

49573/2021

भा.कृ.अनु.प-केन्द्रीय आलू अनुसंधान संस्थान
शिमला- 171 001 हि. प्र.

सं.एफ.09-1/2006/स्था-1.खण्ड-4/

08/10/2021

कार्यालय आदेश

निदेशक, केन्द्रीय आलू अनुसंधान संस्थान, शिमला द्वारा परिषद् के दिनांक 29.9.2021 के कार्यालय जापन सं. 13(15)/2021 Cdn में संलग्न भारत सरकार के कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय के कार्यालय जापन दिनांक 13.9.2021 के अनुपालन में संस्थान के अभियन्त्रण अनुभाग में कार्यरत श्री सन्तोष कुमार, सहायक मुख्य तकनीकी अधिकारी को **Special Campaign for Disposal of Pending Matters during the period October 2, 2021 to October 31, 2021 अभियान व स्वच्छता संबंधी सभी कार्यक्रमों** का नोडल अधिकारी नामित किए जाने के आदेश पारित किए जाते हैं ।

Signed by पूनम सूद POONAM
SOOD

Date: 08-10-2021 12:01:08

Reason: Approved

सहायक प्रशासनिक अधिकारी (स्था-1)

on 13.12.2021 : FNo)

वितरण:

1. श्री सन्तोष कुमार, सहायक मुख्य तकनीकी अधिकारी द्वारा प्रभारी अभियन्त्रण अनुभाग, केन्द्रीय आलू अनुसंधान संस्थान, शिमला को उपरोक्त संदर्भित पत्र की प्रति सूचनार्थ एवं आवश्यक कार्रवाई हेतु संलग्न ।
2. श्री नरेश कुमार शर्मा, तकनीकी अधिकारी द्वारा संभागाध्यक्ष, पौध संरक्षण संभाग, केन्द्रीय आलू अनुसंधान संस्थान, शिमला।
3. प्रभारी (पी एम ई), केन्द्रीय आलू अनुसंधान संस्थान, शिमला ।
4. डॉ जागेश तिवारी, प्रभारी, AKMU, केन्द्रीय आलू अनुसंधान संस्थान, शिमला को संस्थान की website पर अपलोड करने हेतु।
5. निजी सचिव, निदेशक/मुख्य प्रशासनिक अधिकारी, केन्द्रीय आलू अनुसंधान संस्थान, शिमला ।

Fwd: Fw: Special Campaign for Disposal of Pending Matters during the period October 2, 2021 to October 31, 2021 - Regarding

Pankaj Kumar

Thu 9/30/2021 9:19 AM

To: Section Incharge, E-I, CPRI, Shimla <e1.cpri@icar.gov.in>;

Cc: Shashi Bala Thakur <Shashi.Thakur@icar.gov.in>;

📎 1 attachment

Special Campaign for Disposal of Pending Matters .pdf;

Please take necessary action and compile information from all concerned as sought. We may first identify pendency as per the list of items.

PA to forward it to all regional stations Heads for similar action.

The issue need to be also discussed on 2nd October during function.

Best

----- Forwarded message -----

From: Director CPRI <director.cpri@icar.gov.in>

Date: 29 Sep 2021 14:11

Subject: Fw: Special Campaign for Disposal of Pending Matters during the period October 2, 2021 to October 31, 2021 - Regarding

To: Pankaj Kumar <pankaj.kumar3@icar.gov.in>, "Head of Administration, CPRI" <hoa.cpri@icar.gov.in>

Cc: "Section Incharge, E-II, CPRI, Shimla" <e2.cpri@icar.gov.in>, "Section Incharge, E-I, CPRI, Shimla" <e1.cpri@icar.gov.in>

Dr. NK Pandey

Acting Director

ICAR-Central Potato Research Institute

Shimla-171001 (HP)

