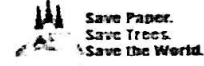
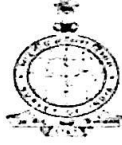


भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



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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

सं जे0-18/4/2158-लोक शिकायत

दिनांक: 06.10.2021

To

The Addl. SGs : Specialized Zone, Dehradun /HQ, SGO/Tech, SGO; Dehradun / Northern Zone, Chandigarh / Eastern Zone, Kolkata / Western Zone, Jaipur/ Southern Zone, Bangalore/ Central Zone, Jabalpur / North-Eastern Zone, Shillong /NIGTC, Hyderabad / Printing Zone, Hyderabad.

(ii) The Directors: Maharashtra & Goa GDC/Rajasthan GDC/Andhra Pradesh & Telangana, GDC/East Uttar Pradesh GDC / Madhya Pradesh GDC/West UP & Uttarakhand GDC/Punjab, Chandigarh & Haryana GDC/Jammu & Kashmir GDC/Himachal Pradesh GDC/Assam & Nagaland GDC/Meghalaya & Arunachal Pradesh GDC / Tripura, Manipur & Mizoram GDC/Bihar GDC/ West Bengal & Sikkim GDC / Orissa GDC / Jharkhand GDC/ Chhattisgarh GDC/ Gujarat, Daman & Diu GDC / Karnataka GDC/ Tamilnadu, Pondicherry and Andaman & Nicobar Islands GDC / Kerala & Lakshadweep GDC /Survey (Air) and Delhi GDC / Geographical Informatics System & Remote Sensing Directorate / National Geospatial Data Centre/ Geodetic & Research Branch /MA&DC (B&P)//International Boundary Directorate/ Digital Mapping Centre/ Eastern Printing Group/Southern Printing Group/Western Printing Group / Directorate of Map Publication/Incharge, GISTC, SGO/ Incharge Website, SGO.

(iii) DSGs: Central Zone, Jabalpur/ Eastern Zone, Kolkata/ North Eastern Zone, Shillong/ Northern Zone, Chandigarh/ NIGST, Hyderabad/ Southern Zone, Bengaluru/ Specialized Zone, Dehradun.

(iv) DSG (HR), DSG (Adm), DSG(Vig), DSG(Tech), DAF, Technical Secretary, ASG SGO for information.

(v) E&A O 'A', 'B' & 'C' SGO.

Sub: Special Campaign from 2nd October 2021 to 31st October 2021 to dispose pending public grievance, references from Members of Parliament and State Government, inter-Ministerial consultations, Parliamentary assurances etc.

उपरोक्त विषय पर विज्ञान एवं प्रौद्योगिकी मंत्रालय के पत्र संख्या D-13023/2018-Admn. II (B) दिनांक 17.09.2021 के अन्तर्गत मंत्रिमंडल सचिव, भारत सरकार का पत्र संख्या D.O.No. 1/50/3/2021-Cab दिनांक 2021 की फोटो प्रतियां आपको सूचनार्थ एवं अनुसरण हेतु प्रेषित की जाती हैं ।

सलग्न:- यथोपरि ।


(प्रशान्त कुमार)
उप महासर्वेक्षक
शिकायत अधिकारी

Sh. Mukesh

Sh
28/9

IMMEDIATE

महासचिव.
जे. सी. एम. ज. सी. ए.
डाखरी सं. 590
दिनांक 29/09/2021
2150 Public

No. D-13023/1/2018-Admn.II(B)
Government of India
Ministry of Science & Technology
Department of Science & Technology

New Delhi, the 17th September, 2021.

Office Memorandum

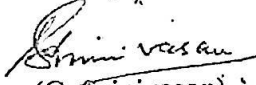
Subject:- Special Campaign from 2nd October 2021 to 31st October 2021 to dispose pending public grievances, references from Members of Parliament and State Governments, inter-Ministerial consultations, Parliamentary assurances etc.

