

S. No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
4.	Subject(s) taken up by Committee and Sub-committee(s) i) Number of subject(s) to be selected by Committees/Sub-Committees ii) Number of meetings to be held and oral evidences to be taken. iii) Number of Reports to be prepared/adopted/ presented	(i) 3	(ii) 3	(ii) 5 (iii) 1	(ii) 5 (iii) 1
5.	Minutes of the Committee i) Number of the Minutes of meetings of the Committee to be prepared.	4	3	5	5
6.	Printing and circulation of Reports i) Number of Reports to be printed in English and Hindi and circulated.		3	1	1
7.	Press Conference(s) organized i) Number along with subject on which press conference was called.	As per requirement	As per requirement	As per requirement	As per requirement
8.	Quarterly Reports & References Prepared/forwarded: (i) To R&L Section (ii) To Committee Coordination Section	Date on which Information sent -do- (As per the queries received from both the Sections)	Date on which Information sent -do-	Date on which Information sent -do-	Date on which Information sent -do-
9.	Work relating to Information sought under RTI Act, 2005 (i) Number of Applications received/dealt/pending	2	1	2	1

S. No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
10.	Annual Report	Preparation of Annual Report for the year 2017 on the activities/ work done by the Committee Section (Industry)			
11.	Annual Action Plan		Submission of Status of Annual Action Plan- 2018` (i.e. from January to June, 2018) to O&M Section		i) Submission of Status of Annual Action Plan- 2018 (i.e. from July to December, 2018) to O&M Section ii) Preparation of Annual Action Plan- 2019
12.	Record Management/ Weeding out of old Records (i) Number of files pertaining to year(s) to be Recorded/Weeded out	-	-	-	25
13.	Computerised Diary; Updation of Records on website and Maintenance of Register(s) etc. (i) Details of records updated/uploaded, as per office Manual and orders issued from time to time	Computerised Records (Document file) (i) Assistant Diary Register (ii) Meeting Register and (iii) Tour Register Record uploaded (i) Main Diary Registers; (ii) File Index Register; (iii) Agenda of the meeting Register; and (iv) Committee's Reports Record maintained manually (i) Member's attendance Register, (ii) Budget Expenditure Register; and (iii) Exchange order Register			
14.	Annual Office Inspection; ATR on observation of Inspecting Officer	1	Submission of ATR 1		
15.	New Initiative(s) proposed by the Committee	Greater emphasis on IT and reduction of the usage of paper			