Phone: 0177-2625073, Fax: 0177-2624460, Mobile: 9418276362

E-mail: director.cpri@icar.gov.in

directorcpri@gmail.com

Website: <https://cpri.icar.gov.in>

शिव प्रसाद किमोथी
30/9/2021

From: Dr. Shiv Prasad Kimothi <adgcoordination@gmail.com>

Sent: Wednesday, September 29, 2021 1:00 AM

To: DDG(CS); trsharma@gmail.com; Dr Anand Kumar Singh; Deputy Director General (Natural Resource Management)- ICAR; Dr. K. Alagusundaram; DDG EDUCATION; ddgedn@icar.org.in; +919899045037 Dr AK Singh Dir IARI Ashok Kumar Singh; ddgas.icar; ddgfs.icar; Joykrushna Jena; Dr Atmakuri Ramakrishna Rao; Vedparkash

Chahal; Dr V P Chahal ADG AE; Shiv Prasad Kimothi ADG; sanjeev saxena; J P Mishra; Section Officer, PIM; Abhay Kumar Vyas; Assistant Director General; AbhayKumar Vyas; ADG(IR) (IR); Project Dkma; Director DKMA; ADG (ICT); Dr Anil Rai; mkjain.icar@nic.in; ratneshicar@gmail.com; DD Sharma; gpsharma.icar@gov.in; S.K.Singh LA; suparna.icar@nic.in; jp.mishra67@nic.in; directorator crijaf; Director CRIJAF; P G KARMAKAR; Director NRRI; +919431782544 Dr Maity Crri, Cuttak; crrictc@nic.in; D DAMODAR REDDY; Director CTRI; Director DGR; director@dgr.org.in; Director IIOR; rkmathur1967@gmai.com; DHIRAJ SINGH; Director DRMR; Director IIRR; voletisr58@rediffmail.com; Director Millets; Director Soybean; DSRDIRECTOR INDORE; Dr Ravinder Kaur (Acting Director); dipankar_maiti@live.in; Director IGFRI; igfri.director@gmail.com; Ssmeena123@yahoo.com; Director IIAB; tsharma88@gmail.com; Director IIPR; diripr.icar@gmail.com; Narendra Pratap Singh; pathakashwini; Director Sugarcane; DR Ashwini Dutt Pathak; Director IIWBR; Director NBAIR; Director NBAIM; Director NBPGR; DR Kuldeep Singh; Director NCIPM; director.nibsm.cg@nic.in; Director NIPB; Director SBI; director@sugarcane.res.in; Director VPKAS; ICAR- VPKAS; anithakarun2008@gmail.com; Director CTCRI; Cctri Trivandrum; DR P L Saroj; Shailendra Rajan; cish.luknow@gmail.com; Director CITH; Director CIARI; Sibnarayan Dam Roy; Pallem22@gmail.com; Director CPRI; Swarup Kumar Chakrabarti; Caju Research; Director DFR; Directorate of floricultural Research; manivelp@yahoo.com; Director Mushroom; DIRECTOR DMR; Director DOGR; direct.iibr@icar.gov.in; nirmalbabu@spices.res.in; Director Spices; directorspices@gmail.com; Director IIVR; Director IIVR; Director NRCB; nrcbdirector@gmail.com; Director CCRI; citrus8_ngp; Director Director; Director NRCG; Vishal Nath; Director NRCL; Director NRCO; ICAR_NRCP National Research Center on Pomegranate; Jyotsana Sharma; NRCSS AJMER; Director NRCSS; Director CAFRI, Jhansi; Director CAZRI; director@cazri.res.in; Director CRIDA; Director IISWC; Cswrcrti Dehradun; projasvi@gmail.com; DR P R Ojasvi; Director CSSRI; director iivm; Director IIVM; Director DWSR; Dr. P. K. SINGH; Director