



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



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

सं० जे- 4818/709-स्वच्छता अभियान

दिनांक: 04 सितम्बर, 2024

सेवा में,

सभी अपर महासर्वेक्षक

सभी निदेशक

विषय: Special Campaign 4.0 for disposal of pending matters from 2nd October, 2024 to 31st October, 2024-regarding.

In pursuance with DARPG O.M. No. Q-15012/2/2024-O&M-DARPG (e-8885) dated 22nd August, 2024, 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, 2024 to 31st October, 2024 as a sequel to Special Campaign 3.0 has been conducted.

2. The Special Campaign 4.0 is to be organized in two phases – **(1) Preparatory Phase** from 16th September, 2024 to 30th September, 2024 and **(2) Implementation Phase** from 2nd October, 2024 to 31st October, 2024. All the offices of Survey of India will carry out the activities as mentioned 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) Space management planning.
- viii) Plantation Drive if feasible.
- ix) Any other related activity if deemed fit.

3. All the Zonal offices/GDs/ Others Directorates 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 15.09.2024, as this office has to send the consolidated report to DST by 20.09.2024.

Contd. ..2/.

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4. All the Zonal offices/GDCs/Others Directorates of Survey of India are requested to ensure all activities as mentioned in **Annexure-II** and will send pictures and videos of the Campaign sites before start of Campaign and after completion of activities on daily basis.

संलग्न :- यथोपरि ।

(धीरज शाह)
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Copy to : The Secretary to Govt. of India, Ministry of Science and Technology, (Deptt. of Science & Technology), Technology Bhawan, New Mehrauli Road, New Delhi- for information, please.

Copy to : All Addl. SGs/DSGs of SGO

Copy to : All the Sections of SGO.

Copy to : Sr. PS to SGI, for information please.

Copy to : In-charge of SoI Website-with request kindly to upload on the departmental website.