

केन्द्रीय सूचना आयोग  
Central Information Commission  
2तल ,विंग /'B'2nd Floor, 'B' Wing  
अगस्त क्रांति भवन/ August Kranti Bhawan,  
भिकाजी कामप्लेस/Bhikaji Cama Place  
नई दिल्ली/New Delhi 110066

File No.12/23/2014/Admn/CIC

Dated 27/07/2017

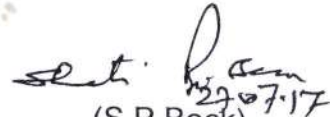
Circular

Subject: - Calender of Swachhta related activities of the Commission and Matrices for measurable indicates

In pursuance of guidelines issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions vide letter no. I-28011/46/16-Coord dated 10<sup>th</sup> July, 2017 on the above mentioned subject, a calendar of Swachhta related activities with measurable indicators for one year has been prepared for carrying out the activities monthwise by the Commission & is hereby circulated for necessary action in different sections.

After carrying out the activities, the matrix of measurable indicators may be filled by different section & may be furnished to the Administration Section.

This issues with the approval of Competent Authority.

  
(S.P.Beck)

Joint Secretary (Admn)

Copy to:-

6. PPS to CIC.
7. PPS to ICs.
8. PS to Secretary.
9. PS to Addl. Secretary.
10. PS to Registrar (Consultant).
11. JS (Admn)/JS (MR)/JS (Law)/JS (P&B.)
12. All Deputy Secretaries/Dy. Registrars/Designated officers.
13. DDO/RTI Cell/CR-I/CR-II/Dak Section/Library/Record Room
14. Guard File

**Calendar of Activities to be undertaken by the Central Information Commission**

Month	Theme/Activity of the Month	Action to be taken		Section in the Main secretariat
July 2017	Disposal of Electrical and Electronic waste	Prepare a list of unused / obsolete items and ensure its disposal by following due procedure like e-auctioning, etc. No Garbage to be left at the end of the Month		JS (P & B)
		Quarterly Review of Grievances		JS (Admn)
August 2017	Disposal of Furniture & Fixtures waste	-do-		JS (P & B)
September 2017	Disposal of Mechanical & Automobile waste	-do-		
October 2017	Recording and Review of Files and disposal of waste papers/documents	Special drive to be undertaken for Recording and Review of Files. Number of files which have been recorded and reviewed may be prepared for submission of ATN		
		Quarterly Review of Grievances		JS (Admn)
November 2017	Disposal/Settlement of pending Audit Paras and related matters	Review of pending cases/Audit Paras an action for their early settlement.		JS (P & B)
December 2018	Completion of Disciplinary proceedings	Review of pending cases and action for their early settlement		JS (Admn)
January 2018	Updation and Digitization of Service Records/Personal Files	Special drive to be undertaken to review/ Digitize the Service Books and completion of formalities/ entries in the Service Books, with special attention on completion of the Service Books, with special attention on completion of the Service Books/Pension papers of those officers/officials who are to retire during next one year.		JS (Admn), JS(MR)
		Quarterly Review of Grievances		JS (Admn)
February 2018	Disposal / Settlement of pending court cases	Review of pending court cases and action for out of court settlement		JS (Law)

		wherever possible and compliance of court orders.	
March 2018	Disposal of old condemned/unusable stores/stock articles of all types, viz. electronics/ electrical/mechanical/a utomobiles	Prepare a list of unused/obsolete items and ensure its disposal by following due procedure like e-auctioning, etc. No Garbage to be left at the end of month	JS (P&B), JS (MR)
April 2018	Annual Review of all pending grievances.	Review of pending cases and bases on the outcome of the review, action for (i) Take remedial measures so as to avoid filling of grievances by petitioners and (ii) early disposal of pending grievances	JS (Admn)
May 2018	Recording and Review & weeding out of Files and disposal of waste papers/ documents	Special drive to be undertaken for Recording and Review of Files. Complete list of files which have been recorded and reviewed may be prepared for submission of ATN.	All sections
June 2018	Disposal of Audit Paras and related matters.	Review of pending cases/Audit Paras and action for their early settlement.	JS (P & B)



