

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS
(प्रशासन विभाग / Administration Department)

परिपत्र / CIRCULAR

Subject: **Required information regarding the self-assessment parameters of the special campaign 2.0 – reg .**

DoCA, vide their e-mail dated 16 November 2022 forwarded therewith the copy of letter issued by Shri V. Srinivas, IAS, Secretary, Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms & Public Grievances(DARPG), Govt. of India, enclosing therewith Self-Assessment Questionnaire as available in the portal. Further, he has also enclosed a copy of a power point presentation of DARPG with guidelines regarding the filling up of the Self-Assessment Questionnaire with indicative examples. The completed Questionnaire may kindly be filled and uploaded on the portal itself by 24 Nov 2022. The Special Campaign 2.0 Assessment Report is to be submitted to government by 30 Nov 2022 (copy enclose).

2. In view of above, Head of all ROs/BOs/Labs/NITS including HQs to kindly peruse the same and to direct their Nodal Officers for submission of their Self-Assessment Questionnaire with indicative examples. The completed Questionnaire may be filled and uploaded on the portal by 18 Nov 2022, positively, under intimation to Administration Department.

3. This issues with the approval of Competent Authority.

Encl: as above


17/11/22

(Gian Chand)

Assistant Director (A &F) &WO

Our Ref: ADMN/09/57/2022

Circulated to: Heads of all ROs/BOs/Labs/NITS including HQs for kind information and compliance, through BIS Intranet, please.

From: "Accounts" <acct@bis.gov.in>
To: "ADMINISTRATION Admn" <administration@bis.gov.in>
Sent: Wednesday, November 16, 2022 1:24:56 PM
Subject: Fwd: required information regarding the self-assessment parameters of the special campaign 2

It is informed that Smt. Neha Singhal, DD(A&F) Nodal Officer-Accounts has been transferred from Accounts to GSD.

DD(A&F)

From: "US(P&C)" <uspc-ca@gov.in>
To: "Accounts" <acct@bis.gov.in>, "GIAN CHAND" <gian.chand@bis.gov.in>, "BinduKumar SectionOfficer" <bindu.kumar@bis.gov.in>, "CCPAC BIS" <ccpacbis@bis.gov.in>, shubhamagarwal97@bis.gov.in, "Pushpendra Kumar" <dpushpendra@bis.gov.in>, "CMD I" <cmd1@bis.gov.in>, "Ashish Kanar" <ashishK@bis.gov.in>, "Central Marks Department II" <cmd2@bis.gov.in>, "Prem Prakash Dudi" <prempdudi@bis.gov.in>, "Ankita Dhule" <dhuleankita@bis.gov.in>, "DEST DEST" <dest@bis.gov.in>, "Rupam Raj" <rupamraj@bis.gov.in>, "Kuldeep Mittal" <kuldeepmittal@bis.gov.in>, "Head Finance Department" <fin@bis.gov.in>, "Singaraju Venkatesh" <singaraju@bis.gov.in>, "General Services Department" <gsd@bis.gov.in>, "K. Chandan Rao" <chandanrao@bis.gov.in>, "Hindi Deptt" <hindi@bis.gov.in>, "k harshwarhan" <k.harshwarhan@bis.gov.in>, "IRD BIS" <ird@bis.gov.in>, "BIS ITS Dept" <its@bis.gov.in>, "Legal Department" <legal@bis.gov.in>, "Priyanshu Sharma" <priyanshu@bis.gov.in>, "neelam punhani" <neelam.punhani@yahoo.in>, lsc@bis.gov.in, "Putti Bhanu Krishnadev" <bhanuputti@bis.gov.in>, "Mechanical Engineering Department" <med@bis.gov.in>, "MHD BIS" <mhd@bis.gov.in>, "Management System Certification Department" <mcsd@bis.gov.in>, "MSD MSD" <msd@bis.gov.in>, ramedala@bis.in, "Planning and Coordination" <pnc@bis.gov.in>, "Shivam Dwivedi" <shivam.dwivedi@bis.gov.in>, "Public Relations Department" <pr@bis.gov.in>, "AJAY KUMAR" <kajay95@bis.gov.in>, "Anuj Kumar" <anujkumar@bis.gov.in>, "ANKITA VIDYARTHI" <ankita14vd@bis.gov.in>, "Varsha Karnani" <vkarnani@bis.gov.in>, "sundeeep.bis" <sundeeep@bis.gov.in>, "SCMD BIS" <sppd@bis.gov.in>, "Umang Jaggi" <jaggiu@bis.gov.in>, "BIS TED" <ted@bis.gov.in>, "TNMD BIS" <tnmd@bis.gov.in>, "Textiles BIS" <txd@bis.gov.in>, "Dir (Vig)" <vigilance@bis.gov.in>, "Navdeep Yadav" <navdeepyadav@bis.gov.in>, "Central Regional Office" <cro@bis.gov.in>, "Ghaziabad Branch Office GZBO Uttar Pradesh" <gzbo@bis.gov.in>, "Satyabrata Bisoi" <satya.bisoi@bis.gov.in>, "Delhi Branch Office II" <dlbo2@bis.gov.in>, "Rahul Kumar" <rahul.kumar@bis.gov.in>, lokeshkumar@bis.gov.in, "Harshit Kumar Jain" <harshitjain@bis.gov.in>, "Jain Pranay Abhay" <pranayjain@bis.gov.in>, "anant kumar" <anant.kumar@bis.gov.in>, "NITS BIS" <nits@bis.gov.in>, "hbade.bis" <hbade@bis.gov.in>, "Rajkot Branch Office Gujarat" <rjbo@bis.gov.in>, "Chandrakesh Singh BIS" <chandrakesh@bis.org.in>, "ARJUN SCIENTIST-B" <arjun.ad@bis.gov.in>, "Sanjay Kumar Vishwakarma" <v.sanjay@bis.gov.in>, "Venkat bis" <Venkat.bis@bis.gov.in>, "Kute Akshay Kailas" <akshaykailas@bis.gov.in>, hchongloi@gmail.com, "Aman Singh" <aman.singh@bis.gov.in>, "Chavan Karmavir Ramchandra" <chavank@bis.gov.in>, "Ishan Trivedi, Scientist-C, BIS, BPBO" <trivedi.ishan@bis.gov.in>, "Kavin k" <kavink@bis.gov.in>, "D