ICARNEH; basantkandpal@gmail.com; B.P. Bhatt; Director CCARI; Director IIFSR; DR Ashok Kumar Patra; director@iiss.res.in; Director IISS; Ashok Patra; Director NBSSLUP; pchandran1960@yahoo.co.in; Director NIASM; jdsikkim.icar@gmail.com; Director ICAR-NEH; Director CIRCOT; DR Prashantkumar Gulabrao Patil; Director CIAE; Director Ciae; pstiwari60@yahoo.com; Director CIPHET; ciphed.director@gmail.com; Director IINRG; Kewal Krishan Sharma; Director, NINFET; NIRJAFT KOLKATA; Director NIRJAFT; nirjaftdirectorcell12@gmail.com; a_n_royin@yahoo.co.in; Director CIWA; Director IASRI; director@naarm.org.in; Director NIAP; directorate cari; Director CARI; Director_CARI; Director CIRB; dirpdc@icar.gov.in; Director CIRG; chauhanbtc@gmail.com; Karunt04@yahoo.com; raghvendar@gmail.com; Director CSWRI; mch65@gmail.com; diretor.ivri@gmail.com; Director Ivri; Director IVRI; Director NBAGR; Director Nbagr; Director NDRI; dir; Director NDRI, Karnal; Director NIANP; director1nihsad@icar.gov.in; Director NIHSAD; Vijendra Pal Singh; Director NIVEDI; dirnrc@gmail.com; Director NRCCamel; Director NRCMeat; director nrcmithum; nrconpig@rediffmail.com; Yak Director; Director NRCY; patnaikb@gmail.com; Director CIFRI; Director CIBA; director cifri <director.cifri@gmail.com>, basantadas@yahoo.com, director@cmfri.org.in, agopalkochi@gmail.com, directorcift@gmail.com, cift@ciftmail.org, cnrs2000@gmail.com, gopalkrishna@cife.edu.in, CIFA-Bhubaneswar Orissa <cifa@ori.nic.in>, director cifa <director.cifa@icar.gov.in>, vjciba2014@gmail.com, director@ciba.res.in, kkvijayan@ciba.res.in, nbfgr@sancharnet.in, kuldeepklal@gmail.com, dcfrin@gmail.com, dcfrin@rediffmail.com, dsarma sh; CIFE; Director Cell / PMDRU; Director CIFT; jsunday@gmail.com; Director CIFA; pillaiibrcifa@gmail.com; Director CMFRI; A. Gopalakrishnan; Director DCFR; Dc Fr; director cifri <director.cifri@gmail.com>, basantadas@yahoo.com, director@cmfri.org.in, agopalkochi@gmail.com, directorcift@gmail.com, cift@ciftmail.org, cnrs2000@gmail.com, gopalkrishna@cife.edu.in, CIFA-Bhubaneswar Orissa <cifa@ori.nic.in>, director cifa <director.cifa@icar.gov.in>, vjciba2014@gmail.com, director@ciba.res.in, kkvijayan@ciba.res.in, nbfgr@sancharnet.in, kuldeepklal@gmail.com, dcfrin@gmail.com, dcfrin@rediffmail.com, dsarma sh; director cifri <director.cifri@gmail.com>, basantadas@yahoo.com, director@cmfri.org.in, agopalkochi@gmail.com, directorcift@gmail.com, cift@ciftmail.org, cnrs2000@gmail.com, gopalkrishna@cife.edu.in, CIFA-Bhubaneswar Orissa <cifa@ori.nic.in>, director cifa <director.cifa@icar.gov.in>, vjciba2014@gmail.com, director@ciba.res.in, kkvijayan@ciba.res.in, nbfgr@sancharnet.in, kuldeepklal@gmail.com, dcfrin@gmail.com, dcfrin@rediffmail.com, dsarma sh; director@nbfgr.res.in; Director NBFGR; Rajbir Singh; DR Rajbir Singh; Zonal D;

