

ANNUAL ACTION PLAN OF PERSONNEL SECTION

S. No	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Conducting DPC meeting	3 rd week of Jan, 2016 (for promotion anticipated upto 31/03/2016). 3 rd week of March (for promotion anticipated upto 31/12/2016)	As and when unforeseen vacancies arise	As and when unforeseen vacancies arise	As and when unforeseen vacancies arise
2.	Confirmation	1 employee who is becoming eligible for confirmation in the period January to March, 2016, shall be considered for confirmation.	4 employees who are becoming eligible for confirmation in the period April to June, 2016, shall be considered for confirmation.	4 employees who are becoming eligible for confirmation in the period July to September, 2016, shall be considered for confirmation.	36 employees who are becoming eligible for confirmation in the period October to December, 2016, shall be considered for confirmation.
3.	Amendment in Recruitment and Qualification Order	As and when found necessary.	As and when found necessary.	As and when found necessary.	As and when found necessary.
4.	Disciplinary Cases i) Issue of charge sheet ii) Appointment of Inquiry/ Presenting Officer	A view on initiation of disciplinary proceedings or otherwise shall be taken in all cases of misconduct reported upto 29 th February, 2016. Inquiry/ Presenting Officers shall be appointed in all such cases as necessary.	A view on initiation of disciplinary proceedings or otherwise shall be taken in all cases of misconduct reported upto 31 st May, 2016. Inquiry/ Presenting Officers shall be appointed in all such cases as necessary.	A view on initiation of disciplinary proceedings or otherwise shall be taken in all cases of misconduct reported upto 31 st August, 2016. Inquiry/ Presenting Officers shall be appointed in all such cases as necessary.	A view on initiation of disciplinary proceedings or otherwise shall be taken in all cases of misconduct reported upto 30 th November, 2016. Inquiry/ Presenting Officers shall be appointed in all such cases as necessary.

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5.	Payment of salary to Casual Labourer	Bills to be sent to cashier by 10 th working day of each month.	Bills to be sent to cashier by 10 th working day of each month.	Bills to be sent to cashier by 10 th working day of each month.	Bills to be sent to cashier by 10 th working day of each month.
6.	Retirement List	Retirement list for the year 2022 to be forwarded to Estt.(G) Section.	-	-	-
7.	Appointment by Direct Recruitment : i) willingness sought from candidates ii) forwarding of attestation forms iii) initiation of pre-appointment formalities of Medical examination and Police verification iv) issue of offer of appointment	Actions mentioned from (i) to (iv) as required shall be taken in case of panels received upto 15/03/2016	Actions mentioned from (i) to (iv) as required shall be taken in case of panels received upto 15/06/2016	Actions mentioned from (i) to (iv) as required shall be taken in case of panels received upto 15/09/2016	Actions mentioned from (i) to (iv) as required shall be taken in case of panels received upto 15/12/2016
8.	Promotion	105 promotions (including AFUS) proposed in year 2016.			
9.	Conversion of temporary posts to permanent posts	Proposal for conversion/continuance of temporary posts will be submitted by the second week of February, 2016.	-	-	-
10.	APAR of staff and officers : i) Reminder to Reporting/ Reviewing Officer for APARs of 2014	i) 15 th March, 2016	i) 15 th June, 2016 ii) 1 st May, 2016	-	iii) 15 th December, 2016

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	ii) Disclosure of APARs of 2014 iii) Forwarding of APARs forms for 2015				
11.	Updation of Staff List on Intranet	By the 7 th working day of every month	By the 7 th working day of every month	By the 7 th working day of every month	By the 7 th working day of every month
12.	Annual Report	15 th January, 2016	-	-	-
13.	Annual Action Plan	-	-	6 th September, 2016	Status Report of Annual Action Plan-2016 will be forwarded in this quarter to O&M Section.
14.	Record Management/ Weeding out of old records : Number of files pertaining to year (s) to be Recorded/ Weeded out.	24 files & records pertaining to 'Wages of casual Labourers for the year 2007 and 10 files pertaining to APARs of retired / dead employees, due for weeding shall be weeded out by March, 2016.		-	-
15.	Updation of website	Website shall be updated as required on every working day by 3.00 p.m.	Website shall be updated as required on every working day by 3.00 p.m.	Website shall be updated as required on every working day by 3.00 p.m.	Website shall be updated as required on every working day by 3.00 p.m.

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16.	Computerized Diary	Receipts received in the section upto 5.30 p.m. will be diarised on the same day and those received after 5.30 p.m. on the next working day.	Receipts received in the section upto 5.30 p.m. will be diarised on the same day and those received after 5.30 p.m. on the next working day.	Receipts received in the section upto 5.30 p.m. will be diarised on the same day and those received after 5.30 p.m. on the next working day.	Receipts received in the section upto 5.30 p.m. will be diarised on the same day and those received after 5.30 p.m. on the next working day.
17.	Updation of records as per Manual	Last week of March, 2016	Last week of June, 2016	Last week of September, 2016	Last week of December, 2016
18.	Annual Office Inspection; ATR on observation of Inspecting Officer	Annual Office Inspection 2016 to be held in the period indicated by O&M Section; Important suggestions given by Inspecting Officer to be put up within 2 weeks of receipt of the report of Inspecting Officer.	-	-	-
19.	Work to be done in Hindi	(i) Communications to States/UTs in regions 'A' & 'B' will be issued in Hindi. (ii) Communications received from States/UTs in regions 'C' in Hindi will be replied in Hindi. (iii) All communications received in Hindi will be replied in Hindi. (iv) Circulars will be issued bilingual (English	(i) Communications to States/UTs in regions 'A' & 'B' will be issued in Hindi. (ii) Communications received from States/UTs in regions 'C' in Hindi will be replied in Hindi. (iii) All communications received in Hindi will be replied in Hindi.	(i) Communications to States/UTs in regions 'A' & 'B' will be issued in Hindi. (ii) Communications received from States/UTs in regions 'C' in Hindi will be replied in Hindi. (iii) All communications received in Hindi will be replied in Hindi.	(i) Communications to States/UTs in regions 'A' & 'B' will be issued in Hindi. (ii) Communications received from States/UTs in regions 'C' in Hindi will be replied in Hindi. (iii) All communications received in Hindi will be replied in Hindi (iv) Circulars will be issued bilingual (English & Hindi). (v) Notifications will be issued bilingual (English & Hindi).

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20.	Work relating to Information sought under RTI Act, 2005 (i) Number of Receipt received/dealt/pending (ii) RTI receipts file	(i) RTI's to be dealt within 2 weeks of their receipt (ii) statement showing pending RTI receipts put up every Monday.	(i) RTI's to be dealt within 2 weeks of their receipt (ii) statement showing pending RTI receipts put up every Monday.	(i) RTI's to be dealt within 2 weeks of their receipt (ii) statement showing pending RTI receipts put up every Monday.	(i) RTI's to be dealt within 2 weeks of their receipt (ii) statement showing pending RTI receipts put up every Monday.
21.	New Initiative(s) proposed by the Section (i) Scanning and online filing of APARs	(i) Proposal for online filing/ scanning of APARs and uploading the same onto individual user accounts would be considered only after reviewing of the present reporting/ reviewing mechanism of writing APARs. The initiative would eliminate wastage of paper in photocopying and distributing APAR forms and would facilitate disclosure of APARs to employees. (ii) Proposal for online processing of Joining report and online preparation of wages of Casual Labourers has been forwarded to IT Cell for preparation of software. Both the initiatives would ensure quick processing of wages and avoid unnecessary repetition of work in case of Joining Reports.			