

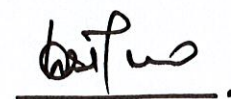
CIRCULAR

Sub: Observance of Special Campaign 2.0 for disposal of pending matters – regarding.

The undersigned is directed to forward herewith the minutes of the Review Meeting held under the Chairmanship of Secretary, DARPG on 22.3.2023 on the post Special Campaign 2.0 for disposal of pending matters.

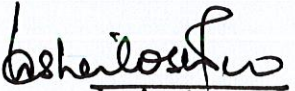
As may be seen from the minutes of the above mentioned meeting, DARPG highlighted certain issues and requested Ministries/ Departments to take necessary steps for improving their performance. The action to be taken on the issues highlighted by Secy DARPG is as under: -

S.No.	Issue highlighted by Secy DARPG in the meeting	Action to be taken
1	e-Office version 7.0 has been implemented across all the 75 identified Ministries/ Departments.	This has already been done in MSDE. However, all attached/subordinate/autonomous offices under MSDE are requested to implement e-Office version 7.0.
2	Each Ministry/Department should review their progress on the monitored parameters on weekly basis.	All Divisions in MSDE and all attached/subordinate/autonomous offices under MSDE are requested to review their progress on the monitored parameters on weekly basis and submit a report every Monday.
4	Ministries/Departments, whose performance is less than 40% in more than two parameters, were requested to review and make improvements from the next month.	As per the Report for the month of Feb 2023, MSDE has achieved less than 40% in the following parameters: Parliamentary Assurances Fulfilment: Nil achievement Disposal of IMC References: Nil achievement Disposal of References from MPs: 31.58% achievement All Divisions in MSDE and all attached/subordinate/autonomous offices under MSDE are requested to review their progress on the monitored parameters to ensure that they exceed 40% performance on weekly basis.
5	35 Ministries/ Departments have reviewed and modified their delegation of power orders in the last three years. Other Ministries/ Departments may also review and modify, if necessary their delegation of power orders.	MSDE has already modified the orders of delegation of power orders. All attached/subordinate/autonomous offices under MSDE are requested to review and modify the orders of delegation of power orders immediately.



6	Ministries/Departments to review their external environment of e-Office and map the Ministries/ Departments where their files are referred in the External environment, so that e-files may be sent for inter-Ministerial consultations/ referral. This would decrease Inter-ministerial physical files thus further reducing creating new physical receipts for inter-ministerial transactions.	IT Cell of MSDE is requested to take necessary action in this regard.
7	All Ministries/ Departments to focus on 100 percent adoption of e-receipts and physical receipts to be reduced to minimum.	This is brought to the notice of all.
8	Records Management of Files may be given due importance and files identified under category A may be transferred to NAI, thus ensuring record management.	This is brought to the notice of all.
9	The DARPG is compiling the best practices on a monthly basis. For comprehensive presentation, all Ministries/ Departments to upload before/ after photographs of the best practices in Swachhata Campaign. Best Practices in conservation of records, cleaning office spaces, summer preparations cleanliness of AC ducts/ vents could be presented. Ministry of Coal has presented the best practices of cleaning of AC ducts/ vents in preparation for summer as a best practice and DARPG has presented conservation of A category office records as a best practice in February 2023. DARPG will also be bringing out a flyer on "Secretariat Reforms" for the month of February 2023 and the pictures uploaded on the portal would be selected for the flyer.	The period from 1 st April 2023 till 30.04.2023 is declared as Special Campaign period of MSDE and all its attached/subordinate/autonomous/corporate offices. During this period, all are requested to upload before/ after photographs of the best practices in Swachhata Campaign, Best Practices in conservation of records, cleaning office spaces, summer preparations cleanliness of AC ducts/ vents etc. All are requested to post before and after photos of the activities undertaken by them.

This issues with the approval of Secretary, MSDE.


05/4/2023
(Ashutosh Misra)

Under Secretary to the Government of India
Email: ashutosh.misra07@gov.in

To,

All Divisions of MSDE, and its all attached / subordinate/ autonomous offices and NSDC.

Copy to:

1. Sr. PPS to Secretary, MSDE
2. PPS to Sr EA, MSDE
3. JS (KKD/ SM/ HU/ SSP)/ EA, MSDE
4. All Directors/ DSs/ USs of MSDE