Department of Legal Affairs Achieves Significant Milestones under Special Campaign 6; Reviews Over 27,000 Physical Files, Disposes of 15,679 Files and Generates ₹4.71 Lakh through Scrap Disposal

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The Department of Legal Affairs, Ministry of Law and Justice, Government of India, has undertaken a series of initiatives and activities under Special Campaign 6, reaffirming its commitment to efficient governance, institutional strengthening, environmental sustainability, transparency and citizen-centric administration.

During the preparatory phase, the Department deputed senior officers of the Department to visit field offices of the department to sensitise them about *Swachhata Hi Sewa* and Special Campaign 6.

During the implementation phase of the Special Campaign, the Department undertook a comprehensive range of activities encompassing cleanliness drives, disposal of pending references, review and weeding out of obsolete records, digitisation-oriented record management, disposal of redundant ICT and electrical equipment, space optimisation and effective grievance redressal. Special emphasis was also placed on systematic file management, reduction of administrative pendency, environmental protection and the creation of a clean, organised and productive workplace.

The campaign also provided an opportunity to strengthen institutional practices, encourage the active participation of officers and officials, promote the principles of Swachhata in day-to-day administration and ensure the responsible disposal of scrap and obsolete materials in accordance with the prescribed procedures.

Key Achievements during the Implementation Phase of the Special Campaign

The significant achievements of the Department during the campaign are highlighted below:

1. Cleanliness and Swachhata Initiatives

A total of 30 cleanliness campaigns have been organised across the Department's offices and premises to promote workplace hygiene, cleanliness and environmental awareness. These initiatives contributed towards maintaining a clean, healthy and conducive working environment.

2. Revenue Generation through Disposal of Scrap

Through the systematic identification and disposal of obsolete materials including e-waste, scrap and other unserviceable items, the Department generated revenue amounting to ₹4,71,881/-. This initiative facilitated the productive disposal of redundant resources while contributing to the efficient utilisation of Government assets.

3. Efficient File Management and Reduction of Pendency

As part of the efforts to streamline official records and improve administrative efficiency, a total number of 27289 physical files against the target of 13523 files were reviewed, out of which 15679 files were weeded out. Similarly, total 20572 e-files against the target of 15188 files were reviewed, out of which 17798 files have been closed. The exercise has contributed to reducing unnecessary accumulation of records, improving file management practices and facilitating faster access to relevant official information.

4. Disposal of Obsolete ICT and Electrical Equipment (e-Waste)

A total of 1,484 obsolete ICT and electrical items have been identified and weeded out against the target of 1418 items generating revenue to the tune of Rs.4.15 lakhs. This initiative has facilitated the removal of redundant equipment, improved the utilisation of office infrastructure and supported environmentally responsible disposal practices.

5. Space Optimisation and Better Utilisation of Office Premises

The systematic disposal of obsolete records, scrap, redundant furniture and other unserviceable materials has resulted in the reclamation of 4,889 square feet of o□ce space. The freed-up space can be utilised more effectively for official purposes, thereby improving workplace organisation and operational efficiency.

6. Effective Administration and Disposal of Important References

During the campaign, 58 references from Members of Parliament and 19 IMC references have been disposed of meeting 100 % target. Out of 14 parliamentary assurances, in 7 cases, Implementation Report has been uploaded on the OAMS Portal of Ministry of Parliamentary Affairs and 2 Parliamentary Assurances are under transfer to other Ministries / Departments. These efforts reflect the Department's commitment to expeditious handling of important official communications and strengthening accountability in administrative functioning.

7. Public Grievance Redressal

Emphasising citizen-centric governance and responsive administration, the Department has taken steps towards the expeditious disposal of public grievances. A total of 534 public grievances have been disposed-o□ during the campaign against the target of 512 cases demonstrating its commitment to improving public service delivery and ensuring timely resolution of citizens' concerns.

Conclusion

The implementation of the Special Campaign has resulted in significant improvements in cleanliness, file management, disposal of obsolete materials, space optimisation, revenue generation and public grievance redressal in the Department of Legal Affairs.

