

**DEPARTMENT OF PHARMACEUTICALS**  
**Ministry of Chemicals & Fertilizers, Govt. of India**

**Report on Special Campaign for Disposal of Pending Matters from**  
**2<sup>nd</sup> to 31<sup>st</sup> October 2021**

**Introduction:**

As per the directions of the Hon'ble Prime Minister and as subsequently conveyed vide DO No.1/50/3/2021-Cab dated 9<sup>th</sup> September 2021 addressed to all Secretaries, the “**Special Campaign**” had been undertaken from 2<sup>nd</sup> October to 31<sup>st</sup> October 2021. The objective was to timely and effectively dispose of pending references from Members of Parliament, references of State Governments, references from Inter-Ministerial consultations (IMC), parliamentary Assurances and Public Grievances. It was also emphasized to review, during the campaign, existing processes with a view to reducing compliance burden and to discard redundant scrap materials, obsolete items, unnecessary paper works including weeding out of files of temporary nature to improve cleanliness of workplace.

2. Department of Administrative Reforms & Public Grievances (DARPG), designated as Nodal Department, organized training for Nodal Officers of the campaign, elaborated the action plan to be carried out during the campaign and put a dedicated Dashboard portal “SCDPM” for effective monitoring of the Campaign. During the preparatory phase from 13<sup>th</sup> -29<sup>th</sup> September 2021, pending issues/references were identified to be uploaded in the Portal.

3. Hon'ble Minister of Health & Family Welfare and Chemicals & Fertilizers, Dr. Mansukh Mandaviya vide his Note dated 29.09.2021 directed all the three Departments of the Ministry of Chemicals & Fertilizers to conduct a Special Drive on Swachhta Abhiyan during the campaign period from 2<sup>nd</sup> October 2021 to 31<sup>st</sup> October 2021. It was also directed to involve all the attached Offices/subordinated offices/ Statutory Bodies/ Autonomous Bodies/ PSUs, etc. under the administrative control of the Ministry in the Special Drive on Swachhta Abhiyan. The activities like cleanliness of building/premises, disposal of wastes, garbage, condemned furniture; e-waste and cleaning/maintaining of sitting area, etc. were emphasized for the campaign.

**Activities undertaken during the Special Campaign.**

4. Department of Pharmaceuticals chalked out its Action Plan for making the Special Campaign outcome oriented. All organizations under its administrative control were

informed to join the campaign and undertake all the activities desired during the special campaign, as applicable.

5. During the preparatory phase starting from 13<sup>th</sup> to 29<sup>th</sup> September 2021, the Department undertook the exercise of identifying pending issues involving all divisions/sections of the Department pertaining to (a) references received from Members of Parliament, (b) references received from State Governments, (c) references received for Inter-Ministerial Consultation (IMC), (d) pending Parliamentary Assurances, (e) pending Public Grievances and (f) any existing processes that could be amended for reducing compliance burden. This was followed by identification of physical files to be reviewed for digitization and weeding out. Action plan was also drawn for undertaking Special Drive on Swachhta Abhiyan during the campaign to include activities like discarding scrap materials, obsolete items, unnecessary paper works and cleaning the workplace (office rooms and their corridors) in all its three locations- Shastri Bhawan, Udyog Bhawan and at Janpath Bhawan. Finally, all the identified pending references/public grievance/files to be reviewed etc. were uploaded in the DARPG portal as targets to be disposed of during the campaign period.

6. The Special Campaign on Disposal of Pending Matters was given special importance. Secretary (Pharma) took a special meeting with all senior officers of the Department and directed all sections/divisions to clear all pending matters on priority and review physical files to be weeded out including cleaning of office rooms and corridors. While monitoring the progress of the different activities under the campaign on daily basis, Secretary also personally visited different office rooms, both at Shastri Bhawan and Janpath to see the work in progress and encourage the staff. The progress of works/activities being undertaken under the Special Campaign was also reviewed during the Weekly Senior Officers' Meetings.

7. All efforts were made to timely and effectively dispose of all the pending references of members of Parliament, State Governments, and IMC. Apart from the number of public grievances found pending as on 30<sup>th</sup> of September 2021, effort was being also made to clear all public grievances as and when they were received. Similarly, wherever possible, all divisions/sections were directed to fulfil the pending Parliamentary Assurances. However, though initially, one item was indicated against simplification of rule, it was confirmed that there was no rule that could be simplified for reducing compliance burden during the campaign period and subsequently reported "NIL".

