



इलाहाबाद विश्वविद्यालय
प्रयागराज - 211002, उ०प्र० (भारत)
UNIVERSITY OF ALLAHABAD
Prayagraj - 211002, U.P. (INDIA)



No: 2-210

Date: 17-11-2025

NOTIFICATION

In reference to D.O. letter dated 11.08.2025 issued by the Department of Administrative Reforms and Public Grievances (DARPG) regarding Special Campaign 5.0 to be observed from 02nd Oct, 2025 to 31st Oct, 2025, all the Departments/Centres/Offices are expected to follow the guidelines for the ensuing campaign. The copy of guidelines is enclosed herewith this notification.

This is issued with the approval of Competent Authority.

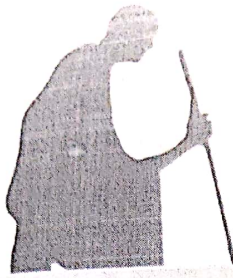
Encl: As above

Registrar

Copy to:

1. All Deans/Directors/Heads/Coordinators, UoA
2. CoE/Proctor/Librarian, UoA
3. All Wardens/Superintendent of Hostels, UoA
4. All Principals/Director of the Constituent Colleges/Institutes, UoA
5. All Joint Registrars/Deputy Registrars/Assistant Registrars, UoA
6. Finance Officer, UoA
7. University Engineer/PRO/SMO/Estate Officer/Hindi Officer/Law Officer/Security Officer/CPIO/Information Scientist, UoA
8. Chairman, ICT Cell with a request to upload the same on the University website for wider publicity.
9. PA to the Registrar for the information to the Registrar, UoA.
10. SVC for the kind information to Hon'ble Vice Chancellor, UoA.
11. Establishment Section A/B/C (Admin./Payment), UoA.
12. Committee Section, UoA.
13. UIS Unit, UoA.
14. Record Section

Joint Registrar (P)



Special Campaign for Disposal of Pending Matters

Preparatory Phase of Special Campaign for Disposal of Pending Matters (SCDPM 5.0) - 15 th September - 30th September

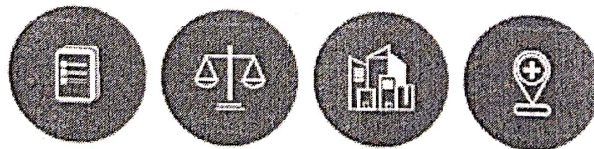
reg_au@allduniv.ac.in [Switch account](#)



* Indicates required question

Email *

Your email



Special Campaign for Disposal of Pending Matters

Next

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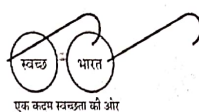




SPECIAL CAMPAIGN (SCDPM 5.0)

DEPARTMENT OF HIGHER EDUCATION

12.09.2025



About the Campaign

SCDPM 5.0	Objectives
• SCDPM organized every year since 2021 • Spanning entire month of October across all Ministries and Departments, attached/Sub-ordinate offices, autonomous institutions, PSUs, and other institutions	• To identify pending public grievances, parliamentary assurances and other references & dispose of • Promoting cleanliness and clearing obsolete office items, improving work culture and work space in Government offices

CUMULATIVE OUTCOMES achieved by D/o Higher Education in last year Campaign (SDCDPM 4.0)

	1094
Cleanliness Campaign Sites	1.91
Revenue Earned (In Rs. Crore)	3.45
Space Freed (In Lakh sq. Feet)	0.99
Physical Files closed/ Weeded out (In lakh)	4528
E-Files closed/weeded out	>50%
Reduction in Public Grievances	
VIP and State Ref. Disposal	Approx. 32%

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Preparatory Phase: Sept 15th- Sept 30th, 2025

□ All Ministries/Departments to:



- Identify targets and pendency for Special Campaign 5.0 parameters.
- Reduce compliance burden and promote ease of living to the citizens.
- Adhere to record management systems as contained in CSMOP, GFR and Public Record Act 1993.
- Ensure overall cleanliness of government offices with special focus on space management.
- Assess & dispose of the volume of redundant materials.