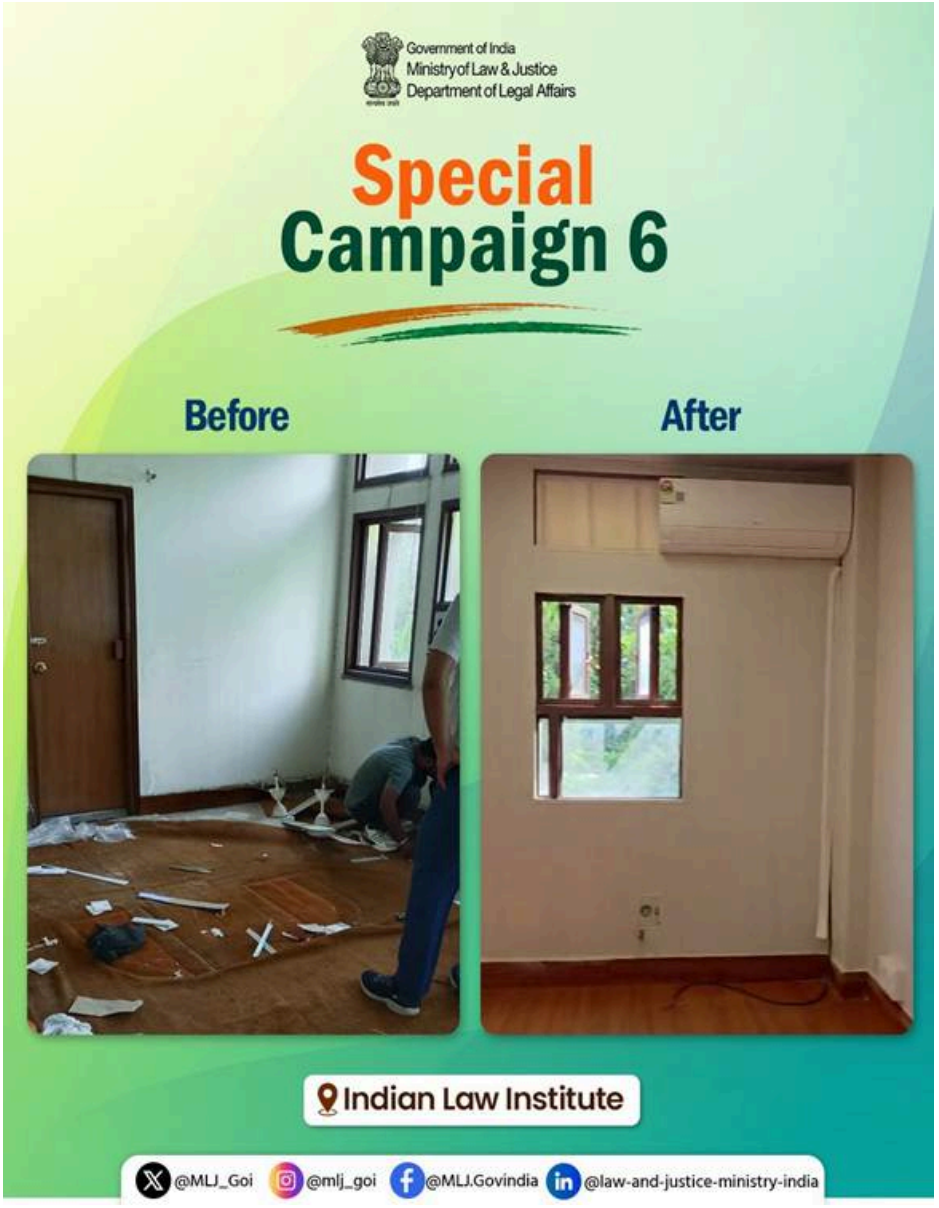
The achievements reflect the Department's continued commitment to the principles of Swachhata, e□ciency, transparency, accountability and citizen-centric governance. The Department endeavours to sustain the momentum generated through the campaign by institutionalising best practices, ensuring regular monitoring and promoting continuous improvement in administrative functioning.

Shramdan event at Safdarjung Tomb, New Delhi





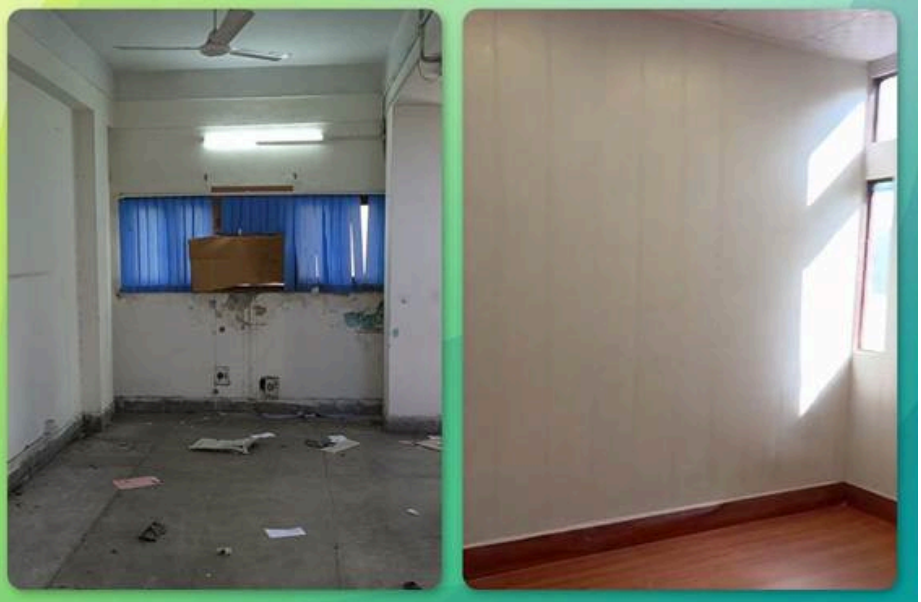



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