

#Swachhata #SpecialCampaign4.0  
#CleanIndiaGreenIndia #RFRI

## Report on Special Campaign 4.0



# Special Campaign 4.0

ICFRE-RFRI, Jorhat, Assam

02 - 31 October 2024



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## Introduction

In the current fiscal year, the Department of Administrative Reforms and Public Grievances (DARPG) introduced Special Campaign 4.0, an initiative aimed at reducing administrative backlog and improving cleanliness and organization within government offices nationwide. Led by the Union Minister, this campaign emphasizes the importance of streamlining public administration through efficiency and tidiness.

In line with this initiative, the Indian Council of Forestry Research and Education -Rain Forest Research Institute ((ICFRE-RFRI) in Jorhat, Assam, actively participated by conducting their Special Campaign 4.0. From September 14 to October 31, 2024, RFRI organized efforts to systematically remove outdated materials, clear office spaces, and enhance operational productivity.

The campaign was divided into two well-planned phases to ensure thorough implementation:

- 1) Preparatory Phase (September 14–30, 2024):** During this phase, RFRI laid the groundwork by mobilizing resources, informing staff, and organizing strategies for identifying and categorizing items to be addressed.
- 2) Implementation Phase (October 2–31, 2024):** This phase focused on executing planned activities, including the responsible disposal of scrap, e-waste, and a thorough review and organization of both physical and digital records within the E-office system.

During Special Campaign 4.0, the ICFRE - Rain Forest Research Institute (RFRI) at Jorhat, Assam, showed its dedication to the initiative by hosting a variety of cleanliness activities across its campus. These efforts not only focused on tidying the physical workspace but also emphasized the importance of addressing outstanding tasks. Staff members were encouraged to participate in organizing their surroundings by sorting items, responsibly discarding scrap and e-waste, and ensuring that both physical and digital records were systematically arranged and up to date.

By promoting an environment of cleanliness and productivity, RFRI contributes to the larger objectives of Special Campaign 4.0, which aims to enhance government office

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functionality and improve the delivery of public services. This initiative represents a proactive step toward administrative improvement, highlighting the value of a well-organized workplace in achieving effective governance.

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## **SWACHH BHARAT DIWAS AND SWACHHATA PLEDGE**

The ICFRE - Rain Forest Research Institute (ICFRE - RFRI), Jorhat, Assam officially launched Special Campaign 4.0 on October 2, 2024, marking the beginning of its implementation phase scheduled to run until October 31, 2024. On the auspicious occasion of Gandhi Jayanti, RFRI, Jorhat celebrated **Swachh Bharat Divas** with great enthusiasm. The celebration commenced with offering flowers and prayers to the portrait of the 'Father of the Nation', Mahatma Gandhi by Dr. Nitin Kulkarni, Director, followed by the Group Coordinator (Research), Heads of Divisions, Officers, Supporting Staff, Contractual Research Fellow and Safai Mitras.

**Swachhata Pledge** was administered by the Director of the Institute on this occasion. In his speech, Dr. Kulkarni paid his rich tribute to Mahatma Gandhi and emphasized the importance of philosophy of Gandhiji who preached the significance of Swachhata (cleanliness) in everyone's life. He recalled the lessons learnt during the COVID-19 pandemic on the vital role of sanitation played in public health and hygiene.

The auspicious occasion was marked with another very important event, i.e. **honoring the Safai Mitras** with traditional Phulam Gamosa by the Director, the Group Coordinator (Research) and Heads of Divisions. Director, RFRI also highlighted the invaluable contribution of everyone including the Safai Mitras, recognizing them as the backbone of the Special campaign 4.0.