□ Appointment of Nodal Officers

□ Monitoring of Special Campaign through a dedicated portal

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Parameters for UGC, AICTE and CFHEIs:



- Identification of physical files due for review or weeding
- e- files put up for review or weeding
- Cleanliness of campaign sites
- No. of Campaign to be conducted
- Identification of Scrap Disposal (e-Waste, furniture, stationary, office vehicle, plastics etc.)

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Parameters for All Bureaus



- Identification of campaign sites for cleanliness (**Admin Bureau**)
- Planning for space management and beautification of offices identifying scrap and redundant items and their disposal procedure as per GFR and Public Record Act, 1993 (**Admin Bureau**)
- Guidelines of e-waste management and National Plastic Pollution Reduction Campaign are appended below:
https://cpcb.nic.in/uploads/Projects/E-Waste/e-waste_rules_2022.pdf
https://drive.google.com/drive/folders/1Ne22O0lwKT7loPSQla8_iqr5FZYUH-6
- Identify pending references from:
 - MP's, State Governments, Inter-Ministerial References, PMO references
 - Parliamentary Assurances pending for more than 3 months
- Public Grievances and PG Appeals (PG Section)
- Record Management- Review of files/ recording and weeding of files / closing of e-files (Admin Bureau)

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Implementation Phase: Oct 2nd- Oct 31st, 2025

Monitoring Progress:

- All Secretaries and Nodal Officers shall review the progress in their office and all offices under their Ministry/ Departments on a weekly basis.
- A weekly consolidated report will be prepared by DARPG on the progress of the Campaign for submission to the Cabinet Secretariat and PMO.

Evaluation Phase: Nov 15th- Nov 30th, 2025

- 3rd Party Assessment of the Campaign will be undertaken from 15th -30th November 2025.
- The team will assess qualitative impact of the campaign and measures adopted to sustain the achievements of the Campaign.



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Key Focus Areas

Best Practices	Office Scrap Category
•E-Waste •Digitization/Intra-Ministerial Portal •Efficient Management of Space •Enhancement of E office •Environment-friendly Practices •Waste to Wealth •Citizen Centric Initiatives •Innovative Practices •Any other...	•E-Waste •Furniture •Stationary •Office Vehicle •Plastic •Any other...
	Before and After Images •Provide high-resolution photographs and video(link may be given) of before and after conduction of Campaign and Space utilisation

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Action taken till date by D/o HE for this year Campaign(SCDPM 5.0)

- Letter sent on 11.08.2025 to all Bureaus, UGC & AICTE and all CFHEIs intimating about the organization of Special Campaign 5.0 by DARPG.
- On 02.09.2025, a detailed directions issued to all Bureaus, UGC & AICTE and all CFHEIs regarding the Preparatory Phase of the SCDPM 5.0.

To facilitate smooth communication and systematic data collection following actions taken separately:

- For All Bureau Heads of D/o HE- A proforma was circulated seeking target .
- UGC and AICTE- Issued suitable advisories to Institutions under their jurisdiction to participate
- For CFHEIs- a Google Form was shared for preparatory phase
- Link of the Google Form is as below; <https://forms.gle/ZNw4t76cBfZyIK8P6>

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Screenshot of Google Form Circulated to CFHEIs/UGC/AICTE

Section 5 of 5

A - Record Management

Description (optional)

1. Total No. of Physical files due for review *

Give Total Number

Short answer text

2. Total no. of Physical files Identified for weeding *

Give Total Number

Short answer text

3. Total no. of Physical files to be transferred to NAI *

Short answer text

4. Total No. of E-files Put up for Review *

Give Total Number

Short answer text

5. Total no. of E-Files to be reviewed *

Give Total Number

Short answer text

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Screenshot of Google Form Circulated to CFHEIs/UGC/AICTE

Section 4 of 5

B - Cleanliness & Office Scrap Disposal

Description (optional)

1. Total Number of Campaign to be conducted *

Give Total Number

Short answer text

2. Office Scrap Disposal—Date of Identification *

Give date in {dd/mm/year} if scrap is identified for disposal, Otherwise give details

