



F. No. M/KC/06/SP-CAM/2022-26- 1518  
Government of India  
Office of the Superintending Archaeologist  
Archaeological Survey of India,  
Kolkata Circle, Kolkata

Dated: 31.08.2026

03 SEP 2026

**CIRCULAR**

Sub: Special Campaign 6.0 for institutionalizing Swachhata and minimizing pendency in Government offices – Preparatory Phase from **15<sup>th</sup> to 30<sup>th</sup> September, 2026** & Implementation Phase from **2<sup>nd</sup> to 31<sup>st</sup> October, 2026**-reg.

Find enclosed the OM dated 17.08.2026 issued by the Secretary, Ministry of Culture vide F No. N-12/9/2024-CDN Section & the necessary guidelines issued by the DAR&PG on 13.08.2026, vide F. No. Q-11/01/2026-O&M (e-10171) regarding Special Campaign 6.0.

In compliance to the above OMs, ASI, Kolkata Circle will also observe Special Campaign 6.0 for institutionalizing Swachhata and minimizing pendency in its Circle office, Sub-Circle & Museum Offices.

The Special Campaign 6.0 aims at saturation of Swachhata in all offices of all Ministries/Departments including their Attached/ Subordinate Offices/Autonomous Organizations etc by improving overall cleanliness of Government offices and enhancing experience of common public with Government offices. The focus of the campaign this year shall be field/outstation offices responsible for service delivery or having public interface, in addition to the Ministries/Departments and their attached/subordinate offices/Autonomous Organizations. In furtherance of the previous year's focus on the scientific management of e-waste generated in Government of India offices, the campaign this year will emphasize "Effective Collection, segregation and disposal of e-waste". For this purpose, DAR&PG is updating the Special Campaign 6.0 Portal which will facilitate easy tracking of e-waste collection, segregation and disposal in terms of E-Waste (Management) Rules, 2022 and it's reporting during and upon completion of the campaign.

The Special Campaign will be organized in two phases –

1. Preparatory Phase from **15<sup>th</sup> September, 2026 to 30<sup>th</sup> September, 2026.**

During the Preparatory Phase from 15<sup>th</sup> September, 2026 to 30<sup>th</sup> September, 2026, the following activities are supposed to be carried out on priority basis:-

- Identification of Cleanliness Campaign sites.
- Planning for Space management and beautification of offices.
- Effective collection, segregation of e-waste as per e-waste (Management) Rules 2022, its disposal and reporting as per Appendix-1 B (E- Waste Management)
- Identifying Scrap and redundant items and their disposal procedure as per GFR.
- Identifying number of pending References from MP's.
- Identifying Pending references from the State Governments.
- Identifying Pending Inter-Ministerial References (Cabinet Note).
- Identifying Parliamentary Assurances pending for more than 3 months.

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- Identifying Pending PMO references.
- Number of Rules/Processes identified for simplification. Number of Rules/Processes identified for simplification.
- Identifying Pending Public grievances and Appeals (CPGRAMS as well as grievances received from other sources).
- Record Management- Review of files/ recording and weeding of files / closing of e-files

2) Implementation phase from **2<sup>nd</sup> October, 2026 to 31<sup>st</sup> October, 2026.**

Implementation Phase (Main Phase) will be action phase when all out efforts shall be made to achieve the targets identified in preparatory phase and information shall be provided on the monitoring portal on daily basis. The Special Campaign should also be used to improve records management, categorization, recording, review and weeding out of physical records, as per extant guidelines contained in the CSMOP, Appendix IX of GFR and Public Record Act, 1993 and guidelines regarding Record Management Practices in Government of India issues by DAR&PG vide OM dated 13.08.2026.

In view of the above, all the Officers, Section In-Charges and Staff of ASI, Kolkata Circle are requested to ensure the general cleanliness of their respective sections/rooms of the Office. They are also instructed to identify e-waste of their respective section during Preparatory Phase and report to Shri Kaushik Patra, Asstt. Store keeper, for necessary disposal during the Implementation Phase.

The In-Charges of Museum, Sub-Circles & Store Section under ASI, Kolkata Circle will ensure the general cleanliness of their respective Offices, museum, monuments, and sites, with particular attention to areas experiencing high footfall. They will also instruct to identify any Scrap Materials, e-waste during the Preparatory Phase and to be disposed off during Implementation Phase.

The concerned Officers or In-Charges will identify and submit a report on the maximum number of dirty spots at the monuments and in their surrounding areas, along with photographs, and furnish an action plan for addressing the same by **10.09.2026**, on the lines of the previous year and in accordance with the above mentioned OMs.

Further, they will submit day-to-day short report along with before and after photographs (jpeg format with proper caption) of all activities undertaken during the implementation period.

Shri P.K. Naik, Dy. SA, Dr. Sunipa M. Ketkar, Dy. SA, and Dr. Arunima Pati, ASA of this office are appointed as Nodal Officer in respect of Kalna Sub-Circle, Kolkata Sub-Circle, and Bishnupur Sub-Circle respectively for effective management of Special Campaign 6.0.

Shri Surajit Basak, Photographer Gr.II of this office will take necessary initiatives for registration in the portal and uploading all the required photographs. He will also ensure timely uploading of required photographs/documents on Portal and also share the photographs/documents in the designated email address & ASI media cell group. Shri Arpan Ray, MTS will assist Shri Surajit Basak for necessary registration/uploading.

  
(Dr. D.B. Gardayal)  
Superintending Archaeologist

Copy for information and necessary action to:

1. All Officers and Staff of ASI, Kolkata Circle.
2. All the In-Charges of Museum & Sub-Circles.
3. All Sections of ASI, Kolkata Circle.
4. Office Notice Board