

No. J-17/3/2026-General

Government of India
Ministry of Electronics and Information Technology
General Administration Division

Dated: 12/08/2026**CIRCULAR**

Subject: Special Campaign 6.0 for Institutionalizing Swachhata and Minimizing Pendency in Government Offices during 2nd October 2026 to 31st October 2026 – Advancement of Preparatory action w.e.f. 15th August, 2026 in MeitY and its organizations reg.

The undersigned is directed to state that, on the directions of the Hon'ble Prime Minister, Special Campaign 6.0 is proposed to be conducted across all Ministries/Departments of the Government of India, with the Department of Administrative Reforms and Public Grievances (DARPG) as the nodal Department. The campaign aims to institutionalize Swachhata, minimize pendency, improve workplace management, and promote efficient record management through systematic disposal of obsolete records and redundant materials.

2. The campaign is proposed to be conducted in the following phases:

Phase	Tentative Schedule	Key Activities
Preparatory Phase	15-30 September 2026	Identification of Nodal Officers, campaign sites, e-waste, redundant materials, old records/files, and pending matters for disposal.
Implementation Phase	2-31 October 2026	Execution of the approved action plan, monitoring of progress, disposal of identified items, and daily updating of achievements on the DARPG portal.
Evaluation Phase	17-30 November 2026	Third-party assessment, impact evaluation, and submission of the final report on the outcomes of the campaign.

3. During periodic inspections conducted by the General Administration Division, it has been observed that a number of unattended items, old records/files, almirahs, racks, furniture, and e-waste such as discarded computers, laptops, printers, monitors, LED displays, and other obsolete electronic equipment are lying in corridors, lobbies, pantries, open spaces, and even within various Sections/Divisions. Such accumulation adversely affects the cleanliness, aesthetics, and overall working environment of the Ministry.

4. Although the preparatory phase of the campaign is scheduled from 15 September to 30 September 2026, it has been assessed that the time available for identification and disposal of obsolete records and redundant materials may not be adequate for completing the exercise effectively. Accordingly, with the approval of the Competent Authority, **all Sections/Divisions and all the Organizations of MeitY are requested to commence the identification and preparatory activities from 15 August 2026 so that the targets under the campaign can be achieved within the prescribed timeline.**

5. All Sections/Divisions/Organizations of MeitY are, therefore, requested to undertake the following actions on priority:

- (i) Identify all obsolete files/records, redundant materials, and e-waste available in their respective Sections/Divisions as well as in the Record Room.

Contd. /2-

- (ii) Weed out and dispose of old records strictly in accordance with the provisions of the Central Secretariat Manual of Office Procedure (CSMOP), the Record Retention Schedule, the General Financial Rules (GFR), and other applicable Government instructions and the respective organizations.
- (iii) Take immediate possession of all items belonging to their respective Sections/Divisions/Organizations of MeitY that are lying unattended in corridors, lobbies, pantries, or other common/open areas, and arrange to shift redundant and unserviceable materials to the MeitY Stores after following the prescribed procedure.
- (iv) Review the records available in the Record Room and complete the weeding out of records that have outlived their prescribed retention period.
- (vi) Ensure that all pending references, including MPs' references, references from State Governments, inter-ministerial references, Parliamentary Assurances, PMO references, Public Grievances, Public Grievance Appeals, and other pending matters are reviewed and appropriate action is taken to reduce pendency during the campaign period.

6. Sections/Divisions/Organizations of MeitY shall also take before and after photographs of the activities undertaken, including removal of unattended materials, disposal of old records/files, cleaning of almirahs, racks, offices, and disposal of e-waste. The photographs, along with a brief report of the activities carried out, shall be furnished to the General Administration Division for uploading on the DARPG portal and for compilation of the Ministry's achievements.

7. It may kindly be noted that in MeitY (Hq.) any unattended materials found in common areas after the stipulated time shall be removed by the General Administration Division without further notice. In this regard, from time to time, periodic inspection will be undertaken by the General Administration Division, MeitY.

8. All Heads of Divisions/Heads of Organizations are requested to nominate a Nodal Officer, if not already nominated, and ensure close monitoring of the activities so that the targets under Special Campaign 6.0 are achieved within the prescribed timelines.

9. This issues with the approval of the Additional Secretary, MeitY.


(Devender Pal)

Deputy Secretary to the Government of India

Email: devender.pal67@meity.gov.in

Mobile: 9818203531

Tel (O): 24301744

To:

- 1. Sr. PPS to Secretary, MeitY.
- 2. Sr. PS to Additional Secretaries, MeitY.
- 3. All Group Coordinators.
- 4. All CEOs/DGs of Attached Offices/Statutory Bodies/Autonomous Organisations/Companies under MeitY.
- 5. Dir.(Pers.)/Dir.(GA)/Dir.(NK)/Dir.(VT)/Dir.(MYSK)
- 6. Dir.(RSK)/All DSs/USs
- 7. All Divisions/Sections, MeitY.
- 8. Existing Nodal Officer of Divisions of MeitY and all the Organizations of MeitY
- 9. Intra-MeitY Portal – for displaying the circular on the Notice Board of MeitY
- 10. Guard File.