Short answer text

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Screenshot of Google Form Circulated to CFHEIs/UGC/AICTE

C. Type of Scrap Disposal

Note:
1. Please write number of Units to be disposed of only during the SCDPM 5.0 Campaign (only give numerical value)

Plastic

Short answer text

e-Waste

Short answer text

Furniture

Short answer text

Stationary

Short answer text

Office Vehicle

Short answer text

Any Other

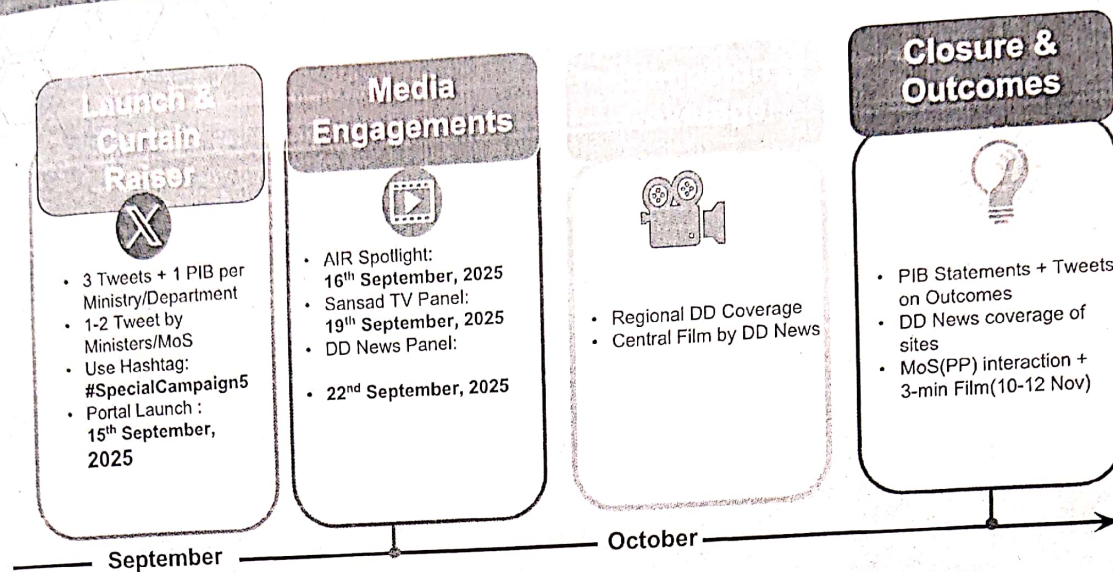
Short answer text

Non-office Scraps

Short answer text

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Media Plan for Special Campaign 5.0



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Proposed Outreach Plan SPECIAL CAMPAIGN 5.0



1,00,000 social media posts by all Min/Depts,

1500 infographics

1 Billion reach, 14 lakh engagements,

1000 tweets from DARPG twitter handle

3% Twitter engagement rate

300 PIB statements

Panel Discussions on DD News/AIR

Media Briefings/Press Conferences by MoS PP

Nation wide print media coverage

Use #SpecialCampaign5.0 and tag D/o Higher Education in posts regarding the Campaign from official handles throughout the

Thank You!



Sardar Patel Bhawan, New Delhi
Dated, the 1st August, 2025

OFFICE MEMORANDUM

Subject: Special Campaign 5.0 for institutionalizing Swachhata and minimizing pendency in Government offices – 2nd October 2025 to 31st October, 2025- regarding.

The Government will organize Special Campaign 5.0 for improving Swachhata and disposal of pending references from 2nd October – 31st October, 2025, on the lines of the Special Campaigns held in 2021, 2022, 2023 and 2024 on the same theme. Since the inception of the campaign in 2021, and as of June, 2025, the cumulate outcomes of the campaigns include ₹3220.04 crore revenue earned from scrap disposal, 11.97 lakh sites covered under cleanliness drives across the country and in overseas Indian Missions, and 137.12 lakh files were weeded out/closed.

