



Government of West Bengal



Administrative Calendar 2016

Administrative
Calendar 2016



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ADMINISTRATIVE CALENDAR 2016



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GOVERNMENT OF WEST BENGAL

ADMINISTRATIVE CALENDAR

2016





Foreword

I am happy to launch the 3rd edition of the annual Administrative Calendar for the year 2016. This document is a manifestation of various commitments made by my Government in the past. We believe in implementation and delivery of all our commitments in a time-bound manner.

2. Rapid socio-economic development and spreading the reach of Government schemes and projects to the far flung and remote areas of the State has been the cornerstone of the policy of the State Government. The Administrative Calendar will help disseminate awareness about various projects being implemented by the State Government and those in the pipeline. Since the concerned Departments on their own volition have indicated time-frames for the completion of various schemes, the Administrative Calendar will enable us to monitor the timely implementation of schemes/projects by all the Departments of the State Government and help them achieve 100% of set targets.

3. Issues regarding inter-departmental coordination and those requiring intervention from the highest echelons of the State Government are highlighted much in advance so that delays become a thing of the past. I hope this document will further enhance the expectations and aspirations of the people of West Bengal which is at the heart of our governance.


(Mamata Banerjee)

A Brief Report on the Major achievements of the Government during 2015

Like previous years the State Government is bringing out the Administrative Calendar, 2016 with the objective to monitor the delivery of public services and for the implementation of developmental schemes in a planned and timely manner.

An update on the major achievements in 2015 is stated below:

- The State Government has already provided 40 Lakhs Bicycles to the students of Class IX to XII under a new scheme “SABOOJ SATHI”. West Bengal is the pioneer state to undertake such an environment friendly direct beneficiary oriented scheme for students.
- Nadia District became the first District in the country to achieve 100% Open Defecation Free Status on 30th April, 2015 which will henceforth be observed as “Nirmal Bangla Diwas”. UN Public Services Award, 2015 was bestowed on Nadia District for its ‘Sabar Souchagar’ movement. North 24 Parganas and Hooghly Districts are also on the verge of being declared as ODF.
- West Bengal won the National Award 2015 for ‘Livelihood generation through Convergence’ under MGNREGS given by the Ministry of Rural Development, Government of India.
- Kazi Nazrul Islam Airport, a Public-Private Partnership Green Field Project, has been inaugurated by the Hon’ble Chief Minister in 2015 at Andal near Durgapur and made fully operational. This is another milestone achieved to provide better communication to the commuters visiting the Industrial hubs at Durgapur, Asansol and Burnpur.
- Under PMGSY, a record number of 253 Roads were constructed measuring 1187 Kilometres at the budgeted cost of Rs.852.24 Crores during 2015.
- The State Government has established Furfura Sharif Development Authority and Tarapith Rampurhat Development Authority in 2015 for an integrated and focussed development within the command area of the above bodies.
- Parama Island – Park Circus Flyover named as MAA has been inaugurated and operationalised in 2015. This is a major step in ensuring smooth flow of traffic in and around Kolkata.
- Several Drinking Water Supply Schemes including Jai Hind(Dhapa), Garden Reach , Sonamukhi, Raghunathpur and Bishnupur were made operational during the year.
- Two new municipalities at Buniadpur in Dakshin Dinajpur District and Domkal In Murshidabad District have been notified.
- Formation of Five new Districts has been announced by the State Government namely Sunderban, Bashirhat, Burdwan Shilpanchal, Jhargram(Jangal Mahal) and Kalimpong to ensure rapid and focused development of those areas. Three new sub-divisions have also been announced with Head Quarters at Mirik, Manbazar and Jhalda.
- Kolkata became the safest city in terms of incidents of crime against women, according to the latest data released by National Crime Records Bureau (NCRB). The State Government is adopting a zero tolerance approach towards crime against women.
- State Government has set up West Bengal Group D Recruitment Board for filling up 60,000 vacant and sanctioned posts of Group D Personnel in various offices of the State Government in a transparent and time bound manner. The Board has started functioning with effect from 1st January, 2016.
- Bengal Safari Park near Siliguri has been set up as a part of Eco Tourism development in North Bengal at an estimated project cost of 245 crores. Moreover, many Home Stay Eco Tourism facilities have been commissioned in 2015 to increase the tourism potentials of the State.

- In the field of Agriculture, Mati Utsab and Mati Tirtha Krishi Katha were organized in 2015 in Burdwan District for an exhibition of Agricultural implements and products so as to encourage the farmers of the state as a whole. These Agricultural Fairs (being the first in India) recognized the importance of soil in feeding the mankind and has achieved recognition from Food and Agricultural Organization.
- In the Bengal Global Business Summit, 2015, the State Government received business announcements, business document exchanges, expressions of interest and investment proposals worth Rs 2,43,100 crores from 20 countries.
- The State Government's initiative to spread IT activities across the state is being materialized with 16 IT Parks out of which 8 are ready for possession and the rest are under construction at full swing.
- Yet another first in the country from West Bengal – 'Egiye Bangla', a new reality show to encourage young generation to come forward and set up enterprises has been launched in December, 2015 with IIM Calcutta Innovation Park as partner.
- 11 nos. of online public services have been launched under e-District project in all the 19 districts of the state and 16 more services will go live in January, 2016.
- 1,78,003 meritorious and economically needy students of Class XI and XII have received scholarships worth Rs.170.04 crores under Swami Vivekananda Merit-cum-Means Scholarship Scheme.
- Biswa- Bangla Scholarship Scheme has been instituted at the School of Oriental and African Studies, University of London for 2(two) scholarships at the Masters Level and 1(one) at Ph.D Level for the students from the State.
- Rs.200 Crore MSME Venture Capital Fund has been launched in 2015 to provide equity support to small and medium enterprises and start-ups in the state.
- A new project to transport goods and passengers from Kolkata to Dhaka and Agartala has been launched which when operational will save a lot of time and energy in connecting the North-Eastern part of India with West Bengal and Bangladesh.

BASUDEB BANERJEE

Chief Secretary

Government of West Bengal

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Department of Agricultural Marketing

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
January 2016	Visit of Hon'ble MIC to two districts for Monitoring & review of Departmental Schemes.	Bankura and Purulia		
	Amendment of WB APM(R) Act, 1972	Vetting and examination of draft by the Law Department and preparation of Cabinet Memo		
	Coverage Under Amar Fasal Amar Gola Amar Fasal Amar Gari Amar Fasal Amar Chatal	1000 500 1000		
	Jute Grading Training	18 (Eighteen) one-day Training Courses		
	Supervision and Licensing of Cold Storages & Warehouses	60% Completion		
	Sufal Bangla	Commencement of construction of 30 Sufal Bangla retail outlets and preparatory works for opening of district level Sufal Bangla Stalls.		
	Information, Publicity & Promotion	Participation in rural and urban fairs including Mati Utsav		
	Construction of Krishak Bazar	Completion of construction of 5 Krishak Bazars at Ausgram-I, Mongalkote, Joypur (Bankura), Egra-I, Kotulpur.		
	Training at NSTIAM	Commencement of Training of 215 participants in 12 batches.		
February 2016	Procurement of Paddy by PAMCL	2000 MT		
	Visit of Hon'ble MIC to three districts for Monitoring & review of Departmental Schemes	Malda, North and South Dinajpur		
	Supervision and Licensing of Cold Storages & Warehouses	75% Completion		
	Sufal Bangla	Opening of District level Sufal Bangla Stalls at Birbhum; Introduction of e-platform and e-management at Singur Krishak Bazar.		
	Construction of Krishak Bazar	Completion of Construction of 21 Krishak Bazars at Dinhata-I, Phansidewa, Madarihat Birpara, Kumargram, Nabagram, Memari-II, Katwa-I, Purbasthali-II, Monteswar, Kanksa, Pancha, Jhalda-I, Joypur(Purulia), Santuri, Para, Garbeta-II, Baruipur, Sagar, Contai-II.		

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
	Procurement of Paddy by PAMCL	2000 MT		
	Quarterly meeting and District visit	Review meeting with the District Officers for the last quarter and visit of 6 (Two in each Range) districts by the Supervisory Officers		
March 2016	Implementation Status and Financial Progress of all State Budget Schemes including RKVY & RIDF	100% release of fund [as per approval of FD]		
	Visit of Hon'ble MIC to two districts to monitor Departmental Schemes	Murshidabad and Nadia		
	Amendment of WBAPM(R) Act, 1972	Preparation of Bill and initiation of Legislative process		
	Rice Processing Parboiling Units, Mini Dal mill etc. under NATIONAL FOOD SECURITY MISSION (NFSM)	Completion of 380 schemes		
	Coverage Under Amar Fasal Amar Gola Amar Fasal Amar Gari Amar Fasal Amar Chatal	100% completion of all 3 schemes as per approval of Finance Department		
	Supervision and Licensing of Cold Storages & Warehouses	Expected completion 90%. Start of storing of potato and completion of 90% storage		
	Sufal Bangla	Completion of construction of 30 Sufal Bangla retail outlets. Opening of District level Sufal Bangla Stalls		
	National Agricultural Market	Completion of DPR for 10 Markets		
	Construction of Krishak Bazar	Completion of Construction of 7 Krishak Bazars at Sitai, Alipurduar-I, Samserganj, Bhagawangola-I, Jalangi, Raina-I, Karimpur-I		
	Training at NSTIAM	Completion of training of 12 batches and 1(one) workshop with selected 30 trainees		
	Procurement of Paddy by PAMCL	2000 MT		
	District Visit	Visit of 6 (Two in each Range) districts by the Supervisory Officers		
2016	Sufal Bangla	Registration of 100 farmers. Opening of 2 new retail outlets		

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
April 2016	National Agricultural Market	Obtaining approval of DPR from Govt. of India.		
	Review Meeting at Directorate	Review meeting with the District Officers for the last quarter and visit of 6 (Two in each Range) districts by the Supervisory Officers		
	Construction of Krishak Bazar	Completion of Construction of 2 (Two) Krishak Bazars at Haldibari, Patharpratima		
	Procurement of Paddy by PAMCL	2000 MT		
May 2016	Monitoring of Departmental schemes, Follow-up of the Administrative Calendar	Meeting at State Headquarters		
	Amar Fasal Amar Gola Amar Fasal Amar Gari Amar Fasal Amar Chatal	Initiation of selection of beneficiaries		
	NATIONAL FOOD SECURITY MISSION (NFSM) SCHEME	Initiation of selection of beneficiaries		
	Sufal Bangla	Completion of Registration. Starting operation of 2 new retail outlets		
	National Agricultural Market	Initiation of Registration of farmers/ traders		
	District Visit	Visit of 6 (Two in each Range) districts by the Supervisory Officers		
	Construction of Krishak Bazar	Completion of Construction of 5 (Five) Krishak Bazars at Mathabhanga-I, Mekhliganj, Kalchini, Farakka, Ausgram-II		
	NSTIAM training on Market-led production, post-harvest management	Selection of Trainees. Selection of Training Providers		
	Procurement of Paddy by PAMCL	1800 MT		
June 2016	Review meeting by Hon'ble MIC on Administrative Calendar from January to May	Meeting at State Headquarters		
	Release from State Core Plan	25% of Budget Provision (as per approval of Finance Department)		
	Visit of Hon'ble MIC to four districts to monitor Departmental Schemes	Jalpaiguri, Coochbehar, Alipurduar and Darjeeling		

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
June 2016	Amar Fasal Amar Gola Amar Fasal Amar Gari Amar Fasal Amar Chatal	Finalization of beneficiaries		
	National Food Security Mission (NFSM) Scheme	Finalization of beneficiaries		
	Sufal Bangla	Completion of Registration of 100 farmers. Opening and operationalising of 2 new retail outlets		
	District Visit	Visit of 6 (Two in each Range) districts by the Supervisory Officers		
	Training at NSTIAM-sponsored and Post Harvest Management	4 (Four) training courses with 80 Participants		
	Procurement of Paddy by PAMCL	1800 MT		
July 2016	Release from state core plan	33% of Budget Provision (as per approval of Finance Department)		
	Amar Fasal Amar Gola Amar Fasal Amar Gari Amar Fasal Amar Chatal	Commencement of work at field level		
	National Food Security Mission (NFSM) Scheme	Commencement of work at field level		
	Sufal Bangla	Registration of 100 farmers Opening of 2(two) new stalls		
	Training on Jute Grading	6 (Six) One-day Training Courses		
	Training on Fruit Processing	1 (One) Five-days' Training Course		
	Procurement of Paddy by PAMCL	1800 MT		
	Quarterly meeting and District visit	Review meeting with the District Officers for the last quarter and visit of 6 (Two in each Range) districts by the Supervisory Officers		
	NSTIAM Training on Market-led production, post-harvest management and value addition (90 days)	115 participants from young members of Farm families and selected FPO/ FIGs-in 7 batches		
August 2016	Monitoring of departmental schemes	Monitoring meeting by Hon'ble MIC at Headquarters on Implementation status of State Budget Schemes including RKVY & RIDF and follow up of Administrative Calendar		
	Release of RKVY Fund	50% or as approved by Finance Deptt		
	Visit of MIC to monitor departmental schemes	Paschim & Purba Medinipur		
	Sufal Bangla	Registration of 100 farmers. Opening of 2 new retail outlets		

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
August 2016	Training on Jute Grading	6 (Six) One-day training courses.		
	Training on Fruit Processing	1 (One) Five-days' Training course		
	District Visit	Visit of 6 (Two in each Range) districts by the Supervisory Officers		
	Training at NSTIAM-sponsored and Post Harvest Management	115 participants from young members of Farm families and selected FPO/FIGs-in 7 batches. 80 Participants including Departmental officials and farmers in 4 batches.		
	Procurement of Paddy by PAMCL	1800 MT		
September 2016	Visit by Hon'ble MIC to two Districts for monitoring of departmental schemes	Birbhum and Burdwan.		
	Release of Budget Provision from state core plan	50% (as per approval of Finance Department)		
	Sufal Bangla	Registration of 100 farmers.Starting operation of 2 new retail outlets.		
	Training on Jute Grading	10 (Ten) One-day training courses.		
	Training on Fruit Processing	1 (One) Five-day Training course.		
	District Visit	Visit of 6 districts (Two in each Range) by the Supervisory Officers.		
	Training at NSTIAM- sponsored and Post Harvest Management	115 participants from young members of Farm families and selected FPO/FIGs-in 7 batches. 90 participants including Departmental officials and farmers in 4 batches.		
	Procurement of Paddy by PAMCL	1800 MT		
October 2016	Monitoring of Departmental schemes.	Monitoring meeting by Hon'ble MIC at headquarters on implementation status of State Budget Schemes including RKVY & RIDF and follow up of Administrative Calendar		
	Amar Fasal Amar Gola Amar Fasal Amar Gari Amar Fasal Amar Chatal }	Completion of 50 % work		
	National Food Security Mission (NFSM) Scheme	Completion of 50 % work		
	Sufal Bangla	Completion of Registration of 100 farmers.Starting operation of 2 new retail outlets.		
	Training on Jute Grading	10 (Ten) One-day training courses		

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
October 2016	Training on Fruit Processing	1 (One) Five-days' Training course		
	District visit	Visit of 6 (Two in each Range) districts by the Supervisory Officers		
	NSTIAM Training on Market-led production, post-harvest management, value addition (90 days)	With 90 participants from young members of Farm families in 6 batches		
November 2016	Visit of Hon'ble MIC to one district to monitor Departmental schemes	North 24 Parganas.		
	Sufal Bangla	Completion of Registration of 100 farmers. Opening of 2 new retail outlets		
	Training on Jute Grading	4 (Four) One-day training courses		
	Training on Fruit Processing	1 (One) Five-days' Training course		
	Quarterly Meeting and District Visit	Meeting at Headquarters with district level officers for supervision of development schemes, Acts and Regulations and follow up of Administrative Calendar. Visit of 6 (Two in each Range) districts by the Supervisory Officers.		
	Construction of Krishak Bazar	Completion of Construction of Krishak Bazar at <u>Bayan</u>		
	Training at NSTIAM- sponsored and Post Harvest Management	115 participants from young members of Farm families and selected FPO/FIGs-in 7 batches. 90 participants including Departmental officials and farmers in 4 batches.		
	Research and extension of Aromatic Rice Project jointly with BCKV.	Meeting with FPOs and concerned officials of BCKV.		
December 2016	Participation in fair	Participation in IITF at Pragati Maidan, New Delhi for promotion and sale of aromatic rice along with processed food products.		
	Monitoring of Departmental schemes	Monitoring meeting by Hon'ble MIC at headquarters on Implementation status of State Budget Schemes including RKVY & RIDF and follow up of Administrative Calendar.		
	Release from State Core Plan	75% of Budget Provision (as per approval of Finance Department)		
	Amar Fasal Amar Gola Amar Fasal Amar Gari Amar Fasal Amar Chatal	Completion of 75 % work		

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
December 2016	National Food Security Mission (NFSM) Scheme	Completion of 75 % work		
	Supervision and Licensing of Cold Storages & Warehouses	Commencement of Supervision		
	Sufal Bangla	Completion of Registration of 100 farmers.Starting operation of 2 new retail outlets.		
	Training on Jute Grading	4 (Four) One-day Training Courses		
	Training on Fruit Processing	1 (One) Five-days' Training course		
	District Visit	Visit of 6 (Two in each Range) districts by the Supervisory Officers		
	Construction of Krishak Bazar	Completion of Construction of 3 Krishak Bazars at Bangaon, Arambagh, improvised Krishak Bazar at Samsi.		
	Training at NSTIAM- sponsored and Post Harvest Management	115 of participants from young members of Farm families and selected FPO/FIGs-in 7 batches. 50 of Participants including Departmental officials and farmers in 4 batches.		

Department of Agriculture

Month	Activity		Target (s)	Status/ Achievement	Remarks
1	2		3	4	5
	i	Testing of Harvested Seeds for Pre-Kharif Crops of previous year.	To be completed		
	ii	Crop Insurance with finalization of yield data of Aus paddy, jute & maize as per Crop Cutting Experiment(CCE)	Preparatory work to be completed		
	iii	Meeting of Governing Body of W.B.S.F.S.A. (West Bengal State Food Security Agency)	To be convened		
January	iv	Yield data of Kharif Crops of Previous year insured under NAIS	Data Report to be finalised		
	v	Distribution of pre-Kharif seeds for schemes(Moong-10,000ha, Hybrid Maize-10,000 ha,Sesame 25000Ha, Ground Nut-500Ha. Sunflower 5,000 ha)	To be commenced		
	vi	SLSC (State Level Sanctioning Committee) meeting of RKVY (Rashtriya Krishi Vikas Yojana)	To be convened		
	vii	Block Krishi Mela and Mati Utsab	To be organised		
	viii	Second Advanced estimate of Area, Yield & Production	To be completed		
	ix	Comprehensive review of agricultural activities of district by Directorate officers.	One district to be completed		
	x	Capacity Building on PMKSY (Watershed Development) at SIPRD, Kalyani for Project Managers & PIAs	80 in 2 batches		
February	i	Kharif Cropping Plan of Government Farms	To be finalised		
	ii	Ground Truth Verification Survey of Boro Paddy through Remote sensing with ISRO	To be commenced		
	iii	Distribution of pre-Kharif seeds for schemes(Moong-10,000ha, Hybrid Maize-10,000 ha,Sesame 25000Ha, Ground Nut-500Ha. Sunflower 5,000 ha)	To be completed		
	iv	Programme, Planning & Implementation Committee (PPIC) meeting for Kharif.	To be convened		
	v	Capacity Building on PMKSY (Watershed Development) for contractually engaged WDT members.	160 trainees in 4 batches		
	vi	Comprehensive review of agricultural activities of district by Directorate officers.	One district to be completed		

Department of Agriculture

Month	Activity		Target (s)	Status/ Achievement	Remarks
1	2		3	4	5
March	i	Crop Cutting Experiment (CCE) on Rabi Crops	To be completed		
	ii	Ground Truth Verification Survey of Boro Paddy through Remote sensing with ISRO	To be completed		
	iii	Third advanced estimate of AYP (Area, Yield & Production) of crop of previous year.	To be completed		
	iv	Completion of Distribution of Subsidy for Farm Mechanisation (Power Operated Machineries) : Tractor-100, Powertiller-500, Pump Sets 10000, Rotavators-200, Zero till Seed Drill-25, Custom Hiring Centre-20.	to be completed		
	v	Completion of Distribution of Subsidy for Farm Mechanisation (Manually Operated Small Implements): 25000 Nos.	To be completed		
	vi	Supply of jute seeds	To be completed		
	vii	State Level Project Screening Committee (SLPSC) meeting for RKVY	To be convened		
	viii	Notification of Kharif crops for Agricultural Insurance.	To be issued		
	ix	Comprehensive review of agricultural activities of district by Directorate officers.	One district to be completed		
	x	Quarterly review meeting at Department with district level officers.	To be convened		
	xi	Meeting of SLSC of PMKSY (Pradhan Mantri Krishi Sinchayee Yojana) for approval of District Irrigation Plans (DIP) of Jalpaiguri, South 24-Parganas, Bankura & Paschim Medinipur districts.	4 districts		
	xii	Board Meeting of West Bengal State Seed Corporation	To be convened		
	xiii	Capacity Building on PMKSY (Watershed Development) for contractually engaged WDT members.	160 trainees in 4 batches		
April	i	SLSC meeting of RKVY	To be convened		
	ii	Meeting of IDWG (Inter Departmental Working Group) of ATMA (Agricultural Technology Management Agency) for progress & evaluation	To be convened		
	iii	Comprehensive review of agricultural activities of district by Directorate officers.	One district to be completed		
	iv	Meeting of State Variety Release Committee (SVRC) and West Bengal State Seed Committee for consideration of new variety release	To be convened		
	v	Meeting in batches of State Level DPR Approval Committee for approval of 42 DPRs of Batch-IV projects under IWMP i.e. PMKSY (Watershed Development)	42 projects of Batch-IV		

Department of Agriculture

Month	Activity		Target (s)	Status/ Achievement	Remarks
1	2		3	4	5
May	i	Comprehensive review of agricultural activities of district by Directorate officers.	One district to be completed		
	ii	Contingency Plan against natural calamity on the basis of forecast report by IMD	To be finalised		
	iii	Meeting of Seed Rolling plan by Directorate	To be convened		
	iv	Distribution of Kharif Paddy Seed and Critical inputs for Demonstration (40,000 Ha)	To be commenced		
	v	Distribution of Seeds of Arahara & Kharif Groundnut of Arhar 3000ha, Groundnut-1000 ha	To be commenced		
	vi	Baseline Report by AFC India Ltd. of IWMP under MELD of 119 projects of Batch-III & IV	To be submitted		
June	i	Rabi & Rabi-Summer Cropping Plan of Govt. Farms.	To be completed		
	ii	Surveillance & Status of Kharif seed bed.	To be finalised		
	iii	Weather-condition review & modification of contingency plan as required.	To be finalised		
	iv	District of Kharif Paddy Seed and Critical inputs for Demonstration (40,000 Ha)	To be completed		
	v	Beneficiary selection for Farm Mechanisation, Custom Hiring Centre(CHC) etc.	To be completed		
	vi	Comprehensive review of agricultural activities of district by Directorate officers.	One district to be completed		
	vii	Quarterly review meeting at Department with district level officers.	To be convened		
	viii	Board Meeting of West Bengal State Seed Corporation	To be Convened		
July	i	Meeting of Governing Body Of W.B.S.F.S.A.	To be convened		
	ii	Comprehensive review of agricultural activities of district by directorate officers.	One district to be completed		
	iii	Annual Audit Report for WBSFA, annual audit report, performance appraisal	to be submitted		
	iv	District Distribution of Seeds of Black Gram seeds (15,000 Ha)	To be completed		
	v	Rabi & Rabi-summer input requirement for schematic works.	To be finalised		
	vi	Review of Crop Coverage	To be complete		
	vii	State Level Workshop on MELD under PMKSY (Watershed Development) 119 projects of Batch-III&IV	To be completed		
	viii	Audit Report for the year 2015-16 (Batch-III&IV project)	To be completed		

Department of Agriculture

Month	Activity		Target (s)	Status/ Achievement	Remarks
1	2		3	4	5
August	i	IDWG review meeting on ATMA	To be convened		
	ii	SLCCI (State Level Committee for Crop Insurance) meeting	To be convened		
	iii	Comprehensive review of agricultural activities of district by Directorate officers.	One district to be completed		
	iv	Early Rabi Seed & input pre-positioning / distributions (Torla-12,000Ha)	To be commenced		
	v	Annual General Body Meeting of WBSWDA – Approval of Annual Report and Audit Report for the year 2015-16	To be convened		
September	i	Meeting of SLSC of RKVY	To be convened		
	ii	Comprehensive review of agricultural activities of district by Directorate officers.	One district to be completed		
	iii	Early Rabi Seed & input distribution (Torla - 12,000 Ha, Khesari 15,000Ha)	To be completed		
	iv	First Advanced estimate of Area, Yield & Production for current year	To be completed		
	v	Agricultural Insurance notification for Rabi crops	To be notified		
	vi	Board meeting and AGM of West Bengal State Seed Corporation Ltd.	To be completed		
	vii	Quarterly review meeting at Department with district level officers.	To be completed		
October	i	Fourth/Final estimate of AYP (Area, Yield & Production) of previous year	To be completed		
	ii	Programme, Planning & Implementation Committee (PPIC) meeting and Research activity for Rabi & pre-Kharif	To be convened		
	iii	Rabi seed & input pre-positioning, distribution (Wheat-12,000Ha, Rabi Pulses-30,000Ha. Mustard - 12,000Ha)	To be commenced		
	iv	Comprehensive review of agricultural activities of one district by Directorate officers.	To be completed		
November	i	Rabi seed & input pre-positioning, distribution (Wheat-12,000Ha, Rabi Pulses - 30,000Ha, Mustard - 12,000Ha)	To be completed		
	ii	Sale of seed potato through Fair Price Shop by WBSSC	Start of sale		
	iii	Preparatory meeting on Mati Utsav at Department	To be convened		
	iv	Revised Estimate on budget	To be completed		
	v	SLSC Meeting on PMKSY	To be convened		
	vi	Comprehensive review of agricultural activities of district by Directorate officers	One district to be completed		

Department of Agriculture

Month	Activity		Target (s)	Status/ Achievement	Remarks
1	2		3	4	5
December	i	Second Advanced estimate of Area, Yield & Production for current year	To be complete		
	ii	Block Krishi Mela	To be organised		
	iii	Preparatory meeting on Mati Utsab at Bardhaman	To be convened		
	iv	Comprehensive review of agricultural activities of district by Directorate officers.	One district to be completed		
	v	Meeting of Seed Rolling Plan by Directorate	To be convened		
	vi	Boro paddy Seed & Critical inputs of Demonstration Centres (Boro paddy-10,000 ha; Gram- 2,000ha.)	To be completed		
	vii	SLSC meeting of RKVY	To be convened		
	viii	Board Meeting of West Bengal State Seed Corporation	To be convened		
	ix	Quarterly review meeting at Department with district level officers	To be convened		

Department of Animal Resources Development

Month	Name of Deptt.	Target for Jan. to Dec., 2016
Jan.'16	ARD Deptt.	<ul style="list-style-type: none"> Review Meeting with all Dy. Director & POs of the Districts.
	WBLDC	<ul style="list-style-type: none"> Opening of 'Haringhata Meat' Sales Counter at Siriti (K.M.C. Premises). Opening of Blast Freezer, Deep Freezer and Packing Room at Belgachia. Establishment of Hygienic Chicken Dressing Unit cum Sale Counter – 6 Nos. Foundation Stone laying of Chicken & Pork Processing Plant at Phansidewa of Darjeeling District. Foundation Stone laying of Broiler Breeding Farm with Hatchery at Jatiakali, Jalpaiguri
	DAH&VS	<ul style="list-style-type: none"> Chick Distribution - 6 lakh Starting of one year Certificate Course of Livestock Development Assistant (PRANI RAKHSHAK) for unemployed youth in the Academy of Animal Resources Management (AARM) & Haringhata Farm at Haringhata of Nadia district and Animal Development Training Centre at Medinipur. Starting of a new 2000 capacity Black Bengal Goat Farm at Haringhata, Nadia Monitoring Meeting with BLDOs - 2 Nos.
	WBUAFS	<ul style="list-style-type: none"> Foundation stone laying of Veterinary College at Ramsai, Jalpaiguri Revival of Students' Dairy at Mohonpur, Nadia Faculty Council Meeting
	PBGSSBS	<ul style="list-style-type: none"> Foundation stone laying of Murrah Buffalo Bull Mother Farm at Turkidanga, Bishnupur, Bankura.
	MOTHER DAIRY	<ul style="list-style-type: none"> Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	ARD Deptt.	<ul style="list-style-type: none"> Monitoring Meeting with heads of organisation under the Deptt. i.e. DAH&VS; MC; CEO, PBGSSBS; MD, WBCMPFL etc. Holding of meeting of State Animal Welfare Board.
	WBLDC	<ul style="list-style-type: none"> Opening of AC Food Court cum Sale Counter in front of ARD Campus at Salt Lake. Opening of Sale Counter for sale of Meat, Fish, Dairy products, Horticultural products at Iron Side Road, Ballygunge, Kolkata. Establishment of Hygienic Chicken Dressing Unit cum Sale Counter – 10 Nos.
	DAH&VS	<ul style="list-style-type: none"> Chick Distribution - 7 lakh Monitoring Meeting with BLDOs - 1 No.
	MOTHER DAIRY	<ul style="list-style-type: none"> Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation Installation and commissioning of 100 KLD Effluent Treatment Plant at State Dairy, Burdwan Repairing & renovation of Packaging Plant of Mother Dairy Calcutta.
	WBUAFS	<ul style="list-style-type: none"> 10th Convocation of the University Executive Council Meeting

Month	Name of Deptt.	Target for Jan. to Dec., 2016
March.'16	ARD Deptt.	• Review Meeting with all Dy. Director & POs of the Districts.
	WBLDC	• Opening of Hygienic Chicken Processing Unit cum Sale Counter at Tollygunge, Kolkata.
		• Establishment of Hygienic Chicken Dressing Unit cum Sale Counter – 9 Nos.
		• Establishment of Cold Chain Transportation System for meat and meat products.
	DAH&VS	• Chick Distribution - 2 lakh
	MOTHER DAIRY	• Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
		• Installation & Commissioning of Utility Equipment at State Dairy, Durgapur for Product Plant
April.'16	WBUAFS	• Faculty Council Meeting
	WBCMPFL	• Expansion & Up-Gradation of Benmilk Training Centre at Berhampur, Murshidabad
	ARD Deptt.	• Monitoring Meeting with heads of organisation under the Deptt. i.e. DAH&VS; MC; CEO, PBGSBS; MD, WBCMPFL etc
	PBGSBS	• Commencement of four & half months Certificate Course for Community Animal Husbandry Worker (PRANI SEBEE)
	WBLDC	• Establishment of Modern Processing unit for non-conventional meat at Belgachia.
		• Introduction of Enterprise Resource Planning (ERP) system for Sales, Stock and general account management.
	DAH&VS	• Chick Distribution - 1.00 lakh
May.'16	WBCMPFL	• Creation of 2000Litre / day capacity chilling infrastructure in Bankura district under Kangsabati Milk Union
	WBUAFS	• Executive Council Meeting
	MOTHER DAIRY	• Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	ARD Deptt.	• Holding of meeting of State Animal Welfare Board.
	DAH&VS	• Chick Distribution - 1.00 lakh.
	WBUAFS	• Faculty Council Meeting
	WBD&PDCL	• Renovation of Plant shed at Siliguri Feed Milling Plant.
June.'16	MOTHER DAIRY	• Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
		• Development of online Integrated Single Platform Computerised System (Phase -I)
		• Strengthening of Transport System through infrastructure development of roads in the premises of Mother Dairy Calcutta, Dankuni
	WBLDC	• Construction of base kitchen at Belgachia.
	ARD Deptt.	• Review Meeting with all Dy. Director & POs of the Districts.
	WBLDC	• Launching of e-Shopping of Haringhata Meat (Home Delivery)
		• Construction of Cold Room for table egg at Belgachia.
	DAH&VS	• Chick Distribution - 5.00 lakh
		• Monitoring Meeting with BLDOs - 2Nos.
	WBD&PDCL	• Establishment of Floating Fish Feed Plant at Kalyani, Nadia
		• Construction of Godown at Salboni Feed Milling Plant, Paschim Medinipur

Month	Name of Deptt.	Target for Jan. to Dec., 2016
June.'16	Dte. of Dairy Development	• Handing over of Assets of Directorate of Dairy Development to Banglar Dairy Ltd., a 100% owned Company under ARD Department, Govt. of West Bengal.
	WBUAFS	• Executive Council Meeting
	MOTHER DAIRY	• Handing over of Assets of Mother Dairy Calcutta to Banglar Dairy Ltd., a 100% owned Company under ARD Department, Govt. of West Bengal.
		• Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	PBGSBS	• Foundation Stone laying of Frozen Semen Bull Station for exotic germplasm at Pedong, Darjeeling.
		• Starting of construction of Buffalo Bull Mother Farm at Turkidanga, Bishnupur, Bankura
July.'16	ARD Deptt.	• Monitoring Meeting with heads of organisation under the Deptt. i.e. DAH&VS; MC; CEO, PBGSBS; MD,WBCMPFL etc.
	DAH&VS	• Chick Distribution - 6.00 lakh
		• Monitoring Meeting with BLDOs - 3 Nos.
	MOTHER DAIRY	• Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	WBUAFS	• Faculty Council Meeting
		• Starting of Academic Session for B. F. Sc. & B. Tech (DT)
		• Introduction of courses on two years 'Diploma in Veterinary Pharmacy' (DVP) and one year 'Prani Sampad Bikash Sahayak Prasikhan' (PSBSP).
	WBLDC	• Establishment of quality control laboratory at Haringhata Meat Plant, Nadia.
Aug.'16	ARD Deptt.	• Review Meeting with all Dy. Director & POs of the Districts.
		• Holding of meeting of State Animal Welfare Board.
	MOTHER DAIRY	• Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	WBUAFS	• Starting of Academic Session for B. V. Sc. & A.H.
		• Executive Council Meeting
	DAH&VS	• Chick Distribution - 7.00 lakh
	WBLDC	• Renovation and remodelling of the existing Pig Slaughter House at Haringhata Meat Plant, Nadia.
		• Establishment of Cold Storage at District H.Q. – 2 Nos.
Sept.'16	ARD Deptt.	• Monitoring Meeting with heads of organisation under the Deptt. i.e. DAH&VS; MC; CEO, PBGSBS; MD,WBCMPFL etc.
	DAH&VS	• Chick Distribution - 6.00 lakh
	MOTHER DAIRY	• Establishment of 10 nos of Mother Dairy Outlets at different Districts for self-employment generation
	WBUAFS	• Faculty Council Meeting
	WBLDC	• Installation of Blast Freezer – 1 MT Cap/batch and Deep Freezer of 10 MT Cap. at Haringhata Meat Plant, Nadia
		• Establishment of Weigh bridge having capacity of 10 MT at Haringhata Meat Plant, Nadia.

Month	Name of Deptt.	Target for Jan. to Dec., 2016
Oct.'16	ARD Deptt.	. Review Meeting with all Dy. Director & POs of the Districts.
	WBUAFS	. Executive Council Meeting
	MOTHER DAIRY	. Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	DAH&VS	. Chick Distribution - 6.00 lakh
Nov.'16	ARD Deptt.	. Monitoring Meeting with heads of organisation under the Deptt. i.e. DAH&VS; MC; CEO, PBGSBS; MD,WBCMPFL etc.
		. Holding of meeting of State Animal Welfare Board.
	DAH&VS	. Chick Distribution - 7.00 lakh
	MOTHER DAIRY	. Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	WBUAFS	. Faculty Council Meeting
	WBLDC	. Establishment of Cold Storage at district H.Q. – 2 Nos.
		. Construction of Slaughter House for small animal including testing lab, office, personal hygiene, chilling, processing and storing at Haringhata Meat Plant, Nadia.
Dec.'16	ARD Deptt	. Review Meeting with all Dy. Director & POs of the Districts.
	DAH&VS	. Chick Distribution - 6 lakh
		. Monitoring Meeting with BLDOs - 2 Nos.
	MOTHER DAIRY	. Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
		. Modernization of Frick Ammonia Plant including installation of tonnage Compressor, condensor, etc. at Dankuni, Hooghly.
	WBLDC	. Establishment of Pig Slaughter line with Semi Automatic overhead chain conveyor and dehairing machine at Haringhata Meat Plant, Nadia.
		. Establishment of Cold Storage at district H.Q. – 2 Nos.
	WBUAFS	. Executive Council Meeting
	PBGSBS	. Completion of constructional works for up-gradation of Frozen Semen Bull Station, Beldanga, Murshidabad

Department of Backward Classes Welfare 2016

January	February	March	April
<p>(1) Commencement of Skill Training in Health sector (General Duty Assistant, Nursing, Medical Equipment Technician) – 700 candidates.</p> <p>(2) Extending benefits to 2,500 SC beneficiaries under Income Generation Programme.</p> <p>(3) Bhawiya Sangeet Final at Tufanganj-I, Coochbehar District.</p> <p>(4) Conferment of Shri Shri Thakur Harichand Guruchand Award.</p> <p>(5) Organising Gambhira Festival at Malda Sadar, Malda.</p> <p>(6) Distribution of bi-cycles to 12.00 lakh Beneficiaries.</p> <p>(7) Statutory State Level Vigilance and Monitoring Committee Meeting.</p> <p>(8) Submission of Statutory six monthly reports to GOI on PCR/ POA Act and Inter Caste marriage incentive.</p> <p>(9) State Monitoring Committee Meeting on Implementation of Manual Scavengers Act' 2013.</p> <p>(10) Publication of Compendium-I.</p>	<p>(1) Commencement of skill Training – Mobile Technician – 750 candidates.</p> <p>(2) Certification & distribution of Kits to 7,000 trainees of Ethnic Beauty care.</p> <p>(3) Initiation of construction activities of Common Facility Centre for artisans at Bolpur.</p> <p>(4) Extending benefits to 3,500 SC beneficiaries under Income Generation Programme.</p> <p>(5) Review of the activities of Ambedkar Centre for Excellence.</p> <p>(6) Expert consultation and preparation of scheme for construction of Dr. B.R. Ambedkar Residential schools at Bagdah, North 24 Parganas and Banarhat, Jalpaiguri.</p> <p>(7) Celebration of Chou Festival.</p> <p>(8) Celebration of Birth Anniversary of Thakur Panchanan Barma at Coochbehar.</p> <p>(9) Payment of Educational Scholarship to 2.00 lakh SC and OBC students.</p> <p>(10) Review of the construction of pending BJRCY Hostels.</p> <p>(11) Publication of Compendium-II.</p>	<p>(1) Quarterly Progress Report of Skill Development to Ministry of Social Justice and Empowerment, Govt. of India.</p> <p>(2) Quarterly Review Meeting of W.B. Commission for Backward Classes to monitor the status of application for inclusion in OBC List.</p> <p>(3) Certification & distribution of kits to 3,000 trainees of Ethnic Beauty Care Training Programme.</p> <p>(4) Completion of construction of two Girls Hostels under BJRCY in the District of South 24 Parganas.</p> <p>(5) Release of Share Capital to the Corporation under the Department.</p> <p>(6) Payment of Pre and Post-Matric Scholarship to 4.00 lakh SC and OBC Students.</p> <p>(7) Extending benefits to 3,000 SC beneficiaries under Income Generation Scheme.</p>	<p>(1) Commencement of the running of Girls' Hostels under BJRCY at Gopinathpur, in the District of West Medinipur.</p> <p>(2) Commencement of the running of two Hostels (1 Boy + 1 Girls) under BJRCY.</p> <p>(3) Initiation of the process for selection of SC students for JEE Coaching.</p> <p>(4) Submission of proposals to G.O.I for allocation of fund to various schemes.</p> <p>(5) Finalization of Action Plan 2015-16 for Corporation.</p> <p>(6) Allocation of fund to the District offices for Educational scholarships.</p> <p>(7) Initiation of the Scheme of Sikshashree for 2016 – Meeting with the Bankers and schools at District and Block level for a target of 13.50 lakh SC students.</p> <p>(8) Completion of the construction of Girls' Hostel under BJRCY in the District of South 24 Parganas.</p> <p>(9) Birth Day Celebration of B.R. Ambedkar on 14th April.</p>

May	June	July	August and September
<p>(1) Initiation of the process for inviting applications under Sikshashree for a target of 13.05 lakh SC students.</p> <p>(2) Distribution of benefits to 1,500 SC beneficiaries under Income Generation Scheme.</p> <p>(3) Circulation of Action Plan of the W.B. SC ST Development & Finance Corporation to all Districts.</p> <p>(4) Sending Action Plan of SCA to SCP for the year 2016-17 to Ministry of Social Justice, GOI.</p> <p>(5) Completion of construction of Boys Hostel under BJRCY at Itahar in the District of Uttar Dinajpur.</p> <p>(6) Initiation of the process for selection of beneficiaries for Security Guard Training Programme.</p> <p>(7) Inviting application for Pre-Matric Scholarships for SC students.</p>	<p>(1) Preparation of Annual Administrative Report.</p> <p>(2) Commencement of Ethnic Beauty Care Programme.</p> <p>(3) Quarterly Review Meeting with WB Commission for Backward Classes regarding inclusion in the OBC list.</p> <p>(4) Career Aptitude Test for 750 awardees of Ambedkar Medha Puraskar.</p> <p>(5) Submission of proposals to Govt. of India for allocation of fund for various educational schemes.</p> <p>(6) Submission of quarterly report of skill development to Govt. of India.</p> <p>(7) Completion of construction of Girls Hostel under BJRCY.</p>	<p>(1) State Monitoring Committee Meeting on implementation on Manual Scavengers Act 2013.</p> <p>(2) Statutory meeting of State Level Vigilance and Monitoring Committee.</p> <p>(3) Submission of Statutory Annual Report to Ministry of Social Justice and Empowerment about the implementation of PCR & POA Act and payment of incentive to Inter Caste marriage.</p> <p>(4) Completion of the construction of 2 Central Hostels under BJRCY (1 Boys + 1 Girls) in the Dist. of Dakshin Dinajpur.</p> <p>(5) Selection of beneficiaries under economic development Schemes of the Corporations.</p> <p>(6) Selection of SC Trainees for Plastic Engineering and Technology Training.</p> <p>(7) Submission of proposals to Apex Corporations for implementation of self-employment schemes.</p> <p>(8) Inviting applications for Post Matric Scholarship to SC/OBC students.</p>	<p>1) Upkeep of 200 hostels.</p> <p>2) Payment of scholarship for 3.00 lakh students under Sikshashree.</p> <p>3) Sponsoring 5,500 cases under SCA to SCSP to Banks.</p> <p>4) Review of the utilization of the fund released in first quarter.</p> <p>5) Release of 2nd installment of fund under various schemes.</p> <p>6) Review of construction of hostel under BJRCY at Kamakhyaguri, Alipurduar.</p> <p>7) Commencement of Central Hostels for Boys under BJRCY in the District of Nadia.</p> <p>8) Initiation of Proposal for maintenance of School Attached Hostel @Rs.400 for 55,000 students.</p>
October and November		December	Regular schemes/ programmes executed every month throughout the year
<p>(1) State Level Review Meeting of W.B. SC ST Dev & Finance Corporation.</p> <p>(2) Extending benefits to 5,500 beneficiaries under CD Schemes under SCA to SCSP.</p>	<p>(1) Sanctioning Education loan applications for SC students – 120 cases.</p> <p>(2) Submitting the Statutory Annual Report to Govt. of India</p>	<p>• Monitoring implementation of reservation norms – by different departments of the State Government.</p> <p>• Verification and authentication of Register of Appointments of various State Govt. Departments, school and colleges etc.</p>	

October and November	December	Regular schemes/ programmes executed every month throughout the year
(3) Sponsoring of 5,500 cases under Income Generation Schemes.	on PCR /POA Act and payment of incentive to Inter Caste Marriage.	● Issuance of Caste Certificate – coordination with District /Sub-Divisional Officer.
(4) Payment of scholarship to 6.00 lakh students under Sikshashree.		● Inspection of Hostels by District Offices by the designated officers ;
(5) Preparatory work for awarding B.R. Ambedkar Medha Puraskar to meritorious Madhyamik passed SC students.	(3) Submission of Quarterly Report to G.O.I. on skill Development.	● Conducting research on various Scheduled Castes ;
(6) Review of the works of Ambedkar Centre for Excellence.	(4) Monitoring of sanctioned fund of 2 nd quarter and collection of U/Cs.	● Granting of educational loans.
(7) Preparatory works for Dignity 2016 – Observance of 1873 Movement for Dignity and Equality before law. This programme includes Sarigan, Kabigan and Bachari Baich etc.	(5) Quarterly Review Meeting with W.B. Commission for Backward Classes regarding inclusion in the OBC list.	● Monthly meeting of PO-cum-DWOs of the district.
	(6) Award of B.R. Ambedkar Medha Puraskar to 750 SC Students.	● Physical and financial progress of the schemes executed from the central fund generally submitted in the month of December.
	(7) Organizing Dignity 2016.	
	(8) Organizing “Boul” Festival.	
	(9) Organizing “Jhumur” Festival.	
	(10) Payment of Pre-Matric and Post-Matric Scholarships to 4.00 lakh SC and OBC students.	

Note: -

1. Focus has been given to cover more female beneficiaries than male in 2015-16. About 15,000 SC women will be covered under the Ethnic Beauty Care programme alone. This entrepreneurship programme will help empowering poor women in different ways. Moreover, about 1,000 women will be covered in Health sector through Skill training in Nursing Assistant and GDA courses.
2. The hostels under constructed under the “Babu Jagjeevan Ram Chattrawas Yojna” will be completed as per scheduled.
3. The existing system of Inspection of Hostels will continue.
4. Principal Secretary and Special Secretary will undertake quarterly tours to different districts in the following fashion North Bengal in the 1st Quarter, Purulia, Bankura, Paschim Medinipur in the 2nd Quarter, South & North 24 Parganas, Howrah, Hooghly, Burdwan in the 3rd Quarter and Malda, Murshidabad in the 4th Quarter.

Department of Biotechnology

Sl. No	Activities/ Schemes.	TARGET				REMARK
		January to March	April to June	July to September	October to December	
1.	Preparation of Biotech Policy	Cabinet Approval	Implementation of Biotech Policy.			
2.	Formation of Biosafety Committee	Department of Biotechnology, GOI to be approached approval to the formation of the Committee		The committee will be formed with Scientists / Experts from appropriate fields.		
3.	Formation of Institutional Animal Ethics Committee	Ministry of Environment and Forests, GOI to be moved for vetting.		The committee will be formed with Scientists/ Experts from appropriate fields.		
4.	DSIRCertificate for exemption of Custom Duties and Central Excise.	Department of Scientific & Industrial Research, GOI will be approached for the certificate.				
5.	Thrust on Patenting of Bio- diversified Indigenous Varieties of Crops.	Identification of location and species of Bio-diversified Crops	Project preparation and invitation of Expression of Interest of for finalisation of Executing Agencies.	Steps for execution of the Project		Total Project Cost Rs.50 Lakh. out of "Support to Professional Bodies" . H/A "3425-60-004-SP-006-31-02"
6.	Infrastructural Development of Kolkata Biotech Park	Proposal with Detail Project Report will be prepared.	To be sent to Department of Biotechnology, Govt. Of India for approval and funding.	Implement-ation -50%	Implement-ation -50%	Budget for preparation of DPR is Rs.15 lakh .out of "State Contribution to WBDCL. H/A- "5425-00-190-SP 001-54" Development work will be done on Central fund.
7.	Setting up of 3 (three) Regional Biotech Hub at Burdwan, Kalimpong and Bankura	DPR will be completed for Burdwan & Kalimpong Regional Hubs. The land for Bankura is yet to be finalised	10%	20%	20%	Total Budget- 12 Cr. (apprx.), i.e 4 Cr. for each Hub. 50% of the work will be completed during 2016 Rs. 6 Cr. is required for this purpose out of "Promotion of Biotechnology" H/A- "3425-60- 001-SP-001-31-02"

Sl. No	Activities/ Schemes.	TARGET				REMARK
		January to March	April to June	July to September	October to December	
8.	Organising Innovation Meet on Biotechnology.	10%	50%	40%	20%	Total project cost of Rs. 30 lakh. out of “Promotion of Biotechnology” H/A- “3425-60-001-SP -001-31-02”
9.	Projects on awareness generation regarding biotechnological benefits to rural populace (Lab to Land concept)	30%	30%	30%	10%	Total project cost of Rs.3.35Cr. out of “Promotion of Biotechnology” H/A- “3425-60-001-SP -001-31-02”
10.	Organising Seminars/ Conferences/ Lectures for R&D and awareness generation on Biotechnology for common people.	30%	20%	20%	30%	Expenditure proposed Rs.20 lakh. Expenditure to be met out of “Promotion of Biotechnology” H/A- “3425-60-001-SP -001-31-02”
11.	Implementation of Scheme entitled” “Biotechnology Based Opportunities Offered to Science & Technology Departments” (BOOST).	40%	40%	10%	10%	State aided Colleges/ Universities teaching Biosciences will be provided fund for developing infrastructure out of “Promotion of Biotechnology” H/A- “3425-60-001-SP -001-31-02” Project Cost of Rs.1.5 Cr.
12.	Funding on Research & Development Projects on Biotechnology	40%	20%	30%	30%	Total Project Cost Rs.4 Cr.out of “Scientific Research in Biotechnology”. H/A-“3425-60-004-SP-007-31-02”
13.	Upgradation of Common Instrumentation	20%	30%	30%	20%	Total project cost of Rs.3.95 Cr. “State Contribution to

Sl. No	Activities/ Schemes.	TARGET				REMARK
		January to March	April to June	July to September	October to December	
13.	Facility Centre with Highend Machines at Kolkata Biotech Park.	20%	30%	30%	20%	WBBDCL. H/A- "5425-00-190-SP-001-54"
14.	Fellowship to Students and Teachers of Colleges/ Universities pursuing PhD.	40%	10%	20%	30%	3 (three) Fellowships for Students and 2(two) fellowship for Teachers. Expenditure is Rs.5 lakh
15.	Plan for establishing a regulatory risk assessment of GM Crops.	30%	30%	30%	10%	Total Budget Rs.10 lakh out of "Promotion of Biotechnology". H/A-"3425-60-001-SP-001-31-02"
16.	Inspection of the Projects on biotechnology under implementation	2 inspections per month				
17.	Inspection of the Projects on Research and Development funded by DBT, WB to Colleges, Universities and Research Institution.	2 inspections per month				
18.	Meeting of Departmental Technical Committee (Research and Development)	3	3	3	3	
19.	Monitoring meeting with the Officials of the Department	3	3	3	3	
20.	Council and Executive Committee meetings	At least once in a year.				

SI. No	Activities/ Schemes.	TARGET				REMARK
		January to March	April to June	July to September	October to December	
21.	Allocation of Space to Startup Biotech Companies and Research Institutes in the Kolkata Biotech Park.	30% 5(Five) Startup Biotech Companies to be provide with space of nearly 3000 Sq.ft. after screening	30% 5(Five) Startup Biotech Companies to be provide with space of nearly 3000 Sq.ft. after screening	30% 5(Five) Startup Biotech Companies to be provide with space of nearly 3000 Sq.ft. after screening	10% 1(one) Startup Biotech Companies to be provide with space of nearly 3000 Sq.ft. after screening	Total space available is about 10,000 Sq.ft. in 3 floors in the Kolkata Biotech Park.

Department of Civil Defence

January 2016 (Directorate of Civil Defence)

●	Supervision over rehearsal by Civil Defence contingents for participating in the Republic Day Parade 26 th January 2016 and organizing Specialized Training at Kalyani by Directorate of Civil Defence.
●	Annual Inspection of WWCD Complex and store by Directorate of Civil Defence.
●	Setting up Medical Camp and exhibition at Outram Ghat during Gangasagar Mela by Directorate of Civil Defence.
●	Supervision over WWCD & WBCEF deployed on Gangasagar Mela duties by Directorate of Civil Defence.
●	Taking follow-up action for allocation of fund under Centrally sponsored Schemes with Directorate CD/HG, MHA, New Delhi and its execution.
●	Coordination with other Govt. agencies/NGOs by Directorate of Civil Defence.
●	Inspection of ongoing construction works at WWCD Kalyani & WBCEF, Howrah by Directorate of Civil Defence.
●	Routine and normal work of the office.

WBNVF

●	Meeting with officers & staff of other units.
●	Meeting with other unit officers & staff regarding progress of different projects.
●	Meeting with superior officers.
●	Inspection of Training programme.
●	To organize Republic Day parade for all units.
●	To organize Combined Annual Sports Meet, 2016.
●	Day to day various official works.
●	Inspection of Training / parade of 16th batch W.B.N.V.F Trainee Volunteer.
●	Visit at different units.
●	Initiation of proposal for Repairing / renovation of Hard Pit including construction of open Sheet 16' × 40' of WBNVF Trg. Centre, Kalyani.

HOME GUARDS ORGANISATION

●	Mobilization at Ganga Sagar Mela.
●	Sports of HGVs.
●	Participation of HGVs in Republic Day Parade.
●	Laying foundation at BWHG Hqr. at Halisahar.
●	Basic Training of next to kin of deceased/incapacitated HGVs.
●	Half Yearly Conference.
●	Training on Yoga for BWHG personnel.
●	Provision of Emergency Lighting System.
●	Training on skill development.

February 2016 (Directorate of Civil Defence)

●	Taking follow-up action with Civil Defence Deptt. for sanction of different proposals concerning filling up vacancies in WWCD and WBCEF by Directorate of Civil Defence.
●	Supervision over ongoing specialised training at WBNVF, Kalyani mobilizing CDVs from all 20 districts including Kolkata @60 each by Directorate of Civil Defence.
●	Annual inspection of WBCEF by Directorate of Civil Defence.

●	To organize different training at CCDTI , Kolkata by Directorate of Civil Defence.
●	Enrolment drive for Civil Defence Volunteers at three sub-areas and arranging their basic training by Directorate of Civil Defence.
●	Routine and normal work of the office.

WBNVF

●	Initiation of Proposal for rest portion of Boundary Wall and 01 (one) Big Gate of W.B.N.V.F Training Centre, Kalyani.
●	Meeting with officers & staff of other units.
●	Meeting with other unit officers & staff regarding progress of different projects.
●	Meeting with superior officers.
●	Day to day various official units.
●	Visit at different units.
●	To organize Passing out Parade of 16th Batch W.B.N.V.F District Volunteers.

HOME GUARDS ORGANISATION

●	Basic Training of next to kin of deceased/incapacitated HGVs.
●	Laying foundation at Siliguri Commissionerate.
●	Provision of Communication System.
●	Mobilization Training in HG Units.
●	Sports in some Units.

March 2016 (Directorate of Civil Defence)

●	Visit & Inspection of WBNVF Training Centres Kalyani, Halisahar, Coochbehar and Kursheong by Directorate of Civil Defence.
●	Supervision over ongoing training at WBNVF, Kalyani by Directorate of Civil Defence.
●	To step up efforts to implement/execute all the plans/projects under Centrally sponsored and state plan budget subject to approval of Finance Department, Government of West Bengal.
●	Visit to WWCD & WBCEF by the appropriate authority of Directorate of Civil Defence
●	Routine & normal work of the office.
●	Refresher Training on zonal & Mock Drill to be organized by the Directorate of Civil Defence in different districts.

WBNVF

●	Meeting with officers & staff of other units.
●	Meeting with other units officers & staff regarding progress of different projects.
●	Day to day various official works.
●	Meeting with superior officers.
●	Initiation of proposal for Construction of new family quarter at W.B.NV.F. Training Centre, Cooch Behar.
●	Visit at different units.

HOME GUARDS ORGANISATION

●	Mobilisation Training in HG Units.
●	Procurement of Clothing Articles of HGVs.
●	Laying foundation stone in Hooghly District.
●	Provision of Force carrier to all the Districts.

April 2016 (Directorate of Civil Defence)

●	Visit to Multi Disciplinary Centre at Hatighisha, Siliguri, North Bengal by the appropriate authority of Directorate of Civil Defence.
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●	Visit to Multi Disciplinary Centre at Asansole by the appropriate authority of Directorate of Civil Defence.
●	Preparatory measures for deployment of Boats/OBMs and Manpower of Water Wing Civil Defence and West Bengal Civil Emergency Force to different flood prone districts from June till October 2016 by Directorate of Civil Defence.
●	Mock drill, Refresher Training on zonal to be conducted by Directorate of Civil Defence.
●	Supervision over training at CCDTI by Directorate of Civil Defence.
●	Routine & normal work of the office.

WBNVF

●	Meeting with officers & staff of other units.
●	Meeting with other unit officers & staff regarding progress of different projects.
●	Day to day various official works.
●	Meeting with superior officers.
●	Visit at different units
●	Initiaiton of proposal for 200 X 100 New Pump House and reserver at W.B.N.V.F Training Centre, Kalyani.
●	Initiaiton of proposal for Boundary Wall surrounding the newly constructed guest at W.B.N.V.F. Training Centre, Coochbehar.
●	Initiaiton of proposal for Approach road and main road to guest house at W.B.N.V.F. Training Centre, Coochbehar.

HOME GUARDS ORGANISATION

●	Computer Training of BWHG personnel.
●	Mobilisation Training of HGVs.
●	Laying foundation stone at Coochbehar.
●	Sensitization Programme on Law & Order & Internal Security duty.

May 2016 (Directorate of Civil Defence)

●	Supervision and visit to all three sub-areas in Kolkata by the appropriate authority of Directorate of Civil Defence.
●	Preparatory measures and training of Manpower for deployment in flood-prone districts to be undertaken by Directorate of Civil Defence.
●	Refresher training on zonal and Mock Drill to be organized by Directorate of Civil Defence in different districts.
●	Follow up action for allocation of fund under centrally sponsored scheme.
●	Visit to 1 st Bishwakarma Bn. at Durgapur by the appropriate authority of Directorate of Civil Defence.
●	Routine & normal work of the office.

WBNVF

●	Day to day various official works.
●	Meeting with officers & staff of other units.
●	Meeting with other unit officers & staff regarding progress of different projects.
●	Meeting with superior officers.
●	Visit at different units.
●	Initiation of proposal for Preparation of Parade Ground with Gallary and saluting base of W.B.N.V.F Trg. Centre, Kalyani.
●	Initiation of proposal for Sinking of 300 mm X 200 mm dia tube Well at W.B.N.V.F Training Centre, Halisahar.

HOME GUARDS ORGANISATION

●	Plan on Financial Management.
●	Training on Wireless/GPS etc.
●	Laying foundation of top floor construction of HG Hqr., Salt Lake.

June 2016 (Directorate of Civil Defence)	
●	Supervision over ongoing training courses at CCDTI, Kolkata by Directorate of Civil Defence.
●	Deployment of boats/OBM/Manpower of WWCD & WBCEF to different flood prone districts by Directorate of Civil Defence.
●	Visit and inspection of Central Training Institute, Gutlu, Itahar, Uttar Dinajpur by the appropriate authority of Directorate of Civil Defence.
●	Inspection of Civil Defence Resource Centres, Pursurah, Hooghly by the appropriate authority of Directorate of Civil Defence.
●	Routine & normal work of the office.
●	Refresher training on zonal and Mock Drill to be organized by Directorate of Civil Defence in different districts.

WBNVF

●	To organise 15(fifteen) days Jungle Training for W.B.N.V.F. District Volunteers subject to approval of Civil Defence Department.
●	Day to day various official works.
●	Meeting with officers & staff of other units.
●	Meeting with other unit officers & staff regarding progress of different projects.
●	Meeting with superior officers.
●	Visit at different units.
●	Initiation of proposal for Repairing / renovation of Sweeper Quarter of W.B.N.V.F. Trg. Centre, Kalyani.
●	Initiation of proposal for Construction of family quarter (B,C,D Staff) of W.B.N.V.F Training Centre, Halisahar.
●	Initiation of proposal for Construction of new guest house at W.B.N.V.F 1 st (Bk) Bn., Durgapur.
●	Initiation of proposal for Modernization of hospital of all units of W.B.N.V.F. Organization.

HOME GUARDS ORGANISATION

●	Selection for best HGV for the Independence Day.
●	Training on Yoga.
●	In-service Training on Stress Management of BWHG Bn.
●	Enrolment of higher rank HGVs.
●	Laying foundation stone at Howrah (Rural).

July 2016 (Directorate of Civil Defence)	
●	Tour to different flood-prone districts and area by the appropriate authorities of Directorate of Civil Defence.
●	Supervision over ongoing training courses at CCDTI, Kolkata by Directorate of Civil Defence.
●	Taking follow-up action on the annual inspection report held on different wings and units during the year-2016 by the Director of Civil Defence.
●	Visit to different CD units like MDCs-Asansole, Hatighisha and CDR Centres, Mohanpur and Basirhat by the appropriate authority of Director of Civil Defence.
●	Routine & normal work of the office.
●	To attend any disaster by the appropriate authority of Directorate of Civil Defence.

WBNVF

●	To organise 15(fifteen) days Jungle Training for W.B.N.V.F. District Volunteers subject to approval of Civil Defence Department.
●	Day to day various official works.
●	Meeting with officers & staff of other units.
●	Meeting with other unit officers & staff regarding progress of different projects.

●	Meeting with superior officers.
●	Visit at different units.
●	Initiation of proposal for Repairing of Metal Road and Katcha Road of W.B.N.V.F. Trg. Centre, Kalyani .
●	Initiation of proposal for Approach Road of W.B.N.V.F Trg. Centre, Halisahar for Parade Ground.
●	Initiation of proposal for Construction three storied buildings for trainee volunteers and regular staff of WBNVF Training Centre, Halisahar.
●	Initiation of proposal for Purchase of Small Arms (Pistol)/Modern automatic weapon.
●	Initiation of proposal for Construction new guest house at W.B.N.V.F. Training Centre, Kurseong.
●	To organise T.O.T. (Training of Trainer) to the Instructors.

HOME GUARDS ORGANISATION

●	Laying foundation stone at Paschim Medinipur.
●	Advance Training of HGVs.
●	Special Training of HGVs.
●	Half yearly Conference.
●	Health Check up of BWHG personnel.

August 2016 (Directorate of Civil Defence)

●	Supervision over ongoing courses at CCDTI, Kolkata by Directorate of Civil Defence.
●	Organising basic courses for enrolment of CDVs in all three sub-areas and warden courses by Directorate of Civil Defence.
●	Routine & normal work of the office.
●	To attend any disaster by the appropriate authority of Directorate of Civil Defence.

WBNVF

●	To organise 15(fifteen) days Jungle Training for W.B.N.V.F. District Volunteers subject to approval of Civil Defence Department.
●	Day to day various official works.
●	Meeting with officers & staff of other units.
●	Meeting with other unit officers & staff regarding progress of different projects.
●	Meeting with superior officers.
●	Visit at different units.
●	Celebration of Independence day.
●	Initiation of proposal for New office Buildings with Armoury of W.B.N.V.F Training Centre, Halisahar.
●	Initiation of proposal for Fencing wall on remaining part of WBNVF 1 st (Bk) Bn., Durgapur.
●	Initiation of proposal for Construction of new armoury buildings at W.B.N.V.F Training Centre, Coochbehar.
●	Initiation of proposal for Repairing and renovation of Govt. Family quarter at W.B.N.V.F Training Centre, Kurseong.
●	To organise T.O.T. (Training of Trainer) to the Instructors.

HOME GUARDS ORGANISATION

●	E-Tender Process.
●	Inspection for best kept HG Unit.
●	Laying foundation stone at Bankura.
●	Mobilisation Training of BWHG personnel.

September 2016 (Directorate of Civil Defence)

●	Follow-up action on annual inspection by Directorate of Civil Defence.
●	Visit to different units of WBNVF by the appropriate authority of Directorate of Civil Defence.
●	Follow-up action for sanction of pending proposals.
●	Preparatory Measures for deployment of CDRVs and CDVs for Durga Puja, Kali Puja and coordination meeting with different Govt. agencies by Directorate of Civil Defence.
●	Routine & normal work of the office.

WBNVF

●	To organise 15(fifteen) days Jungle Training for W.B.N.V.F. District Volunteers subject to approval of Civil Defence Department.
●	Day to day various official works.
●	Meeting with officers & staff of other units.
●	Meeting with other unit officers & staff regarding progress of different projects.
●	Meeting with superior officers.
●	Visit at different units.
●	Initiation of proposal for Renovation of Firing range of W.B.N.V.F Training Centre, Halisahar.
●	Initiation of proposal for Renovation of parade ground at W.B.N.V.F Training Centre, Coochbehar.
●	To organise T.O.T. (Training of Trainer) to the Instructors.

HOME GUARDS ORGANISATION

●	Procurement of Articles for up-gradation of HG Units.
●	Training on skill development.
●	Inspection for best kept HG Unit.

October 2016 (Directorate of Civil Defence)

●	Follow-up action for sanction of pending proposals.
●	Preparatory Measures for deployment of CDRVs and CDVs for Jagaddhatri Puja and coordination meeting with different Govt. agencies by Directorate of Civil Defence.
●	Routine & normal work of the office.
●	To attend any disaster by the appropriate authority of the Directorate of Civil Defence.
●	Mock drill at CCDTI, Kolkata with QRT members to be conducted by Directorate of Civil Defence.

WBNVF

●	Meeting with officers & staff of other units.
●	Meeting with other unit officers & staff regarding progress of different projects.
●	Day to day various official works.
●	Meeting with superior officers.
●	Visit at different units.

HOME GUARDS ORGANISATION

●	Durga Puja Mobilisation Plan.
●	Procurement of Items.
●	Selection of best kept HG Unit.
●	Best HG or HGO for Republic Day.
●	Review of Modernisation of Units.

November 2016 (Directorate of Civil Defence)

●	Follow-up action on annual inspection by Directorate of Civil Defence.
●	Follow-up action for sanction of pending proposals.
●	Preparation for organising 6 th December (Raising Day) Parade by Directorate of Civil Defence.
●	Preparatory Measures of organising Annual Sports of CD, WB & meeting with different Govt. agencies by Directorate of Civil Defence.
●	Routine & normal work of the office.
●	Closing of WWCD & WBCEF Manpower stock-taking of boats & manpower from monsoon deployment by Directorate of Civil Defence.

WBNVF

●	To organise 15(fifteen) days Jungle Training for W.B.N.V.F. District Volunteers subject to approval of Civil Defence Department.
●	Day to day various official works.

●	Meeting with officers & staff of other units.
●	Meeting with other unit officers & staff regarding progress of different projects.
●	Meeting with superior officers.
●	Visit at different units.
●	Initiation of proposal for Rest portion of Fencing Wall of W.B.N.V.F Training Centre, Halisahar.
●	Initiation of proposal for Renovation of family quarter at W.B.N.V.F 1 st (Bk) Bn., Durgapur.

HOME GUARDS ORGANISATION

●	Procurement of special Items.
●	Sensitivity on cleanliness, Hygiene, Sanitation etc.
●	Mobilisation Training of BWHG personnel.
●	Advance Training of HGVs.

December 2016 (Directorate of Civil Defence)

●	Supervision over the rehearsal of CD contingents participating in the 6 th December (Raising Day of CD & HG) Parade and Annual sports by Directorate of Civil Defence.
●	Visit to different units of WBCEF and WWCD by the appropriate authority of Directorate of Civil Defence.
●	Routine & normal work of the office.
●	To attend any disaster by the appropriate authority of Directorate of Civil Defence.
●	Preparatory Measures for deployment of WWCD & WBCEF personnel and boats/OBMs to Gangasagar Mela and setting up Medical Camp at Outram Ghat, Kolkata by Directorate of Civil Defence.
●	Preparatory Measures for deployment of WWCD & WBCEF personnel and boats/OBMs to Gangasagar Mela and setting up Medical Camp at Outram Ghat, Kolkata by Directorate of Civil Defence.
●	Assessment of overall performance of WBCD Dte. and initiating necessary measures to invigorate the Dte. for better performance.
●	Celebration of Raising Day of Home Guards.

WBNVF

●	To organise 15(fifteen) days Jungle Training for W.B.N.V.F. District Volunteers subject to approval of Civil Defence Department.
●	Day to day various official works.
●	Meeting with officers & staff of other units.
●	Meeting with other unit officers & staff regarding progress of different projects.
●	Meeting with superior officers.
●	Visit at different units.

HOME GUARDS ORGANISATION

●	Observation of Home Guard Raising Day.
●	Driving Training.
●	Supply of Booklet, Compendium on duties of HGVs (Do's & Don'ts).
●	Review on Projects under Construction.
●	Declaration of best kept HG Unit.
●	In-service training of BWHG personnel.

Department of Commerce and Industries

Month/ Period	Activity / Target
Commerce & Industries Department	
January	Amendment of Incentive Policy
January	Publication of West Bengal Minor Mineral Concession Rules, 2016
January	Revision of royalty rates of minor minerals
January	Preparation of Economic Review 2015-16
February	Finalization of e-auction platform in connection with competitive bidding for grant of mining leases
February	Preparation of Budget Speech for the FY 2016-17
March	Engagement of Transaction Advisor for revamping / remodelling of Government Presses
March	Commencement of the Survey work for land acquisition for rail-road connectivity for Bhore Sagar Port
March	Final Publication of Minor Mineral (Auction) Rules, 2016
March	Preparation of Departmental Budget for the FY 2016-17
April	First Review of Bhore Sagar Port progress
April	Publication of District Mineral Foundation Rules, 2016
April	Commencement of construction of Auditorium at Shilpa Sadan
May	Handing over of SIDCL Land to WBIDC
May	Commencement of procurement of stationary items by Superintendent of Stationary for various departments of State Government
June	Preparation of Annual Administrative Report
June	Launching of e-office
June	Preparation of Maritime Road Map
July	Commencement of construction of Record Room at Shilpa Sadan
July	Preparation of Maritime Policy
August	Identification of Shelf of schemes under the Sagarmala Project
August	Commencement of construction of Training Hall at Shilpa Sadan
September	Preparation of the Rejuvenation Plan for the Government Presses
September	Second Review of Bhore Sagar Port progress
November	Commencement of execution of the approved rejuvenation plan for the Government Presses
November	Commencement of work for development of Industrial Park on SIDCL Land
November	Commencement of implementation of Action Plan
December	Disposal of old and abandoned machines of the three Presses under Controller of Printing and Stationery
December	Installation of roof top Solar Plant at Shilpa Sadan
Directorate of Industries	
January	Launching of Single Window System
January to December	Review on Assistance to State for Infrastructure Development of Exports and Industrial Infrastructure Upgradation Schemes — Quarterly basis
September	Construction of Fulbari ICP
October	Export Logistic Hub: Dry Port for Cargo at Dabgram, District - Jalpaiguri
November	Setting up of Tea Logistic Hub at Dabgram, District - Jalpaiguri

Month/ Period	Activity / Target
Directorate of Mines & Minerals	
May	Development of Web-Portal of Directorate of Mines & Minerals, West Bengal, Receipt of on-line applications for prospecting license, mining lease, etc.
October	Digital conversion of Geological reports (30 nos.) for web-portal service of DMM, WB.
November	Review of Geological reports with g-truth verification (30 nos.) for auctioning of mineral resources
December	Completion of Test Drilling around Kutni deposit, PS Boro in Purulia district in collaboration with WBMDTCL
December	Estimation of potentiality of occurrence of Silica Sand and Clay (pitting- 20 nos, shallow drilling up to 50 m.) in Bankura district
December	Assessment of grade wise potentiality of riverbed occurrence of Dolomite (8 km. stretch) at PS Kumargram, Jalpaiguri district
Registrar of Firms	
April	a) New registration of Societies b) Submission of Annual Returns c) Amendments The above services will be made online under e- District under the aegis of IT Department.
April	Initiation of process of digitization of old records & networking up to district level in the Office of the Registrar of Firms, Societies & Non-Trading Corporations.
December	Introduction of on-line registration of partnership firms in the office of the Registrar of Firms, Societies & Non-Trading Corpns. for quick disposal of registration process.
WBIDC Ltd.	
January	Organisation of BGBS 2016
January	Finalisation of Master Plan of Raghunathpur Industrial Park.
January to December	Allotment of land as per applications; Monitoring of Projects being set up; development of infrastructure of parks; Disbursement of incentives; publicity and promotion for attracting investments to W.B. - yearlong activities of WBIDC
February	Commencement of construction of Garment Park at Budge-Budge
WBIDC Ltd.	
February	Concept Layout for Haringhata Industrial Park.
February	Completion of Gate Structure for Vidyasagar Industrial Park, Kharagpur.
March	Completion of project of Gems & Jewellery Park, Ankurhati.
March	Completion of NH Access connectivity to Panagarh Industrial Park.
March	<ul style="list-style-type: none"> • Work order for construction of Garment Park at Budge-Budge, Phase-I. • Issuance of sale notice for the sale of Calcutta Edible Oil.
April	Finalisation of Master Plan of Goaltore Industrial Park.
April	Completion of Social Infrastrucure works at Vidyasagar Park, Kharagpur.
April	Construction of Truck Parking Facility at Rishi Bankim Shilpodyan.
May	Draft feasibility report of a minor port in the district of Purba Medinipur from TA.
June	Draft Master Plan for Haringhata Industrial Park.
June	DPR for Amritsar-Kolkata Industry Corridor (to be received from DMICDC, Delhi)
July	Draft Master Plan for Haringhata Industrial Park.
August	RFP for a minor port in the district of Purba Medinipur.

