

ANNUAL ACTION PLAN OF FINANCE CELL

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Examination of proposals having financial implication that are referred for advice	190 cases are to be examined in each quarter as per GFR, Treasury Rules and other relevant Rules, Orders on the subject.	190 cases are to be examined in each quarter as per GFR, Treasury Rules and other relevant Rules, Orders on the subject.	190 cases are to be examined in each quarter as per GFR, Treasury Rules and other relevant Rules, Orders on the subject.	190 cases are to be examined in each quarter as per GFR, Treasury Rules and other relevant Rules, Orders on the subject.
2.	Audit Inspection	<ul style="list-style-type: none"> • Fresh reply of one pending para of 2007-10, one pending para of 2010-12 and one pending para of 2012-13 shall be sent to O/o DGACR for settlement. • Compilation of replies of audit objections of Audit Inspection Report 2013-2014 received from various sections and sending them to DGACR for settlement of audit Para. • Co-ordination of Audit Inspection for Financial Year 2014-15. 	<ul style="list-style-type: none"> • Fresh reply of One pending para of 2007-10, one pending para of 2010-12 and one pending para of 2012-13 shall be sent to O/o DGACR for settlement. • Compilation of replies of audit objections of Audit Inspection Report 2013-2014 received from various sections and sending them to DGACR for settlement of audit Para. • Co-ordination of Audit Inspection for Financial Year 2014-15. 	<ul style="list-style-type: none"> • Fresh reply of One pending para of 2007-10, one pending para of 2010-12 and one pending para of 2012-13 shall be sent to O/o DGACR for settlement. • Compilation of replies of audit objections of Audit Inspection Report 2013-2014 received from various sections and sending them to DGACR for settlement of audit Para. <p style="text-align: center;">-----</p>	<ul style="list-style-type: none"> • Fresh reply of One pending para of 2007-10, one pending para of 2010-12 and one pending para of 2012-13 shall be sent to O/o DGACR for settlement. • Compilation of replies of audit objections of Audit Inspection Report 2013-2014 received from various sections and sending them to DGACR for settlement of audit Para. <p style="text-align: center;">-----</p>
3.	Examination of financial policy matters received	1or 2 policy matters relating to economy in expenditure are likely to be examined .	1or 2 policy matters relating to economy in expenditure are likely to be examined .	1or 2 policy matters relating to economy in expenditure are likely to	1or 2 policy matters relating to economy in expenditure are likely to

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	from M/o Finance and others			be examined .	be examined .
4.	Updation of records as per Office Manual	5 Registers relating to normal functioning of the Section i.e.- File opening Register, Attendance Register, CL Register, File Movement Register, Receipt Register will be opened and updated.	Existing Registers will be updated.	Existing Registers will be updated.	Existing Registers will be updated.
5.	Updation of Website	Approximately two Circulars/Orders will be issued by this Section and would be posted on the intranet.	Approximately two Circulars/Orders will be issued by this Section and would be posted on the intranet.	Approximately two Circulars/Orders will be issued by this Section and would be posted on the intranet.	Approximately two Circulars/Orders will be issued by this Section and would be posted on the intranet.
6.	To prepare Annual Report of Finance Cell	-----	-----	-----	One Annual Report on the activities/work done in the year 2015 will be prepared and sent to O&M Section in January, 2016
7.	Preparation / Implementation of Annual Action Plan	-----	Implementation of Annual Action Plan 2016 will be reviewed	Implementation of Annual Action Plan 2016 will be reviewed	i) Implementation of Annual Action Plan 2016 will be reviewed. ii) 1 Annual Action Plan for year 2017 shall be prepared
8.	Weeding Out of old records	-----	-----	-----	2-3 files pertaining to year 2013 and 2014 are proposed to be weeded out.

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9.	To ensure that expenditure is sanctioned only if sufficient fund is available under that connected Head.	It shall be ensured in each case that expenditure is sanctioned under the relevant Head only if sufficient fund is available.	It shall be ensured in each case that expenditure is sanctioned under the relevant Head only if sufficient fund is available.	It shall be ensured in each case that expenditure is sanctioned under the relevant Head only if sufficient fund is available.	It shall be ensured in each case that expenditure is sanctioned under the relevant Head only if sufficient fund is available.
10.	Annual Office Inspection; ATR on observations in Inspection Report - 2015	Office Inspection will be done by the Inspecting Officer nominated by O&M Section	ATR on Office Inspection will be furnished to O&M Section.	-----	-----
11.	Computerised Diary	Index of 4 files to be opened in this quarter shall be updated in DMIS Software.	Index of 4 files to be opened in this quarter shall be updated in DMIS Software.	Index of 4 files to be opened in this quarter shall be updated in DMIS Software.	Index of 1 file to be opened in this quarter shall be updated in DMIS Software.
12.	Work done in Hindi	Any communication/ file received in Hindi shall be replied in hindi.	Any communication/ file received in Hindi shall be replied in hindi	Any communication/ file received in Hindi shall be replied in hindi	Any communication/ file received in Hindi shall be replied in hindi
13.	Work relating to information sought under RTI Act, 2005	Reply to RTI applications shall be furnished within the stipulated time period	Reply to RTI applications shall be furnished within the stipulated time period	Reply to RTI applications shall be furnished within the stipulated time period	Reply to RTI applications shall be furnished within the stipulated time period
14.	New initiative	The officials of Finance Cell shall be encouraged to attend training programmes.	The officials of Finance Cell shall be encouraged to attend training programmes.	The officials of Finance Cell shall be encouraged to attend training programmes.	The officials of Finance Cell shall be encouraged to attend training programmes