

ANNUAL ACTION PLAN OF PERSONNEL SECTION

S. No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	Conducting DPC meeting	2 nd week of Jan, 2018 (for promotion anticipated upto 31/01/2018). 1 st week of Feb, 2018 (for promotion anticipated upto 31/03/2018). 3 rd week of March (for promotion anticipated upto 31/12/2018)	As and when unforeseen vacancies arise	As and when unforeseen vacancies arise	As and when unforeseen vacancies arise
2.	Confirmation	10 employees who became eligible in the last quarter shall be considered for confirmation.	1 employee who is becoming eligible for confirmation in the period April to June, 2018, shall be considered for confirmation.		1 employee who is becoming eligible for confirmation in the period October to November, 2018, shall be considered for confirmation.
3.	Amendment in Recruitment and Qualification Order	As and when found necessary.	As and when found necessary.	As and when found necessary.	As and when found necessary.
4.	Disciplinary Cases i) Issue of charge sheet ii) Appointment of Inquiry/ Presenting Officer	All cases of misconduct reported upto 28 th February, 2018 shall be put up for orders regarding necessary action to be taken. Inquiry/ Presenting Officers shall be appointed in all such cases as necessary.	All cases of misconduct reported upto 31 st May, 2018 shall be put up for orders regarding necessary action to be taken. Inquiry/ Presenting Officers shall be appointed in all such cases as necessary.	All cases of misconduct reported upto 31 st August, 2018 shall be put up for orders regarding necessary action to be taken. Inquiry/ Presenting Officers shall be appointed in all such cases as necessary.	All cases of misconduct reported upto 30 th November, 2018 shall be put up for orders regarding necessary action to be taken. Inquiry/ Presenting Officers shall be appointed in all such cases as necessary.

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5.	Court Cases	Necessary steps to defend the interests of the Secretariat in Court Cases would be taken quickly. Counter Affidavits/ Replies would be filed within stipulated time.	Necessary steps to defend the interests of the Secretariat in Court Cases would be taken quickly. Counter Affidavits/ Replies would be filed within stipulated time.	Necessary steps to defend the interests of the Secretariat in Court Cases would be taken quickly. Counter Affidavits/ Replies would be filed within stipulated time.	Necessary steps to defend the interests of the Secretariat in Court Cases would be taken quickly. Counter Affidavits/ Replies would be filed within stipulated time.
6.	Payment of salary to Casual Labourer	Bills to be sent to cashier by 10 th working day of each month.	Bills to be sent to cashier by 10 th working day of each month.	Bills to be sent to cashier by 10 th working day of each month.	Bills to be sent to cashier by 10 th working day of each month.
7.	Retirement List	Retirement list for the year 2024 to be forwarded to Estt.(G) Section.	-	-	-
8.	Appointment by Direct Recruitment i) willingness sought from candidates ii) forwarding of attestation forms iii) initiation of pre-appointment formalities of Medical examination and Police verification iv) issue of offer of appointment	Actions mentioned from (i) to (iv) as required shall be taken in case of panels received upto 15/03/2018	Actions mentioned from (i) to (iv) as required shall be taken in case of panels received upto 15/06/2018	Actions mentioned from (i) to (iv) as required shall be taken in case of panels received upto 15/09/2018	Actions mentioned from (i) to (iv) as required shall be taken in case of panels received upto 15/12/2018
9.	Appointment in RSTV (i) Issue of advertisement for vacancies. (ii) Preparation of statements in	Actions mentioned from (i) to (iv) shall be taken by 15/03/2018 in case of vacancies occurring in the	Actions mentioned from (i) to (iv) shall be taken by 15/06/2018 in case of vacancies	Actions mentioned from (i) to (iv) shall be taken by 15/09/2018 in case of vacancies	Actions mentioned from (i) to (iv) shall be taken by 15/12/2018 in case of vacancies occurring in the quarter

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	respect of eligible applicant. (iii) Conduct of proceeding of Screening Committee. (iv) Appointment of recommended candidates. (v) Extension/ Termination of service of officials whose tenure is expiring	quarter Action regarding (v) will be initiated 15 days before expiry of the tenure of official.	occurring in the quarter Action regarding (v) will be initiated 15 days before expiry of the tenure of official.	occurring in the quarter Action regarding (v) will be initiated 15 days before expiry of the tenure of official.	Action regarding (v) will be initiated 15 days before expiry of the tenure of official.
10.	Promotion	106 promotions (including AFUS) anticipated in year 2018.			
11.	Conversion of temporary posts to permanent posts	Proposal for conversion/ continuance of temporary posts will be submitted by the second week of February, 2018.	-	-	-
12.	APAR of staff and officers i) Reminder to Reporting/ Reviewing Officer for APARs of 2016 ii) Disclosure of APARs of 2016 iii) Forwarding of APARs forms for 2018	i) 15 th March, 2018	i) 15 th June, 2018 ii) 1 st May, 2018	-	iii) Last week of December, 2018
13.	Updation of Staff List on Intranet	By the 7 th working day of every month	By the 7 th working day of every month	By the 7 th working day of every month	By the 7 th working day of every month
14.	Annual Report	15 th January, 2018	-	-	-
15.	Annual Action Plan	-	-	Review/ Status Report of Annual Action Plan-2018 will be forwarded in this	Annual Action Plan for the year 2019 to be prepared and forwarded in this quarter to