2. The success of Special Campaigns over the years has resulted in institutionalisation of the campaign and the Government plans to conduct a bigger campaign this year. The Special Campaign will cover all Offices of the Ministries / Departments of Government of India, their attached / subordinate offices / PSUs / autonomous organizations. In this regard, Cabinet Secretary has vide D.O. No.502/2/2024-CA.V/CA.III dated the 30th July, 2025 addressed all Secretaries to the Government of India (**Annexure**). Department of Administrative Reforms & Public Grievances (DARPG) will be the nodal Department for coordinating and steering the campaign across the country. The following Guidelines have been formulated by DARPG for smooth conduct of Special Campaign 5.0.

Guidelines for Special Campaign 5.0

3. The Special Campaign 5.0 will be organised in two phases – Preparatory Phase from 15th September, 2025 to 30th September, 2025 and Implementation Phase from 2nd October, 2025 to 31st October, 2025.

4. The Special Campaign 2025 aims at saturation of Swachhata in all offices of all Ministries/ Departments including their attached / subordinate offices / PSUs / autonomous organizations by improving overall cleanliness of Government offices and enhancing experience of common public with Government offices. The focus of the campaign this year shall be field/outstation offices responsible for service delivery or having public interface, in addition to the Ministries/Departments and their attached/subordinate offices/PSUs/autonomous organizations. The focus area of Special Campaign 5.0 is disposal of e-waste generated in Government Offices in compliance of E-waste Management Rules 2022 issued by Ministry of Environment, Forest and Climate Change (copy attached). The broad guidelines for both the phases are as follows:-

Preparatory Phase of the Special Campaign 15-30th September 2025

5. The Special Campaign will be preceded by Preparatory Phase from 15th September, 2025 to 30th September, 2025. During this phase, Ministries/Departments are supposed to do the following activities:

- (i) Nominate nodal officers in each of their campaign offices in attached / subordinate offices/ PSUs / autonomous organizations (by 25th August, 2025).
- (ii) Arrange training for the nodal officers about their role in the campaign
- (iii) Mobilize the offices/officers and ground functionaries for the Campaign
- (iv) Identify pending references
- (v) Identify campaign sites for cleanliness
- (vi) Assess the volume of redundant materials to be disposed and finalise the procedures for their disposal
- (vii) Space management planning
- (viii) Scrap disposal
- (ix) Record Management
- (x) Identification of e-waste and ensure disposal as per guidelines of MoECF.

Parameters for the Special Campaign

6. This year, the campaign will focus on the disposal of e-waste such as unserviceable or discarded computers, laptops, printers, LEDs, e-display boards etc., as well as on liquidating pendency in the MP's References, References from the State Governments, Inter-Ministerial References, Parliamentary Assurances, PMO references, Public Grievances and PG Appeals etc.

AD

7. The campaign may also be utilized for adherence of record management systems as contained in Central Secretariat Manual of Office Procedure (CSMOP), GFR and Public Record Act, 1993.

8. Overall cleanliness of government offices with special focus on space management and enhancing work place experience of field offices shall be undertaken. Accordingly, the information on the following parameters may be collected during the preparatory phase. The information collected so will become target for liquidation/implementation during the campaign phase:

- Identification of Cleanliness Campaign sites
- Planning for Space management and beautification of offices
- Identifying the e-waste items and ensure their disposal as per the procedure laid down by the Ministry of Environment Forests and Climate Change.
- Identifying Scrap and redundant items and their disposal procedure as per GFR
- Identifying pending references from MP's
- Identifying pending references from the State Governments
- Identifying pending Inter-Ministerial references (Cabinet Notes)
- Identifying Parliamentary Assurances pending for more than 3 months
- Identifying pending PMO references
- Identifying pending Public Grievances and Appeals (CPGRAMS as well as grievances received from other sources)
- Number of Rules/Processes identified for simplification
- Record Management – Review of files/ recording and weeding of files / closing of e-files

Nomination of Nodal Officers and their roles and responsibilities

9. Each Ministry/Department shall designate a Nodal Officer for the Special Campaign (not below the rank of Joint Secretary). The Nodal Officers will coordinate the campaign in their Ministry/Department and also Attached/Subordinate/Field/Outstation Offices, Autonomous Bodies and PSUs under their Ministries. He/ She will collect information on daily basis and arrange to feed the information into the Central monitoring portal (SCDPM 5.0 Portal) designed by DARPG.

