 01.08.2025 (copy enclosed).

Contd..

-: 2 :-

5. In this regard, GA Section (in respect of Technology Bhawan), AI Division (in respect of all AIs under DST) and SMP Division (in respect of Sol/NATMO) are requested to identify the targets of **Preparatory Phase** (which are to be mandatorily achieved during Implementation Phase) and provide the details in Google form accessible via the following link by the end of the month **(31.08.2025)** for updating the same on the DARPG's portal:

<https://docs.google.com/forms/d/e/1FAIpQLSfrBmrLQCzyg8AFFOnRdWxRFmNyNfxLGHE7iwzxmtcUAWySvA/viewform?usp=header>

Encl.: As above.



(Umesh Kumar)

Deputy Secretary (Coordination)

To

1. Director, AI (in respect of all Autonomous Institutions under DST)
2. Deputy Secretary (SMP) (in respect of Sol and NATMO).
3. Deputy Secretary (GA) (in respect of Technology Bhawan)
4. Record Management Cell, DST for providing information in r/o record details of DST.
5. DST media Cell for information and necessary action regarding Media Plan and Publicity.

Copy for information to:-

1. All the HoDs of DST
2. O/o Secretary, DST
3. O/o AS, DST
4. O/o JS (Admn)
5. O/o JS (SMP)



(Umesh Kumar)

Deputy Secretary (Coordination)