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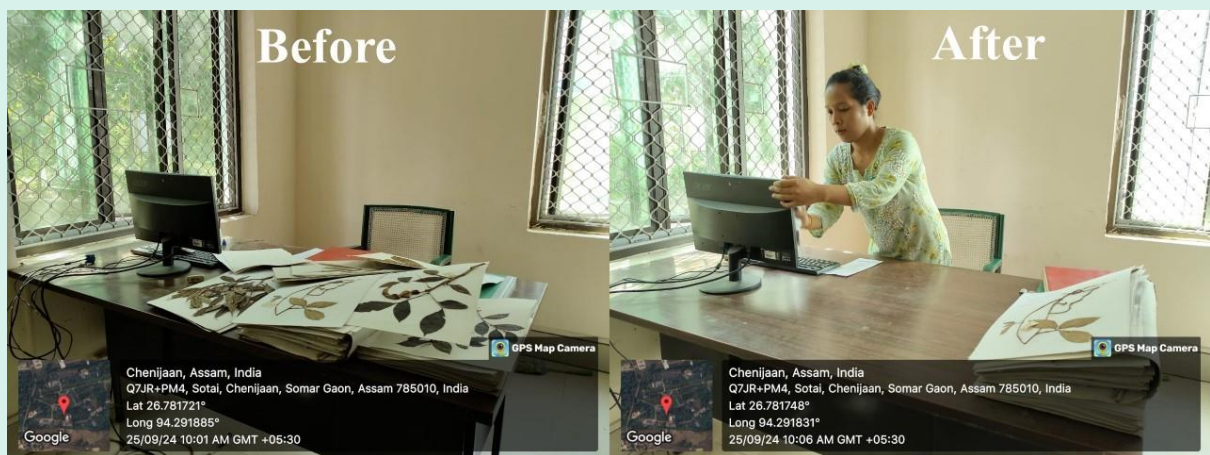
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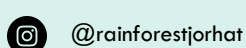
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## SHRAMDAN

In the course of Special Campaign 4.0, the committed team of ICFRE-RFRI, Jorhat enthusiastically participated in a series of shramdan activities. Shramdan, meaning "voluntary effort," is a community-centered practice focused on fostering cleanliness, environmental stewardship, and a sense of collective responsibility. Through these efforts, RFRI staff contributed actively to creating a cleaner and more sustainable work environment, reinforcing the institute's dedication to both environmental and social well-being.



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785010, India

Latitude 26° 46' 58.70676" N Longitude 94° 17' 34.09224" E  
Local 09:48:46 AM Altitude 96 m  
GMT 04:18:46 AM Friday, 27.09.2024

Note : Captured by Arabinda Deka



Q7JR+PM4, Sotai, Chenijaan, Somar Gaon, Assam  
785010, India

Latitude 26° 46' 58.70676" N Longitude 94° 17' 34.09224" E  
Local 09:49:36 AM Altitude 96 m  
GMT 04:19:36 AM Friday, 27.09.2024

Note : Captured by Arabinda Deka



Chenijaan, Assam, India  
Q7MR+GJQ, Sotai, Chenijaan, Somar Gaon, Assam 785010, India  
Lat 26.78319°  
Long 94.29142°  
26/09/24 12:06 PM GMT +05:30



Chenijaan, Assam, India  
Q7MR+GJQ, Sotai, Chenijaan, Somar Gaon, Assam 785010, India  
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Long 94.291421°  
26/09/24 01:28 PM GMT +05:30

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## EK PED MAA KE NAAM

The ode to sustenance of every life form originates from the womb of the trees. Therefore, RFRI celebrated the heartwarming value of trees by the name 'Ek Ped Maa Ke Naam' initiative under the special campaign 4.0. Children and their parents of the campus came together to plant trees, symbolizing love for both Mother Earth and their mothers.



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Chenijaan, Assam, India  
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Gaon, Assam 785010, India 32.62° C  
Lat 26.781745° Long 94.294132°  
17/09/24 03:47 PM GMT +05:30  
Google



GPS Map Camera  
Jorhat, Assam, India  
Q7JW+P4G, Jorhat, Kopora Dhora Gaon,  
Assam 785010, India 32.62° C  
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## CLEANLINESS CAMPAIGN

