

25th Edition of the 'Secretariat Reforms' Monthly Report for August 2025 Released

Total revenue earned from scrap sale in Swachhata campaign from 2021-2025 stands at Rs 3,371.15 crore

Rs 1007.1 crore revenue earned from scrap disposal during Dec 2024-Aug 2025

0.35 lac files weeded out in Swachhata campaign in 5,545 offices during August 2025

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The Department of Administrative Reforms and Public Grievances (DARPG), under the Ministry of Personnel, Public Grievances and Pensions, has released the 25th edition of its monthly 'Secretariat Reforms' report for August 2025. The report provides an extensive analysis of the ongoing initiatives aimed at transforming governance and administration through (i) Swachhata and Reducing Pendency to Minimum Levels (ii) Increasing Efficiency in Decision Making, (iii) e-Office Implementation and Analytics,



This edition includes the following:

- Best Practices under "**Efficient Management of Office Spaces**"
- In Focus: Ministry of Ports, Shipping and Waterways (MoPSW)
- Cabinet Secretariat Directions on e-Office Implementation

Key Highlights of the August 2025 Report:

1. Swachhata & Reduction in Pendency:

- Cleanliness drives were conducted successfully at 5,545 sites nationwide.
- Approximately 4.78 lakh sq. ft of office space has been freed, with top contributors being the Ministry of Railways (1,79,293 sq. ft) and Ministry of Coal (1,25,988 sq. ft).
- Rs 74.44 Crore in revenue generated from scrap disposal, with significant contributions from Ministries such as Railways; Coal and Heavy Industries
- Effective record management saw 62,811 physical files reviewed, with 34,681 files weeded out.
- Disposal of 4,37,813 public grievances (84.41% disposed of total), along with the disposal of 1,216 MP references, 242 state government references.

Parameter/Item	SC 1.0-4.0	Dec'24-Aug'25	Total
Revenue Earned (in Rs. Crore)	2364.05	1007.1	3371.15

2. Best Practices: Efficient Management of Office Spaces:

Ministries and Departments preserve records, enhancing transparency and public accessibility. Examples include:

- Waste disposal and space utilisation for vehicle parking at Aayakar Bhawan, Guwahati; Central Board of Direct Taxes (Income Tax)
- Decluttering of the alley at Electronics Niketan, New Delhi, MeitY

3. Increasing Efficiency in Decision Making and e-Office, Implementation & Analytics:

- The adoption of layering initiatives has significantly reduced the average distinct transaction levels for active files from 7.19 in 2021 to 4.34 as of August 2025.
- 94.68% of total files created in August 2025 are eFiles. 95.01% of receipts received were e-Receipts, with 64 Ministries/Departments achieving at least 90% e-Files adoption at remarkable levels. 19 Ministries/Department have 100% share of e-Receipts for August 25.
- Inter-ministerial file movements have been 3,542 files for the month of August 2025, indicating streamlined administrative processes.

These initiatives underscore the Government of India’s ongoing commitment to digitally enabled, transparent, efficient, and citizen-focused governance, aligning with the broader goal of administrative excellence and responsive public administration.

NKR/PSM

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