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				quarter to O&M Section.	O&M Section.
16.	Record Management/ Weeding out of old records Number of files pertaining to year (s) to be Recorded/ Weeded out.	20 files & records pertaining to 'different services and 10 files pertaining to APARs of retired / dead employees, due for weeding shall be weeded out by March, 2018.		-	-
17.	Updation of website	Website shall be updated as required on every working day by 3.00 p.m.	Website shall be updated as required on every working day by 3.00 p.m.	Website shall be updated as required on every working day by 3.00 p.m.	Website shall be updated as required on every working day by 3.00 p.m.
18.	Computerized Diary	Receipts received in the section upto 5.30 p.m. will be diarised on the same day and those received after 5.30 p.m. on the next working day.	Receipts received in the section upto 5.30 p.m. will be diarised on the same day and those received after 5.30 p.m. on the next working day.	Receipts received in the section upto 5.30 p.m. will be diarised on the same day and those received after 5.30 p.m. on the next working day.	Receipts received in the section upto 5.30 p.m. will be diarised on the same day and those received after 5.30 p.m. on the next working day.
19.	Updation of records as per Manual	Last week of March, 2018	Last week of June, 2018	Last week of September, 2018	Last week of December, 2018
20.	Annual Office Inspection; ATR on observation of Inspecting Officer	Annual Office Inspection 2018 to be held in the period indicated by O&M Section; Important suggestions given by Inspecting Officer to be put up within 2 weeks of receipt of the report of Inspecting Officer.	-	-	-
21.	Work to be done in Hindi	(i) Communications to States/UTs in regions 'A' &	(i) Communications to States/UTs in regions 'A'	(i) Communications to States/UTs in regions 'A'	(i) Communications to States/UTs in regions 'A' &

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		<p>‘B’ will be issued in Hindi.</p> <p>(ii) Communications received from States/UTs in regions ‘C’ in Hindi will be replied in Hindi.</p> <p>(iii) All communications received in Hindi will be replied in Hindi.</p> <p>(iv) Circulars will be issued bilingual (English & Hindi).</p> <p>(v) Notifications will be issued bilingual (English & Hindi).</p>	<p>& ‘B’ will be issued in Hindi.</p> <p>(ii) Communications received from States/UTs in regions ‘C’ in Hindi will be replied in Hindi.</p> <p>(iii) All communications received in Hindi will be replied in Hindi.</p> <p>(iv) Circulars will be issued bilingual (English & Hindi).</p> <p>(v) Notifications will be issued bilingual (English & Hindi).</p>	<p>& ‘B’ will be issued in Hindi.</p> <p>(ii) Communications received from States/UTs in regions ‘C’ in Hindi will be replied in Hindi.</p> <p>(iii) All communications received in Hindi will be replied in Hindi.</p> <p>(iv) Circulars will be issued bilingual (English & Hindi).</p> <p>(v) Notifications will be issued bilingual (English & Hindi).</p>	<p>‘B’ will be issued in Hindi.</p> <p>(ii) Communications received from States/UTs in regions ‘C’ in Hindi will be replied in Hindi.</p> <p>(iii) All communications received in Hindi will be replied in Hindi.</p> <p>(iv) Circulars will be issued bilingual (English & Hindi).</p> <p>(v) Notifications will be issued bilingual (English & Hindi).</p>
22.	Work relating to Information sought under RTI Act, 2005 (i) Number of Receipt received/dealt/pending (ii) RTI receipts file	<p>(i) RTI’s to be dealt within 2 weeks of their receipt</p> <p>(ii) statement showing pending RTI receipts put up every Monday.</p>	<p>(i) RTI’s to be dealt within 2 weeks of their receipt</p> <p>(ii) statement showing pending RTI receipts put up every Monday.</p>	<p>(i) RTI’s to be dealt within 2 weeks of their receipt</p> <p>(ii) statement showing pending RTI receipts put up every Monday.</p>	<p>(i) RTI’s to be dealt within 2 weeks of their receipt</p> <p>(ii) statement showing pending RTI receipts put up every Monday.</p>
23.	New Initiative(s) proposed by the Section (i) Scanning and online filing of APARs	<p>(i) Proposal for online filing/ scanning of APARs and uploading the same onto individual user accounts to be expedited. The initiative would eliminate wastage of paper in photocopying and distributing APAR forms and would facilitate disclosure of APARs to employees.</p> <p>(ii) Proposal for online processing of Joining report and online preparation of wages of Casual Labourers has been forwarded to IT Cell for preparation of software. Both the initiatives would ensure quick processing of wages and avoid unnecessary repetition of work in case of Joining Reports.</p>			
24.	Communications received from VIPs.	Communications received from the VIPs will processed within 15 days of receipt.	Communications received from the VIPs will processed within 15 days of receipt.	Communications received from the VIPs will processed within 15 days of receipt.	Communications received from the VIPs will processed within 15 days of receipt.