

ANNUAL ACTION PLAN OF STORES SECTION

| S. No | ITEMS | ACTIVITY | | | |
|-------|---|--|--|--|--|
| | | JANUARY-MARCH | APRIL-JUNE | JULY-SEPTEMBER | OCTOBER - DECEMBER |
| 1. | -Procurement and distribution/ of Stationery / Sanitary/ Misc. items/Printing of D.O Stationery items / Computer consumables, etc. | Target: Procurement of:- (i) Stationery items = 30 (types) (ii) Sanitary items =10 (types) (iii) Misc. items = 40 (types) (iv) D.O. Stationery items = 20 (types) (v) Toner = 34 (types) (vi) Ink cartridge = 14/15 (types) | Target: Procurement of:- (i) Stationery items = 30 (types) (ii) Sanitary items =17 (types) (iii) Misc. items = 45 (types) (iv) D.O. Stationery items = 20 (types) (v) Toner = 34 (types) (vi) Ink cartridge = 14/15 (types) | Target: Procurement of:- (i) Stationery items = 30 (types) (ii) Sanitary items =17 (types) (iii) Misc. items = 45 (types) (iv) D.O. Stationery items = 20 (types) (v) Toner = 34 (types) (vi) Ink cartridge = 14/15 (types) | Target: Procurement of:- (i) Stationery items = 30 (types) (ii) Sanitary items =10 (types) (iii) Misc. items = 40 (types) (iv) D.O. Stationery items = 20 (types) (v) Toner = 34 (types) (vi) Ink cartridge = 14/15 (types) |
| 2. | - Procurement of Photocopier machines/ Fax machines / Shredder machines / Big hand operated stapler machines and disposal of bills thereof. | Target: Procurement of :- (i) Photocopier machines = 9 (ii) Fax machines = 2 (iii) Shredder Machine = 1 (iv) Big hand operated stapler machine = 1 | Target: Procurement of :- (i) Photocopier machines = 3 (ii) Fax machines = 2 (iii) Shredder Machine = 1 (iv) Big hand operated stapler machine = 1 | Target: Procurement of :- (i) Photocopier machines = 2 (ii) Fax machines = 2 (iii) Shredder Machine = 1 (iv) Big hand operated stapler machine = 1 | Target: Procurement of :- (i) Photocopier machines = 2 (ii) Fax machines = 2 (iii) Shredder Machine = 1 (iv) Big hand operated stapler machine = 1 |
| 3. | Maintenance contracts of office equipments. | Target: Renewal of AMC for:- (i) Franking machine = 1 | - | - | Target: Renewal of FSMA/CMA/AMC for:- (i) Photocopier machines = 83 (ii) Riso copy Printer = 1 (iii) Fax machines = 66 |

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| | | | | | (iv) Shredder Machines = 13 (v) Address Writing Machine = 1 |
| 4. | Purchase/ Maintenance of office vehicles/bicycles etc. and disposal of bills relating thereto including those of petrol / diesel / lubricants consumption. | Target: (i) Purchase of office vehicle = 2 (ii) Maintenance of vehicles = 38 (iii) Maintenance of bicycles = 29 (iv) Settlement of bills pertaining to petrol/CNG/lubricant = 3 each | Target: (i) Purchase of office vehicle = 1 (ii) Maintenance of vehicles = 38 (iii) Maintenance of bicycles = 29 (iv) Settlement of bills pertaining to petrol/CNG/lubricant = 3 each | Target: (i) Purchase of office vehicle = 1 (ii) Maintenance of vehicles = 38 (iii) Maintenance of bicycles = 29 (iv) Settlement of bills pertaining to petrol/CNG/lubricant = 3 each | Target: (i) Purchase of office vehicle = 1 (ii) Maintenance of vehicles = 38 (iii) Maintenance of bicycles = 29 (iv) Settlement of bills pertaining to petrol/CNG/lubricant = 3 each |
| 5. | Disposal of obsolete office materials. | Target: -Disposal of condemned vehicles = 5 | - | - | Target: -Disposal of obsolete items =2 (types) |
| 6. | Management of the Staff Car Pool. | Target: -Management of vehicles = 38 |
| 7. | Annual Contract of Waste Paper | Target: -Renewal of Annual Waste Paper Contract | - | - | |
| 8. | - Physical verification of Stores. | Target: -Physical verification of Stationery Stores for the year, 2017 by the designated | - | - | - |

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| | | Officer | | | |
| 9. | Preparation of Annual Report | Target: -Compilation of Annual Report of the year, 2017. | - | - | - |
| 10. | Preparation of Annual Action Plan. | - | - | - | Target: -Preparation of Annual Action Plan for the year 2019. |
| 11. | Weeding out of old records. | - | - | Target: -Recording/ weeding out of files = 35 | - |
| 12. | - Updation of Records/ maintenance of Registers as per Office Manual | Target: (i) Diarizing of receipts = 1500 (ii) Updation of registers = 10 | Target: (i) Diarizing of receipts = 2000 (ii) Updation of registers = 10 | Target: (i) Diarizing of receipts = 2000 (ii) Updation of registers = 10 | Target: (i) Diarizing of receipts = 2000 (ii) Updation of registers = 10 |
| 13. | - Updation of Website | Target: Updating of Tenders and circulars = 3 |
| 14. | Digitization of old records | | Target: - Pages to be digitized = 900 | | |
| 15. | Annual Office Inspection | Inspection of the Section = 1 | - | - Action Taken Report on observations of the Inspecting Officer =1 | - |
| 16. | Work in Hindi | Target: (i) Preparation of bilingual stamps = 50 |

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| | | (ii) Issuance of Bulletin Part-II = 1 (iii) Disposal of receipts/ leave applications = 25 (iv) Furnishing of quarterly report on work done in Hindi =1 (v) Uploading of tenders and circulars = 3 | (ii) Issuance of Bulletin Part-II = 1 (iii) Disposal of receipts/ leave applications = 25 (iv) Furnishing of quarterly report on work done in Hindi =1 (v) Uploading of tenders and circulars = 3 | (ii) Issuance of Bulletin Part-II = 1 (iii) Disposal of receipts/ leave applications = 25 (iv) Furnishing of quarterly report on work done in Hindi =1 (v) Uploading of tenders and circulars = 3 | (ii) Issuance of Bulletin Part-II = 1 (iii) Disposal of receipts/ leave applications = 25 (iv) Furnishing of quarterly report on work done in Hindi =1 (v) Uploading of tenders and circulars = 3 |
| 17. | Disposal of RTI applications | Target: -Disposal of RTI Applications = 2 |
| New initiatives proposed:- - Steps will be further taken to use inventory management software for smooth functioning of the Section. | | | | | |