

## ANNUAL ACTION PLAN OF G.A. SECTION

S. No.	ITEM	A C T I V I T Y			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Uniform</b>	---	(i) Summer uniform to approx. 350 persons. (ii) Shoes/socks to approx.650 persons.	---	Winter uniform to approx. 350 persons.
2.	<b>Briefcase</b>	Reimbursement of Briefcases to approx. 100 persons	Reimbursement of Briefcases to approx.100 persons	Reimbursement of Briefcases to approx.100 persons	Reimbursement of Briefcases to approx.100 persons
3.	<b>Remodeling of Office Rooms in PHA, PTI and PH</b>	Renovation/remodeling of 1 room.	Renovation/remodeling of 1 room.	Renovation/remodeling of 1 room.	Renovation/remodeling of 1 room.
4.	<b>Minor renovation/repair in PHA, PTI and PH</b>	Minor renovation/ repair of 3 room.	Minor renovation/ repair of 3 rooms.	Minor renovation/ repair of 3 rooms.	Minor renovation/ repair of 3 rooms.
5.	<b>Validation Cards</b>	Issue of 175 Validation Cards.	---	---	Initiation process of issue of Validation Cards.
6.	<b>Medical Reimbursement</b>	Settlement of approx. 400 Medical claims.	Settlement of approx.400 Medical claims.	Settlement of approx. 400Medical claims.	Settlement of approx. 400 Medical claims.
7.	<b>Issue of permission for tests/treatment</b>	Approx. 400 Permissions for investigation/ treatment.	Approx. 400 Permissions for investigation/ treatment.	Approx. 400 Permissions for investigation / treatment.	Approx. 400 Permissions for investigation/ treatment.
8.	<b>Appointment/ Renewal of AMAs</b>	5 AMAs.	5AMAs.	5 AMAs.	5 AMAs.

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9.	<b>Issue of credit permission/ advance for medical</b>	Issue of 10 credit permissions/advance payment.	Issue of 10 credit permissions/advance payment.	Issue of 10 credit permissions/advance payment.	Issue of 10 credit permissions/advance payment.
10.	<b>Settlement of Telephones Bills</b>	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.	<b>Reimbursement of telephone claims</b>	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.	<b>Renewal of KTS AMCs</b>	5 AMCs for KTS	1 AMC for KTS	---	2 AMC for KTS
13.	<b>Diaries &amp; Calendar</b>	Distribution of approx.7000 Wall Calendars & Diaries and desk Calendars of Year 2018	---	Finalizing of themes for diaries and calendars-for 2019.	Procurement and distribution of Rajya Sabha Diaries/Calendars for year 2019.
14.	<b>Allotment of Residential Accommodation</b>	Allotment of 8 quarters.	Allotment of 8 quarters	Allotment of 8 quarters	Allotment of 8 quarters
15.	<b>RTI Applications</b>	Processing of 5 applications.	Processing of 5 applications	Processing of 5 applications	Processing of 5 applications
16.	<b>Annual Report</b>	Preparation of Annual Report-2017.	---	---	---
17.	<b>Annual Action Plan</b>	---	1 <sup>st</sup> quarter review of AAP-2018 ---	2 <sup>nd</sup> quarter review and half yearly review of AAP-2018	Preparation of Annual Action Plan-2019 3 <sup>rd</sup> & 4 <sup>th</sup> quarter review and half yearly review of AAP-2018
18.	<b>Record Management/ Weeding out of Old Records</b>	Review of 50 files/records	---	---	---

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19.	<b>Annual Office Inspection, ATR on observation of Inspecting Officer</b>	Office inspection 2017.	Submission of ATR on Inspection Report.	---	---
20.	<b>Computerized Diary</b>	Diarizing of 850 receipts.	Diarizing of 850 receipts	Diarizing of 850 receipts	Diarizing of 850 receipts
21.	<b>Updation of records as per Manual</b>	Updation of 17 registers.	Updation of 17 registers	Updation of 17 registers	Updation of 17 registers
22.	<b>Updation of Website</b>	Uploading of 15 Circulars.	Uploading of 15 Circulars.	Uploading of 15 Circulars.	Uploading of 15 Circulars.
23.	<b>Work to be done in Hindi</b>	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.