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DPA - on loan
 AD \$ 16/11/22
 SOCAJ - Pt. Cical

Cc : Shashi Bhushan <shashibhushan.icoas@nic.in>, TR
 Sathish Chandran <schandran.73@nic.in>

वी. श्रीनिवास, आई.ए.एस.

V. Srinivas, IAS

सचिव

SECRETARY



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आजादी का
अमृत महोत्सव

भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
प्रशासनिक सुधार और लोक शिकायत विभाग,
सरदार पटेल भवन, संसद मार्ग,
नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES
SARDAR PATEL BHAWAN, SANSAD MARG,
NEW DELHI-110001

D.O.No.30011/02/2019-O&M(Pt) e.No.5866

Dated: November 15, 2022

Dear Secretary,

The Self-Assessment Forms of each Ministry/Department for the Special Campaign 2.0 are now live on the Special Campaign 2.0 portal (<https://pgportal.gov.in/SCDPM22>).

2. I am enclosing a copy of the Self-Assessment Questionnaire as available in the portal. I am also enclosing a copy of a power point presentation of DARPG with guidelines regarding the filling up of the Self-Assessment Questionnaire with indicative examples. The completed Questionnaire may kindly be filled and uploaded on the portal itself by November 24, 2022. The Special Campaign 2.0 Assessment Report is to be submitted to Government by November 30, 2022.

With best regards,

Yours sincerely,

(V. Srinivas)

Encl: As above

All Secretaries to the Government of India



सूचना का
अधिकार

Please Visit our Website : <http://darpg.gov.in>, <http://goicharters.nic.in>

Ph. : 91-11-23742133, Fax : 91-11-23742546 Email : vsrinivas@nic.in, secy-arp@nic.in

1. Cleanliness Sites

Please upload a list of Attached / Subordinate / Outstation Offices / Missions / Posts where the Campaign was conducted in the prescribed format. [Click Here](#) to Download.

- Please ensure that the number of sites matches with the data given in the portal during the Special Campaign 2.0.
- The filled-in excel file needs to be converted as a PDF file to upload.

