

ANNUAL ACTION PLAN OF G.A. SECTION

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Uniform	---	(i) Summer uniform to approx. 350 persons. (ii) Shoes/socks to approx.650 persons.	---	Winter uniform to 350 persons.
2.	Briefcase	Reimbursement of Briefcases to 100 persons	Reimbursement of Briefcases to 100 persons	Reimbursement of Briefcases to 100 persons	Reimbursement of Briefcases to 50 persons
3.	Remodeling of Office Rooms in PHA, PTI, PH and Vigyan Bhawan	Renovation/remodeling of 1 room.	---	Renovation/remodeling of 1 room.	---
4.	Minor renovation/repair in PHA, PTI, PH and Vigyan Bhawan	Minor renovation/ repair of 1 room.	Minor renovation/ repair of 1 room	Minor renovation/ repair of 1 rooms.	Minor renovation/ repair of 1 room.
5.	Validation Slips	Issue of 150 Validation Slips.	---	---	Initiate process of issue of Validation Slips.
6.	Medical Reimbursement	Settlement of approx. 350 Medical claims.	Settlement of approx.350 Medical claims.	Settlement of approx. 350 Medical claims.	Settlement of approx. 350 Medical claims.
7.	Issue of permission for tests/treatment	Approx. 350 Permissions for tests/ treatment.	Approx. 350 Permissions for tests/ treatment.	Approx. 350 Permissions for tests/	Approx. 350 Permissions for tests/

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				treatment.	treatment.
8.	Appointment/ Renewal of AMAs	6 AMAs.	6 AMAs.	6 AMAs.	6 AMAs.
9.	Issue of credit permission/ advance for medical	Issue of 7 credit permissions/advance payment.	Issue of 7 credit permissions/advance payment.	Issue of 7 credit permissions/advance payment.	Issue of 7 credit permissions/advance payment.
10.	Settlement of Telephones Bills	Settlement of approx. 780 bills of official telephone	Settlement of approx. 780 bills of official telephone	Settlement of approx. 780 bills of official telephone	Settlement of approx. 780 bills of official telephone
11.	Reimbursement of telephone claims	Reimbursement of approx. 630 telephone bills.	Reimbursement of approx. 630 telephone bills.	Reimbursement of approx. 630 telephone bills.	Reimbursement of approx. 630 telephone bills.
12.	Renewal of KTS AMCs	5 AMCs for KTS	1 AMC for KTS	---	1 AMC for KTS
13.	Diaries & Calendar	Distribution of 7000 Wall Calendars & Diaries and 4000 mini Calendars of Year 2016	---	Finalizing of themes for diaries and calendars- for 2017.	Procurement and distribution of Rajya Sabha Diaries/Calendars for year 2017.
14.	Allotment of Residential Accommodation	Allotment of 6 quarters.	Allotment of 6 quarters	Allotment of 6 quarters	Allotment of 6 quarters

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15.	RTI Applications	Processing of 2 applications	Processing of 2 applications	Processing of 2 applications	Processing of 2 applications
16.	Annual Report	Preparation of Annual Report-2015.	---	---	---
17.	Annual Action Plan	---	---	Preparation of Annual Action Plan-2017	---
18.	Record Management/ Weeding out of Old Records	Review of 50 records	---	---	---
19.	Annual Office Inspection, ATR on observation of Inspecting Officer	Office inspection 2015.	Submission of ATR on Inspection Report.	---	---
20.	Computerized Diary	Diarizing of 800 receipts.	Diarizing of 800 receipts	Diarizing of 800 receipts	Diarizing of 800 receipts
21.	Updation of records as per Manual	Updation of 17 registers.	Updation of 17 registers	Updation of 17 registers	Updation of 17 registers
22.	Updation of Website	Uploading of 5 Circulars.	Uploading of 5 Circulars.	Uploading of 5 Circulars.	Uploading of 5 Circulars.
23.	Work to be done in Hindi	Processing of 10 receipts/ Issue of 5 Circulars in Hindi.	Processing of 10 receipts/ Issue of 5 Circulars in Hindi.	Processing of 10 receipts/ Issue of 5 Circulars in Hindi.	Processing of 10 receipts/ Issue of 5 Circulars in Hindi.