



भारत सरकार

Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture and Farmers Welfare

कृषि एवं किसान कल्याण विभाग

Department of Agriculture and Farmers Welfare

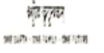
दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान,

Southern Region Farm Machinery Training &amp; Testing Institute

ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)

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An I.S.O. 9001- 2015 Certified Institute

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File No. 1-7/2022-Estt

Dated: 14<sup>th</sup> Sep, 2023

## CIRCULAR

**Subject : Special campaign 3.0 for institutionalizing Swacchata and minimizing pendency in Govt Office – reg.**

As per the DARPG's guidelines of special campaign 3.0 during the Preparatory Phase (from 15<sup>th</sup> Sep, 2023 to 30<sup>th</sup> Sep, 2023) every section in this offices is supposed to observe the following parameters of the special campaign :-

- (i) Identification of cleanliness campaign sites (**With photographs**)
- (ii) Planning for space management and beautification of offices
- (iii) Identify the scrap and redundant items and their disposal (**List of the items**)
- (iv) Identifying pending Public Grievances and Appeals
- (v) Record management system (**No. of files reviewed**)

2. The preparatory phase shall be followed by implementation phase (2<sup>nd</sup> Oct 2023 to 31<sup>st</sup> Oct 23)
3. The progress of the campaign will be monitored through DARPG's portal (<https://scdpm.nic.in>) and the progress will be reported DAILY on the portal.
4. Nodal Officer for special campaign 3.0 should note that the information/identification process/progress should be uoloaded daily latest by 4.00 PM on DARPG Portal and the information may also please be uploaded on WEB LINK (<https://msystem.dac.gov.in/Login.aspx>) **before 12.00 noon on DAILY URGENT BASIS.**
5. All **Section-in-Charge** of respective sections are hereby directed to submit the completion report on daily basis directly to Nodal Officer by soft and hard copies under intimation to Admin section latest by 10 AM positively.



### Distribution

1. All Officers : SAE (K); AE (C); AE (P); AE (V); Farm Supdt; AO; JTO; OS
2. All staff (By Circulation)
3. All Sections (Admin, Training, Testing, , Farm, Library, Engrs)
4. Notice Board : Admn/Training/Testing/Hostel/Lib & Guard file.

**Copy to : The Under Secretary-M&T (Admn), Email : [sabrirajan.s@nic.in](mailto:sabrirajan.s@nic.in)**

(B. M. Nandede)  
DIRECTOR

**दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान, ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)**