Month/ Period	Activity / Target
September	Commencement of process for selection of a JV partner for development of a minor port in the district of Purba Medinipur.
October	Commencement of infrastructure development works for Haringhata IP
November	Commencement of work for Silk Park at Mahesh, Serampore.
December	Completion of internal road works for Plasto Steel Park - Phase-III
WBIIDC	
January	Completion of works under Backward Classes Welfare Department.
February	Commencement of development works under Bidhan Chandra Krishi Viswavidyalaya, Nadia.
March	Development of New Web Portal of WBIIDC
April	Engagement of Transaction Advisor for developing a comprehensive Industrial Growth Centre wise action plan.
May	Completion of modernization and upgradation of infrastructure works of different Industrial Growth Centres as taken up in last quarter of FY 2015-16
June	Completion of development works under West Bengal Pharmaceuticals & Phytochemical Development Corpn. Ltd.
WBIIDC	
June	Completion of development works at Falta Growth Centre, Sector V
July	Feasibility draft report on Comprehensive Plan for IGCs – indicative feasibility report for WBIIDC IGCs as a Logistic Neural Network
August	Preparation of action plan for decentralized management systems at individual growth centers
September	Final Report from TA on Comprehensive Plan for IGCs
October	Appraisal of human resources for WBIIDC
November	Draft Vision document for WBIIDC
December	Re-orientation, training and re-deployment of existing human resources based on action plan and vision document for WBIIDC
WBMDTCL	
January to March	Production of 6000 MT of Quartz & Feldspar at Mirmi Project, Purulia
January to March	Finalisation of selection of Mine Developer & Operator in respect of Trans Damodar Coal Mine of DPL and execution of Agreements
January to July	Exploration work through diamond core drilling at Kutni, Purulia for sourcing of apatite with target of 660 meterage drilling in 6 boreholes in 2 locations.
January to December	Production of 500000 MT of Black stone at Pachami Project, Birbhum
January to December	Pre -Exploration and Exploration activities in Deocha-Pachami-Dewanganj-Harinsingha Coal Block of Bengal-Birbhum Coalfields Limited
January to December	Monthly Review Meetings with the Mine Developers & Operators in respect of non-coal and coal mining and exploration projects.
April to December	Production of 2000 cubic meter of Granite Block from deposits at Purulia
April to December	Production of 15000 MT of Fire Clay at Malti Project, Purulia.
April to December	Exploration work for sourcing of Iron Ore in Paschim Medinipur, Bankura and Purulia Districts in collaboration with KIOCL Ltd.
April to December	Monthly monitoring and overseeing the mining activities of the selected Mine Developers & Operators of the above mentioned 6 coal mines of WBPDCCL and DPL.

Department of Consumer Affairs

Activity	Sub-activity	Jan 16	Feb 16	Mar 16	April 16	May 16	June 16	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Remarks
1. Consumer Awareness	(i) Participation in Melas/Social gatherings for spreading Consumer Awareness	205 (including Kolkata Book Fair and other important Melas like Gangasagar Mela, Uttarbanga Utsav, Vivek Mela etc.)	135 (including Mukutmanipur Mela, Bishnupur Mela, Bidhannagar Mela, Digha Beach Festival, Raibaghini Mela, Bratachari Mela)	25 (including Jalpesh Mela, Uttardinaipur Boi Mela etc.)	50	40	145	165	55	90	215	120 (Rash Mela)	210 (including Poush Mela, New Town Mela)	
	(ii) Awareness Campaign with Street Theatre, Puppet Show, Magic Show, Tableau & Grass root level interactive sessions	490	445	355	50	50	210	215	195	460	545	365	325	
	(iii) Workshop with Consumer Clubs	164	144				118	121						
	(iv) Regular Awareness Programme through Electronic Media like Doordarshan, FM Channels etc., Hoarding, Flex banner, CTC, State Transport Authorities etc.													Round the year

Activity	Sub-activity	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Remarks
	(v) Special Awareness Programme			Observance of World Consumer Rights Day								Kreta Sura-ksha Mela	Observance of National Consumer Day	
2. Training	Training for Departmental Officers related to Consumer Affairs					Training from April, 2016 to December, 2016								
3. Departmental Coordination & Review Meeting														
4. Setting up of additional Benches of State Commission			Renovation of Building at Asansol			Renovation of Building at Sili-guri	Placement of manpower and start-up of Assan-sol Additional Bench	Placement of manpower and start-up of Sili-guri Additional Bench						
5. Training of Presidents & Members of District Forums through WBNUJS		1st Batch					2nd Batch			3rd Batch				
6. Training of Ministerial staff & DEO & DMA of District Forums								1 st Batch				2 nd Batch		In collaboration with the A. T. I

Activity	Sub-activity	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sep.	Oct	Nov	Dec	Remarks
6. State Commission at ATI														
7. Lok ADA-LAT in all District Fora & State Commission					2 nd April			23 rd July					3 rd Dec	To be arranged by District Fora & State Commission
8. Meeting of District Consumer Protection Council														
9. Meeting of District Consumer Protection Council								All Districts					All Districts	Designated Officer Assistant Director of the District Concerned
10. Standardization of Weights & Measures	(i) Verification of secondary standards used by Legal Metrology Laboratories from Regional Laboratories													
	(ii) Verification of working Standards used by Legal Metrology Officers			20%					60%				20%	
	(iii) Enforcement													
Two in each month by each LMO														

Activity	Sub-activity	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Remarks
	(iv) Verification of Weights & Measures used by Traders	At least two verification camp by each LMO under his jurisdiction in every month												
	(v) Awareness Programme	Along with the CA & FBP awareness programme												
	(vi) Training of LMOs at IILM, Ranchi													
	(vii) e- Governance Project of Legal Metrology			Finalisation of specifications			Call for Bids			Procurement of equipment and integration		Training of Legal Metrology Officers	Implementation	
														Round the year
11. West Bengal Right to Public Services Act, 2013	(i) Publicity through all types of Media													Round the year
	(ii) Participation in Melas/ Social gatherings for spreading Awareness to the Public regarding WBRTPS Act, 2013													Round the year

Activity	Sub-activity	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Remarks
	(iii) Training of Departmental Officials on WBRTPS Act, 2013							Training from April, 2016 to December, 2016						
	(iv) Review meeting with the Nodal Officers of the Departments issued Notification under the WBRTPS Act, 2013													
	(v) Observance of Right to Public Service Day													

Department of Co-operation
January-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies (in No.)	1
2.	Procurement of Paddy & other Agril. Produce (in MT)	150000
3.	Infrastructure (to be taken up / completed) (in No.)	5
4.	Disbursement of Crop Loan (Rs. in lakh)	40700.00
5.	No. of KCC beneficiaries to be given loan (in No.)	191900
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	2040.00
7.	No. of SHGs to be financed (in No.)	2950
8.	Distribution of Agril. Inputs (Rs. in lakh)	4000.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2650.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme to be held (in No.)	120

February-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies	2
2.	Procurement of Paddy & other Agril. Produce (in MT)	150000
3.	Infrastructure (to be taken up / completed) (in No.)	6
4.	Disbursement of Crop Loan (Rs. in lakh)	22800.00
5.	No. of KCC beneficiaries to be given loan (in No.)	119300
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	2770.00
7.	No. of SHGs to be financed (in No.)	2360
8.	Distribution of Agril. Inputs (Rs. in lakh)	2500.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2400.00
10.	Storing of Potato (in MT)	150000
11.	Training Programme to be held (in No.)	130

March-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies	1
2.	Procurement of Paddy & other Agril. Produce (in MT)	150000
3.	Infrastructure (to be taken up/completed) (in No.)	4
4.	Disbursement of Crop Loan (Rs. in lakh)	1200.00
5.	No. of KCC beneficiaries to be given loan (in No.)	10000
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	3710.00
7.	No. of SHGs to be financed (in No.)	1180
8.	Distribution of Agril. Inputs (Rs. in lakh)	3000.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2500.00
10.	Storing of Potato (in MT)	150000
11.	Training Programme to be held (in No.)	120
12.	Publication of Administrative Report - 2013-14	1

April-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies	1
2.	Procurement of Paddy & other Agril. Produce (in MT)	150000
3.	Infrastructure (to be taken up / completed) (in No.)	2
4.	Disbursement of Crop Loan (Rs. in lakh)	61900.00
5.	No. of KCC beneficiaries to be given loan (in No.)	338500
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	1630.00
7.	No. of SHGs to be financed (in No.)	1180
8.	Distribution of Agril. Inputs (Rs. in lakh)	1000.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2650.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme to be held (in No.)	120

May-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies	2
2.	Procurement of Paddy & other Agril. Produce (in MT)	150000
3.	Infrastructure (to be taken up/ completed) (in No.)	2
4.	Disbursement of Crop Loan (Rs. in lakh)	12000.00
5.	No. of KCC beneficiaries to be given loan (in No.)	73000
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	1550.00
7.	No. of SHGs to be financed (in No.)	2950
8.	Distribution of Agril. Inputs (Rs. in lakh)	1000.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2500.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme to be held (in No.)	130

June-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies	2
2.	Procurement of Paddy & other Agril. Produce (in MT)	100000
3.	Infrastructure (to be taken up / completed) (in No.)	3
4.	Disbursement of Crop Loan (Rs. in lakh)	9600.00
5.	No. of KCC beneficiaries to be given loan (in No.)	58300
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	1710.00
7.	No. of SHGs to be financed (in No.)	4720
8.	Distribution of Agril. Inputs (Rs. in lakh)	2500.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2400.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme to be held (in No.)	130

July-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies	1
2.	Procurement of Paddy & other Agril. Produce (in MT)	100000
3.	Infrastructure (to be taken up / completed) (in No.)	3
4.	Disbursement of Crop Loan (Rs. in lakh)	14000.00
5.	No. of KCC beneficiaries to be given loan (in No.)	85000
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	1910.00
7.	No. of SHGs to be financed (in No.)	4720
8.	Distribution of Agril. Inputs (Rs. in lakh)	5000.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2650.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme to be held (in No.)	120
12.	Samabay Bhavan (Inauguration at Paschim Medinipur)*	1

**This is a carried over project from the year 2014.*

August-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies	2
2.	Procurement of Paddy & other Agril. Produce (in MT)	50000
3.	Infrastructure (to be taken up / completed) (in No.)	4
4.	Disbursement of Crop Loan (Rs. in lakh)	14700.00
5.	No. of KCC beneficiaries to be given loan (in No.)	89500
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	2460.00
7.	No. of SHGs to be financed (in No.)	3540
8.	Distribution of Agril. Inputs (Rs. in lakh)	4500.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2800.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme to be held (in No.)	130

September-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies	1
2.	Procurement of Paddy & other Agril. Produce (in MT)	Nil
3.	Infrastructure (to be taken up / completed) (in No.)	3
4.	Disbursement of Crop Loan (Rs. in lakh)	25900.00
5.	No. of KCC beneficiaries to be given loan (in No.)	91500
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	1690.00
7.	No. of SHGs to be financed (in No.)	3540
8.	Distribution of Agril. Inputs (Rs. in lakh)	3500.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2900.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme to be held (in No.)	120
12.	Samabay Bhavan (Inauguration at Purulia)	1

October-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies	1
2.	Procurement of Paddy & other Agril. Produce (in MT)	Nil
3.	Infrastructure (to be taken up / completed) (in No.)	4
4.	Disbursement of Crop Loan (Rs. in lakh)	30000.00
5.	No. of KCC beneficiaries to be given loan (in No.)	135000
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	1370.00
7.	No. of SHGs to be financed (in No.)	2460
8.	Distribution of Agril. Inputs (Rs. in lakh)	3000.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2900.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme to be held (in No.)	120

November-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies	2
2.	Procurement of Paddy & other Agril. Produce (in MT)	Nil
3.	Infrastructure (to be taken up / completed) (in No.)	4
4.	Disbursement of Crop Loan (Rs. in lakh)	31000.00
5.	No. of KCC beneficiaries to be given loan (in No.)	128000
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	2430.00
7.	No. of SHGs to be financed (in No.)	5900
8.	Distribution of Agril. Inputs (Rs. in lakh)	5000.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2650.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme to be held (in No.)	130
12.	Samabay Bhavan (Inauguration at Malda)	1

December-2016

Sl. No.	Particulars	Projection
1.	Review Meetings with Officers & Societies	2
2.	Procurement of Paddy & other Agril. Produce (in MT)	50000
3.	Infrastructure (to be taken up / completed) (in No.)	5
4.	Disbursement of Crop Loan (Rs. in lakh)	46200.00
5.	No. of KCC beneficiaries to be given loan (in No.)	150000
6.	Issue of Agril. & Agril.-allied Loan (Rs. in lakh)	1730.00
7.	No. of SHGs to be financed (in No.)	6000
8.	Distribution of Agril. Inputs (Rs. in lakh)	5000.00
9.	Sale of Consumers' Articles (Rs. in lakh)	2500.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme to be held (in No.)	130
12.	Publication of Administrative Report - 2014-15	1

Department of Correctional Administration, West Bengal

I. Regular interventions on capacity building and regulatory functions

1.	Basic Training Course for newly recruited Staff and in service course at Regional Institute of Correctional Administration.
2.	Basic Training Courses for newly recruited Staff at Training Institute, Midnapore.
3.	Vocational Training Course for Inmates.
4.	Participation of inmates in different Cultural Programmes like : (a) Drama, (b) Dance, (c) Drawing, (d) Art exhibition etc.
5.	Processing of Renewal of contract in respect of Medical Officers, Pharmacists and other workers.
6.	Compliance of directions and guidelines issued by National Human Rights Commission & West Bengal Human Rights Commission.
7.	Processing of Reimbursement claims under WBHS, 2008.
8.	Statistical Records of relevant data in respect of Correctional Homes and other institutions Statistical Section of Directorate shall take necessary action.
9.	Processing of Tender for supply of Dietary and miscellaneous articles for the inmates of Correctional Homes.
10.	Processing of Tender for supply of Medicine and allied miscellaneous articles for the inmates of Correctional Homes.
11.	Processing of Appointment under die-in-harness category.
12.	Processing of Appointments/Promotions under regular vacancy.
13.	Processing of Transfer and posting of Officers of Correctional Homes and Services.
14.	Processing for Upgradation of Correctional Homes.
15.	Processing for Establishment/Construction of new Correctional Homes.
16.	Processing for sanction of leave/pension/retirement benefits of Staff & Officers.

II. Monthly/Quarterly review meetings

1.	Review Meeting on construction / renovation of works undertaken at different Correctional Homes.
2.	Monthly meeting with FNRI and Bangladesh Deputy High Commissioner etc. regarding repatriation/ deportation of Bangladeshi Nationals (Jan Khalas).
3.	Review meetings in connection with administrative functions of the Correctional Homes.

January, 2016

1.	Establishment of Open Correctional Home at Raiganj.
2.	Procurement of Walkie-Talkie for the Correctional Homes under the jurisdiction of Midnapore Circle Correctional Homes, Berhampore Circle Correctional Homes and Jalpaiguri Circle Correctional Homes.
3.	Operation of Oil Mills at Presidency Correctional Home.
4.	Organising sports for prisoners in seven Central Correctional Homes and Alipore Women Correctional Home.
5.	Participation in Republic Day Celebration of the State Government.
6.	Organising Vocational Training on Candle Making for the inmates
7.	Organising Vocational Training on Leather-Craft for the inmates at DumDum Central Correctional Home.
8.	Procurement of PT uniform items for the trainee Warders.
9.	Celebration of Swami Vivekananda Janma Jayanti (Yuba Dibas)
10.	Land demarcation of new proposed Subsidiary Correctional Home at Chanchal, Malda.

February, 2016

1.	Organizing Sports of WB Correctional Services' Officers and Staff.
2.	Tender for supply of Dietary and miscellaneous articles for the inmates of Correctional Homes.
3.	Tender for supply of Medicine and allied miscellaneous articles for the inmates of Correctional Homes.
4.	Starting of construction of boundary wall of new District Correctional Home at Nimtouri, Purba Midnapore.
5.	Upgradation of Jhargram Subsidiary Correctional Home to Special Correctional Home.
6.	Upgradation of Barrackpore Subsidiary Correctional Home to Special Correctional Home.
7.	Madhyamik Examination/Higher Secondary Examination of the inmates

March, 2016

1.	Procurement of ICT infrastructure for e-Prison Suite.
2.	Procurement of Computers and allied equipments(printers) for Subsidiary Correctional Homes.
3.	Completion of recruitment of newly recruited warders.
4.	Correctional Home Festival, 2016
5.	Processing of cases of life convicts for consideration and recommendation for premature release by the SSRB.
6.	Review of implementation of 436A Cr. PC and other advisories/legislation which need periodical monitoring.
7.	Installation of CCTV cameras at all CCH.

April, 2016

1.	Organising Vocational Training on Carpentry for the inmates at Jalpaiguri Central Correctional Home.
2.	Processing for Reconstruction/Upgradation of soap (Bathing soap & Washing soap, Detergent) manufacturing unit at 07(seven) Central Correctional Homes.
3.	Meeting of Central Executive Committee of West Bengal Prisoners Welfare Fund.
4.	Holding of meeting of Selection Board for transfer of eligible inmates from Central Correctional Homes to Open Air Correctional Homes.
5.	Meeting on Prioritisation of Works/Schemes for Correctional Homes with Engineer of PWD/PHE.

May, 2016

1.	Organising Vocational Training on Carpentry for the inmates at Bankura District Correctional Home.
2.	Organizing Nursing Training Programme for both male and female inmates at Siliguri Special Correctional Home and Alipore Central Correctional Home.
3.	Celebration of Rabindra Jayanti.
4.	Tender for Supply of Dietary and misc. items for the inmates.

June, 2016

1.	Scholarship to meritorious wards of inmates studying in outside institution.
2.	Construction of Water Storage and Supply of drinking water at different Correctional Homes.
3.	Processing of cases of life convicts for consideration and recommendation for premature release by the SSRB.
4.	Training of newly recruited Warders.
5.	Starting of construction of new District Correctional Home at Nimtouri, Purba Midnapore.

July, 2016

1.	Organizing Electrical Training Programme for both male inmates of Central Correctional Homes.
2.	Educational Assistance by the NGO's to inmates children.
3.	Review of implementation of 436A Cr. PC and other advisories/legislations which need periodical monitoring.
4.	Meeting of Central Executive Committee of West Bengal Prisoners Welfare Fund.
5.	Regional review meeting of Development Schemes with Concerned Engineers of P.W.D/PHE.
6.	Training of newly recruited Warders.

August, 2016

1.	Starting of construction of new Subsidiary Correctional Home at Khatra, Dist- Bankura.
2.	Construction of Water Storage and Supply of drinking water at different Correctional Homes.
3.	Review of Performance of Probation-cum-After Care Officers.
4.	Independence Day Celebration.
5.	Completion of training of newly recruited of Warders.

September, 2016

1.	Processing for Construction of adequate number of day toilet, night toilet and bathing cubicles.
2.	Processing of cases of life convicts for consideration and recommendation for premature release by the SSRB.
3.	In service training of Staff & Officers of Correctional Services, West Bengal.

October, 2016

1.	Review of implementation of 436A Cr. PC and other advisories/legislations which need periodical monitoring.
2.	Meeting of Central Executive Committee of West Bengal Prisoners Welfare Fund.
3.	Holding of meeting of Selection Board for transfer of eligible inmates from Central Correctional Homes to Open Air Correctional Homes.
4.	In service training of Staff & Officers of Correctional Services, West Bengal.

November, 2016

1.	Review of implementation of 436A Cr. PC and other advisories/legislations which need periodical monitoring.
2.	Processing of cases of life convicts for consideration and recommendation for premature release by the SSRB.
3.	Training of Staff & Officers of Correctional Services, West Bengal.

December, 2016

1.	Review of implementation of 436A Cr. PC and other advisories/legislations which need periodical monitoring.
2.	Training of Staff and Officers of Correctional Services, West Bengal.
3.	Holding of meeting of Selection Board for transfer of eligible prisoners from Central Correctional Homes to Open Air Correctional Homes.
4.	Regional review meeting of Development of Schemes/Works with Concerned Engineers, P.W.D.

Department of Child Development and Women Development & Social Welfare

Month	Activities
January	
4	Observance of World Braille Day, 2016
24	Observation of National Girl Child Day
	Meeting of Executive Committee under State Mission Authority
	Inauguration of TGDB Office
	Meeting of State Coordination Committee of WBTGDB
	Taining on GP based plan for women development & record keeping for GP Pradhan & Upa-Pradhan & GP employees of Gram Panchayats, Manikchak Block, Malda District
	Awareness Camp / Meeting on NHFDC at District
	Training of Master Trainers in ECCE
	Training of Child Development Instructor of AWTC/MLTCs
	Meeting of State Council of ECCE
	Launch of State Nutrition Mission
	PFMS training on IGMSY for CDPOs at Dist. Level
	Seminar on PCPNDT Act
	Seminar on PWDVA
	Coordination Meeting with Police Authorities, i.e., WBP, CID, WB & KP
	Capacity building of stakeholders of Kanyashree Prakalpa
	One day orientation on Track Child 2.0 for Stakeholders
	Review meeting with Specialised Adoption Agencies to assess progress on HSR, LFA and Court Case
	Meeting of West Bengal Task Force
	Multi State Consultation on Prevention of Trafficking
	Meeting with Superintendent of Government JJ Homes
	Issuing Notification of Old Age Policy
	VC with District Magistrates on Kanyashree
February	
	PAC Meeting of SWAWLAMBAN
	Follow-up workshop on "Scope of Gainful Employment within their periphery for Women".
	Meeting of State Mission Authority
	Meeting of District Convergence Forum & Block Convergence Forum, PSK, Malda
	Training programme of Staff and Workers related to "Eradication & Control of Juvenile Beggary and Vagrancy" Scheme.
	Training of Supervisors on ECCE roll out at District level
	Coordination Workshop with Line Departments on Child-Friendly AWCs
	Sports at District level of Adolescent Girls
	Kanyasree Sabla Convergence meeting with all Stakeholders
	Seminar on Witch Hunting
	Paribarik Mahila Lok Adalat (PMLA)
	Training of DSWOs in collaboration with National Institute for Social Defence (NISD)
	Orientation of Nodal Officers different Departments/Officers of State Govt. in Kolkata area regarding implementation of Sexual Harassment of Women in Workplace Act
	Training cum Workshop on implementation of Foster Care Guidelines

Month	Activities
	Training of RPs for the CPCs
	Release & Orientation of State Plan of Action on Prevention of Trafficking
	Training of MTs for CPC
	Meeting of Project Sanctioning Committee of ICPS
	Video Conference on ICPS related issues with the Districts
	Inauguration of New Directorate Building
	Capacity Building of DPMU
March	
	Orientation and training programme of 'Open Shelter' staff and NGO personnel
8	Observation of International Women's Day
	NHFDC PAC Meeting
	Training of Supervisors/ AWW on ECCE roll out at District level
	Seminar on Human Trafficking
	Training cum Workshop on implementation of Foster Care Guidelines
	Meeting of State Advisory Committee
	Sensitisation of District Judges on Adoption
	One day orientation on Track Child 2.0 for Stakeholders
	3rd Rapid Assessment Report of Kanyashree Prakalpa
	SMC Meeting
	VC with District Magistrates on Kanyashree
April	
2	Observance of World Autism Awareness Day, 2016
7	Celebration of World Health Day at Malda PSK Block
	Followup Workshop on importance of Sex Disaggregated Data in Development Sectors
	Review Meeting of SWAWLAMBAN
	Training of Supervisors/ AWW on ECCE roll out at District level
	Review meeting of IGMSY at State Level with DPOs
	Refresher workshop for Master trainers on ECCE
	MIS Refresher training of CDPOs / Supervisors
	Orientation on timely online submission & disposal of Grant-in-Aid (GIA) proposals of South Bengal Districts
	Orientation of stakeholders on state Policy on Elderly Persons
	Capacity Building of stakeholders of Kanyashree Prakalpa
	Hands on Training on CARINGS
	Meeting of Executive Committee of SCPS
	Training of Social Workers (DCPU), JJB
	Video Conference on ICPS related issues with the Districts
May	
	Training of Supervisors/ AWW on ECCE roll out at District level
	Conduct Nutrition and Health Education (NHE) sessions at the AWC with the members of the Kishori Samooch under SABLA
	Seminar on prohibition of Child Marriage

Month	Activities
	Paribarik Mahila Lok Adalat (PMLA)
	Orientation on timely submission and disposal of Grant-in-Aid (GIA) of North Bengal Districts
	Meeting on speedy disposal of proposals on PWDV Act (South Bengal Districts)
	Interactive workshop on issues related to Inter-Country Adoption
	One day orientation on Track Child 2.0 for Stakeholders
	Capacity Building of DPMU
June	
5	Celebration of World Environment Day at Malda PSK Block
15	Observance of World Elder Abuse Awareness Day
16	Refresher training of Supervisors on Revised MIS ICDS
27	Observance of Deaf-Blind Day, 2016
	Refresher training of PSK personnel at PSK, Malda
	PAC Meeting of SWAWLAMBAN
	Orientation of the Managers of 10 Vagrants' Home
	Training of Supervisors/ AWW on ECCE roll out at District level
	State level workshop on Sabla Kanyasree Convergence
	MIS Refresher training of CDPOs / Supervisors
	Seminar on Acid Attack
	Capacity building of stakeholders of Kanyashree Prakalpa
	Adoptive parents meet
	State level consultation with Labour Dept. WCD, Kolkata Police, CID, Child Line and DCPU to streamline interstate rescue and restoration procedures
	Video Conference on ICPS related issues with the Districts
	Child Protection Day
	VC with District Magistrates on Kanyashree
July	
	Training Programme of 'Shelters for Urban Homeless' Staff and NGO
	Workshop on initiation of Gender Budgeting in West Bengal with Finance Department
	Sishu Mela in all GPs Manikchak Block of Malda by PSK
	Mid-Year Review between UNICEF and Deptt. of WCD & SW
	Mid-Year Review between UNICEF and Govt. of West Bengal
	Meeting of State Coordination Committee of WBTGDB
	PFMS training on IGMSY for CDPOs at dist. Level
	Refresher workshop of Master Trainers on ECCE
	Refresher training of AWWs on Revised MIS ICDS
	Training of AWW on ECCE roll out at District level
	Coordination Meeting with Police Authorities, i.e., WBP, CID, WB & KP
	Meeting for review of functioning & mainstreaming of inmates of Coochbehar Blind Boys Academy & Suryadaya (Deaf & Dumb) Uttar Dinajpur
	Review meeting of implementation of PWDV Act
	Review meeting on progress on implementation of Alternative Care (Sponsorship programme / Foster Care)
	One day orientation on Track Child 2.0 for Stakeholders
	Capacity Building of DPMU

Month	Activities
August	
1 to 7	Observance of Breast feeding Week
14	Celebration of Kanyashree Day
	Workshop on Women in West Bengal Towards Empowerment
	PAC Meeting of NHFDC
	Launching of Pension Portal
	Kanyashree Sabla Convergence Meeting
	Workshop with Line Department on Child-Friendly toilets, safe drinking, safe drinking water & wash facilities
	Training of AWW on ECCE roll out at District level
	MIS Refresher training of CDPOs / Supervisors
	Paribarik Mahila Lok Adalat (PMLA)
	Capacity building of stakeholders of Kanyashree Prakalpa
	Capacity Building of Home Superintendents , ICPS Functionaries on Trafficking (Phase wise)
	Refresher Training to CWCs
	Video Conference on ICPS related issues with the Districts
September	
1 to 7	Observance of National Nutrition Week
	Launching of Women Helpline
	Celebration of World Literacy Day at Malda PSK Block
	Awareness Camp / Meeting on NHFDC at District
	Fair with the products made by inmates of Vagrants Home and Beggary Prevention Units
	Training of AWW on ECCE roll out at District level
	Refresher training of AWWs on Revised MIS ICDS
	Seminar on Sexual Harassment of Women at Workplace
	Review of disposal of Grant-in-Aid (GIA) proposals
	Meeting with CWCs, DCPUs and SAAs on pending LFA certificates
	Meeting of West Bengal Task Force
	Half-Yearly Review by Secretary
	SMC Meeting
	Capacity Building of DPMU
October	
1	Observance of International Day of Older persons
2	ICDS Foundation Day
	Refresher workshop of master trainers on ECCE
	Training of AWW on ECCE roll out at District level
	Refresher training of AWWs on Revised MIS ICDS
	Coordination Meeting with Police Authorities, i.e., WBP, CID, WB & KP
	One day orientation on Track Child 2.0 for Stakeholders
	Video Conference on ICPS related issues with the Districts
	VC with District Magistrates on Kanyashree

Month	Activities
November	
14	Celebration of Childrens Day
27	Annual ECCE Day celebration
	Awareness Camp / Meeting on SAWLAMBAN
	5th Meeting of SMA
	training of AWW on ECCE roll out at District level
	MIS Refresher training of CDPOs / Supervisors
	Workshop on section 375/376 of CrPC
	Paribarik Mahila Lok Adalat (PMLA)
	Capacity building of stakeholders of Kanyashree Prakalpa
	Workshop on Child Protection Committees
	Meeting of State Advisory Committee
	Celebration of UN CRC
December	
1	Celebration of World AIDS Day at Malda PSK Block
3	Observance of International Day of Persons with Disabilities, 2016
4 & 5	Rojgar Mela, 2016 for Persons with Disabilities on the occasion of International Day of Persons with Disabilities
	PAC Meeting of SAWLAMBAN
	Sports with the children of Open Shelter Scheme and Eradication and Control of Juvenile Beggary and Vagrancy Scheme
	Meeting of Executive Committee of State Mission Authority (SMA)
	Annual Review between UNICEF and Deptt. of WCD & SW
	Annual Review between UNICEF and Govt. Of West Bengal
	Training of AWW on ECCE roll out at District level
	Refresher training of AWWs on Revised MIS ICDS
	Refresher workshop of master trainers on ECCE
	Observance of the International Fortnight protesting violence against women
	Review seminar on Prohibition of Child Marriage
	One day orientation on Track Child 2.0 for Stakeholders
	Video Conference on ICPS related issues with the Districts
	VC with District Magistrates on Kanyashree
	SMC Meeting

Department of Disaster Management

Months	Name of the Project/Work	Description of Activities
January	Procurement of Relief Articles	Expert Committee and Tender Committee to be finalised
	Flood Shelter (State Plan)	100% fund to be released
	Relief Godown (State Plan)	100% fund to be released
	Awareness Campaign on Disaster Management Activities	To participate in Kolkata Book Fair for awareness generation
	Awareness Campaign & Capacity Building	Disaster Management Calenders to be published and distributed to all districts
	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed
	Incident Response System by WEBEL	Planning to implement in another 15 districts to be finalised
	Monitoring Meeting with DDMOs at the Directorate of Disaster Management	Meeting to be held on progress of different schemes and normal relief operation
February	Procurement of Relief Articles	Tenders to be floated for 2016-17
	Awareness Campaign & Capacity Building	20 CD volunteers to be trained in Disaster Management
	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed
	Hospital Disaster Preparedness and Response Training	Agreement to be signed
	Incident Response System by WEBEL	Agreement with WEBEL to be signed
	Monitoring Meeting with DDMOs at the Directorate of Disaster Management	Meeting to be held on progress of different schemes and normal relief operation
March	Procurement of Relief Articles	Work Orders to be issued
	Computerisation programme	50 blocks to be supplied with desktops & printers
	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed.
	Hospital Disaster Preparedness and Response Training	To Commence
	Review of Capacity Building Programmes	To review progress under Incident Response System by WEBEL
	Monitoring Meeting with DDMOs at the Directorate of Disaster Management	Meeting to be held on progress of different schemes and normal relief operation
April	NGR Wheat, Leprosy GR	Allotment for first 6 months to be made
	Release from Plan Fund	10% fund to be released
	Verification of Relief Articles at Zonal Godowns	To begin
	Flood Shelter (State Plan)	10% fund to be released
	Relief Godown (State Plan)	10% fund to be released
	Awareness Campaign & Capacity Building	20 more CD volunteers to be trained in Disaster Management

Months	Name of the Project/Work	Description of Activities
April	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incidence Response System by WEBEL
	Quarterly Monitoring Meeting with OC Disaster Management and DDMOs at the Department	Meeting to be held on progress of different schemes and normal relief operation
	Quarterly monitoring meeting on progress or work as per Administrative Calendar	To review progress of work as per Administrative Calendar
May	Release from Plan Fund	20% fund to be released
	Pre Monsoon Preparedness Meeting at State Level	To be held
	Flood Shelter (State Plan)	20% fund to be released
	Relief Godown (State Plan)	20% fund to be released
	Annual Administrative Report of the Department	To be prepared
	Verification of Relief Articles at Zonal Godowns	To be completed
	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incidence Response System by WEBEL
	Monitoring Meeting with DDMOs at the Directorate of Disaster Management	Meeting to be held on progress of different schemes and normal relief operation
June	Release from Plan Fund	30% fund to be released
	Procurement of Relief Articles	Delivery of relief materials at GRS Kolkata & Delivery of relief materials of MLA Quota for Eid
	Flood Shelter (State Plan)	30% fund to be released
	Relief Godown (State Plan)	30% fund to be released
	Annual Administrative Report of the Department	To be published
	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed.
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incidence Response System by WEBEL
	Website	Uploading of SDMP and DM plans of different districts
	Quarterly Monitoring Meeting with OC Disaster Management and DDMOs at the Department	Meeting to be held on progress of different schemes and normal relief operation
July	Release from Plan Fund	40% fund to be released
	Flood Shelter (State Plan)	40% fund to be released
	Relief Godown (State Plan)	40% fund to be released
	Monitoring Flood Preparedness	24 hours monitoring from State EOC in case of any eventuality

Months	Name of the Project/Work	Description of Activities
July	Expenditure Report of SDRF for the year 2014-15	To be submitted to Ministry of Home Affairs, Govt of India
	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incidence Response System by WEBEL
	Quarterly monitoring meeting on progress or work as per Administrative Calendar	To review progress of work as per Administrative Calendar
August	Release from Plan Fund	50% fund to be released
	Flood Shelter (State Plan)	50% fund to be released
	Relief Godown (State Plan)	50% fund to be released
	Monitoring Flood Preparedness	24 hours monitoring from State EOC in case of any eventuality
	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incidence Response System by WEBEL
September	Release from Plan Fund	60% fund to be released.
	Flood Shelter (State Plan)	60% fund to be released
	Relief Godown (State Plan)	60% fund to be released
	Meeting of Core Committee for Durga Puja	To be held
	Relief Materials	Delivery of Relief Materials of MLA Quota for Durga Puja
	Monitoring Flood Preparedness	24 hours monitoring from State EOC in case of any eventuality
	Annual Report of SDRF for the year 2014-15	To be submitted to Ministry of Home Affairs, Govt of India
	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incidence Response System by WEBEL
	Quarterly Monitoring Meeting with OC Disaster Management and DDMOs at the Department	Meeting to be held on progress of different schemes and normal relief operation
October	NGR Wheat, Leprosy GR	Allotment for next 6 months to be made
	Release from Plan Fund	65% fund to be released
	Flood Shelter (State Plan)	70% fund to be released
	Relief Godown (State Plan)	70% fund to be released
	Monitoring Flood Preparedness	24 hours monitoring from State EOC in case of any eventuality

Months	Name of the Project/Work	Description of Activities
October	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incidence Response System by WEBEL
	Monitoring Meeting with DDMOs at the Directorate of Disaster Management	Meeting to be held on progress of different schemes and normal relief operation
	Quarterly monitoring meeting on progress or work as per Administrative Calendar	To review progress of work as per Administrative Calendar
November	Release from Plan Fund	70% fund to be released
	Flood Shelter (State Plan)	80% fund to be released
	Relief Godown (State Plan)	80% fund to be released
	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incidence Response System by WEBEL
	Monitoring Meeting with DDMOs at the Directorate of Disaster Management	Meeting to be held on progress of different schemes and normal relief operation
December	Release from Plan Fund	75% fund to be released
	Flood Shelter (State Plan)	90 % fund to be released subject to clearance from Finance Department
	Relief Godown (State Plan)	90 % fund to be released subject to clearance from Finance Department
	Relief Materials	100% procurement of Relief Materials to be done
	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incidence Response System by WEBEL
	Quarterly Monitoring Meeting with OC Disaster Management and DDMOs at the Department	Meeting to be held on progress of different schemes and normal relief operation

Department of Environment

A. West Bengal Pollution Control Board

Sl. No	Activities	Target for 2016			
		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
1	Surveillance on industries (number of units)	800	800	800	800
2	Emission and effluent quality monitoring from industrial sources	800	800	800	800
3	Consent administration (number of industrial units)	2000	2000	2000	2000
4	Authorization to health care facilities for bio-medical waste management	125	125	125	125
5	Authorization to hazardous waste generating units for hazardous waste management	20	20	20	20
6	Monitoring of sewage treatment plants of municipal towns	3	3	3	3
7	Remediation of Dhapa municipal waste dumpsite ** (Remediation of illegal hazardous waste dumpsites in Hooghly has been dropped from the ongoing CBIPM Project by the MoEF and World Bank)	In progress			
8	Establishment of a pilot scale bio-degradable municipal solid waste treatment facility at Barasat Municipality	Installation to be completed by June 2016			
9	Installation of additional ambient air quality monitoring stations	Automatic Stations – 03 Manual Stations – 49			
10	Celebration of World Environment Day	-	1	-	-
11	Workshop / training programme for industry representatives, students and police authorities	1	1	1	1
12	Awareness programme against use of loudspeakers and banned firecrackers	-	-	1	1
13	Publication of newsletter, annual report and awareness materials	2		2	
14	Installation of rainwater harvesting units in school	20			
15	Installation of solar energy exploitation units in school and health centres	30	30	30	30

B. West Bengal Biodiversity Board

Activities		January- March	April-June	July- September	October- December	
Constitution of BMCs and preparation of PBRs		Constitution of new Biodiversity Management Committees	2	2	2	2
		Preparation of new Peoples' Biodiversity Registers	2	2	2	2
Conservation activities	Conservation Oriented Activity	Declaration of Biodiversity Heritage Sites	-	-	1	-
		Establishment of Seed / Gene Bank	-	-	1	1
		Restoration of aquatic bodies with Indigenous Fishes & habitat restoration	-	-	1	-
	Research	Documentation of fishes in different districts	Ongoing			
		Documentation of Sacred Groves	Ongoing			
		Project on valuation of Pond Ecosystem(Goods)	Ongoing			
		Project on valuation of Forest Ecosystem(Goods)	Ongoing			
		Project on diversity and ecology of Macro fungi in Gangetic Plains of West Bengal	Ongoing			
	Awareness and Capacity Building	Celebration of International Day for Biodiversity	-	1	-	-
		Field training programme on identification of plants/animals	1	-	-	-
		Nature study camp with the school students	-	1	1	1
		Awareness generation campaign and workshop	1	1	1	1
	Publications	Publication of e-newsletter	-	1	-	1
		Publication of annual report	-	-	-	1
		Publication of awareness materials	As and when required			
Meeting with the Access and Benefit Sharing		commercial users of bio-resources	-	1	-	-
		Signing of ABS agreements	1	1	1	1

Regulatory activities	Registration of Industries accessing bioresources	Ongoing			
Miscellaneous Activities	Meeting of the Board	1	1	1	1
	Meeting of Expert Committees	1	1	1	1

C. East Kolkata Wetlands Management Authority

Targets	January - March	April- June	July – September	October- December
Meeting of the East Kolkata Wetlands Management Authority	1	1	1	1
Boundary survey and demarcation of East Kolkata Wetlands area	1	1	1	1
Celebration of World Wetlands Day	1	-	-	-
Submission of Audited Report to West Bengal Legislative Assembly (2014 – 2015)	-	-	1	-
Publication of Annual Report	1	-	-	-
Publication of Book : Birding in East Kolkata Wetlands area	-	-	-	1

D. Integrated Coastal Zone Management Project, West Bengal

IMPLEM- ENTING	NAME OF PROJECT	JANUARY - MARCH	APRIL - JUNE	JULY - SEPTEMBER	OCTOBER -DECEMBER
DIGHA -SANKAR- PUR DEVEL- OPMENT AUTHORITY	Construction of Storm Water Drain in Digha	Revival of Contract, Re-mobilisation & restoration of site after Revised Procurement Plan is approved by SICOM	Construction work to re-start	Construction work to continue	Construction work to continue in 2017
	Hawker Rehabilitation, Beach Amenities in Digha : Ph I	Construction work to continue	Construction work to continue	Expected to be completed	
	Hawker Rehabilitation, Beach Amenities in Digha : Ph II	Receipt of revised design/spec/ estimate from PEA	Contract finalisation	Construction to commence	Construction work to continue in 2017
	Phytoremediation for Storm Water Drain in Digha	Contract finalisation after design/spec/ estimates are received from PEA	Construction	Expected to be completed	

IMPLEM- ENTING	NAME OF PROJECT	JANUARY - MARCH	APRIL - JUNE	JULY - SEPTEMBER	OCTOBER -DECEMBER
PUBLIC HEALTH ENGINEE- RING DIREC- TORATE	Construction of Sewer Line in Digha	Construction expected to be completed			
	Construction of Sewerage Treatment Plant (STP) in Digha	Construction expected to be completed			
	Construction of PHED Laboratory Building in Digha	Construction work to continue	Expected to be completed		
	Retention Wall for the STP	Tendering after receipt of design/ spec/estm. from PEA	Contract awarding	Expected to be completed	
ZOOLOGICAL SURVEY OF INDIA	Strengthening components for Marine Aquarium and Museum in Digha	Separate tendering for strengthening components after receipt of design/ spec from PEA	Contract awarding		Supply and installation expected to be completed
DEPARTMENT OF DISASTER MANAGE- MENT	25 nos. Cyclone Shelters in South 24 Parganas	Construction to continue	Construction to continue	Construction to continue	Construction to continue in 2017
SUNDARBAN INFRASTR- UCTURE DEVELOP- MENT COR- PORATION LTD	Public Rain Shelters of Nat Mandir, Dala Arcade in Sagar	Construction to continue	Expected to be completed		
	Eco-camp Beach Shelters in Sagar	Construction to continue	Expected to be completed		
	Bus Stand in Sagar	Expected to be completed			
	Leach Pit Toilets in Sagar	Construction to continue	Expected to be completed		
	Bio-digester Toilets in Sagar	Tendering upon receipt of PEA design/spec/estm.	Contract finalisation	Construction	Expected to be completed
FOREST DIRECTORATE	Plantation (Mangrove, CSB, Gap)	Maintenance continues	Maintenance continues	Plantation for the year in this season	Maintenance to continue in 2017
	JFM Support activities	Progress continues	Progress continues	Progress continues	Progress continues in 2017
	Bio-diversity conservation	Progress continues	Progress continues	Progress continues	Progress continues in 2017

IMPLEM- ENTING	NAME OF PROJECT	JANUARY - MARCH	APRIL - JUNE	JULY - SEPTEMBER	OCTOBER -DECEMBER
WEST BENGAL STATE RURAL LIVELIHOOD MISSION	Livelihood Development in Sagar	Livelihood Development to continue	Livelihood Development to continue	Livelihood Development to continue	Livelihood Development to continue in 2017
SPMU	ICZM Plan Preparation	Short listing, RFP, Contract finalisation	Study & Planning	Study & Planning	Study & Planning to continue in 2017

E. Institute of Environmental Studies and Wetland Management

Activities	January-March	April-June	July-September	October-December
Preparation of Coastal Regulation Zone (CRZ) maps	Completion of ongoing CRZ Project - DK Masjidbati Anchal S.K.U.S. Ltd.	CRZ Projects as received by the Institute	CRZ Projects as received by the Institute	CRZ Projects as received by the Institute
Coastal Zone Management Plan (CZMP), West Bengal	HTL/LTL/CRZ Categories delineation with major drainage/ major rail and road South 24 Parganas on Scale 1:25000	HTL/LTL/CRZ Categories delineation with major drainage/ major rail and network in blocks 24 Parganas on Scale 1:25000	HTL/LTL/CRZ Categories delineation with major drainage/ major rail and road network in blocks of South 24 Parganas on Scale 1:25000	HTL/LTL/CRZ Categories delineation with major drainage/ major rail and road network in blocks of South / North 24 Parganas on Scale 1:25000
Construction of Rainwater Harvesting System	4 Nos.	As received by the Institute	As received by the Institute	As received by the Institute
Study To Elucidate The Significance of East Kolkata Wetland in Carbon Sequestration to Mitigate the Climate Change	On-going	On-going	1 st Interim Report will be submitted in August	On-going
Determination of Heavy Metal from Foods, Soils and Waters	On-going	On-going	On-going	Final Report will be submitted in October

Time Line for the Department of Environment, Govt. of West Bengal for 2016

Organisation	Activity	Jan				Feb				March				Apr				May				June			
		wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4
EKWMA	Meeting of Mgmt. Authority																								
	World Wetland Day					2/2																			
WBBB	International Bio-diversity Day																	22/5							
	Board Meeting													8/4											27/6
IESWM	Governing Body			21/1																					
WBPCB	Board Meeting					15/2																			
	World Environment Day																	16/5				5/6			
	Meeting on crackers and loud speaker																								
Deptt	WBCZMA			22/1				22/2				21/3			18/4			20/5				20/6			
	SEIAA		13/1		27/1			17/2			10/3		24/3		13/4		28/4		12/5		26/5		16/6		30/6
	SEAC	6/1		20/1				9/2			3/3		17/3		7/4		21/4		9/5		19/5		9/6		23/6
	ICZM							18/2																	
	Deptt Monthly Meeting	5/1				5/2				7/3				6/4				5/5				7/6			
	Deptt Review Meeting on Right to Services & Self Attestation																					7/6			
	Meeting of State Level Committee on Ganga River Basin as per NGT order dt. 17.11.2014							10/2							16/4							10/6			
EKWMA		July				Aug				Sept				Oct				Nov				Dec			
	Meeting of Mgmt. Authority	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4
WBBB	World Wetland Day																								
	International Bio-diversity Day																								
WBBB	Board Meeting												26/9												23/12
IESWM	Governing Body							19/8																	
WBPCB	Board Meeting																								
	World Environment Day																								
	Meeting on crackers and loud speaker												29/9												
Deptt	WBCZMA			18/7				22/8				19/9			21/10			21/11				19/12			
	SEIAA		14/7		28/7			12/8			25/8		15/9		30/9		9/10		11/11		24/11		9/12		22/12
	SEAC	7/7		21/7		4/8		18/8		8/9		22/9		6/10				3/11		18/11		1/12		15/12	
	ICZM																								
	Deptt Monthly Meeting	6/7				5/8				7/9				5/10				7/11				7/12			
	Deptt Review Meeting on Right to Services & Self Attestation																					7/12			
	Meeting of State Level Committee on Ganga River Basin as per NGT order dt. 17.11.2014							11/8							18/10							8/12			

Date to be decided by the Chief Secretary

Department of Finance & Excise

ADMINISTRATIVE CALENDAR 2016	
January	
Finance Department	
1	Preparation of Supplementary Estimates for F. Y. 2015-16
2	Resource planning for budget
3	Updation of budget preparation software for budget 2016-17
4	Preparation of Draft Medium Term Fiscal Policy Statement & Fiscal Policy Strategy Statement
5	Review of RIDF and Externally Aided Projects (EAP)
Directorate of Commercial Taxes	
1	Review of initiation of assessment cases for 2013-14
2	Review of collection of Taxes with Charges/Circle Officers
3	Rolling out of e-Anti-evasion system module
4	Survey camp to be organised by Profession Tax for enrolment and registration of employers
5	Provisional Assessment for Sept., 2015
Excise Directorate	
1	Operationalizing the newly created Revenue Units of Howrah Industrial and Howrah Rural under reorganized Howrah district
2	Piloting of software for Salesman Registration at Retail Outlets
3	Development and Testing of electronic requisitioning system for QR Coded Holograms from Govt. Security Press
4	Disposal of appeal cases for the month
5	Commissioning of State wide Video Conferencing facility at Excise Directorate
Directorate of Pension, Provident Fund and Group Insurance	
1	Disposal of all the pension cases, where date of retirement is within 28.02.2016.
2	Disposal of all the family pension cases received in this office within 15.01.2016.
Registration and Stamp Revenue Directorate	
1	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
2	Checking facility of Legacy Records through web in 02 registration offices
3	Quarterly meeting with District Registrars for review of collection of revenue and implementation of e-Registration program
4	Introduction of simultaneous Registration-Mutation [National Land Records Modernisation Program (NLRMP)] in 03 offices
Directorate of Treasuries & Accounts and IFMS	
1	Introduction of Official domain e-Mails of all the Drawing & Disbursing Officers of the State
2	Online Payment of Pension to all categories of Pensioners (about 7 lakhs)
3	Launch of Manual for Financial Advisors
4	Online Payment to all Local Fund Accounts Beneficiaries from Local Fund from Integrated Financial Management System (IFMS)
5	Inspection of 8 Treasuries by Director / Joint Director of Treasuries & Accounts

February	
Finance Department	
1	Finalization of Supplementary Estimates for F. Y. 2015-16
2	Placement of budget for 2016-17 in the WBLA
3	Preparation of draft Vote on Account
4	Preparation of draft Appropriation Bill No. 1
5	Publication of 25 volumes of budget documents
6	Publication and Placement of draft Medium Term Fiscal Policy Statement & Fiscal Policy Strategy Statement to the WBLA
7	Review & Monitoring of Plan/ Non Plan/ CSS/ RIDF Expenditure of all Departments
8	Preparation of write up of State Finance for the publication of Economic Review 2015-16
Directorate of Commercial Taxes	
1	Review of collection of Taxes with Charges/Circle officers
2	Review of Action against return defaulters
3	Review of collection DAW reports regarding interest for 2013-14 and 2014-15 and high stock
4	Uploading of Sale-Purchase Mismatch reconciliation application for 2014-15
5	Meeting of consultative committee of Trade Bodies and Chambers of Commerce
Excise Directorate	
1	Development and Testing of software for e-Requisition by Retailers and Wholesalers for Transport Pass
2	Commissioning of new 25 Seat I.T/e Govt. Training Lab at Excise Directorate
3	Review meeting with Superintendents of Excise on revenue collection and preventive activities
4	Deployment and Testing of software for managing QR Code based holograms for liquor manufacturers in the State
5	Operationalizing the 51 newly created Excise Circles upon re-organization of Excise Administration
6	Inspection of 2 (two) Country Spirit Bottling Plants by Excise Commissioner / Addl. Commissioner / Jt. Commissioner
7	Disposal of appeal cases for the month
Directorate of Pension, Provident Fund and Group Insurance	
1	Test run of e-Pension Portal for online application, processing of Pensions and Issuance of PPO of Non-Government and Autonomous Bodies
2	Disposal of all the pension cases, where date of retirement is within 31.03.2016.
3	Disposal of all the family pension cases received in this office within 15.02.2016.
Registration and Stamp Revenue Directorate	
1	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
2	Checking facility of Legacy Records through web in 03 registration offices
3	Inspection of six offices of Jalpaiguri, Coochbehar and Darjeeling districts and submission of inspection report to the Finance Department
4	Introduction of online time-slot booking for registration
5	Review meeting of District Registrars on valuation and collection of revenue
6	Introduction of simultaneous Registration-Mutation (NLRMP) in 05 offices
Directorate of Treasuries & Accounts and IFMS	
1	Implementation of Work Flow based File Tracking System in all Pay & Accounts Offices
2	Inspection of 8 Treasuries by Director / Joint Director of Treasuries & Accounts

3	Generation of 100% Pay Bills through Human Resources Management System Module (HRMS) of IFMS
4	Registration of all Treasuries under New Pension Scheme for AIS Officers
5	Integration with WBSEDCL for e-Payment of Electricity bills of all Govt. Offices
March	
Finance Department	
1	Reappropriation and release of funds to administrative deptts. based on final receipts of balance CSS funds/ NSS receipts for the F.Y.
2	Review of resources including raising of resources for Plan/ Non Plan Expenditure
3	Review & Monitoring of Plan/ Non Plan/ CSS/ RIDF Expenditure of all Departments
Directorate of Commercial Taxes	
1	Selection of assessment for 2014-15
2	Review of collection of Taxes with Charges/Circle officers
3	Survey camp to be organised by Profession Tax for enrolment and registration of employers
4	Launching of Profession Tax website
5	Review of collection from appeals filed (15% of disputed amount)
6	Rolling out of module for issue of clearance to dealers upon payment of VAT for claiming refund of Special Additional Duty of Customs
Excise Directorate	
1	Roll out of Salesman Registration Module
2	Piloting of software for management of QR Code based holograms at liquor manufactories
3	Disposal of appeal cases for the month
4	Piloting of software for e Requisition by Retailer and Wholesalers for Transport Pass
5	Development, Testing and Piloting of software for Excise Offender Database management
6	Operationalizing of Gas Chromatography Head Space System at Chemical Examination Laboratory under Excise Directorate
Directorate of Pension, Provident Fund and Group Insurance	
1	Disposal of all the pension cases, where date of retirement is within 31.04.2016.
2	Disposal of all the family pension cases received in this office within 15.03.2016.
Registration and Stamp Revenue Directorate	
1	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
2	Checking facility of Legacy Records through web in 02 registration offices
3	Introduction of online time-slot booking for registration
4	Engagement of 03 new Private Partners for registration process
Directorate of Treasuries & Accounts and IFMS	
1	Roll out of Leave Management Sub-Module under HRMS
2	Roll out of Pay Fixation Sub-Module under HRMS
3	Roll out of Confirmation Management Sub-Module under HRMS
4	Integration with CESC for e-Payment of Electricity bills
April	
Finance Department	
1	Release of funds for F.Y. 2016-17 to administrative department as per vote on account
2	Review of RIDF Projects

3	Review of Externally Aided Projects
4	Review of resources including raising of resources for Plan/ Non Plan Expenditure for F.Y. 2016-17
5	Preparation of PPP project database of West Bengal
Directorate of Commercial Taxes	
1	Identification of defaulters in submission of Form 88 for 2014-15 and action thereon
2	Inspection of two Charges by CCT/ Spl. CCT/Addl. CCT and report to be sent to Finance Secretary
3	Review of special audit for 2012-13 & 2013-14
4	Review of action taken on DAW reports
5	Review of collection in 2015-16 and plan roadmap for revenue mobilisation in 2016-17 with Charge/Circle Officers
6	Provisional Assessment for QE 31/12/15
7	Review of anti-evasion drive taken during 2015-16 and planning of roadmap for 2016-17
Excise Directorate	
1	Roll out of software for e-Requisition by Retailer and Wholesalers for Transport Pass
2	Development and Testing of software for Daily Transaction Data capture at Retail Shops
3	Roll out of QR Coded Hologram management system at liquor manufactories in the State
4	Video Conference with Additional District Magistrates & Collectors of Excise of all districts
5	Disposal of appeal cases for the month
6	Commissioning of Circle Level access to e-Governance systems
Directorate of Pension, Provident Fund and Group Insurance	
1	Launch of e-Pesnion Portal
2	Disposal of all the pension cases, where date of retirement is within 31.05.2016.
3	Disposal of all the family pension cases received in this office within 15.04.2016.
Registration and Stamp Revenue Directorate	
1	Commissioning of the e-Nathikaran system of registration by 03 new private partners
2	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
3	Checking facility of Legacy Records through web in 10 registration offices
4	Revision of Market value of land/ Apartment of 30 registration offices
5	Quarterly meeting with District Registrars for review of collection of revenue and implementation of e-Registration program
6	Introduction of online time-slot booking for registration
7	Introduction of simultaneous Registration-Mutation (NLRMP) in 10 offices
Directorate of Treasuries & Accounts and IFMS	
1	Online submission of Pension Vouchers to AG, WB through IFMS making it a paperless process
2	Roll out of Loan Management Sub-Module under HRMS
3	Roll out of Transfer Management Sub-Module of HRMS
4	Implementation of Biometric Attendance System in DTA
5	Inspection of 8 Treasuries by Director / Joint Director of Treasuries & Accounts
6	Online Payment of bulk scholarships like Kanyashree, Yuvashree, etc. through e -Pradan of IFMS
7	Review of working of Financial Advisors

	May
	Finance Department
1	Review of resources including raising of resources for Plan/ Non Plan Expenditure for F.Y. 2016-17
2	Review & Monitoring of Plan/ Non Plan/ CSS/ RIDF Expenditure of all Departments
3	SLCC sub-group meeting with RBI and other regulators
	Directorate of Commercial Taxes
1	Deployment of RC cancellation internal application
2	Identification of Return defaulters for QE 31/03/16 and action thereon
3	Completion of Office Building at Bankura
4	Survey camp to be organised by Profession Tax for enrolment and registration of employers
5	Inspection of two Charges by CCT/ Spl. CCT/Addl. CCT and report to be sent to Finance Secretary
6	Survey by Commercial Tax for identifying unregistered dealers liable for registration
	Excise Directorate
1	Deployment and Testing of software for managing QR Code based holograms for packaged liquor importers in the State
2	Piloting of software for Daily Transaction Data Capture at Retail Shops
3	Roll out of software for Excise Crime Database Management
4	Disposal of appeal cases for the month
5	Installation of flow meters at 1 (one) distillery
6	Roll out of GPS tracking of tankers transporting or importing bulk spirit within or into the state
	Directorate of Pension, Provident Fund and Group Insurance
1	Integration of e-Pension & IFMS Portal
2	Disposal of all the pension cases, where date of retirement is within 30.06.2016.
3	Disposal of all the family pension cases received in this office within 15.05.2016.
	Registration and Stamp Revenue Directorate
1	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
2	Checking facility of Legacy Records through web in 15 registration offices
3	Shifting of 02 registration offices
4	Revision of Market value of land/ Apartment of 60 registration offices
5	Inspection of six offices of South Bengal Districts and submission of inspection report to the Finance Department
6	Introduction of online time-slot booking for registration
7	Introduction of simultaneous Registration-Mutation (NLRMP) in 10 offices
	Directorate of Treasuries & Accounts and IFMS
1	Roll out of Performance Appraisal sub-module under HRMS
2	Roll out of e-Service Book for fresh recruitments under HRMS
3	Integration of e-Pension portal of DPPG & IFMS Portal
4	Inspection of 8 Treasuries by Director / Joint Director of Treasuries & Accounts
5	Completion of work of Upgradation of Infrastructure in 3 Treasuries

June	
Finance Department	
1	Placement of draft Appropriation Bill No. 2 in WBLA as per actual date of session of Legislative Assembly
2	Start of preparation of administrative report of Finance Deptt. with data collection and compilation from different Directorate of the Fin. Deptt. and data from the Statistic & PI Deptt.
3	Review of File Disposal Rate within FD
4	Review & Monitoring of Plan/ Non Plan/ CSS/ RIDF Expenditure of all Departments
Directorate of Commercial Taxes	
1	Provisional assessment for return defaulters for QE 31/03/2016
2	Completion of assessment for 2013-14
3	Review of collection of Taxes with Charges/Circle officers
4	Identification of Return Defaulters and action thereon
5	Review of Appeal Cases
Excise Directorate	
1	Roll out of software for Daily Transaction Data capture at Retail Shops
2	Disposal of appeal cases for the month
3	Inspection of 2 (two) Foreign Liquor Manufactories by Excise Commissioner / Addl. Commissioner / Jt. Commissioner
4	Piloting of software for management of QR Code based holograms for packaged liquor importers in the State
5	Review meeting with Superintendents of Excise on revenue collection and preventive activities
6	Completion of Excise Complex at Siliguri
Directorate of Pension, Provident Fund and Group Insurance	
1	Addition of Municipalities on e-Pension Portal
2	Disposal of all the pension cases, where date of retirement is within 31.07.2016.
3	Disposal of all the family pension cases received in this office within 15.06.2016.
Registration and Stamp Revenue Directorate	
1	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
2	Checking facility of Legacy Records through web in 15 registration offices
3	Revision of Market value of land/ Apartment of 80 registration offices
4	Introduction of online time-slot booking for registration
5	Review meeting of District Registrars on valuation and collection of revenue
6	Introduction of simultaneous Registration-Mutation (NLRMP) in 10 offices
Directorate of Treasuries & Accounts and IFMS	
1	Roll out of new GRIPS (Portal for Online Deposit of Tax & Non-Tax Revenues) portal under IFMS
2	Publishing Revised West Bengal Treasury Rules
3	In-service Refresher Training of TO/ATOs
4	Completion of work of Upgradation of Infrastructure in 3 Treasuries
5	Inspection of 8 Treasuries by Director / Joint Director of Treasuries & Accounts
6	Mobile App (Application) for IFMS
7	Integration with BSNL for e-Payment of Telephone bills of all Govt. offices

July	
Finance Department	
1	Reappropriation of funds as per requirement of administrative depts.
2	Review of resources including raising of resources for Plan/ Non Plan Expenditure for F.Y. 2016-17
3	Review of RIDF & EAP Projects
4	SLCC sub-group meeting with RBI and other regulators
Directorate of Commercial Taxes	
1	Meeting of consultative committee of Trade Bodies and Chambers of Commerce
2	Inspection of two Charges by CCT/ Spl. CCT/Addl. CCT and report to be sent to Finance Secretary
3	Review of collection of Taxes with Charges/Circle officers
4	Launching of online assessment module for Profession Tax
5	Survey camps to be organised by Profession Tax
Excise Directorate	
1	Roll out of QR Coded Hologram management system for packaged liquor importers in the State
2	Disposal of appeal cases for the month
3	Development and testing of software for grant of late closing license for bars
4	Roll out of Biometric Time and Attendance Management System at Kolkata Excise Collectorate
5	Piloting of flow meters at Foreign Liquor Manufactories
6	Review of re-organisation of the Excise Administration
Directorate of Pension, Provident Fund and Group Insurance	
1	Addition of PRI Bodies on e-Pension Portal
2	Disposal of all the pension cases, where date of retirement is within 31.08.2016.
3	Disposal of all the family pension cases received in this office within 15.07.2016.
Registration and Stamp Revenue Directorate	
1	Provision for compulsory payment of stamp duty of more than 1 (one) lakh through online / Over the Counter (OTC) in all registration offices
2	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
3	Checking facility of Legacy Records through web in 15 registration offices
4	Revision of Market Value of Land/ Apartment of 81 registration offices
5	Road wise market value generation in KMC area linked with ward nos.
6	Quarterly meeting with District Registrars for review of collection of revenue and implementation of e-Registration program
7	Introduction of online time-slot booking for registration
8	Introduction of Facilitation center in 05 registration offices
9	Introduction of simultaneous Registration-Mutation (NLRMP) in 15 offices
Directorate of Treasuries & Accounts and IFMS	
1	Roll out of Training Sub-Module of HRMS
2	Roll out of Exit Management (Retirement) Sub-Module (for all Govt. Employees) of HRMS
3	Comprehensive Database of NPS Subscribers from AIS officers
4	Inspection of 8 Treasuries by Director / Joint Director of Treasuries & Accounts
5	Discontinuation of disbursement of other category Pension from AG WB
6	Review of working of Financial Advisors

August	
Finance Department	
1	Release of second instalment of budgetary funds to all administrative departments
2	Reappropriation of funds as per requirement of administrative deptts.
3	Review of File Disposal Rate within FD
4	Evaluation of PPP Projects proposal of various administrative deptts.
Directorate of Commercial Taxes	
1	Review of Returns filed for QE 30/06/2016
2	Review of disposal of Appeal cases for 2012-13
3	Review of Payment of taxes by Compounding Dealers paying fixed amount
4	Review of collection of Taxes with Charges/Circle officers
5	Inspection of two Charges by CCT/ Spl. CCT/Addl. CCT and report to be sent to Finance Secretary
6	Survey by Commercial Tax for identifying unregistered dealers liable for registration
Excise Directorate	
1	Development and Testing of software for grant of temporary bar license
2	Piloting of software for grant of Late Closing license for bars
3	Starting of Phase-I construction work for Excise Training Institute at Mogra
4	Disposal of appeal cases for the month
5	Implementation of Microsoft Office 365 solution for Cloud based collaborative computing
6	Starting of construction work of Basirhat Excise Complex
Directorate of Pension, Provident Fund and Group Insurance	
1	Addition of all Pension Sanctioning Authorities on e-Pension Portal
2	Disposal of all the pension cases, where date of retirement is within 30.09.2016.
3	Disposal of all the family pension cases received in this office within 15.08.2016.
Registration and Stamp Revenue Directorate	
1	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
2	Checking facility of Legacy Records through web in 35 registration offices
3	Use of biometry for registration of documents at private residence
4	Inspection of six offices in Malda, Uttar Dinajpur and Dakshin Dinajpur districts and submission of inspection report to the Finance Department
5	Introduction of online time-slot booking for registration
6	Review meeting of District Registrars on valuation and collection of revenue
7	Introduction of Facilitation center in 10 registration offices
8	Introduction of simultaneous Registration-Mutation (NLRMP) in 15 offices
Directorate of Treasuries & Accounts and IFMS	
1	Discontinuation of Cash / Counter Payment of Pension from the office of the AG, WB
2	Roll out of Recruitment Management Sub-Module of HRMS
3	Inspection of 8 Treasuries by Director / Joint Director of Treasuries & Accounts
4	In-service Refresher Training of TO / ATOs

September	
Finance Department	
1	Reappropriation of funds as per requirement of administrative depts.
2	Review of utilization of funds received under 14th Finance Commission
3	Review of resources including raising of resources including Government of India receipts for Plan/ Non Plan Expenditure
4	Review of RIDF Projects
5	Mid-Year Review of Release of Funds by Administrative Departments as released to them by FD in April and August
6	SLCC Meeting with RBI and other regulators under the Chairmanship of Chief Secretary
7	Mid-Year Review of Taxes Collection by various Directorates
8	Reconciliation of accounts of last financial years with A.G. West Bengal
Directorate of Commercial Taxes	
1	Review of follow-up action against <i>ab-initio</i> cancelled dealers
2	Completion of Audit u/s 43 for 2013-14
3	Review of assessment orders and uploading to DMS
4	Review of collection of Taxes with Charges/Circle officers
5	Provisional assessment for QE 30/06/2016
6	Training Session on changes in Acts & Rules
Excise Directorate	
1	Development and Testing of software for grant of permits to serve liquor at private occasions and at Foreign Consulates
2	Piloting of software for grant of temporary bar license
3	Roll out of software for grant of late closing license for bars
4	Disposal of appeal cases for the month
5	Pre-puja review with Superintendents of Excise on Revenue Collection and Preventive Activities
Directorate of Pension, Provident Fund and Group Insurance	
1	Disposal of all the pension cases, where date of retirement is within 31.10.2016.
2	Disposal of all the family pension cases received in this office within 15.09.2016.
Registration and Stamp Revenue Directorate	
1	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
2	Checking facility of Legacy Records through web in 35 registration offices
3	Mid-year review of market value of properties
4	Introduction of Facilitation center in 09 registration offices
5	Introduction of simultaneous Registration-Mutation (NLRMP) in 15 offices
Directorate of Treasuries & Accounts and IFMS	
1	Integration with WBHS Portal for Medical Entitlements under HRMS
2	Inspection of 8 Treasuries by Director / Joint Director of Treasuries & Accounts
3	Completion of work of Upgradation of Infrastructure in 3 Treasuries
October	
Finance Department	
1	Collection and Compilation of Budget Material from all Administrative Departments
2	Reappropriation of funds as per requirement of administrative depts.

3	Review of Externally Aided Projects
4	Review Meeting with Fas
5	SLCC sub-group meeting with RBI and other regulators
Directorate of Commercial Taxes	
1	Review of status of refund cases
2	Meeting on Revenue Mobilization
3	Meeting of consultative committee of Trade Bodies and Chambers of Commerce
4	Review of the Survey conducted by Profession Tax and Commercial Tax
5	Review of cases under WB Incentive Scheme
Excise Directorate	
1	Piloting of software for grant of permits to serve liquor at private occasions and at foreign Consulates
2	Disposal of appeal cases for the month
3	Inspection of 1 (one) distillery by Excise Commissioner / Addl. Commissioner / Jt. Commissioner
4	Roll out of software for grant of temporary bar license
5	Publication of updated compilation of rules under the M & TP (Excise Duties) Act, 1955, as subsequently amended
Directorate of Pension, Provident Fund and Group Insurance	
1	Disposal of all the pension cases, where date of retirement is within 30.11.2016.
2	Disposal of all the family pension cases received in this office within 15.10.2016.
Registration and Stamp Revenue Directorate	
1	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
2	Checking facility of Legacy Records through web in 35 registration offices
3	Quarterly meeting with District Registrars for review of collection of revenue and implementation of e-Registration program
4	Introduction of Facilitation center in 07 registration offices
5	Introduction of simultaneous Registration-Mutation (NLRMP) in 30 offices
Directorate of Treasuries & Accounts and IFMS	
1	Doing away with printing of TR Forms / Bills and making Account submission to AG, WB Paperless
2	Inspection of 8 Treasuries by Director / Joint Director of Treasuries & Accounts
3	Review of working of Financial Advisors
November	
Finance Department	
1	Reappropriation of funds as per requirement of administrative depts.
2	Collection and Compilation of Budget Material from all Administrative Departments
3	Review of File Disposal Rate within FD
4	Incorporation of actual data for F.Y. 2015-16, including receipts and expenditure, as received from A.G. West Bengal for Budget Publication
5	Review of Taxes Collection by various Directorates
Directorate of Commercial Taxes	
1	Review of set-aside cases
2	Review of modified appeal cases
3	Review of Returns filed for QE 30/09/2016

4	Review of status of TRO cases
5	Review of collection of Taxes with Charges/Circle officers
6	Review on action taken on DAW Reports
7	Review of status of Reply to Audit
8	Inspection of two Charges by CCT/ Spl. CCT/Addl. CCT and report to be sent to Finance Secretary
Excise Directorate	
1	Installation of servers and physical infrastructure for digital archiving of documents at Excise Directorate
2	Video Conference with Superintendents of Excise on Revenue Collection and Preventive Activities
3	Roll out of flow meters at Foreign Liquor Manufactories
4	Disposal of appeal cases for the month
5	Roll out of software for grant of permits to serve liquor at private occasions and at foreign Consulates
Directorate of Pension, Provident Fund and Group Insurance	
1	Disposal of all the pension cases, where date of retirement is within 31.12.2016.
2	Disposal of all the family pension cases received in this office within 15.11.2016.
Registration and Stamp Revenue Directorate	
1	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
2	Checking facility of Legacy Records through web in 35 registration offices
3	Inspection of six offices in South Bengal Districts and submission of inspection report to the Finance Department
4	Introduction of Facilitation center in 07 registration offices
5	Introduction of simultaneous Registration-Mutation (NLRMP) in 30 offices
Directorate of Treasuries & Accounts and IFMS	
1	Training of TOs / PAOs on New Pension Scheme for AIS Officers
2	Inspection of 8 Treasuries by Director / Joint Director of Treasuries & Accounts
December	
Finance Department	
1	Release of 3rd instalment of budgetary funds to all administrative departments
2	Preparation & publication of administrative report of Finance Department
3	Reappropriation of funds as per requirement of administrative depts.
4	Review of resources including raising of resources including Government of India receipts for Plan/ Non Plan Expenditure
5	Preparation of administrative calendar for 2017
6	Launch of PPP Project database website of Fin. Deptt.
7	Review of Taxes Collection by various Directorates
Directorate of Commercial Taxes	
1	Review of appeal cases for 2013-14
2	Meeting on Revenue Mobilization
3	Meeting of consultative committee of Trade Bodies and Chambers of Commerce
4	Review of Special Audit cases for 2012-13
5	Provisional assessment for QE 30/09/2016
6	Deployment of Post-assessment Refund Module
7	Survey by Commercial Tax for identifying unregistered dealers liable for registration

	Excise Directorate
1	Completion of construction of Phase-I of Excise Complex at Behrampore
2	Inspection of 2 (two) Breweries by Excise Commissioner / Addl. Commissioner / Jt. Commissioner
3	Deployment of digital archiving solutions for documents at Excise Directorate
4	Development and Testing of software for Training Management Module
5	Disposal of appeal cases for the month
	Directorate of Pension, Provident Fund and Group Insurance
1	Disposal of all the pension cases, where date of retirement is within 31.01.2017.
2	Disposal of all the family pension cases received in this office within 15.12.2016.
	Registration and Stamp Revenue Directorate
1	WB SWAN connectivity to registration offices in 'fail over' mode in 25 registration offices
2	Checking facility of Legacy Records through web in 35 registration offices
3	Road wise market value generation linked with ward nos. in selected offices under KMC area
4	Review meeting of District Registrars on valuation and collection of revenue
5	Introduction of Facilitation center in 07 registration offices
6	Introduction of simultaneous Registration-Mutation (NLRMP) in 30 offices
	Directorate of Treasuries & Accounts and IFMS
1	In service Refresher Training of TOs / ATOs
2	Completion of work of Upgradation of Infrastructure in 3 Treasuries
3	Inspection of 8 Treasuries by Director / Joint Director of Treasuries & Accounts

Department of Fire & Emergency Services

JANUARY – 2016

Sl.No.	Target
1.	Fire Service Contingent will participate at Indira Gandhi Sarani in connection with Republic Day Parade on 26 th January, 2016.
2.	1 st Batch of External Sub-Officer Course, National Fire Service College, Nagpur shall be started at Institute of Fire Service.
3.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
4.	Construction work of one new Fire Station Building to be completed.
5.	To complete the process of distribution of 300 Nos. of Personal Protective Equipment (PPE).
6.	To complete the process of distribution of 300 Nos. of Medium Cost Honda Pump.