Select File (if any)
(only pdf file upto 2 MB)

2. Best Practices

In the Best Practices already uploaded on the portal, if additional best practices are to be reported, it can be done under the following categories :

- Digitization / Intra-Ministerial Portal
- Efficient Management of Space
- Enhancement of Office Premises
- Environment-Friendly Practices
- Protocols and Mechanisms in place for the sustainability of Best Practices
- Waste Disposal
- Citizen Centric Initiatives (Example - Better Queue Management at Railway Stations / Toll plazas etc., New resting spaces for citizens, Adopting methods for improved delivery of fertilizers to farmers at PMKSK and Technology Transfer / Awareness Generation at KVK)
- Disable Friendly Practices (Accessible India Campaign Standards laid down for Ramp, Toilets, Lifts, Tactile flooring etc.)
- Innovative Cleanliness Practices (Robotic Cleaning, Mechanized cleaning)
- Any other

Select File (if any)
(only pdf file upto 2 MB)

3. Space Free

Please categorize the type of scrap disposed of during the Special Campaign 2.0 by downloading the excel file and upload the same (in PDF format) in the link provided.

- [Click Here](#) to Download the excel file.
- The filled-in excel file needs to be converted as a PDF file to upload.

5. Any Other Citizen Centric Initiative

Any other Citizen / Employee Centric Initiative(s) undertaken in Special Campaign 2.0 apart from above that you would like to highlight.

Select File (if any)
(only pdf file upto 2 MB)

No file chose

Select File (if any)
(only pdf file upto 2 MB)

No file chose

**Guidelines for Self Assessment Form
on Special Campaign 2.0
15 – 24 Nov 2022**

Cleanliness Sites (1)

- Mention the List of Sites where the Campaign was conducted in the **prescribed format** as mentioned below
- Download the Excel sheet(Prescribed format) which is attached with the question
- Enter S.No., Name of the Office, City Manually and use drop down for Type(column)
- A Sample is attached for reference
- Kindly upload the sheet in **PDF** format (ensure the page break view covers all columns and save as PDF)

Name of the Ministry/Department :			
S.No.	Name of Office	City	Type (select dropdown in the cell) (Attached/ Subordinate/ Field/ Foreign)
1	ICAR CTCRI	Thiruvananthapuram	Autonomous
			Attached
			Subordinate
			PSU
			Autonomous
			Missions Posts (Abroad)
			Headquarters
			Others

Fig-1, Sample for Reference

Best Practices (2)

- Upload the Best Practices apart from the one already uploaded on Portal under the categories as mentioned :

Digitization/Intra-Ministerial Portal

Efficient Management of Space

Enhancement of Office Premises

Environment-Friendly Practices

Protocols and Mechanisms in place for the sustainability of Best Practices

Waste Disposal

Citizen Centric Initiatives (Example - Better Queue Management at Railway Stations/ Toll plazas etc., New resting spaces for citizens, Adopting methods for Improved delivery of fertilizers to farmers at PMKSK and Technology transfer/Awareness Generation at KVK)

Disable Friendly Practices (Accessible India Campaign Standards laid down for Ramp, Toilets, Lifts, Tactile flooring etc.)

Innovative Cleanliness Practices (Robotic Cleaning, Mechanized cleaning)

.Any other

Sample Write Up

MINISTRY OF COAL

Page 1

Best practice/ initiatives in Ministry of Coal

From Garbage to Garden: A Glance

Introduction

Bokaro & Kargali Area popularly known as B&K Area is one of the thirteen areas of Central Coalfields Ltd. located in Bokaro District of Jharkhand State. It has a total of six projects namely Bokaro OCP, DR&RD Project, Karo Expansion OCP, Kargali OCP, Kargali Washery and Konar Expansion OCP out of which two major projects i.e Karo Expansion OCP and Konar Expansion OCP with capacities 11.15 MTPA and 8.11 MTPA respectively, are also the part of vision 1 BT Production Plan of Coal India Ltd.

