



File No.: 16/20/2026-Admn

Dated:09/2026

OFFICE ORDER**Subject: Allocation of activities/parameters for the Preparatory Phase of Special Campaign 6 – reg.**

In pursuance of the guidelines/instructions issued by the Department of Administrative Reforms & Public Grievances (DARPG), Government of India, regarding **Special Campaign 6 for institutionalizing Swachhata and minimizing pendency in Government Offices**, the following responsibilities are assigned to the concerned officers/Sections of ICMR Headquarters for identification and compilation of requisite data/inputs during the Preparatory Phase of the Campaign:

S. No	Activity/Parameter	Section Responsible
1	Identification of cleanliness campaign sites/areas at ICMR Headquarters & Planning for space management and beautification of offices/working areas at ICMR Headquarters	Engineering Cell
2	Effective collection and segregation of e-waste in accordance with the E-Waste (Management) Rules, 2022 , and identification of scrap and redundant items and their disposal procedure as per GFR	Store Section
3	Identification of pending references received from Members of Parliament (MPs); pending references from State Governments; pending Inter-Ministerial references (including Cabinet Notes); Parliamentary Assurances pending for more than three months; pending PMO references;	P&C Division
4	Identification of pending Public Grievances and Appeals (CPGRAMS as well as grievances received from other sources).	Grievance Cell
5	Record Management- Review of files/ recording and weeding of files/ closing of e-files.	Admin Section

2. The concerned Officers/Sections shall identify, compile and furnish the requisite information/data pertaining to the above parameters to the Administration Section, ICMR Headquarters at admnhq@icmr.gov.in, in the prescribed format till 22.09.2026, so as to facilitate consolidation and timely uploading of the requisite data on the DARPG portal.

3. The concerned Officers/Sections shall also ensure that the information furnished is complete, accurate and duly verified before submission.

This issue with the approval of the competent authority.

Enclosed as Above

(Jaibir Singh)
Assistant Director General (Admn)

To:

1. All Concerned Division/Section/Cell

Copy to:-

1. PS to DG/Addl. DGs/Sr. DDG(A)/Sr. FA, ICMR Hqrs., New Delhi.
2. Heads of all Divisions, ICMRHqrs.
3. DDG(A)/ADGs/ AO (Admn.), ICMR Hqrs., New Delhi.
4. AD (OL), ICMR Hqrs, for providing Hindi version of this order.