

Corporate office  
Admin & PR Branch  
1<sup>st</sup> Floor, Bharat Sanchar  
Bhawan, HC Mathur Lane,  
Janpath,  
New Delhi-110001  
Tel No. 011-23734157



BSNL CO-ADMN/62/5/2020-ADMN-Pl.6

Dtd/04 September, 2025

To

The All CGMs,  
BSNL.

Subject: Guidelines for Special campaign 5.0 for Swachhata -regarding-

Ref.: 1) Letter no 16-63/2025-O&M dtd 27.08.2025 from Under Secretary, DOT

2) DO Letter No502/2/2/2024-CA.V/CA.III dated 30.07.2025 from Cabinet Secretary, Govt. of India

3) Letter no Q11011/01/2025-O&M(e-9571) -DARPG, dtd 01.08.2025, of Secretary, Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms and Public Grievances, Govt. of India.

Please find enclosed herewith Letter no. 16-63/2025-O&M dtd 27.08.2025 from Under Secretary, DOT, along with all enclosures placed under references from 01 to 03 and pertaining to the above mentioned subject.

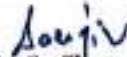
In this regard, for implementation of the Special Campaign 5.0, minimum number of sites to be identified by each circle is enclosed herewith as Annexure 'A'. It is requested to take necessary action as per the guidelines mentioned in the above mentioned letters(enclosed herewith & placed under references) and identify the minimum number of sites of your respective circle as per the annexure(enclosed) that will be covered under this special campaign 5.0 of Swachhata and:

- (i) send a report to this office comprising of names, locations and high resolution pre-cleaned pictures of these sites, to be covered under Special Campaign 5.0 from 02.10.2025 to 31.10.2025, and the details of e-waste, files, records and other materials to be weeded out or scrapped during the special campaign 5.0.
- (ii) report may be sent to this office on the following emails by 19.09.2025 for further disposal to DoT.

Emails: [agmadmn1@bsnl.co.in](mailto:agmadmn1@bsnl.co.in) & [ss18201@gmail.com](mailto:ss18201@gmail.com)

This is issued with the approval of the Competent Authority.

Enclosures: As above

  
(Sanjiv Sharma)  
AGM(Admin).  
Mob. No.9416059655

Copy for kind information to:

- 1) PS to CMD, BSNL.
- 2) PS to DIR(HR).

No.16-63/2025-O&M  
Government of India  
Ministry of Communications  
Department of Telecommunications  
\*\*\*\*\*

Room No. 514, Sanchar Bhavan,  
20, Ashoka Road, New Delhi,  
Dated 27 August, 2025

To,

1. CMD BSNL
2. CMD MTNL
3. CMD TCIL
4. CMD ITI Ltd.
5. CEO, C-DOT

**Subject: Special Campaign 5.0 from 2nd October to 31st October, 2025-reg**

Sir,

I am directed to say that Special Campaign 5.0 is being organized on pan India basis by Central Ministries/Departments as per the instruction by Cabinet Secretariat vide his D.O. letter No. 502/2/2/2024-CA.V/CA.III dated 30.07.2025 (copy enclosed). Secretary, DARPG has issued guidelines on 01.08.2025 (copy enclosed). The Special Campaign is to run from 02.10.2025 to 31.10.2025. The Special Campaign is preceded by preparatory phase from **15.09.2025 to 30.09.2025**.

2. The Special Campaign will involve *inter-alia* identification of sites for cleanliness drive, Record Management and scrap disposal. This year focus will be on scientific disposal/management of e-waste generated in Government offices. It is requested to identify as many campaign sites as possible for cleanliness campaign and share their location details with the Department. These campaign sites may be Corporate Office, Regional Offices, Manufacturing Units, Circle Offices, Telecom District Offices, Sub-Divisional Offices, Telecom Exchanges etc. as the case may be.

3. High resolution photos of the sites during the preparatory phase as well as during the campaign phase may be taken and shared with the Department for uploading into the SCDPM portal maintained by DARPG for this purpose.

