

“हिन्दी भाषा राष्ट्र निर्माण में सहायक है”



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002  
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सं. प्रशा./1अ/1004/SCD 2.0

दिनांक: 03/10/2022

सेवा में,

- 1- संगठन के सभी उपकार्यालय
- 2- मुख्य कार्यालय के सभी अनुभाग (केवल वेबसाइट के माध्यम से)

**विषय: Special Campaign (SC) 2.0 for disposal of Pending Matters from 2<sup>nd</sup> October 2022 to 31<sup>st</sup> October 2022 – Identification of targets/pendency-reg**

**संदर्भ:- मुख्यालय कार्यालय का पत्रांक AN/III/3012/SC 2.0 Circular दिनांक 23.09.2022 (Available on HQrs website)**

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मुख्यालय कार्यालय के संदर्भित पत्र तथा MoD के पत्रांक 34(7)/2022-D (O&M) 09.09.2022 के पैरा -02 दिये गए लक्ष्यों में से निम्न लक्ष्यों को इस संगठन के मुख्य कार्यालय तथा अधीनस्थ कार्यालयों में SC-2.0 के दौरान लक्ष्य (Target) के तौर पर सक्षम प्राधिकारी द्वारा निर्धारित किया गया है -

- Review of Pending public grievances and Appeals (CPGRAMS as well as grievances received from other sources) and timely disposal.
- Weeding out of old records and files. (Records management)
- Cleanliness campaign in office as well as residential complexes.
- Disposal of scraps.
- Space management planning.

2- उक्त लक्ष्यों के अनुपालन (Compliance) हेतु SOP/दिशानिर्देश रक्षा मंत्रालय D(O&M) के पत्र संख्या 34(7)/2022-D (O&M) दिनांक 09.09.2022 तथा 16.09.2022 से ग्रहण किए जा सकते हैं।

3- इससे संबंधित अनुपालन रिपोर्ट (Compliance Report) दैनिक आधार पर मुख्यालय कार्यालय प्रेषित किया जाना है। अतः आप अपने कार्यालय/अनुभाग से संबंधित अनुपालन रिपोर्ट प्रत्येक दिन 09:45 AM तक इस कार्यालय के संगठन एवं पद्धति अनुभाग के ईमेल [pcdaccoandm.dad@hub.nic.in](mailto:pcdaccoandm.dad@hub.nic.in) पर निश्चित रूप से प्रेषित करना सुनिश्चित करें।

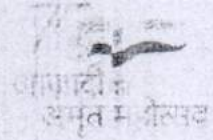
संलग्नक: यथोपरि।

लेखा अधिकारी (प्रशासन)





'हर काम देश के नाम'  
रक्षा लेखा महानियंत्रक  
Controller General of Defence Accounts  
उलान बटार रोड, पालम, दिल्ली छावनी-110010  
Ulan Batar Road, Palam, Delhi Cantt.-110010  
Ph: 011-2566703, Fax: 25674806 e-mail: aniii.cgda@nic.in



F. No. AN/III/3012/SC 2.0 Circular dated 23 .09.2022

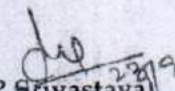
To,

All PCDAs/ PCA (Fys.)/CDAs  
(through website)

Subject : Special Campaign (SC) 2.0 for disposal of Pending Matters from 2<sup>nd</sup> October 2022 to 31<sup>st</sup> October 2022 - Identification of targets/pendency-reg.

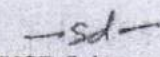
Please find enclosed a copy of MoD ID No. 34(7)/2022-D(O&M) dated 16-09-2022 and 34(7)/2022-D(O&M) dated 16-09-2022 alongwith annexure 'A' on the subject matter for information and necessary action.

2. For preparatory phase targets based on parameters mentioned in Para 2 of said letter shall be prepared by all the controller offices including sub offices and shall be submitted to this office by 26-09-2022.
3. During the implementation phase from 02 October to 31 October intensive efforts shall be made to achieve these targets.
4. During implementation phase daily basis progress report shall be upload on portal on daily basis. The details of the portal may be intimated soon.
5. Photos / videos (before & after) of site/places where cleanliness drives were conducted may be sent to this office.