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10. The Nodal officers will formulate a comprehensive planning for cleanliness, space management and beautification of their offices. He/she will ensure documentation of all activities in pre and post campaign scenario. They will ensure high-resolution pictures and videos of the Campaign sites before start of Campaign and after completion of activities for documentation purposes. Therefore, a suitable planning for pre and post scenario filming and pictures shall be done in consultation with their internal media unit. Efforts shall be made to capture feedback of beneficiary / common public on these efforts in pictures and videos. Documentation of (i) Space freed and its utilisation and (ii) Revenue earned from scrap (along-with break-up of each office including subordinate offices) will be made by the Nodal Officers.

11. While campaign shall be conducted on all identified locations, however, some sites having maximum possible impact shall be identified for focused attention, which may be showcased later as top highlights of the campaign. Nodal Officers will also draw the communication and outreach plan of the campaign in consultation with DARPG.

12. Accordingly, the Ministries/Departments are requested to identify the Attached/Subordinate/Field/Outstation Offices, Autonomous Bodies and PSUs where Swachhata Campaign would be conducted and share the list of those offices with the DARPG in advance. If needed, DARPG would also organise third party visits to those offices during the campaign from 2nd -31st October, 2025.

13. The nodal officers of the Ministry / Department will collate the information from the field nodal officers and feed them into the central monitoring portal maintained by DARPG.

Role of CPWD/ NBCC

14. CPWD/ NBCC will undertake outdoor cleanliness drives under the Special Campaign for all buildings where they are responsible for upkeep.

15. CPWD/ NBCC will draw action plan for cleanliness and facelift of common areas, outer façade etc. in consultation with the nodal Ministries for that building.

16. Nodal Officers will be nominated by CPWD/ NBCC to coordinate with the Nodal Coordinating Ministries of Bhawans/ Buildings and their complete details will be sent to Ministries/ Departments occupying these Bhawans/ Buildings as well as DARPG by 10th September, 2025.

Monitoring through a dedicated Portal

17. As mentioned above, the progress of the campaign will be monitored through the SCDPM portal at <https://scdpm.nic.in/specialcampaign5/>. (link to be created) The portal can be accessed through login credentials of nodal officers. DARPG will organise a training session for all nodal officers on the portal in the first week of September, 2025. All Ministries/Departments will add "Best Practices adopted by them" on the SCDPM portal under categories given in **Annexure – 1**.

Main phase of the Special Campaign 2nd – 31st October 2025

18. Main phase will be action phase, during which all out efforts shall be made to achieve the targets identified in preparatory phase and information shall be provided on the monitoring portal on daily basis. The Special Campaign should also be used to improve records management, categorisation, recording, review and weeding out of physical records, as per extant guidelines contained in the CSMOP, Appendix IX of GFR and Public Records Act, 1993 and guidelines issued by DARPG vide OM Q-15011/1/2025-O&M-DARPG dated the 01st August, 2025 (copy enclosed). The best practices evolved during the campaign shall be documented on the portal for further reference.

Monitoring of Progress

19. Nodal Officers will review the progress in their office and all offices under their Ministry/Departments on a daily basis. Secretary of the Department will also regularly review the progress. Officers will be nominated by Ministry / Department to assess the impact of cleanliness drives, who will make site visits and submit a Report to the Nodal Officer of the Ministry / Department. There will be a "Self- Assessment Form" on the portal (**Appendix-1**). The form may be filled by the Ministries / Departments after completion of the Campaign (latest by 10th November, 2025), to facilitate review of the campaign outcomes by appropriate higher authorities.

20. Reviews will be conducted by Secretary, DARPG with the Nodal Officers on a weekly basis during the entire campaign period. A weekly consolidated report will be prepared by DARPG on the progress of the Campaign for submission to the Cabinet Secretariat and PMO.