FEBRUARY – 2016

Sl. No.	Target
1.	Professional Duty-cum-Athletic Meet-2016 (Division-wise Tactical Exercise Competition) will be conducted at a suitable venue.
2.	Special Appliances and Modern Equipments Training Programme will be conducted at Institute of Fire Service for departmental candidates.
3.	Workshop chaired by DG (Fire) with Indian Institute of Architects, who are one of the main stakeholders in the Fire Safety Certificate process.
4.	Monthly meeting of interdisciplinary Fire Safety Audit Committee.
5.	To complete the process of promotion to the post of Leader.

MARCH – 2016

Sl. No.	Target
1.	To complete the process of issuance of appointment to newly recruited 166 Nos. of F.E.O.D.
2.	Construction work of 3 (three) Nos. of new Fire Station building to be completed.
3.	To complete the process for engagement on temporary basis of 402 Auxiliary Fire Personnel as permitted by the Government.
4.	Elementary Fire Fighting Course will be conducted at Institute of Fire Services for Navik Griha Samity.
5.	Meeting with CREDAI Office bearers for exchange of views regarding principles of Fire Safety Certificate, since they are important stakeholders.
6.	At least 90% of the applications submitted for obtaining NOC for high rise buildings to be disposed of during this quarter.
7.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.

APRIL – 2016

Sl. No.	Target
1.	An Exhibition in respect of Awareness Programme on Fire & Life Safety will be conducted at Academy of Fine Arts during Fire Service Week from 14 th April to 20 th April, 2016.
2.	To process the filling up of vacant post of Maintenance Superintendent, Central Workshop, West Bengal Fire & Emergency Services.
3.	To expedite the work of external renovation and internal decoration of Directorate Building by P.W.D. and WBSIDC respectively.

Sl. No.	Target
4.	Review Meeting within Directorate and with Senior Field Officers, to examine financial performance in the past financial year.
5.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
6.	To observe Fire Service Week, widespread Awareness Programmes will be held in Schools, Colleges, Factories, Shopping Malls, Hospitals, and Market Places throughout West Bengal.
7.	Initiation of condemnation process for unserviceable vehicles and initiation of auction of remaining 99 Nos. of vehicle.
8.	To initiate the procurement of new Firefighting equipments/appliances.
9.	To complete the process of promotion to the post of Sub-Officer.

MAY – 2016

Sl. No.	Target
1.	Practical Training Programme for the students of Advance Diploma in Fire Management of IISWBM will be conducted at Institute of Fire Service in two batches.
2.	Elementary Fire Fighting Course will be conducted at Institute of Fire Service for Navik Griha Samity.
3.	Special Appliances and Modern Equipments Training Programme will be conducted at Institute of Fire Service for departmental candidates.
4.	Internal Workshop of Senior Officers within Directorate as well as field formations to project requirements of Fire Fighting, Appliances, Fire Tenders and Equipments for proposed e-Tender of 2016-17.
5.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
6.	To complete the construction work of two new Fire Station Building.
7.	To complete the process of distribution of 25 Nos. of new Water Bowser.

JUNE – 2016

Sl. No.	Target
1.	To review the work of interior renovation etc. of Directorate Building by WBSIDCL.
2.	Refresher Course for Departmental Station Officers will be conducted at Institute of Fire Service (IFS).
3.	1 st Batch of External Sub-Officer Course, National Fire Service College, Nagpur will be completed.
4.	Mock Drill Exercise and Fire Awareness Programme to be organise in the area under “F” Division.
5.	Firefighting Demonstration shall be conducted at various outdoor office campuses and school campuses for public awareness in respect of Fire and Life Safety.
6.	Workshop chaired by DG, Fire with Indian Institute of Architects, who are one of the main stakeholders in the Fire Safety Certificate process.
7.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
8.	At least 90% of the application submitted for obtaining NOC for highrise building to be disposed of during this quarter.
9.	To complete the process of distribution of 35 Nos. of Water Tender (MP).

JULY – 2016

Sl. No.	Target
1.	2 nd Batch of External Sub- Officer Course, National Fire Service College, Nagpur shall be conducted at Institute of Fire Service.
2.	Renovation work of 3(three) nos. of existing Fire Station building to be started.
3.	Mock Drill Exercise and Fire Awareness Programme to be organized in the area under “C” Division.
4.	Meeting with CREDAI Office bearers for exchange of views regarding principles of Fire Safety Certificate, since they are important stakeholders.
5.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
6.	Training of 161 Nos. of newly recruited F.E.O.D. at Institute of Fire Service (IFS).

AUGUST – 2016

Sl. No.	Target
1.	To complete the process of condemnation and disposal of condemned vehicles lying at different Fire Stations.
2.	Fire Service Contingent will participate at Indira Gandhi Sarani in connection with Independence Day Parade on 15 th August.
3.	Renovation of three nos. of old Fire Station building to be started.
4.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
5.	To complete the construction work of three new Fire Station Building.
6.	To complete the process of distribution of 25 Nos. of new Water Carrier.
7.	To complete the process of distribution of 300 Nos. of B.A. Set.

SEPTEMBER – 2016

Sl. No.	Target
1.	Fire Awareness Programme will conducted in all public places for coming festive season.
2.	Elementary Fire Fighting Course will be conducted at Institute of Fire Services for Nabik Griha Samiti.
3.	Refresher Course for Departmental Fire Operator will be conducted at Institute of Fire Service.
4.	Mock Drill Exercise and Fire Awareness Programme to be organized in the area under “D & D2” Division.
5.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
6.	At least 90% of the applications submitted for obtaining NOC for highrise buildings to be disposed of during this quarter.

OCTOBER – 2016

Sl. No.	Target
1.	Fire Service stand-by duty will be performed during Durga Puja, Muharram at different – Police Stations and near big Puja Pandals.
2.	Elementary Fire Fighting Course will be conducted at Institute of Fire Services for Nabik Griha Samiti.
3.	Mock Drill Exercise and Fire Awareness Programme to be organized in the area under “H & H2” Division.
4.	Conducting regular training to different Puja Committee members at Kolkata, Howrah and adjacent districts.
5.	Refresher Course for Departmental Sub-Officers will be conducted at Institute of Fire Service.
6.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
7.	Issuance of NOC for temporary structure in connection with Durga Puja to be disposed of before the festival starts.

NOVEMBER – 2016

Sl. No.	Target
1.	Practical Training Programme for the students of Advance Diploma in Fire Management of IISWBM will be conducted at Institute of Fire Service in two batches.
2.	Fire Service stand-by duty will be performed during Kali Puja, Jagadhatry Puja at Police Stations and near big Puja Pandals.
3.	Elementary Fire Fighting Course will be conducted at Institute of Fire Services for Nabik Griha Samity.
4.	Mock Drill Exercise and Fire Awareness Programme to be organized in the area under “C” Division.
5.	Refresher Course for Departmental F.E.O.Ds. will be conducted at Institute of Fire Service.
6.	Workshop chaired by DG, (Fire) with Indian Institute of Architects, who are one of the main stakeholders in the Fire Safety Certificate process.
7.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.

DECEMBER – 2016

Sl. No.	Target
1.	2 nd Batch of External Sub- Officer Course, National Fire Service College, Nagpur shall be completed.
2.	Refresher Course for Departmental Leaders will be conducted at Institute of Fire Service.
3.	Renovation of two nos. old Fire Station to be completed.
4.	Mock Drill Exercise and Fire Awareness Programme to be organized in the area under “G” Division.
5.	Special Appliances and Modern Equipments Training Programme will be conducted at Institute of Fire Service for departmental candidates.
6.	Meeting with CREDAI Office bearers for exchange of views regarding principles of Fire Safety Certificate, since they are important stakeholders.
7.	Review meeting with Senior Field Officers of Fire Directorate regarding performance during Festive Season. Deficiencies to be pin-pointed, rectified and circulated through Minutes.
8.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
9.	At least 90% of the applications submitted for obtaining NOC for high rise buildings to be disposed of during this quarter.
10.	To start the construction of three new Fire Station Building.

Department of Fisheries

1. Director of Fisheries (DFWB)

Sl. No.	Name of the Scheme	1 st quarter			2 nd Quarter			3 rd Quarter			4 th Quarter			TOTAL UNIT
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
1.	(i) Distribution of Fingerlings & Fisheries inputs including nutritionally balanced feed in water bodies	1090			1500			2800			1100			6490
	(ii) Production of fish in big reservoirs	1			1					1				4
2.	Distribution of inputs (accessories)	120			2500					1500				4120
3.	Training of Fish Farmers	2000			3300			5000			2000			12300
4.	Extension activities	341 (Krishi Mela, Mati Utsav etc.)			2 (Wetland Day)			255 (Fish Farmers' Day & other extension activities)						568
5.	HCRC: Awareness programmes	20			30			30			20			100
6.	Production of big size fish in beels									104				104
7.	Accreditation of Hatcheries	20			20			20			20			80
8.	Investment Promotion Unit	1. Investment seminar (one) 2. Signing of MOU's			1. Investment seminar (one) 2. Release of documentary film on investment promotion in W.B.			Meeting with Investors.			Meeting with Investors.			
9.	Publications	1. Handbook/booklet on fisheries for fish farmers 2. Brochure on Investment promotion 3. Fisheries News letter			1. Leaflet on wetland day conservation 2. Leaflet on Hilsa conservation 3. Fisheries News letter			1. Annual report: 2013-14 2. Hand book on Fisheries Statistics: 2015-16 3. Fisheries News letter			1. Hand book on Hatchery accreditation 2. Brochure on Hilsa conservation 3. Fisheries News letter			
10.	Ranching of Fish in coal pit							Cumulative Target = 20						20
11.	Tribal housing (TSP scheme)							Beneficiaries selection and tender formalities			45			90

12.	Marine security measures (Distribution of Distress Alert Transmitter)	DAT-1500				31500
13.	(i) General Review meeting by MIC/ Principal Secretary	1	1	1	1	4
14.	Zonal meeting by Director, Fisheries	1	1	1	1	4
15.	(i) Field visits by MIC/ Principal Secretary/ D.F. (ii) Field visits to North Bengal Districts	1	1	1	1	4
16.	Sending of draft Amendment of Marine Fishing Regulation Rule, 1995	Issue of notification for the amendment				Implementation
17.	Action Plan for Marine Fisheries	Identification if issue consultation with all stakeholder	Preparation of draft plan	Release of action plan	-	-

2. BENFISH

Sl. no.	Name of the Scheme	1 st quarter			2 nd Quarter			3 rd Quarter			4 th Quarter			TOTAL UNIT
		Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	
1.	Schemes under RKVY (Construction of Cold Storage-Diamond Harbour; Drydock-Kakdwip; Ice Plant-Fresergunj; Ice Plant-Kakdwip)	20% work			15% work			10% work			10% work			Previous achievement 45% as on 31/12/2015 100% will be completed within Dec. 2016
2.	Schemes under RKVY (Construction of cold Storage at Contai, Ganarampur & Kalyani)	15%			20%			20%			20%			75%
3.	Construction of Fish Market at Bolpour under NFDB	10%			20%			20%			30%			80%
	Construction of Fish Market Gangarampur under NFDB	15%												Previous achievement 85%

										31/12/2015 remaining 15% will be completed within March 2016
4	Integrated Govt. Outlets in "Ornamental Fish Market at Salt Lake	Construction of Ornamental Fish Market completed. Distribution of shop under Process.								

3. West Bengal Fisheries Corporation (WBFC).

Sl. no.	Name of the Scheme	1 st quarter			2 nd Quarter			3 rd Quarter			4 th Quarter			TOTAL UNIT
		Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	
1	Renovation of Basdaha Beel Purbasthali-I, Burdwan		30%			20%			5%			30%		85%
2	Improvement of Navagability Dubda Canal with Bay of Bengal, Egra-II.		30%			30%						15%		75%
3	200 MT Cold Storage at Petuaghat		30%			30%			20%			0		80%
4	Renovation of Sakrol Beel at Gazole, Maldah		15%			15%			5%			40%		75%
5	200 MT Cold Storage at Namkhana		10%			15%			10%			30%		65%
6	Upgradation of wholesale Fish Market at Howrah		15%			15%			10%			20%		60%
7	Construction of Dry Dock at Deshapran Fishing Harbour, Petuaghat, Purba Medinipur		30%			20%			5%			30%		85%

4. Fisheries Mapping Centre.

Sl. no.	Name of the Scheme	1 st quarter			2 nd Quarter			3 rd Quarter			4 th Quarter			TOTAL UNIT
		Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	
1	Preparation of GIS application		2 districts			2 districts			2 districts			2 districts		8 districts
2	Mapping of Jhora Fishery		125 units			125 units			125 units			125 units		500 units
3	Watershed mapping		1 block			1 block			1 block			1 block		4 blocks
4	Updation of water body maps		2 districts			Updation work can only be taken up subject to procurement of current satellite data.								

5. State Fisheries Development Corporation (SFDC).

Sl. no.	Name of the Scheme	1 st quarter			2 nd Quarter			3 rd Quarter			4 th Quarter			TOTAL UNIT
		Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	
1	Production of Fish in Fresh and Brackish Water Farm		450 MT		450 MT			590 MT			480 MT			1970MT
	Stocking of Indian Major Carp Seed for culture.		10%		44%			78%			100%			100%
	Stocking of high yield Species		(Pangasius, GIFT Tilapia,) 13%		(Pangasius, GIFT Tilapia, Seabass) 45%			(Pangasius, GIFT Tilapia, Seabass) 78%			(Pangasius, GIFT Tilapia,) 100%			100%
	Stocking of Shrimp		30%		60%			100%			-			100%
2	Stocking of <i>L. vannamei</i>		22%		72%			100%			-			100%
	Innovative new species culture		(Cobia, Mugil cephalus, Mugil parsia, Chanos chanos, M rosebergii) 22%		(Chanos chanos, Mugil cephalus, Mystus gulio, Jayanti Rohu, Vietnam Koi, P. sarana) 61%			(Mystus gulio, Jayanti Rohu, Vietnam Koi, P. sarana) 100%			-			100%
3	Desiltation work of Water Bodies of Different Fisheries project (UNDER RKVY FUND)		40%		70%			70% (No working			100%			100%
4	6 Nos. Refrigerator Mobile Van for Fish Marketing (UNDER RKVY FUND)		3		1			1			1			6
5	No. of operational outlets to be developed.		1		2			2			1			6

Department of Food & Supplies

A. Year-long programme of review meetings, districts tours by Ministers/Secretaries/other													
Sub-Activity	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Remarks
(i) MIC, Food & Supplies Department	2	2	2	2	2	2	2	2	2	2	2	2	Secretary, F&S Deptt.
(ii) District visit by Principal Secretary	2	2	2	2	2	2	2	2	2	2	2	2	Secretary, F&S Deptt.
(iii) Director DDP&S	2	2	2	2	2	2	2	2	2	2	2	2	Secretary, F&S Deptt.
(iv) Director of Rationing	2	2	2	2	2	2	2	2	2	2	2	2	Secretary, F&S Deptt.
(v) Director of Consumer Goods	2	2	2	2	2	2	2	2	2	2	2	2	Secretary, F&S Deptt.
(vi) Director of Finance	2	2	2	2	2	2	2	2	2	2	2	2	Secretary, F&S Deptt.
(vii) MD WBECSC Ltd	2	2	2	2	2	2	2	2	2	2	2	2	Secretary, F&S Deptt.
(viii) MD WBSWC Ltd.	2	2	2	2	2	2	2	2	2	2	2	2	Secretary, F&S Deptt.

B. Procurement & PDS															
Sub-Activity	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Remarks	Yearly target at a glance	Nodal Monitoring officer
(i) Month wise collection of rice (in LMT)	4.50	4.50	4.50	4.50	3.00	1.50	1.50	1.80	1.80	0.00	0.84	2.07		30.51	DDP&S and Jt. Secy(P)
(ii) Paddy Purchase Camps (No.s in days).	2674	2674	2674	1498	1498	3521	1047	1047	1047	0	1495	2674		21850	MD WBECSC Ltd.
(iii) Purchase of paddy from farmers at MSP (in lakh MT)	8.82	8.82	8.82	4.41	2.64	1.76	1.76	1.32	0.00	0.00	1.71	4.56		44.622	DDP&S and Jt. Secy(P)
(iv) Introduction of Basket of New & Branded Non-PD Items	16 items to be included in the PDS for distribution in the calendar year													15	Director of NCEC, Textile and PDS
(v) Updation of Commercial Account of PDS							Finaliza- tion of 2015-16 PDS accounts					Finaliza- tion of 2015-16 PDS accounts			DF
(i) Construction of 11Khadya Bhavan for accomodating SCF&S offices (7 ongoing and 4 new schemes)	10%	20%	30%	40%	50%	60%	70%	80%	90%	Com- plete 3units					DDP&S & Dy. secy (GE&EM)
	5%	15%	25%	35%	45%	50%	55%	65%	75%	85%	95%	Complete 4 units			
	Tender for 2 units	Work order	15%	20%	25%	40%	65%	75%	80%	90%	Complete 4 units				

C. Infrastructural Upgradation

Sub-Activity	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Remarks	Yearly target at a glance	Nodal Monitoring officer
(ii) Planning for Construction of 3 nos. of New Khadya Bhavan at District & Sub-division be completed by 2015-16	Identification of land and administrative approval					Tender order	Work order	5%	10%	15%	20%	25%			DDP&S & Dy. secy (GE&EM)
(iii) Engagement of 133 nos. of SHG for operation of PDS in Model Ration Shop in Tea Gardens	Selection of SHG, enquiry and completion of appointment process by the licensing Authority. The appointment will be completed for 25 Nos. by Apr'16, 23 No. by Jul'16, 29 by Aug'16, 15 by Sep'16, 10 by Oct'16, 14 by Nov'16 and 17 by Dec'16														DDP&S & Jt. Secy Food
(iv) Creation of Storage Capacity of 25000 MT in 5 locations under RIDF (continuing scheme)	100% in 1 location, 90% in 2 locations, and 70% in 2 locations	100% in 2 location and 75% in 2 locations	85% in 1 location and 80% in 1 locations	100% in 1 location and 90% in 1 locations	100% in 1 location										Director of storage
(v) Construction of godowns at new 10 locations on Govt. land with 1000 MT to 5000 MT	Preparation of DPR				Sanction by NABARD				Tender process to be initiated	issue of work order	5%	10%	a) Maintenance of schedule in subject to sanction by Nabard,		Director of storage

C. Infrastructural Upgradation

Sub-Activity	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Remarks	Yearly target at a glance	Nodal Monitoring officer
(v) Construction of godowns at new 10 locations on Govt. land with 1000 MT to 5000 MT													b) Percentage in terms of physical progress		Director of storage
(vi) Purchase of land for construction 10 Nos. of godown from 1000 MT to 5000 MT	Approval for land purchase on the basis of proposal from District Magistrate						Purchase to be completed		DPR to be done		Sanction of the project by NABARD				Director of storage
(vii) Creation of Storage Capacity of 1.39 LMT in 80 locations under RIDF (assigned to PWD)	Tender process finalization		Work order to be issued		5%	10%	20%	30%	35%	40%	45%	50%	Percentage in terms of physical progress	50% progress of work under the scheme	Director of storage
(viii) Construction of godowns under PEG scheme	SLC meeting to be held	Approval of HLC		Issue of work order		Construction of work to start in case of own land		5%	10%	20%		25%	Percentage in terms of physical progress		Director of storage
						Construction of work to start in case of lease land				5%	10%	20%	Percentage in terms of physical progress		

Sub-Activity	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Remarks	yearly target at a glance	Nodal Monitoring officer
	16	16	16	16	16	16	16	16	16	16	16	16			
C. Infrastructural Upgradation	Setting up of Regional Quality Control Laboratory (ix) at Siliguri, Malda, Paschim Medinipur, Coochbehar	Identification of land & Preparation of plan and estimate and initiation of tender process						Work order	5%	15%	20%	25%	35%	Percentage in terms of Physical progress	Director of I & QC
	Civil Construction of 15 Mini QC Lab along with Computer room (continuing scheme)	10%	20%	30%	35%	40%	45%	50%	60%	70%	80%	90%	Complete	Percentage in terms of Physical progress	Dy. Secy (GE & EM)
	Purchase of QC equipments for 123 locations (continuing scheme)	Initiation of tender process	Work Order to be issued	Purchase complete											AD, I&QC, DDPS and WBECSS Ltd.
	Installation of Weigh Bridge for 23 govt. godowns by WB SWC	60% for 14 units	65% for 14 units	70% for 14 units	80% for 14 units	85% for 14 units	90% for 14 units	100% for 14 units							MD WBSWC Ltd.
E. Departmental Reforms	(i) Publicity of different initiatives undertaken by the Depts/ public Grievance & Monitoring	25% for 5 units	30% for 5 units	35% for 5 units	45% for 5 units	50% for 5 units	60% for 5 units	70% for 5 units	80% for 5 units	100% for 5 units					
		5% for 4 units	10% for 4 units	15% for 4 units	20% for 4 units	25% for 4 units	30% for 4 units	35% for 4 units	40% for 4 units	50% for 4 units	55% for 4 units	60% for 4 units	Publication of Sangbadana news-letter Oct' 16	Publication of Sangbadana news-letter Nov' 16	Publication of Sangbadana news-letter Dec' 16
		Publication of Sangbadana news-letter Jan' 16	Publication of Sangbadana news-letter Feb 16	Publication of Sangbadana news-letter Mar' 16	Publication of Sangbadana news-letter Apr' 16 (i) F&S Statistical hand-book	Publication of Sangbadana news-letter May' 16 (ii) Administrative Report 2015-16	Publication of Sangbadana news-letter Jun' 15	Publication of Sangbadana news-letter Jul' 16	Publication of Sangbadana news-letter Aug' 16	Publication of Sangbadana news-letter Sep' 16	Publication of Sangbadana news-letter Oct' 16	Publication of Sangbadana news-letter Nov' 16	Publication of Sangbadana news-letter Dec' 16		Director of NCEC, Textile and PDS

	Sub-Activity	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Remarks	yearly target a finance officer	Nodal Monitoring officer
F. Vigilance & Monitoring of PDS & Procurement	Formation of Vigilance Team and No. of visits/raids on different PDS Agencies/Rice Mills/Other Agencies in different parts of the state	50	50	50	10	10	60	60	60	65	60	60	65		600	Director of Transportation
	(i)															
	(ii)	Replacement of old vehicle by new one	Proposal to be initiated for purchase of 10 nos. of vehicle to the Finance department	Process for condemnation of 7 nos. of old vehicles	a) Process of condemnation of old vehicles complete b) Process for purchase of new vehicles complete											Director of Transportation
G. Training of different category of staff	Training for officers of West Bengal Food & Supplies Services	Officers of West Bengal Food & Supplies Service will be given training at ATI immediately after joining the department as per select list of PSC WB														Joint Secretary, training
	(i)															
	(ii)	Training for Sub-Inspectors of Food & Supplies Department	Sub-Inspectors of Food & Supplies Department after joining the department as per select list of WBSSC will be given an intensive training within one month from their date of their joining													Joint Secretary, training
C. Training of different category of staff	Training for inservice typist of Food & Supplies Department			50 Nos. of typists of the department will be given computer training for one week in batches												Joint Secretary, training
	(iii)															

Department of Forests

Admn. Units	January	February	March	April	May	June	July	August	September	October	November	December
Directorate of Forest (General)	State Forest Report, '14-'15											
		Review Meeting- Forest Protection	Publication of Monitoring Report	Review Meeting- Admin. Calendar	Budget Meeting	Review Meeting- Admin. Calendar	Review Meeting- Admin. Calendar	Review Meeting- Forest Protection	Review Meeting- Plantations	Monitoring Meeting	Review Meeting- Wildlife Depredation	
		Review Meeting- Admin. Calendar	Budget Meeting					Budget Meeting	Review Meeting- Admin. Calendar	Price Fixation Committee Meeting	Review Meeting- Admin. Calendar	
	District Visit by PCCF/ Addl. PCCF in South Bengal	District Visit by PCCF/ Addl. PCCF in North Bengal	District Visit by PCCF/ Addl. PCCF in South Bengal	District Visit by PCCF/ Addl. PCCF in North Bengal	District Visit by PCCF/ Addl. PCCF in South Bengal	District Visit by PCCF/ Addl. PCCF in North Bengal	District Visit by PCCF/ Addl. PCCF in South Bengal	District Visit by PCCF/ Addl. PCCF in South Bengal	District Visit by PCCF/ Addl. PCCF in North Bengal	District Visit by PCCF/ Addl. PCCF in South Bengal	District Visit by PCCF/ Addl. PCCF in North Bengal	
	1st year Maintenance of Plantations - 8800 Ha. 2nd year Maintenance of Plantations - 7800 Ha. 3rd year Maintenance of Plantations - 7500 Ha.											
	Nursery advance work in North Bengal & South Bengal- 1,50,00,000 seedlings (7500 Ha. @ 2000/seedlings).											
	Plantation Creation in North Bengal & South Bengal 7500 Ha.											
	Aranya Divas Seeding distribution 55 Lakhs seedlings											
	Raising of seedlings for distribution 55 lakhs Building Renovation for Frontline Staff: 28 Nos. Renovation of forest rest house: 2 Nos.											

Admn. Units	January	February	March	April	May	June	July	August	September	October	November	December
Directorate of Forest (General)	Regular training for Dy. Ranger/Forester 105th batch at Dowhill.											
	Regular Training for Forest Guard 57th batch at Raja-bhatkhawa											
						Regular Training for Forest Guard 58th batch at Rajabhatkhawa/Hijli.						
						Exposure Training on Forest Protection for BM,BS,FG, listed CDLs at Raja-bhatkhawa						
									One Week course on wild Life Management for Dr/Fr and Forest Guard at Sukna			
	One Week arms Training for Forest Guards at Raja-bhatkhawa											One Week arms Training for Forest Guards at Raja-bhatkhawa
	Construction of Forest Boundary pillars- 1000 Nos.											
	Forest boundary survey 400km.											
										Regular training for Dy. Ranger/Forester.		

Beautification, greening & maintenance of 70 nos. parks at different places in State.

Admn. Units	January	February	March	April	May	June	July	August	September	October	November	December
R M & D Wing	Evaluation of Plus Trees. Collection of quality planting material.			Maintenance of Nursery & experimental plots & Germ Plasm Banks. Maintenance of Lloyd Botanical Garden, Darjeeling Compilation of field data of Plantation Monitored Circulation to DFOs.			2 nd Inventarization of MPCAs. Maintenance of experimental plantation. Laboratory maintenance & Creation of Seed storage. Receipt of draft monitoring reports from Divisions & Circles.			Maintenance of Nurseries, Germ Plasm Banks. Collection of Quality Planting Material / QPM Creation of final monitoring report, publication & distribution of the said report. Monitoring survey works of plantation created in 1 st , 3 rd & 5 th year.		
	District Visit by PCCF/ Addl. PCCF in North Bengal	District Visit by PCCF/ Addl. PCCF in South Bengal	District Visit by PCCF/ Addl. PCCF in North Bengal	District Visit by PCCF/ Addl. PCCF in South Bengal	District Visit by PCCF/ Addl. PCCF in North Bengal	District Visit by PCCF/ Addl. PCCF in South Bengal	District Visit by PCCF/ Addl. PCCF in North Bengal	District Visit by PCCF/ Addl. PCCF in South Bengal	District Visit by PCCF/ Addl. PCCF in North Bengal	District Visit by PCCF/ Addl. PCCF in South Bengal	District Visit by PCCF/ Addl. PCCF in North Bengal	District Visit by PCCF/ Addl. PCCF in South Bengal
	Coppice Regeneration of sal Forest in SW Bengal 3000 Ha			Development of GIS & MIS Capacity to generate Report on Project activities to continue in 2017-18 & beyond.			Socio-economics Baseline Survey of 550 FPCs/EDCs.					
	Monitoring of 5900 ha plantation created in 2015-16.			Selection of Agency/NGO for Community Development Activities Phase 1 over 300 FPCs/ EDCs			Community Development Activities in 300 FPCs/EDCs to continue in 2017-18 & beyond.					
WB Forest & Biodiversity Conservation Project (JICA)	Afforestation with Quality Planting Material (50,00,000 nos) & associats Soil-moisture Conservation works over 5000 ha in 23 Division.			Research works on Biodiversity Conservation works in 3 Topics to continue in 2017-18 & beyond								
				Capacity development/training for officials, FPC members and other stake holders-5000 no.s.								
				Completion of 1 nos. Administrative Building in Kolkata under the Project & Extension of 2 floor at Aranya Bhawan to continue in 2017-18.								

Admn. Units	January	February	March	April	May	June	July	August	September	October	November	December
WB FDC	Harvesting 5500 Ha Appx Round Timber = 12,000 m3, Poles = 13 lakh Cogging sleepers = 5 lakh, Short Timber = 60,000 m3 Firewood = 55,000 m3, Sawn Timber = 1000 m3											
	Ecotourism Centre Construction 1. Loleyaon Eco-resort (Balance work) 2. Samsing Ecotourism Centre (Balance Work) 3. Extension of Garpanchakot Ecotourism Centre (Balance Work)											
	Construction of Office Building 1. Construction of Office Building of DM Purulia FC 2. Construction of Office/Residence building at Alipurduar											
	Sundarban Honey Collection 60,000 kg											
WB Pulpwood Development Corp.	Auction and sale of timber and other forest produce-ongoing process.											
	Plantation in South Bengal 500 ha.											
	Harvesting 105 Ha. Plantation in Private & vested lands	Board Meeting			Board Meeting				Board Meeting	Annual General Body meeting		Board Meeting
	Nursery Work – 1,60,000 seedlings plantation in Durgapur Division	Board Meeting			Board Meeting				Board Meeting	Annual General Meeting in September		Board Meeting
WB Waste Land Dev. Corp	Plantation in 80 Ha. in Private & Vested lands											
	Plantation Work – 1,60,000 seedlings for 100 ha Plantation in Durgapur Division.											
WB Waste Land Dev. Corp	Integrated Development of Wasteland for Sustainable Livelihood in Jangalmahal under PUP. Eco-tourism Activity at Bakkhali & Jammudeep Islands. Construction of Aviary & Deer Park at Rajarhat under HIDCO. Landscaping & Maintenance works of DVC, HIDCO, NKDA, Coal India Ltd. SAIL/Saltlake Stadium, ICP/Petrapol etc. Modern Nursery for Tall Tree Seeding at Rajarhat.											
	National Highway Felling 1500 trees.											

Admn. Units	January	February	March	April	May	June	July	August	September	October	November	December
West Bengal Zoo Authority	Opening North Bengal Wild Animals Park with Herbivores Safari and Red Jungle Fowl and Jungle Cat enclosures to public.	Completion of Service Road, entrance gates, etc. at Siliguri.	Completion of Administrative Building, Veterinary Hospital and Workshop-cum-Kitchen at Siliguri	Construction of zoo Souvenir Shop, Food Court at Siliguri.	Completion of Monkey enclosure and Lagor enclosures at Surulia.	Completion of Fishing Cat Enclosures, Jungle Cat Enclosures Languor Enclosures at Jhargram.	Completion of Leopard enclosures at Jhargram.	Completion of Pheasantries (3 nos.), Flying Birds Aviary, Monkey Rescue Centre (8 units) at Jhargram.	Completion of Spotted Deer enclosures and Wild Boar enclosures at Jhargram.	Completion of Leopard Safari at Siliguri.	Completion of Himalayan Black Bear Safari at Siliguri.	Completion of Nature Interpretation Centre at Siliguri.
	Completion of Boundary Fencing at Surulia.	Completion of Boundary Fencing/ wall at South Khairbari			Completion of Boundary Fencing/ wall at Jhargram.							

Department of Food Processing Industries & Horticulture

Period/ Month	Activities	Target for the month	Status/ Achievement	Remarks
2	3	4	5	6
Jan-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			
	Participation in Fairs /Exhibitions / Workshop #	Participation in Bengal Global Summit and other events		
	Organizing Seminar/Workshop at Districts for awareness of WBSFPIS #	Organizing one Seminar at district level		
	Approval of proposals under WBSFPIS for 2nd/3rd installment #	Three such proposals to be approved		
	Beneficiary selection for poly / shade net house (Unit *1)	50		
	Capacity building of farmers through training (nos.)	20		
	Beneficiary selection for power tiller/ power machine (nos.)	80		
	Mobilisation of farmers into Farmers' Interest Group (no. of FIGs)	70		
	Cultivation of Hybrid Vegetables (area in ha.)	150		
	a) Infrastructure development of Taldangra Horticulture Farm, Dist. Bankura under RIDF scheme	5%		
	b) Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist. under RIDF Scheme	3%		
	c) Growing of different fruit plants at two nos. own nurseries	Nil		
	d) Selling of different fruit plants, agri-inputs and processed fruits	Nil		
	e) Preparation of DPR for Centre of Excellence for vegetables at Chinsurah	Nil		
Feb-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			
	Participation in Fairs /Exhibitions /Workshop#	i. Participation in Agri-Horti Food Fest		
		ii. Participation in Mati Utsab and other event		
	Organizing TU sub-committee meeting under WBSFPIS #	Approval 6 new TU proposals		

Period/ Month	Activities	Target for the month	Status/ Achievement	Remarks
2	3	4	5	6
Feb-16	Work related to WBSFPIS #	Follow up work related to January approvals		
	Beneficiary selection of flower (area in ha.)	50		
	Beneficiary selection for vermicompost unit *2 - permanent / polythene	1000		
	Capacity building of farmers through training (nos.)	20		
	Quarterly review meeting (no.)	1		
	Issue of work order for power tiller/power machine (nos.)	80		
	a) Infrastructure development of Taldangra Horticulture Farm, Dist. Bankura under RIDF Scheme	5%		
	b) Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist. under RIDF Scheme	3%		
	c) Growing of different fruit plants at Two nos. own nurseries	Nil		
	d) Selling of different fruit plants, agri-inputs and processed fruits	Nil		
	e) Preparation of DPR for Centre of Excellence for vegetables at Chinsurah	To be completed by 29.02.2016		
Mar-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			
	Organizing Seminar / Workshop at Districts for awareness of WBSFPIS	Organizing one Seminar at district level		
	Approval of proposals under WBSFPIS for 2nd/3rd installment #	Three such proposals to be approved		
	Work related to WBSFPIS #	i. Creation/updation of physical inspection report [Units assisted upto 30.06.2015]		
		ii. Issue of sanction orders of February proposals.		
	Beneficiary selection of non perennial fruit (area in ha.)	300		
	Planting of flower (area in ha.)	50		
	Issue of work order for poly / shade net house (U.nit *1)	50		
	Construction of vermicompost unit * 2 - permanent/polythene	500		
	Capacity building of farmers through training (nos.)	20		

Period/ Month	Activities	Target for the month	Status/ Achievement	Remarks
2	3	4	5	6
Mar-16	a)Infrastructure development of Taldangra Horticulture Farm, Dist Bankura under RIDF Scheme	5%		
	b)Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist under RIDF Scheme	3%		
	c)Growing of different fruit plants at Two nos. own nurseries	Nil		
	d)Selling of different fruit plants, agri-inputs and processed fruits.	Nil		
Apr-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			
	Organizing TU sub-committee meeting under WBSFPIS #	Approval of 6 new TU proposals.		
	Work related to WBSFPIS #	i. Follow up work related to March approvals.		
	Planting of non perennial fruit (area in ha.)	100		
	Construction of vermicompost unit * 2-permanent/ polythene	500		
	Capacity building of farmers through training (nos.)	20		
	Mobilisation of farmers into Farmers' Interest Group (no. of FIGs)	70		
	Cultivation of Hybrid Vegetables (area in ha.)	150		
	Beneficiary selection of spices	100		
	a)Infrastructure development of Taldangra Horticulture Farm, Dist Bankura under RIDF Scheme	5%		
	b)Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist under RIDF Scheme	3%		
	c)Growing of different fruit plants at Two nos. own nurseries	1.5 lakh nos.		
	d)Selling of different fruit plants, agri-inputs and processed fruits.			
	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			
May-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			

Period/ Month	Activities	Target for the month	Status/ Achievement	Remarks
2	3	4	5	6
May-16	Participation in Fairs / Exhibitions / Workshop #	Participation in Pragati Utsab (Exhibition of yearly Govt. performance) and other events.		
	Organizing Seminar/Workshop at Districts for awareness of WBSFPIS #	Organizing one Seminar at district level		
	Approval of proposals under WBSFPIS for 2nd/3rd installment #	Three such proposals to be approved		
	Work related to WBSFPIS #	Issue of sanction orders of April proposals.		
	Beneficiary selection for vermicompost unit * 2 - permanent / polythene	500		
	Capacity building of farmers through training (nos.)	20		
	Quarterly review meeting (no.)	1		
	Distribution of power tiller/power machine (nos.)	80		
	Planting of spices (area in ha.)	100		
	a)Infrastructure development of Taldangra Horticulture Farm, Dist. Bankura under RIDF Scheme	5%		
	b)Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist under RIDF Scheme	3%		
	c)Growing of different fruit plants at Two nos. own nurseries	1.5 lakh nos.		
	d)Selling of different fruit plants, agri-inputs and processed fruits.	17 lakh		
Jun-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			
	Organizing TU sub-committee meeting under WBSFPIS #	i. Approval of 6 new TU proposals		
	Organizing HRD sub-committee meeting under WBSFPIS #	i. Approval of 1 new Degree/Diploma proposal		
		ii. Approval of 3 new EDP proposals		
		iii. Approval of 2 new FPTC proposals		
	Organizing Promotional activities sub-committee meeting under WBSFPIS #	Approval of 1 new Seminar/ Workshop proposal		
	Work related to WBSFPIS #	i. Follow up work related to May approvals.		
		ii. Creation/updation of physical inspection report [Units assisted upto 31.12.2015]		

Period/ Month	Activities	Target for the month	Status/ Achievement	Remarks
2	3	4	5	6
Jun-16	Beneficiary selection of perennial fruit (area in ha.)	400		
	Completion of construction of poly / shade net house (Unit*1)	50		
	Construction of vermicompost unit *2 - permanent/polythene	250		
	Capacity building of farmers through training (nos.)	20		
	a) Infrastructure development of Taldangra Horticulture Farm, Dist. Bankura under RIDF Scheme	5%		
	b) Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist under RIDF Scheme	3%		
	c) Growing of different fruit plants at Two nos. own nurseries	1.0 lakh nos.		
	d) Selling of different fruit plants, agri-inputs and processed fruits.	33 lakh		
Jul-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			
	Organizing Seminar/Workshop at Districts for awareness of WBSFPIS #	Organizing one Seminar at district level		
	Approval of proposals under WBSFPIS for 2nd/3rd installment #	Three such proposals to be approved		
	Work related to WBSFPIS #	i. Issue of sanction orders of June proposals		
		ii. Follow up work related to June approvals		
	Planting of perennial fruit (area in ha.)	100		
	Beneficiary selection for poly / shade net house (Unit *1)	50		
	Capacity building of farmers through training (nos.)	20		
	a) Infrastructure development of Taldangra Horticulture Farm, Dist. Bankura under RIDF Scheme	Nil		
	b) Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist. under RIDF Scheme	Nil		
	c) Growing of different fruit plants at two nos. own nurseries	Nil		
	d) Selling of different fruit plants, agri-inputs and processed fruits.	Nil		

Period/ Month	Activities	Target for the month	Status/ Achievement	Remarks
2	3	4	5	6
Aug-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			
	Organizing TU sub-committee meeting under WBSFPIS #	Approval of 6 new TU proposals		
	Work related to WBSFPIS #	i. Follow up work related to July approvals		
		ii. Finalization of tender notice for EDP monitoring		
	Planting of perennial fruit (area in ha.)	150		
	Construction of vermicompost unit *2 - permanent/polythene	250		
	Capacity building of farmers through training (nos.)	20		
	Quarterly review meeting (no.)	1		
	a) Infrastructure development of Taldangra Horticulture Farm, Dist. Bankura under RIDF Scheme	Nil		
	b) Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist. under RIDF Scheme	Nil		
	c) Growing of different fruit plants at two nos. own nurseries	Nil		
	d) Selling of different fruit plants, agri-inputs and processed fruits	Nil		
Sep-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			
	Participation in Fairs / Exhibitions / Workshop #	Participation in MSME Synergy and other events		
	Organizing Seminar/Workshop at Districts for awareness of WBSFPIS #	Organizing one Seminar at district level		
	Approval of proposals under WBSFPIS for 2nd/3rd installment #	Three such proposals to be approved		
	Work related to WBSFPIS #	i. Issue of sanction orders of August proposals		
		ii. Creation/updation of physical inspection report[Units assisted upto 30.03.2016]		
	Planting of perennial fruit (area in ha.)	150		

Period/ Month	Activities	Target for the month	Status/ Achievement	Remarks
2	3	4	5	6
	Issue of work order for poly / shade net house (Unit *1)	50		
	Beneficiary selection for vermicompost unit * 2 - permanent / polythene	500		
	Capacity building of farmers through training (nos.)	20		
	a) Infrastructure development of Taldangra Horticulture Farm, Dist. Bankura under RIDF Scheme	Nil		
	b) Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist. under RIDF Scheme	Nil		
	c) Growing of different fruit plants at two nos. own nurseries	Nil		
	d) Selling of different fruit plants, agri-inputs and processed fruits	Nil		
Oct-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			
	Organizing TU sub-committee meeting under WBSFPIS #	Approval of 6 new TU proposals		
	Work related to WBSFPIS #	Follow up work related to September approvals		
	Beneficiary selection of flower (area in ha.)	100		
	Capacity building of farmers through training (nos.)	20		
	Planting of nonperennial fruit (area in ha.)	100		
	a) Infrastructure development of Taldangra Horticulture Farm, Dist. Bankura under RIDF Scheme	Nil		
	b) Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist. under RIDF Scheme	Nil		
	c) Growing of different fruit plants at two nos. own nurseries	0.35 lakh nos.		
	d) Selling of different fruit plants, agri-inputs and processed fruits	25 lakh		
Nov-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			

Period/ Month	Activities	Target for the month	Status/ Achievement	Remarks
2	3	4	5	6
	Participation in Fairs / Exhibitions / Workshop #	i. Participation in Upobhokta (Kreta) Suraksha Mela		
		ii. Participation in Agro Protech and any other events		
	Organizing Seminar/Workshop at Districts for awareness of WBSFPIS #	Organizing one Seminar at district level		
	Approval of proposals under WBSFPIS for 2nd/3rd installment #	Three such proposals to be approved		
	Work related to WBSFPIS #	Issue of sanction orders of October approvals		
	Planting of nonperennial fruit (area in ha.)	100		
	Planting of flower (area in ha.)	50		
	Capacity building of farmers through training (nos.)	20		
	Quarterly review meeting (no.)	1		
	a) Infrastructure development of Taldangra Horticulture Farm, Dist. Bankura under RIDF Scheme	Nil		
	b) Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist. under RIDF Scheme	Nil		
	c) Growing of different fruit plants at two nos. own nurseries	0.35 lakh nos.		
	d) Selling of different fruit plants, agri-inputs and processed fruits	25 lakh		
Dec-16	Infrastructure Development at Ayeshpur Horticulture Farm, Nadia			
	External Drainage and Approach Road of Malda Food Park			
	Website Maintenance #	Renew of website domain [www.wbfpigov.in]		
	Organizing HRD sub-committee meeting under WBSFPIS #	i. Approval of 1 new Degree/Diploma proposal		
		ii. Approval of 3 new EDP proposals		
		iii. Approval of 2 new FPTC proposals		
	Organizing Promotional activities sub-committee meeting under WBSFPIS #	Approval of 1 new Seminar/Workshop proposal		
	Work related to WBSFPIS and assembly matters #	i. Follow up work related to May approvals		
		ii. Creation/updation of physical inspection report [Units assisted upto 30.06.2016]		

Period/ Month	Activities	Target for the month	Status/ Achievement	Remarks
2	3	4	5	6
	Planting of flower (area in ha.)	50		
	Completion of construction of poly / shade net house (Unit*1)	50		
	Construction of vermicompost unit * 2 - permanent/polythene	500		
	Capacity building of farmers through training (nos.)	20		
	a) Infrastructure development of Taldangra Horticulture Farm, Dist. Bankura under RIDF Scheme	Nil		
	b) Infrastructure development at Mohitnagar Horticulture Farm at Jalpaiguri Dist. under RIDF Scheme	Nil		
	c) Growing of different fruit plants at two nos. own nurseries	0.30 lakh nos.		
	d) Selling of different fruit plants, agri-inputs and processed fruits	25 lakh		
Note : - # Achievement can only be made if Government approve and sanction the draft policy called "West Bengal State Food Processing Incentive Scheme (WBSFPIS)".				
*1 One unit of Poly/ Shade Net House is 200 sq. mt.				
*2 Average size of one unit of vermicompost permanent/polythene is 60 cu.ft.				

Department of Health & Family Welfare

Month	Sl.No.	Activities
January, 2016	1.	Opening of three CCUs in Medical College hospitals and two HDUs
	2.	Approval of plan for permanent interconnection between New and Old Campus of Dr. R. Ahmed Dental College & Hospital, Kolkata.
	3.	100 Modern Dental Chair installation at Dr. R. Ahmed Dental College & Hospital , Kolkata, Burdwan Dental College, North Bengal Dental College & Hospital , Sushrutnagar Darjeeling
	4.	Establishment of 5 new Stand alone ICTCs and 6 New DSRCs/Suraksha Clinics to extend services up to Sub-divisions SDH level
	5.	Requisition for recruitment of BMOH to be sent to WBHRB
	6.	Certification of MGPS at Murshidabad MCH
	7.	Operationalisation of SNCU at Bishnupur DH
	8.	Completion of Skill Lab at IDBG Hospital and Bankura MCH
	9.	Commissioning of WBMSCL Scheme Monitoring System with SMS AlertOperationalisation of 8 No. of Super Speciality Hospitals
February, 2016	1.	One round of Indoor Residual Spray (IRS) with insecticides for control of Kala azar in selected villages in 11 endemic districts.(1st round)
	2.	Interviews for Departmental Promotion of Medical Teachers
	3.	Operationalisation of two Mobile ICTCs and Establishment of 5 New DSRCs/Suraksha Clinics to extend services up to Sub-divisions SDH level
	4.	Recruitment process of Staff Nurse
	5.	Recruitment of Clinical Psychologist; requisition for recruitment be placed to WBHRB
	6.	Operationalisation of 13 No. of Super Speciality Hospitals
	7.	Operationalisation of Fair Price Diagnostic Centre at Bishnupur DH-Dialysis and Rampurhat District Hospital- D-X-Ray
	8.	Operationalisation of Critical Care Unit at Bankura MCH and Katwa SDH
	9.	Completion of Skill Lab at Jalpaiguri DH, Burdwan MCH, Nadia DH and Balurghat DH
	10.	Certification of MGPS at College of Medicine & Sagore Dutta Hospital
March, 2016	1.	Introduction of Computerized Radiography system in IPGAE&R (Shyamadas Vaidya Shastra Pith)
	2.	Establishment of 10 more stand alone ICTCs and Establishment of 4 PPP ICTCs and Training of PPP Doctors (MBBS &/or Non-MBBS) on STI/RTI Syndrome Case Management.
	3.	Operationalisation of SNCU at Katwa SDH and Kakdwip SDH
	4.	Operationalisation of Fair Price Diagnostic Centre at Coochbehar District Hospital Digital X-Ray and Gangarampur SD Hospital- D X-ray
	5.	Operationalisation of Critical Care Unit (HDU) at Kalimpong SDH, Kurseong SDH and Malbazar SDH
	6.	Completion of Skill Lab at Howrah DH, Barasat DH, Malda MCH, Murshidabad MCH and Hooghly DH
	7.	Operationalisation of 7 No. of Super Speciality Hospitals

Month	Sl.No.	Activities
April, 2016	1.	Establishment of 5 stand alone ICTCs and Up-gradation of 1 (one) FI-ART to ART Centre
	2.	Requisition of recruitment of Medical Officers (Specialist Mo) to be sent to WBHRB
	3.	Operationalisation of SNCU at Kalna SDH & BN Bose SDH
	4.	Operationalisation of Mother & Child Hub at Nadia DH
	5.	Completion of Skill Lab at Medinipur MCH
	6.	Operationalisation of Fair Price Diagnostic Centre at Darjeeling District Hospital- Dialysis and MRI, Kalimpong SD Hospital- CT Scan, D- X-ray and MRI and Malda MCH- Dialysis
	7.	Operationalisation of Critical Care Unit at NRSMCH, HDU at Ranaghat SDH & Kakdwip SDH.
May, 2016	1.	House to house visit for mosquito breed checking & IPC in selected urban areas for prevention and control of dengue (1 st round)
	2.	Running of Arsenic Treatment centres at BPHC,DH/SDH/SGH
	3.	Operationalisation of Mother & Child Hub at Bankura Sammilani MCH, Superspeciality at Purulia
	4.	Operationalisation of SNCU at Chanchal SDH, Lalbagh SDH and Baruipur SDH
	5.	Establishment of 10 FI ICTCs
	6.	Opening Blood Component Separation Unit at Murshidabad Medical College & Hospital
	7.	Training of PPP Doctors (MBBS &/or Non-MBBS) on STI/RTI Syndrome Case Management
	8.	Completion of Skill Lab at Coochbehar DH
	9.	Operationalisation of Fair Price Diagnostic Centre at College of Medicine & Sagar Dutta Hospital- Dialysis and D-X-ray, Canning SD Hospital- D- X-ray, Uttar Dinajpur District Hospital, - Dialysis, and D- X-ray, RG Kar Medical College & Hospital D- X-ray and School of Tropical Medicine- D-X-ray
	10.	Operationalisation of Critical Care Unit at Sagore Dutta MCH, Midnapore MCH, Jhargram DH, Canning SDH
	11.	Fresh demands for recruitments for vacancies of GDMO till remaining will be made; after receiving recommendation of WBHRB, this branch will complete the process of recruitment of MO(Specialist) within 3 (Three) months
June, 2016	1.	Completion of 50(fifty) seated ladies hostel at Midnapore Homoeopathic Medical College
	2.	Completion of vertical extension of Auditorium at Midnapore Homoeopathic Medical College
	3.	Establishment of 10 stand alone ICTCs
	4.	Opening Blood Bank at Gopiballavpur, Onda and Chhatna Multi Super Specialty Hospital
	5.	Installation of LINAC Machines at NRS MCH & RG Kar MCH
	6.	Operationalisation of Mother & Child Hub at Malda MCH
	7.	Completion of infrastructure for skill lab at Birbhum DH, Purulia DH
July, 2016	1.	Establishment of 10 FI ICTCs and Recruitment of staff to different ART Centers / FI-ART Centers and Link ART Centre Plus
	2.	Rolling out of IEC on Food Safety
	3.	Completion of Skill Lab at MR Bangur DH
	4.	Operationalisation of Mother & Child Hub at Kolkata Medical College & hospital
	5.	Reconstruction of the Pharmacy building at SPLPIM, Kalyani
	6.	Opening Blood Component Separation Unit at Nadia District Hospital.

Month	Sl.No.	Activities
August, 2016	1.	House to house visit for mosquito breed checking & IPC for in selected urban areas for prevention and control of malaria
	2.	Appointment of Presiding Officer of Food Safety Tribunal
	3.	Recruitment 179 nos of Food Safety Officer under Food Safety & Standard Act 2006
	4.	Opening of Blood Bank at Kakdwip SDH
	5.	Fresh demands for recruitments for vacancies of GDMO till remaining will be made; after receiving recommendation of WBHRB, this branch will complete the process of recruitment of MO(Specialist) within 3 (Three) months
	6.	Completion of Skill Lab at Alipurduar DH
	7.	Completion of construction of 2 Nos. GNM School & Hostel
September, 2016	1.	District administrative set up AYUSH in 7 districts to be opened
	2.	Organization of GP based Health Camp for screening of silicosis.
	3.	Operationalisation of SNCU at Tufanganj SDH and Chandannagar SDH
	4.	Completion of Skill Lab at Hemtabad BPHC
	5.	Continuing Nursing Educating Programme for Nursing Personnel
	6.	Completion of construction of 2 Nos. GNM School & Hostel Operationalisation of 1 No. of Super Specialty Hospital
October, 2016	1.	Opening of Blood Bank at Egra and Domkal Multi Super Specialty Hospital
	2.	Operationalisation of SNCU at Raghunathpur SDH, Birpara SGH and Dinhata SDH
	3.	Operationalisation of Mother & Child Hub at Jalpaiguri DH, four Superspeciality Hospitals
	4.	Completion of construction of 1 no. GNM School & Hostel
November, 2016	1.	Opening of Blood Bank at Panskura Multi Super Specialty Hospital
	2.	Revamping of West Bengal Public Health Laboratory
	3.	Operationalisation of Mother & Child Hub at Midnapore MCH, two Superspeciality hospital
	4.	Operationalisation of SNCU at Mathabhanga SDH and Domkol SDH
	5.	Continuing Nursing Educating Programme for Nursing Personnel
	6.	Completion of construction of 1 no. GNM School & Hostel
December, 2016	1.	Completion of construction of 1 no. GNM School & Hostel
	2.	Rolling out of online registration and licensing of Food Business Operators in 10 districts 1 st phase
	3.	Opening Blood Component Separation Unit at Asansol District Hospital and Coochbehar District Hospital
	4.	Operationalisation of Mother & Child Hub at Coochbehar DH
	5.	Continuing Nursing Educating Programme for Nursing Personnel
	6.	Operationalisation of SNCU at Alipurduar DH, Malbazar SG Hospital and Habra SDH
	7.	District administrative set up AYUSH in 6 districts to be opened

Department of Higher Education

January

1.	Publication of Gazette Notification of the Sanskrit College and University Act.
2.	To move Finance Department for administrative approval for setting up “Sanskrito Sahitya Charcha O Gabeshana Kendra” at Nabadwip.
3.	Publication of Gazette Notification of Brainware University Act.
4.	Issue Notification for opening Head of Account for “BISWA BANGLA SCHOLARSHIP” at SOAS [School of Oriental and African Studies] under University of London.
5.	Move Finance Department for creation of the proposed BABA SAHEB BHIM RAO AMBEDKAR Chair.
6.	To initiate process for affiliation of B. Ed Colleges under WBUTTEPA in phases.
7.	To move Finance Department for approval of CAS for University Officers in the State.
8.	Commencement of use of the Administrative Building and Academic Building (1st phase) of Diamond Harbour Women’s University at Sarisha, South 24 Parganas.
9.	Commencement of use of the Students’ Activity Centre and Academic Building (1st phase) of Bankura University, Bankura.
10.	To issue Notification for setting up of Nazrul Centre for Social and Cultural Studies [NCSCS] at Kazi Nazrul University, Asansol along with creation of 4 Posts.
11.	Preparation of hardware to be completed by all colleges/universities for Online Admission into Under Graduate and Post Graduate Courses for Academic Year 2016-17.
12.	Release of building grant, book grant, equipment grant, furniture grant to the Govt. aided colleges.
13.	Allotment of fund to five Directorates for payment of scholarship under Swami Vivekananda West Bengal Govt. Merit-cum-Means Scholarship Scheme.
14.	Finalization of draft Annual Plan for 2015-16.
15.	Planning for introduction of ‘Hindi Medium’ in identified colleges in North Bengal.
16.	Obtaining Finance Department’s concurrence for creation of additional teaching posts in Teachers’ Training colleges and Universities for conducting 2 years’ B.Ed and M.Ed programmes following the NCTE Regulations, 2014.
17.	Issue Notification on setting up of the new Government Girls’ General Degree College at Ekbalpur, Kolkata along with creation and filling up of required number of teaching and non-teaching posts.
18.	Sub-allot funds for furniture & fixtures for the new Government Girls’ General Degree College at Ekbalpur, Kolkata.
19.	Move A.G. (A&E), W.B. for DDO codes for the new Govt. General Degree Colleges started in 2015-16.
20.	Regarding establishment of Purulia Govt. Engg. College, Purulia following works will be undertaken :
	<ul style="list-style-type: none"> i) Handover of 1st Phase buildings by PWD to the H.E. Deptt. ii) Procurement of furniture, computers, equipment, library books and journals, etc. iii) Registration and online application to AICTE for establishment.

21.	Regarding establishment of Coochbehar Govt. Engg. College, Coochbehar following works will be undertaken:
	<ul style="list-style-type: none"> i) Handover of Academic (G+1), Administrative (G) buildings and Workshops by PWD to the H.E. Deptt. ii) Construction of central facility building, student amenity centre, girls' hostel, boys hostel and Principal's quarter required for commencement of 1st year classes. iii) Procurement of furniture, computers, equipment, library books and journals, etc. iv) Registration and online application to AICTE for establishment.
22.	Publication of information brochure of WBJEEM-2016 and commencement of on-line form filling of the same.
23.	Preparatory work for conduct of Common Entrance Examinations to be conducted by the Minority Professional Technical Colleges of the State.

February

1.	Review ongoing construction of buildings of WB State Council of Higher Education at New Town, Coochbehar Panchanan Barma University (2nd phase), Kazi Nazrul Islam University (2nd phase), 2nd campus of University of North Bengal, Diamond Harbour Women's University (2nd phase), Bankura University and WB University of Teacher's Training Education Planning & Administration.
2.	To move Cabinet for setting up the "Sanskrito Sahitya Charcha O Gabeshana Kendra" at Nabadwip.
3.	To move Finance Department for opening of the Head of Account for the Sanskrit College and University, West Bengal.
4.	Appointment of First Vice Chancellor of the Sanskrit College and University, West Bengal.
5.	Preparation of software by all colleges/universities, for Online Admission into Under Graduate and Post Graduate Courses for Academic Year 2016-17.
6.	Release of building grant, book grant, furniture grant, equipment grant to the Govt. aided colleges.
7.	Instruction to be sent to all Universities and colleges for preparation and submission of proposal by 31st May, 2016 for building grant, book grant, equipment grant, furniture grant etc. for the financial year 2016-17.
8.	Preparation of Cabinet Memorandum for creation of additional teaching posts in Teachers' Training colleges and Universities for conducting 2 years' B.Ed and M.Ed programmes following the NCTE Regulations, 2014.
9.	Review academic activities of the new Govt. General Degree colleges which started academic activities from the academic session of 2013-14 onwards.
10.	Review infrastructure preparedness of the new Government Girls' General Degree College at Government Girls' General Degree College at Ekbalpur, Kolkata.
11.	Issue Gazette notification on setting up of the new Government Girls' General Degree College at Government Girls' General Degree College at Ekbalpur, Kolkata.
12.	Release of development grants for the new Government General Degree Colleges.
13.	Preparation for conduct of West Bengal Joint Entrance Examination for Engineering and Medical Institutions -2016.
14.	Preparatory work for conduct of Common Entrance Examinations to be conducted by the Minority Professional Technical Colleges of the State.

15.	Following activities under TEQIP-II and TEQIP-III to be undertaken by the State Project Facilitation Unit:
	<ul style="list-style-type: none"> i) 4th meeting of S-PSAG and review of the follow up actions of 3rd meeting. ii) Visit to Murshidabad College of Engg. & Technology and Govt. College of Engg. & Textile Technology, Berhmapore. iii) Start up activities of TEQIP-III (expected selection of the institutes under TEQIP-III). 4th/5th round of Mentoring for TEQIP-II institutes, as may be, starts.

March

1.	Preparation of DPR for construction of Building for “Sanskrito Sahitya Charcha O Gabeshana Kendra” at Nabadwip.
2.	To move Cabinet for creation of the BABA SAHEB BHIM RAO AMBEDKAR Chair.
3.	Appointment of First Registrar, First Finance Officer of the Sanskrit College and University, West Bengal.
4.	Preparation of DPR for construction of the SCIENCE BUILDING of Bankura University.
5.	Ensure that Bankura University and Diamond Harbour Women’s University shift to their new Campus/ Buildings.
6.	Publication of advertisement by Universities for starting admission process in B.Ed colleges as per NCTE’s guidelines /Court’s orders.
7.	Move A.G. (A&E), W.B. for DDO Code of the new Government Girls’ General Degree College at Ekbalpur, Kolkata.
8.	Review academic activities and infrastructure status of the new Govt. General Degree colleges which started academic activities from the academic session of 2014-15.
9.	Ensure supply of furniture & fixtures for the new Government Girls’ General Degree College at Government Girls’ General Degree College at Ekbalpur, Kolkata.
10.	Plan the deployment of teachers in the new Government Girls’ General Degree College at Government Girls’ General Degree College at Ekbalpur, Kolkata from the existing teachers’ pool as well as the panels recommended by the Public Service Commission, West Bengal.
11.	Opening of Bank Account for the new Government Girls’ General Degree College at Government Girls’ General Degree College at Ekbalpur, Kolkata.
12.	Regarding establishment of Purulia Govt. Engg. College, Purulia following works are to be undertaken: <ul style="list-style-type: none"> i) Monitoring of Phase-II construction. ii) Completion of procurement and commissioning of furniture, computers, equipment, library books and journals, etc. (1st year). iii) Preparation for AICTE’s visit- documentation.
13.	Regarding establishment of Coochbehar Govt. Engg. College, Coochbehar following works are to be undertaken: <ul style="list-style-type: none"> i) Initiating handover of central facility building, student amenity centre, girls’ hostel, boys’ hostel and Principal’s quarter required for commencement of 1st year classes. ii) Completion of procurement of furniture, computers, equipment, library books and journals, etc. iii) Preparation for AICTE’s visit - documentation.
14.	Following activities under TEQIP-II and TEQIP-III have to be undertaken by the State Project Facilitation Unit: <ul style="list-style-type: none"> i) 13th meeting of State Steering Committee. ii) Review meeting with the institutes on follow up activities of the observation of 6th JRM. iii) Visit to the 2 COEs at UCT-CU and FET-JU. iv) TEQIP-III preparatory activities.

April

1.	To issue Notification for affiliation of B. Ed Colleges to WBUTTEPA in Phase-I.
2.	Start the administrative exercise for affiliation of the Colleges under Bankura University.
3.	Finance Department will be moved for creation of Posts for “Sanskrito Sahitya Charcha O Gabeshana Kendra” at Nabadwip.
4.	Software to be tested and made ready by colleges/universities for Online Admission into Under Graduate and Post Graduate Courses.
5.	To oversee admission process in B.Ed colleges as per NCTE’s guidelines/Court’s orders.
6.	Preparation of report for Budget Scrutiny by the W.B.L.A.’s Standing Committee.
7.	Apply for affiliation to the University of Calcutta (subjects with student intake capacity) for the new Government Girls’ General Degree College at Ekbalpur, Kolkata.
8.	Review academic activities and infrastructure status of the new Govt. General Degree colleges which started academic activities from the academic session of 2015-16.
9.	Preparation for conduct of West Bengal Joint Entrance Examination for Engineering and Medical Institutions - 2016.
10.	Preparatory work for conduct of Common Entrance Examinations to be conducted by the Minority Professional Technical Colleges of the State.
11.	Following activities under TEQIP-II and TEQIP-III have to be undertaken by the State Project Facilitation Unit: i) Review of Governance Development Plans of TEQIP-II institutes. ii) Workshop on TEQIP-III activities. iii) Internal Audit for 2nd half of 2015-16 starts. iv) Visit to College of Engg. & Management, Kolaghat and MCKV Institute of Engineering, Howrah.

May

1.	Issue of Notification for creation of BABA SAHEB BHIM RAO AMBEDKAR Chair.
2.	To review preparatory arrangements for starting on-line admission into Under-Graduate and Post-Graduate Courses of Colleges/Universities for Academic Year 2016-17.
3.	Review ongoing construction of buildings of Coochbehar Panchanan Barma University, Kazi Nazrul Islam University (2nd phase), 2nd campus of University of North Bengal, Diamond Harbour Women’s University, Bankura University and WB University of Teacher’s Training Education Planning & Administration.
4.	AG, WB will be moved for approval of the Head of Account for the Sanskrit College and University, West Bengal.
5.	Review Progress of Construction of buildings of Regional Centers of Netaji Subhas Open University.
6.	To review preparatory arrangement for starting on-line admission into Under-Graduate and Post-Graduate Courses of colleges/universities for Academic Year 2016-17.
7.	Complete the deployment of teaching staff (by the Director of Public Instruction, West Bengal) in the new Government Girls’ General Degree College at Ekbalpur, Kolkata.
8.	Appointment of OIC for the new Government Girls’ General Degree College at Ekbalpur, Kolkata.
9.	Engagement of Security Staff for the new Government Girls’ General Degree College at Ekbalpur, Kolkata.

10.	Regarding establishment of Purulia Govt. Engg. College, Purulia following works are to be undertaken: i) Monitoring of Phase-II construction. ii) Commissioning of furniture, computers, equipment, library books and journals, etc. (for 1st year). iii) Obtaining AICTE's approval subject to satisfactory report of AICTE's Expert visit committee. iv) Review of recruitment process and placement of teaching and non-teaching employees.
11.	Regarding establishment of Coochbehar Govt. Engg. College, Coochbehar following works are to be undertaken: i) Completion of residual construction and other related work of Phase –I, if any. ii) Commissioning of furniture, computers, equipment, library books and journals, etc. iii) Obtaining AICTE's approval subject to satisfactory report of AICTE's Expert visit committee. iv) Review of recruitment process and placement of teaching and non-teaching employees.
12.	Conduct of West Bengal Joint Entrance Examination for Engineering and Medical -2016 scheduled on 17th May, 2016.
13.	Conduct Common Entrance Examinations to be conducted by the Minority Professional Technical Colleges of the State.

June

1.	To issue Notification for establishment of “Sanskrito Sahitya Charcha O Gabeshana Kendra” at Nabadwip.
2.	Formation of Statute Committee for the Sanskrit College and University, West Bengal.
3.	Move Finance Department for administrative approval for construction of the SCIENCE BUILDING of Bankura University.
4.	Review preparations undertaken by the Universities & Colleges for implementing OBC Reservation for the Academic Session 2016-17.
5.	Review matters under the Right to Public Services Act.
6.	To start Help Line by the Deptt. for Admission into Under Graduate and Post Graduate Courses.
7.	To start process for release of building grant (25%) to Govt. aided colleges.
8.	To move West Bengal College Service Commission for filling up newly created posts in Teachers' Training colleges.
9.	Move Finance Department for DDO Code of the new Government Girls' General Degree College at Ekbalpur, Kolkata.
10.	Counselling of Common Entrance Examinations conducted by the Minority Professional Technical Colleges of the State.
11.	Publication of Merit List of West Bengal Joint Entrance Examination for Engineering and Medical -2016 and preparation of counselling of the same.
12.	Following activities under TEQIP-II and TEQIP-III have to be undertaken : i) Expected 7th JRM compliance review of the institutes (based on the indicators as may be circulated by MHRD/NPIU). ii) Activities of TEQIP-III- 1st mentoring of the institutes to start. iii) Visit in Bankura Unnayani Institute of Engineering and UIT-Burdwan University. iv) Impact Assessment Survey of TEQIP-II- Faculty Student and staff satisfaction Survey (as may be directed by MHRD/NPIU).

July

1.	Cabinet be moved for approval of creation of Posts for “Sanskrito Sahitya Charcha O Gabeshana Kendra” at Nabadwip.
2.	Commencement of operations/academic activities at the Sanskrit College and University, West Bengal.
3.	Commencement of admission process in Under Graduate courses (after10+2) in higher educational institutions in the State.
4.	Commencement of Help Line for on-line admission into Under Graduate courses by the Department.
5.	To start process for release of book grant, equipment grant, furniture grant etc. (25%) to Govt. aided colleges.
6.	To introduce ‘Hindi Medium shift’ in identified colleges of North Bengal.
7.	Release of Plan fund for the new Government General Degree Colleges.
8.	Surrender of unfilled seats of Common Entrance Examinations conducted by the Minority Professional Technical Colleges of the State.
9.	Commencement of online counseling of West Bengal Joint Entrance Examination for Engineering and Medical - 2016.
10.	Following activities under TEQIP-II and TEQIP-III have to be undertaken:
	i) Review meeting on Mentoring, Performance Auditing and Data Auditing for TEQIP-II institutes.
	ii) 7th JRM preparation review; visit to West Bengal University of Technology and Birbhum Institute of Engg. & Technology.
	iii) TEQIP –III activities (as may be directed by MHRD/NPIU).
	iv) Review of the Statutory Audit reports of 2015-16.
11.	Commission the Higher Education Department’s new website.

August

1.	Notification for opening of Head of Accounts for the Sanskrit College and University, West Bengal.
2.	Monitor admission into UG and PG programmes to continue in colleges and universities.
3.	Help Line for UG and PG admission to continue.
4.	Publication of the advertisement for Swami Vivekananda West Bengal Govt. Merit cum Means Scholarship Scheme.
5.	Commencement of academic activities in the new Government Girls’ General Degree College at Ekbalpur, Kolkata.
6.	Commencement of 1st year classes from August, 2016 in Purulia Govt. Engg. College.
7.	Commencement of 1st year classes from August, 2016 in Coochbehar Govt. Engg. College.
8.	Admission and commencement of university registration of Technical and Professional Colleges of the State.
9.	Completion of online counselling and commencement of decentralized counselling of West Bengal Joint Entrance Examination for Engineering and Medical -2016.
10.	Conduct Counselling for Lateral Entry (GELET) and JECA (MCA).

September

1.	Issue of Notification of Post creation at “Sanskrito Sahitya Charcha O Gabeshana Kendra” at Nabadwip.
2.	Review the progress of the construction of the official building of the West Bengal College Service Commission and West Bengal Council of Higher Secondary Education at New Town.
3.	Review ongoing construction of buildings of Coochbehar Panchanan Barma University, Kazi Nazrul Islam University (2nd phase), 2nd campus of University of North Bengal, Diamond Harbour Women’s University, Bankura University and WB University of Teacher’s Training Education Planning & Administration.
4.	Release of building grant (75%) to Govt. aided colleges.
5.	Release of fund to five Directorates under Swami Vivekananda West Bengal Govt. Merit cum Means Scholarship Scheme.
6.	Registration of students admitted to Technical and Professional Colleges of the State by MAKAUT, W.B.
7.	Completion of admission process of 1st year Management, MCA and hotel management & catering technology courses and 2nd year of engineering and technology courses under lateral entry scheme by WBJEEB.
8.	Following activities under TEQIP-II and TEQIP-III have to be undertaken: i) Review meeting on the status of progress of TEQIP-II activities. ii) TEQIP-III activities (expected constitution of State Steering Committee). iii) Review of CoE activities for TEQIP-II in the State Level Advisory Committee meeting.

October

1.	Undertake review of the status of the OBC reservation at the College and University level for the Academic Session 2016-17.
2.	Completion of registration process of freshly-admitted U.G. students by the affiliating Universities.
3.	Winding up of the Department’s Admission’s Help Line and Grievance Redressal System.
4.	Release of book grant, equipment grant, furniture grant etc. to Govt. aided colleges.
5.	Review the academic activities in the new Govt. Colleges started their academic activities from 2013-14, 2014- 15 and 2015-16.
6.	Review progress of the construction of the second floor of the new Govt. Colleges started in 2015-16 with PWD.
7.	Completion of University registration of Technical Professional Colleges of the State.
8.	Following activities under TEQIP-II and TEQIP-III have to be undertaken:
9.	i) Compliance review for TEQIP-II (end of Project indicators). ii) TEQIP-III activities as may be directed by MHRD/NPIU. iii) Review of Procurement activities for TEQIP-II and residual activities. iv) Review of Statutory Audit compliance for TEQIP-II.

November

1.	Submission of the draft Statute by the Statute Committee of the Sanskrit College and University, West Bengal.
2.	Review status of renovation projects in Presidency University for its bicentennial celebrations.

3.	Review ongoing construction of buildings of Coochbehar Panchanan Barma University, Kazi Nazrul Islam University (2nd phase), 2nd campus of University of North Bengal, Diamond Harbour Women's University, Bankura University and WB University of Teacher's Training Education Planning & Administration.
4.	Preparation of Non-Plan Budget for 2016-17 and Revised Estimate for 2015-16 for onward submission to Finance (Budget) Department.
5.	Preparation of the Economic Review Report.
6.	Regarding Purulia Govt. Engg. College:
	i) Placement of furniture, computers, equipment, library books and journals, etc. (for 2nd year onwards).
	ii) Recruitment of teaching and non-teaching employees.
7.	Regarding Coochbehar Govt. Engg. College:
	i) Placement of furniture, computers, equipment, library books and journals, etc. (for 2nd year onwards).
	ii) Recruitment of teaching and non-teaching employees.
8.	Following activities under TEQIP-II and TEQIP-III have to be undertaken:
	i) 14th meeting of State Steering Committee.
	ii) TEQIP-II wrap-up activities as per direction of MHRD/NPIU.