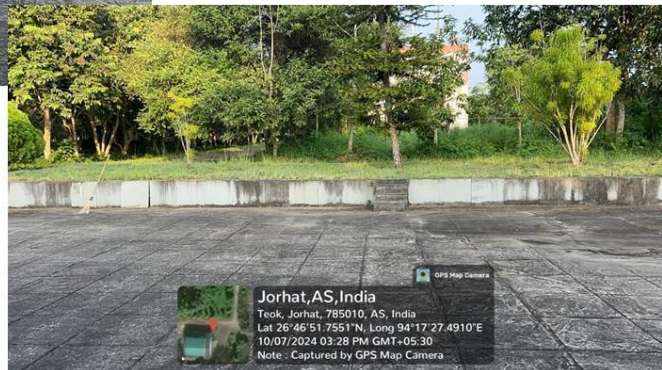
As part of Special Campaign 4.0, cleanliness drives were conducted across various locations within the ICFRE – Rain Forest Research Institute (RFRI) campus in Jorhat. Spaces such as offices, laboratories, and staff rooms were thoroughly cleaned and organized, including divisions like Genetics and Tree Improvement, Silviculture and Forest Management, Forest Ecology and Climate Change, Forest Protection, Forest Extension, as well as sections like Scientists' Hostel, RFRI auditorium, premises of all the quarters inside the campus, pond area, Services and Facilities, Accounts, Establishment, Estate, Information Technology, the Library and Information Centre, and the Vehicle Section. Scientists, officers, and staff at ICFRE - RFRI actively participated, demonstrating their commitment to maintaining a clean and orderly work environment.



**Before**



**After**



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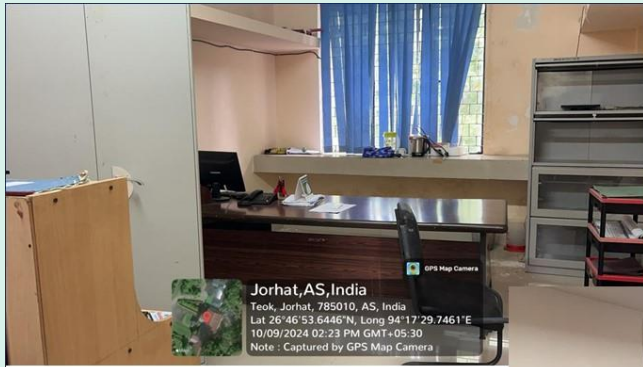
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**Before**



**After**



**Before**



**While cleaning**



**While cleaning**



**After**

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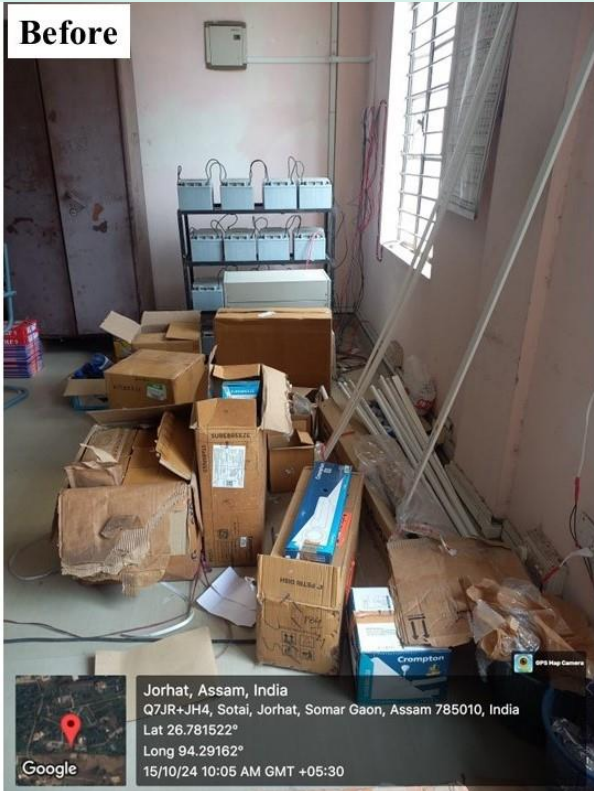
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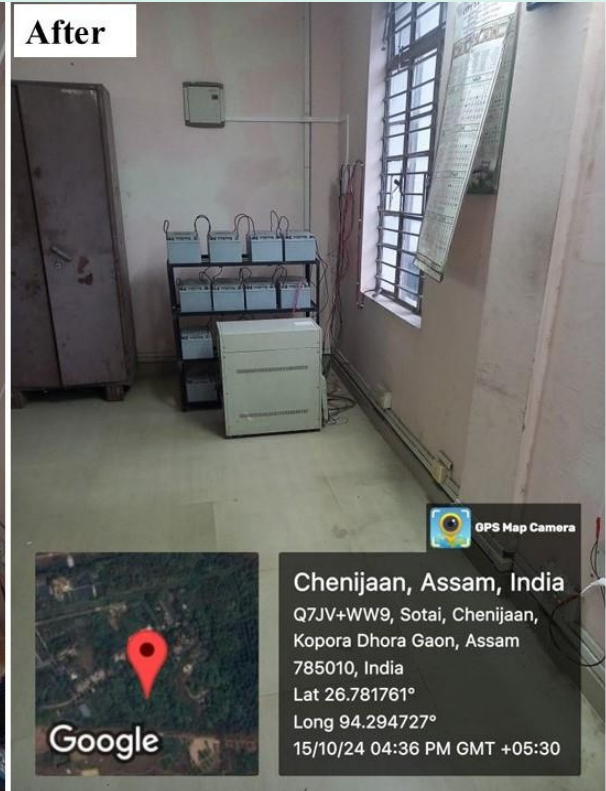
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Before



