



कार्यालय प्रधान मुख्य आयकर आयुक्त, आन्ध्र प्रदेश व तेलंगाना, हैदराबाद
Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
दसवीं तल, आयकर शिखर/ 10TH Floor, Income Tax Towers,
ए.सी. गार्ड्स, हैदराबाद/ AC Guards, Hyderabad – 500 004.
टेलि.नं./Tel. No. 040 – 23425474, फैक्स/ Fax 040-23241427

F.No.Pr.CCITAP&TS/Estt/2021-22

Date: 22/09.2022

To
All the Heads of Departments/Offices
of AP&TS Region.

Sir,

Sub: Special Campaign 2.0 for Swachhata in Government Offices and disposal of pending matters from 2nd Oct, 2022 to 31st Oct, 2022 – Reg.

Ref: CBDT, New Delhi's letter in F.NO. Dir(Hqrs)Ch(DT)/07(112) 2022 dated 09.09.2022.

* * * *

Kindly refer to the above.

2. I am directed to enclose herewith the above referred letter received from CBDT, New Delhi, requesting for undertaking Special Campaign for Swachhata in Government Offices and disposal of pending matters from 2nd October, 2022 to 31st October, 2022, on the lies of the Special Campaign held in 2021.
3. **The Special Campaign will be held in two phases – Preparatory Phase from 14th September, 2022 to 30th September, 2022 and implementation phase from 2nd October, 2022 to 31st October, 2022.**
4. During the Campaign, cleanliness of government Offices with special focus on space management and enhancing work place experience of field offices shall be undertaken. **The Campaign shall focus on the field offices at urban and sub urban locations**, therefore all PCITs Offices and Officers at moffusil/independent stations are requested to make comprehensive plans for cleanliness, space management and beautification of offices.
5. It is further requested that high resolution pictures of the Cleanliness Campaign Sites may be captured before start of Campaign and after the Campaign.

6. It is further requested to focus on liquidating pendency in the MP's References, References from the State Government, Inter-Ministerial-References (Cabinet Note), Parliamentary Assurances, PMO references, Public Grievances, (CPGRAMS as well as grievances received from other sources) and PG Appeals.

7. In this connection, it is requested submit the reports and photographs on steps taken during the preparatory phase of the Special Campaign for Swachhata in the prescribed format by 26.09.2022 (copy of Board's letter is enclosed).

Yours faithfully,


(THAMBA MAHENDRA)

Dy. Commissioner of Income Tax
(Hqs)(Admn.),
O/o. Pr.CCIT, AP&TS, Hyderabad.

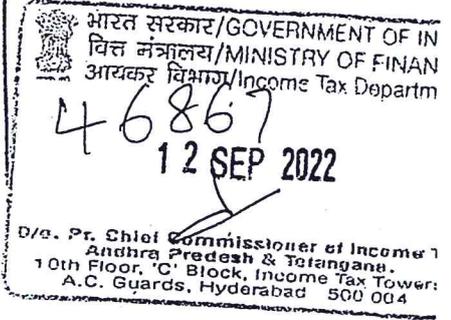
Encl: As above.

Copy to

All sections of Pr.CCIT, AP& TS, Hyderabad, for information and taking necessary action.

12 SEP 2022

सं आ.आ.(मुख्या)(प्रशा. एवं सरकारी),
F. No. Dir(H) 17/711/2022
Government of India,
Ministry of Finance
Department of Revenue
[Central Board of Direct Taxes]



Room No. 255, North Block
New Delhi, the 09.09.2022

OFFICE MEMORANDUM

Sub: Special Campaign 2.0 for Swachhata in government offices and disposal of pending matters from 2nd Oct. 2022 to 31st Oct. 2022- reg.

Kindly refer to the OM of Department of Administrative Reforms & Public Grievances, Ministry of Personal Public Grievances and Pensions dated 25.08.2022 regarding the above mentioned subject (copy enclosed).

2. The Government would undertake Special Campaign for Swachhata in government offices and disposal of pending matters from 2nd October, 2022 to 31st October 2022, on the lines of the Special Campaign held in 2021. The Special Campaign will cover all Ministries/Departments of Government of India and their attached/subordinate offices. The Special Campaign will be organized in two phases - Preparatory Phase from 14th September, 2022 to 30th September, 2022 and implementation phase from 2nd October, 2022 to 31st October, 2022. Progress of the campaign will be monitored through the SCDPM portal. A Pendency Identification form prescribed by the SCDPM portal is enclosed with this OM.

3. During the Campaign, cleanliness of government offices with special focus on space management and enhancing work place experience of field offices shall be undertaken. The Campaign shall focus on the field offices at urban and sub urban locations therefore all PCITs offices and officers at mofussil/independent stations are requested to make comprehensive plans for cleanliness, space management and beautification of offices. The CsIT(Admin & TPS) of the respective Pr.CCIT regions are requested to collate reports on items B-Record Management, C-Cleanliness & Office Scrap Disposal and E-Public Grievance Appeals of the Pendency Identification form during preparatory phase. It is further requested that high resolution pictures of the Cleanliness Campaign Sites may be captured before start of Campaign and after the Campaign. The CsIT(Admin & TPS) are requested to collect these photographs in preparatory phase as per the prescribed specification of SCDPM photograph upload window (copy enclosed).