December

1.	Monitor progress of renovation projects in Baker Building (Physics Department) and other projects of Presidency University.
2.	Review expenditure/utilization of fund for the construction of buildings of Regional Centres of Netaji Subhas Open University at Durgapur and Jalpaiguri.
3.	Forwarding draft statute of the Sanskrit College and University to Law Department.
4.	Review progress of construction of the second campus of the Presidency University at New Town and the Himalayan campus of the said University at Dowhill, Kurseong.
5.	Collection of materials for preparation of Annual State Plan 2016-17.
6.	Preparation of Plan budget for 2017-18 and Revised Estimate for 2016-17 for onward submission to Finance (Budget) Deptt.
7.	Release of balance fund (building grant, book grant, equipment grant, furniture grant etc.) to Govt. aided colleges.
8.	Following activities under TEQIP-II and TEQIP-III have to be undertaken:
	i) TEQIP-II residual closing formalities.
	ii) Review meeting for the progress of TEQIP-III.
	iii) Preparatory activities for 1st JRM of TEQIP-III.
	iv) Mentoring and Performance Auditing for TEQIP-III institutes.

Department of Hill Affairs

Legal and Statutory responsibilities under the Rules of Business and timelines for disposal:-

1. Promotion of social, economic, educational and cultural advancement of the people residing in the hill areas of the district of Darjeeling and financing, regulation and inspection of the bodies established for this purpose :-
 - a) Pursuing the Ministry of Home Affairs, Govt. of India, with the feed back to be submitted by the GTA, for the remaining “Additional Central Assistance” as per the tripartite “**Memorandum of Agreement**” for the projects **to develop the socio-economic infrastructure in GTA, as per the timelines in the Specific Milestones below.**
 - b) Pursuing the GTA and the NABARD for smooth execution of the **Social Sector projects** on educational institutions besides rural roads etc. under RIDF programmes **within the timelines set by NABARD.**
 - c) Attending **meetings of the Standing Committee** of the State Legislative Assembly.
2. All matters in connection with or in relation to the constitution and functioning of the GTA :-
 - a) Convening **Bipartite meetings** between the Government of West Bengal and the Gorkha Janamukti Morcha as would be called for **on mutually consented upon date(s)** and taking follow-up measures on all matters in connection with the function of GTA.
 - b) Action as per the GTA Act-2011.
3. For Coordination of all development schemes and projects in hill areas of the district of Darjeeling :-
 - a) Bi-monthly pursuance with all the concerned departments for disposal of the proposal of GTA for modifications in the notifications issued for transfer of subjects/institutions/offices.

Yearlong programme of review meetings, district tours by Ministers/Secretaries/other senior officers:-

- a) Convening **Tripartite Review Committee meetings** among the Government of India, the Government of West Bengal and the Gorkha Janamukti Morcha, as would be called for **on mutually consented upon date(s)** and taking follow-up measures.
- b) District tours by Minister-in-charge/Additional Chief Secretary :-

Specific Milestones regarding the State Government Schemes and the GOI Schemes :-

January, 2016	
1)	Convening Tripartite Review Committee meeting, if approved.
2)	Preparing Annual Action Plan under State Plan for 2016-17.
3)	Pursuing GTA for balance utilisation of ACA so as to send the claim for remaining amount from Government of India.
4)	Pursuing for Non-Plan Budget 2016-17 from the GTA for sending to the Finance Department.
5)	Pursuance with all the concerned departments for disposal of the proposal of GTA for modifications in the notifications issued for transfer of subjects/institutions/offices.
6)	Review of clean and green Darjeeling.
February, 2016	
1)	Collecting write-up from GTA on Annual Action Plan - 2016-2017.
2)	Preparation for Chief Minister's Budget Speech for 2016-17.
3)	Finalisation and sending Annual Action Plan of State Plan and RIDF for 2016-2017 to the Finance Department and to the State Legislative Assembly with Budget Speech.
4)	Submitting write up on State Plan – 2016-2017 to the State Planning Commission.
5)	Follow up of the resolution of the Tripartite Review Committee meeting with GTA, if approved.

March, 2016	
1)	Submission of Chief Minister's Budget Speech for 2016-17.
2)	Releasing Plan & Non-Plan fund for the last quarter of 2016-17.
3)	Collecting and sending balance UC/proposal for/of ACA to MHA .
4)	Pursuing for Draft Bill for Sub-ordinate Service Selection Board.
5)	Pursuance with all the concerned departments for disposal of the proposal of GTA for modifications in the notifications issued for transfer of subjects/institutions/offices.
April, 2016	
1)	Pursuing progress for RIDF – XVII-, -XVIII-, - XIX-, -XX- and -XXI-.
2)	Pursuing for finalisation of Rules of Business.
3)	Releasing Non-Plan fund of 1 st Quarter of 2016-17 to GTA and the Hill Affairs Department.
4)	Pursuing for Audit of GTA A/Cs.
5)	Review of Service matters of GTA employees.
6)	Review of clean and green Darjeeling.
May, 2016	
1)	Addressing GTA on actions regarding pre-monsoon cyclone activities as would be instructed by Disaster Management Department.
2)	Attending to matters on Standing Committee meeting.
3)	Convening Bipartite Meeting, if approved.
4)	Pursuing for "Rules of Business" for GTA.
5)	Pursuance with all the concerned departments for disposal of the proposal of GTA for modifications in the notifications issued for transfer of subjects/institutions/offices.
June, 2016	
1)	Pursuing progress for RIDF – XVII-, -XVIII-, - XIX-, -XX- and -XXI-.
2)	Follow up of the resolution of the Bipartite Meeting with GTA, if approved.
3)	Convening Tripartite Review Committee meeting, if approved.
4)	Pursing MHA for Constitutional Amendment.
5)	Pursuing Audit of Accounts of erstwhile DGHC for 1991-1992 to 2010-2011.
July, 2016	
1)	Pursuing Audit of Accounts of GTA.
2)	Pursuing for Sub-ordinate Service Selection Board for GTA.
3)	Pursuing for "Rules of Business" for GTA.
4)	Follow up of the resolution of the Tripartite Review Committee meeting with GTA, if approved.
5)	Pursuance with all the concerned departments for disposal of the proposal of GTA for modifications in the notifications issued for transfer of subjects/institutions/offices.
6)	Review of clean and green Darjeeling.
August, 2016	
1)	Pursing MHA for Constitutional Amendment.
2)	Pursuing progress for RIDF – XVII-, -XVIII-, - XIX-, -XX- and -XXI-.
3)	Pursing MHA for Constitutional Amendment.
4)	Review of Service matters of GTA employees
5)	Pursuing Audit of Accounts of erstwhile DGHC for 1991-1992 to 2010-2011.

September, 2016	
1)	Pursuing GTA for Revised Estimate 2016-2017 and Budget Estimates 2017-2018.
2)	Convening Bipartite Meeting, if approved.
3)	Releasing Non-Plan fund of 2 nd Quarter of -2016-17 to GTA and the Hill Affairs Department.
4)	Pursuing Audit of Accounts of GTA.
5)	Pursuance with all the concerned departments for disposal of the proposal of GTA for modifications in the notifications issued for transfer of subjects/institutions/offices.
October, 2016	
1)	Pursuing Audit of Accounts of erstwhile DGHC for 1991-1992 to 2010-2011.
2)	Preparation of Revised Estimates 2016-2017 and Budget Estimates 2017-2018 on receipt from GTA.
3)	Pursuing for Sub-ordinate Service Selection Board for GTA.
4)	Follow up of the resolution of the Bipartite Meeting with GTA, if approved.
5)	Review of clean and green Darjeeling.
November, 2016	
1)	Pursuing progress for RIDF – XVII-, -XVIII-, -XIX-, -XX- and -XXI-.
2)	Pursing MHA for Constitutional Amendment.
3)	Pursuing for “Rules of Business” for GTA.
4)	Preparation of Draft Administration Calendar 2017.
5)	Pursuance with all the concerned departments for disposal of the proposal of GTA for modifications in the notifications issued for transfer of subjects/institutions/offices.
December, 2016	
1)	Follow-up for UC of Additional Central Assistant proposals.
2)	Seeking write-up for GTA on plan proposal for 2017-2018.
3)	Convening Bipartite Meeting with GTA, if approved.
4)	Finalisation of Administrative Calendar 2017.
5)	Pursuing Audit of Accounts of erstwhile DGHC for 1991-1992 to 2010-2011.

Department of Home

January, 2016

1	Creation of 2 P.S's for Kolkata Police area (Carried over from 2015).
2	Monthly meeting on Internal Security Issues.
3	Monthly meeting on VIP/VVIP Security.
4	Review meeting on Coastal Security.
5	Unified Command meeting in regard to LWE matters.
6	Review of progress of Mega City policing plan
7	Review of issuance of license/renewal of license applications under PSA(R) Act 2005.
8	Review of sanction of State plan proposals & follow up action.
9	Review of Plan Fund release.
10	Review of sanction of Police Infrastructural projects.
11	Review of FSL projects & submission of restructuring proposals of FSL to State Pay Commission.
12	Review of utilisation of funds released to Police Housing Corporation during last 2 years.
13	Completion of construction of Jharkhali Coastal Police Station under Distt. South 24 Pgns.
14	Submission of Utilisation Certificate upto December 2015 to GOI under BADP.
15	Submission of Quarterly Progress Report (QPR) upto December 2015 to GOI for BADP.
16	To Review pending Court Cases/ matters.

February, 2016

1	Creation of a new P.S under West Bengal Police area.
2	Monthly meeting on Internal Security Issues.
3	Monthly meeting on VIP/VVIP Security.
4	Review meeting on Coastal Security.
5	Review of pending exempted category applications for compassionate appointments.
6	Review of pending Special Infrastructure Scheme (SIS) works for U.C of Central Funds.
7	Review of recruitment of State FSL staff by SSC, West Bengal.
8	Review of progress of construction projects of Kolkata Police and West Bengal Police.
9	Review of implementation of projects of 'Non-plan' sector.
10	Preparation of Plan Budget and Hon'ble CM's Budget Speech 2016-17.
11	Implementation of I.B restructuring plan.
12	Procurement of 8 number of All Terrain Vehicles (ATV) for C.P.S.
13	Training to start as per Action Plan sent to MHA towards skill development and capacity building under BADP.

March, 2016

1	Issuing of order for filling up of 673 posts of Jr. Constables.
2	Monthly meeting on Internal Security Issues.
3	Monthly meeting on VIP/VVIP Security.
4	Review meeting on Coastal Security.
5	Preparation meeting for Doljatra/Holi festival.
6	Review of sanction of State Plan proposals.
7	Review of utilization of Central Funds in schemes funded by Govt. of India.
8	Review of progress of construction work in RFSL, Durgapur.

9	Review of progress in submission of proposals connected with Mega City Policing plans.
10	To review pending Court Cases/ matters.
11	Completion of construction of Nayachar Coastal Police Station in Purba Medinipur.
12	Review of utilization of BADP funds with Distt. Planning officers.
13	Collection of pending U.C's for Border Roads Infrastructure Schemes under 13 th F.C for BADP and submission of the same to MHA.

April, 2016

1	Initiation of process of creation of 4 new Women P.S in 2 nd phase in Kolkata Police area.
2	Monthly meeting on Internal Security Issues.
3	Monthly meeting on VIP/VVIP Security.
4	Review meeting on Coastal Security.
5	Review of SIS projects.
6	Review of progress of work with regard to computerized accounting of MPF fund releases.
7	Requesting the Police Directorates and the State FSL to start exercise on identifying non-utilization of funds released for projects in FY 2015-16.
8	Review of outstanding Audit Paragraphs.
9	Review of progress of work related to building of Police infrastructure in Jhargram Police District.
10	Utilization of funds in the Scheme of 'Fortification of Police Stations in LWE areas' in the Gopiballavpur project.
11	Review of approvals given under construction projects based on Model Plans.
12	Completion of Construction of Moipith Coastal Police Station (CPS).
13	Submission of U.C upto March 2016 to GOI for BADP.
14	Submission of QPR upto Mar'16.
15	State Level Screening Committee (SLSC) meeting for BADP.
16	Review of outstanding audit paras regarding BADP.
17	Unified Command meeting in regard to LWE matters.

May, 2016

1	Issuing of order for filling up of 700 posts of S.Is in WBP.
2	Monthly meeting on Internal Security Issues.
3	Monthly meeting on VIP/VVIP Security.
4	Review meeting on Coastal Security.
5	
6	Review of Victim Compensation Scheme.
7	
8	Assessment of need of revalidation sanction in the last quarter of 2015-16.
9	Preparation of computerized database on projects sanctioned and funds released in the FY 2015-16.
10	A review of the progress of work in the scheme 'PRATYASHA'.
11	Overall review of execution in all the schemes assisted by the Govt. of India.
12	Review of the rehabilitation schemes for the surrendered LWE Extremists.
13	Review of sanction of Police infrastructure projects based on Model Plans.
14	Sending U.C for central funds under Coastal security scheme (C.S.S) phase-I and phase-II.

June, 2016

1	Issuing of order for filling up of 144 posts of SI/Sergeant in Kolkata Police.
2	Monthly meeting on Internal Security Issues.
3	Monthly meeting on VIP/VVIP Security.
4	Review meeting on Coastal Security.
5	Review of work on setting up of Police Public Model School.
6	Sanction of Police infrastructure Projects in Purba Medinipur District.
7	Megacity Policing Project: a review of progress made.
8	Overall review of FSL projects: Mobile Crime Scene units, procurement of equipments etc.
9	Implementation of projects by the WBSPHC: a status review.
10	Implementation of projects by the KPHIDC: a status review.
11	Review of Plan fund availability and drawing up a plan for release of funds.
12	To review pending court cases/matters.
13	Interaction with Planning Deptt on progress of IAP/JAP.
14	Review of pending sanctions under WBHS'08.
15	Preparatory meeting for Id-UI-Fitre.

July, 2016

1	Creation of one new P.S in K.P area.
2	Monthly meeting on Internal Security Issues.
3	Monthly meeting on VIP/VVIP Security.
4	Review meeting on Coastal Security.
5	Submission of U.C upto June'2016 for BADP to GOI.
6	Submission of DPR upto June'2016 for BADP to GOI.
7	Completion of construction of Gobardhanpur Coastal P.S.
8	Review of progress of utilization of Central funds under MPF scheme.
9	Preparation of a report to be placed before the FSL Board on decisions taken by the Board in its first meeting.
10	Review of utilization of 'Plan' funds by the Police Housing Corporations.
11	Unified Command meeting in respect of LWE matters.

August, 2016

1	Creation of one P.S in WBP area.
2	Monthly meeting on Internal Security Issues.
3	Monthly meeting on VIP/VVIP Security.
4	Review meeting on Coastal Security.
5	Issuance of order for filling up 4000 vacant posts of Constables in West Bengal Police.
6	Procurement of 6 No(s) of ATV for C.P.S.
7	To review pending Court cases / matters.
8	Review of projects undertaken with the grants of Finance Commissions.
9	Review of status of restructuring of RFSL, Jalpaiguri.
10	Review of status of RFSL, Durgapur.
11	Obtaining status report on Scheme of 'SIS'.
12	Review of sanction of construction projects under MPF 2013-14 and 2014-15.
13	Review of projects undertaken with the grants of Finance Commission.

September, 2016

1	Issuing of order for creation of posts and distribution of force between Jalpaiguri and Alipurduar District.
2	Monthly meeting on Internal Security Issues.
3	Monthly meeting on VIP/VVIP Security.
4	Review meeting on Coastal Security.
5	Review of utilization of BADP fund with District Planning Officers.
6	Obtaining status report on implementation of projects under Model Plan.
7	Review of progress of utilization of pending non-plan funds under MPF.
8	Review of 'plan funds' portion and status of ongoing projects.
9	Preparation of plans for WBP & KPD for 2017-18.
10	Review of condemnation of Government vehicles (WBP & K.P) and purchase/ hiring plans.
11	Preparatory meeting for Id-Ul-Zuha.
12	Preparatory meeting for Durgapuja/Muharrum.

October, 2016

1	Creation of one Police Station in WBP area.
2	Monthly meeting on Internal Security Issues.
3	Monthly meeting on VIP/VVIP Security.
4	Review meeting on Coastal Security.
5	Submission of U.C upto Sept'2016 to GOI BADP.
6	Submission of QPR upto Sept'2016 to GOI for BADP.
7	Sending plan for training programme for 2016-17 to MHA, GOI for BADP.
8	Review of sanction of State Plan proposals and taking follow up measures.
9	Review of expenditure from plan head.
10	Review of accounting work related to MPF.
11	Preparatory meeting for Kali Puja/Jagadhatri Puja.
12	To review pending Court Cases/Matters.
13	Unified Command meeting in respect of LWE matters.

November, 2016

1	Issuing of order for 10 Women P.S in WBP area in 5 th phase.
2	Monthly meeting on Internal Security Issues.
3	Monthly meeting on VIP/VVIP Security.
4	Review meeting on Coastal Security.
5	Completion of construction of Coastal Police Station at Diamond Harbour.
6	2 nd meeting of SLSC for review of BADP and for preparation of AAP for 2017-18.
7	Review utilization of Central funds in schemes funded by GOI.
8	Review of pendency of compensation proposals.
9	Review of construction work in respect of Women Police Stations.
10	Review of execution of Police Infrastructure projects.
11	Review of expenditure from Plan head.
12	Review of utilization of Central Funds in schemes funded by Govt. of India.
13	Review of progress in of Mega City Policing plans.
14	Preparatory work for Administrative Calendar 2017.
15	Review pending Court Cases/Matters.

December, 2016

1	Completion of Selection process of 673 posts of Junior Constables in WBP.
2	Issue of order for creation of 4 Women Police Stations in 2 nd phase in Kolkata Police.
3	Monthly meeting on Internal Security Issues.
4	Monthly meeting on VIP/VVIP Security.
5	Review meeting on Coastal Security.
6	Completion of Construction of Jetty at Moipith under Coastal Security.
7	Review of revamping of FSL.
8	Implementation of projects by WBSPHC/ KPHIDC.
9	Review of procurement of arms & ammunition under MPF.
10	Commencement of work of Budget preparation, finalization of non-plan budget 2017-18 and Budget speech.
11	Review pending Court Cases/Matters.

Department : Housing

January - 2016

1.	Completion of construction of Toilet Block in Baruipur Sub-Divisional Hospital.
2.	Completion of renovation work of Lake Gardens and 37, Belgachia Road, RHE.
3.	Identification of 3,000 beneficiaries and allotment of fund for the construction of dwelling units under "Geetanjali" Scheme.
4.	Issuance of e-Tender notice of Pilot Project "AKANKSHA" at New Town.
5.	Review of "Geetanjali" Scheme with all District Magistrates.
6.	District visit (Alipurduar, Jalpaiguri, North 24 Parganas, Bankura & Purba Medinipur) by team of Officers to supervise different developmental activities going on in the Districts.

February - 2016

1.	Commencement of works for construction of New Hostel for Working Women at C.N. Roy Road.
2.	Issuance of work order for the construction of Inspection Bungalow at Regent Park.
3.	Identification of 3,000 beneficiaries and allotment of fund for the construction of dwelling units under "Geetanjali" Scheme.
4.	District visit (Malda, Murshidabad, South 24 Parganas, Nadia & Hooghly) by team of Officers to supervise different developmental activities going on in the Districts.

March - 2016

1.	Completion of renovation work of O.D.R.C., RHE.
2.	Completion of construction of Super-Speciality Hospital at Domkol.
3.	Identification of 3,000 beneficiaries and allotment of fund for the construction of dwelling units under "Geetanjali" Scheme.
4.	Launching of Pilot Project "AKANKSHA" at New Town.
5.	District visit (Kolkata, Dakshin Dinajpur, Uttar Dinajpur, Coochbehar & Darjeeling) by team of Officers to supervise different developmental activities going on in the Districts.

April - 2016

1.	Completion of construction of Super-Speciality Hospital at M.R. Bangur and Diamond Harbour.
2.	Completion of renovation works of Tollygunge Homes, PRHE and A.K. Mukherjee Road, RHE.
3.	Commencement of work of inspection Bungalow at Burdwan.
4.	Commencement of work of new Working Women Hostel at Regent Park.

May - 2016

1.	Completion of construction of new RHE at Raghunathpur.
2.	Completion of construction of MOTEL at Pankhabari.
3.	Commencement of work of inspection Bungalow at Diamond Harbour.

June - 2016

1.	Completion of construction of MOTEL at Old Malda.
2.	Review meeting with all Districts to assess the performance of "Geetanjali" Scheme for the year 2015-16 and fixing up of target for 2016-17.
3.	District visit (Alipurduar, Jalpaiguri, North 24 Parganas, Bankura & Purba Medinipur) by team of Officers to supervise different developmental activities going on in the Districts.

July - 2016

1.	Identification of 5,000 beneficiaries and allotment of fund for the construction of dwelling units under "Geetanjali" Scheme.
2.	District visit (Malda, Murshidabad, South 24 Parganas, Nadia & Hooghly) by team of Officers to supervise different developmental activities going on in the Districts.

August - 2016

1.	Completion of construction of new RHE at Buniadpur, Dakshin Dinajpur.
2.	Completion of renovation work of Sampa Mirza Nagar, RHE.
3.	Identification of 5,000 beneficiaries and allotment of fund for the construction of dwelling units under "Geetanjali" Scheme.
4.	District visit (Howrah, Burdwan, Purulia, Birbhum & Paschim Medinipur) by team of Officers to supervise different developmental activities going on in the Districts.

September - 2016

1.	Completion of renovation work of Gumar Math, RHE.
2.	Completion of construction of Night Shelter for the Patient parties at Medical College, Kolkata.
3.	Identification of 5,000 beneficiaries and allotment of fund for the construction of dwelling units under "Geetanjali" Scheme.
4.	District visit (Alipurduar, Jalpaiguri, North 24 Parganas, Bankura, & Purba Medinipur) by team of Officers to supervise different developmental activities going on in the Districts.

October - 2016

1.	Completion of works for construction of Working Women Hostel at Banamali Naskar Road.
2.	Completion of construction of MOTEL at Ashokenagar.
3.	Launching of Second Project of "AKANKSHA"
4.	Completion of construction of Night Shelter for the Patient parties at Baruipur Sub-Divisional Hospital.
5.	Identification of 10,000 beneficiaries and allotment of fund for the construction of dwelling units under "Geetanjali" Scheme.
6.	District visit (Howrah, Burdwan, Purulia, Birbhum & Paschim Medinipur) by team of Officers to supervise different developmental activities going on in the Districts.

November - 2016

1.	Completion of construction of MOTEL at Farakka .
2.	Completion of works for construction of Working Women Hostel at Becharam Chatterjee Street, RHE.
3.	Identification of 10,000 beneficiaries and allotment of fund for the construction of dwelling units under "Geetanjali" Scheme.
4.	District visit (Alipurduar, Jalpaiguri, North 24 Parganas, Bankura & Purba Medinipur) by team of Officers to supervise different developmental activities going on in the Districts.

December - 2016

1.	Completion of 88 nos. flats at Old Rice Mill, Coochbehar.
2.	Completion of construction of Abasan Bhaban at New Town.
3.	Completion of works for construction of Working Women Hostel at Malbazar.
4.	Completion of work of Inspection Bungalow at Regent Park.
5.	Completion of construction of Working Women Hostel at Regent Park.
6.	Completion of work of Inspection Bungalow at Diamond Harbour.
7.	Identification of 10,000 beneficiaries and allotment of fund for the construction of dwelling units under "Geetanjali" Scheme.
8.	District visit (Howrah, Burdwan, Purulia, Birbhum & Paschim Medinipur) by team of Officers to supervise different developmental activities going on in the Districts.

Department of Information and Cultural Affairs

Administrative Inputs	
Legal & Statutory obligations as per the Rules of Business	Action thereof
Information & Public Relation	Continuous process throughout the State through different subordinate offices
All matters connected with official language of the State and the Union	Implemented as per the decision of the State Government as well as the Union Government
All matters connected with cinemas, film industry, including products of films in particular, exhibitions and cultural programmes	Details are reflected in the activities below
Promotion of Art & Culture	Details are reflected in the activities below
Promotion of dance, drama, music, theatre, jatra & folk music	Details are reflected in the activities below
Cultural activities with other States in India & Inter-State exchange of cultural troupes	To be decided in due course
Centenary celebrations of former distinguished personalities in various fields	To be decided in due course
Administration of State institutions of cultural nature except as otherwise specified	Already exist
Management of Basumati Corporation Limited	Already exist
Control & Management of some Auditoriums	Already exist
Year-long programme of review meetings, district tours by Secretary & other senior officers	<ol style="list-style-type: none"> 1. At least once in a month by Directors of each Directorate with subordinate officers; 2. At least once in a month by Principal Secretary with senior officers; 3. Each district would be visited by any of the senior officers at least once in each month.
Specific milestones regarding State Government schemes	<ol style="list-style-type: none"> 1. Lok Prasar Prakalpa with target of enrollment is around 5000 folk artists per month; 2. Medclaim for Cine artists & technicians with target of enrollment is around 500 Cine artists/ technicians per month; 3. Milestones regarding other major Government Schemes has been reflected in the detailed Administrative Calender-2016.
Specific milestones regarding Government of India schemes	Reflected in the detailed Administrative Calender-2016.

Activities throughout the year	Sl. No.	Programme Details
	1.	Mediclaim for Cine-artists & Technicians
	2.	Financial assistance to distressed film technicians and artists (CCB)
	3.	Literary & Cultural Pension for eminent personalities
	4.	Atlas project by CASTEL
	5.	Lokprasar Prokalpa
	6.	To identify and declare Heritage Buildings, Monuments etc. and their restoration & preservation
Month	Sl. No.	Month-wise Programme Details
January	1.	Jatra Utsav
	2.	Seminar and display of painting of M.F. Hussain, Chintamani Kar and Nirod Majumder.
	3.	Burdwan Zilla Lok Utsav
	4.	Uday Sankar Dance Festival
	5.	National Level Drama Festival by Minerva Natyasanskriti Charcha Kendro
	6.	Seminar Satabarsher Aloke Shraddhanjali- Maniklal Bandyopadhyay & Sankha Chowdhury
	7.	Classical Music Conference
	8.	Literary and Cultural programme of Rajbanshi Bhasa Academy
	9.	Saraswata Utsav by Rajbanshi Bhasa Academy
	10.	Participation in Kolkata Book Fair, setting up of West Bengal Pavilion with an exhibition at Mela Ground
	11.	Sahitya Utsav & Little Magazine Mela by Paschimanga Bangla Academy.
	12.	Declaration of different awards under Paschimanga Bangla Academy
	13.	Dakshinanga Kshatriya Samiksha Gabeshak Sammelan through Folk & Tribal Cultural Centre
	14.	Adibashi Nritya Utsav
	15.	State Level Music and Dance Competition 2016
	16.	7th Rajya Shishu Kishore Utsav
	17.	Publication of Chira Sabuj Lekha
	18.	Publication of Bangla- English- Hindi- Urdu Dictionary
	19.	Tele Akademi Award Ceremony
	20.	Unnayane Uttirna with other Department.
	21.	Baul O Lok Sanskriti Utsav
	22.	Uttaranga Utsav.
	23.	Mati Utsav at Mati Tirtha with exhibition
	24.	Observance of Birth Anniversary of Swami Vivekananda, Netaji Subhash Ch. Bose & Madhusudan Dutt and <i>Martyrs' Day</i>
	25.	Observance of Republic Day throughout West Bengal

Month	Sl. No.	Month-wise Programme Details
February	1.	Repairing of galleries of State Archaeological Museum
	2.	Uttarbanga Lok-O-Adibashi Sanskriti Utsav
	3.	Uttarbanga Kshatriya Samiksha Gabeshak Sammelan
	4.	Observance of Birth Anniversary of Thakur Panchanan Barma
	5.	Lila Majumder Children Literature Festival
	6.	Observance of Bhasha Dibas throughout West Bengal
	7.	Kabir Sangye Dekha through Paschimbanga Bangla Academy
	8.	Uttarbanga Little Magazine Mela
	9.	Publication of Bankim Rachanabali
	10.	Girish Janmotsav
	11.	National Seminar on Rajbanshi Bhasha by Rajbanshi Bhasha Academy
	12.	Art Exhibition by Charukala Parshad
March	1.	Financial Assistance to Natya/ Jatra/ Folk & Other Artistes
	2.	Janma Tithi of Sri Sri Ramkrishna
	3.	Death anniversary of Bhagat Singh
	4.	Annadasankar Roy Memorial Lecture & award giving ceremony
	5.	Kabiyal Mela through Folk & Tribal Cultural Centre with exhibition
	6.	Dance Appreciation Course
	7.	Foundation Day Celebration of West Bengal State Music Academy
	8.	Biswa Natya Divas through Paschimbanga Natya Academy
April	1.	World Book Day Celebration through Paschimbanga Bangla Academy
	2.	Finalisation of New Heritage Policy
	3.	Shasang Mela through Folk & Tribal Cultural Centre
	4.	Workshop on Nazrulgiti through PB Kazi Nazrul Islam Academy
	5.	Completion of excavation of Moghalmari in Paschim Medinipur (3 rd Phase)
	6.	Celebration of birth anniversary of Dr.B.R. Ambedkar & Derozio
May	1.	Bangabibhusan & Bangabhusan
	2.	Rabindra Janmotsav with Exhibition
	3.	Publication of Rabindra Rachanabali
	4.	Nazrul Janmotsav with Exhibition
	5.	Award giving ceremony on behalf of different Akademy
	6.	Exchange programme with British Institute
	7.	Drawing & painting workshop on Upendra Kishore Roy Chowdhury
	8.	Barshapurti Anusthan throughout West Bengal
	9.	Celebration of birth anniversary of Satyajit Roy

Month	Sl. No.	Month-wise Programme Details
June	10.	Plan for Sanskriti Tirtha
	11.	Organising exhibition on excavation & exploration
	1.	Memorial Lecture through Rajya Charukala Parshad
	2.	Programmes on Rabindra Smaran
	3.	Workshop on Nazrul Geeti
	4.	Observation of Hool Dibas with Exhibition
	5.	Observance of birth anniversary of Bankim Chandra Chattopadhyay & Sir Asutosh Mukhopadhyaya
	6.	Publication of Bankim Rachanabali
	7.	Rabindra Nazrul Utsav
	8.	Workshop on Nazrulgiti through PB Kazi Nazrul Islam Academy
July	1.	Observance of birth anniversary of Dr. B.C. Roy, Tarasankar Bandyopadhyay, D.L.Roy, Atul Prasad, Rajanikanta & Bhanu Bhakt
	2.	Observance of birth & death anniversary of Dr. B.C. Roy
	3.	Workshop on Drama through Shisu Kishore Academy
	4.	Music Appreciation Course
	5.	Art Appreciation Course
	6.	Workshop for Jatra Artistes
	7.	Shishu Kishore Utsav
	8.	Mahanayaker Smarane
August	1.	Observance of Rabindra Prayan Divas with exhibition
	2.	Publication of "Jatra Darpan"
	3.	Observance of birth anniversary of Mother Teresa
	4.	Programmes in memory of Kazuo Azuma through PB Bangla Academy
	5.	Workshop on Dance and drama by WBSMA
	6.	Observance of Nazrul Prayan Divas
	7.	Workshop on painting & sculpture
	8.	District Level Workshop by WBSMA
	9.	Workshop on Sunirmal Basu through Shishu Kishore Academy
	10.	District Level Workshops
	11.	Workshop on Abanindra Nath Tagore through Shishu Kishore Academy
	12.	Workshop on Dance & Sangeet through Shishu Kishore Academy
	13.	Celebration of Independence Day throughout West Bengal
	14.	Shishu Kishore Utsav
	15.	Death anniversary of Martyr Khudiram Bose
September	1.	Agamoni
	2.	<i>Sharod Boi Parban</i>
	3.	Workshop on painting & sculpture
	4.	Seminar & Memorial programme on Drama through Paschimbanga Natya Academy
	5.	Observance of birth anniversary of Uttam Kumar, Bibhuti Bhushan Bandyopadhyaya, Sarat Chandra Chattopadhyaya & Iswar Chandra Vidyasagar

Month	Sl. No.	Month-wise Programme Details
October	1.	Publication of Nazrul's works
	2.	Lalan Utsav
	3.	Handover the cheque to Jatra Artistes
	4.	Training camp for Drawing teachers by Rajya Charukala Parshad
	5.	Biswa Bangla Sharod Samman
	6.	State Level Music and Dance Competition 2016
	7.	Observance of birth anniversary of Mahatma Gandhi
November	1.	Lok Natya Utsav
	2.	Observance of Birsha Munda Divas
	3.	Paschimbanga Charukala Utsav
	4.	Workshop on painting & sculpture
	5.	Award giving ceremony of Biswa Bangla Sharod Samman
	6.	Publication of Chira Sabuj Lekha
	7.	22nd Kolkata International Film Festival with exhibition
	8.	Observance of birth anniversary of C.R. Das, Abul Kalam Azad & Jawaharlal Nehru
	9.	Participation in India International Trade Fair
	10.	Social Communication Film Festival in districts
	11.	Antarbanga Natya Utsav
	12.	Bahirbanga Natya Utsav
	13.	Digitisation of famous and old Bengali films
December	1.	6th Kolkata International Children Film Festival
	2.	Uday Sankar Nritya Utsav
	3.	Poush Utsav
	4.	Sangeet Mela
	5.	Annual Festival of Folk & Tribal Cultural Centre
	6.	Dakshinbanga Lok-O-Adibashi Sanskriti Utsav
	7.	Workshop on painting & sculpture
	8.	State Level Music and Dance Competition 2016
	9.	Natya Mela at Districts and Kolkata
	10.	Construction of Baul Tirtha at Kenduli
	11.	Photography competition
	12.	Observance of birth anniversary of Ma Sarodamoni

Department of IT & Electronics IT Promotion 2016

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co-ordination is required	Design- ated Person/ Agency	Remarks
1	Siliguri IT Park (Ph-II)	Building to be ready for possession														DGM (ID & M), WEBEL	Spill-over target from 2015
2	Kharagpur IT Park	Building to be ready for Possession													WBSEDCL	DGM (ID & M), WEBEL	Spill-over target from 2015
3	Bolpur IT Park	Building to be ready for Possession													Panchayat, WBIDC, WBSEDCL	DGM (ID & M), WEBEL	Spill-over target from 2015
4	Haldia IT Park	Building to be ready for Possession													HDA, WBSEDCL	DGM (ID & M), WEBEL	Spill-over target from 2015
5	Kalyani IT Park	Building to be ready for Possession													L & LR, WBSEDCL	DGM (ID & M), WEBEL	Spill-over target from 2015
6	Howrah IT Park	Building to be ready for Possession													WBIDC, Panchayat, WBSEDCL	DGM (ID & M), WEBEL	Spill-over target from 2015
7	Taratata IT Park	90% of total work to be completed													KMC, KoPT, CESC, KIT	DGM (ID & M), WEBEL	Spill-over target from 2015
8	Bantala IT Park	75% of total work to be completed													Panchayat, WBSEDCL, Dev.	DGM (ID & M), WEBEL	Spill-over target from 2015

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments / Districts with whom co-ordination is required	Designated Person/ Agency	Remarks
9	Krishnanagar IT Park	Work Order to be issued													L & LR, DM, WBSEDCL Krishnanagar Mpty	DGM (ID & M), WEBEL	Spill-over target from 2015
		60% of civil construction to be completed															
		Electrical & other work to start															
10	Malda IT Park	Work Order to be issued													L & LR, DM, WBSEDCL Malda Mpty.	DGM (ID & M), WEBEL	Spill-over target from 2015 Land under water
		20% of civil construction to be completed															
11	Siliguri IT Park (Ph-III)	Work Order to be issued													SJDA, WBIDC	DGM (ID & M), WEBEL	
		20% of civil construction will be completed															
12	Sonarpur Hardware Park	Plots will be ready for allotment													WBSEDCL, Sonarpur Mpty.	DGM (ID & M), WEBEL	Spill-over target from 2015. Due to court cases, some part plots may not be allotted

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments / Districts with whom co-ordination is required	Designated Person/ Agency	Remarks
13	EMC, Nailhati	Final Approval and Anchor investor													Gol (DeitY), Finance, WBIDC, SPV	DGM (NP), WEBEL	PPP scheme with Gol assistance. Spill-over target from 2015
		Appointment of Engineering consultant															
		Appointment of developer															
		Mandatory clearances, land development work and allied activities to start															
14	EMC, Falta	Final Approval													Gol (DeitY), Finance, WBIDC, SPV	DGM (NP), WEBEL	PPP scheme with Gol assistance. Spill-over target from 2015
		Commencement of Development work															

e-governance 2016

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co- ordination is required	Design- ated Person/ Agency	Remarks
1	e-District State-wide Roll out	Launch of 13 more Online Services under e-District														Webel (Nirmal Ray) and SeMT (Ashwini Kumar) along with State Project Management Unit (SPMU)– M/s Price waterhouse Coopers	8 Services of Labour Dept + 3 of Registration of Societies (C&I Dept) + 2 of L&LR Dept
		Launch of 16 more Online Services under e-District													District		14 Licenses + 2 RTI related services
		Launch of remaining 2 Services online under e-District													L & LR and Labour Dept		

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co-ordination is required	Design-ated Person/ Agency	Remarks
		Setting up and Operationali-zation of Urban eSeva Kendras in 126 ULBs across the State													Municipal Affairs Dept and Districts	Webel (Nirmal Ray) along with State Project Management Unit (SPMU)- M/s Price water house Coopers	Urban eSeva Kendras in Urban areas along the lines of CSC in Rural areas. Proposal of funding for 126 eSeva Kendras to be approved
2	State Portal- State Service Delivery Gateway	Launch of State Portal													I & CA Dept	Webel (Nirmal Ray)	Completed. Awaiting the approval of I&CA Department for going LIVE
		9 SSDG services													Tribal Affairs, Disaster Management and Minority Affairs & Madrasah Dept	Webel (Nirmal Ray) and SeMT (Ayananshu Banerjee)	Completed. Will be launched along with State Portal

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co- ordination-with whom is required	Design- ated Person/ Agency	Remarks
		3 services of Food & Supplies													Food & Supplies Dept	Webel (Nirmal Ray) and SeMT (Ayananshu Banerjee)	Completed. Awaiting the approval from Department
		9 services for Fire Department													Fire & Emergency Services Dept	Webel (Nirmal Ray) and SeMT (Ayananshu Banerjee)	Ongoing Development
		Identification and implementation of additional SSDG services													Based upon identified services	SeMT (Ayananshu Banerjee)	New services to be identified which can be integrated with SSDG
3	Mobile Governance	Phase1: RFID based system for Mobile and Web-based Taxi Booking for Kolkata & Bidhan Nagar Police Commissionerate													Kolkata & Bidhan Nagar Police Commissionerates	SeMT (Abhishek Roy) and Webel (Nirmal Ray)	RFID based Taxi Management at Airport & Railway St. Initially conceptualized by SeMT launched at Howrah Police Commissionerate

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments / Districts with whom co-ordination is required	Designated Person/ Agency	Remarks
		Phase-2: e-Taxi and m-Taxi (Mobile and Web-based Taxi Booking for Kolkata & Bidhan Nagar Police Commissionerate													Kolkata & Bidhan Nagar Police Commissionerates	SeMT (Abhishek Roy) and Webel (Nirmal Ray)	Application is ready for STQC audit. Dependency on Bidhan Nagar & Kolkata Police Commissionerate for procurement of h/w & go-ahead
		Launch of Complaint redressal services to handle Taxi refusal, Eve teasing incidents using Unstructured Supplementary Service Data (USSD) infrastructure													Home Dept. (various Police Commissionerates	SeMT (Abhishek Roy) and Webel (Nirmal Ray)	Dependent on CDAC for USSD infrastructure

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co- ordination-with whom is required	Design- ated Person/ Agency	Remarks
		Setting up of Infrastructure for Outbound dialers (OBD)														SeMT (Abhishek Roy) and Webel (Nirmal Ray)	Tender Process to be initiated
		Launch of services on OBD infra-structure													Based upon identified services	SeMT (Abhishek Roy)	Services to be identified by doing As-Is Study
		RFID based Taxi Management for metered taxis in Taxi Bays													Howrah Police Commissionerate	SeMT (Abhishek Roy)	Dependent on Howrah Police Commissionerate
		Launch of Pull based G2C services integrating with MSDG													Based upon identified services	SeMT (Abhishek Roy)	Services to be identified by doing As-Is Study
		Push SMS for G2G & G2C application. Pin Code wise Data segregation for citizens													-	SeMT (Abhishek Roy) and Webel (Nirmal Ray)	

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments / Districts with whom co-ordination is required	Designated Person/ Agency	Remarks
4	Digitally Signed Bulk Mail application	Bulk Mail facility Digital Signature fresh development in lieu of changes in digital signature policy													-	SeMT (Abhishek Roy) and Webel (Nirmal Ray)	Earlier application needs to be changed, fresh development required
		Bulk Mail facility extension to 3 new departments													Departments to be identified	SeMT (Abhishek Roy) and Webel (Nirmal Ray)	Departments to be identified
5	Capacity Building	Training for Department PeMT/Core Team														SeMT (Abhishek Roy)	PeMT/Core Team has been formed in many Departments
		Training for District PeMT/ Core Team														SeMT (Abhishek Roy)	PeMT/Core Team has been formed in most of the Districts.

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co- ordination is required	Design- ated Person/ Agency	Remarks
		DeitY, NEGD, UIDAI & other agencies Training														SeMT (Abhishek Roy)	SeMT to do overall Program Management. NISG to impart trainings
6	State Data Centre	Physical expansion of SDC													-	Webel (Nirmal Ray) / SDC Composite Team	To incorporate 30 number of more racks, the WBSDC server farm area shall be additionally expanded for about 1100 Sq. Ft. of area. Tendering under progress
		Email Service													-	Webel (Nirmal Ray) / SDC Composite Team	Introduction of email services from WBSDC for State Govt. Departments to comply DeitY & ISO guidelines

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co- ordination is required	Design- ated Person/ Agency	Remarks
		SMS Service													-	Webel (Nirmal Ray) / SDC Composite Team	For SMS integration with Applications hosted at WBSDC
		Two-Factor authen- tication for VPN users													-	Webel (Nirmal Ray) / SDC Composite Team	In order to bolster security of VPN access, One Time Password (OTP) based verification to be introduced
		Introduction of DNS Service													-	Webel (Nirmal Ray) / SDC Composite Team	Intro- duction of DNS service from within WBSDC

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co-ordination is required	Design-ated Person/ Agency	Remarks
		Proof of Concept (POC) for Darktrace Software (Cyber Security software)													-	Webel (Nirmal Ray) / SDC Composite Team	POC is under progress. If the POC meets SDC security requirements, the same may be procured as per State Government norms and procedures
		Security Information & Event Management (SIEM) appliance installation													-	Webel (Nirmal Ray)/SDC Composite Team	To enhance the security measure of SDC. Tendering underway
7	WBSWAN	Engagement of New Network Operator for WBSWAN for 2 Years													-	Webel (Nirmal Ray)	Webel Mediatronics Limited is Operating WBSWAN for interim period till new operator is onboard

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co- ordination ation is required	Design- ated Person/ Agency	Remarks
		Upgrade of obsolete WBSWAN Infrastructure/ Facilities													-	Webel (Nirmal Ray)	Urgent upgrade cases have been identified and included in the tender for WBSWAN Operation & Maintenance
		WBSWAN connectivity of 1000 Horizontal Offices under 10-5- 5 rule													Labour and Food & Supplies Depts	Webel (Nirmal Ray)	Requested fund sanction for horizontal connectivity of about 500 Labour Dept offices. Proposal for connectivity of about 500 offices of Food Supplies Dept under process

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co- ordination is required	Design- ated Person/ Agency	Remarks
8	NOFN/ BharatNet	WBEIDC Ltd to launch new Special Purpose Vehicle (SPV)													-	MD-Webel	SPV will be formed to execute the Project
		Submission of DPR to BBNL													BBNL	MD-Webel	New SPV will prepare and submit DPR to BBNL for approval by DoT,GOI
		Start of execution of NOFN Phase II after approval of DPR and fund sanction by DoT, Govt. of India													DoT, GoI	MD-Webel	Dependency on fund sanction and necessary approvals from DoT,GOI. NOFN Phase II to be completed within 3 years time.

Policies

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co- ordination ation is required	Design- ated Person/ Agency	Remarks
1	Mobile Tower policy	Policy of erection of mobile towers in WB													PWD, Municipal Affairs, Finance Depts	SeMT (Abhishek Roy)	
2	Right of Way policy	Policy on grant of right of way in WB													PWD, Municipal Affairs, Finance Depts	SeMT (Ashwini Kumar)	
3	Startup policy	Policy on Startups in WB													Finance Dept	SeMT (Abhishek Roy)	
4	Obsolescence policy	Policy on Obsolescence of IT hardware													-	SeMT (Ashwini Kumar)	

Other Digital India and e-Kranti framework initiatives

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co-ordination is required	Design-ated Person/ Agency	Remarks
1	Digital Locker integration	Integration with 1 Online service of e-District as Pilot implementation													Districts	Webel (Nirmal Ray) and SeMT (Ashwini Kumar) along with State Project Management Unit (SPMU) – M/s Price water house Coopers	One online service of e-District to be selected for Digital Locker integration (Domicile/ Income certificate etc)
		Integration with all 34 Online services of e-District													Labour, C&I (Registrar of Societies), L&LR, Home Depts and Districts		Integration with all services of e-District
2	Aadhar Seeding	Integrated organic seeding													Dependency on respective departments	SeMT (Abhishek Roy) and Webel (Nirmal Ray)	Dependency on respective departments

Indian Institute of Information Technology (IIIT)-Kalyani

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co- ordination is required	Design- ated Person/ Agency	Remarks
1	Indian Institute of Information Technology, Kalyani	Getting 132KVHT Line shifted by WBSETCL													WBSETCL	Joint Secretary, IT&E Dept	The amount of INR 3.105 crores for shifting HT line has been transferred to WBSETCL dated 23rd September, 2015 for work
		Engagement of Agency for Construction work of new campus													-	Joint Secretary, IT&E Dept	As the estimate provided by CPWD was above the sanctioned amount. Hence, IT&E Dept. has decided to go for tendering process.

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Departments/ Districts with whom co- ordination is required	Design- ated Person/ Agency	Remarks
		Appointment of Project Management Consultant for construction of new campus													-	Joint Secretary, IT&E Dept	A Project Management Consultant/ Agency shall be appointed to monitor and manage construction work.
		Preparation of Master Plan & Estimate for the new campus													-	Joint Secretary, IT&E Dept	
		Starting of Construction of new campus													-	Joint Secretary, IT&E Dept	
		Starting of B.Tech course in Electronics & Communication Engineering													-	Joint Secretary, IT&E Dept	The admission process is through JEE (Main)

Department of Irrigation & Waterways

Irrigation & Waterways Department is responsible for management and development of surface irrigation from reservoirs / barrages or through canal networking, as well as for upkeep and improvement of around 10,400 km length of river and sea embankments and improvement of drainage channels.

During last four and half years, Irrigation & Waterways Department has

- Brought 2,75,500 acre of area under irrigation;
- Completed improvement of flood embankments including anti-erosion works for a total length of 2013 km;
- Completed re-excavation of rivers and drainage channels for a total length of 601 km and commissioned 3 new big pump houses in Kolkata Metropolitan area;
- Completed construction of 117 numbers of RCC road bridges on rivers and drainage channels;
- Completed upgradation of inspection paths on canal / river embankment to alternative roads for a length of 300 km;
- Commissioned a new jetty to establish 24×7 connectivity between Sagar Island and Kakdwip Main Land.

January-2016		
Brief Name of Works scheduled to be completed during the month	Length (km)/No.	District
1 New check dams under 'RKVY' (3 Nos.) and 'JALATIRTHA' (4 Nos.) on Jhoras (Streams) 1 each at Blocks Purulia-II, Arsha, Manbazar-II, Barabazar, Hura, Kashipur and Raghunathpur-II.	7 Nos.	Purulia
2. Regulator cum Bridge over river Behula at Paschimpara, Hatgacha at Block Kalna.	1 No.	Burdwan
3. Damodar left bank protection at Amarpur, Block Galsi-II	1.2 km	Burdwan
4. New additional drainage sluice at Harali on Upper Rampur Channel at Block Udaynarayanpur.	1 No	Howrah
5. Protection to Rupnarayan left embankment at Birampur, Panitras and Mellock at Blocks Bagnan I & II.	1.9 km	Howrah
6. Bridge over Intercepting Channel at Mondalpara within Kolkata Municipal Corporation (KMC) area.	1 No.	Kolkata
7. Bridges over Lower Bagjola Khal at, (i) Jirangachi and Jamirgachi at Block Bhangore-II (ii) Natunpukur-Patharghata at Block Rajarhat	2 Nos. 1No.	South 24-Parganas North 24-Parganas
<p>Other Activities & Time Schedule :</p> <p>1. Departmental review meeting on utilization of Plan fund and preparation of Budget Estimate for next financial year.</p> <p>2. District tours of Minister-in-Charge with senior Officers for reviewing progress of works.</p>		

February-2016

Brief Name of Works scheduled to be completed during the month	Length (km)/No.	District
1. Improvement of Subhasini embankment on left bank of the river Torsa at Block Kalchini	2.2 km	Alipurduar
2. New check dams under 'RKVY' (2 Nos.) and 'JALATIRTHA' (7 Nos.) on Jhoras (Streams) at Blocks Purulia-II (1 No.), Arsha (1 No.), Purulia-I (1 No.), Barabazar (1 No.), Hura (3 Nos.), Raghunathpur-II (1 No.) and Manbazar-I (1 No.).	9 Nos.	Purulia
3. Rehabilitation and improvement of Ghatal Branch Canal of Kangsabati Reservoir Project of Block Joypur	7.0 km	Bankura
4. Damodar right bank protection at village Amrul, Block Khandaghosh.	0.7 km	Burdwan
5. Rehabilitation and improvement of Jangalmahal Main Canal at Block Ausgram-II.	12.2 km	Burdwan
6. Bridges at Block Sabang, i. over Amrakhali Khal at Markandachak ii. over Kalimandap Khal at Mohrabazar	1 No. 1 No.	Pachim Medinipur
7. Bridge over Dakatia Khal at Sikrishnapur, Block Dhanekhali.	1 No.	Hooghly
Other Activities & Time Schedule :		
1. District tours of Minister-in-Charge with senior Officers for reviewing progress of works.		

March 2016

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Extension of segregating embankment between river Teesta and Karala in Block Sadar.	2.5 km	Jalpaiguri
2. Gangadhar bank protection works at Baxirhat - Chhotolawkuthi, Block Tufanganj-II.	2.1 km	Coochbehar
3. Bituminous road over Malior embankment in Block Harishchandrapur.	10.0 km	Malda
4. New check dams under 'RKVY' (7 Nos.) and 'JALATIRTHA' (38 Nos.) on Jhoras (Streams) at Blocks Arsha (2 Nos.), Barabazar (3 Nos.), Puncha (9 Nos.), Raghunathpur-I (3 Nos.), Raghunathpur - II (4 Nos.), Purulia-I (7 Nos.), Purulia-II (7 Nos.), Para (1 No), Manbazar-I (2 Nos.), Jaipur (1 No.), Balarampur (2 Nos.), Kashipur (2 Nos.), Hura (1 No) and Bagmundi (1 No.).	45 Nos.	Purulia
5. Modernisation of Shyamagiri Bundh Irrigation Scheme at Village Shyamagiri, Block Bishnupur.	1 No.	Bankura
6. Hooghly right embankment protection at Uluberia Municipality	0.6 km	Howrah
7. Mundeswari left bank protection at Dafarchak, Block Khanakul-I and at Sosapota, Block Khanakul - II.	1.4 km	Hooghly
8. Bridge over Suburban Head Cut Channel at Chowbhaga Bazar within Kolkata Municipal Corporation (KMC) area.	1No.	South 24-Parganas
9. Raising and strengthening of Sundarben embankment along river Jagaddal at Sitarampur, Block Patherpratima.	0.6 km	South 24-Parganas
Other Activities & Time Schedule :		
1. Inter departmental review meeting to assess requirement vis-a-vis availability of canal water for Boro irrigation in South 24-Parganas.		

April 2016

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1 New bituminous road on Bibiganj - Jharsingheswar Embankment along right bank of Teesta at Block Haldibari	12.5 km	Coochbehar
2 New bituminous road on Coochbehar Town Protective Embankment, from Khagrabari Main Road to Harinchowra, Block Coochbehar-I.	7.6 km	Coochbehar
3 New bituminous road on left bank of Kopai South Main Canal at P.S. Labhpur.	12.3 km	Birbhum
4 New check dams under 'RKVY' (11 Nos.) and 'JALATIRTHA' (40 Nos.) on Jhoras (Streams) at Blocks Purulia - II (12 Nos.), Jaipur (6 Nos.), Purulia-I (7 Nos.), Raghunathpur-II (5 Nos.), Puncha (10 Nos.), Hura (1 No.), Barabazar (2 Nos.), Manbazar-I (3 Nos.), Manbazar- II (1 No.), Arsha (2 Nos.), Santuri (1 No.), and Jhalda-I (1 No.).	51 Nos.	Purulia
5 Bridge over Kangsabati River at Amkola, P.S. Lalgah.	1 No.	Paschim Medinipur
(Carried over from 2015)		
6 Bridge over river Chandia at Ismalichak, Block Moyna.	1 No.	Purba Medinipur
7 Mundeswari left bank protection at Charsundalpur, Block Balagarh and Chakbasia, Block Arambagh.	1.8 km	Hooghly
8 Bridge over Nowai Khal at GP Kirtipur-II, Block Barasat-I	1 No.	North 24-Parganas
9 Bridge over intercepting Channel on Gunamoni Sufai Road within Kolkata Municipal Corporation (KMC) area.	1 No.	Kolkata

Other Activities & Time Schedule :

1. Departmental meeting on allocation of Plan and Non-Plan fund for 2015-16 among Offices under Irrigation & Waterways Directorate throughout the State.

May 2016

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Raising and strengthening of embankments in Kandi area, (i) along river Mayurakshi at Block Bharatpur-I (ii) along river Dwarka at Blocks Kandi & Khargram (iii) along river Bele at Block Kandi	15.0 km	Murshidabad
2. Bridge over river Chandia at Sridharpur, Block Moyna	1 No.	Purba Medinipur
3. Amirabad Khal re-excavation from Sofiabab to Shyamchak at Block Deshapran	12.0 km	Purba Medinipur
4. Orissa Coastal Canal re-excavation from Bhaitgarh to Sapai at Block Contai-III	6.5 km	Purba Medinipur
5. Argoal Drainage Cut re-excavation from Argoal to Pousa at Block Patashpur-II	14.0 km	Purba Medinipur
6. Re-excavation of Biradighi Khal within Howrah Municipal Corporation area	2.46 km	Howrah
7. Improvement of bituminous road from 58-vent sluice to Boalia, at mouza Silampur, Blocks Uluberia-I and Shyampur - I	6.5 km	Howrah
8. Improvement of bituminous road along left bank of Lower Bagjola Khal within Bidhannagar Municipal Corporation, Blocks Rajarhat, Bhangore and Haroa	28.8 km	North 24-Parganas & South 24-Parganas
9. Raising and strengthening of Sunderban embankment along left bank of river Muriganga at Lakhipur, Block Kakdwip and right bank of river Muriganga at Sumatinagar, Block Sagar.	1.4 km	South 24-Parganas

Other Activities & Time Schedule :

- Departmental meeting on flood preparedness, along with the concerned Central Government Departments/ Organizations (IMD / CWC / GFCC/NHPC etc.) and also with Government of Jharkhand.
 - North Bengal
 - South Bengal
- Routine pre-monsoon maintenance work on embankment, irrigation canal, drainage channel etc. (entire month).
- State Level Task Force meeting on extraction of riverbed materials.

June 2016

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. New bituminous road on left bank of Kopai South Main Canal at village Ballavpur, Block Bolpur-Sriniketan	3.2 km	Birbhum
2. Rehabilitation and improvement of canal distribution network of Kangsabati Reservoir Project at		
(i) Block Onda	30.7 km	Bankura
(ii) Block Indpur	18.7 km	
3. New check dams under 'JALATIRTHA' at Blocks Raipur (3 Nos.), Chhatna (1 No.) and Barjora (1 No.).	5 Nos.	Bankura
4. Rehabilitation and improvement of Left Bank Main Canal of Damodar Valley Project at Block Galsi- I.	4.6 km	Burdwan
5. Chapa Khal re-excavation at Block Uluberia-I	14.3 km	Howrah
6. Bridges over Lower Bagjola Khal at Santimoyanagar & Gauranganagar within Bidhannagar Municipal Corporation area.	2 Nos.	North 24-Parganas
7. Suburban Head Cut Channel re-excavation within Kolkata Municipal Corporation area.	7.3 km	Kolkata
8. Chairal Khal diversion protection near its outfall within Pujali Municipality.	0.45 km	South 24-Parganas
9. Raising and strengthening of Sunderban embankment along river Muriganga at Bankimnagar, Block Sagar.	0.6 km	South 24-Parganas

Other Activities & Time Schedule :

1. Starting functions of Control Rooms for flood management at districts and also at headquarters.
2. Completion of routine maintenance works related to flood management.

July 2016

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Pick-up weir for harnessing water resources of river Beral at Agarda, Block Onda.	1 No.	Bankura
2. Rehabilitation and improvement of Left Bank Main Canal of Damodar Valley Project at Blocks Durgapur-Faridpur & Kanksa.	11.8 km	Burdwan
3. Tertiary drainage channels and new concrete pavement at Bankra I, II & III Gram Panchayats (GPs), Block Domjur.	5.17 km	Howrah
4. Nangla Khal, Padma River & its tributary and Jamuna River re-excavation at Habra Municipality, Blocks Habra-I and Swarupnagar.	38.0 km	North 24-Parganas
5. Ichhamati River re-excavation at Block Swarupnagar.	2.0 km	North 24-Parganas
<p>Other Activities & Time Schedule :</p> <ol style="list-style-type: none"> 1. Patrolling of flood embankments and operating sluice gates (throughout the month) and undertaking emergent restoration works, in case of disaster due to floods, cyclones etc. 2. Keeping constant liaison with DVC and Government of Jharkhand to moderate flood release from reservoirs during the entire month. 		

August 2016

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Tertiary drainage channels and new concrete pavement at Gram Panchayats Salap I & II, Narna and Makardaha, Block Domjur.	10.6 km	Howrah
2. Bridges over Dokhali Khal at Kharika and over Ganapath Khal at Shyamsundarpur, Block Sabang.	2 Nos.	Paschim Medinipur
3. Bhagirathi right bank protection at Noapara, Block Purbasthali.	1.0 km	Burdwan
<p>Other Activities & Time Schedule :</p> <ol style="list-style-type: none"> 1. Patrolling of flood embankments and operating sluice gates (throughout the month) and undertaking emergent restoration works, in case of disaster due to floods, cyclones etc. 2. Keeping constant liaison with DVC and Government of Jharkhand to moderate flood release from reservoirs during the entire month. 		

September 2016

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Bridge over Midnapore Main Canal at Palashi, Block Debra	1 No.	Paschim Medinipur
2. Bridge Over Benedighi Khal at Khutia-Gokulpur, Block Kharagpur - II	1 No.	Paschim Medinipur
<p><i>Other Activities & Time Schedule :</i></p> <ol style="list-style-type: none"> 1. Patrolling of flood embankments and operating sluice gates (throughout the month) and undertaking emergent restoration works, in case of disaster due to floods, cyclones etc. 2. Keeping constant liaison with DVC and Government of Jharkhand to moderate flood release from reservoirs during the entire month. 		

October 2016

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
<p>1. Bridge over SWF-DWF Channel at Bamanghata, Block Bhangore - II</p>	<p>1 No.</p>	<p>South 24-Parganas</p>
<p><i>Other Activities & Time Schedule :</i></p> <ol style="list-style-type: none"> 1. Patrolling of flood embankments and operating sluice gates (throughout the month) and undertaking emergent restoration works, in case of disaster due to floods, cyclones etc. 2. Keeping constant liaison with DVC and Government of Jharkhand to moderate flood release from reservoirs during the entire month. 3. Half yearly departmental review meeting on Plan fund utilization. 		

November 2016

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Rehabilitation and improvement of Tarafeni Main Canal (North) and its distributary at Blocks Jhargram and Binpur - II	5.7 km	Paschim Medinipur
2. Bridge over Ganapath Khal at Amda-Gobindapur, Block Sabang.	1 No.	Paschim Medinipur
3. Moja Damodar re-excavation at Block Udaynarayanpur.	12.0 km	Howrah
4. 'Aila' affected Sunderban embankment reconstruction (cluster of works) at Block Sagar, Kakdwip, Gosaba and Basanti.	25.0 km	South 24-Parganas
Other Activities & Time Schedule : 1. District level meeting for distribution of Rabi / Boro irrigation water in South & North Bengal.		

December 2016

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Rehabilitation and improvement of Bishnupur Branch Canal under Kangsabati Reservoir Project in Block Bishnupur.	5.6 km	Bankura
2. Raising and strengthening of embankments in Kandi area, (i) along river Mayurakshi at Block Bharatpur-I (ii) along river Dwarka at Blocks Kandi & Khargram (iii) along river Bele at Block Kandi	15.0 km	Murshidabad
3. Modernisation of Tarkey and Champa Minor Irrigation Schemes at Block Gopiballavpur - II	2 Nos.	Paschim Medinipur
4. Bridge over Silabati River at Kalmijole, Block Daspur-I	1 No.	Paschim Medinipur
5. Kaliaghai River re-excavation at Block Patashpur- I	19.0 km	Purba Medinipur
6. Rajapur Khal re-excavation at Block Domjur	14.4 km	Howrah
7. Bridge over Nowai Khal at Diara, Block Barasat	1 No.	North 24-Parganas
8. 'Aila' affected Sunderban embankment reconstruction (cluster of works) at Blocks Hingalganj, Sandeshkhali I & II and Hasnabad.	12.0 km	North 24-Parganas
9. Bridge over SWF Channel at Ghunimeghi, Block Bhangore-II	1 No.	South 24-Parganas
10. Bridge over Chunakhali Khal including remodelling of 3-vented sluice at mouza Chunakhali, Block Basanti.	1 No.	South 24-Parganas
Other Activities & Time Schedule :		
1. State level meeting for distribution of Rabi / Boro irrigation water in South Bengal.		

Judicial Department

Targets for January, 2016	
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of Nadia, Murshidabad, Burdwan and Birbhum.
●	Meeting with the Director of Prosecution, West Bengal on training programmes.
●	Appointment of 33 Notaries and 542 Non-Official Marriage Officers in West Bengal.
●	Review on progress of issuing marriage certificates, e-Registration of Marriages and GRIPS in the Office of the Registrar General of Marriages.
●	Meeting with the authorities concerned of the District Courts of Jungalmahal areas for providing purified and cold drinking water with permanent structure under the scheme of TSP/SCP as well as in all the Courts of West Bengal for the litigants being part and parcel of the judicial system.
●	Meeting on High Court Budget and infrastructure.
Targets for February, 2016	
●	Review on training programmes at West Bengal Judicial Academy.
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of South 24 Parganas, North 24 Parganas, Howrah and Hooghly.
●	Review on progress for proposals of creation of new court buildings.
●	Meeting with West Bengal State Legal Services Authority.
Targets for March, 2016	
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of Malda, Dakshin Dinajpur, Uttar Dinajpur, Jalpaiguri and Alipurduar.
●	Meeting with the Director of Prosecution, West Bengal on APP/PP shortfall.
●	Meeting with the Administrator General and Official Trustee, West Bengal.
●	Meeting on Murshidabad Estate matters/issues.
●	Review on the progress of Centrally Sponsored Schemes.
Targets for April, 2016	
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of Purulia, Bankura, Purba Medinipur and Paschim Medinipur.
●	Review on progress of New CBI Courts.
●	Meeting on West Bengal Advocates Welfare Trust Fund/West Bengal Advocates Welfare Corporation.
●	Review on progress of construction works of New Judicial Academy at Rajarhat.
Targets for May, 2016	
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of South 24 Parganas, North 24 Parganas, Howrah and Hooghly.
●	Meeting with the Administrator General and Official Trustee West Bengal.
●	Meeting on recruitment of APPs through PSC.
●	Meeting with the West Bengal National University of Juridical Sciences.
Targets for June, 2016	
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of Darjeeling and Coochbehar.
●	Meeting on maintenance and other allied works of Bijan Bhawan at Salt Lake.
●	Review on progress of Gram Nayalayas.
●	Review on maintenance and other allied works of Bichar Bhawan, Bankshall Court.

Targets for July, 2016	
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of Nadia,Murshidabad,Burdwan and Birbhum.
●	Meeting with West Bengal State Legal Services Authority.
●	Meeting on progress of new Court Creation Scheme.
●	Meeting with the Director of Prosecution, WB on training programmes.
Targets for August, 2016	
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of Malda, Dakshin Dinajpur, Uttar Dinajpur, Jalpaiguri and Alipurduar.
●	Meeting on WB Advocates Welfare Trust Fund/WB Advocates Welfare Corporation.
●	Meeting on revised budget estimate of the Department/High Court etc.
●	Review on progress of issuing marriage certificates at Registrar General of Marriages Office.
Targets for September, 2016	
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of Purulia, Bankura, Purba Medinipur and Paschim Medinipur.
●	Meeting with the Administrator General and Official Trustee, WB.
●	Meeting with the authorities concerned of the District Courts of Jungalmahal areas for providing purified and cold drinking water permanent structure under the scheme of TSP/SCP as well as in all Courts of West Bengal for the litigants being part and parcel of the judicial system.
●	Meeting with West Bengal State Legal Services Authority.
Targets for October, 2016	
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of Darjeeling and Coochbehar.
●	Review on progress of Centrally Sponsored Scheme.
●	Review on preparation of revised budget estimate of the Department and High Court etc.
Targets for November, 2016	
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of South 24 Parganas, North 24 Parganas, Howrah and Hooghly.
●	Meeting with West Bengal State Legal Services Authority.
●	Review on progress of construction works of New Judicial Academy at Rajarhat.
●	Review on training programmes at West Bengal Judicial Academy.
Targets for December, 2016	
●	Review on progress of construction of court buildings /residential quarters for Judicial Officers etc. of Purulia, Bankura, Purba Medinipur and Paschim Medinipur.
●	Meeting on Murshidabad Estate Issues.
●	Meeting with the Director of Prosecution, WB on APP/PP shortfall.
●	Meeting with the WB National University of Juridical Sciences.

