



भारत सरकार / Government of India
रक्षा मंत्रालय / Ministry of Defence
कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद-09
Office of the Controller of Defence Accounts
No.1 Staff Road, Secunderabad - 500 009
दूरभाष/Tele: 040-27843385, फैक्स/Fax: 040-27817275



सं. No. प्रशा/III/विविध/AN/III/Misc/2025-26

दिनांक/Dated: 25.09.2025

परिपत्र / CIRCULAR
(वेबसाइट के माध्यम से / Through Website)

सेवा में, /To.

7. प्रभारी सहायक नियंत्रक, वे.ले.का.(अ.श्रे), ई.एम.ई., सिकंदराबाद
The ACDA I/c, PAO (ORs) EME, Secunderabad
8. प्रभारी संयुक्त नियंत्रक, वे.ले.का. (अ.श्रे) सेना आयुध कोर, सिकंदराबाद
The Jt. CDA I/c, PAO (ORs) AOC, Secunderabad
9. प्रभारी सहायक नियंत्रक, क्षे.ले.का. (थलसेना), विशाखापट्टणम्
The ACDA I/c, AAO (Army) Visakhapatnam
10. सभी उप-कार्यालय (मानक सूची के अनुसार)
All Sub Offices (as per standard list)
11. मुख्य कार्यालय के सभी व.ले.अ./ले.अ. तथा सभी अनुभाग (स्थानीय)
All SAOs / AOs & All sections of Main office (Local)
12. लेखानगर कल्याण संघ के अध्यक्ष
The President LNWA

विषय/Subject : Special Campaign 5.0 for institutionalizing Swachhata and minimizing pendency in Government offices- 02nd October, 2025 to 31st October, 2025- Standing Operation Procedure (SOP) – reg.

Please refer to the enclosed copy of Headquarters Office letter F. No. AN/III/3012/Misc/Special Campaign 5.0/Vol.-I dated 01.09.2025 regarding Special Campaign 5.0 for institutionalizing Swachhata and minimizing pendency in Government offices- 02nd October, 2025 to 31st October, 2025- Standing Operation Procedure (SOP). The Special Campaign is to be conducted in two phases viz:

(iii) Preparatory Phase from 15th September 2025 to 30th September 2025

Targets are to be fixed for campaign sites and capture high resolution pictures and videos (max. one-minute length) before start of campaign and after completion of the campaign.

(iv) Implementation Phase from 02nd October 2025 to 31st October 2025

All out efforts have to be made to achieve the targets fixed in preparatory phase.

2. Two innovative best practices are to be devised and implemented in your Swachhata related activities during campaign and the same is to be intimated to the MO. All the officers, staff and family members are requested to actively participate in the above activities for successful holding of 'Special Campaign 5.0' campaign.



भारत सरकार / Government of India
रक्षा मंत्रालय / Ministry of Defence
कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद-09
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No.1 Staff Road, Secunderabad - 500 009
दूरभाष/Tele: 040-27843385, फैक्स/Fax: 040-27817275



3. It is further requested that a report on the above activities along with photos and videos (max.one-minute) before start of campaign and after completion of the campaign to be submitted to this office on e-mail cda-secd@nic.in as mentioned below:

(a) Preparatory phase - by **30th September 2025**

(b) Fixed targets achieving pictures and videos on **daily basis** from **02nd October 2025** by **12:00 pm** without fail.

GO has seen.

Copy to : IT Section

राम किशोर
(पी. राम किशोर)
वरिष्ठ लेखा अधिकारी (प्रशा-III)



रक्षा लेखा महानियंत्रक कार्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010
CONTROLLER GENERAL OF DEFENCE ACCOUNTS
Ulan Batar Road, Palam, Delhi Cantt.- 110010

विकसित भारत
अभियान

Ph. 011- 25665703

Fax: 011-25674806, 25674821

Email: aniii.cgda@nic.in

AN/III/3012/SHS-2025

Dated: 26.09.2025

MOST URGENT

To,

All PCsDA/CsDA

Subject: Swachhata Hi Seva- reg

Please refer HQrs letters of even number dated 17.09.2025 and 25.09.2025, all PCsDA/CsDA are requested to intimate confirmation regarding uploading of photographs/reports of voluntary shramdaan- '**Ek Din, Ek Ghanta, Ek Sath**' held on 25.09.2025 at 08:00 AM to 09:00 AM in your organisations on the IT portal for SHS-2025 i.e <https://swachhatahiseva.gov.in> .

