

**Office of the Development Commissioner  
MEPZ Special Economic Zone,  
Government of India  
Ministry of Commerce & Industry  
Dept. of Commerce  
Chennai - 600 045**

**Achievement Status**

Sub: Special Campaign 3.0 for disposal of pending matters during the period from 2nd October, 2023 to 31st October 2023-reg.

| <b>Sl. No</b> | <b>Particulars</b>   | <b>Details to be furnished</b>  |
|---------------|--|---|
| 1             | Nodal Officer with contact details   | Shri K. Prabu Kumar<br>Mobile: 8939850373<br>e-mail id: <a href="mailto:ddc2@mepz.gov.in">ddc2@mepz.gov.in</a>  |
| 2             | VIP references identified  | Nil   |
| 3             | Public Grievances and PG Appeals identified  | Nil   |
| 4             | IMC references identified  | Nil   |
| 5             | State/UT Government references identified  | Nil   |
| 6             | PMO references identified  | Nil   |
| 7             | Parliamentary assurances identified  | Nil   |
| 8             | Number of rules identified for simplification  |   |
| 9             | Record Management of files   |   |
| a             | Total No. of files identified that are due for review  | 10,849  |
| b             | Total No. files reviewed   | 10,849  |
| c             | Total No. files identified for weeding out   | 8079  |
| d             | Total No. files weeded out   | 8079  |
| e             | Total No. files identified for transfer to NAI   | Nil   |
| f             | Total No. e-files identified for review  | 89  |
| g             | Total No. e-files closed   | 5   |
| 10            | Scrap Disposal   |   |
| a             | Total space freed (in sq.ft)   |   |
| b             | No. of unusable items identified for condemnation / disposal   |   |
| c             | Details of committee formed for condemnation of scrap  | Committee constituted with the following members:<br>Dy. Development Commissioner (PB)<br>Dy. Development Commissioner (PK)<br>Pay & Accounts Officer |
| d             | Revenue generated after disposal of scrap (in Rs.)   | Under process for e-Auction   |
| 11            | Cleanliness Drive  |   |
| a             | Total no. of Campaign identified for cleanliness (more and more sites may be covered under the campaign) | 4   |

|    |   |  |
|----|---|--|
| b  | Photographs of the campaign (before and after the drive)  | Enclosed   |
| c  | No. of sites converted to mechanised cleaning from manual cleaning                                    | Under implementation   |
| 12 | Media Outreach  |  |
| a  | No. of tweets with links issued   |  |
| b  | No. of PIB statements issued  |  |
| 13 | Details of review meetings held by the head of the organisation                                       | 5  |
| 14 | Details of additional activities identified by the organisation to be carried out during the campaign | Installation e-Toilets<br>Introduction of Electric vehicles for internal movement of Unit employees inside the Zone.<br>Scrap disposal mechanism |
| 15 | Actions identified to ban single use plastics   |  |
| 16 | Products / process identified for moving towards carbon neutrality                                    |  |