Department of Labour

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
04.01.2016	Review of last year's performance						
05.01.2016					Opening of Neonatal Intensive Care Unit (NICU) at Kamarhati ESI Hospital		
06.01.2016			Camps-Benefit Distribution				
07.01.2016				Career Talk			
08.01.2016					Opening of New Ultra Sonography Unit (USG) at Kamarhati ESI Hospital		
11.01.2016			Meeting of Executive Council of West Bengal Transport Workers' Social Security Scheme				
13.01.2016				Prashikshan Shibir for Domestic Workers			
14.01.2016				Prashikshan Shibir for Domestic Workers			
15.01.2016				Prashikshan Shibir for Domestic Workers			
16.01.2016			Shramik Mela at Coochbehar				
17.01.2016			Shramik Mela at Coochbehar and Balurghat				
18.01.2016			Shramik Mela at Coochbehar, Balurghat and Diamond Harbour	Motivation Camp under USKP			

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
19.01.2016			Shramik Mela at Balurghat and Diamond Harbour	Motivation Camp under USKP			
20.01.2016			Shramik Mela at Barasat and Diamond Harbour	Motivation Camp under USKP			
21.01.2016			Shramik Mela at Barasat and Debra (Paschim Medinipur)				
22.01.2016	Riview meeting on self-attestation & self-declaration		Shramik Mela at Barasat, Debra (Paschim Medinipur) and Panagarh				
23.01.2016			Shramik Mela at Debra (Paschim Medinipur) and Panagarh				
24.01.2016			Shramik Mela at Panagarh				
25.01.2016			Camps - Benefit Distribution		Opening of New Ultra Sonography Unit (USG) at Bandel ESI Hospital		
27.01.2016					"Diabetic Awareness Programme "at ESI Hospital Budge Budge		
28.01.2016					Meeting of ESI Manpower Development Society		
29.01.2016		Athletic Sports at South Bengal			New Outdoor Complex at ESI Hospital, Sealdah		
01.02.2016	Review meeting on Employment Bank						
02.02.2016					Observation of ESI Day		
03.02.2016			Camps - Benefit Distribution				

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
04.02.2016					Review Meeting with All Superintendents		
05.02.2016	Meeting of State Level Monitoring Committee on child labour						
08.02.2016					Opening of 500 Max-Ray Unit (With Digital Processor) at Asansol ESI Hospital		
09.02.2016			Meeting of State Level Monitoring Committee on Child Labour				
10.02.2016			Camps - Benefit Distribution				
11.02.2016			Meeting of Minimum Wages Advisory Board				
12.02.2016	Meeting on New Scheme for Welfare of Tea-Plantation Workers						
15.02.2016				Special Coaching			
16.02.2016				Special Coaching			
17.02.2016			Camps- Benefit distribution	Special Coaching			
18.02.2016				Special Coaching			
19.02.2016			Meeting of West Bengal Unorganised Sector Workers' Welfare Board & Meeting of West Bengal Building and Other Construction Workers' Welfare Board				

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
22.02.2016		Sit & Draw Competition for Children of Un-organised Workers					
26.02.2016	Review meeting on West Bengal Right to Public Services Act, 2013		ESI day				
29.02.2016					Functioning of New Upgraded CSSD Department at ESI Hospital, Manicktala		
01.03.2016			Meeting of State Advisory Committee on Beedi				
02.03.2016			Camps - Benefit Distribution				
03.03.2016			Review of State Labour Institute				
04.03.2016			National Safety Day				Observance of National Safety Day at Kolkata
07.03.2016					Opening of Laparoscopy Unit at Dugapur ESI Hospital		
08.03.2016					Opening of Modular Operation Theatre (4 in number) [2nd.Floor]at ESI Hospital, Manicktala		
09.03.2016			Camps- Benefit distribution				

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
10.03.2016						2-day's Workshop on Boiler Operation	
11.03.2016						Engineering & Boiler Attendants' Examination	
15.03.2016					Opening of Fully Auto-Analyzer Machine (Pathology Deptt.) at Asansol ESI Hospital		
16.03.2016			Camps- Benefit distribution				
17.03.2016			Meeting of Tripartite Committee to oversee the implementation of Plantations Labour Act				
18.03.2016					Opening of 3 Lac Gallon Water Reservoir at ESI Hospital, Manicktala		
21.03.2016		Volleyball Competition					
22.03.2016	Review meeting for Developmental Schemes for Plantation Workers						
28.03.2016		Quarterly Review / Monitoring of Performance					
29.03.2016			Quarterly Review / Monitoring of Performance				
30.03.2016			Camps-Benefit distribution				

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
31.03.2016				Quarterly Review / Monitoring of Performance			
01.04.2016					Quarterly Review / Monitoring of Performance		
05.04.2016					State Executive Committee Meeting		
06.04.2016			Camps- Benefit distribution				
08.04.2016					Induction Training of New Nursing Staff		
11.04.2016		Quiz / Debate Competition					
12.04.2016						Quarterly Review / Monitoring of Performance	
13.04.2016							Quarterly Review / Monitoring of Performance
15.04.2016	Quarterly Review / Monitoring of Performance						
19.04.2016					Programme on Nutrition for Pregnant Mothers in ESI Hospital, Budge Budge		
20.04.2016			Camps- Benefit distribution				
21.04.2016			Meeting of West Bengal Un-organised Sector Workers' Welfare Board &				

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
			Meeting of West Bengal Building and Other Construction Workers' Welfare Board				
22.04.2015			Awareness Programme for Unorganised Workers				
25.04.2016	Review of "Yuvasree"						
27.04.2016			Camps- Benefit distribution				
01.05.2016		May Day Central Programme	May Day Central Programme				
04.05.2016			Camps- Benefit distribution				
05.05.2016			Meeting of West Bengal State Social Security Board				
06.05.2016	Meeting on New Schemes for Welfare of Tea-Plantation Workers						
09.05.2016					Stone Laying for B.Sc. Nursing College at Asansol ESI Hospital (Pending affiliation from Indian Nursing Council)		
11.05.2016			Camps- Benefit distribution				
12.05.2016	Review of Child Labour Problem						
16.05.2016	Meeting with E.S.I. Officers						

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
18.05.2016			Meeting of State Advisory Committee on Beedi				
22.05.2016		May-Day -North Bengal					
23.05.2016	Quarterly Review by the Chief Secy. on closed Tea gardens						
24.05.2016			Camps- Benefit distribution				
25.05.2016				Prashikshan Shibir for Domestic Workers			
26.05.2016				Prashikshan Shibir for Domestic Workers			
27.05.2016				Prashikshan Shibir for Domestic Workers			
01.06.2016			Camps- Benefit distribution				
02.06.2016					Opening of new Residential Block of Nursing Training Centre at ESI Hospital, Manicktala		
03.06.2016			Review of Transport Workers' Skill				
04.06.2016				Career talk			
08.06.2016			Camps- Benefit distribution				
12.06.2016			Observation of International Day against Child Labour				

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
13.06.2016				Special Coaching			
14.06.2016				Special Coaching			
15.06.2016				Special Coaching			
16.06.2016				Special Coaching			
17.06.2016				Special Coaching			
20.06.2016					Review meeting with all Superintendents		
21.06.2016			Camps- Benefit distribution				
22.06.2016			Meeting of Executive Council of West Bengal Transport Workers' Social Security Scheme				
24.06.2016	Quarterly Review of Employment Bank						
26.06.2016				Mock Test			
27.06.2016		Quarterly Review / Monitoring of Performance					
28.06.2016			Quarterly Review / Monitoring of Performance				
29.06.2016				Quarterly Review / Monitoring of Performance			
30.06.2016	Review meeting on West Bengal Right to Public Services Act, 2013						
04.07.2016					State Executive Committee meeting		

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
05.07.2016				Career Talk			
07.07.2016						Quarterly Review/ Monitoring of Performance	
08.07.2016							Quarterly Review / Monitoring of Performance
11.07.2016					Quarterly Review / Monitoring of Performance		
12.07.2016	Quarterly Review / Monitoring of Performance						
13.07.2016			Camps- Benefit distribution				
14.07.2016			Meeting of West Bengal Un-organised Sector Workers' Welfare Board & Meeting of West Bengal Building & Other Construction Workers' Welfare Board				
15.07.2016	Review of Self-attestation & Self-declaration						
18.07.2016				Prashikshan Shibir for Domestic Workers			
19.07.2016				Prashikshan Shibir for Domestic Workers			
20.07.2016				Prashikshan Shibir for Domestic Workers			
21.07.2016					Opening of CT Scan Machine at ESI Hospital, Manicktala		

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
22.07.2016			Meeting of Minimum Wages Advisory Board				
23.07.2016		Football Tournament-North Bengal					
25.07.2016				Special Coaching			
26.07.2016				Special Coaching			
27.06.2016			Camps- Benefit distribution	Special Coaching			
28.07.2016				Special Coaching			
29.07.2016				Special Coaching			
31.07.2016	Riview meeting on self-attestation & self-declaration						
03.08.2016			Camps- Benefit distribution				
04.08.2016					Opening of New Female Oncology Ward at ESI Hospital, Sealdah		
07.08.2016				Mock Test			
10.08.2016			General Meeting on Enforcement of Labour Laws & Industrial Relations				
12.08.2016							Training Programme of Occupational Health Hazards and Safety at Durgapur Steel Plant
17.08.2016			Camps- Benefit distribution				
18.08.2016			Meeting of West Bengal State Social Security Board				

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
19.08.2016	Quarterly Review by the Chief Secy. on closed Tea gardens						
22.08.2016					Meeting of ESI Manpower Development Society		
24.08.2016			Camps- Benefit distribution				
26.06.2016			Meeting of State Advisory Committee on Beedi				
29.08.2016				Prashikshan Shibir for Domestic Workers			
30.08.2016				Prashikshan Shibir for Domestic Workers			
31.08.2016				Prashikshan Shibir for Domestic Workers			
01.09.2016				Prashikshan Shibir for Domestic Workers			
02.09.2016				Prashikshan Shibir for Domestic Workers			
05.09.2016					Hands-on Training for the Nurses		
06.09.2016	Review meeting on Employment Bank						
07.09.2016			Camps- Benefit distribution				
08.09.2016				Career Talk			

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
09.09.2016	Meeting on New Schemes for Welfare of Tea-Plantation Workers						
13.09.2016	Review meeting with the officials of the Directorate of Factories						
14.09.2016			Meeting of Executive Council of West Bengal Transport Workers' Social Security Scheme				
15.09.2016							Mock-Drill of the Onsite Emergency Plan at Indian Oil Corpn.L.P.G. Bottling Plant,Budge Budge at South 24-Pgs.
16.09.2016			Awareness Generation Camps for Transport Workers' & Benefit Distribution				
19.09.2016				Special Coaching			
20.09.2016				Special Coaching			
21.09.2016				Special Coaching			
22.09.2016				Special Coaching			
23.09.2016				Special Coaching			
25.09.2016				Mock Test			

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
26.09.2016					Opening of NICU at ESI Hospital, Manicktala		
27.09.2016							Quarterly Review / Monitoring of Performance
28.09.2016			Awareness Generation Camps for Construction Workers' & Benefit Distribution				
29.09.2016						Quarterly Review / Monitoring of Performance	
01.10.2016		Quarterly Review / Monitoring of Performance					
03.10.2016			Quarterly Review / Monitoring of Performance				
04.10.2016			Awareness Generation Camps for SASPFUW				
05.10.2016			Camps- Benefit distribution				
06.10.2016					Quarterly Review / Monitoring of Performance		
17.10.2016				Quarterly Review / Monitoring of Performance			
18.10.2016			Meeting of State Level Monitoring Committee on Child Labour				
19.10.2016			Camps- Benefit distribution				
20.10.2016	Quarterly Review / Monitoring of Performance						

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
21.10.2016					State Executive Committee meeting		
24.10.2016			Camps- Benefit distribution				
25.10.2016				Prashikshan Shibir for Domestic Workers			
26.10.2016				Prashikshan Shibir for Domestic Workers			
27.10.2016				Prashikshan Shibir for Domestic Workers			
28.10.2016		Carrom Competition - North 24 Pgs.					
02.11.2016			Camps- Benefit distribution				
03.11.2016				Career Talk			
04.11.2016					Applying for increase in student intake (upto 60 students) at Nursing Training Centre, Manicktala		
07.10.2016				Special Coaching			
08.10.2016				Special Coaching			
09.10.2016				Special Coaching			
10.10.2016				Special Coaching			
11.10.2016				Special Coaching			
13.11.2016			Meeting for observance of Social Security Month				

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
15.11.2016							Mock-Drill of the On-site Emergency Plan at Bharat Petroleum Corpn. Ltd. T.O.P. At Rajbandh, Durgapur, Burdwan
16.11.2016			Camps- Benefit distribution				
17.11.2016					Review meeting with all Superintendents		
18.11.2016	Review meeting for Developmental Schemes for Plantation Workers						
21.11.2016				Motivation Camp under USKP			
22.11.2016				Motivation Camp under USKP			
23.11.2016				Motivation Camp under USKP			
25.11.2016			Camps- Benefit distribution				
27.11.2016				Mock Test			
28.11.2016				Special Coaching			
29.11.2016				Special Coaching			
30.11.2016				Special Coaching			
01.12.2016				Special Coaching			
02.12.2016				Special Coaching			

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
05.12.2016	Quarterly Review by the Chief Secy. on closed Tea gardens						
07.12.2016			Meeting for observance of Social Security Month				
08.12.2016	Review of West Bengal Public Services Act 2013						
11.12.2016		Athletic Sports at North Bengal					
12.12.2016					New area implementation under ESI Scheme at Barshul in Burdwan, Kolaghat, Panskura & Digha		
14.12.2016			Camps- Benefit distribution				
15.12.2016		Quarterly Review / Monitoring of Performance					
16.12.2016			Quarterly Review / Monitoring of Performance				
18.12.2016				Mock Test			
19.12.2016				Quarterly Review / Monitoring of Performance			
20.12.2016					Quarterly Review / Monitoring of Performance		

Date	Department	Labour Welfare Board	Labour Commissionerate	Employment Directorate	ESI(MB) Scheme Directorate	Boilers Directorate	Factories Directorate
21.12.2016			Camps- Benefit distribution				
22.12.2016			Meeting of West Bengal Un-organised Sector Workers' Welfare Board & Meeting of West Bengal Building and Other Construction Workers' Welfare Board				
23.12.2016					State Executive Committee meeting		
26.12.2016						Quarterly Review/ Monitoring of Performance	
27.12.2016							Quarterly Review / Monitoring of Performance
28.12.2016			Camps- Benefit distribution				
29.12.2016			Sports for the students of Kolkata NCLP Schools				
30.12.2016	Quarterly Review / Monitoring of Performance						

Administrative Calendar of L&LR Department

January 2016

Sl No.	Administrative Activity	Nodal Branch / Office
1	Collection of 60 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Traverse survey / Re-surveys of 2 mouzas (out of annual target of 7 mouzas)	DLR&S
3	Detail Survey (kistwar) of 6 mouzas (out of annual target of 30 mouzas)	DLR&S
4	Identification of secondary and tertiary control point, construction of pillar thereon, in 400 mouzas (against annual target of 2000 mouzas)	DLR&S
5	Geo-referencing of 50 map sheets (against annual target of 1000 sheets)	DLR&S
6	Digitization of 200 cadastral maps against annual target of 2000 sheets and updation of 100 sheets against annual target of 1000 sheets	DLR&S
7	Establishment of 2 Tehsil data centres (against annual target of 200 centres)	DLR&S
8	Construction of Modern Record Rooms at 10 blocks (out of annual target of 80 blocks)	DLR&S
9	Indexing of RS & LR records and register-VIII of 50 blocks (out of annual target of 346 blocks)	DLR&S
10	Collocation of LR records at SDC and migration to e_Bhuchitra of 15 blocks (against annual target of 130 blocks)	DLR&S
11	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in North 24 -Parganas district.	DLR&S/LP Br.
12	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
13	In-service Training of RO/ RI/ Amin	DLR&S
14	Distribution of Agri Patta (40 acres)	DLR&S
15	Disposal of 80000 mutation petitions	DLR&S
16	Amalgamation of stages and final publication of LR RoR of 5 mouzas	DLR&S
17	Renewal of TGs lease/new lease as soon as proposals received from District Collector	LP Br.
18	Part resumption as soon as proposals received from District Collector	LP Br.
19	Inter-Departmental Transfer of land (GoWB), as per proposals received	GE(M)
20	Long Term Settlement of Govt. land, as per proposals received	GE(M)
21	Transfer of land to GoI, as per proposals received	GE(M)
22	Permission of land u/s 14Y of WBLR Act, for Industry, as per proposals received	GE(M)
23	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
24	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in LA, R&R Act, 2013.	LA Br.
25	Amalgamation of stages and final publication of LR RORs of 5 mouzas	DLR&S

February 2016

Sl .No.	Administrative Activity	Nodal Branch / Office
1	Collection of 70 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Traverse survey / Re-surveys of 2 mouzas (out of annual target of 7 mouzas)	DLR&S
3	Detail Survey (kistwar) of 6 mouzas (out of annual target of 30 mouzas)	DLR&S
4	Identification of secondary and tertiary control point, construction of pillar thereon, in 250 mouzas (against annual target of 1500 mouzas)	DLR&S
5	Geo-referencing of 50 map sheets (against annual target of 1000 sheets)	DLR&S
6	Digitization of 200 cadastral maps against annual target of 2000 sheets and updation of 100 sheets against annual target of 1000 sheets	DLR&S
7	Establishment of 18 Tehshil data centres (against annual target of 200 centres)	DLR&S
8	Construction of Modern Record Rooms at 10 blocks (out of annual target of 80 blocks)	DLR&S
9	Indexing of RS & LR records and register-VIII of 50 blocks (out of annual target of 346 blocks)	DLR&S
10	Collocation of LR records at SDC and migration to e_Bhuchitra of 10 blocks (against annual target of 130 blocks)	DLR&S
11	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in North 24 Parganas & Coochbehar district.	DLR&S/LP Br.
12	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
13	Distribution of Agri Patta (40 acres)	DLR&S
14	Disposal of 80000 mutation petitions	DLR&S
15	Amalgamation of stages and final publication of LR RoR of 2 mouzas	DLR&S
16	Renewal of TGs lease/new lease as soon as proposals received from District Collector	LP Br.
17	Part resumption as soon as proposals received from District Collector	LP Br.
18	Inter-Departmental Transfer of land (Go. WB), as per proposals received	GE(M)
19	Long Term Settlement of Govt. land, as per proposals received	GE(M)
20	Transfer of land to GoI, as per proposals received	GE(M)
21	Permission of land u/s 14Y of WBLR Act, for Industry, as per proposals received	GE(M)
22	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
23	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in LA, R&R Act, 2013.	LA Br.
24	Amalgamation of stages and final publication of LR RORs of 2 mouzas	DLR&S

March 2016

Sl .No.	Administrative Activity	Nodal Branch / Office
1	Collection of 70 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Traverse survey / Re-surveys of 1 mouzas (out of annual target of 7 mouzas)	DLR&S
3	Detail Survey (kistwar) of 3 mouzas (out of annual target of 30 mouzas)	DLR&S
4	Identification of secondary and tertiary control point, construction of pillar thereon, in 150 mouzas (against annual target of 1500 mouzas)	DLR&S

Sl. No.	Administrative Activity	Nodal Branch / Office
5	Geo-referencing of 50 map sheets (against annual target of 1000 sheets)	DLR&S
6	Digitization of 200 cadastral maps against annual target of 2000 sheets and updation of 100 sheets against annual target of 1000 sheets	DLR&S
7	Establishment of 18 Tehsil data centres (against annual target of 200 centres)	DLR&S
8	Construction of Modern Record Rooms at 10 blocks (out of annual target of 80 blocks)	DLR&S
9	Indexing of RS & LR records and register-VIII of 50 blocks (out of annual target of 346 blocks)	DLR&S
10	Collocation of LR records at SDC and migration to e_Bhuchitra of 5 blocks (against annual target of 130 blocks)	DLR&S
11	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in North 24-Parganas district.	DLR&S/LP Br.
12	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
13	Distribution of Agri Patta (40 acres)	DLR&S
14	Disposal of 80000 mutation petitions	DLR&S
15	Renewal of TGs lease/new lease proposals received from District Collector	LP Br.
16	Part resumption as soon as proposals received from District Collector	LP Br.
17	Inter-Departmental Transfer of land u/s 6(3) of the Act, as per proposals received	GE(M)
18	Long Term Settlement of Govt. land u/s 6(3) of the Act, as per proposals received	GE(M)
19	Transfer of land to GoI, as per proposals received	GE(M)
20	Permission of land u/s 14Y of WB Land Use Regulation for Industry, as per proposals received	GE(M)
21	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
22	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013	I.A Br.

April 2016

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 30 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Detail Survey (kistwar) of 1 mouzas (out of annual target of 30 mouzas)	DLR&S
3	Geo-referencing of 50 map sheets (against annual target of 1000 sheets)	DLR&S
4	Establishment of 18 Tehsil data centres (against annual target of 200 centres)	DLR&S
5	Construction of Modern Record Rooms at 7 blocks (out of annual target of 80 blocks)	DLR&S
6	Indexing of RS & LR records and register-VIII of 50 blocks (out of annual target of 346 blocks)	DLR&S
7	Collocation of LR records at SDC and migration to e_Bhuchitra of 5 blocks (against annual target of 130 blocks)	DLR&S
8	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in Howrah & Purba Medinipur district.	DLR&S/LP Br.
9	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S

Sl. No.	Administrative Activity	Nodal Branch / Office
10	Distribution of Agri Patta (40 acres)	DLR&S
11	Disposal of 80000 mutation petitions	DLR&S
12	Renewal of TGs lease/new lease as soon as proposals received from District Collector	LP Br.
13	Part resumption as soon as proposals received from District Collector	LP Br.
14	Inter-Departmental Transfer of land (GoWB), as per proposals received	GE(M)
15	Long Term Settlement of Govt. land, as per proposals received	GE(M)
16	Transfer of land to GoI, as per proposals received	GE(M)
17	Permission of land u/s 14Y of WBLR Act, for Industry, as per proposals received	GE(M)
18	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
19	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in LA, R&R Act, 2013.	LA Br.

May 2016

Sl .No.	Administrative Activity	Nodal Branch / Office
1	Collection of 30 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Establishment of 18 Tehshil data centres (against annual target of 200 centres)	DLR&S
3	Collocation of LR records at SDC and migration to e_Bhuchitra of 5 blocks (against annual target of 130 blocks)	DLR&S
4	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in Howrah & Purba Medinipur district.	DLR&S/LP Br.
5	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
6	Distribution of Agri Patta (40 acres)	DLR&S
7	Disposal of 80000 mutation petitions	DLR&S
8	Renewal of TGs lease/new lease as soon as proposals received from District Collector	LP Br.
9	Part resumption as soon as proposals received from District Collector	LP Br.
10	Inter-Departmental Transfer of land (GoWB), as per proposals received	GE(M)
11	Long Term Settlement of Govt. land, as per proposals received	GE(M)
12	Transfer of land to GoI, as per proposals received	GE(M)
13	Permission of land u/s 14Y of WBLR Act, for Industry, as per proposals received	GE(M)
14	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
15	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in LA, R&R Act, 2013.	LA Br.

June 2016

Sl .No.	Administrative Activity	Nodal Branch / Office
1	Collection of 20 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Digitization of 200 cadastral maps against annual target of 2000 sheets and updation of 100 sheets against annual target of 1000 sheets	DLR&S
3	Establishment of 18 Tehshil data centres (against annual target of 200 centres)	DLR&S

Sl .No.	Administrative Activity	Nodal Branch / Office
4	Collocation of LR records at SDC and migration to e_Bhuchitra of 15 blocks (against annual target of 130 blocks)	DLR&S
5	Indexing of RS & LR records and register-VIII of 50 blocks (out of annual target of 346 blocks)	DLR&S
6	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in Howrah & Purba Medinipur district.	DLR&S/LP Br.
7	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
8	Distribution of Agri Patta (40 acres)	DLR&S
9	Disposal of 80000 mutation petitions	DLR&S
10	Indexing of RS & LR records and register-VIII of 50 blocks (out of annual target of 346 blocks)	DLR&S
11	Amalgamation of stages and final publication of LR RoR of 5 mouzas	DLR&S
12	Renewal of TGs lease/new lease as soon as proposals received from District Collector	LP Br.
13	Part resumption as soon as proposals received from District Collector	LP Br.
14	Inter-Departmental Transfer of land (Go. WB), as per proposals received	GE(M)
15	Long Term Settlement of Govt. land, as per proposals received	GE(M)
16	Transfer of land to GoI, as per proposals received	GE(M)
17	Permission of land u/s 14Y of WBLR Act, for Industry, as per proposals received	GE(M)
18	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
19	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in LA, R&R Act, 2013.	LA Br.
20	Amalgamation of stages and final publication of LR RORs of 5 mouzas	DLR&S

July 2016

Sl .No.	Administrative Activity	Nodal Branch / Office
1	Collection of 40 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Geo-referencing of 50 map sheets (against annual target of 1000 sheets)	DLR&S
3	Digitization of 200 cadastral maps against annual target of 2000 sheets and updation of 100 sheets against annual target of 1000 sheets	DLR&S
4	Establishment of 18 Tehshil data centres (against annual target of 200 centres)	DLR&S
5	Construction of Modern Record Rooms at 7 blocks (out of annual target of 80 blocks)	DLR&S
6	Collocation of LR records at SDC and migration to e_Bhuchitra of 15 blocks (against annual target of 130 blocks)	DLR&S
7	Indexing of RS & LR records and register-VIII of 50 blocks (out of annual target of 346 blocks)	DLR&S
8	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in Hooghly district.	DLR&S/LP Br.
9	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S

Sl .No.	Administrative Activity	Nodal Branch / Office
10	In-service Training of RO/ RI/ Amin	DLR&S
11	Distribution of Agri Patta (40 acres)	DLR&S
12	Disposal of 80000 mutation petitions	DLR&S
13	Indexing of RS & LR records and register-VIII of 50 blocks (out of annual target of 346 blocks)	DLR&S
14	Amalgamation of stages and final publication of LR RoR of 50 mouzas	DLR&S
15	Renewal of TGs lease/new lease as soon as proposals received from District Collector	LP Br.
16	Part resumption as soon as proposals received from District Collector	LP Br.
17	Inter-Departmental Transfer of land (Go. WB), as per proposals received	GE(M)
18	Long Term Settlement of Govt. land, as per proposals received	GE(M)
19	Transfer of land to GoI, as per proposals received	GE(M)
20	Permission of land u/s 14Y of WBLR Act, for Industry, as per proposals received	GE(M)
21	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
22	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in LA, R&R Act, 2013.	LA Br.
23	Amalgamation of stages and final publication of LR RORs of 50 mouzas	DLR&S

August 2016

Sl .No.	Administrative Activity	Nodal Branch / Office
1	Collection of 40 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Geo-referencing of 50 map sheets (against annual target of 1000 sheets)	DLR&S
3	Digitization of 200 cadastral maps against annual target of 2000 sheets and updation of 100 sheets against annual target of 1000 sheets	DLR&S
4	Establishment of 18 Tehsil data centres (against annual target of 200 centres)	DLR&S
5	Construction of Modern Record Rooms at 7 blocks (out of annual target of 80 blocks)	DLR&S
6	Collocation of LR records at SDC and migration to e_Bhuchitra of 15 blocks (against annual target of 130 blocks)	DLR&S
7	Indexing of RS & LR records and register-VIII of 46 blocks (out of annual target of 346 blocks)	DLR&S
8	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in Hooghly & Nadia district.	DLR&S/LP Br.
9	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
10	Distribution of Agri Patta (40 acres)	DLR&S
11	Disposal of 80000 mutation petitions	DLR&S
12	Indexing of RS & LR records and register-VIII of 46 blocks (out of annual target of 346 blocks)	DLR&S
13	Amalgamation of stages and final publication of LR RoR of 25 mouzas	DLR&S
14	Renewal of TGs lease/new lease as soon as proposals received from District Collector	LP Br.
15	Part resumption as soon as proposals received from District Collector	LP Br.

Sl .No.	Administrative Activity	Nodal Branch / Office
16	Inter-Departmental Transfer of land (Go. WB), as per proposals received	GE(M)
17	Long Term Settlement of Govt. land, as per proposals received	GE(M)
18	Transfer of land to GoI, as per proposals received	GE(M)
19	Permission of land u/s 14Y of WBLR Act, for Industry, as per proposals received	GE(M)
20	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
22	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in LA, R&R Act, 2013.	LA Br.
23	Amalgamation of stages and final publication of LR RORs of 25 mouzas	DLR&S

September 2016

Sl .No.	Administrative Activity	Nodal Branch / Office
1	Collection of 40 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Identification of secondary and tertiary control point, construction of pillar thereon, in 150 mouzas (against annual target of 1500 mouzas)	DLR&S
3	Geo-referencing of 200 map sheets (against annual target of 1000 sheets)	DLR&S
4	Digitization of 200 cadastral maps against annual target of 2000 sheets and updation of 100 sheets against annual target of 1000 sheets	DLR&S
5	Establishment of 18 Tehshil data centres (against annual target of 200 centres)	DLR&S
6	Construction of Modern Record Rooms at 7 blocks (out of annual target of 80 blocks)	DLR&S
7	Collocation of LR records at SDC and migration to e_Bhuchitra of 15 blocks (against annual target of 130 blocks)	DLR&S
8	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in Hooghly & Nadia district.	DLR&S/LP Br.
9	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
10	Distribution of Agri Patta (40 acres)	DLR&S
11	Disposal of 80000 mutation petitions	DLR&S
12	Renewal of TGs lease/new lease as soon as proposals received from District Collector	LP Br.
13	Part resumption as soon as proposals received from District Collector	LP Br.
14	Inter-Departmental Transfer of land (Go. WB), as per proposals received	GE(M)
15	Long Term Settlement of Govt. land, as per proposals received	GE(M)
16	Transfer of land to GoI, as per proposals received	GE(M)
17	Permission of land u/s 14Y of WBLR Act, for Industry, as per proposal received	GE(M)
18	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
19	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in LA, R&R Act, 2013.	LA Br.

October 2016

Sl .No.	Administrative Activity	Nodal Branch / Office
1	Collection of 30 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Detail Survey (kistwar) of 2 mouzas (out of annual target of 30 mouzas)	DLR&S
3	Identification of secondary and tertiary control point, construction of pillar thereon, in 50 mouzas (against annual target of 1500 mouzas)	DLR&S
4	Geo-referencing of 100 map sheets (against annual target of 1000 sheets)	DLR&S
5	Digitization of 200 cadastral maps against annual target of 2000 sheets and updation of 100 sheets against annual target of 1000 sheets	DLR&S
6	Establishment of 18 Tehshil data centres (against annual target of 200 centres)	DLR&S
7	Construction of Modern Record Rooms at 7 blocks (out of annual target of 80 blocks)	DLR&S
8	Collocation of LR records at SDC and migration to e_Bhuchitra of 10 blocks (against annual target of 130 blocks)	DLR&S
9	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in South 24 Parganas district.	DLR&S/LP Br.
10	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
11	Distribution of Agri Patta (40 acres)	DLR&S
12	Disposal of 80000 mutation petitions	DLR&S
13	Renewal of TGs lease/new lease as soon as proposals received from District Collector	LP Br.
14	Part resumption as soon as proposals received from District Collector	LP Br.
15	Inter-Departmental Transfer of land (GoWB), as per proposals received	GE(M)
16	Long Term Settlement of Govt. land, as per proposals received	GE(M)
17	Transfer of land to GoI, as per proposals received	GE(M)
18	Permission of land u/s 14Y of WBLR Act, for Industry, as per proposal received	GE(M)
19	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
20	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in LA, R&R Act, 2013.	LA Br.

November 2016

Sl .No.	Administrative Activity	Nodal Branch / Office
1	Collection of 60 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Traverse survey / Re-surveys of 1 mouzas (out of annual target of 7 mouzas)	DLR&S
3	Detail Survey (kistwar) of 6 mouzas (out of annual target of 30 mouzas)	DLR&S
4	Identification of secondary and tertiary control point, construction of pillar thereon, in 300 mouzas (against annual target of 1500 mouzas)	DLR&S
5	Geo-referencing of 200 map sheets (against annual target of 1000 sheets)	DLR&S
6	Digitization of 200 cadastral maps against annual target of 2000 sheets and updation of 100 sheets against annual target of 1000 sheets	DLR&S
7	Establishment of 18 Tehshil data centres (against annual target of 200 centres)	DLR&S
8	Construction of Modern Record Rooms at 7 blocks (out of annual target of 80 blocks)	DLR&S

Sl .No.	Administrative Activity	Nodal Branch / Office
9	Collocation of LR records at SDC and migration to e_Bhuchitra of 10 blocks (against annual target of 130 blocks)	DLR&S
10	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in South 24-Parganas & Jalpaiguri district.	DLR&S/LP Br.
11	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
12	Distribution of Agri Patta (40 acres)	DLR&S
13	Disposal of 80000 mutation petitions	DLR&S
14	Amalgamation of stages and final publication of LR RoR of 7 mouzas	DLR&S
15	Renewal of TGs lease/new lease as soon as proposals received from District Collector	LP Br.
16	Part resumption as soon as proposals received from District Collector	LP Br.
17	Inter-Departmental Transfer of land (GoWB), as per proposals received	GE(M)
18	Long Term Settlement of Govt. land, as per proposals received	GE(M)
19	Transfer of land to GoI, as per proposals received	GE(M)
20	Permission of land u/s 14Y of WBLR Act, for Industry, as per proposal received	GE(M)
21	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
22	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in LA, R&R Act, 2013.	LA Br.
23	Amalgamation of stages and final publication of LR RORs of 7 mouzas	DLR&S

December 2016

Sl .No.	Administrative Activity	Nodal Branch / Office
1	Collection of 60 Cr Revenue (out of annual target of 550 Cr)	DLR&S
2	Traverse survey / Re-surveys of 1 mouzas (out of annual target of 7 mouzas)	DLR&S
3	Detail Survey (kistwar) of 6 mouzas (out of annual target of 30 mouzas)	DLR&S
4	Identification of secondary and tertiary control point, construction of pillar thereon, in 300 mouzas (against annual target of 1500 mouzas)	DLR&S
5	Geo-referencing of 200 map sheets (against annual target of 1000 sheets)	DLR&S
6	Digitization of 200 cadastral maps against annual target of 2000 sheets and updation of 100 sheets against annual target of 1000 sheets	DLR&S
7	Establishment of 18 Tehshil data centres (against annual target of 200 centres)	DLR&S
8	Construction of Modern Record Rooms at 8 blocks (out of annual target of 80 blocks)	DLR&S
9	Collocation of LR records at SDC and migration to e_Bhuchitra of 10 blocks (against annual target of 130 blocks)	DLR&S
10	Reconnaissance survey of lands for mill, factory or workshop retained u/s 6(1)(g) of the WBEA Act and resumption proposals u/s 6(3) of the Act to be done in Bankura & Birbhum district.	DLR&S/LP Br.
11	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
12	Distribution of Agri Patta (40 acres)	DLR&S
13	Disposal of 80000 mutation petitions	DLR&S

Sl .No.	Administrative Activity	Nodal Branch / Office
14	Amalgamation of stages and final publication of LR RoR of 6 mouzas	DLR&S
15	Renewal of TGs lease/new lease as soon as proposals received from District Collector	LP Br.
16	Part resumption as soon as proposals received from District Collector	LP Br.
17	Inter-Departmental Transfer of land (Go. WB), as per proposals received	GE(M)
18	Long Term Settlement of Govt. land, as per proposals received	GE(M)
19	Transfer of land to GoI, as per proposals received	GE(M)
20	Permission of land u/s 14Y of WBLR Act, for Industry, as per proposal received	GE(M)
21	Amendments in sec. 4C of the WBLR Act and corresponding amendments in the WBLR Rules.	LP Br.
22	Finalisation of the State Rules pertaining to the Right to Fair Compensation & Transparency in LA, R&R Act, 2013.	LA Br.
23	Amalgamation of stages and final publication of LR RORs of 6 mouzas	DLR&S

Manoj Pant

LRC & Principal Secretary
Land and Land Reforms Department

Administrative Calendar of L&LR Department for the year, 2016

Sl. No.		Salient features of the Administrative Calendar	
1	Legal and statutory responsibilities	<ul style="list-style-type: none"> Proposals for amendment in sec. 4C of the WBLR Act, 1955 and corresponding amendments in the provisions of the WBLR Rules, 1965. Proposal for finalisation of the State Rules pertaining to the new LA Act, 2013. Fresh lease/renewal of lease of TGs as per the provisions of the WBEA Rules, 1954. Part resumption of TG land on public purpose whenever any proposal is received from the District Collector under 1st proviso of sec. 6(3) of the WBEA Act, 1953. Resumption of land for mill, factory or workshop as per the proposal received from the DLR&S, WB under 1st proviso of sec. 6(3) of the WBEA Act, 1953. 	
2	Review meetings and district tours	<ul style="list-style-type: none"> Quarterly review meetings taken by the LRC with ADM and DL&LROs, DLR&S and senior officers of this Department. Monthly co-ordination meeting taken by the LRC with senior officers of the Directorate and the Secretariat. District tours by senior officers of the Directorate and the Secretariat. 	
3	Specific milestone regarding State Government schemes	<ul style="list-style-type: none"> NGNB is the State Government's flagship scheme. NGNB pattas distributed (2011-2015) : 196384 beneficiaries. Target (2016) : No specific target, but as per requirement. WBPS Act & service delivery : (i) plot information (within 2 days), (ii) certified ROR copy (within 2 days) and (iii) certified order copy under WBLR Act & WBEA Act (within 2 days) 	
4	Specific milestones regarding GOI schemes	<u>National Land Records Modernization Programme (NLRMP):</u>	
		Milestones achieved <ul style="list-style-type: none"> Modern record rooms completed : 231 Entire R.S & L.R records scanned : 301 Blocks (out of 346 Blocks) Collocation of LR records at SDC & migration to e_Bhuchitra done : 201 Blocks Primary GCPs (Ground Control Point) received from Survey of India : 71 Secondary GCPs established in the state : 141 and tertiary GCPs established in 1727 mouzas (in 34 Blocks) : 6910 Digitization of map sheets done : 63739 (out of 68328) Map sheets integrated with land records : 46981 	Targets for 2016 <ul style="list-style-type: none"> 88 Blocks 45 Blocks 130 Blocks Not to be recd. 1500 mouzas 2000 sheets 2000 sheets
5	Amalgamation of stages for record preparation	LR RORs finally published : 150 mouzas	100 mouzas
6	Reduction of time frame for mutation & conversion	<ul style="list-style-type: none"> Mutation for industry : 21 days Conversion for industry : 30 days Mutation for any other purpose : 30 days Conversion for any other purpose : 45-60 days 	

Department of Law

Law Department is responsible for drafting of legislations, examination, settlement of subordinate legislations and rendering advices as to the feasibility of proposed legislation or legality of amendments to an enactment, including drafting of amendments, opinions, publication of West Bengal Codes and management of court cases amongst other functions throughout the year. Law Department is also the cadre controlling Department in respect of Law Officers under the West Bengal Legal Service (WBLs).

Date & Time	Subject / Programme / Meeting	Remarks
06-01-2016 to 13-01-2016	Publication or re-printing of Acts as assented to by the Hon'ble Governor/the Hon'ble President	Bills as passed in the previous session of the Assembly
15-01-2016 to 29-01-2016	Settlement, framing and publications of Ordinances	On the basis of the proposals forwarded by various Departments when the Assembly is not in session
04-02-2016 to 16-02-2016	Vetting of various rules, regulations, statutes etc. & settlement and framing of Draft Bills	On the basis of the proposals forwarded by various Departments
18-02-2016 to 26-02-2016	Attending Select Committee / Standing Committee meetings conducted by WBLA and vetting of various rules, regulations, statutes etc. & settlement and framing of Draft Bills	On the basis of the proposals forwarded by various Departments
04-03-2016 to 31-03-2016	Finalisation and publication of Bills	Probable Budget Session (Phase I) of W.B.L.A.
04-04-2016	Review meeting of SARTHAC*	On developmental works
05-04-2016 to 29-04-2016	Settlement, framing and publications of Ordinances	On the basis of the proposals forwarded by various Departments when the Assembly is not in session
06-05-2016 to 20-05-2016	Select Committee / Standing Committee meetings conducted by WBLA and vetting of various rules, regulations, statutes etc. & settlement and framing of Draft Bills / visit to the Official Language Branch (Nepali) at Darjeeling	On the basis of the proposals forwarded by various Departments
24-05-2016 to 31-05-2016	Form fill-up, issuing of Letter of Identification etc. for Departmental Examination for the Officers under West Bengal Legal Service/ Training of Law Officers under WBLs on Legislative Drafting, conducted by the Ministry of Law and Justice at New Delhi, if any.	Departmental Examination will be conducted by Public Service Commission, West Bengal

Date & Time	Subject / Programme / Meeting	Remarks
03-06-2016 to 24-06-2016	Select Committee / Standing Committee meetings conducted by WBLA and vetting of various rules, regulations, statutes etc. & settlement and framing of Draft Bills	On the basis of the proposals forwarded by the various Departments
06-07-2016 to 29-07-2016 03-08-2016	Finalisation and publication of Bills Review meeting of SARTHAC*	Probable Budget Session (Phase II) of W.B.L.A. On developmental works
04-08-2016 to 12-08-2016	Publication or re-printing of Acts as assented to by the Hon'ble Governor/the Hon'ble President	Bills as passed in the previous session of the Assembly
15-08-2016 to 26-08-2016	Select Committee / Standing Committee meetings conducted by WBLA and settlement, framing and publications of Ordinances	On the basis of the proposals forwarded by various Departments when the Assembly is not in session
02-09-2016 to 27-09-2016	Vetting of various rules, regulations, statutes etc. & settlement and framing of Draft Bills /Meeting with the Official Languages Advisory Committee for settlement of Central Acts in Bengali at New Delhi	On the basis of the proposals forwarded by the various Departments
18-10-2016 to 28-10-2016	Select Committee / Standing Committee meetings conducted by WBLA and settlement, framing and publications of Ordinances	On the basis of the proposals forwarded by various Departments when the Assembly is not in session
04-11-2016 to 16-11-2016	Form fill-up, issuing of Letter of Identification etc. for Departmental Examination for the Officers under West Bengal Legal Service/ Finalisation/ Updation of Gradation List of the members of the West Bengal Legal Service	Departmental Examination will be conducted by Public Service Commission, West Bengal
17-11-2016 to 25-11-2016 01-12-2016	Finalisation and publication of Bills Review meeting of SARTHAC*	Probable Winter Session of the W.B.L.A. On developmental works
02-12-2016 to 30-12-2016	Settlement, framing and publications of Ordinances	On the basis of the proposals forwarded by various Departments during the Assembly is not in session

Notes.-*The Department intends to introduce a Web-portal for Court Cases Management System i.e., "Systemised Administration and Regulation of Tendering and Handling of All Court Cases (SARTHAC)" with the technical assistance from NIC, Government of India.

Department of Mass Education Extension & Library Services

JANUARY	
1)	Hold meeting of the Sub-Committee of State Library council.
2)	Review of literacy programme with the district officials.
3)	Review meeting with District Library Officers on construction/repair/renovation work of Governments Sponsored and Government Aided Libraries, collection of UCs and reconciliation of accounts.
4)	Meeting with the Superintendent of Welfare Homes of North Bengal Districts.
5)	Organising District Book Fairs in some districts.
6)	Organising 1 st meeting of the West Bengal State Committee for Implementation of Raja Rammohan Roy Library Foundation (RRRLF) in the year 2016.
7)	Advertisement regarding financial assistance to Non Govt. and Non sponsored Libraries.
8)	6 proposals for infrastructure development for Social Welfare Homes to be processed.
9)	Finalisation of selection of books by the Book Selection Committee.
10)	Proposals for matching schemes to be sent to Raja Rammohan Roy Library Foundation (RRRLF).
11)	Setting up of Information Corner in district/town/rural libraries.
12)	Setting up of Women's Corner in Govt., Govt. Sponsored and Govt. Aided Libraries.
13)	Work order to be issued for selected books by the book Selection Committee.
14)	Inspection of 3 aided Social Welfare Homes.
15)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
16)	Inspection of 4 Special Schools.
17)	Meeting of Local Library Authority in a few districts.
18)	Allotment of Fund towards Hostel Subsidy and contingencies for the disabled students to 25 Sponsored Special Schools.
19)	Release of Maintenance Grant to 5 Recognized Institutions.
20)	Release of funds against 30 proposals for Social Welfare Homes towards Maintenance Grant.
FEBRUARY	
1)	Organizing meeting of the High Powered Committee for implementation, monitoring, networking and computerization programme.
2)	Annual General Meeting of Governing Body of West Bengal State Literacy Mission Authority to be convened.
3)	Completion of Selection process for Financial Assistance to Non Govt. and Non Sponsored Libraries.
4)	Preparatory work for evaluation of about 10 lakh learners of Basic Literacy in 9 districts under Saakshar Bharat Programme will be taken up.
5)	Organising Districts Book Fairs in some Districts.
6)	Organising Computer Training of Librarians of Rural Library/ Primary Unit Library/ Area Library at State Central Library, Kolkata.
7)	Release of Maintenance Grants for 10 Social Welfare Homes.
8)	Setting up of Information corners in district/town/rural libraries.
9)	Organising a few Seminar, Workshop & Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
10)	Inauguration of Certificate Course of Librarianship at Janata College, Banipur.
11)	Release of Maintenance grant to 5 Recognized institutions.

FEBRUARY	
12)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
13)	Setting up of Women's Corner in Govt. Sponsored and Govt. Aided Libraries.
14)	Release of grants towards Hostel Subsidy and Contingencies for the disabled students of 29 Sponsored Special Schools.
15)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
16)	Release of Non-recurring grants for 2 Social Welfare Homes.
MARCH	
1)	Organising of Computer Training of Librarians of Rural Library/ Primary Unit Library/ Area Library at State Central Library, Kolkata.
2)	Evaluation of learners under Saakshar Bharat Programme.
3)	Persuation of progress of Certificate Course of Librarianship at Janata College, Banipur.
4)	Setting up of Information corners in district/town/rural libraries.
5)	Grant for scholarship for about 2000 students with disabilities studying in Class IX onwards to be released.
6)	Organising the review meeting with WBEIDCL on the progress of modernisation programme of Govt., Govt. Sponsored and Govt. Aided Libraries.
7)	Starting of Retro Conversion work in some Govt. Sponsored Libraries.
8)	Setting up of Women's Corner in Govt. Sponsored and Govt. Aided Libraries.
9)	Inspection of 4 Social Welfare Homes.
10)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in districts.
11)	Educational Tour for the students of Sponsored special Schools to be organized.
12)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
13)	Inspection of 5 Institutions for the students with disabilities.
14)	Release of Maintenance Grant for 15 Social Welfare Homes.
15)	Release of Maintenance Grant to 3 recognized Special Schools.
16)	Release of Non-recurring grants for 2 Social Welfare Homes.
APRIL	
1)	Selected books to be distributed to the Districts.
2)	Review of the work of the National Mission of Libraries.
3)	Compilation of evaluation data and submission to National Institute of Open Schooling for certification.
4)	Proposal for initial outfit grant of newly admitted inmates to be processed.
5)	Initiation of proposal for Maintenance Grant for Social Welfare Homes for the first quarter.
6)	Setting up of Women's Corners in Govt. Sponsored and Govt. Aided Libraries.
7)	Collection of proposal for Non-recurring Grants from Sponsored Institutions.
8)	Inspection of 3 Sponsored Special Schools.
9)	Inspection of 5 Social Welfare Homes.
10)	Processing of Plan Fund to some Govt., Govt. Sponsored and Government Aided Libraries.
MAY	
1)	Review meeting with the District Library Officers on Construction /Repair /Renovation work of the Govt. Sponsored and Govt. Aided Libraries, Collection of UCs & Reconciliation of Accounts.
2)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts

MAY	
3)	Allotment of Fund towards Hostel Subsidy and Contingency for disabled students of 25 Sponsored Special Schools.
4)	Organising computer training of the librarians of Govt. Sponsored Libraries.
5)	Organising District Book Fair in Darjeeling district.
6)	Release of grants to 15 Social Welfare Homes from Non Plan Head.
7)	Release of fund towards Maintenance Grant in favour of 20 Social Welfare Homes.
8)	Inspection of 4 Social Welfare Homes.
9)	Inspection of 5 institutions for the students with disabilities.
10)	Compilation of Administrative Report.
JUNE	
1)	Setting up of Information Corners in district/town/rural libraries.
2)	Organising the meeting of Sub- Committee of State Library Council.
3)	Setting up of Women's Corner in Govt., Govt. Sponsored and Govt. Aided Libraries.
4)	Release of fund towards Maintenance Grant in favour of 17 Social Welfare Homes.
5)	Inspection of 4 Govt. Aided Social Welfare Homes.
6)	Organising the review meeting with WBEIDCL of the progress work of National Mission on Libraries.
7)	4 proposals for Maintenance Grant for Special Schools to be processed.
8)	5 proposals for Non-recurring Grant for Special Schools to be processed.
9)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
10)	2 proposals for Maintenance Grant for Non-recurring grants for Social Welfare Homes to be processed.
11)	Release of grants in favour of 49 Sponsored Special Schools towards Hostel Subsidy and Contingency for disabled students.
JULY	
1)	Organising meeting of the State Library Council.
2)	Organising the meeting of the Sub-Committee for sanctioning grant to Non Govt., Non Sponsored Libraries.
3)	Organising meeting of the High Powered Committee for implementation, monitoring, networking and computerization programme.
4)	Meeting of Governing Body of West Bengal State Literacy Mission Authority to be held.
5)	Preparatory work for evaluation of learners of Basic Literacy to be taken up as per guideline of the scheme framed by the Ministry of Human Resource Development, Government of India.
6)	Review meeting with the District Library Officers on Construction /Repair /Renovation work of the Govt. Sponsored and Govt. Aided Libraries, Collection of UCs & Reconciliation of Accounts.
7)	Organising second meeting of the West Bengal State Committee for implementation of Raja Rammohan Roy Library Foundation (RRRLF) in the year 2016.
8)	Update of data bank for Special Schools.
9)	Organising of Computer Training of the librarians of Govt. Sponsored Libraries.
10)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in districts.
11)	Setting up of Information Corners in district/town/rural libraries .
12)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
13)	Inspection of 5 Social Welfare homes.
14)	3 proposals for Non-recurring Grant for Special Schools to be processed for approval.
15)	Inspection of 5 sponsored special Schools.
16)	Meeting of Local Library Authority in a few districts.

JULY	
17)	6 proposals of Non-recurring Grant for Social Welfare Home to be processed.
18)	3 proposals for Maintenance Grant for Special Schools to be processed.
AUGUST	
1)	Observance of the Public Library Day in all Districts.
2)	Evaluation of 10 lakh learners under Saakshar Bharat Scheme in 9 districts.
3)	Organising computer training of the librarians of Govt. Sponsored Libraries.
4)	Meeting of the Book Selection Committee .
5)	Release of fund towards Maintenance Grant in favour of 10 Social Welfare Homes.
6)	Inspection of 4 Social Welfare Homes.
7)	Setting up Information Corners.
8)	Setting up of Women's Corner in Govt. Sponsored and Govt. Aided Libraries.
9)	Inspection of 5 Sponsored Special Schools.
10)	Pursuation of the progress of Certificate Course of Librarianship at Janata College, Banipur.
11)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
12)	5 proposals for Maintenance Grant for Special Schools to be processed.
13)	4 proposals for Non-recurring Grant for Special Schools to be processed.
14)	Release of fund for Hostel Subsidy & Contingency for 25 Special Schools.
SEPTEMBER	
1)	Organising meeting for the District Book Fairs to be held in 2016-17.
2)	Observance of International Literacy Day at State level and in districts.
3)	Compilation of evaluation data and submission to National Institute of Open Schooling for certification.
4)	Organising 3rd meeting of the West Bengal State Committee for implementation of Raja Rammohan Roy Library Foundation (RRRLF) in the year 2015.
5)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
6)	Setting up of Women's Corner in Govt. Sponsored and Govt. Aided Libraries.
7)	Monitoring meeting with Superintendents of State Welfare Homes will be held.
8)	Release of fund towards Maintenance Grant in favour of 20 Social Welfare Homes.
9)	Setting up of Information Corners in district/town/rural libraries.
10)	5 proposals for Maintenance Grant for Special Schools to be processed.
11)	9 proposals for Non-recurring Grant for Special Schools to be processed.
12)	Inspection of 5 Sponsored Special Schools.
13)	Release of fund to 30 Special Schools for Hostel subsidy and Contingency.
OCTOBER	
1)	Review meeting with the District Library Officers on Construction / Repair / Renovation work of the Govt. Sponsored and Govt. Aided Libraries, Collection of UCs & Reconciliation of Accounts.
2)	Initiation of admission process of inmates to the Social Welfare Homes.
3)	Process of selection of books by the Book Selection Committee will be started.
4)	2 proposals for Maintenance Grant for Special Schools to be processed.
5)	Process as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
6)	2 proposals for Non-recurring Grant for Special Schools to be processed.
7)	Inspection of 4 Sponsored Special Schools.

OCTOBER	
8)	2 proposals for Non-recurring Grants for Social Welfare Homes to be processed.
9)	Inspection of 2 Social Welfare Homes.
10)	Release of fund to 5 Special Schools for Hostel Subsidy & Contingency.
NOVEMBER	
1)	Monitoring meeting with WBEIDCL on the computerization programme & work of National Mission on Libraries.
2)	Organising a few Seminar, Workshop & Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
3)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
4)	Preparation of Revised Estimate for Non-Plan budget.
5)	Cases for re-appropriation of fund to be processed.
6)	7 Proposals for Maintenance Grant for Recognized Special Schools to be processed.
7)	Inspection of the Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
8)	Setting up of Women's Corner in Govt. Sponsored and Govt. Aided Libraries.
9)	Inspection of 5 Social Welfare Homes.
10)	Release of fund towards Maintenance Grant in favour of 6 Social Welfare Homes.
11)	Release of fund to 11 Special Schools for Hostel Subsidy & Contingency.
DECEMBER	
1)	Organising meeting of the High Powered Committee on Computerisation.
2)	Organising the meeting of the State Library Council.
3)	Organising 4th meeting of the West Bengal State Committee for Implementation of Raja Rammohun Roy Library Foundation (RRRLF) in the year 2015.
4)	Felicitation Programme for disabled students and inmates of Social Welfare Homes who excel in Madhyamik / Higher Secondary Exams to be organized.
5)	Home-wise Sports of inmates under the control of MEE Directorate to be organized.
6)	Review meeting with the district Library Officers and Librarians on Construction, Repair, Renovation work of the Govt., Govt. Sponsored and Govt. Aided Libraries, Collection of UCs & Reconciliation of A/Cs.
7)	Finalization of admission of inmates to Social Welfare Homes.
8)	Organising District Book Fairs in some districts.
9)	Organising computer training programme of the librarians of Govt. Sponsored Libraries.
10)	Release of fund towards Maintenance Grant in favour of 12 Social Welfare Homes.
11)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
12)	Process of Advertisement regarding Financial Assistance to Non Govt. and Non Sponsored Libraries will be made.
13)	Advertisement for the Certificate Course of Librarianship at Janata College, Banipur will be made.
14)	Inspection of 4 State Social Welfare Homes.
15)	Inspection of the Govt., Govt. Sponsored and Govt. Aided Libraries in districts.
16)	Organising a few Seminar, Workshop, Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
17)	Setting up of Information Corners.
18)	5 Proposals of Non-recurring Grant for Social Welfare Homes to be processed.
19)	Inspection of 5 Sponsored Special Schools.

Department of Minority Affairs and Madrasah Education

Sl No.	Organisation	January	February	March	April
1.	West Bengal Urdu Academy	<ul style="list-style-type: none"> To organize 8th All India Urdu Book Fair. Inviting application for subsidy on manuscript. To invite the applications for manuscript to be published under the scheme of own publication. 	<ul style="list-style-type: none"> Commencement of Free Coaching Centres. Inviting application for Grant to Urdu Libraries. 	<ul style="list-style-type: none"> Inviting applications for scholarship for class VI to X. Disbursement of scholarship. Publication of Rooh-e-Adab's literary Journal. 	<ul style="list-style-type: none"> Commencement of Urdu Language course Commencement of Arabic Language course.
2.	West Bengal Board of Madrasah Education	<ul style="list-style-type: none"> Entry of application form of H.M., Alim & Fazil Examination (Regular). Issuing of the Admit Card. Sending of confidential papers to the custodian. Meeting with Centre Supdt. & District Authorities. Communication with the Govt. Officials & Police for conducting examination. Conduct of the meeting with the Head Examiners. Review of Curriculum & Syllabus. Translation of Text Books in Urdu Version. Orientation Programme of 80 teachers on English Language. Distribution of cheques as & when allotted by MA & ME Department/ D.M.E., West Bengal. 	<ul style="list-style-type: none"> Appointment of W.E. / P.E. Examiners. Conduct of H.M., Alim & Fazil Examination. Receiving of the answer scripts from different centres. Entry & distribution of the answer scripts of H.M., Alim & Fazil Examination. Preparation of Text Books for classes VI to VIII. Distribution of cheques as & when allotted by MA & ME Department / D.M.E., West Bengal. Preparation of Text Books for Classes IX & X. Evaluation of students of class – V (Bridge Course). 	<ul style="list-style-type: none"> Distribution of Registration Certificate of Fazil 1st year examination. Conduct of Fazil 1st year examination. Entry & distribution of the answer scripts of H.M., Alim & Fazil Examination. Review of curriculum & syllabus (ongoing process). Orientation Programme of 80 teachers of Mathematics. Distribution of cheques as & when allotted by MA & ME Department/ D.M.E., West Bengal. Preparation & printing of pattern of questions & model question papers for Class – IX & X. Preparation of text books for classes IX and X. Distribution of cheques to different madrasahs & teachers. Workshop with the Headmaster/Head 	<ul style="list-style-type: none"> Preparation of the Examination Calendar. Preparation & communication for publication of result. Conduct of Fazil 1st year examination. Re-evaluation of top 50 answer scripts. Invitation of tender for printing of examination materials. Review of curriculum & syllabus (ongoing process). Development of text books according to syllabus. Preparation & printing of pattern of questions & model question papers for Class – IX & X. Preparation of text books for classes IX and X. Distribution of cheques to different madrasahs & teachers. Workshop with the Headmaster/Head

Sl No.	Organisation	January	February	March	April
					<p>Mistress of the Model Madrasah.</p> <ul style="list-style-type: none"> • Distribution of cheques as & when allotted by MA & ME Department/ D.M.E., West Bengal. • Workshop on 20 resource persons for English Language conducted by UNICEF.
3.	Directorate of Madrasah Education	<ul style="list-style-type: none"> • Games and sports of Madrasah students 615 Madrasahs & 497 MSKs & SSKs. 	<ul style="list-style-type: none"> • Distribution of incentive to all girl students of class IX-XII of 615 recognized aided Madrasahs. 	<ul style="list-style-type: none"> • Distribution of Dress to all Girl Students of Class I-VII of 615 recognized aided Madrasahs & 497 MSKs/SSKs. 	<ul style="list-style-type: none"> • Allotment of girls' toilet & drinking water facilities to aided Madrasah & MSKs /SSKs.
4.	Minorities' Dev. & Finance Corp.	<ul style="list-style-type: none"> • Disbursement of Different Scholarships. • Disbursement of Different Loan Schemes. 	<ul style="list-style-type: none"> • Disbursement of Different Scholarships. • Review of Different Loan Schemes. 	<ul style="list-style-type: none"> • Review & Disbursement of Scholarships & Loan Schemes. • Preparation of Annual Action Plan. 	<ul style="list-style-type: none"> • To invite applications for Free Coaching and Allied Scheme. • Enlistment of VTPs.
5.	Aliah University	<ul style="list-style-type: none"> • Advertisement for auat-2016 for admission in B. Tech., MCA & MBA programmes. • Inauguration of Park Circus Campus. • Review of cvs activities. 	<ul style="list-style-type: none"> • Advertisement for admission in cvs programme & review skill development training programme under state fund. • Mid-semester examinations 	<ul style="list-style-type: none"> • Preparation for conducting Auat-2016 Examinations • Inauguration of the girls' hostel at New Town Campus • Cultural and tech fest • Inauguration of girls' hostel at new town campus 	<ul style="list-style-type: none"> • Organising training programme for pre-placement for the students & review training & placement cell • End-semester examinations. • Advertisement for Auat-2016 for 5 year integrated programmes in science & HSS • Advertisement for Ph.d., M.tech. & B.ed. programme

Sl No.	Organisation	January	February	March	April
6.	West Bengal State Hajj Committee	<ul style="list-style-type: none"> • Receiving of Passport Application. • Processing of Passport Application. • Distribution & Receiving of Hajj Application Forms. 	<ul style="list-style-type: none"> • Receiving of Hajj Application Forms. 	<ul style="list-style-type: none"> • Receiving of Hajj Application Forms for scrutiny. 	<ul style="list-style-type: none"> • Scrutiny of Hajj Application. • Submission of Passport to Hajj Committee of India for issuance of VISA for Haj Pilgrims. • District Trainers & Filed Trainers Training.
7.	Board of Wakf, West Bengal	<ul style="list-style-type: none"> • Organizing Lok Adalat on Augaf matters. 	<ul style="list-style-type: none"> • Operationalisation of 2 (two) nos. of newly constructed Hostel under Board of Augaf, W.B. 	<ul style="list-style-type: none"> • Resource Mobilization Meeting of the Board. 	<ul style="list-style-type: none"> • Yearly Review & Performance meeting of the Board.
8.	West Bengal Madrasah Service Commission	<ul style="list-style-type: none"> • 6th SLST (AT)- 2013: Personality Test of selected Candidates after publication of result. • 5th SLST (AT)- 2012: Issue of recommendation letters of Waitlisted Candidates in connection with Non-Joining report of Empanelled Candidates. • 6th SLST (HM/ Superintendent)- 2012 : Counselling & issue of Recommendation letters to Counsellor Waitlisted Candidates in connection with Non-Joining report of 	<ul style="list-style-type: none"> • 7th SLST (HM/ Superintendent)- 2014: Issue and Receipt of Application Forms. • 6th SLST (AT)- 2013: Personality Test of selected Candidates, if not completed earlier & publication of final result for counselling. • General Transfer (Teaching Staff): Counselling/ Recounselling of Applicants continues if not completed earlier • Die-in-Harness (Teaching & Non-Teaching Staff): 	<ul style="list-style-type: none"> • 7th SLST (HM/ Superintendent)- 2014: Inspection & Finalisation of Examination Venues. • 6th SLST (AT)- 2013: Counselling of selected Candidates after publication of final result. • General Transfer (Teaching Staff): Counselling/ Recounselling of Applicants continues if not completed earlier. • Die-in-Harness (Teaching & Non-Teaching Staff): 	<ul style="list-style-type: none"> • 7th SLST (HM/ Superintendent)- 2014: Conduction of Examination process. • 6th SLST (AT)- 2013: 1) Counselling of selected candidates if not completed earlier. 2) Issue of recommendation letters to Counsellor Candidates. • General Transfer (Teaching Staff): Issue of recommendation letters to Counsellor/ Recounsellor Candidates. • 7th SLST (AT)- 2015: Issue and receipt of Application Forms.

Sl No.	Organisation	January	February	March	April
		<ul style="list-style-type: none"> Die-in-Harness (Teaching & Non-Teaching Staff): Counselling for concerned Madrasahs. General Transfer (Teaching Staff) : Counselling / Recounselling of Applicants starts. Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. 	<p>Issue of recommendation letters to counselled Candidates.</p> <ul style="list-style-type: none"> Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. 	<p>Issue of recommendation letters to counselled Candidates if not completed earlier.</p> <ul style="list-style-type: none"> 7th SLST (AT)- 2015: Publication of advertisement for the examination. Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. 	<ul style="list-style-type: none"> Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year.
9.	West Bengal Minorities' Commission	<ul style="list-style-type: none"> Study Tour & Sensitization Camp at Murshidabad District. 	<ul style="list-style-type: none"> Study Tour & Sensitization Camp at Hooghly District. 	<ul style="list-style-type: none"> Study Tour & Sensitization Camp at North 24 Parganas District. 	<ul style="list-style-type: none"> Study Tour & Sensitization Camp at Uttar Dinajpur & Alipurdwar Districts.
10.	Department & Dte. MDW	<ul style="list-style-type: none"> Review of Budget of the current Financial Year. Preparation of Budget for next Financial Year. Review of schemes with District Level Officers. Review of High Court cases. 	<ul style="list-style-type: none"> Review of Cybergram (e-Literacy of Madrasah Students), Loans and Scholarship release of fund, Budget. Review of schemes with District Level Officers. Review of Public Service Delivery. 	<ul style="list-style-type: none"> Reviewing release of fund and schemes with District Level Officers. Review of Self Attestation & Self Declaration in Govt. Schemes. 	<ul style="list-style-type: none"> Meeting of State Level Committee (SLC) on PM's New 15-point Programme and MsDP. Review of Cybergram (e-Literacy of Madrasah Students) & schemes with District Level Officers.

Sl No.	Organisation	May	June	July	August
1.	West Bengal Urdu Academy	<ul style="list-style-type: none"> • Review of performance of Free Coaching centre. • Review of performance of Bengali Language Study centre. 	<ul style="list-style-type: none"> • To felicitate successful students from Free Coaching centre. 	<ul style="list-style-type: none"> • Commencement of Computer Training Course. • Purchase of books for Central Urdu Library. 	<ul style="list-style-type: none"> • Inviting application for scholarship of class XI to M.A. • Commencement of Kitabab Training Course.
2.	Board of Madrasah Education	<ul style="list-style-type: none"> • Preparation & communication for publication of result. • Publication of result. • Distribution of marksheets & certificates. • Entertainement of RTI cases regarding examination. Distribution of PPS/PPR form • Review of curriculum & syllabus (ongoing process). • Development of text books according to syllabus. • Preparation of text books for classes VI and VII. • Distribution of cheques as & when allotted by MA & ME Department/ D.M.E., West Bengal. • Workshop on 'Meena Manch' in collaboration with UNICEF for girls empowerment of South 24 Parganas, participants 	<ul style="list-style-type: none"> • Preparation for external test examination. • Entertainement of RTI cases regarding examination. • Distribution of PPS/PPR form. • Felicitation of meritorious candidates / providing merit list to different department as per requirement. • Submission of remuneration bills of Head Examiners, Examiners & Centre Supdt. • Entry of PPS/PPR form. • Conduct of the Board Meeting. • Review of curriculum & syllabus (ongoing process). • Development of text books according to syllabus. • Preparation of text books for classes IX and X. • Translation of Text Books in Urdu Version. • Distribution of cheques as & when allotted by MA 	<ul style="list-style-type: none"> • Distribution of Registration form. • Submission of remuneration bills of Head Examiners, Examiners & Centre Supdt. • Entry of registration form. • Finalisation of External Test Centres. • Publication of PPS/PPR result. • Distribution of computerised registration form, casual, compartmental & external forms. • Entertainement of RTI cases regarding examination. • Conduct of the Annual General Meeting of the Board. • Review of curriculum & syllabus. • Development of text books according to syllabus for classes I to VIII. • Preparation of text books for classes IX and X. • Evaluation System. • Distribution of as & when allotted by MA & ME Department / D.M.E., West Bengal. • Payment of remuneration to the head examiners, 	<ul style="list-style-type: none"> • Conduct of Test Examination for external candidates of H.M. & Fazil. • Publication of PPS/PPR result. • Submission of filled in registration form. • Invitation of tender for sale of old evaluated answer scripts. • Checking of the remuneration bills of Head Examiners, Examiners & Centre Supdt. For payment. • Review of curriculum & syllabus. • Development of text books according to syllabus for classes I to VIII. • Preparation of text books for classes IX and X. • Distribution of as & when allotted by MA & ME Department / D.M.E., West Bengal.

Sl No.	Organisation	May	June	July	August
		<p>100 students and 50 teachers.</p> <ul style="list-style-type: none"> Workshop on 20 resource persons for English Language conducted by UNICEF. 	<p>& ME Department/ D.M.E. West Bengal.</p> <ul style="list-style-type: none"> Workshop on Meena Manch in collaboration with UNICEF for girls empowerment of 24 Kolkata. North 24 Parganas and Howrah districts, participants 60 students and 30 teachers. 	<p>examiners, paper setters, moderators and centre superintendents.</p> <ul style="list-style-type: none"> Workshop on Meena Manch in collaboration with UNICEF for girls empowerment in Malda district with 160 students and 80 teachers. 	<ul style="list-style-type: none"> Payment of remuneration to the head examiners, examiners, paper setters, moderators and centre superintendents. Orientation programme of 50 teachers on English Language. Preparation of Text Books for 2017.
3.	Directorate of Madrasah Education	<ul style="list-style-type: none"> Distribution of laboratory equipments / instruments in aided Madrasah. 	<ul style="list-style-type: none"> Review of infrastructure of 615 Madrasahs & 497 MSKs/SSKs. 	<ul style="list-style-type: none"> Distribution of Computers and printers to aided Madrasah. 	<ul style="list-style-type: none"> Improvement of Library & Reading Room and distribution of Library Books to all Madrasahs.
4.	Minorities' Dev. & Finance Corp.	<ul style="list-style-type: none"> Inviting application for Skill Development Programme. Review of Loan Scheme. 	<ul style="list-style-type: none"> Advertisement and Awareness Programme for different Scholarship/ Stipend. 	<ul style="list-style-type: none"> Data entry of Scholarship Application forms. Review of Loan Schemes. 	<ul style="list-style-type: none"> Review of Skill Development Training. Review of Loan Schemes.
5.	Aliah University	<ul style="list-style-type: none"> Conducting AUAT-2016 at various centres. Declaration of end-semester results. Review of CVS activities. 	<ul style="list-style-type: none"> Declaration of Auat results. Completion of admission process for Ph.d., M.Tech. & B.ed programme Declaration of end-semester results. Review of the performance of students particularly the weaker students and follow-up. 	<ul style="list-style-type: none"> Counselling-cum-admission process in various programme. Review of the performance of students particularly the weaker students and follow-up. Orientation programme for newly admitted student. 	<ul style="list-style-type: none"> Organising training programme for pre-placement for the students & review training & placement cell. Organise awareness programme for Net/Gate.
6.	West Bengal State Hajj Committee	<ul style="list-style-type: none"> Training Programme of Hajj Pilgrims. 	<ul style="list-style-type: none"> Training Programme of Hajj Pilgrims. Processing of Passport Application Forms for Hajj-2017. 	<ul style="list-style-type: none"> Hajj review meeting chaired by Chief Secretary. Receiving of Passport from Hajj Committee of India with VISA. Vaccination Programme for Hajj Pilgrims, 2016. 	<ul style="list-style-type: none"> Visit of Hajj Pilgrims to Saudi Arabia for Hajj.

Sl No.	Organisation	May	June	July	August
7.	Board of Wakf, West Bengal	<ul style="list-style-type: none"> Organizing Lok Adalat on Augaf matters. 	<ul style="list-style-type: none"> Disbursement of Idd – Grant and Beneficiary. 	<ul style="list-style-type: none"> Organizing Awareness Camp with Mutawallis, Imams & Moazzins. 	<ul style="list-style-type: none"> Organizing Awareness Camp with Mutawallis, Imams & Moazzins.
8.	West Bengal Madrasah Service Commission	<ul style="list-style-type: none"> 7th SLST (HM/ Superintendent)- 2014: Conduction of Examination process. 7th SLST (AT)- 2015: Inspection & Finalisation of Examination Venues. 6th SLST (AT)- 2013: Issue of recommendation letters to Counsellor Candidates if not completed earlier. General Transfer (Teaching Staff): Issue of recommendation letters to Counsellor/ Recounselled Candidates if not completed earlier. Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. 	<ul style="list-style-type: none"> 7th SLST (HM/ Superintendent)- 2014: Conduction of Examination process. 7th SLST (AT)- 2015: Conduction of Examination process. 6th SLST (AT)- 2013: Issue of recommendation letters to Counsellor Candidates if not completed earlier. General Transfer (Teaching Staff): Issue of recommendation letters to Counsellor/ Recounselled Candidates if not completed earlier. Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. 	<ul style="list-style-type: none"> 7th SLST (HM/ Superintendent)- 2014: Publication of result. 7th SLST (AT)- 2015: Conduction of Examination process. 2nd SLST (NT)- 2015: Publication of advertisement for the examination. General Transfer (Teaching Staff): Issue of recommendation letters to Counsellor/ Recounselled Candidates if not completed earlier. Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. 	<ul style="list-style-type: none"> 7th SLST (HM/ Superintendent)- 2014: Personality Test of selected Candidates after publication of result. 7th SLST (AT)- 2015: Conduction of Examination process. 2nd SLST (NT)- 2015: Issue and receipt of Application Forms. General Transfer (Teaching Staff): Issue of recommendation letters to Counsellor/ Recounselled Candidates if not completed earlier. Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year.
9.	West Bengal Minorities' Commission	<ul style="list-style-type: none"> Study Tour & Sensitization Camp at South 24 Parganas District 	<ul style="list-style-type: none"> Study Tour & Sensitization Camp at Dakshin Dinajpur District. Study Tour & Sensitization Camp at Malda District 	<ul style="list-style-type: none"> 2 Study Tour and Sensitization camp at Nadia District Study Tour and Sensitization camp at Burdwan District 	<ul style="list-style-type: none"> Study Tour and Sensitization camp at Birbhum District.
10	Department & Directorate, MDW	<ul style="list-style-type: none"> Review of MsDP/IMDP & Hostels with Districts. Review of Loans and Scholarship. 	<ul style="list-style-type: none"> Review of Cybergram, Marketing Hub (Karnatirtha) etc. with District. Review progress of Public Service Delivery. 	<ul style="list-style-type: none"> Review of ITI & Polytechnics and Skill Development Training Programme. Review progress of Self Attestation & Self Declaration in Govt. Schemes. 	<ul style="list-style-type: none"> Review of Cybergram, Loans and Scholarship MsDP and IMDP and other schemes with District Level office.

Sl No.	Organisation	September	October	November	December
1.	West Bengal Urdu Academy	<ul style="list-style-type: none"> To start the process of literary awards. Publication of Rooh-e-Adab's literary journal. 	<ul style="list-style-type: none"> Review of performance of Free Coaching & Bengali Language Course study centre. 	<ul style="list-style-type: none"> To start the process for next All India Urdu Book Fair. To observe the Birth Anniversary of Allama Iqbal. To observe the Birth Anniversary of Moulana Abul Kalam Azad. 	<ul style="list-style-type: none"> Disbursement of books to Urdu Libraries under the scheme of Grant to Urdu Libraries. Publication of "Rooh-e-Adab" Academy's literary Journal.
2.	Board of Madrasah Education	<ul style="list-style-type: none"> Collection of answer scripts of external test, entry work of them and distribution of them to the Head Examiners. Preparation of confidential papers. Formation of District Level Advisory Committee. Providing examination related data to COBSE and HRD Department, Govt. of India. Conduct of the Board Meeting. Review of curriculum & syllabus. Development of text books according to syllabus for classes I to VIII. Preparation of text books for classes IX and X. Distribution of cheques as & when allotted by MA & ME Department/ D.M.E., West Bengal. Payment of remuneration to the head examiners, examiners, paper setters, moderators and centre superintendents. 	<ul style="list-style-type: none"> Selection of the Head Examiners. Issue of Registration Certificate. Preparation of confidential papers of H.M., Alim & fazil Examination. Preparation & proof reading of all text books. Publication of the result of External test. Distribution of as & when allotted by MA & ME Department / D.M.E. West Bengal. Payment of remuneration to the head examiners, examiners, paper setters, moderators and centre superintendents. Orientation programme of 50 teachers of Mathematics. Preparation of Test Papers. 	<ul style="list-style-type: none"> Collection of evaluated answer scripts from Head Examiner's residence. Preparation of examiners list for H.M., Alim & fazil Examination. Selection of Examination Centres. Preparation of confidential papers of H.M., Alim & fazil Examination. Celebration of the Birth Day of Moulana Abul Kalam Azad / Education Day. Printing & publication of all text books. Preparation of class-wise, subject-wise & unit-wise academic calendar & guidelines for evaluation system, publication of holiday list & book list. Distribution of cheques as & when allotted by MA & ME Department/ D.M.E., West Bengal. Payment of remuneration to the head examiners, examiners, paper setters, moderators and centre superintendents. Orientation programme of 50 teachers on English Language. Entry work of DLAC report. Printing of Text Books. Printing of Test Papers. 	<ul style="list-style-type: none"> Appointment of the Head Examiners & Examiners. Appointment of the Centre Superintendents with the help of D.I. & S.D.O. Preparation of confidential papers of H.M., Alim & fazil Examination. Entry work of H.M., Alim & fazil Examination form (Casual & Compartmental). Printing of Confidential Papers.

SI No.	Organisation	September	October	November	December
3.	Directorate of Madrasah Education	<ul style="list-style-type: none"> Improvement of building of Jr. High/High & H.S. Madrasahs including Alim/Fazil Madrasahs & MSKs/SSKs. Processing of application of Stipend /Scholarship. 	<ul style="list-style-type: none"> Setting up of new set up Madrasahs & status position of unaided Madrasahs. Scrutiny of on-line scholarship applications. Review & Processing of Loan Schemes 	<ul style="list-style-type: none"> Distribution of Equipments & furniture in recognized aided Madrasahs & Up-gradation of Jr. High Madrasahs. Sending the proposal of Merit-cum-Means, Post-Matric, Pre-Matric to G O I. 	<ul style="list-style-type: none"> Status & Position of 497 MSKs/SSKs. Review of Loans and Scholarships.
4.	Minorities' Dev. & Finance Corp.	<ul style="list-style-type: none"> Advertisement for CVS Programme. Organize counselling Programme for CVS courses at various districts Mid-semester examinations. Advertisement for Admission in 3 year B.Sc. Programme in Nursing 	<ul style="list-style-type: none"> Completion of admission procedure in CVS programme. 	<ul style="list-style-type: none"> Intra-university sports. Awareness programme in the schools/senior Madrasahs for studying in various disciplines. End semester examinations. 	<ul style="list-style-type: none"> Submission of report for AUAT-2016. Review of the performance of students particularly the weaker students and follow up. Declaration of end-semester results.
6.	West Bengal State Hajj Committee	<ul style="list-style-type: none"> Visit of Hajj Pilgrims to Saudi Arabia for Hajj. Return of Hajjis from Mecca. 	<ul style="list-style-type: none"> Return of Hajjis from Mecca. Receiving of Passport Application for Hajj-2017. 	<ul style="list-style-type: none"> Awareness Programme for Next Year-2017 Hajj Pilgrims. Receiving of Passport Application for Hajj-2017. 	<ul style="list-style-type: none"> Receiving of Hajj Application Forms for Hajj 2017.
7.	Board of Wakf, West Bengal	<ul style="list-style-type: none"> Organizing Lok Adalat at Office Premises on Augaf Matter. 	<ul style="list-style-type: none"> Resource Mobilization Meeting of the Board. 	<ul style="list-style-type: none"> Organizing Awareness Camp with Mutawallis, Imams & Moazzins. 	<ul style="list-style-type: none"> Disbursement of Stipend to poor and meritorious students.
8.	Madrasah Service Commission	<ul style="list-style-type: none"> 7th SLST (HM/ Superintendent)- 2014: Counselling & issue of Recommendation Letters to selected/ qualified candidates after completion of Personality Test. 7th SLST (AT)- 2015: Conduction of Examination process. 	<ul style="list-style-type: none"> 7th SLST (HM/ Superintendent)- 2014: Counselling & issue of Recommendation Letters to selected/ qualified candidates if not completed earlier. 7th SLST (AT)- 2015: Conduction of Examination process. 	<ul style="list-style-type: none"> Collection & compilation of vacancy report of various madrasahs of all districts from District Inspectors of Schools. 7th SLST (AT)- 2015: Personality Test/Counselling subject to publication of result. 	<ul style="list-style-type: none"> Collection & compilation of vacancy report of various madrasahs of all districts from District Inspectors of Schools. 7th SLST (AT)- 2015: Personality Test/Counselling subject to publication of result.