21. The following designated officers from DARPG will be available for providing an clarification with respect to the Special Campaign:

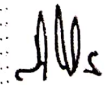
- (i) Smt. Sarita Chauhan, Joint Secretary, DARPG, Tel: 011-2336 0331, e-mail: jsecy-darpg@gov.in.
- (ii) Shri Ajit Kumar Sah, Director, DARPG (Mob.9911930267, e-mail: ak.sah@nic.in)
- (iii) Shri Sanjeev Saxena, Senior Technical Director, NIC (Mobile: 9891064940, e-mail: sanjeevs@nic.in) on technical issues.
- (iv) Shri Satish Kumar, Under Secretary, DARPG (Mob.9968669292, e-mail: s.kumar69@nic.in)

Communication and Outreach plan:

22. DARPG will create Hashtag # Special Campaign 3.0. Ministries shall issue tweets/retweets using this Hashtag from various social media handles of their Ministry from 15th September, 2025 onwards. The campaign shall be presented through social media, featured articles in newspapers, small features / documentaries on Doordarshan etc. A film on Special Campaign would also be prepared post campaign for which site visits of Doordarshan crew will be finalised in preparatory phase itself. Ministry of Information & Broadcasting will be involved for larger publicity and media plan of the campaign.

Evaluation Phase: 17th November – 30th November 2025

23. A 3rd party assessment of the Campaign will be undertaken from 17th – 30th November 2025. The team will assess qualitative impact of the campaign and measures adopted to sustain the achievements of the Campaign.



(V. Srinivas)

Secretary to the Government of India

To

All Secretaries to the Govt. of India.

DG, CPWD

CMD NBCC

Special Campaign 5.0
(October 2nd -31st, 2025)
Self-Assessment Form
(To be submitted by 10-11-2025)

A. Background Information

1.	Ministry / Department(M/D) Name:	
2.	List of Attached/Subordinate/Outstation offices/Missions/Posts where the Campaign was conducted.	a. b. c.

B. Best Practices

Categories under which best practices may be categorized:

- i. e-waste
- ii. Digitization/Intra-Ministerial Portal
- iii. Efficient Management of Space
- iv. Enhancement of Office Premises
- v. Environment-Friendly Practices
- vi. Waste to Wealth
- vii. Citizen Centric Initiatives
- viii. Innovative Practices
- ix. Any other _____

In the given format kindly share a brief description of Best Practices taken up during Special Campaign 5.0. Kindly upload the photographs of these Best Practices in the "Best Practices" tab on the SCDPM portal (<https://scdpm.nic.in/specialcampaign5/>) as well.

S No.	Best Practice	Brief Description of Best Practices (maximum 100 words)	Location	Category
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

C. Space Freed

In the given format kindly, mention top 5 sites where space has been freed and its utilization now.

S No.	Location	Brief Description on utilization of space freed and benefits to the Organisation (Location, type etc) (maximum 100 words)	Sq. ft of, Space freed
1.			

Kindly upload the high-resolution photographs and video (Links may be given) on the SCDPM portal in the form of "Before-After" as described in the table below.

Photographs (Before the campaign)	Photographs (After Conduct of campaign & Space Utilization)

NIC will download all pictures and videos Ministry-wise in a separate hard-disk for further reporting.

D. Scrap Disposal and Revenue Earned

In the given format kindly categorize the type of scrap disposed during the Special Campaign:

S No.	Office Scrap category	Unit	Revenue Earned
1.	e-Waste		
2.	Furniture		
3.	Stationary		
4.	Office vehicle		
5.	Plastic		
6.	Any other		

S No.	Non-Office Scrap (Please provide details)	Unit	Revenue Earned
1.			
2.			
3.			
4.			
5.			
6.			

E. Cleanliness Campaign

1. List the total number of office sites where the Campaign was conducted _____
(Please ensure that the number of sites matches the data given on the portal)
2. List the number of outstation offices where the cleanliness campaign was taken up _____
3. List the sites where mechanized cleaning practices have been adopted, if any _____
4. Any other Initiatives _____