

## ANNUAL ACTION PLAN OF FINANCE CELL

Sl. NO	ITEM OF WORK	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER- DECEMBER
1.	<b>Examination of proposals having financial implication that are referred for advice</b>	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.	<b>Audit Inspection</b>	Replies of Audit Inspection Report 2016-17 shall be sought from the concerned Branches and shall be forwarded to the O/o DGACE	<ul style="list-style-type: none"> <li>In case audit paras are not dropped by O/o DGACE, revised/updated replies shall be again sought from the concerned branches and shall be forwarded to the O/o DGACE.</li> </ul>	<ul style="list-style-type: none"> <li>In case audit paras are not dropped by O/o DGACE, revised/updated replies shall be again sought from the concerned branches and shall be forwarded to the O/o DGACE.</li> <li>Co-ordination of Audit Inspection for Financial Years 2017-18</li> </ul>	-----  -----
3.	<b>Examination of financial policy matters received from M/o Finance and others</b>	1 policy matter relating to economy in expenditure is likely to be examined.	1 policy matter relating to economy in expenditure is likely to be examined.	1 policy matter relating to economy in expenditure is likely to be examined .	1 policy matter relating to economy in expenditure is likely to be examined .
4.	<b>Updation of records as per Office Manual</b>	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	Existing Registers will be updated.	Existing Registers will be updated.	Existing Registers will be updated.

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		opened and updated.			
5.	<b>Updation of Website</b>	Approximately one Circular/Order will be issued by this Section and would be posted on the intranet.	Approximately one Circular/Order will be issued by this Section and would be posted on the intranet.	Approximately one Circular/Order will be issued by this Section and would be posted on the intranet.	Approximately one Circular/Order will be issued by this Section and would be posted on the intranet.
6.	<b>To prepare Annual Report of Finance Cell</b>	-----	-----	-----	Annual Report on the activities/work done in the year 2018 will be prepared and sent to O&M Section in January, 2019
7.	<b>Preparation / Implementation of Annual Action Plan</b>	-----	Implementation of Annual Action Plan 2018 will be reviewed	Implementation of Annual Action Plan 2018 will be reviewed	Implementation of Annual Action Plan 2018 will be reviewed. ii) Annual Action Plan for year 2019 shall be prepared.
8..	<b>Weeding Out of old records</b>	-----	-----	-----	2-3 files pertaining to year 2015 and 2016 are proposed to be weeded out.
9.	<b>To ensure that expenditure is sanctioned only if sufficient fund is available under that connected Head.</b>	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.	<b>Annual Office Inspection; ATR on observations in Inspection Report - 2017</b>	Observation/Suggestions made by the Inspecting Officer in Inspection Report of 2017 would be implemented.	Observation/Suggestions made by the Inspecting Officer in Inspection Report of 2017 would be implemented	Observation/Suggestions made by the Inspecting Officer in Inspection Report of 2017 would be implemented.	Observation/Suggestions made by the Inspecting Officer in Inspection Report of 2017 would be implemented.

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11.	<b>Computerised Diary</b>	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.	<b>Work done in Hindi</b>	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.	<b>Work relating to information sought under RTI Act, 2005</b>	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.	<b>New initiative</b>	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