



**TEA BOARD**  
**14, Biplabi Trailokya Maharaj Sarani,**  
**Kolkata-700001**

File No. 23(10)/Estt/2015/748

Date: 25-09-2023

**CIRCULAR**

This is to bring to the kind notice of all concerned that Department of Commerce, Ministry of Commerce and Industry vide Office Memorandum No. K-28022/7/2022-FT(Coordination) dated 19-09-2023 (copy enclosed) had instructed to organize “**Special Campaign 3.0 for disposal of pending matters during the period from 2<sup>nd</sup> October to 31<sup>st</sup> October, 2023**”.

In order to comply the directives of Ministry, Tea Board is taking necessary action for clearing of pending VIP references/ MPs and IMC references, Public Grievances and PG Appeals, Parliament Assurances. Another important part the said campaign is to review/identify the old/obsolete files for weeding out.

Accordingly, all concerned are hereby requested to take necessary action towards review and weeding out of old/obsolete files. All old files prior to the year 1998 may be identified and should come under review. Details of activities may be submitted in the following format.

Sl. No.	Particulars	
<b>(a)</b>	<b>Record Management of Files</b>	
i.	Total No. files due for review	
ii.	Total No. of files reviewed	
iii.	Total No. of files identified for weeding out	
iv.	Total No. of files weeded out	
v.	Total No. of files Digitized	
<b>(b)</b>	<b>Scrap Disposal</b>	
i.	Total no. space freed (in sq. ft)	
ii.	Revenue generated after disposal of scrap (in Rs.)	

It is requested to provide an action taken report to the e-mail ID: [secytboard@gmail.com](mailto:secytboard@gmail.com) and [sostores.tbi@gmail.com](mailto:sostores.tbi@gmail.com) latest by 29.09.2023 for taking further necessary action.

Encl: As stated

(Dr. Rishikesh rai)  
Secretary In-Charge  
&

Nodal Officer for Special Campaign 3.0

**Distribution:**

1.	All HoDs in Head Office, Kolkata (except Dy. Chairman)	For kind information and necessary action please.
2.	Executive Director, Coonor & Guwahati	With the request to take necessary action in the offices under your jurisdiction.
3.	DDTD, Siliguri, SO(NWI), FAO, Palampur	With the request to take necessary action in the offices under your jurisdiction.
4.	All Regional/Sub-Regional Offices of the Board	For information and necessary action please.
5.	JCL(PCB)	For co-ordination please.
6.	PA s to Dy. Chairman/DTD/FA&CAO/Secretary	
7.	Estate Officer	For necessary action please.
8.	IT Cell	For uploading on the website.
9.	Secretariat Branch	
10.	Estt Branch	With spare copies.

No. K-28022/7/2022-FT(Coordination)  
Government of India  
Ministry of Commerce and Industry  
Department of Commerce

Vanijya Bhawan, New Delhi  
Dated 19<sup>th</sup> September, 2023

**OFFICE MEMORANDUM**

Sub: Special Campaign 3.0 for disposal of pending matters during the period from 2nd October, 2023 to 31st October, 2023-reg.

The undersigned is directed to refer to OM of even number dated 06.09.2023 (copy enclosed) and as part of the preparatory phase of the campaign, it is requested to furnish the action plan formulated by your organisation on Special Campaign 3.0 at [moc\\_ftcoord@nic.in](mailto:moc_ftcoord@nic.in) by 20.09.2023.

2. The action plan may also include the following:

Sl. No.	Particulars	Details to be furnished
1.	<b>Nodal Officer with contact details</b>	
2.	<b>VIP references identified</b>	
3.	<b>Public Grievances and PG Appeals identified</b>	
4.	<b>IMC references identified</b>	
5.	<b>State/UT Government references identified</b>	
6.	<b>PMO references identified</b>	
7.	<b>Parliamentary assurances identified</b>	
8.	<b>Number of rules identified for simplification</b>	
9.	<b>Record Management of files</b>	
a.	Total No. of files identified that are due for review	
b.	Total No. of files reviewed	
c.	Total No. of files identified for weeding out	
d.	Total No. of files weeded out	
e.	Total No. of files identified for transfer to NAI	
f.	Total No. of e-files identified for review	
g.	Total no. of e-files closed	
10.	<b>Scrap Disposal</b>	
a.	Total space freed (in sq. ft.)	
b.	No. of unusable items identified for condemnation/disposal	
c.	Details of committee formed for condemnation of scrap	

d.	Revenue generated after disposal of scrap (in Rs.)	
11.	<b>Cleanliness Drive</b>	
a.	Total no. of Campaign identified for cleanliness (more and more sites may be covered under the campaign)	
b.	Photographs of the campaign (before and after the drive)	
c.	No. of sites converted to mechanised cleaning from manual cleaning	
12.	<b>Media Outreach</b>	
a.	No. of tweets with links issued	
b.	No. of PIB statements issued	
13.	<b>Details of review meetings held by the head of the organisation</b>	
14.	<b>Details of additional activities identified by the organisation to be carried out during the campaign</b>	
15.	<b>Actions identified to ban single use plastics</b>	
16.	<b>Products/processes identified for moving towards carbon neutrality</b>	

3. Shri Amardeep Singh Bhatia, AS, Nodal officer for Special Campaign 3.0 will take a review on the progress of the campaign **through Video conference on 21.09.2023 at 04:30 pm.**

4. This issue with the approval of Competent Authority.



(Lakshman Rao Athukuri)  
Deputy Director (Coordination)  
Tel. No. 011-23039596  
Email: lakshman.a@nic.in

Enclosed: As above

To

1. Nodal officers of Special Campaign 3.0, DoC
2. All Sections/Divisions of DoC
3. All Directors/Dy. Secretary in DoC
4. DGFT including Regional offices
5. DGTR
6. DGCIS
7. SEZs

8. Commodity Boards
9. ITPO/ECGC/MMTC/STC/PEC/STCL
10. IIP/IIFT/APEDA/MPEDA/EIC
11. PAO

Copy to: 1. PPS to CS

2. PPS/PS of all AS/JS/EA/DG(DGFT)/AS&FA/CCA/ADGFT