



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
(A State University Established By the Govt. Of NCT of Delhi)  
**SECTOR-16 C, DWARKA, NEW DELHI-110078**



No.F.1(6)(61)/2024/Estt.(NT)/ 6795

Dated the 25<sup>th</sup> October, 2024

**C I R C U L A R**

**Subject: Special Campaign 4.0 for Swachhata and Minimizing Pendency in Higher Education Institution- reg.**

With reference to the University's Order No. GGSIPU/AR(GA)/Special Campaign 4.0/24-25/135 dated 27.09.2024 relating to nomination of Nodal Officer for effective and timely execution of various activities (Dwarka & East Delhi Campus), in pursuance of communication received from Ministry of Education, Govt. of India regarding "Special Campaign 4.0 for Swachhata and Minimizing Pendency in Higher Education Institution" (copy enclosed).

In order to carry out the activity regarding "Identifying pending references" in the University, all Deans/Director/Branch In-charge/ Heads of University Schools/Centers /Department/Branches are requested to provide the details of all pending work/files pertaining to their Schools/Centers /Department/Branches, to the undersigned on or before 05<sup>th</sup> November 2024 positively, so that compliance report could be submitted latest by 10<sup>th</sup> November 2024.

This issues with the approval of Competent Authority.


  
(NAVEEN KR. BUDHIRAJA)  
ASSTT. REGISTRAR (ESTT.-NT)

No.F.1(6)(20)/2022/Pers.-II/

Dated the 25<sup>th</sup> October, 2024

Copy forwarded to the following for information and necessary action :

1. OSD to Hon'ble Vice Chancellor, GGSIP University
2. All Deans/Directors, GGSIP University.
3. Director In-charge, East Campus, GGSIP University.
4. Controller of Finance, GGSIP University.
5. COE-I & II, GGSIP University.
6. Proctor, GGSIP University.
7. Chief Warden, GGSIP University.
8. In-Charge Library, GGSIP University.
9. All Branch In-charge(s)/Branch Head/PRO/Medical Officer, GGSIP University.
10. S.E., UWD, GGSIP University.
11. Asstt. Registrar, Vice Chancellor Secretariat, GGSIP University.
12. Asstt. Registrar, O/o Registrar, GGSIP University.
13. Head, UITS, with the request to upload the circular on University's website.
14. Guard file.

  
(NAVEEN KR. BUDHIRAJA)  
ASSTT. REGISTRAR (ESTT.-NT)

3/c



**Guru Gobind Singh Indraprastha University**  
Sector-16 C, Dwarka, New Delhi  
(General Administration Branch)

F.No. GGSIPU/AR(GA)/Special Campaign 4.0/24-25/135 Dated: 27/09/2024

**OFFICE ORDER**

**SUBJECT: Special Campaign 4.0 for Swachhata and Minimizing Pendency in Higher Education Institutions -reg.**

The Govt. of India has announced the launch of special campaign 4.0, indicated in the subject captioned above, which is to be organised in two phases viz. preparatory phase (16<sup>th</sup> September, 2024 to 30<sup>th</sup> September, 2024) and implementation phase (2<sup>nd</sup> October, 2024 to 31<sup>st</sup> October, 2024). This has been communicated to the University by the University Grants Commission, vide its email dated 06.09.2024.

2. Pursuant to above, the Competent Authority is pleased to nominate following Nodal Officers to execute the said campaign in an effective and timely manner:

Sr. No.	Activities (Dwarka and East Delhi Campus)	University Nodal Officers	Remarks
1.	Arrange training for Nodal Officers about their role in the campaign.	NSS Program Coordinator	An illustrative list of activities prepared by the GA branch is annexed as Annexure-I
2.	Mobilize the faculty, officers and ground functionaries for the campaign.	Director, Students' Welfare and NSS Program Coordinator	-
3.	Identify pending references	Assistant Registrar (Establishment - NT)	-
4.	Identify campaign sites for cleanliness (i) Special sanitation drive with respect to University premises including staff quarters. (ii) Horticulture related drive. (iii) Dry cleaning of furniture items	Deputy Registrar (Estate) Assistant Registrar (Horticulture) Assistant Registrar (GA)	Deputy Registrar (GA) - East Delhi Campus w.r.t. sr. no. (i, ii and iv of 4.) and 5.

