

MINUTES OF THE FIRST SENIOR OFFICER MEETING (SOM) HELD ON 12.09.2025

The first Senior Officer Meeting (SOM) under the chairmanship of the Secretary (WR) was held on **12th September 2025**. The Secretary welcomed all participants, and Additional Secretary (Admin, IC & GW) provided a brief overview of the meeting agenda which included five main points: **Special Campaign 5.0, Swachhata Hi Sewa, iGOT usage and capacity building, Social Media presence, and the Work Plans of organizations**. The Secretary stated that the work plans of each organization would be reviewed separately in individual meetings.

2. Through a presentation Additional Secretary (Admin, IC & GW) briefed to Secretary, DoWR, RD & GR that in respect of **Special Campaign 5.0**, Preparatory Phase will be from 15th to 30th September, 2025 and Implementation Phase will start from 2nd to 31st October, 2025. Key objective of Special Campaign 5.0 will be improving overall cleanliness in Government Offices, enhancing citizen experience, strengthening record management, minimizing pendency in respect of VIP / PMO, State Government / IMC references, public grievances, PG appeals and Parliamentary Assurances. Special focus will be on disposal of e-waste generated in Government offices. Achievements of last four years during Special Campaign were also briefed him. During the discussion, the Secretary suggested that the target for review of e-file should be increased to 10,000. General Administration was tasked with compiling a comprehensive inventory of all office locations of field offices and organizations under this Department. The Secretary emphasized that the cleaning campaign should cover all office locations and the number of sites involved should be increased. He also directed that tribunals should be included in Special Campaign 5.0 and Swachhata Hi Sewa and that all activities related to e-waste disposal should strictly follow existing rules and guidelines.

3. In respect of **Swachhata Hi Sewa Campaign**, it was briefed to Secretary, DoWR, RD & GR that Campaign will roll out on 17.09.2025. Last year Cleanliness target units were conducted in 161 locations, 17 Shivirs for Safai Mitra Suraksha (Health Camps) were conducted and there were about 236 activities regarding Swachhhata Mein Jan Bhagidari. This year Swachhata Pledge will be taken by all officers / staff of DoWR, RD & GR on 17.09.2025 and its organisations followed by shramdaan. Ek Din, Ek Ghanta, Ek Sath Campaign will be conducted on 25.09.2025 at near Yamuna ghat. NMCG will organise a cleanliness drive at Yamuna Ghat under leadership of Hon'ble Minister and Hon'ble MoS (Jal Shakti). It was also decided that every senior officer should participate within the office and in the field during the campaign period so that more and more people get involved and inspired in cleanliness campaign. All organisations will carry out citizen led cleanliness drives across public places. (preferably rivers, ghats and dams sites)
Each organisation has been requested to nominate their respective nodal officers for the campaign.

4. In respect of **i-Got (Mission Karmayogi)**, it was briefed to Secretary, DoWR, RD & GR that Annual Capacity Buidling Plan (ACBP) of DoWR, RD & GR has been finalized. Total 399 officers / staff members have been onboarded on i-Got portal,

total courses completed by officers / staff members is 5960 and total enrollment of courses on i-Got portal by DoWR, RD & GR staff is 7555. DoPT vide OM dated 04.07.2025 has directed that it is mandatory to do 6 courses in APAR cycle which would auto- integrate with APAR via Sparrow application. Out of the 6 courses, Level 2 assessment, i.e. reply to questionnaire, would be done for 3 courses. Mandatory courses from the level of MTS to JS and above has been approved and circulated to all officers / staff members on 25.08.2025. Question Bank creation is in progress. Secretary directed to collect Annual Capacity Building Plans from all the organisations of DoWR, RD & GR. Secretary also directed all organizations to increase the number of courses uploaded with a focus on general, easy-to-understand courses that could be beneficial across various Ministries. Further, Secretary directed that all employees should complete atleast 6 courses minimum as per OM dated 25.08.2025 and desired that those employees who have completed more number of courses on i-Got may be given a token of appreciation like a memento, certificate etc. Secretary further directed that all the officials / officers of all the organisations under DoWR, RD & GR shall register themselves on i-Got Portal and consume at least 6 courses.

5. In respect of **Social Media**, it was briefed to Secretary that DoWR, RD & GR has a dedicated outsourced social media agency for handling social media related posts. Besides, National Water Mission (NWM) and National Mission for Clean Ganaga (NMCG) also have outsources social media agencies. Almost all the organisations of the Department have in-house media cells for handling social media posts. Secretary desired that although there is social media agency in the Department, however, the same is not in other organisations / subordinate offices. Organizations were also instructed to establish dedicated social media teams to improve outreach and visibility through short videos/clips/courses etc on social media platform and website. Hence, all the organisations under DoWR, RD & GR must have a media team. The same may be done through GEM Portal.

6. Following action points emerged from the meeting:

1. The target for review of e-file will be increased to 10,000.

Action by : All Wings/Division/Section / All Organizations

2. The General Administration will compile a comprehensive inventory of all office locations of field offices and organizations under the department.

Action by : General Administration, DoWR, RD&GR

3. The General Administration will explore the possibility to bring all the scattered offices of Department Secretariat under one roof/place/building.

Action by : General Administration, DoWR, RD&GR

4. The cleaning campaign will be expanded to cover all office locations, with an increase in the number of cleaning sites.

Action by : All Organizations/GA (DoWR)

5. Tribunals will be included in Special Campaign 5.0 and Swachhata Hi Sewa activities.

Action by : All Tribunals & O&M Section (DoWR)

6. All e-waste disposal activities will strictly follow existing rules and guidelines.

Action by : All Organizations, GA (DoWR)

7. All senior officers will participate in the Swachhata Hi Sewa campaign within the office and on-field during campaign period.

Action by : Senior Officers of All Organizations, DoWR

8. Organizations will increase the number of courses uploaded on the i-GOT platform, focusing on general and easy-to-understand courses usable across ministries.

Action by : All Organizations, DoWR, RD&GR

9. Organizations will prepare and submit their Annual Capacity Building Plans (ACBP).

Action by : All Organizations, DoWR, RD&GR

10. Dedicated social media teams will be established in all organizations to enhance outreach and visibility.

Action by : All Organizations, DoWR, RD&GR

11. Secretary directed that all employees should complete atleast 6 i-GOT courses minimum as per OM dated 25.08.2025.

Action by : All Organizations, DoWR, RD&GR

8. Meeting ended with a vote of thanks to the Chair.