Before



After

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 Q7JV+WW9, Sotai, Chenijaan,  
 Kopora Dhora Gaon, Assam  
 785010, India  
 Lat 26.781761°  
 Long 94.294727°  
 15/10/24 04:36 PM GMT +05:30



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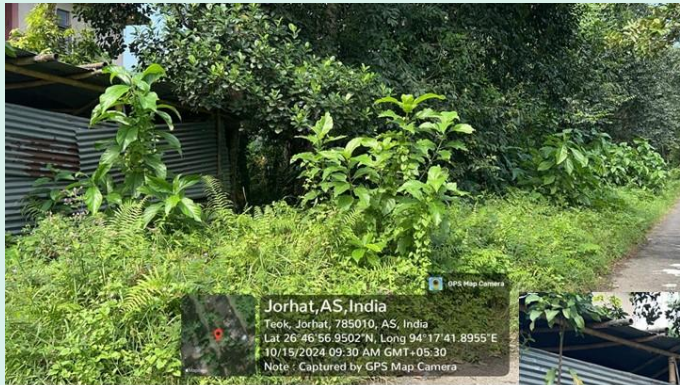


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**Before**

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Note - Captured by GPS Map Camera



**After**



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Lat 26°46'57.2564"N, Long 94°17'42.0311"E  
10/15/2024 03:54 PM GMT+05:30  
Note - Captured by GPS Map Camera



**Before**

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Note - Captured by GPS Map Camera



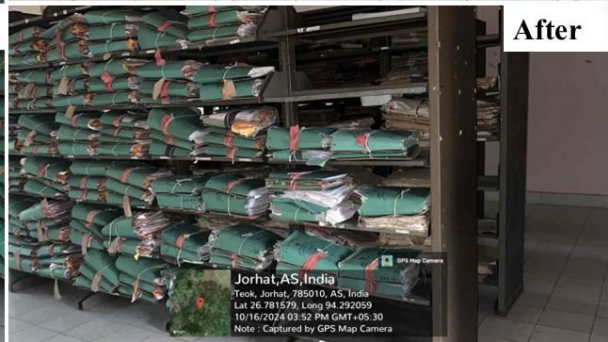
**While cleaning**

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Note - Captured by GPS Map Camera



**While cleaning**

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10/16/2024 10:44 AM GMT+05:30  
Note - Captured by GPS Map Camera



