

No. Q-150122/2024-O&M-DARPG (8885)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhawan, New Delhi

Dated: 17th December 2024

OFFICE MEMORANDUM

Subject: Continuation of campaign for Swachhata and Reducing pending matters to the Minimum Possible in Government.

It has been decided that as a sequel to the month-long Special Campaign 4.0 for Swachhata and disposal of pending matters conducted from 2nd October 2024 to 31st October 2024, the campaign has to be institutionalized and the thrust of the campaign should be maintained throughout the year. Accordingly, the following actions may be taken up by Ministries/Departments on a regular basis in order to keep the pendency to minimum possible:

- (i) The system of Special Campaign Portal and Nodal Officers will continue to be operational to oversee the institutionalization / continuation of activities covered in the Special campaign.
- (ii) All Ministries/Departments may dedicate 3 hours every week for continuation of activities covered in the Special campaign across all offices of Ministries/ Departments.
- (iii) Nodal Officers of each Ministry may review the progress of activities on a weekly basis and the Secretary of the Ministry/ Department may review the progress on a monthly basis.



(V. Srinivas)

Secretary to the Government of India

To

All Secretaries of the Government of India

Copy for information to:

1. Principal Secretary to the PM
2. Cabinet Secretariat, Rashtrapati Bhawan, New Delhi (Ms. Kavita Singh, JS)
3. All Nodal Officers of Special Campaign 4.0

Copy to:

Senior Technical Director, NIC, DARPG