

ANNUAL ACTION PLAN OF STORES SECTION

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<p>-Procurement and distribution of D.O Stationery / Stationery / Sanitary / Computer consumables, Misc. items etc.</p> <p>- Procurement of Photocopier/ Franking Machine / Electronic Wire Stitching machines / Fax machines / Shredder machines / Big hand operated stapler machines and disposal of bills thereof.</p>	<p>Target</p> <p>(i) Purchase of approx.40 types of Stationery items.</p> <p>(ii) Purchase of approx.15 types of Sanitary items.</p> <p>(iii) Purchase of approx.40 types of Misc. items</p> <p>(iv) Printing of approx.20 types of D.O. Stationery items.</p> <p>(v)Procurement of approx.20 types of Toner cartridges and 20-25 types of ink cartridges.</p> <p>Target</p> <p>(i) Procurement of 2 photocopier machines, 2 Fax machines, 1 Shredder Machine and 1 Big hand operated stapler machine.</p>	As in column III	As in column III	As in column III

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
2.	Maintenance contracts of office equipments.	- FSMA for 68 photocopier machines, AMC for 1 Franking machines and 1 Electronic Stitching machine begins. CMA on Pro-Rata basis for 60 fax machines continues.	Target: Renewal of FSMA (Full Service Maintenance Agreement), CMA (Comprehensive Maintenance Agreement) and AMC (Annual Maintenance Contract) for (i) 76 photocopier machines (ii) 60 fax machines (iii) 12 Shredder machines for the next financial year	Target Renewal of AMC for (i) 1 Address Writing Machine for one year.	
3.	Purchase/Maintenance of office vehicles/bicycles etc. and disposal of bills relating thereto including those of petrol / diesel / lubricants consumption.	Target (i) Purchase of 1 new office vehicle (ii) Maintenance of 38 office vehicles. (ii) Settlement of approx.3 bills each pertaining to petrol/CNG lubricant.	As in column III	As in column III	As in column III
4.	Procurement and maintenance of furniture.	Target -Processing of approx.25 requests for Procurement/Maintenance of Furniture items.	As in column III	As in column III	As in column III
5.	Disposal of obsolete office materials.	Target -Disposal of 5 types of obsolete items.			

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6.	Management of the Staff Car Pool.	Target -Management of 38 vehicles.	As in column III	As in column III	As in column III
7.	Annual contract for the disposal of waste papers.	Target - Disposal of approx.250 waste paper bags as per Waste Paper Contract, 2015.	As in column III	As in column III	As in column III
8	- Physical verification of Stores.	Target: -Physical verification of Stationery Stores for the year, 2015 by the designated Officer			
9.	Preparation of Annual Report	Target -Compilation of Annual Report of the year, 2015.			
10.	Preparation of Annual Action Plan.			Target -Preparation for Annual Action Plan 2017 of Section.	
11.	Weeding out of old records.			Target -Recording/ weeding out of 10 files.	

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12.	- Updation of Records/ Computerised Diary/ maintenance of Registers as per Office Manual	Target (i) Diarizing of approx.3000 receipts. (ii) Updation of 12 registers.	Target (i) Diarizing of approx.1500 receipts. (ii) Updation of 12 registers.	As in column IV	As in column IV
13.	- Updation of Website	Updating of 3 Tenders and circulars in the Web Tenders Publishing System and tenders.gov.in	Updating of 1 Tender and circulars in the Web Tenders Publishing System and tenders.gov.in	As in column IV	As in column IV
14.	Annual Office Inspection	Inspection of the Section to be conducted.		- Action Taken Report on observations of the Inspecting Officer.	
15.	Work in Hindi	Target (i) Preparation of approx.50 stamps for officers. (ii) Fixing of approx.10 name plates of Officers (iii) Issuance of one Bulletin Part-II before the commencement of every Session. (iv) Disposal of 10-20 receipts including leave applications.	As in Column III	As in Column III	As in Column III

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		(v) Furnishing of quarterly report to Rajbhasha Prabhag on work done in Hindi.			
16.	Disposal of RTI applications	Target -Disposal of 3 RTI Applications.	As in column III	As in column III	As in column III

New initiatives proposed:-

- Steps will be taken to use inventory management software for smooth functioning of the Section.