4. The Campaign will also focus on liquidating pendency in the MP's References, References from the State Government, Inter-Ministerial-References (Cabinet Note), Parliamentary Assurances, PMO references, Public Grievances (CPGRAMS as well as grievances received from other sources) and PG Appeals. Accordingly, it is requested that the information on these parameters may be collected during the

2. Chauhan

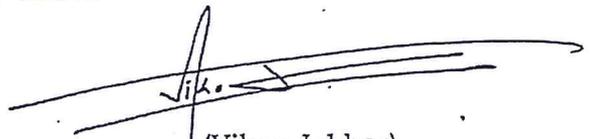
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preparatory phase by the respective divisions/directorates. The Pr. DGITs/DGITs/CITs/JSs of the concerned divisions/directorates are requested to collate reports on items A-Pending Reference Identified Till Date, B-Record Management, C-Cleanliness & Office Scrap Disposal and E-Public Grievance Appeals of the Pendency Identification form. Besides the above parameters, TPL Division, CBDT is requested to review the existing rules and procedures during the Campaign aiming at reducing compliance burden and promoting ease of living to the citizens and the JSs(TPL) are requested to also include the item D-Easing of Rules/Process of the Pendency Identification form besides the other items mentioned in this Para in their report on preparatory phase.

5. CIT(M&TP), CBDT is requested to use DARPG created Hashtag # Special Campaign 2.0 to tweet/retweet during campaign phase to highlight the outcome of Special Campaign 2.0 in Income Tax Department.

6. All the concerned authorities are requested to submit the reports and photographs on steps taken during the preparatory phase of the Special Campaign for Swachhata in the prescribed format to mail id comcoord-cbdt@nic.in by 26th Sept. 2022.

7. This issues with the prior approval of Chairman, CBDT.



(Vikas Jakhar)
DCIT (OSD) HQ, CBDT
Ph. 011-23095452

To:

All Pr.CCsIT

All Pr.DGsIT

All JSs &CsIT in CBDT

Dependency Identification of Central Board of Direct Taxes (Income Tax)

Date 09/06/2022

Previous Dependency Identification

*All fields are mandatory.

A - Pending references identified till Date				
References Category	<= 6 Months	> 6 & <= 12 Months	> 1 & <= 2 Years	> 2 Years
References from MPs				
Parliamentary Assurance				
IMC Reference (Cabinet Proposals)				
State Govt. References				
Public Grievances				
PMO References				

B - Record Management

Number of Physical Files due for Review

Number of E-Files put-up for Review

C - Cleanliness & Office Scrap Disposal

INDOOR

System in Place

(Yes/No)

Inspection Architecture In Place

(Yes/No)

-- Select --

-- Select --

Outsource Agency Deployed

(Yes/No)

Level of Inspecting Officer

-- Select --

-- Select --

OUTDOOR - Number of Campaign(s) to be Conducted

Class A Cities

Class B Cities

Class C Cities

OFFICE SCRAP DISPOSAL

Date of Identification

D - Easing of Rules/Processes

Number of Rules Identified for Simplification

Σ - Public Grievance Appeals

Number of Appeals Pending

Note: Pendency Identification should be updated daily and to be filled cumulative as on date.

Σ - Public Grievance Appeals

Note:

- Photographs to be uploaded should be in "JPEG/JPG" format with a maximum of 5 MB size.
- Maximum of 5 pairs (Before & After) of photographs can be uploaded for a particular month.

Upload Photographs for: Central Board of Direct Taxes (Income Tax)

* Select Month and Year

(MM/YYYY Format)

09/2022



* Building Name (With City Name)

Maximum of 150 characters

* Location

--Select Location--

* Before Image

Select file ...

Browse ...

Only JPEG/JPG upto 5 MB

* After Image

Select file ...

Browse ...

Only JPEG/JPG upto 5 MB

Submit

No.30011/02/2009-O&M (e.No.5866)
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances

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5th Floor, Sardar Patel Bhawan, New Delhi
Dated the 25th August, 2022

OFFICE MEMORANDUM

Subject: -Special Campaign 2.0 for disposal of Pending Matters from 2nd October, 2022 to 31st October, 2022.