Sl No.	Organisation	September	October	November	December
		<ul style="list-style-type: none"> • 2nd SLST (NT)- 2015: Issue and receipt of Application Forms to continue if not completed earlier. • General Transfer (Teaching Staff): Issue of Recommendation Letters to Counselling/ Recounselled Candidates if not completed earlier. • Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. 	<ul style="list-style-type: none"> • 2nd SLST (NT)- 2015: Inspection & Finalisation of Examination Venues. • General Transfer (Teaching Staff): Issue of Recommendation Letters to Counselling/ Recounselled Candidates if not completed earlier. • Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. • Collection of vacancy report of various madrasahs of all districts from District Inspectors of Schools. 	<ul style="list-style-type: none"> • 2nd SLST (NT)- 2015: Conduction of Examination process. • General Transfer (Teaching Staff): Issue of Recommendation Letters to Counselling/ Recounselled Candidates if not completed earlier. • Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. 	<ul style="list-style-type: none"> • 2nd SLST (NT)- 2015: Conduction of Examination process. • General Transfer (Teaching Staff): Issue of Recommendation Letters to Counselling/ Recounselled Candidates if not completed earlier. • Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year.
9.	West Bengal Minorities' Commission	<ul style="list-style-type: none"> • Study Tour & Sensitization Camp at Purulia District. • Study Tour & Sensitization Camp at Bankura District. 	<ul style="list-style-type: none"> • Study Tour & Sensitization Camp at Howrah District. 	<ul style="list-style-type: none"> • Study Tour & Sensitization Camp at Darjeeling District. • Study Tour & Sensitization Camp at Jalpaiguri District. • Study Tour & Sensitization Camp at Coochbehar District. 	<ul style="list-style-type: none"> • Study Tour & Sensitization Camp at Purba Medinipur District. • Study Tour & Sensitization Camp at Paschim Medinipur District. • Observation of Minorities' Rights day on 18th December, 2016.
10.	Department & Dte. MDW	<ul style="list-style-type: none"> • Review of works of WB-MDFC, DME, Urdu Academy, State Hajj Committee. • Review of Loans and Scholarship and other schemes with District Level Officers. 	<ul style="list-style-type: none"> • Review of Cybergram (e-Literacy of Madrasah Students). • Review of schemes with District Level Officers. • Review of Public Services Delivery. 	<ul style="list-style-type: none"> • Review of Marketing Hub (Karmatirtha), ITI & Polytechnics and other schemes with Districts. • Review of Self Attestation & Self Declaration in Govt. Schemes. 	<ul style="list-style-type: none"> • Review of Hostels, release of fund. • Preparation of Administrative Calendar for next year. • Review of schemes with District Level Officers.

MSME&T Department: ADMINISTRATIVE CALENDER FOR THE YEAR 2016

I. Major Trainings / Capacity Development Intervention

1.	Training of IDOs – April - May, 2016
2.	Training of IDOs – August - September, 2016
3.	Training of Assistant Directors/Managers – February – March, 2016
4.	Training of General Managers, DIC /Dy. Directors – January, September, 2016

II. Monthly/Quarterly Review Meetings

1.	Finance Clinic – in every district on 15th of every month
2.	District Level Monitoring Committee meeting in every district on 10th of every month
3.	Conference of GM, DICs on 28th of every month
4.	Quarterly Departmental Review meeting on progress of plan schemes in January, April, September, December
5.	Review meeting on progress of implementation of CDP Project on 25th of every month

III. Welfare Schemes for Handloom, Handicrafts and Khadi : Targets and Plan

a.	Old Age Pension @Rs 1000 p.m. to artisans and weavers: To be provided to 3200 artisans and 5000 weavers per month.
b.	Weavers' credit card: 1,500 new weavers to be covered per month.
c.	Artisans' credit card : 10,000 new artisans to be covered during the year.
d.	Artisans' Identity card : Existing artisans covered, new artisans will be issued cards.
e.	Janashree Beema Yojna : 4000 Khadi artisans to be covered every quarter.
f.	Khadi and Polly Vastra Trust: 6500 Khadi artisans to be covered during the year.

IV. Milestones (launching / inauguration)

January, 2016

a.	Synergy MSME at Haldia, Purba Medinipur
b.	Launch of MSME Start Up Policy 2016-21
c.	Launch of TexPro, Bengal - integrated textile development project
d.	Launch of MSME Sector Leadership Project (MSLP)
e.	Launch of Karma Tirtha at Rajganj, Jalpaiguri
f.	Launch of Karma Tirtha at Jamboni, Paschim Medinipur
g.	Launch of Karma Tirtha at Islampur, Uttar Dinajpur
h.	Launch of Karma Tirtha at Ranibandh, Bankura
i.	Foundation stone laying of Karma Tirtha at Domjur, Howrah
j.	Foundation stone laying of Karma Tirtha at Baduria and Haroa, North 24 Parganas
k.	Foundation stone laying of Tanter Haat, Suto –O– Ranger Bazar at Srirampur, Purbasthali, Burdwan
l.	Foundation stone laying of modern surgical dressing unit at Sukchar, North 24 Parganas
m.	Inauguration of CFC of Potashpur –II Handloom Cluster at Potashpur, Purba Medinipur
n.	Inauguration of CFC of Tentulia Handloom Cluster at Rampurhat II, Birbhum
o.	Inauguration of CFC on Noa Ornament, Udaynarayanpur, Howrah
p.	Inauguration of CFC on Doll making Project Natungram, Burdwan
q.	Launch of Cluster Development Programme on Rakhi, Kalna, Burdwan
r.	Opening of Artisans' Hostel at Durgapur Urban Haat

February, 2016

a.	Opening of Alipurduar Rural Haat
b.	Launch of Karma Tirtha at Gopiballavpur-I, Paschim Medinipur
c.	Launch of Karma Tirtha at Gangarampur, Dakshin Dinajpur
d.	Launch of Karma Tirtha at Bamongola, Malda
e.	Foundation stone laying of Karma Tirtha at Panchla, Howrah
f.	Foundation stone laying of Karma Tirtha at Hasnabad and Habra-I, North 24 Parganas
g.	Foundation stone laying of Karma Tirtha at Joynagar-I, Kulpi, Diamond Harbour-II and Budge Budge-I, South 24 Parganas
h.	Launch of CFC of Murlu Roofing Tiles Cluster, Bankura
i.	Launch of exclusive show room of Baluchari Saree by Tantuja at Hazra, Kolkata
j.	Foundation stone laying of CFC of Darapur Handloom Cluster, Chakda and Barasat Handloom Cluster, Ranaghat I, Nadia
k.	Foundation stone laying of CFC at Gangarampur, under Comprehensive Handloom Development programme in Dakshin Dinajpur
l.	Foundation Stone laying of Malda Silk Park
m.	Inauguration of CFC of Wooden Mask making at Kushmundi, Dakshin Dinajpur
n.	Launch of next round of interventions for ease of doing business

March, 2016

a.	Launch of Karma Tirtha at Khas Jungle of Medinipur Sadar, Paschim Medinipur
b.	Inauguration of Exhibition cum display hall of Tantgail Tantujibi USS Ltd, Fulia, Nadia
c.	Foundation stone laying of CFC of Nagar Ukra Handloom Cluster, Haringhata, Nadia
d.	Inauguration of CFC for Sital Pati Cluster, Ghugumari, Coochbehar
e.	Foundation stone laying of Karma Tirtha at Shyampur-I & II, Howrah

April, 2016

a.	Inauguration of CFC of Indpur Handloom Cluster, Bankura
b.	Inauguration of upgraded training cum production centre for production of Bed cover, Bed sheet for Hospital supply at Panskura, Purba Medinipur
c.	Launch of Cluster Development Programme on Terrakota, North 24 Parganas
d.	Comprehensive 3rd party evaluation of the Technology Facilitation Centre (TFC)
e.	Evaluation of the business model of Biswa Bangla
f.	3rd party evaluation of pending agenda for ease of doing business

May, 2016

a.	Inauguration of upgraded training cum production centre for production of Bed cover, Bed sheet for Hospital supply at Thekuachalk, Purba Medinipur
b.	Comprehensive 3rd party evaluation of the MSME Facilitation Centres (MFC)

June, 2016

a.	Launch of CFC of Lead Acid Battery Cluster, Siliguri
b.	Inauguration of CFC of Gopalpur Handloom Cluster, Jangipara, Hooghly
c.	Inauguration of CFC of Kashipur Handloom Cluster, Purulia
d.	Inauguration of CFC of Banbirsing Handloom Project, Bankura
e.	Inauguration of CFC of Sadullahchalk Handloom Project, at Sadullahchalk, Bhawanipur, Purba Medinipur

July, 2016

a.	Inauguration of CFC of the Daspur Handloom Cluster , Khanakul I , Hooghly
b.	Inauguration of CFC of the Bhutsahar Handloom Project under NFM at Simlapal , Bankura
c.	Foundation stone laying of Nasratpur Handloom Cluster, Kalna , Burdwan
d.	Foundation stone laying of CFC of Boalia Handloom Cluster ,Krishnanagar I, Nadia
e.	Foundation stone laying of CFC of Sachimata Handloom Cluster, Nabadwip Municipality, Nadia
f.	Foundation stone laying of CFC of Birpur Handloom Cluster, Nakashipara, Nadia
g.	Launch of Cluster Development Programme on Ready-made Garments at North 24 Parganas
h.	Biswa Bangla road show in US

August, 2016

a.	Synergy MSME/ Entrepreneurship Development Programme (EDP) at Purulia
b.	Launch of Karma Tirtha at Narayangarh and Nayagram , Paschim Medinipur
c.	Launch of Karma Tirtha at Tamluk, Purba Medinipur
d.	Launch of CFC of Plastic Product Cluster, Murshidabad
e.	Foundation stone laying of CFC of Badaghachi Handloom Cluster, Kalna , Burdwan
f.	Launch of Cluster Development Programme on Hand- Gloves, Purba Medinipur
g.	Launch of Cluster Development Programme on Ready-made Garments, Howrah
h.	Launch of Egiye Bangla, Season 2
i.	Opening of Biswa Bangla Showroom in London

September, 2016

a.	Launch of CFC of Mustard Oil Cluster at Kaliaganj, Uttar Dinajpur
b.	Launch of Karma Tirtha at Potashpur-II and Ramnagar-I, Purba Medinipur
c.	Launch of Karma Tirtha at Bankura-I, Bankura
d.	Foundation stone lay of CFC under Sabai Project, Purulia
e.	Cluster Development Programme on Kantha Stitch, North 24 Parganas
f.	Launch of Kolkata Shopping Festival

October, 2016

a.	Launch of Karma Tirtha at Raghunathpur-I, Purulia
b.	Launch of Karma Tirtha at Ramnagar-II, Purba Medinipur
c.	Launch of Karma Tirtha at Rampurhat-I, Birbhum
d.	Launch of Cluster Development Programme on Pottery, Nadia
e.	Opening of Biswa Bangla Showroom in China
f.	Foundation stone laying of Biswa Kshudra Bazar
g.	Synergy MSME at Hooghly
h.	Foundation stone laying of MSME Industrial City, Howrah

November, 2016

a.	Launch of CFC of Janbazar Leather Cluster, Kolkata
b.	Launch of Karma Tirtha at Kalchini, Alipurduar
c.	Launch of Karma Tirtha at Tapan, Dakshin Dinajpur
d.	Launch of Karma Tirtha at Sabang, Paschim Medinipur
e.	Launch of Karma Tirtha at Sagar, South 24 Parganas
f.	Inauguration of CFC of Darapur Handloom Cluster, Chakda, Nadia
g.	Inauguration of CFC Barasat Handloom Cluster, Ranaghat , Nadia

h.	Launch of Cluster Development Programme on Folk Art, Jalpaiguri
i.	Opening of Biswa Bangla Showroom in Dubai
j.	Foundation stone laying of Eco Tourism Park, Banarhat, Jalpaiguri

December, 2016

a.	Synergy MSME/ EDP at Birbhum
b.	Opening of Jhargram Rural Haat
c.	Opening of Siliguri Urban Haat
d.	Launch of CFC of Rice Mill Cluster, Burdwan
e.	Launch of Karma Tirtha at Kumargram, Alipurduar
f.	Launch of Karma Tirtha at Matelli, Jalpaiguri
g.	Launch of Karma Tirtha at Nandakumar, Purba Medinipur
h.	Launch of Karma Tirtha at Balurghat, Dakshin Dinajpur
i.	Inauguration of CFC of Nagar Ukra Handloom Cluster, NagarUkra, Haringhata, Nadia

V. Events

MONTH	EVENTS	PLACE
January	West Bengal State Handicrafts Expo	Burdwan
	Exhibition (GoI sponsored)	Durgapur Haat
	Gandhi Silpa Bazar, (GoI sponsored)	Siliguri
February	West Bengal State Handicrafts Expo	Tamluk
	Industrial India Trade Fair by BNCCI	Central Park, Salt Lake
	Craft Bazar (GoI sponsored)	Santiniketan Haat
	Ambient Fair (Handloom/Handicraft)	Frankfurt, Germany
March	Craft Bazar (GoI sponsored)	Durgapur Haat
	Bishnupur Festival	New Delhi
	Giftex, Stationex and Jutex	Mumbai
	Tant Bastra Mela	Contai, Purba Medinipur,
	Jalpesh Mela	and Burdwan
	Biswa Bangla Exhibition at Nehru Centre	London
April	West Bengal Handicrafts Fair	EZCC, Salt Lake, Kolkata
May	Bi-monthly Handicrafts Fair (May to December)	Dilli Haat, Janakpuri, New Delhi
June	China South Asia Exposition Africa Big Seven, Saitex	Kunming, China South Africa
July	Giftex, Stationex & Jutex (Corporate Fair)	Mumbai
	NABC, 2016	New York
August	Bengal Festival	Dilli Haat, New Delhi
September	Bengal, Silk, Kantha & Baluchari Fair	EZCC, Salt Lake, Kolkata
	Autumn Fair / House and Gift Fair/London Design Festival	Birmingham, U.K. / Sao Paulo, Brazil/London
	Banglar Tanter Haat	Milan Mela, Kolkata

MONTH	EVENTS	PLACE
October	International Handicrafts & Gifts Fair	Expo Mart, Greater Noida, New Delhi
	CII Trade Fair	Chandigarh
November	India International Trade Fair (IITF)2016	New Delhi
	West Bengal State Handicrafts Expo Rash Mela	Milan Mela , Kolkata Cooch Behar
December	West Bengal State Handicrafts Expo	Siliguri /Jalpaiguri
	India International Mega Trade Fair	Science City, Kolkata
	Katwa Tant Bastra Mela	Katwa, Burdwan
	Pous Mela	Santiniketan, Birbhum
	Dooars Utsav	Jalpiguri

NB. Milestones falling in the period of Elections' MCC will be shifted to the month just after the MCC is lifted.

Department of Municipal Affairs

JANUARY, 2016	
•	Sanction of Water Supply Project of Darjeeling, Habra, Bardhaman, Asokenagar-Kalyangarh Municipality under AMRUT
•	Sanction of 70 Park Development Project under AMRUT
•	Commencement of work of Modernization of Abattoir Project within Bhatpara Municipality
•	Commencement of work of Modernization of Abattoir Project within Birnagar Municipality
•	Commencement of construction of Walkway & Beautification of embankment of adjacent water bodies of Ring Road in Nabadiganta Industrial Township
•	Installation of permanent and decorated Mosque gate at the door way of Nakhoda Mosque under Kolkata Municipal Corporation
•	Publication of Final Valuation List for Jalpaiguri Municipality
•	Training on Capacity Building of Municipal employees of Jalpaiguri Municipality under AMRUT
•	Training on Capacity Building of Elected Representatives of 3 ULBs
•	Training on Capacity Building of Community Organizers under NULM of 4 ULBs
FEBRUARY, 2016	
•	Sanction of Water Supply Project of Jalpaiguri, Bankura, Medinipur Municipality under AMRUT
•	Commencement of work of Water Supply Projects in Darjeeling, Habra and Bardhaman Municipality under AMRUT
•	Sanction of 79 Park Development Project under AMRUT
•	Commencement of work of Modernization of Abattoir Project within Contai Municipality
•	Commencement of work of Modernization of Abattoir Project within Ranaghat Municipality
•	Commencement of work of Modernization of Abattoir Project within Nabadwip Municipality
•	Completion of schemes of Bolpur Municipality sanctioned under Integrated Housing and Slum Development Programme (IHSDP) under JNNURM
•	Publication of Final Valuation List for Bankura Municipality
•	Training on Capacity Building of Elected Representatives of 3 towns under AMRUT
•	Training on Capacity Building of Elected Representatives of 3 ULBs
•	Training on Capacity Building under NULM for the newly appointed Experts of 4 ULBs
MARCH, 2016	
•	Completion of Shelter for Urban Homeless Project at Krishnagar Municipality under NULM
•	Completion of Water Supply Project within Joynagar-Mazilpur Municipality under UIDSSMT
•	Completion of schemes of Haldia Municipality (Phase I) and Jangipur Municipality (Phase - II) sanctioned under Integrated Housing and Slum Development Programme (IHSDP) under JNNURM
•	Constitution of Maynaguri Municipality in Jalpaiguri District
•	Training on Capacity Building of Municipal employees under AMRUT
•	Training on Capacity Building under NULM of 3 ULBs
APRIL, 2016	
•	Completion of Water Supply Project at Nabadwip Municipality under UIDSSMT
•	Completion of schemes of Habra Municipality and Krishnanagar Municipality sanctioned under Integrated Housing and Slum Development Programme (IHSDP) under JNNURM .
•	Training on Capacity Building of Municipal employees under AMRUT
MAY, 2016	
•	Completion of Water Supply Project within Ranaghat Municipality under UIDSSMT
•	Completion of Water Supply Project within Purulia Municipality under Spl. BRGF
•	Completion of schemes of Dinhata Municipality and Kharagpur Municipality (Phase - I) sanctioned under Integrated Housing and Slum Development Programme (IHSDP) under JNNURM
•	Upgradation of major roads to Mastic Asphalt in Nabadiganta Industrial Township
•	Training of Elected Representatives of Bongaon Municipality under AMRUT

JUNE, 2016

- JULY, 2016

- 1

- AUGUST, 2016

- Commencement of work of ADB supported

- SEPTEMBER, 2016

- Completion of **Credit Rating** of 2 ULBs under

- 100

<ul style="list-style-type: none"> Development Programme (IHSDP) under JNNURM Construction of semi-underground water reservoir at 9A, Netaji Nagar in ward No. 98 of Kolkata Municipal Corporation Publication of Final Valuation List for Kurseong Municipality Publication of Final Valuation List for Mekhliganj Municipality Training on Capacity Building of the Elected Representatives of 4 ULBs Training Programme under NULM of 4 ULBs 	<ul style="list-style-type: none"> Construction of UPHC in ward No. 125 of Kolkata Municipal Corporation Publication of Final Valuation List for Naihati Municipality Training on Capacity Building of Elected Representatives of 4 towns under AMRUT Training on Capacity Building of the Elected Representatives of 4 ULBs Training Programme under NULM of 4 ULBs
DECEMBER, 2016	
<ul style="list-style-type: none"> Completion of Credit Rating of 4 ULBs Under AMRUT Completion of Water Supply Project within Kalna Municipality under UIDSSMT Completion of schemes of Chandrakona Municipality, Ashoknagar-Kalyangarh Municipality, and Kalna Municipality sanctioned under Integrated Housing and Slum Development Programme (IHSDP) under JNNURM Completion of Shelter for Urban Homeless Project within Nabadwip Municipality under NULM Upgradation of the Ring Road to Mastic Asphalt Road in Nabadiganta Industrial Township Construction of 2.0 MG SUGR & Booster Pumping Station at Chaulpatty Road under Kolkata Municipal Corporation Publication of Final Valuation List for Haldibari Municipality Training Programme under NULM of 3 ULBs 	<ul style="list-style-type: none"> Completion of Credit Rating for 6 ULBs under AMRUT Completion of schemes of Tufanganj Municipality and Sonamukhi Municipality sanctioned under Integrated Housing and Slum Development Programme (IHSDP) under JNNURM Completion of Water Supply Project at Dubrajpur Municipality under UIDSSMT Completion of Shelter for Urban Homeless Project at Jalpaiguri Municipality under NULM Construction of UPHC in Ward No. 80 of Kolkata Municipal Corporation Publication of Final Valuation List for Berhampore Municipality Training on Capacity Building of Elected Representatives of 5 towns under AMRUT Training on Capacity Building of the Elected Representatives of 5 ULBs Training Programme under NULM of 4 ULBs
NOVEMBER, 2016	
<ul style="list-style-type: none"> Completion of Credit Rating of 4 ULBs under AMRUT Completion of schemes of Gobardanga Municipality and Haldia Municipality (Phase - II) sanctioned under Integrated Housing and Slum Development Programme (IHSDP) under JNNURM Completion of Water Supply Project at Kharagpur Municipality under Spl. BRGF Commencement of construction of Multistoried Parking facility in Nabadiganta Industrial Township Construction of UPHC in ward No. 121 of Kolkata Municipal Corporation 	

Department of North Bengal Development

Sl. No.	Projected Targets
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January

1	Start beautification work of Alipurduar Parade Ground, including setting up a Butterfly Park at Alipurduar.
2	Completion of preparation of Detailed Project Report of proposed Road Over Bridge on Eastern Bypass near New Jalpaiguri.
3	Start construction work of electric crematorium at Dabgram, Jalpaiguri.
4	Start construction work of blacktop road (4.6 Km) from Samajpur, KeshaharManahar to Shitalpur via Satsari more under Hemtabad Block, Dist. Uttar Dinajpur.
5	Start construction work of blacktop road from Baliara High School to Saiyadpur Bidrohi more via Chakbharua, Block Harirampur, Dist. Dakshin Dinajpur.
6	Start construction work of blacktop road (16.08 KM) from Fatepur to Harischandrapur High School via TalbanguraHardhamnagar under Harischandrapur I & II Block, Dist. Malda under WBCETF.
7	Completion of preparation of detailed design & estimate for renovation of Forest Bungalow at Bengdubi, Darjeeling.
8	Start construction work of new administrative building of Bangiya Sahitya Parishad at Siliguri.
9	Start construction work of Polytechnic College at Mathabhanga, Coochbehar.
10	Start construction work of DWS scheme at Jayanti, Alipurduar.
11	Celebration of Uttar BangaUtsav, 2016.

February

1	Start construction work of new Administrative Building of Pollution Control Board at Matigara, Darjeeling.
2	Start construction work of RCC bridge over river Sahu in village Jagvitta, Rajganj Block, Jalpaiguri.
3	Start construction work of auditorium (800 seat capacity) at Alipurduar.
4	Start construction of bridge over river Siriani at Kichaktala, Goalpokhor-I, Uttar Dinajpur, under RIDF-XXI.
5	Start construction work of Anganwadi Centres taken up under RIDF-XXI in Alipurduar, Jalpaiguri, Darjeeling & Malda Districts.
6	Start construction work of Agriculture College at Majihan, Dakshin Dinajpur.
7	Completion of construction of bridge at Partapur over river Siriani, Goalpokhar-I Block, Uttar Dinajpur.
8	Completion of construction of road from Baldia Pokher to Simul Tala More (Chunia Gram) via Bhulka More , Block Goalpokher-I, Uttar Dinajpur.
9	Start up-gradation work of road from Niyamatpur to Fulbarighat under English Bazar Block, Malda.
10	Start construction of road from Mahishpathan Bazar to Jiranpur Bazar (5 KM) under Coochbehar-I Block (Phase-II).
11	Completion of bank protection work upstream of Sankosh embankment (near Fagudoba, Return Pally and Sankosh Forest Basti) on the right bank of river Sankosh, Mouza Uttar Haldibari, Block Kumargram, Alipurduar.
12	Completion of flood protection scheme along L/B of river Kuchi Diana in PS Nagrakata, Jalpaiguri.
13	Completion of construction of bridge over river Kalua, Dhupguri Block, Jalpaiguri District.
14	Completion of construction of pucca road from Bharat Gas godown to Champasari Main Road, Siliguri.

March

1	Completion of construction of Gallery-1 (Type A) at the Jalpaiguri Sports Village, Jalpaiguri.
2	Completion of bank protection work along the left bank of river Torsa at Takagach Village, Mouza Kaminirghar, Coochbehar-II Block.

Sl. No.	Projected Targets
3	Completion of construction of road from Hazibustly to Bhatiachowk via Aliganj FP School, Kalibustly, Block Islampur, Uttar Dinajpur.
4	Completion of construction of Natya Academy at Balurghat (Phase-I).
5	Completion of construction of ITI at Khoribari under Siliguri Mahakuma Parishad.
6	Completion of bank protection work on the left bank of river Balason and right bank of river Mahananda upto the confluence at Nichupatiram (Kalabagan) area in PS Matigara, Darjeeling.
7	Completion of construction of road from 4 (four) mile Chowpathi to Palashtali Bazar, Alipurduar-II Block, Alipurduar.
8	Completion of construction of road from Gourbandh to Chaklagach via Kamalgach, Malin Gaon under Chopra Block, Uttar Dinajpur.
9	Completion of construction of road from Petla Bazar to Notun Boxirhat Bazar via Pakhihaga Chowpathy Banshtala Bazar via Barobhita Bazar, Dinhata-I Block, Coochbehar.
10	Completion of construction of road from B T Road Sripokher to Chital Ghata Block Chopra, Uttar Dinajpur.
11	Completion of construction of RCC Girder bridge at Darikamari Bahadur GP, Sadar Block, Jalpaiguri.
12	Completion of construction of road from Chhekamari More to Toto Para PWD road via Radhakrishna temple, Block Madarihat Birpara, Alipurduar.

April

1	Completion of widening & improvement of connecting road from Sahudangi road near Ramkrishna Ashram to Ashighar More of Eastern Bypass via Kamathpura, Farabari, Dabgram-II GP.
2	Improvement of road from Sevoke road to Eastern Bypass via Don Bosco School, Salesian College & Auxillium Convent & development of surrounding area of Dumping Ground.
3	Completion of construction of bridge at Paraharipur over Sui river, Uttar Dinajpur.
4	Completion of construction of blacktop road from Balihara High School to Saiyadpur Bidrohi more via Chakbharua, Block Harirampur, Dakshin Dinajpur.
5	Completion of electric crematorium at Alipurduar.
6	Completion of construction of new Police Station & Police Barrack at Sukhiapokhri, Darjeeling.
7	Completion of bank protection work along the L/B of river Sankosh at Chhat Falimari area in PS Boxirhat, Coochbehar.
8	Completion of up-gradation of metal road (4.4 KM) from Majlispur GP to Shantinagar Colony more under Dharampur-I & Panjipara GP, Goalpukur-I Block, Uttar Dinajpur.
9	Completion of construction of metal road from Nandangram Master more to Majhiar via Laskarpur, Parbatipur, Itahar Block, Uttar Dinajpur.

May

1	Completion of bank protection work along the left bank of river Torsa from Aratguri Village to Deutibari Village area in Mouza Aratguri & Deutibari, Coochbehar-II Block.
2	Completion of construction of embankment along the R/B of river Kaljani at Sarerpar to protect the adjacent Village and Balarampur bridge over river Kaljani in PS Tufanganj, Coochbehar.
3	Completion of construction of metal road from Narayanpur metal road towards Khaspara via Bhour Bazar, Bhour GP, Block Kumarganj, Dakshin Dinajpur.
4	Completion of improvement of MM Terai road connecting Tiranha road to Bhanu Busty up to Gumba, Upper Bagdogra GP, Naxalbari Block, Darjeeling.
5	Completion of construction of metal road from Pirojpur Durga Mandir Mandap to Bamua via Pirojpur MSK School under Kamlabari GP, Raiganj Block, Uttar Dinajpur.

Sl. No.	Projected Targets
6	Completion of repair & maintenance of parallel road from Bara Bazar Railway level crossing to Old SSB Campus office under Alipurduar Municipality & extension from Old SSB Camp Office upto Ramkrishna Ashram under Vivekananda-I GP.
7	Completion of construction work of Manikchak College, Malda.
8	Completion of construction of blacktop road from of Nendra to Rointhai via Bagichapur, Goal gram at 6 no. Bagichapur GP.
9	Completion of the construction work of approach road & bank protection of Hanskhali Bridge over river Barang, Chopra, Uttar Dinajpur.

June

1	Coordination meeting with the Malda Highway Division, PW (Roads) to review the progress of Bhutni Bridge over river Fulahar at Manikchak.
2	Completion of repair & renovation works of two nos. of flats at 3 rd floor of M-1 building of Essential Commodities Supply Corporation Ltd at Hill Cart Road near Gurung Busty, Siliguri.
3	Completion of the construction of Kumarganj college, Dakshin Dinajpur.
4	Coordination meeting with Irrigation Department.
5	Meeting with MLAs to review the progress of schemes/projects of the Department.
6	Preparation of scheme bank for RIDF-XXII & WBCETF.

July

1	Review meeting with Darjeeling, Jalpaiguri, Coochbehar & Alipurduar District.
2	Review meeting with Uttar Dinajpur, Dakshin Dinajpur & Malda District.
3	Review meeting with Health Department.
4	Review meeting with Forest Department.
5	Completion of the repair & renovation works of Rabindra Bhawan at Shaktigarh.

August

1	Review meeting with Terai Dooars Development Board.
2	Coordination meeting with Lepcha Development Board.
3	Review meeting with PSUs nominated by the Department for execution of different projects.
4	Completion of Detailed Projects Reports of all proposed schemes under RIDF-XXII & WBCETF.
5	Completion of construction of bridge near Kachua High Madrasha over river Gamari, Itahar Block.

September

1	Completion of construction of composite bridge over river Fuleswari at Purbakanta Roy TG connecting Chowavita near Fulbari canal road.
2	Completion of surface based water supply scheme located at Buxa Fort area in Dooars region, Alipurduar
3	Completion of construction of black top road from Ganapati Tea Factory to FP School under Chopra Block, Uttar Dinajpur.
4	Completion of construction of RS joist bridge over river Dhardhara along with approach road at Ushapati Lahiri road under Bararangrash GP, Coochbehar.
5	Completion of construction of black top road (1 Km) from NH 31 to Sri Colony, Chittaranjan High School river end at lower Bagdogra GP, Naxalbari.
6	Completion of construction of CC road from NH-34 (near Mahananda Bridge) Patharpara at Ward No. IX to Charak Mela Field at Ward No. VIII, Old Malda Municipality, Malda.

Sl. No.	Projected Targets
7	Completion of construction of blacktop road from Chatraghati PMGSY pacca rasta to Kharua Pry. School via Chopra, Block Harirampur, Dakshin Dinajpur.
8	Completion of beautification of Chatt Puja Ghat at Haripur under Dabgram-I GP, near New Jalpaiguri & construction of underground drainage with protection & beautification work.

October

1	Completion of improvement of blacktop road from Pagly more to Khoskhole Pagly Kali Mandir of Sovanagar & Milki GP, English Bazar Block, Malda.
2	Completion of construction of road from Renaissance Club MSK School Paschim Bazra Pukur Shah Dabu Kishor para under Ajampur No. 2 GP, Block Tapan, Dakshin Dinajpur.
3	Completion of construction of Jhumur Bridge at Dhupguri, Jalpaiguri.
4	Completion of construction of road from Kalakata Pry School (Singh Para) to Manish Bathan Matri Mandir Apish Khana Math via Howrahat in Panishala GP, Coochbehar.
5	Completion of construction of black top road from Mali Busty to Jogi Jote Pry School pucca road at Khoribari, Darjeeling.
6	Completion of construction of new metal road from Pranvita Bus Stand to Kalubhira under Khagor & Pukhuria GP Goalpukur-I Block, Uttar Dinajpur.
7	Construction of Gallery-2 (Type B) at the Jalpaiguri Sports village, Jalpaiguri.

November

1	Completion of construction of road from Dhalpal Bazar to Alipurduar Border via Bhattibari Kamakhyaguri Road at Dhalpal, Coochbehar.
2	Completion of construction of new metal road from Nandangram Master more to Majhiar via Laskarpur, Parbatipur, Itahar Block, Uttar Dinajpur.
3	Completion of construction of road from Enayatpur High School to Lakshmipur from Masjid via Manipur KaliMandir via EnayatpurKabarsthan&Enayatpur Madrasah, Enayatpur GP, Manikchak Block, Malda.
4	Completion of improvement work of road from Medical more to Kawakhali More via Pelkujote & construction of guide bundh & allied works of Lochka river, Matigara.
5	Completion of construction of blacktop road of Tetulpukuria PMGSY road to Basratapor School via Muskipur Allahabad Bank, Block Harirampur, Dakshin Dinajpur.
6	Completion of construction of road from Paharpur more to KaliaganjUttameswar High School via Chowrangi More, Block Sadar, Jalpaiguri (WBCETF).
7	Completion of construction of road from Chakmohan to Jakirpur via Thiarpara, Block Kumarganj, Dakshin Dinajpur.
8	Construction of Metal road from Deor Hospital road towards Khulan pucca road via Pirali cottage, Deor GP, Block Kumarganj, Dakshin Dinajpur.
9	Completion of construction of black top road from Babla Banna to Bishnupur Sankar more via Gouripur Pry School to Chowkin Mirdapur GP, Manikchak, Malda (5.945 KM).
10	Completion of construction of black top road from Katia to Kalyan Ashram via PWD Road new Bridge to BDO's Office at Khoribari Block (4.7 KM).

December

1	Completion of construction of double storied Science Block building including SNP works of Sukanta Mahavidyalaya at Dhupguri.
2	Completion of construction of boundary wall, low height gallery & a community hall at Matelli High School at Indong Matelli GP, Jalpaiguri.

Sl. No.	Projected Targets
3	Completion of construction of new class rooms, common room, teachers room, ladies & gents toilet, cycle stand, protection work with land development & SNP works of Netaji Subhas Mahavidyalaya, Haldibari. (Phase-II).
4	Completion of construction of black top road from Eklakhi to Dighir Hat via Panushah More Ramnagar High Madrasha Kutubpur Kilabad, Gazole, Malda (8.302 KM).
5	Completion of construction of RSJ Bridge on the river Panga within Mandalghat GP, Jalpaiguri.
6	Completion of construction of black top road from Ghorapir to Saktari at English Bazar under Kazigram & Binodpur GP, Englishbazar, Malda (10.912 KM).
7	Completion of construction of road from Manoharpur More to Dangram via Manoharpara & Mission more under Harirampur Block, Dakshin Dinajpur.
8	Completion of construction of road from NH 31 to connector road of Fulbari Super Market (four lane), Fulbari, Jalpaiguri. (WBCETF).
9	Completion of construction of Doordarshan road from NH 31 to connector road of Fulbari Industrial Estate (four lane), Fulbari, Jalpaiguri. (WBCETF).
10	Completion of improvement & construction of road with bituminous macadam & mastic from Damdim More at NH 31 to Paschim Damdim Tourism Huts via Damdim TG factory with 24 meter length Joist bridge over Jhora, Malbazar Block, Jalpaiguri.
11	Completion of upgradation work of metal road from Gandabari more to Panjipara NH 31 via Patua Hat under Dharampur-I and Panjipara GP, Uttar Dinajpur.
12	Completion of construction of black top road from Fatepur to Harischandrapur High School via Talbangura Hardhamnagar under Harischandrapur I & II Block, Malda(16.08 KM) (WBCETF).
13	Completion of construction of composite bridge at Hatiadanga at the junction of two GPs (Dabgram-II & Binnabari), near Kankata More beside Eastern Bypass under Rajganj Block, Jalpaiguri.

OFFICE OF THE LEGAL REMEMBRANCER GOVERNMENT OF WEST BENGAL

Month	Activities
January :	We have to conduct the Training Programme of the G.P., A.G.P.s, Sr. Govt. Advocates, Jr. Govt. Advocates, including Government Panel Lawyers.
February :	Steps to be taken regarding payment of pending bills of Government Panel Lawyers, including Retainers.
March :	Status of the cases pending in Supreme Court and Green Tribunal, to be ascertained.
April :	Ascertain the performance of P.P.s and G.P.s of all districts.
May :	Steps to be taken for holding Training Programme of P.P.s and G.P.s of all districts.
June :	Steps to be taken for holding Special Lok Adalat regarding Death- cum-Retirement Benefit matters.
July :	Review regarding the payment made so far and ascertain the dues with reference to the budgetary provision.
August :	Special training programme of the P.P.s and/or A.P.P.s regarding POSCO Act at the District Level.
September :	Meeting with District Level Officers of all districts.
October :	Legal Awareness Camps at different districts with the help of local administration.
November :	Ascertaining performances of P.P.s all districts.
December :	Holding awareness camp with the help of recognised N.G.O.s who work for the cause of juvenile orphans/destitute women/physically handicapped persons.

These apart, like previous years, we will send 10,000 leaflets each to the District Magistrates for wide circulation in connection with legal awareness camps. These leaflets will bear the purpose of legal awareness, who is entitled to get legal aid free of cost and in case of urgency to whom they will approach for establishing their legal right. Bengali version of important Acts to be distributed with the help of Law Department, such as, atrocities against women, Scheduled Caste and Scheduled Tribes, Hindu Marriage Act, Hindu Succession Act, Mohammadan Law on Marriage and Succession, etc.

Regarding holding awareness camp, all District Magistrates will be requested to send the quarterly report about the no. of awareness camps held in the districts, names of Panchayat Samity where it was held. They will be further requested to give suggestion and opinion so that we can render service in a more effective way.

OFFICE OF THE LEGAL REMEMBRANCER GOVERNMENT OF WEST BENGAL

OBJECTIVES ACHIEVED IN 2015

- Training of P.P.s of few districts have been done.
- Pendency of cases of different forum has been ascertained.
- Pending bills of lawyers have been processed and cleared as per our budget, including Old Panel Advocates.
- Performances of P.P.s of all districts have been ascertained.

Department of Panchayats & Rural Development

Month	List of Major Activities
January 2016	<ul style="list-style-type: none"> • Region level review of the major issues and programmes relating to Panchayats & Rural Development by MIC, Principal Secretary and other senior officers of the Department with Sabhadhipati, District Magistrates & other district level officials. • State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts. • Satellite-based review of rural development programmes with the Panchayats by senior officers of the Department. • Meeting of the State level Convergence Committee on MGNREGA. • Submission of DPRs in respect of projects under RIDF- XXI to the NABARD. • Review of PMGSY works by the MIC and the Principal Secretary of this Department. • Monthly review meeting on NSAP / PROFLAL / AABY and other institutional issues with the District Panchayats & Rural Development Officers. • Preparation of Draft Gradation List of Panchayat Development Officers, Panchayat Accounts & Audit Officers & Assistant Programme Officers for publication. • Deployment of State level resource persons in different districts for undertaking intensive community process on Sanitation for achieving ODF Gram Panchayats. • Aadhaar seeding of NSAP beneficiaries in respect of Howrah, Coochbehar, Darjeeling and Burdwan District. • Uploading of transactional data in the website of NSAP. • Preparation of IEC plan in respect of NSAP. • Uploading of disbursement of NSAP pension in portal. • Verification of new beneficiaries under NSAP, special Gram Sabha meeting and Public Hearing in connection with social audit of NSAP. • Registration of Sanghas under WB Cooperative Societies Act (to be continued throughout the year). • Initiation of implementation in Simlapal Block under Resource Block Strategy. • Finalization of GPs /Blocks for PRI-CBO Convergence and Guidelines in collaboration with the Policy Planning Cell of the Department. • Signing of MoU with Bharat Rural Livelihood Foundation (BRLF). • CB for Sangha Leaders: (1) Sangha Management Training, (2) CIF Management Training & (3) Sangha Accounting Training (to be continued throughout the year). • CB for SHGs: Micro Investment Plan Training and use of Community Investment Fund (CIF) under Anandadhara (to be continued throughout the year). • Sensitization Training of selected Bankers in collaboration with NRLM Cell-NIRD, Hyderabad and Immersion training of Bankers of intensive Blocks (to be continued throughout the year). • Preparing Draft Annual Action Plan of WBSRLM for 2016-17 (including its submission and appraisal by the Ministry). • Online entry of MPR for all 341 Blocks in the State to be initiated. • Meeting of the Standing Committee on P&RD, L&LR & Sundarban Development to take evidence of the P&RD Department in respect of ELA Paras for 2012-13. • Entry of blank names in SECC. • Training on tax collection using Point of Sale Terminal in a few GPs in Howrah District. • Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues. • Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans. • Training of District Level Trainers & Resource Persons on Participatory Planning methodology

Month	List of Major Activities
	for Gram Panchayat Development Plans.
February 2016	<ul style="list-style-type: none"> ● Region level review of the major issues and programmes relating to Panchayats & Rural Development by MIC, Principal Secretary and other senior officers of the Department with Sabhadhipati, District Magistrates & other district level officials. ● State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts. ● Satellite-based review of rural development programmes with the Panchayats by senior officers of the Department. ● Preparation of State IEC Plan in respect of MGNREGA. ● Finalization of Labour Budget for 2016-17 under MGNREGA. ● Submission of DPRs in respect of Projects under RIDF- XXI to the NABARD. ● State level review meeting on RIDF projects. ● Monthly review meeting on NSAP / PROFLAL / AABY and other institutional issues with the District Panchayats & Rural Development Officers. ● Board meeting of the West Bengal Comprehensive Area Development Corporation. ● State level review meeting on development activities of the WBCADC. ● Preparation of Annual Action Plan of RKVY to be implemented by the WBCADC for the year 2016-17. ● State level consultation for preparation of Annual Implementation Plan (AIP, 2016-17) with different stakeholders. ● Uploading of disbursement of NSAP pension to be continued. ● Implementation of IEC of in respect of NSAP. ● Operational Manual for SHG Federations to be finalized, printed and arranged for distribution. ● Review of the progress of Resource Block Strategy in Patharpratima for the next financial year. ● Orientation Training, Immersion and Exposure Visit of Community Cadres and Project Staff (Area Coordinators and others) to NRO and other sites (to be continued throughout the year) under WBSRLM. ● Initiation of Community Auditing System of SHG level Books of Accounts. ● Final submission of Annual Action Plan for WBSRLM for 2016-17 to the Ministry. ● Deployment of State web-based MIS for WBSRLM. ● Laying of ELA report in the West Bengal Legislative Assembly for 2013-14. ● District level training for three districts on Mobile-based asset tracking. ● Updation of GPMS to facilitate Ease of Doing Business initiative of the State Government. ● Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans. ● Training of District Level Trainers & Resource Persons on Participatory Planning methodology for Gram Panchayat Development Plans. ● Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues.
March 2016	<ul style="list-style-type: none"> ● State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts. ● Satellite-based review of rural development programmes with the Panchayats by senior officers of the Department . ● Content finalization for IEC-BCC materials proposed to be put to use under MGNREGA. ● Meeting of the State Employment Guarantee Council (SEGC). ● Completion of PMGSY road for a total length of approximately 2500 km in 2015-16 across the State (Provided that the Program Fund is received from the MoRD, Govt. of India in due time and quantum).

Month	List of Major Activities
March 2016	<ul style="list-style-type: none"> • State and regional review meets with different stakeholders under Mission Nirmal Bangla. • Inclusion of new NSAP beneficiaries. • Verification of new beneficiaries under NSAP to get started. • Monthly review meeting on NSAP/PROFLAL/ AABY and other issues with the DPRDOs. • Approval and sanction of Annual Action Plan (2016-17) of WBSRLM by Empowered Committee of NRLM at the Ministry. • Review of Community Financial Institutions (CFIs). • Review of Kingchoom Daarmit Rural Livelihood Programme for Lepcha Community in Kalimpong (to be continued on quarterly basis). • Review of Pilot Project on Elderly Self Help Groups (ESHGs) in Dinhata-I Block (to be continued quarterly). • Drawing SHG-Bank Linkage Credit Targets. • Web-based Sangha / Maha-Sangha Management System (Accounting) under WBSRLM to be initiated. • Web-based transaction-based SHG Information System to be initiated. • Quarterly review of MIS based systems / outcomes/ future-scope (to be continued quarterly). • Pilot deployment of web-based SHG product trading platform. • Printing of Audit Report along with Accounts including Balance Sheet of the WBCADC for the year 2013-14. • SECC Survey in the newly added enclaves of Coochbehar district. • State level workshop for dissemination of SECC data. • Identification of new NSAP beneficiaries as per SECC and verification of the existing beneficiaries. • Meeting with the Finance Department regarding synchronisation IFMS with the Finance Department's systems. • Completion of security audit of the GPMS software. • Completion of data entry in Panchayat Enterprise suit Area Profiler in all districts. • URL registration for portals of all PRIs. • Implementation of the recommendations of the Standing Committee (2014-15) of the West Bengal Legislative Assembly on P&RD, L&LR and Sundarban Development in respect of the ELA paras. • Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues. • Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans. • Training of District Level Trainers & Resource Persons on Participatory Planning methodology for Gram Panchayat Development Plans.
April 2016	<ul style="list-style-type: none"> • State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts. • Satellite-based review of rural development programmes with the Panchayats by senior officers of the Department. • Annual review of MGNREGA implementation during 2015-16 and formulation of strategy for 2016-17. • Submission of DPRs in respect of Projects under RIDF- XXII to NABARD. • State level review of PMGSY work by the Department. • Fixation of target for constructing PMGSY roads in 2016-17. • Observance of Nirmal Bangla Diwas on 30 April, 2016. • NSAP pensioner verification to be continued.

Month	List of Major Activities
April 2016	<ul style="list-style-type: none"> ● Identification and disbursement of NSAP pension to new beneficiaries. ● Uploading of incremental data of NSAP through web service. ● Capacity Building of Sangha / Upa-Sangha Leaders under Anandadhara (to be continued throughout the year). ● Review on progress of Resource Block Strategy (other than Patharpratima). ● Refresher training of District and Block Project Managers under Anandadhara. ● SHG Audit to be initiated by Certified Community Auditors. ● Review of SHG-Bank linkage performance and finalizing the SHG-Bank linkage Credit Targets. ● Quarterly Review with BRLF (to be continued quarterly). ● Web-based CIF disbursement under WBSRLM to be initiated. ● Implementation of the recommendation of the Standing Committee of the WBLA (2014-15) on P&RD, L&LR and Sundarban Development in respect of ELA paras. ● Implementation of the recommendations of the Standing Committee (2014-15) of the West Bengal Legislative Assembly on P&RD, L&LR and Sundarban Development in respect of the ELA paras. ● Data entry in respect of the newly added enclaves in Coochbehar District. ● Roll out of the new version of GPMS for public service delivery. ● Publish the list of households with rank and attributes, based on SECC data, in the restricted site. ● Identification of beneficiaries for different schemes, based on SECC data. ● Training on tax collection using Point of Sale Terminal in non-ISGP districts. ● Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues. ● Refresher Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans. ● Refresher Training of District Level Trainers & Resource Persons on Participatory Planning methodology for Gram Panchayat Development Plans.
May 2016	<ul style="list-style-type: none"> ● State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts. ● Process documentation of three special initiatives under MGNREGA. ● Submission of DPRs in respect of Projects under RIDF- XXII to NABARD. ● State level review meeting on RIDF projects. ● State level review meeting on development activities of the WBCADC. ● NSAP pensioner verification to be continued. ● Uploading of incremental data on NSAP through web service to be continued. ● Linking with PRIASOFT for PS data migration in NSAP. ● Review of programmes under Integrated Coastal Zone Management Project in Sagar Block of South 24 Parganas with the Institute of Ecological and Wetland Management (IESWM) of Environment Department, GoWB and plan for 2016-17. ● State level training of District Project Managers on different web-based management systems under WBSRLM. ● Implementation of the recommendations of the Standing Committee (2014-15) of the West Bengal Legislative Assembly on P&RD, L&LR and Sundarban Development in respect of the ELA paras. ● Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues. ● Refresher Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans.

Month	List of Major Activities
May 2016	<ul style="list-style-type: none"> ● Refresher Training of District Level Trainers & Resource Persons on Participatory Planning methodology for Gram Panchayat Development Plans.
June 2016	<ul style="list-style-type: none"> ● Region level review of the major issues and programmes relating to Panchayats & Rural Development by MIC, Principal Secretary and other senior officers of the Department with Sabhadhipati, District Magistrates & other district level officials. ● State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts. ● Satellite-based review of rural development programmes with the Panchayats by senior officers of the Department. ● Submission of DPRs in respect of Projects under RIDF- XXII to the NABARD. ● Review of PMGSY works from the Department. ● Quarterly progress review meeting under Mission Nirmal Bangla. ● Workshop on NSAP Social Audit. ● Monthly review meeting on NSAP / PROFLAL / AABY and other issues with the DPRDOs. ● Release of another tranche of CIF to eligible Sanghas under Anandadhara on the basis of performance assessment. ● Quarterly Review of MIS based systems on outcomes and future scope (to be continued quarterly). ● Laying of Audit Report along with Accounts including Balance Sheet of the WBCADC for the year 2013-14 in WBLA. ● Implementation of the recommendations of the Standing Committee (2015-16) of the West Bengal Legislative Assembly on P&RD, L&LR and Sundarban Development in respect of the ELA paras. ● Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues. ● Refresher Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans. ● Refresher Training of District Level Trainers & Resource Persons on Participatory Planning methodology for Gram Panchayat Development Plans.
July 2016	<ul style="list-style-type: none"> ● Region level review of the major issues and programmes relating to Panchayats & Rural Development by MIC, Principal Secretary and other senior officers of the Department with Sabhadhipati, District Magistrates & other district level officials. ● State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts. ● Satellite-based review of rural development programmes with the Panchayats by senior officers of the Department. ● Special Campaign week for MGNREGA. ● Meeting of the SEGC. ● Submission of DPRs in respect of Projects under RIDF- XXII to NABARD. ● Monthly review meeting on NSAP / PROFLAL / AABY and other institutional issues with the DPRDOs. ● Preparation of the Final Gradation List of Panchayat Development Officers. ● Preparation of DPR of schemes under RKVY to be implemented by WBCADC during the year 2016-17. ● Initiation of Special Sanitation Drive / Media Campaign.

Month	List of Major Activities
July 2016	<ul style="list-style-type: none"> ● Final Gradation List of Panchayat Development Officers to be placed. ● Verification, Gram Sabha meeting and Public Hearing in respect of NSAP Social Audit. ● Preparation of Annual Report of WBSRLM for 2015-16. ● Review meeting on performance of SHG-Bank linkage. ● Deployment of Second Phase Modules of web-based MIS for WBSRLM. ● Implementation of the recommendations of the Standing Committee (2015-16) of the West Bengal Legislative Assembly on P&RD, L&LR and Sundarban Development in respect of the ELA paras. ● District & Block level workshops for dissemination of SECC data. ● Training on tax collection using Point of Sale Terminal in ISGP districts. ● Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues. ● Refresher Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans. ● Refresher Training of District Level Trainers & Resource Persons on Participatory Planning methodology for Gram Panchayat Development Plans.
August 2016	<ul style="list-style-type: none"> ● Region level review of the major issues and programmes relating to Panchayats & Rural Development by MIC, Principal Secretary and other senior officers of the Department with Sabhadhipati, District Magistrates & other district level officials. ● State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts. ● Satellite-based review of rural development programmes with the Panchayats by senior officers of the Department . ● Launching of refurbished MGNREGA portal of the State. ● Submission of DPRs in respect of Projects under RIDF- XXII to NABARD. ● State level review meeting on RIDF projects. ● Preparation of the Final Gradation List of Assistant Programme Officers. ● State level review meeting on development activities of the WBCADC. ● Monthly review meeting on NSAP / PROFLAL / AABY and other issues with the DPRDOs. ● Review and revision (if needed) of the Annual Action Plan for 2016-17 – revision in the Annual Action Plan 2016-17 of the WBSRLM. ● Meeting of the Standing Committee on P&RD, L&LR & Sundarban Development to take evidence of the P&RD Department in respect of ELA Paras for 2012-13. ● Consolidated financial report of all GPs including budget and tax collection. ● Data entry in PlanPlus in two districts. ● Review meeting on e-Panchayat . ● Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues. ● Refresher Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans. ● Refresher Training of District Level Trainers & Resource Persons on Participatory Planning methodology for Gram Panchayat Development Plans.
September 2016	<ul style="list-style-type: none"> ● Region level review of the major issues and programmes relating to Panchayats & Rural Development by MIC, Principal Secretary and other senior officers of the Department with Sabhadhipati, District Magistrates & other district level officials. ● State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts.

Month	List of Major Activities
September 2016	<ul style="list-style-type: none"> ● Satellite-based review of rural development programmes with the Panchayats by senior officers of the Department. ● Half-yearly review of MGNREGA implementation with the districts. ● Submission of DPRs in respect of Projects under RIDF- XXII to NABARD. ● Preparation of the Final Gradation List of Panchayat Accounts & Audit Officers. ● Quarterly progress review meeting under Mission Nirmal Bangla. ● Observance of Teachers' Day on 5th September across the State. ● Final Gradation list of Panchayat Accounts of Audit Officers to be placed. ● Monthly review meeting on NSAP/PROFLAL/ AABY and other issues with the DPRDOs. ● Finalization of Annual Report of WBSRLM for 2015-16. ● Meeting of the Standing Committee on P&RD, L&LR & Sundarban Development to take evidence of the P&RD Department in respect of ELA Paras for 2012-13. ● Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues. ● Refresher Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans. ● Refresher Training of District Level Trainers & Resource Persons on Participatory Planning methodology for Gram Panchayat Development Plans.
October 2016	<ul style="list-style-type: none"> ● Region level review of the major issues and programmes relating to Panchayats & Rural Development by MIC, Principal Secretary and other senior officers of the Department with Sabhadhipati, District Magistrates & other district level officials. ● State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts. ● Satellite-based review of rural development programmes with the Panchayats by senior officers of the Department. ● Special lecture on MGNREGA by the distinguished activists / administrators. ● Submission of DPRs in respect of Projects under RIDF- XXII to NABARD. ● Review of PMGSY works from the Department. ● Observance of Global Hand Washing Day. ● Capacity Building of Sangha and SHG members for active participation in GP Planning Process in selected Blocks (to be continued). ● Implementation of the recommendations of the Standing Committee (2015-16) of the West Bengal Legislative Assembly on P&RD, L&LR and Sundarban Development in respect of the ELA paras. ● Development of portals for all GPs . ● Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues. ● Refresher Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans. ● Refresher Training of District Level Trainers & Resource Persons on Participatory Planning methodology for Gram Panchayat Development Plans.
November 2016	<ul style="list-style-type: none"> ● Region level review of the major issues and programmes relating to Panchayats & Rural Development by MIC, Principal Secretary and other senior officers of the Department with Sabhadhipati, District Magistrates & other district level officials. ● State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts.

Month	List of Major Activities
November 2016	<ul style="list-style-type: none"> ● Satellite-based review of rural development programmes with the Panchayats by senior officers of the Department. ● Extensive field-based activities on Mission Antyodaya and planning for MGNREGA. ● Submission of DPRs in respect of Projects under RIDF- XXII to NABARD. ● State level review meeting on RIDF projects. ● Monthly review meeting on NSAP / PROFLAL / AABY and other institutional issues with the DPRDOs. ● State level review meeting on development activities of WBCADC. ● Observance of World Toilet Day on 19 November, 2016. ● Half Yearly Review of programmes under Integrated Coastal Zone Management Project with the Institute of Ecological and Wetland Management of Environment Department, Government of West Bengal. ● Meeting of the Standing Committee on P&RD, L&LR & Sundarban Development to take evidence of the P&RD Department in respect of ELA Paras for 2012-13. ● Verification of NSAP beneficiaries, based on SECC data. ● District wise training on Meeting online and social audit and asset directory. ● Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues. ● Refresher Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans. ● Refresher Training of District Level Trainers & Resource Persons on Participatory Planning methodology for Gram Panchayat Development Plans.
December 2016	<ul style="list-style-type: none"> ● Region level review of the major issues and programmes relating to Panchayats & Rural Development by MIC, Principal Secretary and other senior officers of the Department with Sabhadhipati, District Magistrates & other district level officials. ● State level review of the progress of implementation of various schemes relating to Panchayats & Rural Development with senior officers from the districts. ● Satellite-based review of rural development programmes with the Panchayats by senior officers of the Department. ● Quarterly review of MGNREGA implementation with the districts. ● Submission of DPRs in respect of Projects under RIDF- XXII to NABARD. ● Monthly review meeting on NSAP / PROFLAL / AABY and other institutional issues with the DPRDOs. ● Special Campaign on Sanitation. ● Quarterly progress review meeting under Mission Nirmal Bangla. ● Submission of Demand of Budget in respect of NSAP. ● Review meeting with the Financial Controller & Chief Accounts Officers of ZPs and the DPRDOs on ELA Audit. ● State level workshop on e-Panchayat. ● Review of e-Panchayat. ● Institution-based face to face training, satellite-based training, tutorial-based training and mobile training for elected members and functionaries of three-tier Panchayats on various issues. ● Refresher Training of State Level Master Trainers on Participatory Planning methodology for Gram Panchayat Development Plans. ● Refresher Training of District Level Trainers & Resource Persons on Participatory Planning methodology for Gram Panchayat Development Plans.

Department of Personnel & Administrative Reforms

Month	Important works to be done	Cell / Wing	Remarks
January	Review the progress of various construction works being implemented in different districts under the supervision of the DMs.	AR	This may be done through video-conference.
	Processing the promotion of SCS and non-SCS officers to IAS based on the recommendation of State Government, UPSC and DoPT, GoI.	IAS	
	Training of newly-appointed Deputy Secretaries from WBSS cadre.	ATI, General and Training	Continuation of the programme initiated in late-2015; first phase held in December, 2015.
	Commencement of the induction level training for WBCS (Exe) probationers belonging to 2013 batch.	ATI and WBCS	
	Processing of all the medical reimbursement cases received and disbursement of the same to the incumbent.	Establishment	
	Complete release of Plan-fund received for the final phase of 2015-16.	AR	
	Complete release of Non-Plan fund received for final phase of 2015-16.	General	
February	Preparation of supplementary budget if any.	AR/ Establishment	
	Stock-taking of computer and other related accessories for the purpose of speedy computerisation of all the cells of the P&AR Department.	Establishment and IT	
	Training of the employees associated with the vigilance cell on DPs and vigilance matters.	Vigilance and Training	
	Conducting training programmes at ATI/RTCs.	ATI and Training	This can be finalised once all the proposals of training programmes are received.
	Preparatory works related to in-service training (both domestic and foreign) of senior WBCS [Exe.] officers.	Training	
	Sending a report to the Hon'ble High Court and seeking concurrence on creation of newly carved districts/sub-divisions/blocks.	AR	
March	Final release of Plan and Non- Plan fund to attached offices.	AR and General	
	Submission of report on employees who are not attending office for a long time.	CC and General	
	Conducting 10 training programmes by ATI. All are to be sponsored by the Govt. of India.	ATI and Training	
	To update the pension records of AIS officers.	SR&A/c	
	Functioning of the Group 'D' Recruitment Board.	General/CCW	

Month	Important works to be done	Cell / Wing	Remarks
April	Sending the online ACR formats of the IAS officers to respective appropriate authorities.	IAS	
	Sending the ACRs of WBCS (Exe.) officers to respective appropriate authorities.	WBCS	
	To complete the data loading of the ongoing Service Record monitoring Project for IAS, WBCS(Exe.), WBSS and CCW.	IT and IAS, WBCS, General and CC,	
	To conduct training programmes at ATI, Salt Lake.	ATI and Training,	This can be finalised once all the proposals of training programmes are received.
May	Refresher training of cadres belonging to LDA, UDA, HA and Typist categories on 4:4:1:1 basis.	CC, Training and ATI	
	Conducting training programmes at ATI, Salt Lake.	ATI and Training	This can be finalised once all the proposals of training programmes are received.
	Training of the officials on using the software for handling the departmental website.	IT	
	Conducting training programme for newly appointed Assistant Secretaries.	General, Training and ATI,	
	Refresher training of cadres belonging to LDA, UDA, HA, and Typist categories on 4:4:1:1 basis.	CCW, Training and ATI	
	Complete the process of release of Plan and Non-Plan funds for the 1st phase (April – June) of 2016-17.	AR and General	Subject to extant conditions and procedures.
June	Review of the work of the new administrative complex along with residential buildings for officers/officials at Nimtouri, Purba Medinipur.	AR	
	Review of the work of ground water supply at Egra, Purba Medinipur.	AR	
	Conducting training programmes by ATI/RTCs.	ATI and Training	This can be finalised once all the proposals of training programmes are received.
	Updating the data-base of officers of IAS, WBCS (Exe.), WBSS.	IT	
	Completion of all preparatory process for creation of new Districts of Sunderban, Basirhat, Bardhaman (Industrial), Jhargram and Kalimpong along with new sub-divisions of Mirik, Jhalda and Manbazar.	AR	
	Review of the work of New Administrative Building of Alipurduar District HQ.	AR	

Month	Important works to be done	Cell / Wing	Remarks
July	Continuation of the work for creation of infrastructure for setting up of new districts of Sunderban, Basirhat, Bardhaman (Industrial), Jhargram and Kalimpong and new sub-divisions at Mirik, Jhalda and Manbazar.	AR	
	Issuing notification for Kolkata district if clearance from Judicial Department is obtained by then.	AR	
	Sending proposals to UPSC and DoPT for promotion of SCS/non-SCS officers to IAS Cadre.	IAS	
	Updating leave particulars of all serving IAS and WBCS (Exe.) officers.	SR&A	
	Periodical updating of the departmental website.	IT	
	Release of user manual for using the website for the "Service Record Monitoring Project".	IT	
	Conducting training programmes by ATI/RTCs.	ATI	This can be finalised once the Training Calendar of ATI is published.
	To finalise the policy on departmental examinations for employees.	CC	
	Refresher training of cadre belonging to LDA, UDA, HA and Typist categories on 4:4:1:1 basis and also to make arrangements for in-service training for all the employees.	CC, Training and ATI,	
August	Finalisation of Policy to form Gr. D Common Cadre in the Secretariat.	CCW	
	Putting in place the online process for submission "Declaration of Assets" for IAS/WBCS (Exe.)/WBSS officers.	Vigilance	
	Prospective initiation of the appointment/directly recruited WBCS(Exe.)officers belonging to the 2015 batch (subject to declaration of final results by PSC, WB).	WBCS	
	Conducting training programmes by ATI/RTCs.	ATI and Training	This can be finalised once the Training Calendar of ATI is published.
	Conducting training programmes for newly appointed Assistant Secretaries.	General, Training and ATI	
	Refresher training of cadres belonging to LDA, UDA, HA and Typist categories on 4:4:1:1 basis.	CC, Training and ATI	
	Review the updating of departmental website.	IT	
	Computerisation of leave related matters of employees once the relevant software (by WTL) is available.	Establishment	

Month	Important works to be done	Cell / Wing	Remarks
September	Collection of ACRs from the department of feeder services to PSC for promotion to WBCS (Exe).	WBCS	
	Conducting training programmes by ATI/RTCs.	ATI	This can be finalised once the Training Calendar of ATI is published.
	Refresher training of cadres belonging to LDA,UDA,HA and Typist categories on 4:4:1:1 basis.	CC, Training and ATI	
	Preparation of revised budget.	AR and General	
	Sending proposals for mid-career training of IAS officers to LBSNAA and to DoPT.	IAS and Training	
	Training on DDOs and employees associated with the office of the DDO.	Establishment and Training	
October	Conducting training programmes by ATI/RTCs.	ATI	This can be finalised once the Training Calendar of ATI is published.
	Training of newly-appointed Deputy Secretaries from WBSS Cadre.	ATI, General and Training	
	Refresher Training of cadres belonging to LDA,UDA, HA and Typist categories on 4:4:1:1 basis.	CCW, Training and ATI,	
November	Review of the work of NAB at Alipurduar HQ.	AR	
	Review of the work of the new administrative complex along with residential buildings for officers/officials at Nimtouri and ground-water supply work at Egra in Purba Medinipur.	AR	
	Conducting training programmes at ATI and different RTCs.	ATI	This can be finalised once the Training Calendar of ATI is published.
	Up-to-date disbursement of medical advances relating to WBHS-2008.	Establishment	
	Refresher training of cadres belonging to LDA, UDA, HA and Typist categories on 4:4:1:1 basis.	CCW, Training and ATI	
	Release of all Plan and Non-Plan funds for the 2nd phase (August – December) of 2015-16.	AR and General	
	Review/disposal of pending cases in WBAT and High Court.	Law	
	Refresher Training of cadres belonging to LDA,UDA,HA and Typist categories on 4:4:1:1 basis.	CC, Training and ATI	

Month	Important works to be done	Cell (Wing)	Remarks
December	Review on the status of execution of work in different districts for which funds have been released out of SP.	AR	
	Notifying the vacancies for WBCS (Exe.) officers to the PSC for the year 2016 and submission of report on cadre-review.	WBCS	
	Conducting training programmes at ATI/RTCs.	Training and ATI,	This can be finalised once the Training Calendar of ATI is published.
	Preparation of all proposals of augmentation and re-appropriation w.r.t. budgetary provisions for the financial year of 2016-17.	AR and General with help of all,	This may be done in consultation with the Financial Advisor of the Department; provided all the attached offices submit such proposals within the 3rd week of December, 2015.
	Meeting of Departmental Promotion Committee for promotion of IAS officers to different scales of pay.	IAS	

Department of Parliamentary Affairs

In accordance with the Rules of Business, the Parliamentary Affairs Department discharges functions which are of both statutory and non-statutory nature.

In the statutory category, the Parliamentary Affairs Department deals with the matters which take care of the relationship between the Executive and Legislature in a Parliamentary System of Government. These matters are dealt with and most expeditiously disposed of by the Department as and when the issues come, and it is not possible to fix the target or set dates for such activities.

In the non-statutory category of activities the Parliamentary Affairs Department runs the Scheme of Youth Parliament Competition. The broad object of the scheme is to acquaint the young generation with the parliamentary procedure and practices in the country and to instil in the young minds a sense of respect and commitment to the institutions of Parliamentary Democracy in the country and to prepare them to play the role of responsible citizens and leaders in a Parliamentary democracy.

Since the Deptt. does not have any Subordinate Office below the State Secretariat, the said scheme is implemented with the active help and direct involvement of District Magistrates, District Inspectors of Schools(SE) and Director of Public Instruction, West Bengal. Continuous review of activities is made through interaction with the officers of School Education and Higher Education Departments and General Administration of the District.

We do not implement any GOI scheme.

The Administrative Calendar of the Department for the year 2016 is set below :

Month (1)	Targeted/ Proposed Activity (2)
January, 2016	(1) Completion of District level Youth Parliament Competition and Quiz Contest for schools/ colleges, 2015-16 wherever may be pending. (2) Holding of Division level Youth Parliament Competition, 2015-16 for Schools/Colleges. (3) Finalization of result of State Level Essay Competition, 2015-16. (4) Collection of result of District level and Division level Youth Parliament Competitions. (5) Felicitation of winner schools/colleges and winner students at a State level Function.
February, 2016	(1) Remittance of reward money to champion institutions and students. (2) Documentation of the work of Youth Parliament Competition, 2015-16. (3) Uploading of the result of District / Division Level Competitions in the website of the Department. (4) Special attention to the entitlement related matters of MLAs and Ex-MLAs referred to the Department by West Bengal Legislative Assembly.
March, 2016	(1) Preparation of action plan for the next year work covering 3856 nos. of Schools and 430 nos. of Colleges in the state. (2) Clearing up of accounts related matters at State and district levels. (3) Smooth completion of year ending work. (4) Submission of adjustment of advance drawn from Pay & Accounts Office. (5) Finalization of Scheme and Guidelines for Youth Parliament Competition, 2016-17. (6) Dealing with the files which may be referred from West Bengal Legislative Assembly.
April, 2016	(1) Routine and statutory works of the Deptt. (2) Collection and consolidation of Utilization Certificates and squaring up all accounts matter. (3) Placing demand before Ministry of Parliamentary Affairs, Govt. of India for reimbursement of the permissible portion of the expenditure for Youth Parliament Competition incurred by State Govt.

Month (1)	Targeted/ Proposed Activity (2)
May, 2016	(1) Routine and statutory works of the Deptt. (2) Preliminary preparation for implementation of Youth Parliament Competition Scheme, 2016-17. (3) Publication of Annual Report. (4) Moving Finance Department for approval of the Scheme for the year. (5) Persuasion with the District Authorities for pending Utilization Certificates.
June, 2016	(1) Printing of books, guidelines, certificates for Youth Parliament Competition Scheme, 2016-17. (2) Notification of State Level Essay Competition, 2016-17. (3) Meeting and consultation within and outside the Deptt. for State Level Workshop and Meeting for YPC, 2016-17. (4) Statutory and routine works of the Deptt. relating to West Bengal Legislative Assembly.
July, 2016	(1) Organizing State Level Meeting and Workshop on Youth Parliament Scheme, 2016-17. (2) Despatch of books, guidelines, certificates to districts. (3) Release of fund for the programme of the year. (4) Routine and statutory works of the Deptt.
August, 2016	(1) Persuasion with the district authorities for implementation of the programme. (2) Holding of District Level Workshop on Youth Parliament Scheme for schools. (3) Release of fund to the district authorities. (4) Going on with the work of State level Essay Competition. (5) Routine and statutory works of the Deptt.
September, 2016	(1) Holding of Youth Parliament Competition and Quiz Contest and Extempore Speech Competition at schools and colleges. (2) Monitoring of implementation of programme at different levels. (3) Going on with the work of State Level Essay Competition. (4) Routine and statutory works of the Deptt.
October, 2016	(1) Holding of Youth Parliament Competition and Quiz Contest and Extempore Speech Competition at Block/Municipality/College level. (2) Persuasion with the district authorities for timely holding of the programme at different levels. (3) Arranging for examination of the essays to be received in the State Level Essay Competition, 2016-17.
November, 2016	(1) Holding of District level Competitions for colleges. (2) Maintaining liaison with the district authorities for timely holding of the programme in proper way. (3) Collection and compilation of result of District level competitions for Colleges. (4) Examination of essays to be received in State Level, Essay Competition.
December, 2016	(1) Holding of District level Youth Parliament Competitions for schools. (2) Holding of District level Competitions for colleges, wherever pending. (3) Collection and compilation of result of District level Competitions for Colleges/Schools. (4) Preparation for final stage of Youth Parliament Competition, 2016-17.

N.B. : The implementation of the scheme as mentioned in Administration Calendar is monitored throughout the year by the officers of the Deptt. through close and regular interaction with district authorities and also through field visit, when necessary.

Department of Paschimanchal Unnayan Affairs

MONTH	ACTIVITY CALENDAR
JANUARY 2016	<ul style="list-style-type: none"> Monthly monitoring meeting at district level with all implementing agencies & concerned line departments by all concerned District Magistrates. Field level inspection for quality monitoring & impact assessment.
	PROJECT CALENDAR
	<ul style="list-style-type: none"> Construction of 2.3 km Bituminous road (Link Road) from Kamaria to Metiapara, Gangajalghati in Bankura District. Construction of 21 check dams under “Jalathirtha” project Phase-I in Jhargram hub of Jungle Mahal.
FEBRUARY 2016	ACTIVITY CALENDAR
	<ul style="list-style-type: none"> Preparation of Financial budget for 2016-17 and Preparation of budget speech for 2016-17. Review of project implementation status & fund utilization status.
	PROJECT CALENDAR
	<ul style="list-style-type: none"> Construction of Concrete Road at Pranabananda Pally (North), Ailakundi Mouza, Bankura-I, Bankura. Lac cultivation for employment generation in Non-forest areas in Purulia District covering 4000 new beneficiaries.
March 2016	ACTIVITY CALENDAR
	<ul style="list-style-type: none"> Collection of up-to-date utilization certificates from all concerned implementing agencies. Monitoring meeting of Administrative Calendar by Hon’ble Minister-in-Charge with the Senior Departmental Officers and CEO, PUP, Bankura .
	PROJECT CALENDAR
	<ul style="list-style-type: none"> Completion of 51 nos. of soil and water conservation schemes at different Mouzas in Purulia District. Construction of check dam at Kolaiberia Jore under Chatna Block in Bankura District.
APRIL 2016	ACTIVITY CALENDAR
	<ul style="list-style-type: none"> Preparation of draft bill with the view to introduce “Paschimanchal Unnayan Parshad Act”. Preparation of Annual Action Plan for the year 2016-17 giving special emphasis on soil & water conservation, augmentation of irrigation potentiality, drinking water, rural infrastructures, promotion of rural tourism.
	PROJECT CALENDAR
	<ul style="list-style-type: none"> Construction of 22 check dams under “Jalathirtha” project phase –II in Bandwan Block of Purulia Dist. Construction of bridge over Jore at Garapusra in Purulia-I Block in Purulia District.
MAY 2016	ACTIVITY CALENDAR
	<ul style="list-style-type: none"> Approval of Annual Action Plan 2016-17 by the Executive Committee of PUP (1st Meeting of Executive Committee of PUP). Preparation and selection of schemes in different sectors for allotment of fund for 74 blocks from the Plan Budget during 2016-17.
	PROJECT CALENDAR
	<ul style="list-style-type: none"> Construction of Library Building (Ground Floor) of Lalpur Mahatma Gandhi College at Lalpur, Hura, Purulia. Construction of 6 important link roads in total 11 km under Bolpur–Santiniketan Block in Birbhum District.

