



कुलसचिव कार्यालय
Office of the Registrar
हैदराबाद विश्वविद्यालय
University of Hyderabad



Phone: 23132100 Email: registrar@uohyd.ac.in

No.: UH/REG/SCDPM4.0/2024/620

Date: 18.10.2024

CIRCULAR

Sub: Special Campaign 4.0 – Pendency Identification (Preparatory Phase) - Reg.

Ref: 1) D.O. Letter No. M.11012/01/2024-CDN dated 13.09.2024 of Ministry of Education (MoE), Government of India.
2) Approval of the Vice-Chancellor dated 30.09.2024.

The Ministry of Education (MoE), through the reference first cited, has directed institutions to participate in Special Campaign 4.0, focusing on Pendency Identification during the Preparatory Phase. In this context, institutions are required to identify campaign sites and plan activities in accordance with the following parameters:

1. Space Management & Beautification: Planning for the optimization and beautification of office spaces.
2. Record Management: Review and weed out old files, close e-files, and manage records.
3. Cleanliness: Identify sites for cleanliness drives within departments and sections.
4. Disposal of Scrap: Identify and dispose of scrap and redundant items following GFR and the Public Records Act, 1993.

All the Schools, Departments and Offices are requested to submit a weekly progress report in the enclosed format to the Estate Section via email at estate@uohyd.ac.in upto 4th November, 2024. This report may be uploaded on the designated portal provided by the Department of Administrative Reforms and Public Grievances.

This circular is issued for compliance and should be treated as a priority.


Registrar 21-10-24

To

- 1) All Deans of Schools
- 2) All Heads of Departments
- 3) Dean, Students' Welfare
- 4) Finance Officer
- 5) Controller of Examinations
- 6) University Engineer
- 7) Librarian
- 8) JR (Hort / Sanitation)
- 9) Director, CC& CNF -for uploading on University Website and circulation through GApps

10) Chief Warden
Copy to:

- 1) OSD to the Vice-Chancellor
- 2) PA to Registrar

**Bureau-Wise Details for SCDPM Preparatory Phase
(Pendency Identification)**

School / Department / Section Name: _____

A. Record Management

Total No. of Physical Files for Review:	
Total No. of E-files for Review:	
Total No. of Physical Files Closed:	

B. Cleanliness and Office Scrap Disposal

Indoor:

System in Place		Inspection Architecture in Place	
Outsource Agency Deployed		Level of Inspecting Officer	

Outdoor:

No. of Campaigns Conducted	
Scrap Disposal Date (Identification)	

C. Easing of Rules/Process

Total Number of Rules/Process Identified for Simplification	
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D. Provide the following requisite information for Upload

- Building Name & City:
- Location:
- Before and After Image (only JPEG/JPG format with a maximum 8 MB Size)
- Valid Video URL (if any):
- Review of files / recording and weeding of files / closing of e-files:

Signature of Dean / Head / Section Head
Date: _____