26/9/25
(Sandeep Sheoran)
Sr. ACGDA(AN)



रक्षा लेखा महानियंत्रक कार्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010
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AN/III/3012/SHS-2025

Dated: 25.09.2025

MOST URGENT

To,

All PCsDA/CsDA

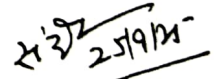
Subject: Swachhata Hi Seva- reg

In continuation to HQrs letter of even number dated 17.09.2025, all controllers are requested to upload photographs on the specially curated IT portal for SHS-2025 i.e <https://swachhatahiseva.gov.in> .

2. Login credentials (ID & Password) will remain the same as used during SHS-2024.

3. Action Taken Report (ATR) on daily activities undertaken from 17.09.2025 to 02.10.2025 shall be forwarded to HQrs by 03:00 PM each day, after uploading the photographs on the portal.

Sr. Jt. CGDA(AN) has seen.


(Sandeep Sheoran)
Sr. ACGDA(AN)



रक्षा लेखा महानियंत्रक कार्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010
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Email: aniii.cgda@nic.in

No. AN/III/3012/Misc/Special Campaign 5.0/Vol.-I

Dated 25.09.2025

(Through WAN)

To,

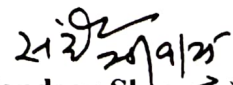
All PCsDA/PIFAs/CsDA/IFAs/RTCs

Subject: Preparatory Phase of the Special Campaign 5.0 (15th -30th September, 2025)- Identification of the Targets- reg.

Reference: HQrs Circular of even no. dated 01.09.2025

Please refer attached MoD ID No. 34(1)/2025-D(O&M) dated 19.09.2025 and 25.08.2025 and e-Waste Rules notification dated 02.11.2022 for strict compliance.

2. A format for furnishing the finalized targets identified in the preparatory phase of SC 5.0 has now been provided by MoD.
3. It is requested to provide the details of finalized targets fixed (after realistic assessment) which can be fulfilled in the month of October, 2025 by 26.09.2025 upto 04:00 PM without fail.
4. This may be accorded TOP PRIORITY.


(Sandeep Sheoran)
Sr. ACGDA(AN)

Ministry of Defence
Department of Defence
D(O&M)

TIME-BOUND


Subject: Preparatory Phase of the Special Campaign 5.0 (15th-30th September, 2025)– Identification of the Targets - reg.

Reference is invited to Standard Operating Procedure (SoP) circulated vide MoD ID Note of even number dated 25.08.2025 in respect of Special Campaign 5.0. As per Para 8(c) of the SoP all the Wings/ Attached Offices/ Subordinate offices under DoD are required to identify targets against various parameters during the preparatory phase (15th – 30th September, '25) **after realistic assessment i.e. only those targets which could be fulfilled without fail in month of October, 2025.**

2. Accordingly, addressees are requested to forward the finalized targets in respect of their respective Wings/attached Offices/ Subordinate offices/Inter-Service Organizations (ISOS) in the prescribed format (copy enclosed) to D(O&M) (e-mail :- usdpg-mod@gov.in and sodom-mod@gov.in) **latest by 29th September, 2025.**

3. This may kindly be accorded **PRIORITY.**

Encl: As above.

 19.09.25

(M. Mukherjee)

Director (MIS)

Tele: 23013963/ 23010998

All Joint Secretaries in DoD

MoD ID No. 34(1)/2025-D(O&M)

Dated: 19.09.2025

Copy for necessary action to:-

- a) D(JCM) for JS(Estt.) Wing; D(Med) for JS(Med) Wing
- b) D(Navy-II), D(CSD) & D(AF) for JS(AF) Wing; D(CG) for JS(CG) Wing
- c) D(Lands), D(Q&C), D(Works-II) for JS(L&W) Wing; D(SSC) for JS(SSC) Wing
- d) D(BR-II) for JS(BR) Wing
- e) D(Coord) for JS(Coord) Wing
- f) D(GS-II) & D(GS-VI) for JS(Trg) Wing
- g) D(GS-IV) for JS& AM(LS) Wing; PO (Sys) for JS & AM (MS) Wing;
- h) Planning Division for JS(Planning) Wing;
- i) D(Air(Acq)) & D(Air-II) for JS & AM (Air) Wing;
- k) D(Parl) for Parliamentary Assurances for entire DoD
- l) D(PG) for Public Grievances status on CPGRAMS for entire DoD
- m) D(Estt.II/Genl.I) for identification of cleanliness campaign sites, space management planning/space freed and scrap disposal (amount generated) in r/o MoD(Secretariat).
- n) O/o CAO to communicate their consolidated data directly to D(O&M).