4. In addition, for identified campaign sites, scrap and other redundant items may be identified and action may be taken for their disposal during the

p.T.O.



campaign. An action plan may also accordingly be prepared and shared with the Department by 29.09.2025.

5. In view of the above, it is requested that a Nodal Officer may be appointed at the Corporate Office and Nodal Officers for the campaign sites. The Nodal Officers at the campaign sites are to share photos of the campaign sites with the Nodal officer at Corporate Office who in turn are to share the same with the Department. It is requested to share such photos (initially identified sites prior to their cleaning) through email to [anoop.kr@nic.in](mailto:anoop.kr@nic.in)/[kuldeepy.odi.au@cag.gov.in](mailto:kuldeepy.odi.au@cag.gov.in).

6. It is requested that in the identification phase, the requisite information w.r.t. to campaign sites and files identified during the preparatory phase may be sent to O&M Section, DoT HQ by **29.09.2025** for collation and subsequent uploading into SCDDPM Portal through the above stated emails.

7. Further, DARPG has shared a **Self-Assessment Form** along with their instructions. The Self Assessment Form gives important on Best Practices (adopted during the Campaign) on certain categories, Space Freed, Scrap Disposal and Revenue Earned and also Cleanliness Campaigns. These issues may also be considered during the Campaign and **filled up Self- Assessment Form** may be shared with the Department **by 04.11.2025** for collation and sharing with DARPG. **The appropriate action taken on these issues will ensure better ranking of the Department amongst competing Ministries/ Departments.**

Encl.: As above.

Yours faithfully

(Anoop Kumar)

Under Secretary to the Government of India

Tele: 011 23036213

Email: [anoop.kr@nic.in](mailto:anoop.kr@nic.in)

डॉ. टी.वी. सोमनाथन  
Dr. T.V. Somanathan



सत्यमेव जयते



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O. No. 502/2/2/2024-CA.V/CA.III

Dated, the 30 July, 2025

Dear Secretary,

As you are aware, Special Campaigns for disposal of pending matters were successfully organized from 2<sup>nd</sup> October to 31<sup>st</sup> October since the year 2021, across all Ministries/Departments, with Department of Administrative Reforms and Public Grievances (DARPG) as the nodal department. The success of these campaigns was made possible through the robust and sustained efforts of all Ministries and Departments.

2. In continuation of the efforts made in previous years, the Special Campaign 5.0 will be conducted from 2<sup>nd</sup> October to 31<sup>st</sup> October, 2025. During the campaign particular attention may be given to field/outstation offices providing public services or having direct public interface, in addition to the Ministries/Departments, their attached/subordinate offices, Autonomous Bodies and PSUs. This year, special focus will also be placed on the scientific management of e-waste generated in Government of India offices. DARPG will issue detailed guidelines in the matter, separately.

3. Your leadership and active involvement will be crucial for the success of the Campaign as in the past four years. Appropriate instructions may also be issued to all offices/organizations under your Ministry/Department for meaningful participation and successful implementation of Special Campaign 5.0.

Best wishes,

Th  
31/7/25

Yours Sincerely,

(T. V. Somanathan)

To,

All Secretaries to the Government of India



**No. Q-11011/01/2025-O&M (e-9571)**  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Administrative Reforms & Public Grievances  
\*\*\*

Sardar Patel Bhawan, New Delhi

Dated, the 1<sup>st</sup> August, 2025

**OFFICE MEMORANDUM**

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

The Government will organize Special Campaign 5.0 for improving Swachhata and disposal of pending references from 2<sup>nd</sup> October – 31<sup>st</sup> 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.502/2/2/2024-CA.V/CA.III dated the 30<sup>th</sup> 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 15<sup>th</sup> September, 2025 to 30<sup>th</sup> September, 2025 and Implementation Phase from 2<sup>nd</sup> October, 2025 to 31<sup>st</sup> 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 15-30<sup>th</sup> September 2025**

5. The Special Campaign will be preceded by Preparatory Phase from 15<sup>th</sup> September, 2025 to 30<sup>th</sup> 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 25<sup>th</sup> 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.