sushilsinghiipr@yahoo.co.in; ICAR-ATARI zpdicarkanpur; atarijodhpur@gmail.com; DR Udham Singh Gautam; Agricultural Technology Application Research Institute, Kanpur; atarisingh_icar@yahoo.com; Atari_Patna; Sati Shankar Singh; ICAR-ATARI Kolkata; Anil Kumar Tripathi; Aktripathi2020@yahoo.com; bidyutdeka; radhey bhatt; ATARI; Atari_Jabalpur; Agricultural Technology Application Research Institute, Jabalpur; Agricultural Technology Application Research Institute, Jabalpur; Agricultural Technology Application Research Institute, Hyd; sreenath.diait@icar.gov.in; iptm unit

Subject: Special Campaign for Disposal of Pending Matters during the period October 2, 2021 to October 31, 2021
- Regarding

Madam/Sir,

Please find enclosed herewith Office Memorandum on the above mentioned subject for compliance.

With Regard,
Office of ADG (TC)

F. No. 13(15)/2021 Cdn. Tech

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI-110001.

OFFICE MEMORANDUM

Sub:- Special Campaign for Disposal of Pending Matters during the period October 2, 2021 to October 31, 2021.

The Government had decided to undertake a Special Campaign for disposal of pending matters during the period from October 2, 2021 to October 31, 2021 and an Office Memorandum No. 30011/02/20219-O&M (e-No. 5866) dated the 13th September, 2021 (copy enclosed) has been received from the Ministry of Personnel Public Grievances and Pension, Deptt. of Administrative Reforms & Public Grievances for compliance.

It has been decided by the Competent Authority in ICAR that all the SMDs/Institutes/Units shall provide requisite data/information as per the format enclosed.



(S. P. Kimothi)
Asstt. Director General (TC)

Encl:- As above

To

1. All DDGs/Independent ADGs/Divisional Heads, ICAR Hqrs
2. Directors of all the ICAR Institutes/ATARIs/Bureaus/PDs/NRCs/NBs (Through their respective SMDs)

Note:- Director (GAC) will provide the compiled information in respect of ICAR Hqrs.

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No.30011/02/20219-O&M (e. No. 5866)
Government of India
Ministry of Personnel Public Grievances and Pension
Department of Administrative Reforms & Public Grievances

5th Floor Sardar Patel Bhawan, New Delhi
Dated the 13th September, 2021

OFFICE MEMORANDUM

**Subject: Special Campaign for Disposal of Pending Matters during the period
October 2, 2021 to October 31, 2021.**

The Government has decided to undertake a Special Campaign for disposal of pending matters during the period 2nd October 2021 to 31st October, 2021. The Special Campaign will cover all Ministries/Departments of Government of India, their Attached/subordinate Offices, Autonomous Bodies and PSUs. The objective of the Campaign is to dispose of pending references from Members of Parliament, State Governments, references for Inter-Ministerial Consultation (IMCs), Parliamentary assurances and Public Grievances. The Department of Administrative Reforms and Public Grievances (DARPG) has been designated as the nodal Department for the campaign. Cabinet Secretary's D.O. No. 1/50/3/2021-Cab. Dated 9th Sept 2021, addressed to all Secretaries to the Government of India, may be referred to in this regard.

IDENTIFICATION PHASE

2. The Special Campaign will be preceded by an Identification Phase from September 13, 2021 to September 30th 2021. During the Identification Phase, all pending references are to be identified and grouped category-wise based on their duration of their pendency, that is;
 - (a) References pending for less than 6 months
 - (b) References pending between 6 months and 12 months,
 - (c) Reference pending between one year and two years;
 - (d) References pending for more than two years.



Activities to be undertaken

3. The Special Campaign will focus on disposal of pending references from Members of Parliament, State Governments, references for Inter-Ministerial Consultation, Parliamentary Assurances and public grievances. Besides, existing processes may also be reviewed during the Campaign with a view to reducing compliance burden and unnecessary paperwork. The campaign may also be utilized to improve records management, including weeding out of files and overall cleanliness of Government Offices.

Dedicated Portal

4. Progress in identification of pending references category wise will be reported on a dedicated dashboard / portal, which is being devised by the DARPG in consultation with the National Informatic Centre (NIC). The URL for the dedicated portal will be circulated separately. Relevant information on pending references targeted to be resolved and details of resolution shall be entered in the portal.

Campaign Period

5. All out efforts may be made to dispose off all identified references during the Special Campaign to be undertaken during the 2nd October – 31st October 2021. Progress may be reported daily on the dedicated portal.
6. In the spirit of Prime Minister's Independence Day Speech emphasizing the need to review the existing rules and procedures on a continuing basis, existing processes may also be reviewed during the Special Campaign to reduce compliance burden and unnecessary paperwork, wherever feasible.
7. The Special Campaign should also be used to improve records management and weeding out files of temporary nature. Ministries are advised to undertake timely categorization, review and weeding out of records, as per extant guidelines contained in Chapter 10 of the CSMOP – 2019.