Copy also for necessary action to:-

CSD;	CGDA;	DGAFMS;	DGBR;	Sainik School Society;
DGDE;	MP-IDSA;	DG-NCC;	HMI;	HQ-ICG;

Jawahar Institute of Mountaineering & Winter Sports, Pahalgam
Nehru Institute of Mountaineering Uttarkashi;

Department of Defence
(Special Campaign 5.0)

Subject: Targets for Special Campaign 5.0 (2nd Oct, 2025 to 31st Oct, 2025)

Name of the Section/Division/

Attached office in MoD (Sectt) :

Reference Category	Total Pendency	Targets for Special Campaign 5.0
References from MPs		
Parliamentary Assurance*		
IMC Reference (Cabinet Proposals)		
State Govt. References		
PMO References		

*Note : This data is to be provided only by D(Parliament)/DoD.

Record Management

Total No. of Physical Files available.	Number of Physical File(s) due for Review (File closed as action has been completed).	No. of Physical files taken as target for Review during Special Campaign 5.0

Note: Please indicate the realistic figure that can be achieved.

Total No. of E-files	Number of E-File(s) due for Review	No. of E-files taken as target for Review during Special Campaign 5.0

Number of Rule(s) Identified for Simplification:

Total Number of sites identified for cleanliness where cleanliness campaign shall be conducted:
(maximum no./ all subordinate/ field offices to be covered)

High resolution photos (Before and After) with location details in respect of cleanliness sites are to be kept ready in jpg format.

(Signature)

Tel. No:

Email id:



रक्षा लेखा महानियंत्रक कार्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010
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Email: aniii.cgda@nic.in

No. AN/III/3012/Misc/Special Campaign 5.0/Vol.-I

Dated 01.09.2025

(Through WAN)

To,

All PCsDA/PIFAs/CsDA/IFAs/RTCs

Subject: Special Campaign 5.0 for institutionalizing Swachhata and minimizing pendency in Government offices- 02nd October, 2025 to 31st October, 2025- Standing operating procedure (SOP)- reg.

Please refer to attached MoD ID No. 34(1)/2025-D(O&M) dated 25.08.2025 for compliance.

2. Ministry has intimated that Special Campaign 5.0 for improving Swachhata and disposal of pending references shall be carried out from 02nd October, 2025- 31st October, 2025 along the lines of the Special Campaigns held in 2021, 2022, 2023 and 2024 in two phases viz:

(i) **Preparatory Phase** from 15th September, 2025 to 30th September, 2025

- Targets are to be fixed against various parameters mentioned at Para 3 in above ID note.

(ii) **Implementation Phase** from 02nd October, 2025 to 31st October, 2025

- All out efforts have to be made to achieve the targets fixed in preparatory phase and **information has to be provided to HQrs. on daily basis by 12:30 PM without fail.**

3. **High resolution pictures and videos (maximum one-minute length) of campaign sites before start of campaign and after completion of the campaign are to be captured and forwarded to HQrs.**

Contd..

4. Two innovative best practices are to be devised and implemented in your Swachhata related activities during campaign and the same is to be intimated to the HQrs. by 19.09.2025.
5. The format for reporting target and disposal/achievements and the Swachhata drive shall be shared shortly.
6. GO(AN) in your organisation will be the Nodal officer and will be personally responsible for carrying out the campaign and for timely submission of the report to HQrs.

This issues with the approval of Sr. Jt. CGDA(AN).

21/9/25
(Sandeep Sheoran)
Sr. ACGDA(AN)

HIGH PRIORITY

Ministry of Defence
Department of Defence
D(O&M)

South Block, New Delhi

Subject: Special Campaign 5.0 for institutionalizing Swachhata and minimizing pendency in Government offices- 02nd Oct. 2025 to 31st Oct. 2025 - Standing Operating Procedure (SOP) - reg.

