

U.11011//12/2024-HR
Government of India
Ministry of Health & Family Welfare
Department of Health Research
Coordination Section

2nd Floor, IRCS Building,
New Delhi-110001

Dated: 8th September, 2026

OFFICE MEMORANDUM

Subject: Special Campaign 6 for Institutionalizing Swachhata and Minimizing Pendency in Government Offices – Preparatory Phase from 15th to 30th September, 2026 – regarding.

The undersigned is directed to refer to the guidelines issued by the Department of Administrative Reforms & Public Grievances (DARPG) regarding Special Campaign 6, to be conducted during 2nd to 31st October, 2026, preceded by a Preparatory Phase from 15th to 30th September, 2026.

2. During the Preparatory Phase from 15.09.2026 to 30.09.2026, all concerned offices/organizations/attached offices are required to undertake the following activities suggested in the guidelines as under:

- i. Identification of Cleanliness Campaign sites
- ii. Planning for space management and beautification of offices
- iii. Effective collection, segregation of e-waste as per E-Waste (Management) Rules, 2022, its disposal and reporting as per Appendix - 1 Para B (E-Waste Management)
- iv. Identifying scrap and redundant items and their disposal procedure as per GFR
- v. Identifying pending references from MP's
- vi. Identifying pending references from the State Governments
- vii. Identifying pending Inter-Ministerial references (Cabinet Notes)
- viii. Identifying Parliamentary Assurances pending for more than 3 months
- ix. Identifying pending PMO references
- x. Identifying pending Public Grievances and Appeals (CPGRAMS as well as grievances received from other sources)
- xi. Number of Rules/Processes identified for simplification
- xii. Record Management - Review of files/ recording and weeding of files / closing of e-files

3. All concerned officers are requested to complete the preparatory activities during the preparatory phase and provide targets, so that the identified targets, baseline data, sites, pending matters, scrap/e-waste and record-management activities are ready for effective implementation during the Campaign period from 02.10.2026 to 31.10.2026.

4. All concerned are requested to accord **top priority** to the above activities and ensure active participation for successful implementation of Special Campaign 6.

5. This issues with the approval of the competent authority.

Encl: As above.


8/7/26

(D.P. Singh)

Deputy Secretary to the Government of India

To

1. All concerned Divisions/Sections of the Ministry/Department.
2. Sr DDG Admin, ICMR Hq.

Copy to:

1. O/o Secretary concerned.
2. O/o JS(RK), Nodal Officer, Special Campaign 6.
3. O/o JS(MS)