MONTH	ACTIVITY CALENDAR
JUNE 2016	<ul style="list-style-type: none"> Allotment of fund to the PUP from the 1st quarter (25%) of budget allotment (2016-17). All implementing agencies including PUP to prepare plan & estimates of specific schemes as per their action plan 2016-17. Monitoring meeting of Administrative Calendar by Hon'ble Minister-in-Charge with the Senior Departmental Officers and CEO, PUP, Bankura .
	PROJECT CALENDAR <ul style="list-style-type: none"> Construction of outdoor building at Radhanagar PHC, Narayangarh Block, Paschim Medinipur. Construction of 21 check dams under "Jalathirtha" project phase –III in Salboni hub of Paschim Medinipur Dist.
JULY 2016	ACTIVITY CALENDAR <ul style="list-style-type: none"> Review Meeting with DMs and BDOs of five districts in connection with different schemes sanctioned to them. Scrutiny and thereafter sending the proposals to Finance Department under RIDF 2016-17.
	PROJECT CALENDAR <ul style="list-style-type: none"> Construction of Hostel building upto 1st Floor at Taldangra Fulmati High School, Taldangra, Bankura. Construction of Jorebundh cum bridge at Bhatin, Purulia.
AUGUST 2016	ACTIVITY CALENDAR <ul style="list-style-type: none"> Framing Rules for Paschimanchal Unnayan Parshad Employees' Recruitment, Services & Retirement. Field level inspection by departmental officers: Birbhum & Burdwan.
	PROJECT CALENDAR <ul style="list-style-type: none"> Construction of Single unit Hostel Building Comprising Ground Floor and 1st Floor (20 beds each) at Asanbani-Kajalkura S.M. High School, Indpur, Bankura. Construction of Nutritional Rehabilitation Centre (NRC) Buildings at Kewakoli (Garbeta-II), Mohanpur (Jhargram), Chandra/Dey para (Midnapur Sadar) Tapsia (Gopi-II), Chilkigarh (Jamboni) PHCs in Paschim Medinipur District.
SEPTEMBER 2016	ACTIVITY CALENDAR <ul style="list-style-type: none"> Release of fund/ issuance of sanction order against 2nd qtr. allotment (2016-17) in favour of all PUP blocks & PUP or other implementing agencies. Field level inspection by departmental officers: Paschim Midnapore, Purulia & Bankura. Monitoring meeting of Administrative Calendar by Hon'ble Minister-in-Charge with the Senior Departmental Officers and CEO, PUP, Bankura .
	PROJECT CALENDAR <ul style="list-style-type: none"> Construction of Hostel Building of proposed Ground Floor and 1st Floor at Sitanathpur Sukanta Smriti High School, Kashijore G.P., Salboni, Paschim Medinipur. Construction of 38Nos. ICDS centre at Barabani Block in Burdwan District.
OCTOBER 2016	ACTIVITY CALENDAR <ul style="list-style-type: none"> Meeting of Executive Committee (2nd Meeting of Executive Committee of PUP) and Annual General Body Meeting of PUP. Review of Scheme wise allotment of fund from the Plan Budget 2016-17 and utilization thereof.
	PROJECT CALENDAR <ul style="list-style-type: none"> Completion of field work including capacity building for livelihood Activities in Agri / Horticulture crops in command areas of 21 check dams in Phase-I in Jhargram hub of Paschim Medinipur District under "Jalathirtha". Construction of Female ward/labour room, OPD clinic in Amarkanan Rural Hospital, Gangajal Gati in Bankura District.

MONTH	ACTIVITY CALENDAR
NOVEMBER 2016	<ul style="list-style-type: none"> ● Release of fund/ issuance of sanction order against 3rd qtr. allotment (2016-17) in favour of all PUP blocks & PUP or other implementing agencies. ● Video conferencing with District Magistrates of all five Districts on project implementation review.
	PROJECT CALENDAR
DECEMBER 2016	<ul style="list-style-type: none"> ● Construction of 4 km metal road from Kalaikunda 1 No. check post towards Salua CRPF campus at Tangasole, Kharagpur-I, Paschim Medinipur. ● Construction of new link road from Kankrajhore Amlasole road to CRPF camp under PWD Jhargram Sub-Division, Paschim Medinipur.
	ACTIVITY CALENDAR
DECEMBER 2016	<ul style="list-style-type: none"> ● Holding “Jungle Mahal Mela 2016” showcasing the achievements of State Government and Department of Paschimanchal Unnayan Affairs. ● Review of fund release status for the year 2016-17. ● Monitoring meeting of Administrative Calendar by Hon’ble Minister-in-Charge with the Senior Departmental Officers and CEO, PUP, Bankura .
	PROJECT CALENDAR
DECEMBER 2016	<ul style="list-style-type: none"> ● Wasteland Development cum alternative livelihood programme at Garbeta-II (100 Acres) in Paschim Medinipur District. ● Construction of Harmadih bridge on the river Bandhu under Arsha Block in Purulia District.

Department of Planning

January

●	Quarterly Review Meeting with the district officials on BEUP.
●	Submission of performance reports on BEUP from all districts to Chairman, Assembly Committee.
●	Review Meeting of MPLADS.
●	Submission of performance reports of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.
●	Monitoring of MPLAD Scheme.

February

●	Collection, compilation and submission of performance reports of BEUP from all the districts to Chairman, Assembly Committee.
●	Meeting with all Departments regarding preparation of Annual Plan (2016-2017) and collection of Annual Plan (2016-17) documents.
●	Submission of performance of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.
●	Monitoring of MPLAD Scheme.
●	Review of NRDMS progress.

March

●	Collection, compilation and submission of performance reports of BEUP from all the districts to Chairman, Assembly Committee.
●	Submission of performance of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.
●	Monitoring of MPLAD Scheme.
●	Discussion of Plan Document 2015-16 with the members of State Planning Board (SPB) and preparation of the Draft Annual Plan Document 2015-16.
●	Review of progress of EMM works.

April

●	Collection, compilation and submission of performance reports of BEUP from all the districts to Chairman, Assembly Committee.
●	Review Meeting of BEUP.
●	Submission of performance of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.
●	Monitoring of MPLAD Scheme.
●	Review of NRDMS.

May

●	Collection, compilation and submission of performance reports of BEUP from all the districts to Chairman, Assembly Committee.
●	Submission of performance of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.
●	Monitoring of MPLAD Scheme.

June

●	Collection, compilation and submission of performance reports of BEUP from all the districts to Chairman, Assembly Committee.
●	Submission of performance of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.
●	Monitoring of MPLAD Scheme.
●	Review of NRDMS.

July

●	Collection, compilation and submission of performance reports of BEUP from all the districts to Chairman, Assembly Committee.
●	Quarterly Review Meeting with the districts officials on BEUP.
●	Review of MPLADS.
●	Submission of performance of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.

August

●	Collection, compilation and submission of performance reports of BEUP from all the districts to Chairman, Assembly Committee.
●	Submission of performance of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.
●	Monitoring of MPLAD Scheme.
●	Review of progress of EMM works.

September

●	Collection, compilation and submission of performance reports of BEUP from all the districts to Chairman, Assembly Committee.
●	Submission of performance of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.
●	Monitoring of MPLAD Scheme.
●	Review of NRDMS.

October

●	Collection, compilation and submission of performance reports of BEUP from all the districts to Chairman, Assembly Committee.
●	Quarterly Review Meeting with the districts officials on BEUP.
●	Review of MPLADS.
●	Submission of performance of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.

November

●	Collection, compilation and submission of performance reports of BEUP from all the districts to Chairman, Assembly Committee.
●	Submission of performance of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.
●	Monitoring of MPLAD Scheme.
●	Review of NRDMS.

December

●	Collection, compilation and submission of performance reports of BEUP from all the districts to Chairman, Assembly Committee.
●	Submission of performance of Jungle Mahal Action Plan (JAP) from four districts viz. Paschim Medinipur, Bankura, Purulia and Birbhum.
●	Monitoring of MPLAD Scheme.
●	Review of progress of EMM works.

Department of Power & NES Government of West Bengal

Activity

- A Electricity for all**
B Commissioning of Power Plant
C Commissioning of Transmission Line (220 KV/132 KV)
D Completion of Sub-Station (220 KV/ 132 KV)
E Completion of Sub-Station (33 KV/ 11 KV)
F Completion of Sub-Station (33 KV/ 11 KV)

January		2016
Activity	Name of work	District
C	Single Circuit LILO of Jeerat-Rishra 220 KV D/C Line at Dharampur	Nadia
	Conversion of 132 KV Dharampur-Titagarh Ckt 1 to HTLS	24 Parganas (N)
D	132/33 KV Sub-Station at : Ujanoo	Darjeeling
	132/33 KV GIS Sub-Station at: Nazirpur	Nadia
E	33/11 KV Sub-Station at: Shyamchak	Paschim Medinipur
February		2016
Activity	Name of work	District
A	Electricity for all at : Uttar Dinajpur	Uttar Dinajpur
E	33/11 KV Sub-Stations at: i) Midnapore Police Line	i) Paschim Medinipur
	ii) Gosaba	ii) South 24 Parganas
March		2016
Activity	Name of work	District
A	Electricity for all at : i) Darjeeling (SMP)	i) Darjeeling
	ii) Birbhum	ii) Birbhum
	iii) Bankura	iii) Bankura
	iv) Howrah	iv) Howrah
	v) Hooghly	v) Hooghly
C	Kharagpur-Egra 220 KV D/C Line	Paschim Medinipur
	Conversion of 132 KV Durgapur-Ukhra Ckt1 to HTLS	Burdwan
D	220/132/33 kV GIS Sub-Station at : Vidyasagar Park	Paschim Medinipur
E	33/11 KV Sub-Station at: Bidhannagar A-13, AC Block	North 24 Parganas (N)

April		2016
Activity	Name of work	District
A	Electricity for all at : Murshidabad	Murshidabad
	Domjur-Chanditala 132 KV D/C Line	Howrah, Hooghly
C	Domjur-Uluberia 132 KV D/C line LILO at Foundry Park Sub-Station	Howrah
	Birsingha - CK Road 132 KV D/C Line	Paschim Medinipur
May		2016
Activity	Name of work	District
E	33/11KV Sub-Stations at : i) Fulberia	i) Paschim Medinipur
	ii) Rejinagar Industrial Park	ii) Murshidabad
C	Kharagpur-Chanditala 400 KV D/C line	Paschim Midnapur, Hooghly
	Conversion of 132 KV Dharampur-Titagarh Ckt 2 to HTLS	North 24 Parganas (N)
D	Egra 220 KV GIS Sub-Station	Paschim Midnapur
F	Commencement of coal mining at Panchwara North and Barjora North coal Mines	Jharkhand, Bankura
June		2016
Activity	Name of work	District
C	Gokarna-Sagardighi TPS 400 kV D/C line	Murshidabad
	Mankar-Panagarh 132 KV D/C line up to Emami Factory	Burdwan
	Gokarna 400 KV Sub-Station	Murshidabad
D	Bajkul 132 KV GIS Sub-Station	Purba Medinipur
B	Coal synchronization of unit no. 4 of Sagardighi Thermal Power Project.	Murshidabad
E	33/11 KV Sub-Station at : Ghumi	North 24 Parganas (N)

July		2016
Activity	Name of work	District
A	Electricity for all at : i) 24 Parganas (South) ii) Purulia	i) 24 Parganas (South) ii) Purulia
C	Mathabhanga-Coochbehar 132 KV D/C line	Coochbehar
	Conversion of 132 KV Durgapur - Ukhra Ckt 2 to HTLS	Burdwan
D	New Chanditala 400 KV Sub - Station	Hooghly
E	33/11KV Sub-Stations at: i) Sujapur ii) Mothabari	Malda
F	Commencement of coal mining at Tara, Gangaramchak- Bhadulia and Barjore coal mines.	Burdwan, Birbhum & Bankura
	Commencement of coal mining at Trans - Damodar Coal Mine	Bankura

August		2016
Activity	Name of work	District
E	33/11 KV Sub-Stations at: i) Panagarh Industrial Park ii) Pirakata	i) Burdwan ii) Paschim Medinipur

September		2016
Activity	Name of work	District
E	33/11 KV Sub-Station at : Ramganj	Uttar Dinajpur

October		2016
Activity	Name of work	District
A	Electricity for all at : i) 24 Parganas (N) ii) Nadia iii) Coochbehar iv) Burdwan	i) 24 Parganas (N) ii) Nadia iii) Cooch- behar iv) Burdwan

November		2016
Activity	Name of work	District
C	220 KV D/C line from POWERGRID Alipurduar Substation to 220 KV WBSETCL Alipurduar Sub -Station	Alipurduar
D	Alipurduar 220 KV GIS Sub -Station	Alipurduar
E	33/11 KV Sub-Station at : Panchthupi	Murshidabad

December		2016
Activity	Name of work	District
C	220 KV D/C line from Bakreswar TPS to 220 KV WBSETCL Sadaipur Sub-Station	Birbhum
	D/C LILO of Bolpur – Sainthia 132 KV Transmission line at Sadaipur 220/132 KV Sub-Station.	Birbhum
	132 kV D/C & M/C LILO of Adisaptagram - Belmuri 132 KV D/C Line at Singur 220/132 KV Sub-Station	Hooghly
E	33/11 KV Sub-Stations at : i) Sarbari ii) Santuri	Purulia

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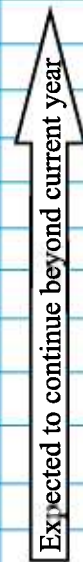
ADMINISTRATIVE CALENDAR 2016, GOVERNMENT OF WEST BENGAL

Sl. No	Nature of Work	Duration												Designated Officer in charge	Remarks
		Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	Aug't 16	Sept'r 16	Octob'r 16	Novmb'r 16	Decmb'r 16		
	B2: Extension of Relief/concession to BIFR Cases Extending admissible relief / concession as per extant policy guidelines of West Bengal Industrial Renewal Scheme 2001, (which is likely to be modified) to the sick companies in terms of BIFR sanctioned scheme in consultation with the Finance Deptt. and other relevant departments. B3: Recovery of outstanding loan given to sick industries- Regular interaction with the defaulting companies ; exploring legal avenues etc. for recovery of loan. B4: Monitoring of implementation of sanctioned schemes for revival of sick industries : Monitoring meetings with the Banks/Financial Institutional Investors and sick industries following the direction issued by the BIFR. B5: Administering of West Bengal Relief Undertaking (Special Provisions) Act, 1972: Extension of legal protection by declaring the eligible sick industries as 'Relief Undertaking' under the said Act. C: Monitoring Mechanism	Runs throughout the year												Commissioner/ C.O.F/D.S	
		Runs throughout the year												Commissioner/ C.O.F/D.S	
		Runs throughout the year												Commissioner/ C.O.F/D.S	
		Runs throughout the year												Commissioner/ C.O.F/D.S	
		Periodical meetings/reviews of important items of work, including implementation of Self Attestation Orders and Right to Public Services Act at the level of Additional Chief Secretary, PE & IR Deptt. and occasional reviews at the level of Hon'ble MIC.													
2.a)	One time activity D) As per the Decision taken by the Standing Committee on Industry, Infrastructure & Employment of Cabinet in April, 2013 Restructuring of the following 3 (three) critically sick PSEs namely : (i) National Iron & Steel Co. Ltd. (NISCO) (ii) Neo Pipes & Tubes Ltd. (NPT) (iii) Lily Products Ltd.(LPL) has been undertaken.	Expected to continue throughout the year												Commissioner/ C.O.F/D.S	Keeping a handful few as Retained employees whose number comes to about 23, across all the 3 PSEs, (NISCO, NPT and LPL), to carry on with the day to day

Sl. No	Nature of Work	Duration												Designated Officer in charge	Remarks
		Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	Aug't 16	Sept'r 16	Octob'r 16	Novmb'r 16	Decmb'r 16		
	<p>The activities in this regard are as follows:</p> <p>(i) Redeployment process of the Retained employees of NISCO, NPT and LPL following the orders / instructions of the Finance Department.</p> <p>(ii) Settling the matters regarding outstanding Statutory dues of these 3 PSEs,</p> <p>(iii) Settling the matters regarding outstanding Govt. Loans to these 3 PSEs,</p> <p>(iv) Settling the matters of other Loans / Dues from other sources and sundry creditors.</p> <p>(v) Placing the proposal of voluntary closure of these 3 PSEs, as concurred upon by the Finance Department, before the Cabinet for approval after observing the requisite procedures.</p> <p>(vi) Disposal of the movable and immovable assets of NISCO, NPT and LPL following the decisions of the Cabinet.</p> <p>II) <u>Restructuring process for Durgapur Chemicals Ltd. (DCL):</u></p> <p>(i) Review of the viability and Technical Study submitted by Govt. empanelled Transaction Advisor (TA)</p> <p>(ii) Decision.</p> <p>(iii) Implementation.</p>	Expected to continue throughout the year	Expected to continue throughout the year	Expected to continue throughout the year	Expected to continue throughout the year	Expected to continue throughout the year	Expected to continue throughout the year	Expected to continue throughout the year	Expected to continue throughout the year	Expected to continue throughout the year	Expected to continue throughout the year	Expected to continue throughout the year	Expected to continue throughout the year		<p>establishment and other related office jobs of these PSEs, all the remaining staff of the 3 PSEs have been redeployed at the different offices of DLRS under the L & LR Deptt, and also at different offices under the DM, North 24 Parganas, the DM, Howrah and the TE & T Deptt. The R e t a i n e d employees would also be deployed subsequently on completion of the Restructuring process.</p>
2.b)	<p><u>Preparation of Land-Bank (Continuing from 2014)</u></p> <p>The activity, taken up by this department for identification of idle / surplus land of sick units through M/s Price Waterhouse Coopers Pvt. Ltd., an enlisted consultant of Finance Department</p>													Commissioner/ C.O.F/D.S	<p>The 3rd interim report from PWC containing data of unused (surplus/idle)</p>

Sl. No	Nature of Work	Duration												Designated Officer in charge	Remarks
		Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	Aug't 16	Sept'r 16	Octob'r 16	Novmb'r 16	Decmb'r 16		
															land has been scrutinized and the department has shared the inputs available from this report with L&LR Deptt. for ascertaining the physical and legal status of land for preparation of an Action Plan regarding utilization of idle and surplus land.
	1. Receiving complete report from PWC.	<div>Expected to continue throughout the year</div>													Interaction between this Department and PWC is undergoing on a regular basis for completion of the report. The complete report is expected to be received within April 2016.
	2. Obtaining report from L & LR Department.														Prima facie, land permitted to be retained / held under WBEA Act, WBLR Act and ULCRA can be put under land bank for

Sl. No	Nature of Work	Duration												Designated Officer in charge	Remarks
		Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	Aug't 16	Sept'r 16	Octob'r 16	Novmb'r 16	Decmb'r 16		
	3. Examination of individual cases based on report of L & LR Department.														<p>'industrial use' if not being used for purpose for which it was allowed to be retained / held. Ascertaining this requires examination of documents received from L & LR Department as well as field enquiries.</p> <p>Depending on the quantum of land and information received from the L & LR Department, cases of some private companies have been taken up for further scrutiny on legal points before taking up the process of recovery of land.</p>
2.c)	Identification & resumption of surplus / idle land														<p>A Group of Ministers (GOM), which has been constituted on 20.08.2015 to look into the matter of closed</p>



SL. No	Nature of Work	Duration												Designated Officer in charge	Remarks
		Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	Aug't 16	Sept'r 16	Octob'r 16	Novmb'r 16	Decmb'r 16		
															industries, has emphasized on the matter of resumption of idle/surplus land. The Land Reforms Commissioner and the Principal Secretary MSME & T Department have been inducted in the GOM as special invitees. As per direction of GOM a Committee of Officials from the C & I, L & LR, Labour Directorate, PE & IR Department and the Joint Legal Remembrancer has been formed to examine the matter of closed industries on case to case basis and supply data to the GOM. A mechanism involving identification, ascertaining of legal position and recovery / resumption of unused (surplus / idle) land after determining their character etc. in terms of the provisions of Land Acts (WBEA Act. 1953, WBLR Act. 1956 and ULCR Act. 1976) in consultation with the L & LR Department will be devised.

Department of Public Health Engineering

1. Commissioning of Rural Piped Water Supply Scheme/Bottling Plant/Deposit Works/Deposit Works of Other Deptts
2. Sinking of Hand Pump/ Rig Bored Tubewells
3. Water Supply Arrangement of Schools/Anganwadis
4. Testing of Water Samples
5. Capacity Building
6. IEC Activity

Sl. No.	EVENT	Jan. 2016	Feb. 2016	Mar. 2016	Apr. 2016	May. 2016	June. 2016
1.	Commissioning of Rural Piped Water Supply Scheme / Bottling Plants/ Deposit Works of other Deptts. (Population to be Benefitted) (No. of Schemes)	(1,88,387) (17)	(1,97,167) (20)	(1,32,413) (18)	(55,078) (4)	(54,073) (5)	(75,478) (6)
2.	Sinking of Hand Pump/ Rig Bored Tube Wells (Nos.)	275	210	206	204	210	380
3.	Provision of Drinking Water Supply in different Schools / Anganwadis (Nos.)	180	140	120	101	90	125
4.	Testing of Water Samples of different PWSS / Spot Sources through Water Testing Laboratories / Field Test Kits (Nos.)	20,000	20,000	20,000	20,000	20,000	20,000
5.	Capacity Building of Engineers / VWSC Members / GP Members / Grassroot Level Workers like ASHA, ICDS/SGH Members / NGOs and other Stakeholders related to Water, Sanitation and its Health Issues (Persons to be Trained)	795	1,280	826	779	95	425
6.	IEC activities for Awareness Generation of the Rural Community / Schools / Anganwadi on Water, Sanitation and its Health Issues through TV & Radio Broadcasting, Bulk & Voice SMS, Street Play / Magic Show / Puppet Show /Audio Video Show, Announcement on PA, Exhibition, Social Mobilisation, Wall Printing, Hoarding / Banner / Poster, Bus Panel, Kiosks etc. (Population Coverage)	4,26,560	3,91,068	4,94,768	93,171	1,06,423	2,24,084

Sl. No.	EVENT	Jan. 2016	Feb. 2016	Mar. 2016	Apr. 2016	May. 2016	June. 2016
7.	Review Meetings / District Tours by Senior Officers (Nos) :-						
	a) Principal Secretary, PHE Deptt. (once in every 3 months)	1			1		
	b) Engineer-in-Chief, PHE Deptt. (once in a month)	1	1	1	1	1	1
	c) Chief Engineers, PHE Dte., (once in a month)	1	1	1	1	1	1
	d) Superintending Engineers, PHE Dte. (twice in a month)	2	2	2	2	2	2

Sl. No.	EVENT	July. 2016	Aug. 2016	Sep. 2016	Oct. 2016	Nov. 2016	Dec. 2016
1.	Commissioning of Rural Piped Water Supply Scheme / Bottling Plants/Deposit Works of other Deptts. (Population to be Benefitted) (No. of Schemes)	(1,10,086) (8)	(83,704) (7)	(1,52,615) (12)	(1,45,843) (16)	(3,20,832) (18)	(4,64,019) (19)
2.	Sinking of Hand Pump/ Rig Bored Tube Wells (Nos.)	350	240	250	227	220	228
3.	Provision of Drinking Water Supply in different Schools / Anganwadis (Nos.)	160	140	170	160	190	174
4.	Testing of Water Samples of different PWSS / Spot Sources through Water Testing Laboratories / Field Test Kits (Nos.)	20,000	20,000	20,000	20,000	20,000	20,000
5.	Capacity Building of Engineers / VWSC Members / GP Members / Grassroot Level Workers like ASHA, ICDS/SGH Members / NGOs and other Stakeholders related to Water, Sanitation and its Health Issues (Persons to be Trained)	249	162	891	976	1,382	962
6.	IEC activities for Awareness Generation of the Rural Community /Schools / Anganwadi on Water, Sanitation and its Health Issues through TV & Radio Broadcasting, Bulk & Voice SMS, Street Play / Magic Show / Puppet Show /Audio Video Show, Announcement on PA, Exhibition, Social Mobilisation, Wall Printing, Hoarding / Banner / Poster, Bus Panel, Kiosks etc. (Population Coverage)	3,07,140	74,686	47,261	48,840	4,59,816	4,88,108

Sl. No.	EVENT	July. 2016	Aug. 2016	Sep. 2016	Oct. 2016	Nov. 2016	Dec. 2016
7.	Review Meetings / District Tours by Senior Officers (Nos) :-						
	a) Principal Secretary, PHE Deptt. (once in every 3 months)	1			1		
	b) Engineer-in-Chief, PHE Deptt. (once in a month)	1	1	1	1	1	1
	c) Chief Engineers, PHE Dte., (once in a month)	1	1	1	1	1	1
	d) Superintending Engineers, PHE Dte. (twice in a month)	2	2	2	2	2	2

ADMINISTRATIVE CALENDER FOR THE YEAR 2016 OF PUBLIC WORKS DEPARTMENT

Month	Sl. No.	Description of works
a	b	c
January		<i>Projects scheduled to commence</i>
	1.	Construction of Bridge over River Damodar at Bokpotaghat in lieu of existing damaged single lane bridge on Udaynarayanpur- Bokpotaghat- Ichhananagari Road in the District of Howrah & Hooghly (Rs. 31.89 Cr.).
	2.	Widening & strengthening of Patipukur - Rajarhat Road from 2.25 km to 9.58 km in the district of North 24 Parganas (Rs. 67.74 Cr.).
	3.	Widening, strengthening and beautification of Rampurhat - Tarapith Road from 0.00 kmp to 7.00 kmp with a link road to Atla from 0.00 kmp to 2.617 km in the district of Birbhum (Rs. 42.83 Cr.).
	4.	Strengthening of Old G.T. Road (SH - 13) from 581.80 km to 591.00 kmp and 593.00 kmp to 597.335 km in the district of Burdwan (Rs. 29.30 Cr.).
	5.	Construction of Polytechnic College at Itahar in the District of Uttar Dinajpur (Rs. 18.69 Cr.).
		<i>Projects scheduled to complete</i>
	1.	Construction of a Bridge over river Subarnarekha at Bhansraghat in Kesiary block between Kharagpur - Kesiary Road and Nayagram - Dhumsai Road in the district of Paschim Medinipur (Rs. 169.49 Cr.).
	2.	Widening & strengthening of Belpahari - Banspahari Road from 12.00 kmp to 23.73 km in the district of Paschim Medinipur (Rs. 16.66 Cr.).
	3.	3 nos. Model School at Suti-I, Suti-II and Raghunathganj-II in the district of Murshidabad (Rs. 13.59 Cr.).
	4.	New Polytechnic College at Murarai-I in the district of Birbhum (Rs. 12.85 Cr.).
February		<i>Projects scheduled to commence</i>
	1.	Construction of a Bridge over river Atrayee on Pugliganj - Khaspur Road in the district of Dakshin Dinajpur (Rs. 24.57 Cr.).
	2.	Construction of a Bridge over river Ichhamati at Murighata Ferry Ghat, Bongaon in the district of North 24 Parganas (Rs. 23.19 Cr.).
	3.	Widening & strengthening of Beliatore - Sonamukhi - Patrasayar - Rasulpur Road (SH-8) from 20.00 kmp to 44.87 km including re construction of old damaged Cross Drainage Structure in the district of Bankura (Rs. 45.91 Cr.).
	4.	Construction of service road along Kazi Nazrul Islam Avenue (VIP Road) in the district of North 24 Parganas (Rs. 34.27 Cr.).
	5.	Widening & strengthening of Kalberia - Pirakanta - Dhansole - Lalgargh Road from 12.00 kmp to 25.00 kmp in the district of Paschim Medinipur (Rs. 13.04 Cr.).
	6.	Improvement of Jhalda - Bagmundi Road (SH-4) including widening at narrow stretch from 9.00 kmp to 29.00 kmp and 35.555 km to 37.00 kmp in the district of Purulia (Rs. 12.33 Cr.).
	7.	Widening & strengthening of Maynaguri R.S. to Maynaguri - Chengrabandha Road from 0.00 kmp to 13.85 km in the district of Jalpaiguri (Rs. 10.73 Cr.).
	8.	Strengthening of Joydeb - Kenduli - Ilambazar Road from 0.0 kmp to 6.00 kmp in the district of Birbhum (Rs. 8.27 Cr.).
	9.	Construction of Trauma Care Centre at Singur in the district of Hooghly (Rs. 15.29 Cr.).
	10.	Construction of 8 storied L Patern Haj House cum Ladies Hostel at Kaikhali in the adjacent plot of land of Haj Tower, Kaikhali in the district of North 24 Parganas (Rs. 14.54 Cr.).

Month	Sl. No.	Description of works
		<i>Projects scheduled to complete</i>
	1.	Strengthening & widening from Chandannagar to Kalyani More via Mogra More in the district of Hooghly (except ROB at Mogra) (Rs. 320.27 Cr.).
	2.	Strengthening & widening to 2 Lane / 2 - Lane with paved shoulder configuration of Saptagram - Tribeni - Kalna - Katwa Road in the district of Hooghly (Rs. 151.55 Cr.).
	3.	Strengthening of Bolpur - Purandarpur Road from 4.00 kmp to 27.70 km in the district of Birbhum (Rs. 22.46 Cr.).
	4.	Widening & strengthening of Manbazar - Bandwan - Kuilipal Road from 22.00 kmp to 27.50 km & from 30.00 kmp to 35.00 kmp in the district of Purulia (Rs. 18.41 Cr.).
	5.	Strengthening of Panskura - Durgachak Road from 62.10 km to 68.44 km in the district of Paschim Medinipur (Rs. 9.92 Cr.).
	6.	Construction of Tertiary Health care Hospital at Gangarampur in the District Dakshin Dinajpur (Rs. 49.53 Cr.)
	7.	M.C.I works at North Bengal Medical College in the district of Darjeeling (Rs. 13.00 Cr.).
	8.	Boys Hostel & Girls Hostel at Pandit Raghunath Murmu Abasik School at Dhaska in the district of Purulia (Rs. 6.15 Cr.).
	9.	Construction of Youth Hostel in the district of Coochbehar (Rs. 5.01 Cr.).
	10.	New I.T.I. at Deshpuran in the district of Purba Medinipur (Rs. 5.00 Cr.).
	11.	Construction of 18 no. check dams (JALTIRTHA) in the districts of Birbhum and Purulia.
March		<i>Projects scheduled to complete</i>
	1.	Strengthening & widening to 2 lane with paved shoulder of ODR Road from Barjora to Mejhia in the district of Bankura (Rs. 74.7447 Cr.).
	2.	Widening & strengthening of Ranihati - Haridaspur - Amta Road from 0.00 kmp to 16.40 km in the district of Howrah (Rs. 40.00 Cr.).
	3.	Widening & strengthening of Monteswar - Dainhat Road from 0.00 kmp to 24.50 km in the district of Burdwan (Rs. 35.53 Cr.).
	4.	Widening & strengthening of Gopiballavpur - Hatibari Road (0.00 kmp to 20.00 kmp) in the district of Paschim Medinipur (Rs. 32.67 Cr.).
	5.	Widening & strengthening of Chandrakona - Goaltore - Sarenga - Simlighat Road from 19.50 km to 29.00 kmp in the district of Paschim Medinipur (Rs. 19.88 Cr.).
	6.	Widening & strengthening of Sitarampur - Rupnarayanpur Road (0.0 kmp to 12.00 kmp) in the district of Burdwan (Rs. 19.76 Cr.).
	7.	Widening, Beautification and Construction of Service Road from 6.03 km (Haldiram) to 8.05 km (Airport Xing of Kazi Nazrul Islam Avenue) (VIP Road) in the district of North 24 Parganas (Rs. 18.33 Cr.).
	8.	2 nos. New Polytechnic College at Nalhati and Arambag (Daulatpur) in the districts of Birbhum and Hooghly (Rs. 23.08 Cr.).
	9.	2 nos. New school building with Hostels at Jhalda-II and Bundwan in the district of Purulia (Rs. 20.42 Cr.).
	10.	Construction of ten storied Students Hostel and Hospital Kitchen within the compound of Medical College & Hospital in the district of Kolkata (Rs. 11.63 Cr.).
	11.	New Stadium at Memari in the district of Burdwan (Rs. 6.01 Cr.).
	12.	Construction of 36 no. check dams (JALTIRTHA) in the districts of Birbhum and Purulia.

Month	Sl. No.	Description of works
April		<i>Projects scheduled to complete</i>
	1.	Widening & strengthening from intermediate lane to standard 2 lane Highway of Changrabandha - Mathabhanga - Coochbehar Road from 18.00 kmp to 64.00 kmp and strengthening from 64.00 kmp to 93.40 km in the district of Coochbehar (Rs. 193.025 Cr.).
	2.	Widening & strengthening of Saptagram - Tribeni - Kalna - Katwa Road (SH-6) from km 33.88 to kmp 83.00 in the district of Burdwan (Rs.59.11 Cr.).
	3.	Widening & strengthening of Ratua - Samsi Road (SH-10) from 45.30 km to 56.50 km in the district of Malda (Rs. 23.3505 Cr.).
	4.	Construction of English Medium Government Madrasah in the district of Coochbehar (Rs. 6.40 Cr.).
	5.	Construction of Radiotherapy Unit at Malda District Hospital (Rs. 6.32 Cr.).
	6.	Construction of 8 storied Post graduate students hostel in provision of 10 storied foundation at IPGME&R - SSKM Hospital in the district of Kolkata (Rs. 6.20 Cr.).
May	7.	Construction of 16 no. check dams (JALTIRTHA) in the districts of Birbhum and Purulia.
		<i>Projects scheduled to commence</i>
	1.	Construction of long span high level road Bridge over River Teesta with approaches near Haldibari connecting HQ at Mekhliganj in the district of Coochbehar (Rs. 414.994 Cr.).
	2.	Upgrading to 2-lane with paved shoulders configuration and strengthening of existing carriageway from km.232 to km.260 and km.266 to km.271 including reconstruction of 2 major bridges at km.213.050 and km.219.250 of NH-60 in the district of Bankura (Rs. 149.55 Cr.).
	3.	Widening and strengthening of Chandrakona - Ghatal Road (SH-4) from 17.80 km to 43.00 kmp in the district of Paschim Medinipur (Rs. 96.12 Cr.).
	4.	Rehabilitation of landslide location with slope protection and drainage improvement at Tindharia on NH-55 (km.50+155 to 50+182, km.52+650 to km. 52+800 and km.53+452 to km.53+475) in the district of Darjeeling (Rs. 88.85 Cr.).
	5.	Construction of 2-lane ECL Bypass from km.295.560 to km.302.059 of NH-60 (Rs. 60.93 Cr.).
	6.	Rehabilitation of landside location along with slope protection and drainage improvement at Paglajhora on NH-55 (km 43+500 to km 43+950) (in phase -I) in the district of Darjeeling (Rs. 30.85 Cr.).
	7.	Improvement Into 2 lane with paved shoulder of Matigara - Kurseong Road from 0.00 kmp to 11.00 kmp in the district of Darjeeling (Rs. 15.07 Cr.).
	8.	Widening and strengthening of Matigara - Kurseong Road from 11.00 kmp to 21.00 kmp including construction of two numbers culverts & one number bridge in between 14 & 15 kmp in the district of Darjeeling (Rs. 11.62 Cr.).
	9.	Viswa Bangla Yuba Kendra (Youth Hostel) at 4/1, Moore Avenue, Tollyganj in the district of Kolkata (Rs. 26.87 Cr.).
	10.	Construction of Training School (G+5) for Auxiliary Nurses and Midwives (ANM) at Lalgarh within the PHC campus Binpur-I block in the district of Paschim Medinipur (Rs. 20.00 Cr.).
	11.	Administrative Academic Building for B.Sc Nursing Centre at NTC Complex in the district Bankura (Rs. 12.42 Cr.).
	12.	Construction of Multipurpose Building for West Bengal Urdu Academy at Islampur in the district of Uttar Dinajpur (Rs. 10.79 Cr.).
		<i>Projects scheduled to complete</i>
	1.	Strengthening work of existing carriageway from km.320.00 (Suri) to km.330.00 (near Kargil bridge) & km.374.00 (Rampurhat) to km.401.00 (Nalhati) of NH-60 (Rs.97.38 Cr.).
	2.	Strengthening and providing paved shoulder including hard shoulder of Bankura - Durgapur Road from 0.00 kmp to 39.602 km in the district of Bankura (Rs.70.93 Cr.).

Month	Sl. No.	Description of works
	3.	Widening of Asansol - Barakar Road (GT Rd) from 455.10 km to 461.00 kmp and strengthening from 439.60 km to 461.00 kmp (excluding 445 kmp to 446.60 km, 447.559 km to 449.00 kmp and 449.423 km to 451.20 km) in the district of Burdwan (Rs. 56.41 Cr.).
	4.	Widening & strengthening of Suri - Ahmedpur Road from 0.00 kmp to 20.00 kmp in the district of Birbhum (Rs. 38.31 Cr.).
	5.	Widening & strengthening of Birohi - Madanpur - Kalyani Road from 0.00 kmp to 13.275 km in the district of Nadia. (Rs. 31.20 Cr.).
	6.	Widening & strengthening of Mirzapur - Banshihari Road from 22.09 km to 32.09 km in the district of Dakshin Dinajpur (Rs. 24.15 Cr.).
	7.	Strengthening of Dahijuri - Binpur - Silda - Hatiari Road from 8.00 kmp to 12.75 km and from 23.00 kmp to 31.50 km in the district of Paschim Medinipur (Rs. 22.67 Cr.).
	8.	Widening & strengthening of Khirpai - Ramjibanpur Road (SH - 7) from 9.00 kmp to 18.00 kmp in the district of Paschim Medinipur (Rs.13.38 Cr.).
	9.	Construction of R.C.C. Bridge over channel of the river Silabati at 43rd Km (4th Causeway) of Chandrakona – Ghatal Road (SH-4) in the district of Paschim Medinipur (Rs. 10.94 Cr.).
	10.	Construction of Tartary Health Care Hospital at Hatuara in the district of Purulia (Rs. 90.01 Cr.).
	11.	4 nos. Model School at Kandi, Bharatpur-I, Bharatpur-II and Raghunathganj-I in the district of Murshidabad (Rs. 18.12 Cr.).
	12.	Construction of Mother and Child Hub at Midnapore Medical College & Hospital in the district of Paschim Medinipur (Rs. 17.09 Cr.).
	13.	Construction of multistoried office building for Commercial Taxes Dte. at Howrah in the district of Howrah (Rs. 16.51 Cr.).
	14.	Construction of New Hostel Building at Administrative Training Institute Complex at Salt Lake City in the district of North 24 Parganas (Rs. 11.36 Cr.).
	15.	2 nos. Marketing Hub at Dumberia under Joypur block & Panduka under Para block in the district of Purulia (Rs. 10.44 cr.).
	16.	Construction of ITI Building (two storied out of proposed four storied) within IEST Campus at Shibpur in the district of Howrah (Phase-I) (Rs. 9.52 Cr.).
	17.	Durgapur Youth Hostel in the district of Burdwan (Rs. 8.55 Cr.).
	18.	Youth Hostel at Nabadwip in the district of Nadia (Rs. 7.95 Cr.).
	19.	Matiali Youth Hostel in the district of Jalpaiguri (Rs. 7.25 Cr.).
	20.	New Govt College at Mohanpur in the district of Pachim Medinipur (Rs. 5.90 Cr.).
	21.	Patlakhawa P.T.T.I in the district of Cooch Behar (Rs. 5.68 Cr.).
	22.	Construction of 14 no. check dams (JALTIRTHA) in the districts of Birbhum and Purulia.
June		<i>Projects scheduled to complete</i>
	1.	Construction of a Bridge over river Kaljani (near Balarampur) including approach link at 22nd km of Dinhat - Balarampur - Chilakhana Road. in the district of Coochbehar (Rs. 45.42 Cr.).
	2.	Widening & strengthening of intermediate lane existing carriage way of two lane carriage way of SH standard from 36 kmp to 54 kmp of Kotulpur - Arambagh Road in the district of Hooghly (Rs. 45.16 Cr.).
	3.	2 nos. Marketing Hub at Chitorpoka under Purulia-II & Suklara under Purulia-I in the district of Purulia (Rs. 14.27 Cr.).
	4.	3 nos. Model School at Nakashipara, Ratua-I and Harischandrapur-I in the district of Nadia and Malda (Rs. 13.59 Cr.).
	5.	Construction of English Medium Govt. Madrasah at Panjipara, Islampur in the district of Uttar Dinajpur (Rs. 10.25 Cr.).

Month	Sl. No.	Description of works
July	6.	Bishnupur Youth Hostel in the district of Bankura (Rs. 5.03. Cr.).
	7.	600 capacity Auditorium at North Bengal Medical College and Hospital in the district of Darjeeling (Rs. 4.75 Cr.).
		<i>Projects scheduled to commence</i>
	1.	8 Storied Administrative Building for Health care and Administrative Service with provision of G+10 storied foundation at Burdwan Medical College and Hospital in the district of Burdwan (Rs. 15.36 Cr.).
	2.	Establishment of Ghoongroo Pig Breeding farm at Lakargram, Murarai-I in the district of Birbhum (Rs. 10.26 Cr.).
		<i>Projects scheduled to complete</i>
	1.	Construction of Open Air Theater in vacant land in between D.L. Khan Road, Reformatory Street and Alipore Women's Correctional Home under 'Dhanadhanye' Project in the district of Kolkata (Rs. 33.83 Cr.).
	2.	Proposed construction of 11-storied building for Trauma Centre and orthopedic centre and another ancillary system within the compound of SSKM Hospital in the district of Kolkata (Rs. 11.00 Cr.).
	3.	Construction of GNM School & Hostel Building at Sagore Dutta Hospital in the district of North 24 parganas (Rs. 7.53 Cr.).
	4.	Central Library Building at Uttar Banga Krishi Viswavidyalaya at Pundibari in the district of Coochbehar (Rs. 4.44 Cr.).
August		<i>Projects scheduled to complete</i>
	1.	New Govt. University in the district of Bankura (Rs. 19.95 Cr.).
	2.	Regional centre of Netaji Subash University at Durgapur in the district of Burdwan (Rs. 7.48 Cr.).
	3.	Marketing Hub at Kolaghat & Panskura in the district of Purba Medinipur (Rs. 6.49 Cr.).
	4.	Construction of GNM Training School & Hostel Building at Jhargram in the district of Paschim Medinipur (Rs. 5.33 Cr.).
September	5.	Model School Building at Kalchini in the district of Alipurduar (Rs. 4.53 Cr.).
		<i>Projects scheduled to complete</i>
	1.	Construction of (G + 4) Tertiary Health Care Hospital at Falakata in the district of Jalpaiguri (Rs. 65.30 Cr.).
	2.	Construction of Building for W.B. State Council of Higher Education & College Service Commission in the district of North 24 Parganas (Rs. 19.68 Cr.).
	3.	3 nos. Model School Building at Madarihat, Malbajar and Matiali in the districts of Alipurduar and Jalpaiguri (Rs. 13.59 Cr.).
	4.	New Polytechnic College at Islampur in the district of Uttar Dinajpur (Rs. 12.83 Cr.).
	5.	Construction of English Medium high Madrasah at Ramchandrapur in the district of Malda (Rs. 10.52 Cr.).
	6.	Regional Labour Office in the premises of the West Bengal Labour Welfare Board at Dagapur Complex in the district of Darjeeling (Rs. 7.31 Cr.).
	7.	Regional Centre of Netaji Subhas Open University in the district of Jalpaiguri (Rs. 7.30 Cr.).
	8.	New Government General Degree College at Gorubathan in the district of Darjeeling (Rs. 5.09 Cr.).

Month	Sl. No.	Description of works
October		<i>Projects scheduled to complete</i>
	1.	Strengthening & widening to 2 lane / 2 lane with paved shoulder configuration of Ghatakpur - Malancha - Sarberia Section of Kolkata - Basanti Road in the district of North 24 Parganas (Rs. 189.659 Cr.).
	2.	2 nos. District Sports Complex at Naihati and Barrackpore in the district of North 24 Parganas (Civil and Electrical Part) (Rs. 21.22 Cr.).
November		<i>Projects scheduled to complete</i>
	1.	Strengthening & widening to 4 laning of Dankuni to Chandannagar section of SH-13 in the district of Hooghly (Rs. 318.456 Cr.).
	2.	Widening & strengthening of existing lane carriageway to two lane from km. 173.00 (Moledanga) to km. 194.00 (Bishnupur), km.194 (Bishnupur) to km. 205.20 (Bashbandh) & km.221.00 (Vediasol) to km.232.00 (Heavymore) exclud. km.205.20 to 221 in which IRQP has been sanction of NH-60 (Rs.135.94 Cr.).
	3.	Widening & strengthening of Beliatore - Sonamukhi - Patrasayar Road (SH-8) from 0.00 kmp to 20.00 kmp in the district of Bankura (Rs. 42.34 Cr.).
	4.	Widening & Strengthening of Alipurduar - Kumargram Road from 0.00 Kmp to 2.00 Kmp & Surfacing work from 3.00 Kmp to 4.50 Km in the district of Alipurduar (Rs.11.27 Cr.).
	5.	ITI at Mouza-Sankhakhula under Binpur-I in the district of Paschim Medinipur (Rs. 5.22 Cr.).
December		<i>Projects scheduled to complete</i>
	1.	Strengthening & widening to 2 Lane / 2 - Lane with Paved shoulder configuration of Chanditala - Seakhala - Champadanga in the district of Hooghly (Rs. 155.346 Cr.).
	2.	Widening & strengthening of Arambagh - Goghat - Ramjibanpur Road (SH - 7) from 0.00 kmp to 21.45 km in the district of Hooghly (Rs. 96.67 Cr.).
	3.	Strengthening of Ramjibanpur - Palita - Palitpur - Natunhat Road from 100.00 kmp to 125.07 km of SH - 6 in the district of Burdwan (Rs. 68.37 Cr.).
	4.	Widening & strengthening of Memari-Monteswar Road from 0.00 kmp to 31.30 kmp in the district of Burdwan. (Rs.67.15 Cr.).
	5.	Widening & strengthening of Burdwan - Kalna Road from 27.00 kmp to 51.00 kmp and construction of Damaged Culvert and construction of cantilever retaining wall in the district of Burdwan (Rs.44.83 Cr.).
	6.	Strengthening & Improvement of Nalhati - Rajgram Road (SH - 7) from 0.00 kmp (Nalhati) to 15.00 kmp (Murarai) in the district of Birbhum (Rs. 39.87 Cr.).
	7.	Widening & strengthening of Coochbehar - Baneswar - Alipurduar Road (SH - 12A) from 0.00 kmp to 19.20 km in the district of Coochbehar (Rs. 35.61 Cr.).
	8.	Strengthening & Improvement of Murarai - Mitrapur Road from 0.00 kmp to 13.15 km in the district of Birbhum (Rs. 24.26 Cr.).
	9.	Construction of the Bridge over river Churni at 9th km of Bajitpur - Shibnibas Road in the district of Nadia. (Rs. 9.62 Cr.).
	10.	Diamond Harbour Womens' University at Diamond Harbour in the district of South 24 Parganas (Rs. 33.27 Cr.).
	11.	6 storied Academic building at A.P.C. Roy Polytechnic, Jadavpur in the district of Kolkata (Rs. 11.95 Cr.).
	12.	2 nos. Hindi Medium School at Matiali and Kalchini in the districts of Jalpaiguri and Alipurduar (Rs. 8.66 Cr.).
	13.	Anatomy Building within the campus of Burdwan Medical College and Hospital in the district of Burdwan (Rs. 8.31 Cr.).
	14.	Academy and Hospital building of Burdwan Dental College and Hospital in the district of Burdwan (Rs. 7.49 Cr.).

Department of Refugee Relief & Rehabilitation

Sl. No.	Nature of Activities	Remarks	Projection			
			January – March	April – June	July – September	October-December
1.	Issuance of FHTDs (Free Hold Title Deeds)	To continue for the entire State of West Bengal except the district of Purba Medinipur and Purulia where there is no Refugee Colony. Till date 15000 FHTDs are to be prepared and handed over. The whole matter relating to FHTDs is handled by the districts. Only a very few cases are dealt with by R.R.& R Dte No. of FHTD (s) to ensure Disposal quarterly is shown herein.	500 Nos.	500 Nos.	500 Nos.	500 Nos.
2.	Bon Hooghly Housing Project, Baranagar, Dist. North 24-Parganas	The Department has taken up the project on PPP basis at Baranagar in association with Eden Realty Ventures Pvt. Ltd. Construction of new flats has been started. 60% of the total work has been completed. Remaining 40% work will be completed by July, 2016.				
3.	Running of Production Centres	(1)The Department has three production Centers. In the production centres Saree, Dhuti, Than, Blouse, Chemis and Shirts are made for meeting the requirement of the inmates of the Eight Camps & Homes free of cost. Quarterly target for production of each of the items shall be fixed. (2) Three Production Centres will be modernized by installing new looms , sewing machines and repairing of premises etc.	Sarees : Dhuties : Blouses : Shirts :	200 150 175 100	200 150 175 100	200 175 175 100
4.	Execution of schemes: Infrastructure works under State Plan Fund.	Schemes are being executed through the districts and the Engg. Cell, RR&R Dte. At present, the schemes worth Rs. 29.00 crore have been taken up out of the State Budgetary Plan 2015-16. And work is in progress in respect of schemes under State Plan Fund 2015-16.	5 colonies	2 colonies	10 colonies	5 colonies
	Meetings/Tours		Expenditure @ Rs. 15 Crore proposed to be spent in each Quarter.			
5.	Review Meeting/Tours by MIC/Secy		1	1	1	1
	Review Meetings/Tours by Director (DyRC)		1	1	1	1

Department of School Education

January	February	March
<ul style="list-style-type: none"> • Start of classes for academic session 2016 on 2nd January • Distribution of free Text Book to students of pre-Primary to Class X • Up-gradation of 10 Secondary Schools • Up-gradation of 10 Jr. High Schools • Sanction of 10 New Set up Upper Pry. Schools • Sanction of 10 New Set up Primary Schools • Sanction of 10 unaided private schools • Secondary Schools under ICT programme • More than 77 lakhs Primary students will be covered under Mid-Day-Meal • More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal • More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal • Construction of 25 Kitchen sheds • Supply of MDM Thali/glass • Supply of Ladies Bicycle to Jungle Mahal girls students • Library grant to 10 non-science schools • Laboratory grant to 10 science schools • Supply of school uniforms to Primary schools • Conduct of Madhyamik Exam • Video Conference with DMs over Madhyamik Exam • Classes of 5 new Model schools will start • 34 girls hostels in LWE Blocks will start Functioning 	<ul style="list-style-type: none"> • Up-gradation of 10 Secondary Schools • Up-gradation of 10 Jr. High Schools • Sanction of 10 New Set up Upper Pry. Schools • Sanction of 10 New Set up Primary Schools • Sanction of 10 unaided private schools • Secondary Schools under ICT programme • More than 77 lakhs Primary students will be covered under Mid-Day-Meal • More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal • Construction of 25 Kitchen sheds • Supply of MDM Thali/glass • Supply of Ladies Bicycle to Jungle Mahal girls students • Library grant to 10 non-science schools • Laboratory grant to 10 science schools • Supply of school uniforms to Primary schools • Conduct of Madhyamik Exam • Video Conference with DMs over H.S Exam • 100 Addl. Class Rooms will be constructed • 5 Drinking water facility to schools • 20 Boys toilets to schools • 50 girls toilet to schools • Construction of 10 New school buildings (Upper Primary) 	<ul style="list-style-type: none"> • Up-gradation of 10 Secondary Schools • Up-gradation of 10 Jr. High Schools • Sanction of 10 New Set up Upper Pry. Schools • Sanction of 10 New Set up Primary Schools • Sanction of 10 unaided private schools • Secondary Schools under ICT programme • More than 77 lakhs Primary students will be covered under Mid-Day-Meal • More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal • Construction of 25 Kitchen sheds • Supply of MDM Thali/glass • Library grant to 10 non-science schools • Laboratory grant to 10 science schools • Supply of school uniforms to Primary schools • Conduct of H.S Exam • 100 Addl. Class Rooms will be constructed • 5 Drinking water facility to schools • 20 Boys toilets to schools • 50 girls toilet to schools • Construction of 10 New schools buildings (Upper Primary) • Construction of 5 new schools buildings (Primary)

January	February	March
<ul style="list-style-type: none"> Assessment of printing for new Text Books 100 Addl. Class Rooms will be constructed 5 Drinking water facility to schools 20 Boys toilets to schools 50 girls toilet to schools Construction of 10 New schools buildings (Upper Primary) Construction of 5 new schools buildings (Primary) Under BRGF Project construction of 1 PTTL, 1 NSB & 2 Girls Hostels will be completed Construction of 2 Model Schools Preparation of Budget Speech for 2016-17 Observance of Book Day- Jan 2nd Disposal of Court cases/ hearings/ appeals Distribution of Aids and appliances amongst identified CWSN Pre-service D.El.Ed. training for Primary teachers :- Training of Primary teachers will be continued Holding meetings at state level for monitoring progress of works of BRGF/ Model schools / RMSA/ SSA/ MDM/ Girls Hostels Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools, and KGBV for inspection of different schemes of SSA Review of Self Attestation Act Review of Public Services Act 	<ul style="list-style-type: none"> Construction of 5 new school buildings (Primary) Under BRGF Project construction of 1 PTTL, 1 NSB & 5 Girls Hostels will be completed Construction of 3 Model Schools Printing of Budget Speech for 2016-17 Disposal of Court cases/ hearings/ appeals Distribution of Aids and appliances amongst identified CWSN Pre-service D.El.Ed. training for Primary teachers :- Training of Primary teachers will be continued. Holding meetings at state level for monitoring progress of works of BRGF/ Model schools / RMSA/ SSA/ MDM/ Girls Hostels Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools, and KGBV for inspection of different schemes of SSA Review of Self Attestation Act Review of Public Services Act 	<ul style="list-style-type: none"> Under BRGF Project construction of 1 PTTL, 1 NSB & 5 Girls Hostels will be completed Construction of 2 Model Schools Disposal of Court cases/ hearings/ appeals 2nd yr. course for Un-Trained Primary Regular Teachers of 2 yrs. D. El. Ed. Course to be continued Pre-service D.El.Ed. training for Primary teachers :- Training of Primary teachers will be continued Holding meetings at state level for monitoring progress of works of BRGF/ Model schools / RMSA/ SSA/ MDM/ Girls Hostels Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools, and KGBV for inspection of different schemes of SSA Review of Self Attestation Act Review of Public Services Act

April	May	June
<ul style="list-style-type: none"> Up-gradation of 2 Secondary Schools Up-gradation of 2 Jr. High Schools Sanction of 10 New Set up Upper Pry. Schools Sanction of 10 New Set up Primary Schools Sanction of 10 unaided private schools Secondary Schools under ICT programme More than 77 lakhs Primary students will be covered under Mid-Day-Meal More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal Construction of 5 Kitchen sheds 10 Addl. Class Rooms will be constructed 5 Drinking water facility to schools 20 Boys toilets to schools 50 girls toilet to schools Construction of 10 New school buildings (Upper Primary) Construction of 5 new school buildings (Primary) Under BRGF Project construction of 1 NSB & 3 Girls Hostels will be completed Construction of 1 Model Schools Disposal of Court cases/ hearings/ appeals 	<ul style="list-style-type: none"> Up-gradation of 2 Secondary Schools Up-gradation of 2 Jr. High Schools Sanction of 10 New Set up Upper Pry. Schools Sanction of 10 New Set up Primary Schools Sanction of 10 unaided private schools Secondary Schools under ICT programme More than 77 lakhs Primary students will be covered under Mid-Day-Meal More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal Construction of 5 Kitchen sheds 20 Addl. Class Rooms will be constructed 5 Drinking water facility to schools 50 Girls toilets to schools 20 Boys toilets to schools Construction of 5 New school buildings (Upper Primary) Construction of 5 new school buildings (Primary) Under BRGF Project construction of 1 NSB will be completed Construction of 1 Model School 	<ul style="list-style-type: none"> Up-gradation of 2 Secondary Schools Up-gradation of 2 Jr. High Schools Sanction of 10 New Set up Upper Pry. Schools Sanction of 10 New Set up Primary Schools Sanction of 10 unaided private schools Secondary Schools under ICT programme More than 77 lakhs Primary students will be covered under Mid-Day-Meal More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal Construction of 5 Kitchen sheds Printing of Text Books 30 Addl. Class Rooms will be constructed 5 Drinking water facility to schools 20 Boys toilets to schools 50 Girls toilet to schools Construction of 10 New school buildings (Upper Primary) Construction of 5 new school buildings (Primary) Under BRGF Project construction of 1 NSB will be completed Construction of 1 Model Schools Process of evaluation of performance of students Disposal of Court cases/ hearings/ appeals

April	May	June
<ul style="list-style-type: none"> • Completion of teachers' training at District and Sub-divisional level • Pre-service D.El.Ed. training for Primary teachers :- Training of Primary teachers will be continued • 'Nirmal Vidyalaya Abhiyan' will be carried out both in Elementary and Secondary schools across the State • Holding meetings at state level for monitoring progress of works of BRGF/ Model schools / RMSA/ SSA/ MDM/ Girls Hostels • Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools, and KGBV for inspection of different schemes of SSA • Review of Self Attestation Act • Review of Public Services Act 	<ul style="list-style-type: none"> • Process of evaluation of performance of students • Disposal of Court cases/ hearings/ appeals • Pre-service D.El.Ed. training for Primary teachers :- Training of Primary teachers will be continued • 'Nirmal Vidyalaya Abhiyan' will be carried out both in Elementary and Secondary schools across the State • Holding meetings at state level for monitoring progress of works of BRGF/ Model schools / RMSA/ SSA/ MDM/ Girls Hostels • Review of Self Attestation Act • Review of Public Services Act 	<ul style="list-style-type: none"> • Pre-service D.El.Ed. training for Primary teachers :- Training of Primary teachers will be continued • 'Nirmal Vidyalaya Abhiyan' will be carried out both in Elementary and Secondary schools • Holding meetings at state level for monitoring progress of works of BRGF/ Model schools / RMSA/ SSA/ MDM/ Girls Hostels • Felicitation of passed-out meritorious students (Class-X & XII) • Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools, and KGBV for inspection of different schemes of SSA • Review of Self Attestation Act • Review of Public Services Act
July	August	September
<ul style="list-style-type: none"> • Up-gradation of 2 Secondary Schools • Up-gradation of 2 Jr. High Schools • Sanction of 10 New Set up Upper Pry. Schools • Sanction of 10 New Set up Primary Schools • Sanction of 10 unaided private schools • Secondary Schools under ICT programme • More than 77 lakhs Primary students will be covered under Mid-Day-Meal 	<ul style="list-style-type: none"> • Up-gradation of 2 Secondary Schools • Up-gradation of 2 Jr. High Schools • Sanction of 10 New Set up Upper Pry. Schools • Sanction of 10 New Set up Primary Schools • Sanction of 10 unaided private schools • Secondary Schools under ICT programme • More than 77 lakhs Primary students will be covered under Mid-Day-Meal • More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal 	<ul style="list-style-type: none"> • Up-gradation of 15 Secondary Schools • Up-gradation of 5 Jr. High Schools • Sanction of 10 New Set up Upper Pry. Schools • Sanction of 10 New Set up Primary Schools • Sanction of 10 unaided private schools • Secondary Schools under ICT programme • More than 77 lakhs Primary students will be covered under Mid-Day-Meal • More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal

July	August	September
<ul style="list-style-type: none"> • More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal • Construction of 5 Kitchen sheds • Printing of Text Books • 40 Addl. Class Rooms will be constructed • 2 Drinking water facility to schools • 20 Boys toilets to schools • 50 Girls toilet to schools • Construction of 5 New school buildings (Upper Primary) • Construction of 5 new school buildings (Primary) • Under BRGF Project construction of 1 NSB will be completed • Construction of 2 Model Schools • Disposal of Court cases/ hearings/ appeals • Pre-service D.El.Ed. training for Primary teachers :- Training of Primary teachers will be continued • 'Nirmal Vidyalaya Abhiyan' will be carried out • Holding meetings at state level for monitoring progress of works of BRGF/ Model schools / RMSA/ SSA/ MDM/ Girls Hostels • Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools, and KGBV for inspection of different schemes of SSA • Review of Self Attestation Act • Review of Public Services Act 	<ul style="list-style-type: none"> • Construction of 10 Kitchen sheds • Library grant to 10 non-science schools • Laboratory grant to 10 science schools • Printing of Text Books • 100 Addl. Class Rooms will be constructed • 5 Drinking water facility to schools • 20 Boys toilets to schools • 50 Girls toilet to schools • Construction of 10 New school buildings (Upper Primary) • Construction of 5 new school buildings (Primary) • Under BRGF Project construction of 1 NSB will be completed • Construction of 1 Model School • Disposal of Court cases/ hearings/ appeals • 'Nirmal Vidyalaya Abhiyan' will be carried out • Holding meetings at state level for monitoring progress of works of BRGF/ Model schools / RMSA/ SSA/ MDM/ Girls Hostels • Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools, and KGBV for inspection of different schemes of SSA • Review of Self Attestation Act • Review of Public Services Act 	<ul style="list-style-type: none"> • Construction of 5 Kitchen sheds • Library grant to 10 non-science schools • Laboratory grant to 10 science schools • Printing of Text Books • 100 Addl. Class Rooms will be constructed • 1 Drinking water facility to schools • 40 Boys toilets to schools • 50 Girls toilet to schools • Construction of 10 New school buildings (Upper Primary) • Construction of 5 new school buildings (Primary) • Under BRGF Project construction of 1 NSB will be completed • Construction of 3 Model Schools • Disposal of Court cases/ hearings/ appeals • Pre-service D.El.Ed. training for Primary teachers :- Training of Primary teachers will be continued • 'Nirmal Vidyalaya Abhiyan' will be carried out • Holding meetings at state level for monitoring progress of works of BRGF/ Model schools / RMSA/ SSA/ MDM/ Girls Hostels • Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools, and KGBV for inspection of different schemes of SSA • Review of Self Attestation Act • Review of Public Services Act

October	November	December
<ul style="list-style-type: none"> Up-gradation of 5 Secondary Schools Up-gradation of 5 Jr. High Schools Sanction of 10 New Set up Upper Pry. Schools Sanction of 10 New Set up Primary Schools Sanction of 10 unaided private schools Secondary Schools under ICT programme More than 77 lakhs Primary students will be covered under Mid-Day-Meal More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal Construction of 10 Kitchen sheds Library grant to 10 non-science schools Laboratory grant to 10 science schools Despatch of Text Books to the districts 100 Addl. Class Rooms will be constructed 5 Drinking water facility to schools 50 Boys toilets to schools 150 Girls toilet to schools Construction of 10 New school buildings (Upper Primary) Construction of 5 New school buildings (Primary) Under BRGF Project construction of 1 PTTI & 2 NSB will be completed Construction of 2 Model schools 	<ul style="list-style-type: none"> Up-gradation of 20 Secondary Schools Up-gradation of 5 Jr. High Schools Sanction of 10 New Set up Upper Pry. Schools Sanction of 25 New Set up Primary Schools Sanction of 10 unaided private schools Secondary Schools under ICT programme More than 77 lakhs Primary students will be covered under Mid-Day-Meal More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal Construction of 10 Kitchen sheds Library grant to 20 non-science schools Laboratory grant to 20 science schools Despatch of Text Books to the districts 100 Addl. Class Rooms will be constructed 5 Drinking water facility to schools 50 Boys toilets to schools 200 Girls toilet to schools Construction of 5 New school buildings (Upper Primary) Construction of 5 new school buildings (Primary) Under BRGF Project construction of 1 NSB will be completed Construction of 5 Model schools 	<ul style="list-style-type: none"> Up-gradation of 20 Secondary Schools Up-gradation of 5 Jr. High Schools Sanction of 25 New Set up Upper Pry. Schools Sanction of 10 New Set up Primary Schools Sanction of 10 unaided private schools Secondary Schools under ICT programme More than 77 lakhs Primary students will be covered under Mid-Day-Meal More than 48 lakhs Upper Primary students will be covered under Mid-Day-Meal Construction of 20 Kitchen Sheds Library grant to 20 non-science schools Laboratory grant to 20 science schools Distribution of Text Books to the students 200 Addl. Class Rooms will be constructed 5 Drinking water facility to schools 200 Boys toilets to schools 200 Girls toilet to schools Construction of 5 New school buildings (Upper Primary) Construction of 5 New school buildings (Primary) Under BRGF Project construction of 3 NSB & 1 PTTI will be completed

October	November	December
<ul style="list-style-type: none"> • Holding of district level school games and sports • Disposal of Court cases/ hearings/ appeals • Holding of NTSE Examination • ‘Nirmal Vidyalaya Abhiyan’ will be carried out both in Elementary and Secondary schools across the State • Holding meetings at state level for monitoring progress of works of BRGF/ Model schools / RMSA/ SSA/ MDM/ Girls Hostels • Taking steps for admission of students from the next academic year • Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools, and KGBV for inspection of different schemes of SSA • Review of Self Attestation Act • Review of Public Services Act 	<ul style="list-style-type: none"> • Disposal of Court cases/ hearings/appeals • Celebration of Education Day-11th Nov • Distribution of Jamini Roy award, Sishu Mitra Vidyalaya Puroskar • Holding of State level School games and sports in different disciplines • Participation in National School Games in different disciplines in different states • ‘Nirmal Vidyalaya Abhiyan’ will be carried out • Awarding Shiksha Ratna to 100 Teachers on 5th • Holding meetings at state level for monitoring progress of works of BRGF/ Model schools / RMSA/ SSA/ MDM/ Girls Hostels • Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools, and KGBV for inspection of different schemes of SSA • Review of Self Attestation Act • Review of Public Services Act 	<ul style="list-style-type: none"> • Construction of 5 Model schools • Publication of Gradation list of WBES officers (inspection and teaching branch) • Disposal of Court cases/ hearings/ appeals • Madhyamik Exam (RMV) • ‘Nirmal Vidyalaya Abhiyan’ will be carried out • Holding meetings at state level for monitoring progress of works of BRGF/ Model schools /RMSA/ SSA/ MDM/ Girls Hostels • Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools, and KGBV for inspection of different schemes of SSA • Review of Self Attestation Act • Review of Public Services Act

Department of Science & Technology

Activities	Targets	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
	Total 80 ongoing Research Projects & 30 new Research Projects.												
	Ongoing Research Projects will continue in 2016												
	New Research Projects to be taken up :												
1	Scientific Research Projects (i) To coordinate with the Universities, Colleges & Research Institutes. (ii) Meetings with the Experts & Evaluation Committee.	5	3	2	1	1	1	3	3	3	2	3	3
2	WBDST-FIST Programme A new initiative titled West Bengal DST Fund for Improvement of Science and Technology Infrastructure in higher educational institutions of this State has been started which aims at developing and strengthening science and technology infrastructure and laboratory facilities for the colleges, universities, educational institutions etc. The Scheme will continue for three years.	<p>39 Departments of various Colleges and Universities have received grants under this programme in 2015.</p> <p>In 2016, 30 Departments are likely to get 2nd Installment of funds under this programme based on their performance in the first year.</p>											

Activities	Targets	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
3 Science Popularization Programmes	Total 25 Nos. for disseminating scientific knowledge in the life of the common people through seminars, workshops, documentary film, publication related to book on rare scientific topic, popular science, magazine etc.	3	3	1	1	1	2	2	2	2	1	3	4
4 Science & Technology Congress		The 23rd Science and Technology Congress will be held on 28th & 29th February, 2016 at Presidency University.											
5 Science Camp	Total 4 Residential Science Camps for School Children from the Backward & Remote areas of a district.	-	1	-	-	1	-	-	1	-	-	1	-
6 Intellectual Property Facilitation Centre (IPFC)	Deliberation of service, facilitation related to Trademark, Geographical Indication, Patent, Design etc. 4 lectures by Eminent Scientist are likely to be organized during the year.	As per applications from the Micro, Small & Medium Enterprises.											
7 Bengal Science Lecture		-	-	1	-	-	1	-	-	1	-	-	1

Patent and Geographical Indication Related activities

Activities	Targets	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Patent Information Centre (PIC)	(i) 2 nos. Workshop Sensitization/IPR Congress and Outreach activities.		0			1			0			1	
	(ii) Structuring and monitoring the existing 6 IPR cell at Universities		1			2			2			1	
	(iii) IP analysis and publications/e-publications of four reports/books based on recent research activities.		1			1			1			1	
	(iv) 10-15 Novelty Search Facility based on proposals from Universities, etc. and facilitate patent filing.												
	(v) Facilitation of documentation and techno-legal drafting for filing and registration of 31 traditional/indigenous items for Geographical Indications.		8			8			8			7	
	(vi) Facilitation of filing and registering plant varieties and other forms of IPR viz. Design, Copyright, Trademark etc. based on request/proposals received from various quarters.												
	(vii) Guidance for Technology transfer.												

Geoinformatics and Remote Sensing Cell Activities

	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Activities	Targets											
9 Geoinformatics & Remote Sensing	Ongoing Projects to continue during 2016: (i) Space based Information support for de-centralized planning. (ii) 5th Minor Irrigation Census with landuse and cadastral input. (iii) State Spatial Data Interface (SSDI) (iv) GIS based Spatial Mapping of Kolkata Police area (Request programme from Kolkata Police and KMRC). (v) Rural Drinking Water Supply Coverage in West Bengal (Request programme from PHED, Govt. WB) (vi) National Urban Health Mission (Request programme from Dept. of Health & Family Welfare, Govt. WB)											
	<p>Ongoing Projects to continue during 2015 or earlier and with project duration of 2/3 years will continue in 2016.</p> <p>New projects likely to be taken up as request programmes from line departments or sponsored programs of GOI/GoWB include:</p> <p>a) Mapping of Multi-Purpose Cyclone Shelters : Disaster Management Department b) Mapping of Embankments in West Bengal : Irrigation & Waterways Department c) GIS Mapping of Anganwadi Centres : Child Development and Women Development and Social Welfare d) Digital Map for Industrial Waste Water Discharge : Pollution Control Board</p>											

Activities	Targets	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	(vii) Human Resource Development through courses in RS & GIS as below: a) one year Post Graduate Diploma in Geoinformatics b) 11 weeks Certificate Course in RS & GIS for line department officials and College/ University teachers c) 2 weeks Short Term Certificate Course in RS & GIS for line department officials and College/ University teachers												
9	Geoinformatics & Remote Sensing												

9th batch of Post Graduate Diploma course will be initiated, Certificate and Short Term Courses are likely to be organized.

Department of Self Help Group & Self Employment

MONTH	ACTIVITIES	REMARKS
JANUARY		
SVSKP	Govt. Subsidy amounting to Rs.25 crore will be released.	
WBSSP	Release of Interest Subsidy to 20000 SHGs amounting to Rs.3 crore.	
Muktidhara	Muktidhara will be extended to ten blocks of Nadia district.	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by SSEUY 5 Training programmes on Floriculture, Unarmed Security Guard, Sales Associate, General Duty Assistant, Poultry will be conducted by WBSCL.	
Setting up of CFC / Training Institute / Retail Outlet	A pilot project on Functional and Financial Literacy to Non-Literate SHG members (15 nos./unit) in the 5 villages of South 24 Pgs. & North 24 Pgs.	
FEBRUARY		
Review Meeting	With District SHG & SE Officers and Bankers.	
SVSKP	Govt. Subsidy amounting to Rs.25 crore will be released.	
WBSSP	Release of Interest Subsidy to 6000 SHGs amounting to Rs.1 crore.	
Muktidhara	Identification of ten SHGs from ten blocks of Nadia district.	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by the SSEUY. 8 Training programmes on Unarmed Security Guard, Sales Associate, General Duty Assistant, Poultry Farming, Goat Farming & Computer Application will be conducted by WBSCL.	
MARCH		
Monitoring Meeting	Departmental monitoring meeting regarding performance on administrative calendar.	
SVSKP	Govt. Subsidy amounting to Rs.25 crore will be released.	
WBSSP	Release of Interest Subsidy to 6000 SHGs amounting to Rs.1 crore.	
Muktidhara	Training will be provided to first five SHGs from Nadia District.	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by the SSEUY. 2 Training programmes on Poultry Farming & Tailoring will be conducted by WBSCL.	
Training Cum Marketing Complex / Karmatirtha	Foundation stone laying of one Training cum Marketing Complex (Karmatirtha) for SHGs in Alipurduar District.	
Setting up of CFC / Training Institute / Retail Outlet	Setting up of 10 nos. of Floriculture unit of SHG members of Darjeeling district.	
Note	SSEUY : Society for Self Employment of Unemployed Youth. WBSCL : West Bengal Swarojgar Corporation Ltd.	

