



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

( पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार )

मुख्यालय : जलमार्ग भवन, ए-13, सैक्टर-1, नोएडा-201 301, (उ.प्र.)

## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)

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IWAI/PL-18(8)/Special Campaign 3.0/2023

Date: 14.09.2023

### OFFICE ORDER

**Subject: Special Campaign 3.0 for institutionalizing Swachhata and minimizing Pendency in Government offices – 2- 31st October, 2023 –**

In pursuance to e-mail dated 8th Sept, 2023 originated by Coordination Section- II, Ministry of Ports, Shipping & Waterways (MoPSW) with O.M.No.CD-11053/108/2022-Coord dated 5th Sept, 2023 forwarding Department of Administrative Reforms & Public Grievances (DARG), Ministry of Personnel, Public Grievances and Pensions O.M No. Q-11011/2/2022-O&M-DARPG dated 4th Sept, 2023 (whereby MoM on Special Campaign 3.0 and Review of Progress on the matter for the month of June-July, 2023 with Nodal Officers held on 31.08.2023 is attached) and O.M. No. Q-15/08/2023-O&M-DARPG (e.No. 8181) dated 1st Sept, 2023. All Wing Heads at IWAI Head Office and Regional Directors/Office Incharges are requested to take immediate necessary steps to conduct the Special Campaign 3.0 on the subject cited above in all the offices of IWAI.

The formats for reporting attached as Annex-I under the heading "Organization- wise achievement under Special Campaign 3.0 for disposal of pending matters". The Special Campaign 3.0 is to be conducted in two Phases with the activities and Nodal Officers are as under -

#### Phase-I

S.No.	Activities	Nodal Officer
(i)	mobilize the offices/ officers and ground functionaries for the Campaign	Identified and proposed
(ii)	appoint nodal officers in each of their campaign offices	Identified and proposed
(iii)	arrange training for the nodal officers about their role in the Campaign	To be organised by MoPSW
(iv)	identify pending references	Director R.Os/Wing Heads/ SHS (P&C)
(v)	identify campaign sites for cleanliness	Director R.Os/ OIC, Sub-offices /Director (RE)/ AS(A&E)
(vi)	assess the volume of redundant materials to be disposed and finalise the procedures for their disposal.	Director R.Os/ OIC, Sub-offices /Director (RE)/ AS(A&E)

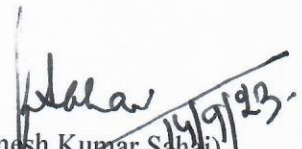
#### Phase-II

S.No.	Activities	Nodal Officer
(i)	Identification of Cleanliness Campaign sites	Director R.Os /Director (RE)/ AS(A&E)
(ii)	Planning for Space management and beautification of offices	Director R.Os /Director (RE)/ AS(A&E)

(iii)	Identifying Scrap and redundant items and their disposal procedure as per GFR	Director R.Os /Director (RE)/ AS(A&E)
(iv)	Identifying number of pending References from MP's	Director R.Os/ Wing Heads/ SHS (P&C)
(v)	Identifying Pending references from the State Governments	Director R.Os/ Wing Heads/ SHS (P&C)
(vi)	Identifying Pending Inter-Ministerial References (Cabinet Note)	Director R.Os/ Wing Heads/ SHS (P&C)
(vii)	Identifying Parliamentary Assurances pending for more than 3 months	SHS (P&C)
(viii)	Identifying Pending PMO references	SHS (P&C)
(ix)	Number of Rules/Processes identified for simplification	AS (L&H)
(x)	Identifying Pending Public grievances and Appeals (CPGRAMS as well as grievances received from other sources)	AS (L&H)
(xi)	Record Management- Review of files/ recording and weeding of files / closing of e-files	Director R.Os/OIC Sub-offices, Wing Heads/ PCSA

All concerned Nodal Officers are requested to send the Daily / Weekly report on activities conducted on the above items to H.O. for onward transmission to MoPSW. This may be treated as **TOP PRIORITY** please.

This issues with the approval of the Competent Authority, IWAI.

  
(Umesh Kumar Sahai)  
Deputy Secretary (P&C)  
Email. [uksahai@iwai.gov.in](mailto:uksahai@iwai.gov.in)

To,

All concerned in H.O. and Regional/Sub-offices, IWAI.

Copy to:-

- i. Chief Engineer-Project Manager (JMVP)/ / Hydrographic Chief/ CAO/ Director (MM)/ Director (NER)/ Director (Tr&L)/ Director (Technical)/ Director (Hydrography)/ Director (RE/IT) / Assistant Secretary (A&E.)/ Assistant Secretary (H&L), Assistant Secretary (P&C), PCSA, IWAI, Noida,
- ii. Director, IWAI, Patna.
- iii. Director, IWAI, Kolkata / Kochi / Guwahati.
- iv. Officer-In-charge of Sub-offices – Varanasi, Allahabad, Sahibganj, Farraka, Vijayawada, Bhubaneshwar, .
- v. IT, IWAI, Noida – For uploading on IWAI Website.

**Copy for kind information to :- (By E-Mail)**

PPS/ PS/ PA to Chairman/ Vice-Chairman/ Member (Finance)/ Member (Technical)/Member (Tr &L)/ Secretary, IWAI, Noida.