LIST OF STATIONERY/SANITARY/MISC. ITEMS LIKELY TO BE PURCHASED:

30,000 File covers; 8000 File boards; 6000 file flaps; 70,000 (A4 Size) Letter heads; 1,00,000 RSE No.4; 1,00,000 RSE No.7; 30,000 RSE No.8; 1000 small size (7x11 cms) Spiral note books; 2000 big size(14x22 cms) Spiral note books; 10,000 RS Slip pads; 800 Highlighters; 150 kg Jute Sutli; 2000 Note sheet pads; 400 (3 quire) Registers; 200 (2 quire) Registers; 1600 Pilot pens; 1000 Reynolds pens (0.5); 1000 Jotter pens; 2500 Butter flow pens; 2000 Butter flow refills; 500 Jotter refills; 100 Signature pads; 50 pen stands (2 pen holder); 400 pkts. Post-it-flags; 400 pkts. Post-it-pads; 20 pkts. Carbon papers; 50 pkts. Drawing pins; 1600 pkts. Natraj Pencils; 2000 erasers; 500 pkts. Plastic clips; 100 Paper weights; 400 Permanent markers; 200 Packing tapes; 1000 Cello tapes; 1000 kg. Gum bottles; 1600 gms. Fevicol; 1500 Fevisticks; 500 Correction fluids; 500 reams A3 size Paper; 20,000 reams A4 size paper; 50,000 bunch Tags; 1920 Packing papers; 10,000 Plastic folders; 50 Punch (double hole); 100 pkt. Short hand pencils; 100 Stamp pads; 100 pkts. Stapler pins No.10; 100 Ordinary Staplers (No.10); 50 Staplers (No.555); 300 Room fresheners; 600 Colins; 100 Car fresheners; 240 lts. Cleanzo; 800 ltrs. Liquid soaps; 1000 Lifebuoy soaps; 300 Phool jharoos; 200 dozen White dusters; 80 dozen Yellow dusters; 20 Plastic mugs; 20 Toilet brushes; 120 Tissue paper rolls. Miscellaneous items like wood color pencils, special yellow slip pads, special file movement slips, Reynolds Jettor Aviator pens, Add achiever non dry jel pens, Uniball Impact Gel Pen, Color Folder & Black Folder (A-4 size), Mayur jugs, File trays, Towels, Dustbins, locks, calculators, carry bags, electric kettles, wall clocks, Heat convectors, Audio/Video Cassettes, etc.

LIST OF VEHICLES MAINTAINED BY STORES SECTION

Sr. No.	Vehicle No.	Type of Vehicle
1.	DL-2CAT-5245	Maruti Swift Dzire
2.	DL-2CQ-8317	Maruti SX4
3.	DL-2CQ-8068	Maruti SX4
4.	DL-2CQ-5221	Maruti SX4
5.	DL-2CQ-7968	Honda Accord
6.	DL-2CAQ-0287	Maruti Ciaz
7.	DL-2CQ-2988	Honda Civic
8.	DL-2CQ-7608	Tata Safari
9.	DL-2CQ-5926	Hyundai Ascent
10.	DL-2CQ-8067	Maruti SX4
11.	DL-2CAT-0325	Maruti SX4
12.	DL-2CQ-5927	Hyundai Ascent
13.	DL-2CQ-5222	Maruti SX4
14.	DL-2CQ-3477	Ambassador Car
15.	DL-2CQ-2170	Maruti Esteem
16.	DL-2CAT-6716	Toyota Innova
17.	DL-2CQ-4810	Ambassador Car
18.	DL-2CAT-6715	Toyota Innova
19.	DL-2CQ-2757	Maruti Esteem
20.	DL-2CQ-3191	Ambassador Car
21.	DL-2CQ-4812	Ambassador Car
22.	DL-2CQ-3478	Ambassador Car
23.	DL-2CQ-2325	Maruti Esteem
24.	DL-2CQ-0184	Ambassador Car

25.	DL-2CAQ-2170	Mahindra Bolero
26.	DL-2CQ- 3678	Mahindra Bolero
27.	DL-2CQ- 9863	Mahindra Bolero
28.	DL-2CQ-2296	Maruti Omni
29.	DL-2CQ-8984	Bajaj Auto
30.	DL-2CQ-6890	Bajaj Auto
31.	DL-2SM-0817	Motor Cycle
32.	DL-2SM-1580	Motor Cycle
33.	DL-2SM-2038	Motor Cycle
34.	DL-2SM-2039	Motor Cycle
35.	DL-1LH-3183	Bajaj Auto
36.	DL-1LL-5671	Bajaj Auto
37.	DL-1LL-5672	Bajaj Auto
38.	DL-1LL-5673	Bajaj Auto

ANNEXURE - III

LIST OF RECORDS MAINTAINED IN THE SECTION:

1. Stock Registers of various items purchased for use of Officers/Sections.
2. Contingent Expenditure Register.
3. Cheque Register.
4. Vehicle wise Register.
5. Tender Register.
6. Bill Register (Cashier).
7. File Weeding out Register.
8. Obsolete Items Register.
9. Diary Register.
10. Furniture Register.
11. File Movement Register.
12. Guard File.