8. As and when the pending references were disposed and public grievances replied, the same was reported through the DARPG portal. The summary of the targets as set, and their achievements are as under:

Sl. No.	Item	Target	Achievement	
			achieved	pending
1.	MP References	22	22	
2.	Parliamentary Assurances	20	4 IR uploaded	16
3.	IMC References	2	2	
4.	Public Grievances	46	46	
5.	<b>File Management:</b>			
	a. Total No. of physical files for review	8020	8020	
	b. Old Files weeded out	4900	4900	
6.	Cleanliness Drives	12	12	
7.	Rules for simplification	0	0	
8.	PG Appeals	0	0	

9. The Department also prepared Weekly Reports on the works and activities carried out during the Special Campaign and shared with the hon'ble Minister (C&F) for information. The details of works/activities undertaken in different weeks are as noted below:

#### **1<sup>st</sup> Week Report:**

During the first week of the Special Campaign, as many as 117 old files had been weeded out and 10 more files were identified for weeding. The number of files digitized during the period was 75. Apart from weeding out of old files and digitization of files, all waste, useless papers, folders, old irrelevant records, etc. had been cleaned from the office rooms and shelves. Five Sections had reported their activities during the first week of the Special Drive.

#### **2<sup>nd</sup> Week Report**

During the second week of the Special Campaign, as many as 45 old files had been weeded out and further identified 228 files with due approval, 1036 files had been digitized and 410 had been identified for digitization. Apart from weeding out of old files and digitization of files, all waste, useless papers, folders, old irrelevant records, etc. had been cleaned from the office rooms and shelves. 5 digitized files had also been converted into e-files. The achievements of the Department as against the targets as on 14<sup>th</sup> October summarized as below:

S.No.	Item	Target	Achievement
1.	MP References	22	16
2.	Parliamentary Assurances	20	4 IR uploaded
3.	IMC References	2	1
4.	Public Grievances	23	8
5.	<b>File Management:</b>		
	a. Total No. of physical files to review	3990	
	b. Physical Files for Scanning	3990	1111
	c. Old Files weeded out		162
	d. Old Files identified to weed out		238
6.	Cleanliness Drives	12	6
7.	Rules for simplification	0	0
8.	PG Appeals	0	0
9.	Space freed	-	42 sq.ft.

### 3<sup>rd</sup> Week Report

During the third week of the Special Campaign, as many as 1212 old files had been weeded out and another 2014 files had been identified for weeding out by different Sections. The number of files digitalized during the period is 422 and total 3851 physical files had been identified for digitization. Apart from weeding out of old files and digitization of files, all waste, useless papers, folders, old irrelevant records, etc. had been cleaned from the office rooms and shelves. The details are as follows:

S.No.	Item	Target	Achievement	
			During the week	Cumulative
1.	MP References	22		22
2.	Parliamentary Assurances	20		4 IR uploaded
3.	IMC References	2		1
4.	Public Grievances	46		31
5.	<b>File Management:</b>			

	b. Total No. of physical files for review	6120	2130	6120
	c. Old Files weeded out		1212	1374
	c. Old Files identified for weeding out.		1395	2252
	d. Digitalization carried out		422	1458
	e. Physical files converted to e-files		165	1022
6.	Cleanliness Drives	12		6
7.	Rules for simplification	0		
8.	PG Appeals	0		
9.	Space freed	42 sq.ft.		42 sq.ft@

*\*Vigilance Files will remain physical due to its sensitive nature.*

*#From NPPA*

*@latest figures not given by any Section.*

10 out of 13 Sections have reported their activities for the third week reporting.

#### **4<sup>th</sup> Week Report:**

During the fourth week of the Special Campaign, as many as 3526 old files had been weeded out by all Sections together. The number of files digitalized during the week is 487 and total 3552 physical files had been identified for digitization.

Apart from weeding out of old files and digitization of files, all waste, useless papers, folders, old irrelevant records, etc. had been cleaned from the office rooms and shelves. The details are as follows:

S.No.	Item	Target	Achievement	
			During the week	Cumulative
1.	MP References	22		22
2.	Parliamentary Assurances	20		4 IR uploaded
3.	IMC References	2		2
4.	Public Grievances	46		46
5.	<b>File Management:</b>			
	c. Total No. of physical files for review	8020	1900	8020
	d. Old Files weeded out		3526	4900
	c. Old Files identified for weeding out.		Nil	Nil

	d. Digitalization carried out		487	1945
	e. Physical files converted to e-files		386	1408
6.	Cleanliness Drives	12		12
7.	Rules for simplification	0		
8.	PG Appeals	0		
9.	Space freed	42 sq.ft.		42 sq.ft@

*\*Vigilance Files will remain physical due to its sensitive nature.*

*#From NPPA*

*@latest figures not given by any Section.*

## Conclusion

With the involvement of all sections/divisions, the Department had identified and reviewed 8020 physical files, out of which 4900 files had been weeded out. The department had further identified 3552 physical files for digitalization, out of which 1945 files had been digitalized so far. A total of 1408 physical files had been converted into e-Files during the period in the department.