**MATRIX ON CALENDAR OF ACTIVITIES**

**MEASURABLE INDICATORS**

ATNs on Disciplinary Proceedings may be furnished along with following details:

Total Number of Complaints received against employees	Complaints disposed of without any further action	Complaints resulting in Disciplinary Proceedings	Number of Cases where Inquiry Officer and Presenting Officer have been appointed	Enquiry completed and Report received	No. of cases where case finally disposed of (penalty imposed or DE formally closed)	No. of pending cases along with duration /reason for which pending
1	2	3	4	5	6	7

**MATRIX ON CALENDAR OF ACTIVITIES**

**MEASURABLE INDICATORS**

ATNs on Audit Paras may be furnished along with following details:

Total Number of Audit Paras pending as on 01- 07-2017	Number of paras settled upto date	Balance (remaining as on date)	Time taken for settlement			Amount of money recovered, if any (on the basis of Audit paras)	Disciplinary Action initiated, if any (on the basis of Audit paras)	Proposed Action Plan for early settlement of Audit paras
1	2	3	4	5	6	7	8	9

**MATRIX ON CALENDAR OF ACTIVITIES**

**MEASURABLE INDICATORS**

ATNs on Court Cases may be furnished along with following details:

Total Number of Court cases pending as on 01-07-2017	Nature of cases pending (i) Contempt (ii) Service matters (iii) Monetary issues (iv) Regulatory issues (v) Others	Number if Cases where replies/ rejoinders/ Affidavits/ response of the Govt. has been filed	Number of Cases where orders of various courts have to be implemented	Analysis of reasons, areas, subject matter of cases in order to reduce the instance of filling/ contesting of court cases
1	2	3	4	5

**MATRIX ON CALENDAR OF ACTIVITIES**

**MEASURABLE INDICATORS**

**ATNs on Public Grievances may be furnished along with following details**

Total Number of Public Grievances pending and source of receipt viz. PMO, DARPG, Ministers/VIPs, Others	Number of Grievances pending pertaining to the Department (DoPT main)	Number of Grievances pending pertaining to the attached offices	Status regarding review of pending grievances	Action taken for speedy disposal of grievances	Remedial measures taken to avoid filling of grievances	Analysis of reasons, areas, subject matter of grievances in order to reduce the instance of filling of grievances	Action on such analysis of grievances
1	2	3	4	5	6	7	8

**MATRIX ON CALENDAR OF ACTIVITIES**  
**MEASURABLE INDICATORS**

ATNs regarding Disposal of Electrical Items, Furniture's & Fixtures, Automobile/Mechanical Items/Electrical & IT Equipments and Machinery may be furnished with following details:

Name/ Nature of items disposed of	Quantity/Nos/ Approx. Weight (As may be applicable)	Since when lying in store	Method of Disposal	Approx. space vacated	Auction/Disposal value realized and depreciated	Remarks/ suggestions if any
1	2	3	4	5	6	7



**MATRIX ON CALENDAR OF ACTIVITIES**  
**MEASURABLE INDICATORS**

ATNs on Recording/Review of Files may be furnished along with following details:

**A. Normal process for Reviewing/Recording and Weeding out of files/records and disposal of waste paper :**

Total Number of Files/records/documents recorded since 01-07-2017	Total Number of Files/records/documents weeded out since 01-07-2017	Method of disposal of waste / weeding out papers	Amount of money realized from disposal of waste papers
1	2	3	4

**B. Special Drive for Reviewing/Recording and Weeding out of files/records and disposal of waste paper:**

Period of Special Drive	Total Number of files/documents recorded after reviewing under Special Drive	Total Number of Files/records documents weeded out during Special Drive	Method of disposal waste /weeding out papers	Amount of money realized from disposal of waste papers	Remarks/ suggestions constraints experienced, if any
5	6	7	8	9	10