

No.: Admn-21022/3/2024-ADMN-CIC

केन्द्रीय सूचना आयोग

Central Information Commission

बाबागंगनाथमार्ग / Baba Gangnath Marg

मुनिरका / Munirka, नईदिल्ली-110067/ New Delhi – 110067

Dated: 01.10.2024

CIRCULAR

In pursuance of Department of Administrative Reforms & Public Grievances OM No. Q-15012/2/2024-O&M-DARPG (e-8885) dated 22nd August 2024 regarding conduct of Special Campaign 4.0 for institutionalizing Swachhata and minimizing pendency in Government offices – 2nd October, 2024 to 31st October 2024 (Copy enclosed), the undersigned is directed to circulate a Self Assessment Form for Special Campaign 4.0. All Sections in-charge are requested to send the duly filled Assessment Form to the Deputy Secretary(A) indicating the best practices/activities they propose to carry out during the campaign with regard to the matters pertaining to them to the Administration Section within a week of issue of circular.

2. In this context, all Sections are also requested to conduct review of files/records and weeding of files/closing of e-files in accordance with Commission's Office order No. 26/01/2011/Admn/CIC dated 18/09/2017 and 23/08/2017 (copy enclosed) and to submit a daily report to the Deputy Secretary(A) on action taken latest by 1630 Hours for compilation and onward transmission. The Record Retention Schedule is available on the website of DARPG(https://darpg.gov.in/sites/default/files/RRS_WC.pdf).

3. The activities proposed to be carried out during the campaign shall conclude by 31st October, 2024 and a report thereof may be forwarded to Administration Section by 5th November, 2024 so as to enable the office to submit a consolidated report to DoP&T by 10th November, 2024.

4. This issues with the approval of the Competent Authority.

Chandana

(Chandan Kumar)

Section Officer (Admn)

Copy to:-

1. Sr. PPS to CIC
2. PPS to ICs

कमत्राय सूचना आयाग
Central Information Commission
2तल, विग'ब' / 2nd Floor, 'B' Wing
अगस्त क्रान्ति भवन/ August Kranti Bhavan
भीकाजी कामा प्लेस/ Bhikaji Cama Place
नई दिल्ली- 110066/ New Delhi - 110066

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No. 26/01/2011/Admn/CIC

Dated the 18.09.2017

Office Order

The Commission is dealing with various miscellaneous papers. The Commission has decided in its meeting held on 5.09.2017 that weeding out of miscellaneous papers may be done with the following retention schedule:-

Sl. No	Type of papers	Proposed retention period	Authority competent to weed out after retention period is over
1.	Link papers relating to appeal/complaints/ compliance/non-compliance/ show cause	After disposal of the matter	Incharge, Record Room
2.	Papers addressed to other departments, copy marked to the Commission for information	2 months after dak received	Incharge, Record Room
3.	Facilitation memos (FM) , dak receipt	6 months after issuing of FM and dak received	Incharge, Central Registry
4.	e-book print outs, copy of hearing notice and link papers received during hearing	After disposal of case and scanning/ uploading of link papers received during hearing	Deputy Registrar of respective Registry
5.	Original ink signed decision	6 months after final disposal of case	Deputy Registrar of respective Registry
6.	Miscellaneous Dak not related to the Commission	2 months after disposal	Respective Section Incharge

2. The competent officer weeding out the above types of papers shall prepare a list of documents being weeded out and keep it for permanent record.

3. This issues with approval of the Competent Authority.

Shakti - P. Sen
(S.P. Beck)
Joint Secretary (Admn) 18.09.17

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केन्द्रीय सूचना आयोग
Central Information Commission
2 तल, विंग 'ब' / 2nd Floor, 'B' Wing
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भीकाजी कामा प्लेस / Bhikaji Cama Place
नई दिल्ली-110066 / New Delhi-110066

File No: 26/1/2011/Admn/CIC(pt)

Date: 23/08/2017

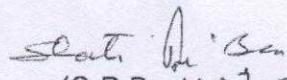
Circular

Subject : Record Retention Schedule in Respect of Records of Central Information Commission.

Ref : Record Retention Schedule – 2012 published by DoPT

Some of the Important Record Retention period in respect of category of Records as mentioned in the Record Retention Schedule common to all Ministries/Departments 2012, published by DAR&PG have been sorted out. A copy of the same is circulated to all Joint Secretaries of Central Information Commission for information and compliance.

2. For the purpose of detailed reference, a copy of complete Record Retention Schedule is also attached..
3. All concerned are advised to adhere to Schedule.


(S P Beck) 23.08.17
Joint Secretary(Admn)

Copy to :-

1. PS to Secretary – for information
2. PS to AS- for informaiton
3. JS(Admn)/JS(Law)/JS(M&R)/JS(P&B) – for information and compliance
4. All DRs.
5. Guard file.

Special Campaign 4.0 (October 2nd -31st, 2024)
Self-Assessment Form
(To be submitted by 10-11-2024)

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

In the given format kindly share a brief description of Best Practices taken up during Special Campaign 4.0. Kindly upload the photographs of these Best Practices in the "Best Practices" tab on the SCDPM portal (<https://scdpm.nic.in/specialcampaign4/>) as well.

S No.	Best Practice	Brief Description of Best Practices (maximum 100 words)	Location	Category
1.				
2.				
3.				
4.				

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 _____