The Government would undertake Special Campaign for Swachhata in government offices and disposal of pending matters from 2nd October, 2022 to 31st October 2022, on the lines of the Special Campaign held in 2021. The Special Campaign will cover all Ministries/Departments of Government of India and their attached/subordinate offices. The Department of Administrative Reforms and Public Grievances (DARPG) has been designated as the nodal Department for the campaign. Cabinet Secretary's D.O. No. 1/50/3/2021-Cab dated 23rd August 2022 addressed to all Secretaries to the Government of India, may be referred to in this regard. The Special Campaign will be organized in two phases -Preparatory Phase from 14th September, 2022 to 30th September, 2022 and implementation phase from 2nd October, 2022 to 31st October 2022. The broad guidelines for both the phases are given as under:

Preparatory Phase

The Special Campaign will be preceded by preparatory Phase from 14th September, 2022 to 30th September, 2022. The focus of the campaign this year should be the field / outstation offices in addition to the Ministries/ Departments and their attached / subordinate offices. Offices responsible for service delivery or having public interface shall be given special attention.

During this phase Ministries would sensitize the officers, mobilize the ground functionaries for the Campaign, appoint nodal officers, identify pendency in identified categories as given in para below, finalize the Campaign sites, identify scraps and redundant materials and complete laid down procedures for their disposal.

AD-

Parameters for the Special Campaign

Campaign will focus on liquidating pendency in the MP's References, References from the State Government, Inter- Ministerial References (Cabinet Note), Parliamentary Assurances, PMO references, Public grievances and PG Appeals.

Besides the above parameters, Ministries shall also review the existing rules and procedures during the Special Campaign aiming at reducing compliance burden and promoting ease of living to the citizens. The campaign may also be utilized for adherence of record management systems as contained in Central secretariat manual of office procedure, GFR and Public Record Act 1993.

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 the target for liquidation /implementation during the campaign 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 (PRO)

Designation of Nodal Officers in each Ministry

Each Ministry/Department shall designate a Nodal Officer for the Special Campaign (not below the rank of Joint Secretary). The Nodal Officer will coordinate the campaign in their Ministry/Department and also in their Attached/Subordinate Offices, Autonomous Bodies and PSUs under their Ministry. He/ She will collect information on daily basis and arrange to feed the information into the central monitoring portal designed by DARPG. List of nodal officers are attached at annexure of these guidelines. Any change in the nodal officers or in their contact details may be brought to the notice of DARPG by 6th September 2022. DARPG will also create a WhatsApp group of nodal officers for closer monitoring of the campaign.

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Monitoring through a dedicated Portal

Progress of the campaign will be monitored through the SCDPM portal at <https://pgportal.gov.in/scdpm>. The portal can be accessed through login credentials of nodal officers. DARPG will organise a training session for all nodal officers on the portal on 10th September 2022.

Selection of Swachhata Campaign Sites

This time the Campaign shall focus on the field offices at urban and sub urban locations. A comprehensive planning for cleanliness, space management and beautification of offices may be done. Redundant scrap material and obsolete items shall be identified for disposal as per laid down rules/ procedure. High resolution pictures of the Campaign sites may be captured before start of Campaign and after the Campaign for documentation purposes.

Campaign Phase

All out efforts may be made to dispose of all identified references during the Special Campaign from 2nd October – 31st October, 2022. Progress may be reported daily on SCDPM portal.

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 and Public Record Act 1993.

Overall cleanliness of Government offices by removing redundant scrap material and obsolete items and enhancing work place experience shall be undertaken during the campaign phase.

The best practice evolved during the campaign shall be documented on the portal for future reference.

Monitoring of Progress

Nodal Officers shall review the progress on a daily basis. Secretary of the Department will also regularly review the progress.

Reviews will be conducted by Secretary, DARPG, with the Nodal Officers on a weekly basis in the Identification Phase and during the Special Campaign period.

Cabinet Secretary will hold meetings with Secretaries to review the progress.

A weekly consolidated report will be prepared by DARPG on the progress of the Campaign and submit it to the Cabinet Secretariat and PMO.

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Third party assessment of campaign will also be undertaken during the Campaign and post Campaign phase.

The following designated officers from DARPG will be available for providing any clarification with respect to the Special Campaign: -

(i) Joint Secretary, DARPG (Smt. Jaya Dubey, Mobile 9811566645, e-mail: jaya.dubey@nic.in)

(ii) Shri Piyush Goyal, STD, NIC, (Mobile 9810633964, E-mail: goyal-sb@nic.in) on technical issues.

Media Plan and Publicity

DARPG will create Hashtag # Special Campaign 2.0. Ministries shall tweets/ retweets using the above hashtags from the various social media handles of their Ministry. A film on Special Campaign would also be prepared post campaign for which site visits of Door-darshan crew will be finalised in preparatory phase and also post campaign phase.

I&B Ministry will be involved for larger publicity and media plan of the campaign.



(V Srinivas)

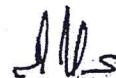
Secretary to the Government of India

To

All Secretaries to the Govt. of India

Copy To:

1. PS to MoS(PP)
2. Principal Secretary to PM
3. Cabinet Secretary
4. Advisor to PM (Shri Amit Khare)
5. Additional Secretary, Cabinet Secretariat (Shri Ashutosh Jindal)



(V Srinivas)

Secretary to the Government of India