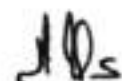
7. The campaign may also be utilized for adherence of record management systems as contained in Central Secretariat Manual of Office Procedure (CSMOP), GFR and Public Record Act, 1993.

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.



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 2<sup>nd</sup> -31<sup>st</sup> 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 10<sup>th</sup> 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 2<sup>nd</sup> – 31<sup>st</sup> 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 01<sup>st</sup> 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 10<sup>th</sup> 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 any clarification with respect to the Special Campaign:

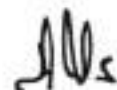
- (i) Smt. Sarita Chauhan, Joint Secretary, DARPG, Tel: 011-2336 0331, e-mail: jsecy-darpg@gov.in.
- (ii) Shri Ajit Kumar Sah, Director, DARPG (Mob.9911930267, e-mail: ak.sah@nic.in)
- (iii) Shri Sanjeev Saxena, Senior Technical Director, NIC (Mobile: 9891064940, e-mail: sanjeevs@nic.in) on technical 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 5.0. Ministries shall issue tweets/retweets using this Hashtag from various social media handles of their Ministry from 15<sup>th</sup> 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: 17<sup>th</sup> November – 30<sup>th</sup> November 2025**

23. A 3<sup>rd</sup> party assessment of the Campaign will be undertaken from 17<sup>th</sup> – 30<sup>th</sup> 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 2<sup>nd</sup> -31<sup>st</sup>, 2025)**  
**Self-Assessment Form**  
**(To be submitted by 10-11-2025)**

**A. Background Information**

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

**No. Q-15011/1/2025-O&M -DARPG**  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Administrative Reforms & Public Grievances  
\*\*\*

Jawahar Vyapar Bhawan, New Delhi

Dated: 01<sup>st</sup> August, 2025

**OFFICE MEMORANDUM**

**Sub: Record Management Practices in Government of India.**

The Department of Administrative Reforms & Public Grievances (DARPG) deals with the subject of Record Retention Schedule (RRS) of records created in the Government of India.

2. The Broad guidelines for Record management for physical as well as e-Files are explained in Chapter 10 of the Central Secretariat Manual of Office Procedure (CSMoP 2022), read with provisions of the Public Records Act, 1993 and the Public Record Rules, 1997, relevant portions of which are as follows:

Section 8 and Section 9 of the **Public Records Act, 1993**

**8. Destruction or disposal of public records.—**

(1) Save as otherwise provided in any law for the time being in force, no public record shall be destroyed or otherwise disposed of except in such manner and subject to such conditions as may be prescribed.

(2) No record created before the year 1892 shall be destroyed except where in the opinion of the Director General or, as the case may be, the head of the Archives, it is so defaced or is in such condition that it cannot be put to any archival use.

**9. Penalty for contraventions. —**

Whoever contravenes any of the provisions of section 4 or section 8 shall be punishable with imprisonment for a term which may extend to five years or with fine which may extend to ten thousand rupees or with both.

Section 9 of **Public Record Rules, 1997**

**9. Destruction of Public Records.—**

(1) No public record shall be destroyed without being recorded and revised. In the month of January every year, each records creating agency shall record after consulting the records retention Schedule all those files on which action has been completed. This work shall be accomplished in consultation with the Records Officer.

*mar*



(2) No public record which is more than twenty-five years old shall be destroyed by any records creating agency unless it is appraised.

(3) A list of all such public records which are proposed to be destroyed shall be prepared by the record creating agency in Form 6 and retained permanently for future reference.

(4) The Record Officer shall furnish a half yearly report in Form 7 on recording, indexing, 74/20/reviewing and weeding of records to the Director General or Head of the Archives, as the case may be.

(5) Records shall be destroyed either by burning or shredding in the presence of Record Officer.

3. The Chapter 10 of CSMOP, 2022 has laid down the activities involved in Record Management, Categorization of Records, Record Retention Schedules, Review and Weeding of Records, Maintenance, Transfer of Records, Personal Office Records etc.