Apart from File Management, focus was also given for cleanliness of workplace covering office rooms/space in all three buildings, namely Shastri Bhawan, Udyog Bhawan and Janpath Bhawan. Internal Cleanliness drive, sanitization of the sitting area and removal of waste papers, folders, junk items, etc. from all the offices had been undertaken regularly. Outdoor cleaning was not part of the drive, as the Department was not the custodian of any of the above buildings. Some of the obsolete/unserviceable items which were lying unused had been listed for disposal. A committee had been set up for this purpose, which looked into details of disposal procedures as per laid down rules for finalizing the disposal action.

Some of the photographs showing the impact of the Special Campaign, particularly the cleanliness drive- “Swachhta Abhiyan” are shown in the following pages.

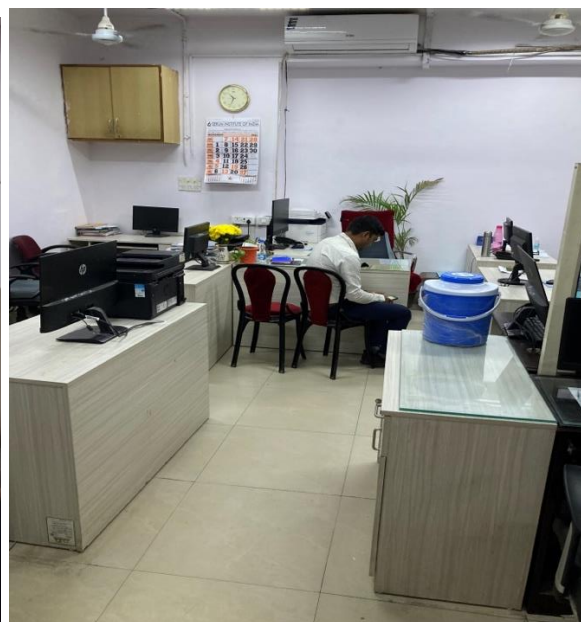
**Before**



**After**



Room No.G-25, Parliament Section



Room No.218A, Shastri Bhawan

Some of the photographs made available by the Sections on the activities conducted during 3<sup>rd</sup> week are attached.

**Before**



(Scheme Section Room no. 235A)

**After**



(Scheme Section Room no. 235A)

(Cleaned up area)





**Before**



(Pricing Section room no. 347A)

**After**



(Pricing Section room no. 347A)

**(Vacated shelves)**



**Scheme Section room no. 235A**

**Before**

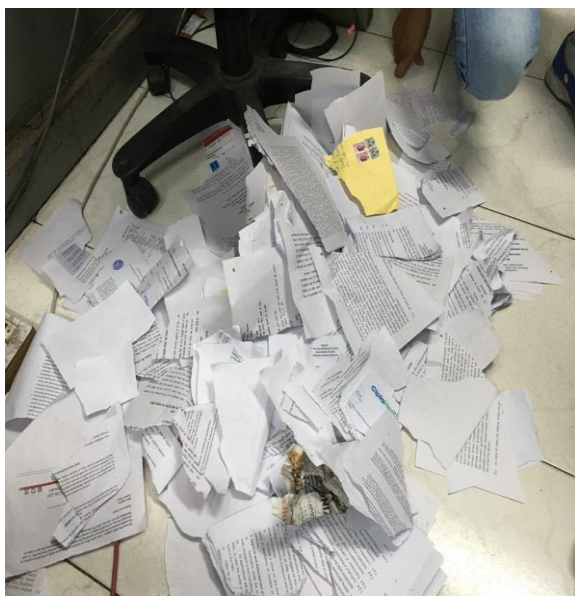


**After**



**(Room No.348A – Pricing Section)**

**Some of the photographs made available by the Sections during the 2<sup>nd</sup> week of the Special Drive.**



**(Policy Section, Room No.348, Shastri Bhawan)**



**Before**



**After**



(Policy Section, Room No.348, Shastri Bhawan)

**Some of the photographs made available by Sections during 1<sup>st</sup> week of the Special Drive.**



**Establishment Section, Room No.32, Shastri Bhawan**

**Before**



**After**



Administration Section, Room No.G-19, Shastri Bhawan

## **Cleaned Office rooms at Shastri Bhawan**



### **Pricing section**

Room No.218, Shastri Bhawan





Room No.340, Shastri Bhawan



**Room No. G-32, Shastri Bhawan  
Establishment Section**