

## ANNUAL ACTION PLAN OF O&M SECTION

S. No.	ITEM	A C T I V I T Y				
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER	
<b>1.</b>	<b>ANNUAL ACTION PLAN</b>					
	(i)	Review of Annual Action Plan-2018 of the Secretariat.	---	---	---	<ul style="list-style-type: none"> <li>- Issue of Circular for Review of Annual Action Plan-2018 by concerned Divisional Heads. (November).</li> <li>- Submission of reviewed Annual Action Plan-2018 by concerned Divisional Heads for review of Secretary General.</li> <li>- Circulation of Secretary-General's observations (after the review of AAP-2018) to the concerned Divisional Heads for compliance.</li> </ul>
	(ii)	Compilation of Annual Action Plan of the Secretariat- 2019.	---	---	---	<ul style="list-style-type: none"> <li>-Issue of circular asking for preparation of Annual Action Plan 2019 from Sections of the Secretariat.</li> <li>-Preparation of Action Plan of O&amp;M Section for the year 2019.</li> <li>-Scrutiny and compilation of Annual Action Plan 2019, received from all the Sections of the Secretariat.</li> <li>- Submission of Annual Action Plan 2019 of the Secretariat for approval of Secretary-General and circulation thereof.</li> </ul>

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	(iii)	Annual Action Plan – 2018 of O&M Section.	Review of Annual Action Plan - 2018.	Review of Annual Action Plan - 2018	Submission of status of Annual Action Plan - 2018	(i) - Review of Annual Action Plan-2018 of O&M Section by Divisional Head.  (ii) Compilation of Annual Action Plan – 2019 of O&M Section.
<b>2.</b>	<b>ANNUAL REPORT</b>					
	(i)	Compilation of Annual Report-2017 of the Secretariat.	- Compilation and submission of Annual Report-2017 for approval of Secretary-General & circulation thereof (March 2018).	---	---	---
	(ii)	Annual Report-2018.	---	---	---	-Issue of circular asking all the Sections of Secretariat to prepare Annual Report- 2018 (December)
	(iii)	Preparation of Annual Report -2017 of O&M Section	Preparation of Chapter of Annual Report 2017 on activities/work done by O&M Section during the year 2017.	---	---	---
<b>3.</b>	<b>ANNUAL OFFICE INSPECTION</b>					
	(i)	Inspection of Sections of the Secretariat for the year 2017.	- Inspection of Sections of the Secretariat, as per Office Manual. - Monitoring Inspections and receipt of Inspection Report-2017 from Inspecting Officers and scrutinizing them. - Circulation of the observations/ suggestions	- Monitoring of receipt of action taken report on observations/ suggestions of inspecting officers from concerned Sections.	- Monitoring of receipt of action taken report on observations/ suggestions of inspecting officers from concerned Sections.	- Preparation of Consolidated Section wise summary report of points arising out of Inspection Reports-2017 and action taken by various Sections, and submission of the same for information of Secretary-General.

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			of inspecting officers to all concerned Sections and request them to furnish for action taken report.			
	(ii)	Inspection of O&M Section for the year 2017.	-Inspection of O&M Section and submission of ATR, if any, on observations/ suggestions of inspecting officer.	---	---	---
	(iii)	Inspection of Sections of the Secretariat of the year 2018.	---	---	---	-Issue circular for conducting Inspections for the year 2018.
<b>4.</b>	<b>JOB ANALYSIS OF THE SECRETARIAT</b>					
		Work-study	- Work study to be taken up as and when a request/direction is received.			
<b>5.</b>	<b>DIGITIZATION OF OLD RECORDS OF THE SECRETARIAT</b>					
		Digitization	The work of digitization will be taken up as per advice of I.T. Section.			
<b>6.</b>	<b>REVIEW/WEEEDING OUT OF OLD RECORDS OF O&amp;M SECTION</b>					
		Review and weeding out of old records	---	---	---	Review and weeding out of old records will be undertaken.
<b>7.</b>	<b>COMPUTERISED DIARISATION, UPDATION OF RECORDS ON WEBSITE AND MAINTENANCE OF REGISTER(S) ETC.</b>		These works will be undertaken throughout the year on regular basis			
<b>8</b>	<b>USAGE OF HINDI IN O&amp;M SECTION</b>					
		Work done in Hindi	Any communication/ file received in Hindi, shall be replied in Hindi.			

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<b>9</b>	<b>RTI RELATED TO O&amp;M SECTION</b>				
	Furnishing Information sought under RTI Act, 2005	Any information sought under RTI Act, 2005 will be provided according to prescribed norms.			
<b>10</b>	<b>NEW INITIATIVE</b>				
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