Relevant Provisions of Para 10.7 and Para 10.9 of the CSMOP, 2022 are as follows:

**10.7. Record Retention Schedule:**

(i) To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, every department will:

a. in respect of records connected with accounts, observe the instructions contained in Appendix 9 to the General Financial Rules, 2017;

b. in respect of records, relating to establishment, housekeeping matters, etc. common to all departments, follow the schedule of periods of retention for records common to all departments' issued by the Department of Administrative Reforms and Public Grievances (Sl.No.15 in Table 4.2)

c. in respect of records prescribed in this Manual, observe the retention periods specified in Appendix 10.10; and

d. in respect of records connected with its substantive functions departmental instructions issued for departmental retention schedule prescribing the periods should be preserved in consultation with the National Archives of India.

ii) The above schedules should be reviewed at least once in 5 years.

**10.9. Review and weeding of records:**

(i) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of Branch Officer/Divisional Head concerned. Retention after a review will be for a period not exceeding 10 years, including the period already retained.

(ii) Category 'A' & 'B' files will be reviewed on attaining the 25<sup>th</sup> year of their life in consultation with the National Archives of India. In these reviews the need for revising the original categorisation of category 'B' files may also be considered.

*12/02/2025*

(iii) The year of review of category 'C' files will be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening.

4. In light of the above provisions, following extensive consultation with various Ministries/Departments the Guidelines of Record Management are further clarified as follows:

a) e-files of 'C' category like Parliament Questions, Dak Register, Messenger Book, File Movement Register, Register for watching the progress of recording, Register for keeping a watch on communications received from MPs/VIPs, Register of Parliamentary Assurances are to be retained for a period of 3 years and thereafter closed with due approvals of competent authority.

b) e-files of 'C' category like the Record Review Register, List of files received for review, Monthly Progress Report on recording of files, Check-lists for periodical reports, Inspection reports to be closed after retention a period of one year as per the Records Retention Schedule with due approval of competent authority.

c) e-files of 'A' category to be retained as permanent record. Such records include Standing Guard Files, File Registers, Precedent Book, List of files transferred to National Archives and Record Retention Slip.

5. It should be noted that Sections 8(1) and 9 of the Public Records Act, 1993 and the procedures laid down in Rule 9 of the Public Records Rule, 1997 would apply equally to e-Files.

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

*h. matt*  
*11/8/2015*  
(Hari Krishan Bhatt)

Deputy Secretary to the Government of India

To,

All Secretaries of Ministries/Departments of GOI

Copy for information to:

1. Smt. Kavita Singh, Joint Secretary, Cabinet Secretariat

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

**A. Background Information**

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

## ANNEXURE 'A'

## Allocation of Sites to be cleaned during Special Campaign 5.0 of Swachhta

Sr. No.	Name of the Circle	No. of Sites of respective circle to be cleaned(Minimum as shown below in the table/2 sites per BA whichever is greater)	Period of conduction of the Special Campaign 5.0 of Swachhta and cleaning
1	Andaman & Nicobar	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
2	Andhra Pradesh	15	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
3	Assam	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
4	Bihar	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
5	BSNL CO New Delhi	5(Work to be executed by Civil Wing of CN-Tx-North, New Delhi)	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
6	Chatisgarh	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
7	Gujarat	15	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
8	Haryana	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
9	Himachal Pradesh	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
10	Jammu & Kashmir	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
11	Jharkhand	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
12	Karnataka	15	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
13	Kerala	15	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
14	Madhya Pradesh	15	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
15	Maharashtra	15	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
16	North East-I	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
17	North East-II	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
18	Orissa	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
19	Punjab	15	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
20	Rajasthan	15	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
21	Sikkim	5	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
22	Tamilnadu	15	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
23	Telangana	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
24	UP(East)	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
25	UP(West)	15	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
26	Uttrakhand	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
27	West Bengal	15	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
28	Kolkatta TD	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
29	Chennai TD	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
30	CN Tx-East	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
31	CN Tx-South	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
32	CN Tx-West	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
33	CN Tx-North	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
34	CN Tx-NER	5	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
35	ALTTC	5	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
36	ITPC	5	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
37	QA & Inspection Circle	5	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025
38	NCNGN /BBNW	10	2 <sup>nd</sup> October to 31 <sup>st</sup> October, 2025