



टी. बोर्ड. भारत Tea Board India
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Ref. No.25(25)/Sectt/2020/

Dated : 05/09/2024

CIRCULAR

Sub : Special Campaign 4.0 for institutionalizing Swachhata and minimizing pendency in Government offices – 2nd October, 2024 to 31st October, 2024 – regarding.

This is in connection of Special Campaign 4.0 vide DOC mail dated 03/09/2024 and DARPG letter No.Q-15012/2/2024 -O & M DARPG dated 22/08/2024, Ministry of Personnel , Public Grievances & Pensions on the above matter. As instructed by the Ministry the Special Campaign 4.0 will have to organize for improving Swachhata and Disposal of pending references from 2nd October – 31st October, 2024. Ministry has decided to organise the Special Campaign 4.0 in two phases – **Preparatory Phase** from 16th September, 2024 to 30th September, 2024 and **Implementation Phase** from 2nd October, 2024 to 31st October, 2024. In order to submit the action plan of the Preparatory Phase for the Special Campaign 4.0 , all the Board's Zonal / Regional offices and all the Departments/Sections of the Head Office, Kolkata are requested to submit following details to the Secretary latest by 10th September, 2024.

Activities included for Preparatory Phase:

1. Identify pending references
2. Identify campaign sites for cleanliness
3. Assess the volume of redundant materials to be disposed and finalise the procedures for their disposal
4. Space management planning
5. Scrap disposal
6. Record Management

Further, Ministry is putting special focus on space management systems and enhancing work place experience of field offices. For submission the information during the preparatory phase, following parameters may also be submitted to the Head office for compilation and submission with the ministry.

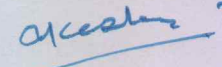
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Parameters for the Special Campaign:

1. Identification of Cleanliness Campaign sites
2. Planning for Space management and beautification of offices
3. Identifying Scrap and redundant items and their disposal procedure as per GFR
4. Identifying pending references from MP's
5. Identifying pending references from the State Governments
6. Identifying pending Inter-Ministerial references (Cabinet Notes)
7. Identifying Parliamentary Assurances pending for more than 3 months
8. Identifying pending PMO references
9. Identifying pending Public Grievances and Appeals (CPGRAMS as well as grievances received from other sources)
10. Number of Rules/Processes identified for simplification
11. Record Management – Review of files/ recording and weeding of files/ closing of e-files

Encl: As stated.

Yours faithfully,



(Rishikesh Rai)

Secretary

Distribution :

1	All HoDs in Board's H. O., Kolkata (excepting Dy. Chairman & Secretary	With the request to please bring the content of the Circular amongst all officials working under them
2	Executive Director , Tea Board, Coonoor and Guwahati	
3	FA & CAO	
4	Director of Tea Development	
5	DDTD, Silguri/ S. O. (NWI), New Delhi / FAO, Palampur	
6	All Regional / Sub-regional Offices of the Board	
7	Secretary to Dy. Chairman / P. A. to FA & CAO & Secretary	
8	Establishment Branch	
9	IT Cell	With the request to upload in Board's website
10	TBEA	
11	Secretariat Branch	