

भा.मा.ब्यूरो मुख्या./प्रशा./परिपत्र (03)/2023

BIS HQ/ADMN/Circular (03)/2023

दिनांक: 12 जनवरी 2023

Date: 12 January 2023

भारतीय मानक ब्यूरो/Bureau of Indian Standards
(प्रशासन विभाग/Administration Department)

परिपत्र/Circular

Subject: **Special Campaign 2.0 Report– reg.**

This has reference to an e-mail dated 12 January 2023 of DoCA therein forwarded the Special Campaign 2.0, Monthly Report format and instructed that the format is to be updated on or before 5th of every month (**copy enclosed**).

2. In this connection, all Nodal Officers of ROs/BOs/Labs/NITS including departments at HQs are requested to ensure the updation of Special Campaign 2.0, Monthly Report in the prescribed format on or before 5th of every month till further order.

3. For the month of December 2022, it is also requested to all Nodal Officers to update the Special Campaign 2.0, Monthly Report in the prescribed format by today evening, positively.

4. Keeping in view of above, all HoDs of ROs/BOs/Labs/ NITS including departments at HQs are requested to ensure the above.

5. This issues with the approval of Competent Authority.

Encl: as above


(Sandeep Meena)
Director (Administration)

संदर्भ : प्रशासन/09/64/2023

Ref: ADMN/09/64/2023

बीआईएस इंटरनेट के माध्यम से सभी क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी.एस., मुख्यालय सहित को सूचनार्थ एवं अनुपालनार्थ परिचालित। Circulated to all ROs/BOs/Labs/NITS including HQ through BIS Intranet for information and compliance.

Email

ADMINISTRATION Admn

Special Campaign 2.0 - Monthly Report Format - Reg.

From : TR Sathish Chandran <schandran.73@gov.in>
Subject : Special Campaign 2.0 - Monthly Report Format - Reg.
To : Director Admin <dra@bis.gov.in>, ADMINISTRATION Admn <administration@bis.gov.in>

Thu, Jan 12, 2023 12:04 PM

1 attachment

Sir,

Please find attached the Special Campaign 2.0 Monthly Report Format. This is to be updated on or before 5th of every month. For the month of December 2022, please expedite the report by today evening.

Thanks & Regards,

--
T.R. Sathish Chandran,
Joint Director (Cost),
Dept. of Consumer Affairs,
Room No.372B, Krishi Bhawan,
New Delhi.
M-9718195398.



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

SCDPM-Monthly Report-Format.pdf
157 KB

Instructions for filling the form

- Data needs to be compulsory filled for all the fields.
- Disposal should be less than or equal to (Brought Forward + Receipt) for a particular month.
- Form can be submitted more than once during a particular month.
- Latest values for a particular month will be considered for final report.
- Data of particular month shall be frozen on 4th of next month.
- New month data can be fed from 5th to 4th of next month.
- NAI stands for National Archive of India.

Please Note :

- **Last date to enter December 2022 data - 13th January, 2023.**

Receipt Disposal Form for Department of Consumer Affairs

*** Select Month and Year**

(MM/YYYY Format)

12/2022



A - Receipt Disposal Status Till Date

References Category	≤ 6 Months			> 6 & ≤ 12 Months			> 1 & ≤ 2 Years			> 2 Years		
	Brought Forward	Receipts	Disposals	Brought Forward	Receipts	Disposals	Brought Forward	Receipts	Disposals	Brought Forward	Receipts	Disposals
References from MPs	0			0			0			0		
Parliamentary Assurance	2			0			0			0		
IMC Reference (Cabinet Proposals)	0			0			0			0		
State Govt. References	0			0			0			0		
Public Grievances	0			0			0			0		
PMO References	0			0			0			0		

B - Record Management

Physical Files

Brought Forward (Physical Files)

*** Number of Physical File(s) due for Review**

*** Reviewed**

*** A Category Files To Be Transferred to NAI**

*** B Category Files To Be Transferred to NAI**

0

*** Identified for Weeding**

*** Weeded**

E-Files

Brought Forward

*** Number of E-Files put-up for Review**

*** Number of E-Files Closed**

C - Cleanliness & Office Scrap Disposal

Brought Forward	* Number of Campaign(s) to be Conducted	* Number of Campaign(s) Conducted
0		
* Revenue Generated (Rs.)		

D - Easing of Rules/Processes

Brought Forward	* Number of Rule(s) Identified for Simplification	* Number of Rule(s) Simplified
0		

E - Public Grievance Appeals

Brought Forward	* Number of Appeal(s) Pending	* Number of Appeal(s) Disposed Of
60		

F - Space Freed

*** Space Freed due to Scrap Disposal and Weeding of Files (Number in Square Feet only)**

Submit ✓

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- Latest values for a particular month will be considered for final report.
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- NAI stands for National Archive of India.

Please Note:

- Last date to enter December 2022 data – 13th January 2023.

Receipt Disposal Form Department of Consumer Affairs

* Select Month and Year

(MM/YYYY Format)

A-Receipt Disposal Status Till Date

References Category	≤ 6 Months			> 6 & ≤12 Months			> 1 & ≤2 Years			> 2Years		
	Brought Forward	Receipt	Disposals	Brought Forward	Receipt	Disposals	Brought Forward	Receipt	Disposals	Brought Forward	Receipt	Disposals
References from MPs												
Parliamentary Assurance												
IMC Reference (Cabinet proposals)												
State Govt. References												
Public Grievances												
PMO References												

B – Record Management

Physical Files						
Brought Forward (Physical Files)	* Number of Physical Files due for Review	* Reviewed	* A Category Files To be Transferred to NAI	* B Category Files To be Transferred to NAI	* Identified for weeding	* Weeded

E- Files		
Brought Forward	* Number of E-Files put-up for Review	* Number of E-Files Closed

C – Cleanliness & Office Scrap Disposal			
Brought Forward	* Number of Campaign(s) to be Conducted	* Number of Campaign(s) Conduced	* Revenue Generated (Rs.)

D- Easing of Rules/Processes		
Brought Forward	* Number of Rule(s) Identified for Simplification	* Number of Rule(s) Simplified

E- Public Grievance Appeals		
Brought Forward	* Number of Appeal(s) Pending	* Number of Appeal(s) Disposed of

F- Space Freed
* Space freed due to Scrap Disposal and Weeding of Files (Number in Square Feet Only)