  
(KSP Srivastava)  
Accounts Officer (Admin.)

Copy to:

1. AN-IV section, local: For similar action as stated above
2. IT & S wing For uploading on website

  
(KSP Srivastava)  
Accounts Officer (Admin.)



**MOST URGENT**  
**TIME BOUND**

Ministry of Defence  
Department of Defence  
D(O&M)

**Subject: Special Campaign 2.0 for disposal of pending matters from 02<sup>nd</sup> Oct to 31<sup>st</sup> Oct, '22 – Identification of targets/ pendency- reg.**

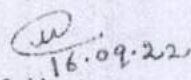
Reference is invited to SOP circulated vide MoD ID Note of even number dated 09.09.22 on the above cited subject (*copy enclosed for ready reference*) wherein it was informed that all the Wings under DoD have to identify the targets/pendency against various parameters during the preparatory phase (14<sup>th</sup> – 30<sup>th</sup> Sep, '22).

2. In accordance with the same, **consolidated** Wing-wise targets/pendency may be **assessed realistically** and the same may be conveyed to D(O&M) / usdpg-mod@gov.in **as per the format prescribed by DAR & PG (Annexure 'A') latest by 28.09.22**. The data may also include the data from the concerned field offices/outstation sites under the administrative control of respective Wings under DoD.

3. D(O&M) shall have to enter the data/statistics of target/pendency on the dedicated DAR & PG portal **by 29.09.22** after which the facility to enter the figures for pendency/target on the portal shall be frozen.

4. This may kindly be accorded **PRIORITY**.

*Encl: As above.*

  
(M. Mukherjee)  
DS (MIS)  
Tele: 2301- 0998

**All Joint Secretaries in DoD**

MoD ID No. 34(7)/2022-D(O&M)

dated: 16.09.22

**Copy to:-**

1. D(JCM) for JS(Estt.) Wing
2. D(Navy-II) for JS(AF) Wing
3. D(Lands), D(Q&C), D(Works-II) for JS(L&W) Wing
4. D(BR-II), D(SSC) for JS(BR/SSC) Wing
5. D(GS-II) for JS(Trg) Wing and D(Med) for JS(Med) Wing
6. D(Coord) for JS&AM(LS) Wing and **Part 'D'** of the format
7. DS(Parl) / D(Parl) for Parliamentary Assurances for entire DoD.
8. D(PG) for Public Grievances on CPGRAMS for entire DoD.
9. DS(Gen/IT) / D(Estt.I/ Gen.I) for **Part 'C'** of the format and also with the request to provide **08** photographs of sites/locations of MoD Secretariat depicting the state of affairs **BEFORE** carrying out the Swachhata Campaign 2.0 during Oct, '22.



Annex 'A'

# Pendency Identification of Department of Defence

- Review for compliance with...
- Provide information to...
- Provide level of pendency identification...

Date:

| References Category               | <= 6 Months | > 6 & <= 12 Months | > 12 <= 2 Years | > 2 Years |
|-----------------------------------|-------------|--------------------|-----------------|-----------|
| References from MPs               |             |                    |                 |           |
| Parliamentary Assurance           |             |                    |                 |           |
| IMC Reference (Cabinet Proposals) |             |                    |                 |           |
| State Govt. References            |             |                    |                 |           |
| Public Grievances                 |             |                    |                 |           |
| PMO References                    |             |                    |                 |           |

Number of Physical Files due for Review

Number of E-Files set up for Review

### INDOOR

System in Place

Inspection Architecture in Place

Outsource Agency Deployed

Level of Inspection Officers

### OUTDOOR

Number of Campaigns to be Conducted

### OFFICE SCRAP DISPOSAL

Date of Identification

Number of Rules Identified for Simplification

Number of Appeals Pending



34.