DAR& PG vide their O.M No. Q-11011/01/2025-O&M (e-9571) dated 1st August, 2025 has intimated that Special Campaign 5.0 for improving Swachhata and disposal of pending references from 02nd Oct. 2025 to 31st Oct. 2025 shall be carried out across all the Ministries/Departments along the lines of the Special Campaigns held in 2021, 2022, 2023 & 2024. The Special Campaign 5.0 shall consist of two phases viz. (i) **Preparatory Phase** from **15th September, 2025 to 30th September, 2025** during which targets against various parameters mentioned at Para 3 below are to be decided by the Departments and (ii) **Implementation phase** from **2nd October, 2025 to 31st October 2025** during which all efforts has to be made to achieve the targets identified/fixed in preparatory phase and information thereon has to be provided on daily basis.

2 The focus area of the Special Campaign 5.0 this year shall be **“disposal of e-waste generated in Government offices”** in compliance of E-waste Management Rules 2022 issued by M/o Environment, Forest and Climate Change. Overall cleanliness of Government offices with special focus on space management and enhancing work place experience of field offices is to be undertaken during the Special Campaign.

3. Information on following parameters is required to be collected **during the preparatory phase**: -

- Identifying number of pending References from MP's
- Identifying pending references from the State Governments
- Identifying pending Inter-Ministerial References (Cabinet Note)
- Identifying Parliamentary Assurances pending more than 3 months.
- Identifying pending PMO references
- Identifying number of Rules / Processes, if any, for simplification
- Identifying pending public grievances (CPGRAMS as well as grievances received from other sources)
- Record Management- Review of files/ recording and weeding of files/ closing of e-files
- Identification of Cleanliness Campaign sites

- Planning for space management and beautification of offices
- Identifying scrap and redundant items and their disposal procedure as per GFR
- Identifying the e-waste items and ensuring their disposal as per the procedure laid down by the Ministry of Environment Forests and Climate Change

4 D(O&M) is mandated with compiling and entering the statistics/ data for Department of Defence (DoD) on the dedicated portal of DAR & PG designed for this purpose. As along the lines of previous years, following Sections/Divisions are hereby nominated for providing consolidated data/statistics for their respective wings including the Attached/Subordinate offices under their administrative control to D(O&M), which are as follows: -

- a) D(JCM) for JS(Estt.) Wing and D(Med) for JS(Med) Wing
- b) D(Navy-II), D(CSD) & D(AF) for JS(AF) Wing; D(CG) for JS(CG) Wing
- c) D(Lands), D(Q&C), D(Works-II) for JS(L&W) Wing; D(SSC) for JS(SSC) Wing
- d) D(BR-II) for JS(BR) Wing
- e) D(Coord) for JS(Coord) Wing
- f) D(GS-II) and D(GS-VI) for JS(Trg) Wing
- g) D(GS-IV) for JS& AM(LS) Wing; PO(Sys) for JS & AM(MS) Wing;
- h) Planning Division for JS(Planning) Wing
- j) D[Air(Acq)] & D[Air-II] for JS&AM (Air) Wing
- k) D(Parl) for Parliamentary Assurances for entire DoD.
- l) D(PG) for Public Grievances status on CPGRAMS for entire DoD.
- m) D(Estt.II/Genl. I) for identification of cleanliness campaign sites, space management planning/space freed and scrap disposal (amount generated) in MoD(Secretariat).
- n) O/o CAO to communicate their consolidated data directly to D(O&M).

