



No. Q-15012/2/2024-O&M-DARPG (e-8885)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Administrative Reforms & Public Grievances

Sardar Patel Bhawan, New Delhi

Dated: 22<sup>nd</sup> August, 2024

**OFFICE MEMORANDUM**

**Subject: Special Campaign 4.0 for institutionalizing Swachhata and minimizing pendency in Government offices – 2<sup>nd</sup> October, 2024 to 31<sup>st</sup> October, 2024- regarding.**

The Government will organize Special Campaign 4.0 for improving Swachhata and disposal of pending references from 2<sup>nd</sup> October – 31<sup>st</sup> October, 2024, on the lines of the Special Campaigns held in 2021, 2022 and 2023 on the same theme. The Special Campaigns have cumulatively resulted in cleanliness campaigns in over 4 lakh government offices across the country and overseas Indian Missions. These offices have collectively cleared about 355 lakh square feet of office space and put it into productive usage. Revenue of about Rs.1162 crore earned from scrap disposal and 96.1 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. letter No. 502/2/2/2024-CA.V dated 21<sup>st</sup> August, 2024 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 4.0.

JS (cdn.)  
BBB

AD  
27/8/24

SS (SL)  
27/8

US (Coord.)

Amends  
27-8-24

SATEE

SO (Coord.)

Mr. J. Gupta