Ministry of Defence  
Department of Defence  
D(O&M)

**Subject: Special Campaign 2.0 for disposal of Pending Matters from 2<sup>nd</sup> October, 2022 to 31<sup>st</sup> October, 2022- SOP- reg.**

DAR & PG vide their O.M No. 30011/02/2000-O&M dated 25<sup>th</sup> August, 2022 has intimated that Special Campaign 2.0 for Disposal of Pending Matters shall be carried out across all the Ministries along the lines of the last year. The Special Campaign shall consist of two phases viz. (i) **Preparatory Phase** from 14<sup>th</sup> September, 2022 to 30<sup>th</sup> September, 2022 during which targets against various parameters mentioned at Para 2 below are to be decided by the Departments and (ii) **implementation phase** from 2<sup>nd</sup> October, 2022 to 31<sup>st</sup> October 2022 during which disposal against the above-mentioned targets are to be carried out on daily basis and progress thereof has to be entered on the DAR & PG portal. Special emphasis shall be laid on field/outstation offices in addition to the Ministries/Departments and their attached/subordinate offices. Overall cleanliness of Government offices by removing redundant scrap material and obsolete items and enhancing work place experience is to be undertaken during the campaign phase.

2. Information on following parameters is required to be collected during the preparatory phase:-

- Number of pending References from MP's
- Pending references from the State Government
- Pending Inter-Ministerial References (Cabinet Note)
- Parliamentary Assurances pending more than 3 months.
- Pending PMO references
- Number of Rules / Processes identified for simplification
- Pending public grievances and Appeals (CPGRAMS as well as grievances received from other sources)
- Record Management
- Identification of Cleanliness Campaign sites
- Space management planning
- Scrap Disposal

3. D(O&M) is mandated with compiling and entering the statistical data for Department of Defence (DoD) on the dedicated portal of DAR & PG designed for this purpose. With the approval of the Competent Authority, following Officers are hereby nominated for providing consolidated data/statistics for their respective wings to D(O&M) which are as follows:-

- a) DR J (M) for JSCG & F Wing
- b) DR J (S) HYDRO & AE (AV) Wing



- c) D(Lands), D(Q&C), D(Works, II) for JS(L&W) Wing
- d) D(BR II), D(SSC) for JS(BR/SSC) Wing
- e) D(GS II) for JS(Trg) Wing and D(Med) for JS(Med) Wing
- f) D(Coord) for JS& AM(LS) Wing
- g) DS (Parl)/ D(Parl) for Parliamentary Assurances for entire DoD.
- h) D(PG) for Public Grievances on CPGRAMS for entire DoD.
- i) DS(Gen/IT) / D(ES&II/Gen. I) for identification of cleanliness campaign sites, space management planning/space freed and scrap disposal (amount generated), which is overall linked to the Swachhata Campaign.
- j) D(Coord) for Rules/Processes for simplification for entire DoD

4. It may be appreciated that the progress shall be frequently reviewed by Secretary, DARPG, with the Nodal Officers during the Identification Phase as well as during the Special Campaign period. Third party assessment of campaign is also to be undertaken during the Campaign and post Campaign phase.

5. All the Wing Heads of DoD are, therefore, requested to:-

- (a) issue suitable instructions to attached/subordinate offices and autonomous bodies under their administrative control to carry out the Special Campaign 2.0 in right earnest, including the Swachhata Campaign, and put in place an institutional mechanism for unhindered flow of statistics/data on the campaign to the concerned administrative divisions in DoD;
- (b) direct the concerned sections under their Wings to make a realistic assessment of the **targets for various parameters** mentioned at Para 2 above **during the preparatory phase**, including from field/outstation offices, and compile and convey the overall finalized figure to D(O&M), latest by 20<sup>th</sup> Sep, 2022; 02.00 PM for entry into the portal;
- (c) direct the concerned sections under their Wings to compile and convey the statistics/data, including from field/outstation offices, on the **disposal** (also called achievements) **during the implementation phase** on a **daily basis** by 3.00 PM, without fail, to D(O&M) / e-mail [darpg@do.gov.in](mailto:darpg@do.gov.in) so as to enable D(O&M) to compile the same and enter into the portal by 02.00 PM.

6. This has the approval of the Defence Secretary

*[Signature]*  
 (1) K. Raj  
 Joint Secretary

Jt. Secy (I) & Nodal Officer for DoD for Special Campaign

All Joint Secretaries in DoD

MoD ID No. 2107/2022-D(O&M)

dated: 16.09.2022