3105  
30/09/24

AR, EST (NT)  
[Signature]

2/c

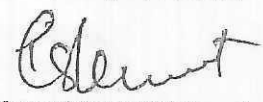
	(iv) Pest Control Drive	Assistant Registrar (GA)	
	(v) Repair/Maintenance of University premises including staff quarters.	EE, UWD	
5.	Space management planning	Deputy Registrar (Estate)	
6.	Scrap Disposal	AR (UCS)	-
7.	Record management		
	(i) Allotment of file numbers to all the University departments/schools/branches/centres, detailing the procedure and issue order for its compliance.	Assistant Registrar (Establishment-NT)	-
	(ii) Weeding out of physical records.	Assistant Registrar (GA)	-
8.	Videos and Photography of the events undertaken	Photographers	-
9.	Uploading the videos on the social media platforms as described above.	Media Consultant and Media Coordinator	-
10.	Publicity of the event in various print media platforms.	Public Relation Officer	-

3. All the Nodal Officers are required to submit a compliance report with respect to the activities undertaken to AR (General Administration), latest by 10<sup>th</sup> November, 2024, for uploading on the UGC University Activity Monitoring Portal at <https://uamp.ugc.ac.in>.

30/9  
(Dr. Kamal Pathak)  
Registrar

**Copy forwarded to the following for information and compliance:**

1. All nominated Nodal Officers, GGSIP University.
2. AR to Hon'ble Vice Chancellor, Guru Gobind Singh IP University.
3. AR to Registrar, Guru Gobind Singh IP University.
4. In-charge (UITS) with the request to upload the Office Order on the University website.
5. Guard file.

  
(Prabhat Mishra)  
Assistant Registrar (GA)

1/c 123/c



Registrar, GGS Indraprastha University, Delhi <registrar@ipu.ac.in>

## Organizing of Special Campaign 4.0 for Swachhata and Minimizing Pendency in Higher Education Institutions to all HEI

1 message

Special Campaign 4.0 for Swachhata and Minimizing Pendency - University Grants Commission - MoE <techsupport.ugc@nic.in>  
To: registrar@ipu.ac.in

Fri, Sep 6, 2024 at 3:35 PM

Respected Sir/Madam,

Handwritten notes: 07/9, DR/NT, 18/9/2024

The Government of India is pleased to announce the launch of **Special Campaign 4.0 for Swachhata and Minimizing Pendency** across all Higher Education Institutions (HEIs) in the country. The campaign will be conducted from **2nd October 2024 to 31st October 2024** in alignment with the national vision for a clean and efficient governance system.

The Special Campaign 4.0 will be organized in two phases:

### 1. Preparatory Phase (16th September 2024 to 30th September 2024):

During this phase, institutions are required to undertake the following activities:

- i. Nominate Nodal officers
- ii. Arrange training for Nodal Officers about their role in the campaign
- iii. Mobilize the Officers and ground functionaries for the Campaign
- iv. Identify pending references
- v. Identify campaign sites for cleanliness
- vi. Space management planning
- vii. Scrap disposal
- viii. Record Management

Handwritten notes: 14/9/24, seem, 7/1



### 2. Implementation Phase (2nd October 2024 to 31st October 2024):

This phase will focus on the actual execution of the identified plans. HEIs are expected to improve records management, categorization, recording, review and weeding out of physical records, as per extant guidelines.

Handwritten bracket on the right side of the Implementation Phase text.

The Nodal Officer will review the progress in their institution on daily basis to access the impact of cleanliness drives. In addition, the details of the activities conducted in the institution may also be uploaded on the UGC University Activity Monitoring Portal at <https://uamp.ugc.ac.in>.

For more details please find the letter on the link: [https://www.ugc.gov.in/pdfnews/5892071\\_Special-Campaign.pdf](https://www.ugc.gov.in/pdfnews/5892071_Special-Campaign.pdf)