5. 100% Saturation approach in concomitant Swachhata Abhiyan is advised. The field/outstation offices are therefore to ensure high resolution pictures and videos (maximum one-minute length) of the Campaign sites before start of Campaign and after completion of the Campaign for documentation purposes and showcasing during the Good Governance Week, 2025. Efforts are to be made to capture the feedback of beneficiary/ common public on these efforts in pictures and videos. **For Department of Defence, all the Cantonments, projects under Border Roads, the Sainik Schools, Military Hospitals, Depots under Canteen Stores Department, field offices of Controller General of Defence Accounts, Coast Guard stations, field offices of NCC, four mountaineering institutes etc. shall be the principal focus areas for the Swachhata drive during the implementation phase of the Campaign.** All these offices are, therefore, required to **devise and implement at least two innovative best practices** in their Swachhata related activities during the Campaign and inputs/write-ups on the same may be shared with D(O&M) **by 06th Oct, 2025 without fail**. Photographs and videos of these best practices may also be kept readily available

6 A Hashtag **#Special Campaign 5.0** shall be created by DAR & PG shortly. All the attached and subordinate offices are required to tweet the Swachhata Abhiyan activities [photographs and short one-minute video clips] on regular and consistent basis during the implementation phase against the hashtag **# Special Campaign 5.0**. The URLs of the tweets so made may be shared with D(O&M) in an excel sheet on weekly basis, preferably every Monday, during the implementation phase of the Campaign i.e. on 06th Oct, 13th Oct, 20th Oct, 27th Oct and 3rd Nov.

7 It may be appreciated that the progress shall be frequently reviewed by Secretary DARPG with the Nodal Officers during the Identification Phase as well as during the Implementation Phase. Third party assessment of campaign is also to be undertaken during the post-Campaign phase (17th November-30th November, 2025).

8 All the Wing Heads of DoD are, therefore, requested to -

(a) issue suitable instructions to attached/subordinate offices and autonomous bodies under their administrative control to carry out the Special Campaign 5.0 in right earnest, including the concomitant Swachhata Campaign, and put in place an institutional mechanism and direct the concerned administrative Sections as well as the concerned Nodal Officers for the Attached/ Subordinate Offices to ensure unhindered flow of statistics/data/pictures/videos/best practices/other details on Swachhata as detailed above during the preparatory as well as implementation phase of the campaign to D(O&M).

(b) nominate a Nodal Officer for the following Attached Offices i.e. CSD, CGDA, DGAFFMS, DGBR, DGDE, Sainik School Society, DG-NCC, HQ-ICG, HMI and convey their details (*name, designation, mobile number*) to D(O&M) **latest by 02nd Sep, 2025**. The Nodal Officer shall be entrusted with the primary responsibility of overseeing the Swachhata drive in all the outstation offices during the Campaign and reporting pictures/videos/best practices/tweets/other details on Swachhata accordingly to D(O&M).

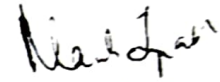
(c) direct the concerned Administrative Sections under their Wings mentioned at Para 04 above to make a **realistic assessment** of the **targets** (i.e. *only such targets which can be fulfilled*) **against various parameters during the preparatory phase** mentioned at Para 03 above, including the attached/subordinate offices, and finalize the same.

(d) direct the concerned administrative Sections under their Wings to compile and convey the statistics/data, including the attached/outstation offices, **on the disposal** (also

called achievements) during the implementation phase (2nd October, 2025 to 31st October, 2025) on daily basis by 3:00 PM. without fail to D(O&M) so as to enable D(O&M) to consolidate the same and enter into the portal on behalf of DoD

9. The format for reporting target and disposal/achievements of data/statistics and the Swachhata drive shall be shared shortly with all the administrative sections and the attached offices once the portal for Special Campaign 5.0 becomes operational.

10. The information/inputs/write ups shall be shared with D(O&M) at dedicated emails i.e. **sodom-mod@gov.in**, **usdpg-mod@gov.in** and **dsmis-mod@gov.in**



(Manish Tripathi)

JS (Estt) & Nodal Officer for DoD for Special Campaign 5.0

TEL: 2301-5444

All Joint Secretaries in DoD

MoD ID No. 34(1)/2025-D(O&M)

dated 25 August 2025

Copy (in advance) for information and necessary action with regard to identification and finalization of number of outstation cleanliness sites during the Campaign and carrying out cleanliness drives thereon [Para 8(a) above also refers] to:

CSD:	CGDA:	DGAFMS:	DGBR:	DGDE:
DG-NCC:	HQ-ICG:	HMI:	MP-IDSA:	Sainik School
				Society
Jawahar Institute of		Nehru Institute of Mountaineering		
Mountaineering & Winter sports.		Uttarkashi.		
Pahalgam				

Copy also to -

ADG(M&C), MoD for information and with the request to suitably sensitize DPR on the Special Campaign 5.0