Sustainable Initiative

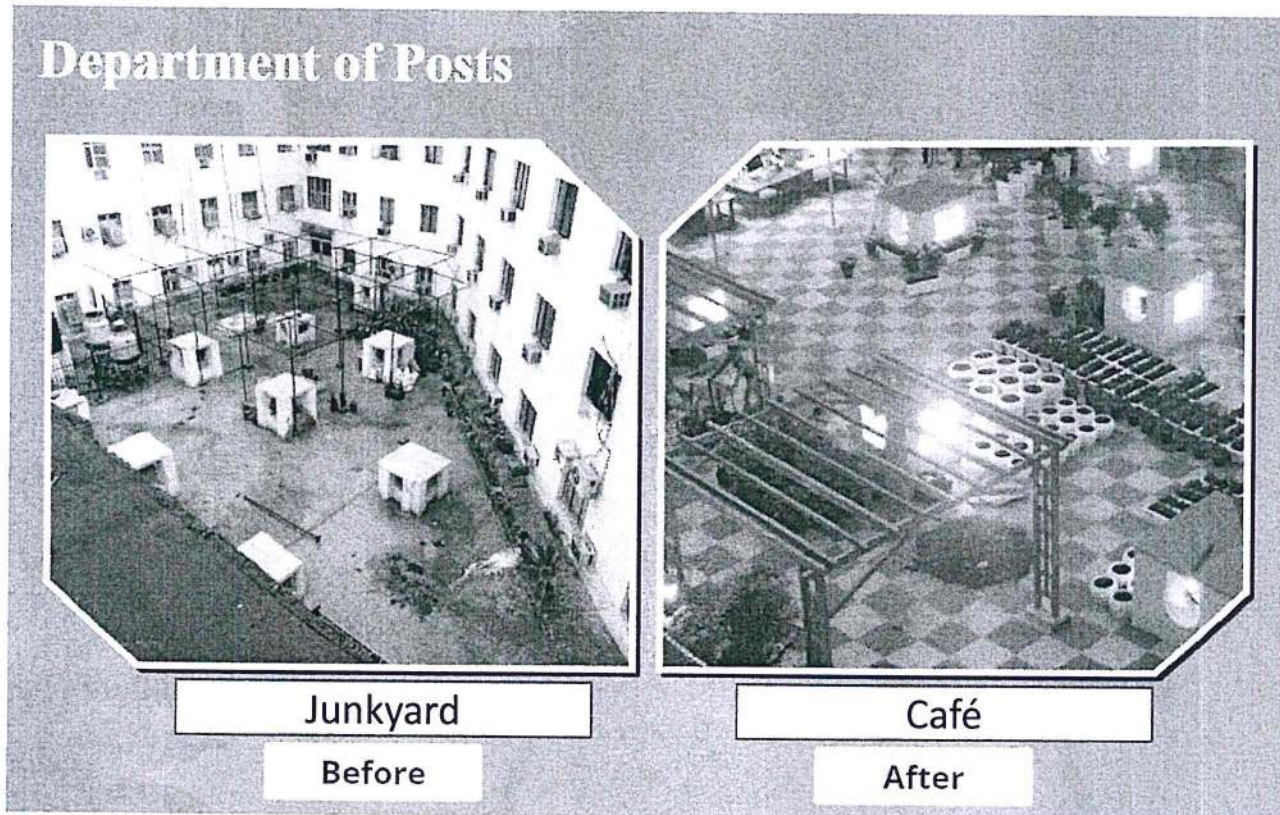
In the month of April 2022, a small initiative, was taken to use the waste, scrap and disposed items from mines of B&K Area, in developing Garden at Guest House, Kargali.



It was named 'Kachra Udyan'

Space Freed (3)

- Please upload before after photos in one document. Mention the utility of space before and after
As mentioned
- Before (Junkyard) - After (Café)



Scrap Disposed & Revenue Earned(4)

- Download the Excel sheet(Prescribed format) which is attached with the question
- Enter the revenue earned against each type of scarp
- Upload the same as the PDF

Name of Ministry/Department (select from drop down)

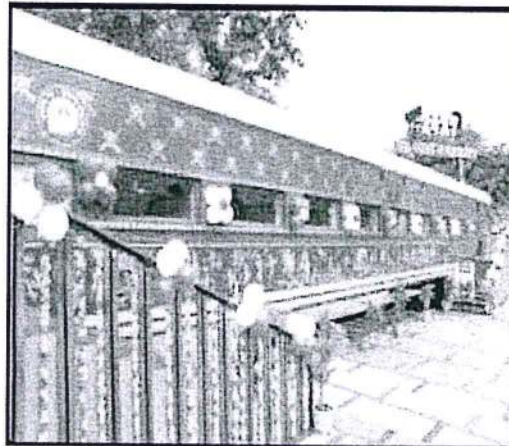
Revenue Earned in Special Campaign 2.0 in INR

Revenue Breakup

Type of Scrap	Figures in INR
Plastic Furniture/items	
Wooden furniture/items	
E- waste	
Stationery	
Biodegradable waste	
Any other Category	

Citizen Centric Initiative(5)

- Mention any other Citizen/Employee Centric initiative(s) undertaken in Special Campaign 2.0 that you would like to highlight
- Kindly upload the **PDF** photo of the initiative with a brief writeup (ensure the page break view covers all columns and save as PDF)
- Sample of a citizen-centric initiative has been attached



Rail coach restaurant
Guntur Railway Station, Ministry of Railways

Thank You