**After**

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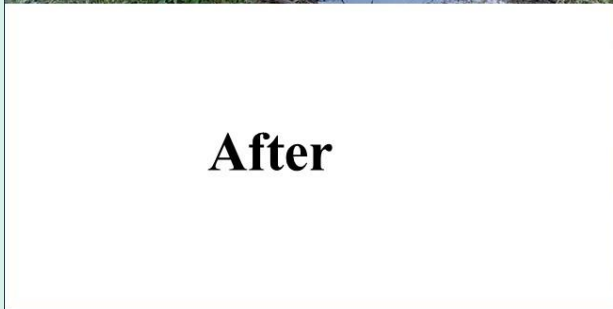
**Before**



**After**



**Before**



**After**



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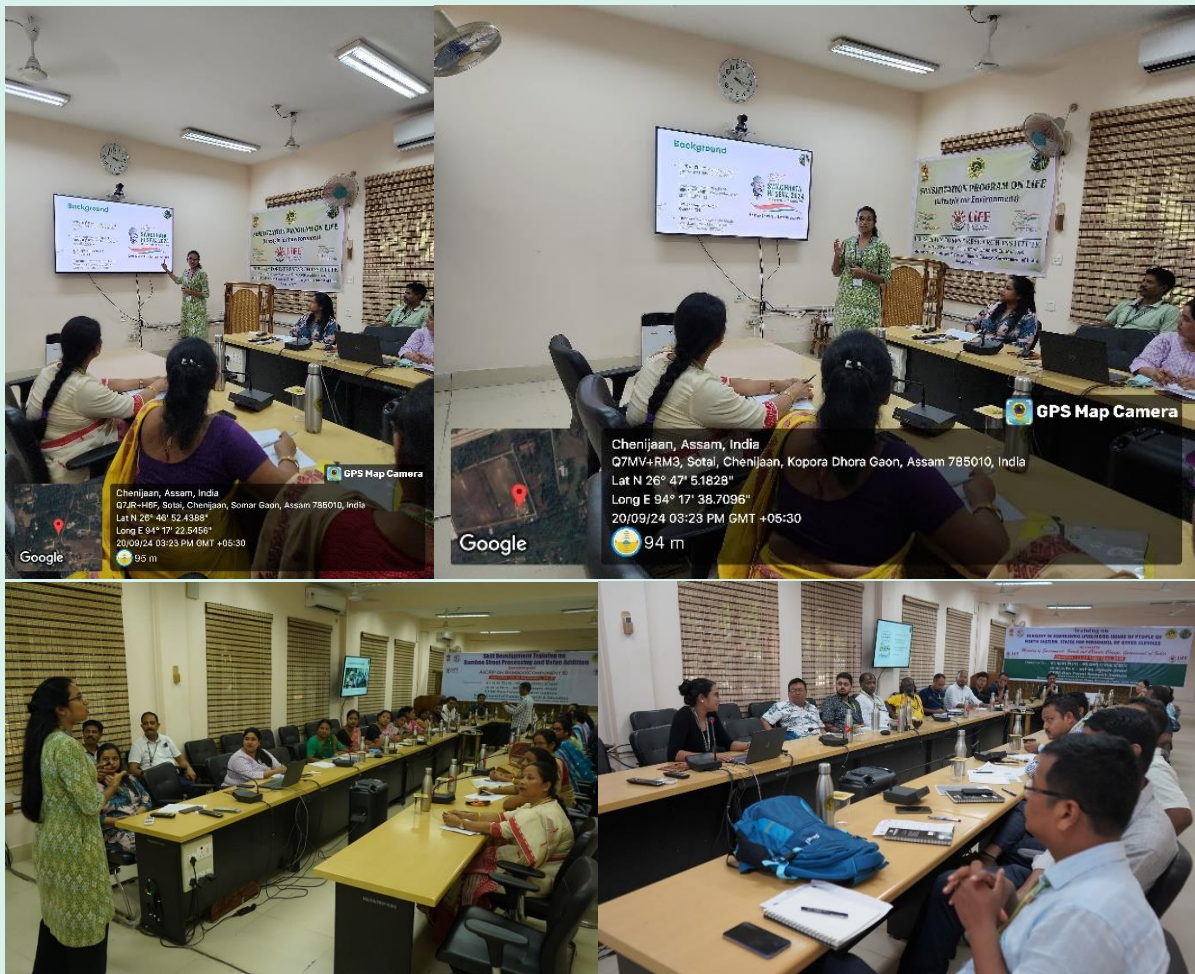
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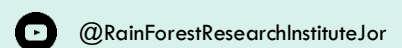
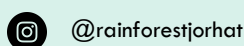
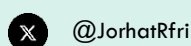
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## SWACHHATA SAMVAD

