



केन्द्रीय विद्यालय संगठन

शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
KENDRIYA VIDYALAYA SANGATHAN
Under Ministry of Education, Govt. of India
मुख्यालय, नई दिल्ली / Head Quarters, New Delhi
website: www.kvsangathan.nic.in
E-mail : adtl.com.admn@kvs.gov.in
jc.pers@kvs.gov.in

दूरभाष / Tel : 91-11-26858565

18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली/
F.11029-3/2024-KVS(Admn.I)/ 1292

18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110 016

Dated: 17.09.2024

The Deputy Commissioner/Director
Kendriya Vidyalaya Sangathan
All Regional Offices/ZIETs

Subject: Special Campaign 4.0 for institutionalizing Swachhata and minimizing pendency in Government offices - 2nd October, 2024 to 31st October, 2024-Regarding.

Madam/Sir,

The Govt. of India has decided to undertake a Special Campaign 4.0 for Swachhata in Government Offices and disposal of pending matters from October 2, 2024 to October 31, 2024. **(Copy enclosed).**

2. In this connection, it is required to focus on Grievance Redressal, Records Management & Weeding out files and improvement of overall cleanliness of KVS Regional Offices/ZIETS/Kendriya Vidyalayas which would contribute to good work environment.

3. Accordingly, you are requested to dispose of the redundant scrap material and obsolete items lying in the Regional Offices /ZIETs/ Kendriya Vidyalayas after following prescribed procedure and also weed out old and redundant files, as per GFR/ the guidelines issued vide KVS Office - Order No. 11023/04/08- KVS(HQ) dated 04.02.2009 **(copy enclosed)** during the Special Campaign 4.0 as per laid down procedure.

4 It is further desired that details of proceeds collected out of disposal of weeded out files/ condemned items/ redundant scrap material, 2 to 3 High resolution photographs/videos of best practices (3 to 5 minutes), 2-3 pictures of the campaign (before and after), posts/reposts on X (from 16.09.2024 onwards) using hashtag #Special Campaign 4.0 be obtained from each KV under the Region on daily basis. Further, after due scrutiny at Regional Levels the entries (2-3) worth reporting may be shared with the Hqrs. at the designated mail ID.

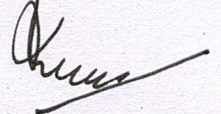
5. A comprehensive planning for cleanliness, space management and beautification of offices and KVs may be done. All KVs be asked to give focus on cleanliness of toilets and water points besides other areas, General cleanliness and aesthetics of campus as a whole should be improved markedly during the Campaign.

PTO

6. This time the Campaign shall comprise of two phases- **Preparatory Phase from 16th September, 2024 to 30th September, 2024 and implementation phase from 2nd October, 2024 to 31st October, 2024.** The report of the Preparatory Phase of the Special Campaign to be provided in the attached proforma on **23rd September & 30th September positively upto 11:00 a.m.** without fail at email **kvsspecialcampaign4.0@gmail.com**. Thereafter, from October, 02, 2024 onwards daily progress report be submitted before 03:00 p.m. One Assistant Commissioner from the Region and one teacher from each Kendriya Vidyalaya be nominated as Nodal Officer to monitor the effective implementation of the Campaign. It is also requested to send the details of the Nodal Officer in the attached proforma to this office and also upload the details of the Nodal officer on website of KVS Regional Office/ ZIETs/ KVs.

2nd October is celebrated as the birthday of Father of Nation i.e. Mahatma Gandhi Ji, "Cleanliness is Next to Godliness", was his motto. He also said, "Be the change that you wish to see". The occasion should be used to usher in an era of cleanliness, both at personal as well as organizational level.

Yours faithfully.



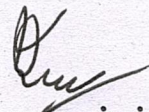
(Somit Shrivastav)

Joint commissioner (Pers.)

Encl. As above.

Copy to :

- (i) The Assistant Commissioner (S&S) for similar action for KVS (HQ).
- (ii) The Principal, KV, Kathmandu, Tehran & Moscow for similar action.



Joint commissioner (Pers.)

Kendriya Vidyalaya Sangathan

Parameters Special Campaign 4.0

Name of RO/ZIET/KV: _____

SL. No.	Reference Category	Target for liquidation/ implementation during the First Phase (Preparatory Phase) of campaign 4.0	
		As on 23.09.2024	As on 30.09.2024
1	2	3	4
1	Record Management		
	(i) Review of files/ recording		
	(ii) Files Identified for Weeding		
	(iii) e-files Identified for Closing		
2	Identification Campaign sites for Cleanliness		
3	Space management planning and beautification of Offices		
4	Identifying Scrap and redundant items and their disposal procedure as per GFR (Also ref. KVS office order dated 04.02.2009)		
5	Number of Rules/ Processes identified for simplification		
6	(i) Pending Public Grievances (CPGRAMS as well as grievances received from other sources)		
	(ii) Pending Public Appeals (CPGRAMS as well as grievances received from other sources)		

Signature.....

Kendriya Vidyalaya Sangathan

Name of RO/ ZIETs/ KVs: _____

Name of the Nodal Officer	
Designation of the Nodal Officer	
E-mail ID	
Contact Number/ Mobile Number of the Nodal Officer	