- 8. The Special Campaign should be an occasion to improve overall cleanliness of Government offices, which would contribute to good work environment. In addition, redundant scrap material and obsolete items lying in the Government offices may be disposed of, during the Special Campaign as per laid down procedure.

Designation of Nodal Officers

- 9. Each Ministry / Department shall designate a Nodal Officer for the Special Campaign (not below the rank of Joint Secretary). The Nodal Officer will be responsible for dissemination of the Campaign Guidelines in the Ministry / Department including Attached/Subordinate Offices, Autonomous Bodies and PSUs. The Nodal Officer will ensure that progress both during the Identification Phase, as well as the Special Campaign is duly entered on the dedicated portal.

Training of Nodal Officers

- 10. All Ministries / Departments will be provided with requisite credentials to access the dash board. Progress in respect of Identification and Disposal of pending references from MPs, State Governments, IMCs, Parliamentary Assurances and Public Grievances will be reported daily on the dedicated portal. Besides, progress on weeding out of files, disposal of scrap/obsolete items, easing of processes will be reported on the portal. DARPG will organise a Training Session with the designated Nodal Offices on 20th September 2021.

Monitoring of Progress

- 11. Nodal Officers will review the progress on a daily basis. Secretary of the Department will also regularly review the progress.
- 12. Reviews will be conducted by Secretary DARPG, with the Nodal Officers on a weekly basis in the Identification Phase and during the Special Campaign period.


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13. A weekly consolidated report will be prepared by DARPG on the progress of the Campaign and submit it to the Cabinet Secretariat and PMO.

14. The following designated officers from DARPG will be available for providing any clarification with respect to the Special Campaign;

(i) Joint Secretary, DARPG (Smt. Jaya Dubey, Mobile: 9811566645
Email: jaya.dubey@nic.in)

(ii) Mr. Piyush Goyal, STD, NIC, (Mobile: 9810633964,
Email: goyal-sb@nic.in) on technical issues.


(Sanjay Singh) 14/01/21

Secretary to the Government of India

To

All Secretaries to the Government of India

**Subject: Special campaign for disposal of various references and other matters from
2nd October to 31st October 2021**

(A) Name of SMD/Unit

Type of information		Pendency			
		Less than 6 months	Between 6 to 12 months	Between 1 to 2 year	More than 2 years
	Total				
References from MPs					
Parliament Assurances					
Inter Ministry Consultations (Cabinet Proposals)					
State Govt. References					
Public Grievances					

(B)

- (i) No. of files due for review: Each SMD/ Institute / Unit may indicate No. _____
 i) No. of files identified for weeding out - Each Institute may identify at least 20 files for weeding out units may also identify at least 4-5 files for weeding out.

(C) Cleanliness and office Scrap Disposal

I Indoor

- System in Place Y/N
- Inspection Architecture in Place Y/ N
- Outsource Agency Deployed Y/N
- Level of Inspecting Officer : Indicate Responsible Officer

II Outdoor

- No. of campaigns to be conducted : Min 1 campaign at each Institute/ Unit (KVKs) (Dates: Oct. 5, 12, 19,26)

III Office Scrap Disposal

- Date of identification of Scrap/files: Drives at each of ICAR Institutes. Scrap to be disposed of suitably (Dates: Oct. 4, 11, 18 & 25)

IV Compliance Burden:

- No. of Rules Identified for Simplification : Institutes/ Units may identify at least 1 rule/procedure for simplification & may furnish ATR

Important:

- 1) Website/ mass media may be used to highlight the campaigns.
- 2) ATR may pl be provided to SMDs & the Undersigned the same day when the campaign is organised.
- 3) Institutes/ Units may decide organising campaigns on alternate days during weeks as per convenience.
- 4) The baseline information as requested in attached format may be provided in respect of your organization / section latest by 30th Sept positively.