Under Swachhata Samvad, ICFRE-Rain Forest Research Institute, Jorhat took up the initiative to create awareness among different stakeholders. Under the aegis of the program, the Nodal Officer, Miss Tara Kumari, interacted with various stakeholders, including community members and personnel from other services to sensitize them for the noble cause. It was to encourage everyone to actively participate in this movement for a cleaner and greener India.



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## SWACHHATA PHOTO BOOTH

Under the aegis of Special Campaign 4.0, a Swachhata Photo Booth was installed by ICFRE-RFRI to create awareness and engage all the staff members in the campaign through social media and interactive activities.



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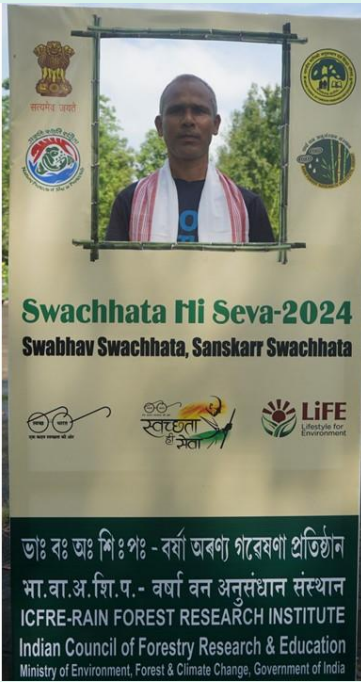


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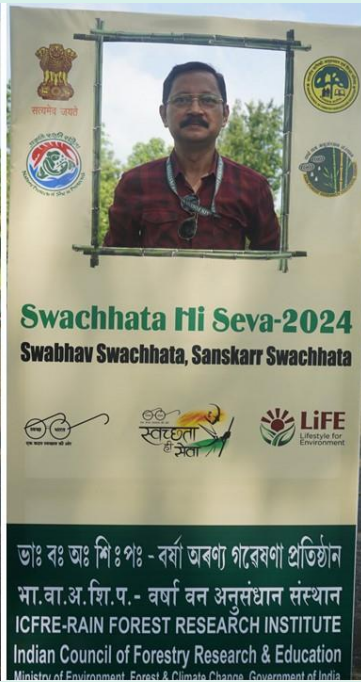
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Swabhav Swachhata, Sanskarr Swachhata

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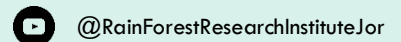
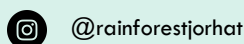
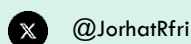
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**Requisite information/ Data on record management**

References from MPs	Nil
Parliamentary Assurance	Nil
IMC References (Cabinet Proposals)	Nil
State Govt. References	Nil
Public Grievances	Nil
PMO References	Nil
Public Grievance Appeals	Nil
Easing of Rules/Processes	Nil
<b>Record Management (Files)</b>	
1. Physical files	<b>Reviewed: 110; weeded: 110</b>
2. E-files	Nil
<b>Cleanliness Campaign</b>	<b>1</b>
<b>Scrap Description (Office Furniture – Wooden, Plastic &amp; Steel, Waste Paper (which includes file boards, Old calendars etc.), E-Scrap (which includes Computers, Printers &amp; Xerox Machine), Typewriters, Other Technical Instruments, House Keeping Tools, Old Cabinets (Wooden, Steel etc.)</b>	Nil
<b>Revenue Earned (By Scrap Disposal)</b>	Nil
<b>Files Weeded + Closed</b>	<b>110</b>
<b>Space Freed (In Square Feet)</b>	<b>300</b>



**Miss Tara Kumari**  
**Nodal Officer**  
**Special Campaign 4.0**  
**Scientist-B**  
**ICFRE-RFRI, Jorhat (Assam)**

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