



Special Campaign 5.0: Department of Personnel & Training Achieves Record File Review, Public Grievance Disposal, and Cleanliness Drives

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The Department of Personnel & Training (DoP&T), along with its attached and subordinate organizations, actively pursued all activities under Special Campaign 5.0 and successfully achieved its targets. The campaign commenced on 2nd October 2025 and concluded on 31st October 2025, with a focus on the review and weeding out of Records, reduction of pendency, management and disposal of scrap and expeditious decision-making on various issues within the Department and its organizations.

Key Highlights of the Campaign

2.0 During the campaign, significant achievements were recorded in records management, space optimization, pendency reduction, and public grievance disposal through adoption of a saturation approach. A concerted effort was made to reduce the volume of physical files through extensive digitization and undertaking weeding out drives across all attached offices and autonomous bodies, leading to improved records management, disposal of pending items and enhanced operational efficiency.

During the period, two Workshops on Cyber Security were organized in DoPT, Kartavya Bhavan–III, to promote cyber security awareness amongst employees. The initiative aimed to encourage efficient digital resource management, reduce data clutter, and enhance overall cybersecurity and system performance. The workshops witnessed enthusiastic participation from middle-level officers and staff of the Department.

During the campaign period, all public grievances and appeals pending with the Ministry were comprehensively reviewed and resolved, reaffirming the Ministry's commitment to citizen-centric governance. Similarly, all pending Parliamentary assurances, Inter-Ministerial Consultation (IMC) references, and MP/VIP communications were taken up on priority and examined and addressed, reflecting a culture of accountability and prompt action.

Efforts were also undertaken to improve workplace hygiene and sanitation—toilets in different offices were ren

ovated for public use, and deep cleaning of surrounding areas was carried out. To promote environmental protection and conservation of n

atural resources, officers of the Department participated in a tree plantation drive under the “*Ek Din, Ek Ghanta, Ek Saath, Shramdaan*” initiative.

Activities like Digitization and preservation of records were taken up on a large scale across all attached offices of DoPT. Several branches and divisions-initiated digitization of their records to promote digital governance and free up physical space. The recording and reviewing of files were carried out in mission mode across the Department and it's all organizations.

As part of *Swachhata Day* celebrations on 2nd October 2025, a Nukkad Natak on the Swachhata theme was organized in New Delhi to spread awareness about cleanliness and collective responsibility.

Main highlights & achievements of DoPT and its organisations during Special Campaign 5.0

1. Disposal of References and Grievances:

- a. Disposal of **16 pending references from MPs**
- b. Disposal of **1,842 public grievances**
- c. Disposal of **12 PMO references**
- d. Disposal of **343 public grievance appeals**

2. **Review of Physical Files:** 1,15,576 physical files reviewed; 97,188 files weeded out.

3. **Review of E-Office Files:** 1,28,306 e-office files reviewed; 76,378 e-office files closed.

4. **Revenue from Scrap Disposal:** ₹33,15,649 earned/expected to be earned through e-waste/ scrap disposal.

5. **Space Freed:** 11,753 sq. ft. of valuable office space released.

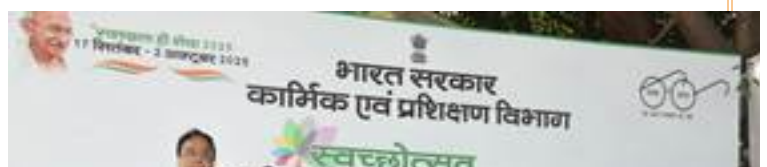
6. **Cleanliness Drives:** Conducted cleanliness drives across more than 1,000 sites.

All the activities undertaken by organisations were regularly posted on various social media platforms. More than 200 posts were made during the campaign.

Through Special Campaign 5.0, DoP&T has reinforced its commitment to efficient governance, digital transformation, environmental responsibility and efficient public service delivery. The campaign's successful implementation across all attached and subordinate organizations reflects the Department's dedication in achieving *maximum governance with minimum government* in letter and spirit.



Secretary (P) planting a sapling at Grih Kalyan Kendra, Lodhi Road on 2nd October 2025





Tree plantation by the officers of the Department during “Ek Din Ek Ghanta Ek Saath Shramdan” event



Cleanliness drive at Training Division, DOP&T, Old JNU office complex of DoPT



Images of cleanliness drive at Aram Bagh



Images from the *Nukkad Natak on Swachhata* theme held on 2nd October at Grih Kalyan Kendra, DOP&T, New Delhi



Cleaning of Record Room, DoP&T at Kartavya Bhavan-3



Digitization of Physical records at Capacity Building Commission, DOP&T, New Delhi



Social Media post on Special Campaign 5.0



Cleaninig @ CAT, PB



Shramdaan @ CIC



Deep Cleaning @ CBI, Mumbai

Cleanliness drives undertaken by attached/sub-ordinate offices of DoPT

NKR/AK

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