



भाकृअनुप  
ICAR

स्थापना-V अनुभाग/Estt.V Section

भाकृअनुप-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद विश्वविद्यालय)  
ICAR- National Dairy Research Institute (Deemed University)

अग्रसेन चौक, करनाल, हरियाणा। पिन-132 001

Agrasen Chowk, Karnal, Haryana. PIN-132 001



संज्ञा संख्या : M.P.C./2021/E-D/633-36

दिनांक : 20/11/21

सेवा में,

डॉ. राज अग्रवाल  
ए. 30 अग्रसेन चौक  
करनाल

महोदय,

कृपया इस पत्र के साथ संलग्न पत्र/दस्तावेज आवश्यक कार्रवाई के लिए देखें।

धन्यवाद।

संदर्भ : उपरोक्तानुसार

भवदीय,

[Signature]  
सहा. प्रशा. अधिकारी  
21/11/21

**E-V COORDINATION SECTION  
ICAR-NATIONAL DAIRY RESEARCH INSTITUTE  
KARNAL-132001(HR.)**

F. No. Misc/2021/E-V

633 — 36

Dated: 20/10/2021

**CIRCULAR**

In compliance of DOPT's Office Memorandum No. 30011/02/20219-O&M (e. No. 5866) dated 13-10-2021 issued by Secretary to the Government of India regarding **special campaign for Disposal of Pending Matters during the period from 02-10-2021 to 31-10-2021**, all the Heads of Divisions/Sections/Units/SAO/FAO/AO/AOs at NDRI Headquarters and the Heads of Regional Stations are requested to dispose of pending reference from Members of Parliament, State Governments, references for Inter-Ministerial Consultation (IMCs) Parliamentary assurances and Public Grievances and other pending files during the period. In this regard, a compliance report in this regard in the enclosed format may please be sent to the undersigned for further needful.

(This issues with the approval of the Director, ICAR-NDRI, Karnal).

Encl: As above.

  
Chief Admin. Officer (Sr. Grade)

Copy to:

1. All the Heads of Divisions/Sections, ICAR-NDRI, Karnal & Regional Stations.
2. I/c Computer Centre, ICAR-NDRI, Karnal for upload the same on e-office, Notice Board/NDRI, Website.
3. Dr. K. Ponnusamy, Nodal Officer Swatchh Bharat Abhiyan, Extension Division, ICAR-NDRI, Karnal w.r.t. his e-mail/ circular dated 11/12-10-2021
4. PS to Director, ICAR-NDRI, Karnal for information.

Format for special campaign for disposal of various references and other matters from 2<sup>ND</sup> October to 31<sup>ST</sup> 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 year
	Total				
Reference from MPS					
Parliament Assurances					
Inter Ministry Consultations (Cabinet Proposals)					
State Govt. References					
Public Grievances					

(B) Weed out information :-

i.	No. of files due for review	
ii	No. of files identified 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 Inspection Officer	Indicate Officer Responsible	

(C) Cleanliness and office Scrap Disposal

## II- Outdoor

No. of campaigns to be conducted	(Min 1 campaign at each Institute/Unit (KVKs) (dates: Oct. 5,12,19, 26 )
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## III- Office Scrap Disposal

Date of identification of Scrap/files disposed of suitably	Drives at each of ICAR Institutes. Scrap to be (Dates: Oct. 5,12,19, 26 )
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## IV- Compliance Burden:

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

- Website/mass media may be used to highlight the campaigns.
- ATR may please be provided to SMDs & the Undersigned the same day when the campaign is organized.
- Institute/Units may decide organizing campaigns on alternate days during weeks as per convenience.
- The baseline information as requested in attached format may be provided in respect of your organization/section upto 30-10-2021.