Please find enclosed a copy of D.O. letter No.1/50/2021-Cab dated 09.9.2021 from Cabinet Secretary and DARPG O.M. No. 3011/02/20219-O&M dated 13.9.2021 on the above subject.

2. Attention is drawn to para 5 of the said D.O. letter inter-alia directing that during the Special Campaign, Departments of the Government of India are to identify and weed out temporary files as per extant instructions and to review the Record Retention Schedule to ensure that files are neither prematurely destroyed nor kept for periods longer than necessary.
3. In this context it important to note that new Block-1 of Technology Bhawan (to be occupied by DST) is in an advanced stage of completion and it is likely that shifting of Scientists, Officers and staff from existing blocks commences during the period of the Special Campaign. It is brought to the notice of all Scientists/Officers and members of Staff of DST that the new building has been planned for a minimum paper environment tending towards a paperless environment. Accordingly, storage space for physical papers and files in new building is limited.
4. It is thus imperative that concerted efforts are made by all Divisions in the Department to ensure that subject to the condition that files are neither prematurely destroyed nor kept for periods longer than necessary, minimum papers and physical files are retained and carried to the new building. This will ensure that directives contained in Cabinet Secretary's D.O. letter for ensuring cleanliness in Government Offices and having a good work environment are achieved. Heads of all Divisions are requested to personally monitor the review of physical records of their respective Division and take necessary action accordingly. It will be well appreciated that carrying out this exercise now will ensure a smooth transition to the new building with a clean and healthier working environment.
5. DST Record Management Cell and Departmental Record Officer are requested to take note of the aforesaid position and initiate similar action with respect to files kept in Departmental Record Room in consultation with owner Divisions.
6. Departmental Record Officer may send a daily report (in 'pdf' and MS Excel formats) on progress on number of records weeded out on the previous day in respect of all Divisions

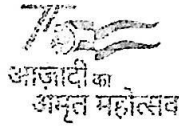
...../-

of DST to Under Secretary (GA), over email (email i.d.: anilk.pandey@nic.in) by 10 a.m. of next day.


(G. Srinivasan)
Deputy Secretary

To,

1.	AS & FA (Shri Vishvajit Sahay)	11.	Head (R&D Infrastructure) (Shri S.S. Kohli, S-G)
2.	Head (PCPM, Policy Research) (Dr. Akhilesh Gupta, Sr. Advisor)	12.	Head (SEED & S&T State Council) (Dr. Debapriya Dutta, S-G)
3.	Joint Secretary (SMP/AI) {Shri Sunil Kumar}- for similar action in respect of SOI/NATMO/AIs) also.	13.	Head (Swarnajayanti Fellowship, NM & NSM) (Sh. M.R. Kulkarni, S-G)
4.	Head (NEB & TMD-EWO) (Dr. Anita Gupta, S-G)	14.	Head (INSPIRE Award MANAK and INSPIRE) (Dr. Namita Gupta, S-G)
5.	Head (TDT & GLP) (Dr. Neeraj Sharma, S-G)	15.	Shri Rakesh Kataria, Head DST Record Management Cell
6.	Head (WISE-KIRAN & CCP) (Dr. Nisha Mendiratta, S-G)	16.	Shri Girija Shankar Departmental Record Officer
7.	Head (NCSTC) (Dr. Praveen Arora, S-G)		
8.	Head (IG) (Shri S.K. Varshney, S-G)		
9.	Head (FFT) (Dr.K.R. Murali Mohan, S-G)		
10.	Head (NSDI & NGP) (Dr.P.S. Acharya, S-G)		



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.

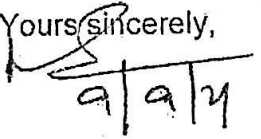
5. Instructions have also been issued from time to time for ensuring cleanliness in Government offices and to have a good work environment; to improve records management, review and weeding out of papers. During this special campaign, files of temporary nature may be identified and weeded out as per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

9/9/24
(Rajiv Gauba)

To

All Secretaries to the Government of India