APRIL		
SVSKP	Govt. Subsidy amounting to Rs.20 crore will be released.	
WBSSP	Release of Interest Subsidy to 20000 SHGs amounting to Rs. 3 crore.	
Muktidhara	Training will be provided to remaining 5 SHGs from Nadia district.	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by the SSEUY. 4 Training programmes on Tailoring, Poultry Farming & Goat Farming will be conducted by WBSCL.	
Training Cum Marketing Complex / Karmatirtha	Foundation stone laying of one Training cum Marketing Complex (Karmatirtha) for SHGs in Paschim Medinipur District.	
MAY		
SVSKP	Govt. Subsidy amounting to Rs.20 crore will be released.	
WBSSP	Release of Interest Subsidy to 6000 SHGs amounting to Rs.1 crore.	
Muktidhara	Bank linkage will be done for first five SHGs from Nadia district.	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by the SSEUY. 5 Training programmes on Poultry Farming, Goat Farming, Tailoring & Computer Application will be conducted by WBSCL.	
Training Cum Marketing Complex / Karmatirtha	Foundation stone laying of one Training cum Marketing Complex (Karmatirtha) for SHGs in Murshidabad District.	
Setting up of CFC / Training Institute / Retail Outlet	Setting up of 150 nos. of Micro Poultry Farms at the SHGs placed in Malda District.	
JUNE		
Review Meeting	With District SHG & SE Officers and Bankers.	
SVSKP	Govt. Subsidy amounting to Rs.20 crore will be released.	
WBSSP	Release of Interest Subsidy to 6000 SHGs amounting to Rs.1crore.	
Muktidhara	Bank linkage will be done for remaining five SHGs from Nadia district.	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by the SSEUY. 8 Training programmes on Tailoring, Goat Farming, Poultry Farming & Food Processing will be conducted by WBSCL.	
Note :	SSEUY : Society for Self Employment of Unemployed Youth . WBSCL : West Bengal Swarojgar Corporation Ltd.	
JULY	ACTIVITIES	REMARKS
Monitoring Meeting	Departmental monitoring meeting regarding performance on administrative calendar.	
SVSKP	Govt. Subsidy amounting to Rs.20 crore will be released.	

WBSSP	Release of Interest Subsidy to 6000 SHGs amounting to Rs.1 crore.	
Muktidhara	Bank linkage will be done to SHGs from Purulia district.	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by the SSEUY. 6 Training programmes on Computer Application, Poultry Farming, Goat Farming & Tailoring will be conducted by WBSCL.	
Setting up of CFC / Training Institute / Retail Outlet	Setting up of one Training-cum-Marketing Complex for SHGs in Bankura district.	
AUGUST		
SVSKP	Govt. Subsidy amounting to Rs.20 crore will be released.	
WBSSP	Release of Interest Subsidy to 6000 SHGs amounting to Rs.1 crore.	
Muktidhara	Bank linkage will be done to SHGs from Paschim Medinipur district.	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by the SSEUY 9 Training programmes on Poultry Farming, Zori Craft, Computer Application, , Goat Farming & Tailoring will be conducted by WBSCL.	
Seminars/ Awareness Camp	Seminar of Sales & Marketing for SHG members will be held as usual.	
SEPTEMBER		
Review Meeting	With District SHG & SE Officers and Bankers.	
SVSKP	Govt. Subsidy amounting to Rs.20 crore will be released.	
WBSSP	Release of Interest Subsidy to 6000 SHGs amounting to Rs.1 crore.	
Muktidhara	Loan sanctioned and disbursement of loan to SHGs of Purulia district.	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by the SSEUY. 9 Training programmes on Tailoring, Poultry Farming & Computer Application will be conducted by WBSCL.	
Setting up of CFC / Training Institute / Retail Outlet	Setting up of 100 nos. of Micro Project for SHGs in their own place on Tailoring, Beauty Parlour, Candle Making, Spice production etc. in Purulia District.	
Note :	SSEUY : Society for Self Employment of Unemployed Youth. WBSCL: West Bengal Swarojgar Corporation Ltd.	
OCTOBER		
Monitoring Meeting	Departmental monitoring meeting regarding performance on administrative calendar.	
SVSKP	Govt. Subsidy amounting to Rs.10 crore will be released.	
WBSSP	Release of Interest Subsidy to 6000 SHGs amounting to Rs.1 crore.	

Muktidhara	Loan sanction and disbursement of loan to SHGs of Paschim Medinipur district.	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by the SSEUY. 6 Training programmes on Food Processing, Tailoring, Goat Farming & Computer Application will be conducted by WBSCL.	
NOVEMBER		
SVSKP	Govt. Subsidy amounting to Rs.15 crore will be released.	
WBSSP	Release of Interest Subsidy to 6000 SHGs amounting to Rs.1 crore.	
Muktidhara	Repayment of loan by SHGs of Purulia district.	
Fairs & Exhibitions	Participation in IITF-2016 at New Delhi.	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by SSEUY 10 Training programmes on Computer Application, Poultry Farming, Tailoring, Floriculture & Agarbati Production will be conducted by WBSCL.	
Setting up of CFC / Training Institute / Retail Outlet	Setting up of 100 nos. of Micro Goatery Farms at SHGs place each at South and North 24 Parganas District.	
DECEMBER		
Review Meeting	With District SHG & SE Officers and Bankers.	
Monitoring Meeting	Departmental monitoring meeting regarding performance on administrative calendar.	
SVSKP	Govt. Subsidy amounting to Rs.15 crore will be released.	
WBSSP	Release of Interest Subsidy to 6000 SHGs amounting to Rs. 1 crore.	
Muktidhara	Repayment of loan by SHGs of Paschim Medinipur district.	
Fairs & Exhibitions	a) Organising Sabala Mela - 2016 b) Participation in SARAS Mela	
Training (Vocational Training / Skill Development Training)	5 Training programmes will be conducted by SSEUY 10 Training programmes on Tailoring, Goat Farming, & Computer Application will be conducted by WBSCL.	
Note :	SSEUY : Society for Self Employment of Unemployed Youth. WBSCL : West Bengal Swarojgar Corporation Ltd.	

Department of Sports

January	
1.	Participation in National Level RGKA Competition.
2.	Meeting / VC with DMs / DYOs.
3.	Publication of draft gradation list for all ex-cadre employees.
4.	Completion of two nos. of Wooden Badminton Court at "Purulia Club" and "Sayahne Employees Cooperative Credit Society Limited".
5.	Completion of construction of Mini Indoor Stadium at "Sayahne Employees Cooperative Credit Society Limited".
6.	Completion of Stadium at Bhatar.
7.	Completion of repair & renovation of Aurobindo Stadium at Contai.
8.	Commencement of upgradation / renovation of Vivekananda Yuba Bharati Krirangan for U-17 FIFA World Cup.
9.	Completion of Renovation of Spandan Sports ground at Burdwan.
10.	Administrative approval for Indoor Stadium at Alipurduar.
11.	Administrative approval for tennis court at Hooghly.
12.	Meeting with State Level Sports Associations.
13.	Administrative approval for renovation/upgradation of Indoor Stadium at Dumurjola, Howrah.

February	
1.	Commencement of non-residential coaching camp in various disciplines in all districts.
2.	Participation in National Level RGKA Competitions.
3.	Distribution of pension to needy sports persons.
4.	Publication of final gradation list for all ex-cadre employees as on 01/01/2016.
5.	Completion of renovation work of Maidan Tent of Kolkata Referees Association.
6.	Completion of laying APP and Tar felt on the sloped and flat roof of Kshudiram Anushilon Kendra, Kolkata.
7.	Completion of renovation work at Kshudiram Anushilon Kendra.
8.	Completion of construction of mini-indoor stadium at Purulia.
9.	Completion of repair of Satya Chawdhuri Indoor Stadium at English Bazaar.
10.	Start of renovation / construction of Diamond Harbour Stadium.
11.	Start of work for gallery construction of Anna Stadium.
12.	Sanction of renovation/upgradation of Rabindra Sarobar Stadium, Phase-II.
13.	Administrative approval for Baharampur Stadium.
14.	Administrative approval for Mogra Stadium.

March	
1.	Completion of 1st phase of construction of sports academy at Khatra.
2.	Finalization of future plan for upgradation/renovation of Netaji Indoor Stadium (NIS), Vivekananda Yuba Bharati Krirangan (VYBK) and Rabindra Sarovar Stadium (RSS) through PPP model.
3.	Completion of Nayagram Stadium.
4.	Completion of upgradation of Balurghat Indoor Stadium.
5.	Completion of repair/renovation of East Bengal, Mohun Bagan & Md. Sporting Club Ground.
6.	Completion of illumination works at Mohun Bagan Ground.
7.	Meeting with State Level Sports Associations.

April	
1.	Completion of renovation and Reconstruction of the Indoor Stadium at Zilla Bhawan, Sodepur.
2.	Completion of development work at Basirhat Stadium at Katchipara, Basirhat.
3.	Completion of construction of tent & dressing room within Madhyamgram Municipality.
4.	Relaying of existing Artificial Turf of VYBK at Kishore Bhharati Stadium.
5.	Completion of construction of Kids Pool, toilet block at Subhas Sarovar Swimming Pool.
6.	Completion of laying APP and Tar felt on the sloped and flat roof of Netaji Indoor Stadium Kolkata.

May	
1.	Completion of development of Nabadwip Stadium ground.
2.	Commencement of new round of non-residential coaching camps in the districts.
3.	VC / Meeting with DMs & DYOs.
4.	Completion of renovation/upgradation of Rabindra Sarobar Stadium, Phase-I.
5.	Completion of laying of new athletic track at Vivekananda Yuba Bharati Krirangan under USIS project.

June	
1.	Completion of repair/renovation of Indoor Stadium at Rajbati Stadium Complex.
2.	Completion of football Ground Renovation of Samsing Tea Garden Tope Line.
3.	Completion of District Sports Complex at Naihati.
4.	Completion of construction of Gymnasium Building at Raghunathpur Sub Division Stadium, Purulia.
5.	Selection of trainees for Jhargram Sports Academy.

July	
1.	Completion of construction of club house and Gallery at Bibhuti Club at Birnagar.
2.	Meeting / VC with DMs / DYOs.
3.	Commencement of upgradation of Buniadpur Stadium.
4.	Operationalisation of Jhargram Sports Academy.
5.	Completion of upgradation of Uluberia Stadium.

August	
1.	Selection of trainees of sports academy at Purulia.
2.	Holding block level rural competitions under RGKA.
3.	Meeting with State Level Sports Associations.
4.	Completion of work at Canning swimming Pool.
5.	Completion of installation of all bucket seats at Vivekananda Yuba Bharati Krirangan.
6.	Completion of swimming pool at Baruipur.
7.	1st Meeting for inviting nomination for Khel Samman Awards.
8.	Completion of construction of Memary Stadium.

September	
1.	Operationalization of sports academy at Purulia.
2.	Operationalization of sports academy at Khatra.
3.	Holding camps for 36th National Games.
4.	Completion of all civil and electrical works including 4 Nos. of dressing rooms, 2 Nos. of Referees dressing rooms, office space, VIP & VVIP lounge, Media Center & Media Tribune, Conference Room, Medical Room, Doping Control Room, Roof Sheet Changing & Steel Structure member Changing and Painting, Repair & Renovation of 100 KVA sub station with flood lighting arrangement at Vivekananda Yuba Bharati Krirangan for U-17 FIFA World Cup.

October	
1.	Holding District Level rural and women Competitions under RGKA.
2.	Meeting / VC with DMs / DYOs.
3.	Preparation for participation in 36th National Games to be held at Goa.
4.	Completion of work of renovation of Rabindra Sarobar Stadium, Phase-II.
5.	2nd Meeting of selection committee for scrutiny of nominations for Khel Samman Awards

November	
1.	Holding State Level rural and women Competitions under RGKA.
2.	Completion of construction of two practice fields and Players lockers room besides the Practice field at Vivekananda Yuba Bharati Krirangan for U-17 FIFA World Cup.
3.	Completion of renovation of Kalna Aghore Nath Park Stadium.
4.	Meeting for finalization of Khel Samman Awardees.
5.	Completion of Sports Complex at Barrackpore.
6.	Completion of 1st phase of renovation of Dumurjola Indoor Stadium, Howrah.

December	
1.	Distribution of Club Grants.
2.	Conferment of Khel Samman Awards.
3.	Completion of renovation of Bolpur Stadium.
4.	Completion of construction of Stadium at Onda (Phase-I).
5.	Completion of Women Football Academy and Men Football Coaching Centre under Kashipur Assembly Constituency area.
6.	Completion of construction of 2 Storied Club House Building within Kishore Bharati Krirangan, Jadavpur.
7.	Completion of construction of Open Gallery at Kultali Dr. Ambedkar College.

Department of Statistics and Programme Implementation

Sl. No.	Activity	January	February	March	April	May	June	July	August	September	October	November	December
A	Activities under Rules of Business												
1.	Estimation of State Domestic Product (SDP)	Compilation & Validation of 3rd quarter, 2015-16 and Release of Annual Report on SDP, 2014-15	Release of Advance Estimate 2015-16 3rd quarter, 2015-16	Compilation & Validation of 4th quarter, 2015-16	Compilation & Validation of 4th quarter, 2015-16	Release of SDP Estimate 2015-16 4th quarter	Compilation & Validation of 1st quarter, 2016-17	Compilation & Validation of 1st quarter, 2016-17	Release of SDP Estimate 1st quarter, 2016-17	Compilation & Validation of 2nd quarter, 2016-17	Compilation & Validation of 2nd quarter, 2016-17	Release of SDP Estimate 2nd quarter, 2016-17	Compilation & Validation of 3rd quarter, 2016-17
2.	Estimation of Index of Industrial Production (IIP) and Consumer Price Index (CPI)	Release of Report November, 2015	Release of Report December, 2016	Release of Report January, 2016	Release of Report February, 2016	Release of Report March, 2016	Release of Report April, 2016	Release of Report May, 2016	Release of Report June, 2016	Release of Report July, 2016	Release of Report August, 2016	Release of Report September, 2016	Release of Report October, 2016
3.	Publication of Economic Review, 2015-16	-	Publication of Economic Review, 2015-16	-	-	-	-	-	-	-	-	Collection of data	Collection of data
4.	Publication of State Statistical Handbook, 2015	Collection	Collection	Collection	Collection	Collection	Collection	Collection	Validation & compilation	Validation & compilation	Validation & compilation	Draft Report preparation	Publication of Report
5.	Publication of Statistical Abstract	Compilation for 2014	Compilation for 2014	Compilation for 2014	Compilation for 2014	Preparation of Draft Report, 2014	Finalization of Report, 2014	Collection for 2015	Release of Report, 2014 and Collection for 2015	Collection for 2015	Collection for 2015	Collection for 2015	Collection for 2015
6.	Publication of District Statistical Handbook, 2015	Collection & Compilation	Collection & Compilation	Collection & Compilation	Collection & Compilation	Collection & Compilation	Collection & Compilation	Collection & Compilation	Collection & Compilation	Collection & Compilation	Collection & Compilation	Collection & Compilation	Draft Report preparation for all districts
7.	Estimation of Gross Fixed Capital Formation (GFCF), Public Sector	Compilation & Validation of 2015-16	Compilation & Validation of 2015-16	Compilation & Validation of 2015-16	Compilation & Validation of 2015-16	Compilation & Validation of 2015-16	Release of Report 2015-16	Collection & Compilation of 2016-17	Collection & Compilation of 2016-17	Collection & Compilation of 2016-17	Collection & Compilation of 2016-17	Collection & Compilation of 2016-17	Collection & Compilation of 2016-17
8.	Conducting Annual Survey of Industries (ASI), 2013-14	Data Entry	Data Entry	Data Entry	Scrutiny & Compilation	Compilation & Validation	Compilation & Validation	Compilation & Validation	Table generation	Table generation, CSO 2013-14 data will be received for pooling	Table generation	Preparation of Draft Report	Publication of Report, 2013-14
9.	Estimation of Production and Yield Rate of 19 Major Insured Crops	Field work of Rabi Crops & compilation of winter crops	Field work of Rabi Crops & compilation of winter crops	Field work of Rabi Crops & compilation of winter crops	Field work of Rabi Crops & compilation of winter crops	Field work of Summer Crops & compilation of Rabi crops	Field work of Summer Crops & compilation of Rabi crops	Field work of Bhadui Crops & compilation of Rabi & Summer crops	Field work of Bhadui crops; Compilation of Summer crops & submission of Final estimates to Agri. Dept. for Rabi Crops	Field work of Bhadui crops & compilation of Summer Crops	Field work of Bhadui crops & Submission of Final estimate to Agri. Dept. of Summer crops.	Field work of Winter crops & Compilation of Bhadui Crops	Field work of Winter crops & Compilation of Bhadui Crops

Sl. No.	Activity	January	February	March	April	May	June	July	August	September	October	November	December
10.	Conducting National Sample Survey (NSS)	Field work of 2 nd SR of 73 rd round	Field work of 2 nd SR of 73 rd round	Field work of 2 nd SR of 73 rd round	Field work of 2 nd SR of 73 rd round	Field work of 2 nd SR of 73 rd round	Completion of field work of 73 rd round Finalization of Draft report on "Key Indicators of live and livestock Holdings in West Bengal" of 70 th round.	Field work of 74 th round. Finalization of Draft Report on "Key Indicators of situation Agriculture Households in West Bengal" of 70 th round.	Field work of 74 th round. Finalization of Draft report on "Key Indicators of debt and Investment in West Bengal" of 70 th round.	Field work of 74 th round	Field work of 74 th round	Field work of 74 th round	Field work of 74 th round
11.	Publication of Municipal Statistics	Table Generation for 2013-14	Table Generation for 2013-14	Publication of Report, 2013-14	Collection & Compilation for 2014-15	Collection & Compilation for 2014-15	Collection & Compilation for 2014-15	Collection & Compilation for 2014-15	Collection & Compilation for 2014-15	Collection & Compilation for 2014-15	Collection & Compilation for 2014-15	Collection & Compilation for 2014-15	Collection & Compilation for 2014-15
12.	Production of Progress Reports of schemes under Twenty Point Programme (TPP)	Transmission of Quarterly Performance Report to MoSPI, Govt. of India	Collection of Monthly Progress Report (MPR) from districts/ departments; Compilation of data and analysis of performance.	Collection of Monthly Progress Report (MPR) from districts/ departments; Compilation of data and analysis of performance.	Transmission of Quarterly Performance Report to MoSPI, Govt. of India	Collection of Monthly Progress Report (MPR) from districts/ departments; Compilation of data and analysis of performance.	Collection of Monthly Progress Report (MPR) from districts/ departments; Compilation of data and analysis of performance.	Transmission of Quarterly Performance Report to MoSPI, Govt. of India	Collection of Monthly Progress Report (MPR) from districts/ departments; Compilation of data and analysis of performance.	Collection of Monthly Progress Report (MPR) from districts/ departments; Compilation of data and analysis of performance.	Transmission of Quarterly Performance Report to MoSPI, Govt. of India	Collection of Monthly Progress Report (MPR) from districts/ departments; Compilation of data and analysis of performance.	Collection of Monthly Progress Report (MPR) from districts/ departments; Compilation of data and analysis of performance.
13.	Departmental intervention based on District Level Monitoring Committee (DLMC) Reports	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention	Collection of Monthly Resolution Report from districts and taking up issues with concerned department, which require State Level Intervention
14.	Budget Analysis	Release of Report 2015-16	-	-	Compilation & Validation of 2016-17	Compilation & Validation of 2016-17	Compilation & Validation of 2016-17	Compilation & Validation of 2016-17	Compilation & Validation of 2016-17	Compilation & Validation of 2016-17	Compilation & Validation of 2016-17	Compilation & Validation of 2016-17	Compilation & Validation of 2016-17

Sl. No.	Activity	January	February	March	April	May	June	July	August	September	October	November	December
15.	Collection of Staff Census Records (State Govt. Employees), as on 31st January, 2016	Preparation of Collection	Collection & Coding	Collection, Coding, Compilation & Entry	Collection, Coding, Compilation & Entry	Collection, Coding, Compilation & Entry	Collection, Coding, Compilation Entry & Validation	Collection, Coding, Compilation Entry & Validation	Collection, Coding, Compilation Entry & Validation	Draft Report Preparation	Publication of Report	-	-
B	Activities under govt. of India schemes												
1.	Conduct of 6th Economic Census	Preparation of Final Report	Preparation of Final Report	Preparation of Final Report	Preparation of Final Report	-	-	-	-	-	-	-	-
2.	Activities under 13th Finance Commission Grants-in-Aid												
a	Preparation of Business Register	Collection and compilation of data for Phase-2	Collection and compilation of data for Phase-2 work	Collection and compilation of data for Phase-2 work	Compilation of data for Phase-2 work	Compilation of data for Phase-2 work	Compilation of data for Phase-2 work	Compilation of data for Phase-2 work	Table generation	Table generation	Preparation of Report	Preparation of Report	Finalization of Report
b	Software Systems Design & Development	Software Dev. of Staff Census, ASI, TPP, CPI, SDP, SESO, adhoc surveys(if any)	Software Dev. of Staff Census, ASI, TPP, CPI, SDP, surveys(if any)	GO-LIVE for Staff Census, ASI, TPP, Software Dev. of CPI, SDP, SESO, adhoc surveys (if any)	Software Dev. of CPI, SDP, SESO, adhoc surveys(if any)	Software Dev. of CPI, SDP, SESO, adhoc surveys(if any)	GO-LIVE for CPI, SDP, Software Dev. of SESO, adhoc surveys (if any)	Software Dev. of SESO, adhoc surveys (if any)	Software Dev. of SESO, adhoc surveys (if any)	GO-LIVE for SESO for adhoc surveys	Software Dev. for adhoc surveys	Software Dev. for adhoc surveys	Go-Live for adhoc surveys
c	Analysis of Local Bodies Accounts	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Compilation & Data Entry	Compilation & Data Entry	Compilation & Data Entry	Preparation of Report for 2013-14	Preparation of Report	Finalization of Report	Publication of Report 2013-14	-	-
d	Collection of Farm Activities Data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Compilation & Data Entry	Compilation & Data Entry	Compilation & Data Entry	Preparation of Report	Preparation of Report	Finalization of Report	Publication of Report	-	-
e	Pooling of Central and State sample survey data	As per availability of Software from CSO	As per availability of Software from CSO	As per availability of Software from CSO	As per availability of Software from CSO	As per availability of Software from CSO	As per availability of Software from CSO	As per availability of Software from CSO	As per availability of Software from CSO	As per availability of Software from CSO	As per availability of Software from CSO	As per availability of Software from CSO	As per availability of Software from CSO
3.	WB State Strategic Statistical Plan												
a	Study on old age pension, widow pension and disability pension	Preparation of Field Work	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Preparation of Draft Report	Draft Report finalization	Publication of Report

Sl. No.	Activity	January	February	March	April	May	June	July	August	September	October	November	December
b	Study in respect of Fodder crops	Preparation of Field Work	Preparation of Field Work	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Preparation of Draft Report	Draft Report finalization	Publication of Report
c	Study on transaction of Minor minerals	Preparation of Field Work	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Preparation of Draft Report	Draft Report finalization	Publication of Report
d1	Publication of Labour and Employment Statistics	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Publication of Report
d2	Employment-Unemployment Survey in 6 districts of West Bengal	Preparation of Field Work	Preparation of Field Work	Preparation of Field Work	Compilation of Data	Compilation of Data	Compilation of Data	Compilation of Data	Table generation	Table generation	Table generation	Draft Report Preparation	Preparation of Final Report
e	Publication of Education and Literacy Statistics	Preparation of Draft Report, 2014-15	Draft Report finalization, 2014-15	Publication of Report, 2014-15	Collection & Compilation of data, 2015-16	Collection & Compilation of data, 2015-16	Collection & Compilation of data, 2015-16	Collection & Compilation of data, 2015-16	Collection & Compilation of data, 2015-16	Collection & Compilation of data, 2015-16	Data validation & table generation	Data validation & table generation	Data validation & table generation
f	Publication of Housing Statistics, 2015	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Preparation of Draft Report	Preparation of Draft Report	Draft Report finalization	Publication of Report
g	Publication of Water Supply and Sanitation Statistics, 2015	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Preparation of Draft Report	Preparation of Draft Report	Draft Report finalization	Publication of Report
h	Publication of Electricity Production and Distribution Statistics	Preparation of Draft Report, 2014-15	Draft Report finalization, 2014-15	Publication of Report, 2014-15	Collection & Compilation of data, 2015-16	Collection & Compilation of data, 2015-16	Collection & Compilation of data, 2015-16	Collection & Compilation of data, 2015-16	Collection & Compilation of data, 2015-16	Collection & Compilation of data, 2015-16	Data validation & table generation	Data validation & table generation	Data validation & table generation
i	Environment and Forestry Statistics, 2015-16	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Preparation of Draft Report	Preparation of Draft Report	Draft Report finalization	Publication of Report
4	Urban Statistics for HR & Assessment (USHA)	Collection & Compilation of data and transmission to NBO, Govt. of India	Collection & Compilation of data and transmission to NBO, Govt. of India	Collection & Compilation of data and transmission to NBO, Govt. of India	Collection & Compilation of data and transmission to NBO, Govt. of India	Collection & Compilation of data and transmission to NBO, Govt. of India	Collection & Compilation of data and transmission to NBO, Govt. of India	Collection & Compilation of data and transmission to NBO, Govt. of India	Collection & Compilation of data and transmission to NBO, Govt. of India	Collection & Compilation of data and transmission to NBO, Govt. of India	Collection & Compilation of data and transmission to NBO, Govt. of India	Collection & Compilation of data and transmission to NBO, Govt. of India	Collection & Compilation of data and transmission to NBO, Govt. of India
C	Activities under state govt. schemes												
I	State Plan												
a	Construction of District Statistical Office in	Work is in progress in	Construction work will	Construction work will	Construction work will	Construction work will	Construction work will	Construction work will	Construction work will	Construction work will	Construction work will	Construction work will	Construction work will

Sl. No.	Activity	January	February	March	April	May	June	July	August	September	October	November	December
	Districts and Installation of LAN & EPABX	D Dinajpur, Burdwan, South 24 Parganas, Howrah, Malda & Purulia (Annex Building)	continue	continue, Installation of LAN will be completed in HQ and all districts	continue	continue	continue	continue	continue	continue	continue	continue	continue
b.	Conduct of training & workshops	Application Software Training to the officials, Administrative Training of officers	Application Software Training to the officials, Computer Training of 20 officials	Application Software Training to the officials, Technical Training of Officers	Application Software Training to the officials, Computer Training of 20 officials	Application Software Training to the officials, Administrative Training of officers	Application Software Training to the officials, Computer Training of 20 officials	Application Software Training to the officials, Technical Training of Officers	Application Software Training to the officials, Computer Training of 20 officials	Application Software Training to the officials, Administrative Training of officers	Application Software Training to the officials, Computer Training of 20 officials	Application Software Training to the officials, Technical Training of Officers	Application Software Training to the officials, Computer Training of 20 officials
D.	Review activities												
1.	Review Meetings at Departmental/Directorate level	Review meeting with District & Headquarter officers at Dept.	-	-	Review meeting with District & Headquarter officers at Dept.	-	-	Review meeting with District & Headquarter officers at Dept.	-	-	Review meeting with District & Headquarter officers at Dept.	-	-
2.	District Tours by Hon'ble MIC/Pr. Secy/Deptt. or Dte. Officers	Two districts will be visited	Two districts will be visited	Two districts will be visited	Two districts will be visited	Two districts will be visited	Two districts will be visited	Two districts will be visited	Two districts will be visited	Two districts will be visited	Two districts will be visited	-	-
3.	Review of progress of activities detailed in Administrative Calendar, 2016 at Departmental level	Yearly meeting will be held by 10th January 2016, to review the activities of 2015	Monthly review of works by 10th February, to review the activities of January	Monthly review of works by 10th March, to review the activities of February	Monthly review of works by 10th April, to review the activities of March	Monthly review of works by 10th May, to review the activities of April	Monthly review of works by 10th June, to review the activities of May	Monthly review of works by 10th July, to review the activities of June	Monthly review of works by 10th August, to review the activities of July	Monthly review of works by 10th September, to review the activities of August	Monthly review of works by 10th October, to review the activities of September	Monthly review of works by 10th November, to review the activities of October	Monthly review of works by 10th December, to review the activities of November

Department of Sundarban Affairs

Administrative Calendar for year 2016 Month-wise Targets

Sl. No.	Particulars	Unit (K.m./ Nos. Hectare)	January	February	March	April	May	June	July	August	September	October	November	December	Cumulative upto December, 2016
1	Review Meetings	Number	1	1	1	1	1	1	1	1	1	1	1	1	12
2	District Tours by Ministers/ Secretaries/ Other Senior Officers		1	3	1	3	1	3	1	3	1	3	3	3	26
Infrastructure Development :															
3	Brick Paved Roads	K.m.	36.91	74.45	111.86	24.13	25.49	15.19	5.41	6.53	3.52	11.59	49.53	67.81	432.42
4	Cement Concrete Roads		7.14	11.54	20.40	5.49	4.72	1.53	1.81	1.99	1.22	1.04	9.42	15.20	81.5
5	Bituminous Roads		7.28	11.00	15.06	6.44	4.81	2.28	1.03	1.39	0.73	1.00	7.26	13.22	71.5
6	R.C.C. Jetties	Number	1	1	4	1	2	0	2	1	2	2	3	2	21
7	Culverts		-	-	-	-	-	-	1	-	-	1	2	2	6
8	R.C.C. Bridges		-	-	-	-	-	-	-	-	1	-	1	2	4
9	Coastal Police Stations		1	-	1	-	-	-	-	-	-	-	-	-	2
10	Industrial Training Institute Buildings		-	-	2	-	-	-	2	-	-	-	-	-	4
11	Construction of Community Halls		-	-	-	-	-	-	1	-	-	-	-	-	1
Drinking Water Supply :															
12	Installation of tubewells	Number	75	75	75	75	25	25	25	25	25	125	125	106	781

Sl. No.	Particulars	Unit (K.m./ Nos. Hectare)	January	February	March	April	May	June	July	August	September	October	November	December	Cumulative upto December, 2016
Agriculture Inputs :															
13	Distribution of Hand Sprayers		-	-	-	-	-	-	-	-	-	5000	5000	6000	16000
14	Distribution of Elephant Foot Yam seeds	4500	4500	4500	-	-	-	-	-	-	-	-	-	-	9000
15	Distribution of Paddy Threshers	-	-	-	-	-	-	-	-	-	-	1000	1000	1000	3000
16	Distribution of Oil Seeds (Sunflower)	-	-	-	-	-	-	-	-	-	-	-	5000	5000	10000
17	Distribution of Oil Seeds (Til)	4000	4000	1000	-	-	-	-	-	-	-	-	-	-	5000
18	Distribution of Pulses (Moong)	10000	10000	2000	-	-	-	-	-	-	-	-	-	-	12000
19	Distribution of Boro Paddy Seeds	-	-	-	-	-	-	-	-	-	-	-	8000	4000	12000
20	Agriculture Inputs assistance to Betel Vine Farmers	1000	1000	1000	-	-	-	-	-	-	-	-	-	-	2000
21	Trainings on integrated Farming	-	-	-	-	-	-	-	-	-	100	100	150	150	500
22	Distribution of Foot Operated Sprayers	-	-	-	-	-	-	-	-	-	-	-	500	500	1000

Number of beneficiaries

Sl. No.	Particulars	Unit (K.m./ Nos. Hectare)	January	February	March	April	May	June	July	August	September	October	November	December	Ccumulative upto December, 2016
Awareness Programmes :															
23	Awareness Programmes	Number	-	-	-	-	-	-	-	-	-	-	-	1	1
														(Sundarban Divas, 2016 on 11/12/16)	
Fisheries :															
24	Distribution of Fish Feed, Fish Fingerling & Lime (New Schemes)	Number of beneficiaries	648	555	463	1200	1425	1950	1875	1800	1200	1050	900	750	13816
25	Training Programmes		95	81	68	80	95	130	125	120	80	70	60	50	1054
26	Fish production at Jharkhali Fish Farm	K.G	140	120	100	160	190	260	250	240	160	140	120	100	1980
Skill Development :															
27	Skill Development Training Programmes	Number	3	3	3	1	5	5	5	5	5	5	5	5	50

Department of Technical Education & Training Department

Implementation Timeline	Sl No.	Events	Implementation Cell (PBSSD/DIT/ DTET/DVET/ SSDIS/WBSCT- VESD/WBSCVT etc.
January - March	1	Announcement of a State flagship scheme for Skill Development	
	2	New ITIs to be operationalized through Private Training Provider (PTP) & Starting of NCVT Courses at 80 ITIs (upto June, 2016)	DIT
	3	Training completion under Skill Development initiatives (Non institutional) Total : 1,25,000	PBSSD/ DVET/ WBSCTVESD
	4	Selection of PTP through RFP for different short-term vocational courses run by different Departments	PBSSD
	5	Operationalizing 7 new polytechnics from own campus	DTET
	6	Operationalization of 289 schools under NSQF	DVET
	7	Operationalization of 510 Advance VTCs	DVET/ WBSCTVESD
	8	Operationalization of 16 additional new STCs under Handloom circuit Development scheme	DVET/ WBHDEPS
	9	Introduce Customized Skill Development Training under Flexi MoU for various industries/ Departments [Throughout the Year]	DIT
	10	RPL programme in Agriculture, Tourism and Hospitality, Gems & Jewellery, Plumbing, Security, Furniture & Fitting, Tourism & Leather [Throughout the Year]	PBSSD
	11	Skill Development Training of Govt. ITI Trainees in automobile sector in collaboration with Maruti Suzuki India Ltd.	DIT
	12	Direct Assessment for the trainees by NCVT. [Target -50,000 throughout the year]	PBSSD
April - June	1	New ITIs to be operationalized through Private Training Provider (PTP) & Starting of NCVT Courses at 80 ITIs (upto June, 2016)	DIT
	2	Training completion under Skill Development initiatives (Non institutional) Total : 25,000	PBSSD/ DVET/ WBSCTVESD
	3	Take over 2 Polytechnics of the state	DTET
	4	WIFI campus for 20 Govt. Polytechnics	DTET
	5	Converting 3 Polytechnics into Green Energy Campus	DTET
	6	Operationalization of 2 nos, CoE SDCs (Handloom)	DVET/ WBHDEPS
	7	Operationalization of 20 STCs under Handloom circuit Development scheme	DVET/ WBHDEPS
	8	Implementation of Integrated Skill Development in Handloom & Khadi - 50 centres.	DVET/ WBHDEPS

Implementation Timeline	Sl No.	Events	Implementation Cell (PBSSD/DIT/ DTET/DVET/ SSDIS/WBSCT VESD/WBSCVT etc.
July - September	1	Skill Development initiatives (institutional) : 1,10,000 : Polytechnic-30,000, ITI-30,000, HS Vocational-50,000	DTET/ DIT/ WBSCTVESD
	2	Training completion under Skill Development initiatives (Non institutional) Total : 1,15,000	PBSSD/ DVET/ WBSCTVESD
	3	Increasing intake capacity of ITIs by about 30,000	DIT
	4	Take over 3 Polytechnics of the state	DTET
	5	WIFI campus for 20 Govt. Polytechnics	DTET
	6	Converting 3 Polytechnics into Green Energy Campus	DTET
	7	Operationalization of 2 nos.CoE SDCs (Handloom)	DVET/ WBHDEPS
	8	Implementation of Integrated Skill Development in Handloom & Khadi - 30 centres	DVET/ WBHDEPS
October - December	1	Completion of Construction of 50 ITIs and their operationalization through PTPs[Throughout the Year]	DIT
	2	Upgradation of ITI Durgapur into Model ITI in the Iron & Steel Sector -1st phase – to be completed	DIT
	3	Training completion under Skill Development initiatives (Non institutional) Total : 1,25,000	PBSSD/ DVET/ WBSCTVESD
	4	Operationalization of 500 Advance VTCs	DVET/ WBSCTVESD
	5	Operationalization of 2 nos.CoE SDCs (Handloom)	DVET/ WBHDEPS
	6	Operationalization of Ankurhati CoE SDC (Garment)	DVET
	7	WIFI campus for 16 Govt. Polytechnics	DTET
	8	Converting 4 Polytechnics into Green Energy Campus	DTET
	9	Take over 2 nos. Women Hostel at Polytechnics	DTET

Department of Tourism

Month	Activities	Time Schedule	Status
January			
	Participation in Holiday Expo, Coimbatore	23.01.2016 to 25.01.2016	
	Republic Day, Tableau	26.01.2016 (Subject to approval by I & CA Department)	
	Participation in SATTE, New Delhi	29.01.2016 to 31.01.2016	
	Participation in Travel India organised by ICC	05.01.2016 to 06.01.2016	
	Organisation of FAM Trip for the Chinese delegation	4th-12th January	
	IITM Kochi	14.01.2016 to 16.01.2016	
	Publicity through LED Billboard in NSCI Airport, Kolkata, Delhi Airport & Mumbai Airport (International & Domestic Terminal)	Through out the month	
	Publicity through social media	Through out the month	
	Construction of Gate at Gangasagar, Patharchapuri and at Joydeb Kenduli	3rd week	
	Participation of new radio jingles for FM campaign		
	Photoshoot work for development of new creative for print and outdoor		
	Launching of new mobile application of West Bengal Tourism		
	Co-ordination meeting with WBTDCL	last week	
February			
	Participation in TTF, Mumbai	18.02.2016 to 20.02.2016	
	Participation and patronage of Destination East'' to be held at Park Hotel, Kolkata	31.01.2016 to 06.02.2016	
	Participation ITM, Chandigarh	6-8 February	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Participation in Bengal Travel Mart in Siliguri	2nd-28th February	
	Publicity through LED Billboard in NSCI Airport, Kolkata, Delhi Airport, Mumbai Airport	Thought out the month	
	Publicity through social media	Throughout the month	
	Publicity through FM outstation	Throughout the month	
	Publicity through Outdoor Hoarding in different metros & B-category towns	Thoroughout the month	
	Road show in Delhi, Jaipur and Chandigarh		
	Publicity through different magazines in domestic and international sector		
	Review of performance vis-a-vis Administrative Calendar - 2016	4th Week	

Month	Activities	Time Schedule	Status
March			
	Participation in Isale Sawab Furfura Sharif	1st week of March	
	Participation in IITM, Kolkata	4 - 6 March	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Construction of Hoarding at the Junction of VIP Road & Jessore Road near Netaji Subhas Chandra Bose International Airport	3rd Week	
	Participation in ITE, Raipur	11 - 13 March	
	Publicity through FM (Outstation)	Thorough out the month	
	Publicity through regional and national TV channels	Thorough out the month	
	Publicity through LED Billboard in NSCI Airport, Kolkata / Delhi Airport / Mumbai Airport	Through out the month	
	Infrastructure development at Sabuj Dweep Eco-Tourism Project	3rd Week	
	Publicity through different magazines in domestic and international sector		
	Publicity through social media		
	Co-ordination meeting with WBTDCL	last week	
	Intergration of online reservation system of Tourist Lodges with guest house of PHE, Forest Department etc.		
	Participation in Urs Utsav	last week	
April			
	Preparation in GITB, Jaipur	17-19 April	
	Publicity through TVC in international TV channels		
	Publicity through outstation FM Channel		
	Publicity through social media		
	Review Meeting with District Level Officer/ Other Implementing Agency	2nd Week	
	Publicity through different magazines in domestic and international sector		
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Review of performance vis-a-vis Administrative Calendar - 2016	4th Week	
	Publicity through airing of commercial during interval in Cinema Halls outside and within this States.		
May			
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Publicity through different magazines in domestic and international sector		
	Publicity through social media		
	Promotion through running of TVC during intervals in different cinema halls both within and outside the state		

Month	Activities	Time Schedule	Status
	Home stay Eco-tourism project at Chimney Forest Village in Kurseong	3rd week of February	
	Procurement of one new vessels for WBTDCL (Initiation of Procurement procedure)		
	Co-ordination meeting with WBTDCL	last week	
June			
	Participation in Paryatan Mela, Kolkata		
	Publicity through different magazines in domestic and international sector		
	Publicity through regional and national TV channels		
	Publicity through social media		
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Home stay Eco-Tourism at Pokhriator in Kurseong.	3rd week of February	
	Review of performance vis-a-vis Administrative Calendar - 2016	4th Week	
	Participation of West Bengal Tourism in Ramkeli Mela	middle of the month	
July			
	Participation in IITM, Chennai		
	Participation in IITM, Bangalore		
	Publicity through different magazines in domestic and international sector		
	Publicity through social media		
	Publicity through FM outstaion		
	Art & Craft & Bengal Cuisine Tourism Project at Bratacharigram at Thakurpukur - Initiation of Project		
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Co-ordination meeting with WBTDCL	last week	
August			
	Review Meeting with District Level Officer/ Other Implementing Agency	1st Week	
	Participation in TTF, Kolkata	31st July to 2nd August	
	WB Tourism Tableau on Independence Day (Subject to approval of I & CA Department)	15th August	
	Publicity through different magazines in domestic and international sector		
	Puja Campaign through FM stations		
	Participation in Holiday Expo, Vadodea		
	Publicity through social media		
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Development of Home stay Eco tourism at Rikisum	3rd Week	
	Review of performance vis-a-vis Administrative Calendar - 2016	4th Week	
September			
	Observance of World Tourism Day	27.09.2016	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Tourist Lodge at Puri - Initiation of Project	3rd Week	
	Participation in TTF, Ahmedabad		
	Participation in TTF, Surat		

Month	Activities	Time Schedule	Status
	Publicity through social media		
	Publicity through different magazines in domestic and international sector		
	Participation in IATO Convention		
	Participation in IITM , Guragaon		
	Participation in Buddhist Conclave, Budhgaya & Sarnath		
	Co-ordination meeting with WBTDCL	last week	
October			
	Participation in TTF, Pune		
	Participation in ITB, Asia		
	Installation of temporary signages for Durga Puja in association with Kolkata Police		
	Publicity through social media		
	Publicity through different magazines in domestic and international sector		
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Review of performance vis-a-vis Administrative Calendar - 2016	4th Week	
	Participation in ITM, Lucknow		
	Participation in ITE, Indore		
	Participation in Holiday Expo, Nagpur		
November			
	Review Meeting with District Level Officer/ Other Implementing Agency	1st Week	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Participation in IITF, Delhi	14-27 November	
	Publicity through national & local TV Channels		
	Publicity through outstation FM Channels		
	Publicity through social media		
	Publicity through different magazines in domestic and international sector		
	Co-ordination meeting with WBTDCL	last week	
December			
	Organization of Christmas Festival in Kolkata		
	Publicity through different magazines in domestic and international sector		
	Publicity through social media		
	Puja Campaign through FM stations		
	Publicity through regional and national TV channels		
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Review of performance vis-a-vis Administrative Calendar - 2016	4th Week	
	Participation in Dooars Utsav in Alipurduar		
	Illumination in Siliguri on the occasion of Christmas & New Year		

Department of Transport

January 2016

Sl. No.	Activity	Remarks
1.	Issue of 100 Luxury Taxi and Contract Carriage Permits and issue of 20 Stage Carriage Permits for bus/minibus by STA.	
2.	Implementation of GATIDHARA, a scheme for self-employment of the unemployed youth across the State in Transport Sector with financial assistance of the State Government.	
3.	(a) Commencement of construction of 1(one) Double Bogie Tram Car with one AC compartment and (b) Commencement of renovation of 25 old tram cars at the instance of CTC.	
4.	Commissioning of one double decker heritage bus for joy ride at New Town by CSTC.	
5.	Commissioning of 4 wooden vessels by WBTIDCL.	
6.	Completion of renovation of Hazarduari jetty and Ramnagar jetty in the district of Murshidabad and Nadia respectively by WBTIDCL.	
7.	Completion of renovation of Metiabruze jetty in the district of South 24 Parganas by WBTIDCL.	
8.	Completion of construction of 5 nos. RCC jetty in the district of Howrah (58 Gate, Dhaja, Sibganj, Katakhal and Kajiakhali).	

February 2016

Sl. No.	Activity	Remarks
1.	(a) Finalization of Reciprocal Transport Agreement with the Government of Bihar (b) Issue of 100 Luxury Taxi and Contract Carriage Permits (c) issue of 20 Stage Carriage Permits for Bus/Minibus by STA	
2.	(a) Commencement of construction of one double decked vessel and (b) one Jetty at Achhipur in the district of South 24 Parganas by WBSTC.	
3.	(a) Commencement of the construction of Bus Depots at Suri and Haldia and (b) Commencement of the construction of concrete (hard) stand and allied works at Kalna depot and Durgapur city Depot-cum-Terminus by SBSTC.	
4.	Completion of the renovation of Jetty ghats at Shibpur and Bauria by WBTIDCL.	
5.	Rolling out of 11 new buses for narrow and congested routes in Kolkata by CSTC.	
6.	Installation of fire fighting equipment in terms of fire audit report of IISWBM at CTC / WBSTC Depots.	
7.	Completion of renovation of Fairlie jetty of Kolkata by WBTIDCL.	
8.	Commencement of construction of Canning Bus Terminus by District Administration, South 24 Parganas.	

February 2016

Sl. No.	Activity	Remarks
9.	Commissioning of 4 steel vessels by WBTIDCL.	
10.	Development of infrastructural facilities at Jalpaiguri, Bankura, Krishnanagar, Basirhat, Bongaon, Jhargram and Medinipore helipads.	

March 2016

Sl. No.	Activity	Remarks
1.	Introduction of ICT based Financial & Inventory Management system for better management of the Transportation fleet by NBSTC.	
2.	Commencement of the renewal of the Tram Track with concretized pavement at Amherst Street, and (b) Bidhan Nagar, Phase-III by CTC.	
3.	Procurement and installation of fire fighting equipments in CSTC depots in terms of Fire Audit Report of IISWBM.	
4.	Completion of renovation of Ratan Babu Ghat jetty of Kolkata by WBTIDCL.	
5.	Completion of renovation of Bagbazar Jetty Ghat of Kolkata by WBTIDCL.	
6.	Commissioning of Habra Bus Terminus in the district of North 24 Parganas.	

April 2016

Sl. No.	Activity	Remarks
1.	Completion of real time reporting system of fare collection by CSTC.	
2.	Issue of 100 Luxury Taxi and Contract Carriage Permits and issue of 20 Stage Carriage Permits for Bus/Minibus by STA.	
3.	Commencement of the work for strengthening the infrastructural facilities at Namkhana & Narayanpur Jetties by WBSTC.	
4.	Commencement of the development work in respect of Digha Depot (1st Phase) by SBSTC.	
5.	Operationalisation of the Transport Directorate, West Bengal under the Department to bring about harmonization of different initiatives in the Transport sector as well as to improve delivery mechanism.	
6.	Completion of renovation of Cossipur Jetty Ghat of Kolkata by WBTIDCL.	
7.	Development of infrastructural facilities at Tarapith, Alipurduar, Kultali, Howrah, Chinsurah and Arambagh helipads.	

May 2016

Sl. No.	Activity	Remarks
1.	Completion of the renovation work in respect of Pontoon at Armenian Jetty Ghat, Kolkata, by WBTIDCL.	
2.	Completion of the construction of concrete (hard) stand and allied work at Burdwan and Kalna Depots by SBSTC.	
3.	(A) Commencement of 'Smaranika' - exhibition of memorabilia on Trams and (b) completion of the renewal of Tram Track with concretized pavement in some portions of Rashbehari Avenue by CTC.	
4.	Issue of 100 Luxury Taxi and Contract Carriage Permits and Issue of 20 Stage Carriage Permits for bus/minibus by STA.	
5.	Construction of 18 passengers' sheds by WBTIDCL at maximum crowd generation points as proposed by Kolkata Police and CSTC.	

June 2016

Sl. No.	Activity	Remarks
1.	Completion of the technologically improved Vehicle Tracking and Fleet Management System to cater to the citizens better services by CSTC.	
2.	Issue of 100 Luxury Taxi and Contract Carriage Permits and issue of 20 Stage Carriage Permits for Bus/Minibus by STA.	
3.	Commencement of construction of Nabadwip Jetty Ghat (new) in the district of Nadia by WBTIDCL.	
4.	Procurement of 20 new buses out of the State Plan Fund of 2016-17 by SBSTC.	
5.	(a) Commencement of the construction of 02 (two) 100 PAX Vessel and (b) Commencement of procurement of 10 buses by WBSTC.	
6.	(a) Commencement of creation of basic infrastructure at Balaka Terminus (New Town) (b) Completion of infrastructural facilities at Namkhana and Narayanpur Jetties by WBSTC.	
7.	Commencement of the process of monetization of land of Belgachia and Shyambazar Depots of CTC.	

July 2016

Sl. No.	Activity	Remarks
1.	(a) Construction of 01 (one) LCT Vessel (b) Commencement of construction of 02 (two) Water Taxis by WBSTC.	
2.	Issue of Stage Carriage Permits for Bus/Minibus- 20 by STA, WB.	
3.	Disposal of 70 (seventy) condemned vehicles by CSTC through due process for revenue generation.	
4.	Completion of construction of building of sub-office of STA, WB at Durgapur by SBSTC.	
5.	GIS mapping of multi modal transport network for KMA.	

July 2016

Sl. No.	Activity	Remarks
6.	Commencement of the renovation work in respect of Kalna jetty ghat in the district of Burdwan by WBTIDCL.	
7.	Commencement of construction of two Flyovers at Santragachi Bus Stand by HRBC.	

August 2016

Sl. No.	Activity	Remarks
1.	Execution of GATIDHARA- Type II scheme towards economic rehabilitation of the erstwhile hand-pulled rickshaw operators and owners.	
2.	Issue of 20 Stage Carriage Permits for bus/minibus by STA, WB.	
3.	Commencement of the process of improvement of tram track on Sealdah Flyover by HRBC.	
4.	Completion of the work of the construction of annexed Workshop Building (G.F.) of NBSTC at Matigara, Siliguri.	
5.	Commissioning of the Transport Department's own website.	
6.	Commencement of the construction of 1st and 2nd floors of the terminal building, concrete (hard) stand, ramp, electric work at Asansol Depot cum Terminus by SBSTC.	
7.	Completion of digitization of physical records of Registration, License & RTA sections in PVD, Kolkata office.	
8.	Commencement of Shyamnagar Jetty Ghat in the district of North 24 Parganas by WBTIDCL.	

September 2016

Sl. No.	Activity	Remarks
1.	(a) Procurement of 20 new buses out of the State Plan Fund of 2016-17 and start of operating new routes connecting "Jungle Mahal to Pahar". (b) Commencement of civil construction for Training-cum-Traffic Transportation Research Centre at Digha Depot by SBSTC.	
2.	Issue of 20 Stage Carriage Permits for Bus/Minibus by STA, WB.	
3.	Commencement of the construction work in respect of Telenipara Jetty Ghat by WBTIDCL.	
4.	Introduction of technologically upgraded connectivity network for the Motor Vehicle Offices across the State.	
5.	Introduction of modified SMART CARD for transit operation by CSTC.	
6.	Issuance of work order for 50 (fifty) new buses under State Plan Fund 2016-17 by NBSTC.	

October 2016

Sl. No.	Activity	Remarks
1.	Commencement of the renovation of Nrisinghapur Jetty Ghat in the district of Nadia by WBTIDCL.	
2.	Completion of the work of the construction of Annexed Workshop Building (G.F.) at Jalpaiguri Depot of NBSTC.	
3.	Issue of 20 Stage Carriage Permits for bus/minibus by STA, WB.	
4.	Introduction of online application system for Driving Licenses in PVD office, Kolkata, on a pilot basis.	
5.	Completion of renovation of Sovabazar jetty Ghat of Kolkata by WBTIDCL.	

November 2016

Sl. No.	Activity	Remarks
1.	Completion of the process of monetization of idle surplus land of Nilganj Depot by CSTC.	
2.	Completion of development of basic infrastructure at Balaka Terminus and (b) completion of procurement of 10 buses by WBSTC.	
3.	Initiation of the reform measures in respect of State Acts and Rules relating to Transport Deptt.	
4.	Issue of 20 Stage .Carriage Permits for bus/minibus by STA, WB.	
5.	Completion of building 2 (two) Steel Vessel by WBTIDCL.	
6.	Completion of building 3 nos. Wooden Vessels by WBTIDCL.	
7.	Completion of renovation of Chandpal-I jetty ghat of Kolkata by WBTIDCL	
8.	Procurement of 25 buses by CSTC	

December 2016

Sl. No.	Activity	Remarks
1.	Commissioning of upgraded facilities for major maintenance including both building of CSTC buses at Central Workshop.	
2.	Completion of Civil and Electrical Works for Depot Development at Nilganj, Belghoria, Howrah, Lake, Garia, Thakurpukur, Behala, Manicktala and Paikpara Depots, 14 no. Terminus (supplementary works), Kasba Depot (supplementary work) by CSTC.	
3.	Completion of new work shed with improved facilities at NBSTC Depot at Mallaguri, Siliguri.	
4.	Coverage of 75% of services under online booking system by SBSTC.	
5.	Issue of 20 Stage Carriage Permits for bus/ minibus by STA, WB.	
6.	(a) Procurement of 50 new Buses and (b) commencement of construction of 2 Non-AC, Single Bogie Tram Car by CTC.	
7.	Roll-out of 25 (twenty five) new buses purchased out of the State Plan Fund 2016-17 by NBSTC.	
8.	Completion of construction of Jetty at Achhipur by WBSTC	
9.	Completion of construction of two Water Taxis and two 100 PAX vessels by WBSTC.	
10.	Procurement of 75 new buses by CTC.	

December 2016

Sl. No.	Activity	Remarks
11.	Completion of construction of concretized tram track at Amherst Street.	
12.	Augmentation of Swaranika.	
13.	Completion of building 2 nos. Steel Vessels by WBTIDCL.	
14.	Completion of building 3 nos. Wooden Vessels by WBTIDCL.	
15.	Roll-out of 25 (twenty five) new buses purchased out of the State Plan Fund 2016-17 by NBSTC.	
16.	Procurement of 30 buses out of plan fund of SBSTC.	

MONITORING OF THE IMPLEMENTATION OF THE ACTIVITIES INCLUDED IN THE ADMINISTRATIVE CALENDAR

Multi-layered monitoring system will be put in place to continually monitor the activities included in the Administrative Calendar so that the targets set for the year are achieved both in physical and financial terms. The first layer monitoring and review of the activities will be done by the executing organisations i.e. the State Public Sector Undertakings, the Directorate(s) and the subordinate offices under the administrative control of the Department. The second layer of monitoring and review of progress of implementation of the activities will devolve on the Additional Secretary /Commissioner(s) in the Department looking after different Branches of the Transport Department. The third layer monitoring will be done by the Principal Secretary, Transport Department, in monthly review meeting(s) with all the officers of the Department, Heads of the State Public Sector Undertakings, Directorates and other subordinate offices under the administrative control of the Department. Monitoring and review of the activities at the level of the Minister-in-charge of the Department will be undertaken once in a quarter. Weaknesses, if any, in implementation of any of the activities will be identified and remedial steps taken.

MONTHLY REPORT ON PROGRESS OF IMPLEMENTATION OF ACTIVITIES INCLUDED IN THE CALENDAR

Report on the pace of progress of implementation of the activities included in the Calendar will be obtained from all the implementing Bodies/Organisations by the 7th of every month. Data received from the SPSUs, Directorate(s) and the subordinate offices will be analysed at the State HQ, and they will be suitably advised to make course corrections, if needed, so that there is no shortfall in achieving the targets -both physical and financial.

PHYSICAL SUPERVISION AT GROUND LEVEL

Visits by the senior officers of the Department will be undertaken to physically monitor work at the ground level and to have interface with the public to make assessment of the impact of the activities undertaken by the Department, the quality of service being catered and the level of satisfaction of the people. Based on the inputs received from the ground level policy initiatives will be taken to make mid-term course corrections, if felt necessary.

Department of Tribal Development

January	February	March	April
1) Payment of educational Scholarship to 30,000 students.	1) Commencement of skill training in Health Sector (General Duty Assistant, Nursing, Medical equipment Technician) – 300 candidates.	1) Release of share capital to corporations.	1) Allocation of fund to the district offices for Educational Scholarship Scheme.
2) Release of fund of final quarter to ST beneficiaries (1.34 Lakh) under Old Age Pension Scheme.	2) Extending benefits to 5,000 ST beneficiaries under TSP / Microcredit.	2) Monitoring of funds collection of UCs.	2) Allocation of Fund to the district offices for old age pension scheme for fast quarter.
3) Festivals: i. State Level Tribal One Act Drama Final Competition. ii. Gunijans Sambardhana. iii. Observance of Tea & Tribal Festival in North Bengal.	3) Skill training in Bamboo /leather / Wood /Tailoring /Mobile /photography-300.	3) Utilization Certificates to GOL for SCA to TSP and Art. 275(1) Scheme.	3) Selection of 200 students for Joint Entrance Examination (JEE).
4) Monitoring of different schemes implemented at district level through field visits by the officers of Department / Directorate / Corporations.	4) Commencement of second phase of Ethnic beauty care(skill development programme) 500 beneficiaries.	4) Payment of Scholarship to 50,000 students.	4) Finalization of action plan corporation/WBTDCC Ltd.
5) Disbursement of 350 Micro Credit Finance loan.	5) Monitoring of Special coaching training of tribal candidates for IAS & Civil Service at ATL.	5) Extending Benefits to 5,000 Beneficiaries under TSP/MCF.	5) Initiation of the scheme Shikshashree for 2015, the meeting bankers and school at district Block level.
6) Training of 350 MCF beneficiaries through BCKV.	6) Selection of beneficiaries for Bhutia Housing Scheme.	6) Submission of quarterly report on implementation of Forest Rights Act to MOTa Government of India.	6) Submitting Annual report of TSP and 275(1) to MOTa.
7) Training - cum - workshop of 30 Tribal painters.	7) Disbursement of SCA to TSP grant to 1,000 beneficiaries.	7) Commencement of Pre-examination Training 500 Candidates.	7) Completion of Jhora Improvement Scheme.
8) Skill training Tailoring /Bamboo /Jute products 300 beneficiaries.	8) Workshop on Acts & Rules for new recruit and employees of LAMPS.	8) ASRY Loan disbursement to the approved cases.	8) SCA to TSP benefit distribution to 1000 beneficiaries.
9) Capacity building training of LAMPS staff.	9) Sending MCF proposal to NSTFDC.	9) Release of fund to registered beneficiaries of Kendu Leaf Collectors Social Security Scheme 2015.	9) Disbursement of MCF Loan.
10) Registration Certificate under Kendu Leaves Collectors' Social Security Schemes – 10,000.	10) VLE training for 100 ST youths.	10) Disbursement of MCF loan.	10) Institutional Training of MCL 200 beneficiary(s) Kitchen garden / Agril. Training.
11) Commencement of work of "Adivasi Bhawan".	11) Release of fund for SHG meeting hall/ toilet /drinking water to 10 LAMPS.	11) Disbursement of MCF loan.	11) Completion of 40 Night Schools and Toilets.
12) Complete construction of plinth area of 100 houses of "Tashiling Housing Scheme".	12) Payment of educational Scholarship to 30,000 students.	12) Commencement of Housing Scheme "Sherwi Khamba" (Our Home).	12) Complete construction of 150 Houses of "Tashiling Housing Scheme".

May	June	July	August and September
<ol style="list-style-type: none"> 1) Commencement of Ethnic Beauty Care Training-500 beneficiaries. 2) Allocation of fund under SCA to TSP and Art. 275(1) to the district. 3) Commencement of Security Guard Training-500. 4) Release of fund for income generation-Schemes-1st installment. 5) Sending proposals of Microcredit Finance to NSTFDC. 6) Invitation of application from candidates of Shikshashree. 7) Awareness camp on right to public services act and Self Attestation. 8) Release of fund for Income generation schemes to LAMPS. 9) Commencement of Rural Housing Scheme, 2016-17. 10) Complete construction of 150 Houses of "Tashiling Housing Scheme" 	<ol style="list-style-type: none"> 1) Observance of Hul Dibas. 2) Submitting proposals to Govt. of India for allocation of fund to various schemes. 3) Inviting applications for scholarships from ST students (Pre-Matric). 4) Career Aptitude Test - 625 awardees of Ambedkar Medha Puraskar. 5) Capacity building training LAMPS staff. 6) Quarterly report on implementation of FRA to MOTA, GOI. 	<ol style="list-style-type: none"> 1) Selection of 200 trainees for plastics engineering and technology training-CIPET. 2) Submitting proposals to Apex Corporation for self employment schemes through NSTFDC. 3) Disbursement of Micro Credit finance cases SHGs 350-SHG. 4) Commencement of skill training through Government of India institutes-350 beneficiaries. 5) Distribution of Dhamsa, Madol, Ghanta and Banshi to tribal cultural groups. 6) Distribution of Sal leaf plate making machine. 7) Commencement of Security guard training. 8) Monitoring of different 9) Schemes implemented at district level through field visits by the officers of Department / Directorate / Corporations. 	<ol style="list-style-type: none"> 1) Release of second installment of fund under various development schemes. 2) Release of fund for old age pension for next two quarters. 3) Inviting applications for scholars from ST Student (Post-Matric). 4) Payment of Shikshashree fund for 40,000 students. 5) Upkeep of Hostels-50. 6) Selection of candidates for Ethnic Beauty care course-300 beneficiaries. 7) Skill Development Training for SHGs- 200 SHGs. 8) Capacity building training for LAMPS staff. 9) Submission of quarterly report on implantation of FRA to MOTA.
October and November	December	Regular schemes/ programmes executed every month throughout the year	
<ol style="list-style-type: none"> 1) Preparatory work for awarding B.R. Ambedkar Medha Puraskar to meritorious Madhyamik ST students. 2) Selection of recipients for Pandit Raghunath Murmu Award, Lal Sukra Oraon Award and Ramchand Murmu Award for the year 2017. 	<ol style="list-style-type: none"> 1) Distribution of B.R. Ambedkar Medha Puraskar to ST students. 2) Monitoring of sanctioned fund of 2nd quarter and collection of UCs. 3) Sanction of education Loan-50 cases. 4) Celebration of Adibasi Utsav. 	<ul style="list-style-type: none"> • Monitoring implementation of reservation norms – by different department of the state Government. • Verification and authentication of register of appointments – of various state government Departments, school and colleges etc. • Issuance of caste certificate-monitoring of performance of District / State divisional and block offices. 	

October and November		December	Regular schemes/ programmes executed every month throughout the year
3)	Payment of Shikshashree to 60,000 Students.	5) Payment of Shikshashree fund to remaining applicants.	• <i>Collection of Kendu Leaves by the LAMPS is done from June to March;.</i>
4)	Workshop on Tribal Cultural – tribal mantras/rhymes.	6) Quarterly report on implementation of FRA to MOTA.	• <i>Inspection of Hostels by the designated officers of Districts.</i>
5)	To cover 1,000 ST beneficiaries through livelihood programme under SCA to TSP.	7) Monitoring of disbursement of scholarship under Shikshashree.	• <i>Review and monitoring of Management and running of EMRS;.</i>
6)	Awareness camp on right to public services Act and self Attestation.	8) District / Zonal competition for Tribal One Act Drama for 2017.	• <i>Review studies and research conducted by CRI on Scheduled Tribes;.</i>
7)	Release of fund for pruning and collection of Kendu leaves to LAMPS.	9) Holding Adibasi cultural programme on dance / songs / musical instruments at State level.	• <i>Monitoring of Granting of Community and individual Forest Rights;.</i>
8)	Holding Adibasi cultural programme on dance / songs / musical instruments at LAMPS and district level.	10) Completion of 100 Bedded Girls Hostel at Kalimpong.	• <i>Monitoring of Granting of educational loans.</i>
9)	Commencement of RL Housing Scheme, Phase-2.		• <i>Monthly meeting of District Tribal Development Officers and Branch/Regional Managers of WBTDCCCL.</i>
10)	Commencement of Cultural Tourism Scheme Block-2.		
Note: -		1. It shall be ensured more than 5,000 tribal Beneficiaries (mostly women) will be covered under Tribal Sub Plan and Micro Credit Scheme. 2. Department will give stress in implementation of Reservation Norms and monitor Special Recruitment Drive. 3. Ashram Hostel will also be visited quarterly and the construction of new hostels will be monitored.	

Administrative Calender of Urban Development Department for the Calender Year 2016

MONTH	WORK PLAN FOR THE CALENDAR YEAR 2016
JANUARY	
	DEPARTMENT
	Video Conference with Development Authorities.
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Construction of proposed O.T. Complex at J.N.M. Hospital, Kalyani, Nadia
	Construction of proposed Mortuary Building at J.N.M. Hospital, Kalyani, Nadia
	SJDA [SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY]
	Completion of widening and strengthening of road by mastic asphalt from P.D Women's College more to Pragoti Byamager, Jalpaiguri.
	Completion of strengthening of road from Alu Chowdhuri more, connecting Burdwan Road near Jalpai more, Siliguri.
	Completion of strengthening of internal roads at Shantinagar Housing Complex, Siliguri.
	BDA [BURDWAN DEVELOPMENT AUTHORITY]
	Commencement of re-excavation and beautification of river Banka.
	Commencement of construction of Ring Road on the northern side of Burdwan Town from Talit to Gangpur.
	MKDA [MEDINIPUR KHARAGPUR DEVELOPMENT AUTHORITY]
	Completion of strengthening and repairing of bituminous road from Kuikota main road to Kansaboti canal via Golapichawk .
	Completion of bituminous road from Palbari play ground to MRCC College .
	Completion of seven rigid pavements under Kharagpur Municipality
	GBDA [GANGASAGAR BAKKHALI DEVELOPMENT AUTHORITY]
	Opening of camp office and Tourist Facilitation Centre at Bakkhali.
	TRDA [TARAPITH RAMPURHAT DEVELOPMENT AUTHORITY]
	Construction of road leading from Sanjukta Bhavan(Bijoy Bhavan) to main road.
	Construction of CC road leading from Munda Malini tala to Bairabh Sebashram.
	Construction of CC road leading from Bairabh Sebashram to Saralpur village.
	Construction of CC approach road for Dwaraka River at Munda Malini tala.
	Construction of interlocking concrete block pavement Sajal Panda shop to Taratirtha Vidya Mandir High School via Jibit Kundu pond.
	Construction of interlocking concrete block pavement from Sunil Chatterjee house to Chand Panda via Maa Tara Uddyan.
	Up-gradation of Masjid more at Fulir danga near bus stand.
	Construction of Tarapith Gate
	FSDA [FURFURA SHARIF DEVELOPMENT AUTHORITY]
	Completion of construction of road (concrete) from Chak Tajpur Madrasha towards PMGSY road (Ramchandrapur towards Sanfipur [Covered length 0.00 km to 1.20 km] G.P Seakhala)
	Completion of construction of blacktop road from Bhimpur PMGSY road to Kashipur Paka Rasta
	Completion of construction of road (concrete) from Tajpur Badamtala towards Harisabha Battala via Aunsbali bus stand Phase-I (covered length 0.00 km to 1.00 km) & Phase –II (1.00 Km to 2.00 Km) G.P.Seakhala
	KIT [KOLKATA IMPROVEMENT TRUST]
	Construction of structural strengthening and renovation of internal roads of Subhas Sarobar.

MONTH	WORK PLAN FOR THE CALENDAR YEAR 2015
FEBRUARY	
	KMDA
	Repair, rectification and upgradation work of King's building in the campus of Jnan Chandra Ghosh Polytechnic, 7, Mayur Bhanj Road, Kolkata-23.
	Surface Water supply scheme for Barrackpore & North Barrackpore Municipal areas.
	Augmentation of water supply scheme in Maheshtala Municipal area for Ward No- 6 & 7.
	Change of alignment of existing primary grid carrying treated surface water from SWTP towards Rishra Municipality.
	Construction of proposed Lecture Theatre hall at college of Medicine & JNM Hospital, Kalyani, Nadia.
	Construction of I.T.I. Building at Bauria, Block-Uluberia-II, Howrah.
	Construction of fly over at Eastern Railway main line along with approach road, Chandannagar.
	Rehabilitation of evicted hawkers by constructing 416 nos. hawkers stall at three different location on E.M Bypass.
	SJDA
	Completion of construction of bituminous road from Murikhawa Battala to Matigara Canal at Chatt Ghat under Chattat G.P. Dist. Darjeeling.
	Completion of construction of road from Sevoke Road to Nirmala Convent School, connecting road up to Eastern Bypass with cross drainage & guard wall at ward no.42 of SMC Siliguri.
	SSDA
	Completion of construction of high drain from Arati Cinema Hall to Sonali Loc Cream Factory under Sian Muluk Gram Panchayat
	MKDA
	Completion of installation of three Deep Tube well under Khargapur Municipality.
	GBDA
	Upgradation of road (black top) from Amarabati Jetty Ghat to Fishing Harbour project at Bakkhali.
	JDA
	Construction of Sulav Souchalaya at PHC.
	TRDA
	Construction of PCC drain leading from left side of V.I.P. road towards Maa Tara temple.
	Construction of PCC drain leading from left side of Chand Panda to Sunil Chatterjee to Sajal Pandit shop to Jibit Kundu.
	Construction of interlocking concrete block pavement at Maa Tara Sarani.
	Construction of interlocking concrete block pavement at Tarapith V.I.P. road.
	Upgradation and renovation of Pancha Mandir area.
MARCH	
	KMDA
	Construction of ramp in the area of KPT adjacent to Rabindra Setu.
	Construction of Kulpi ITI Phase – II (Additional Infrastructure).
	Construction of Falta ITI Phase – II (Additional Infrastructure).
	Construction of Canning ITI Phase – II (Additional Infrastructure).
	Construction of Mandir Bazar ITI Phase – II (Additional Infrastructure).
	Construction of Mograhat ITI Phase – II (Additional Infrastructure).

MONTH	WORK PLAN FOR THE CALENDAR YEAR 2015
	Construction of Govt. I.T.I. under Multi Sectoral Development Project (MSDP) at Block-Amdanga, Mouza-Nima, 24 Pgs.(N), West Bengal.
	Repairing, strengthening and new construction of roads along with pond protection work, drain and other allied works in the fringe area of Saptagram Panchayat under Mogra block in the district of Hooghly.
	Water Supply Scheme for Bhadreswar Municipality.
	Storm Water Drainage Project for Baruipur Municipality.
	NKDA
	Completion of IB Market.
	SJDA
	Completion of improvement of road by mastic asphalt wearing course with guard wall from Laxman Mallick Sarani via Mohonta Para to Dishari Club more at Jalpaiguri.
	Completion of construction of 3cell RCC box bridge & both side approach road of river Angarijhora at Fokdoibari, Siliguri.
	Completion of construction of road from BSF road to Barrage road via RajivNagar and Barrage Road to Fulbari Super Market, Jalpaiguri.
	HDA
	Installation of one high mast flood lighting at campus of Tamluk Hospital.
	GBDA
	Construction of two storied branch office building of GBDA at Bakkhali.
	JDA
	Construction of Bowbazar approach road.
	Construction of Sulav Souchalaya at link road.
	TRDA
	Construction of bituminous pavement work from S.K.Pakhuria Canal Sanko to Sanghata Bridge.
	Construction of drain at both side of Tarapith road from Dwaraka bridge to Zilla Parishad stall at Tarapith.
	Beautification of Dumka Road.
	HIT
	Construction of concrete pavement in Sarat Polly, Sankrail, Howrah .
	KIT
	Construction of fencing of water body of Mothertala Jheel and construction of covered vat.
	Renovation / upgradation of Rabindra Sarobar Stadium (Phase-I).
	SALT LAKE PROJECT
	Improvement of CE Park and its adjacent play ground, Salt Lake.
	Special repair and face lifting of Baisakhi Abason, Salt Lake.
APRIL	
	HIDCO
	Completion of construction of pedestrian underpass by special box jacking at MAR-1111 in front of gate No. 2 of Eco-Park.
	SJDA
	Completion of construction of road , drain, guard wall, cross culvert from NH-55 to R.C.C culvert near Kamaruddin Hashni house at Rajib Nagar, ward No. 46 of SMC, Siliguri.

MONTH	WORK PLAN FOR THE CALENDAR YEAR 2015
	HDA
	Installation of LED mini mast lighting at Gandhi Kutir, Bachurmari Ghat at Basanti Bazar More.
	SSDA
	Completion of installation of electrical street light at Bolpur bypass road at Bolpur, Birbhum.
	Completion of construction of boundary wall around Sati Ghat at plot no. 620(P). 539/1149 and existing cremation area in mouza- Gauespur, J.L. No. 122, P.S.- Bolpur under Sian-Muluk Gram Panchayat.
	MKDA
	Completion of sinking of 5 Deep Tube Well under Khargapur Municipality
	Completion of of 5 passenger shed in entire area of MKDA.
	GBDA
	Construction of road from Bagbazar More to Shibpur Manasa Mandir at Sagar.
	TRDA
	Improvement of road by interlocking colour bricks leading from Chand Panda house to Ajay Panda shop including Bhuban Panda house to Ramkrishna Panda house and Tara Uddyan main gate to Durga Mondir including Porimal Pramanik house to Sandhya didi house .
	Improvement of road by interlocking colour bricks in Kartick tala Prangan and Tara uddyan at Tarapith .
	Improvement of road by interlocking decorative colour bricks leading from Tarak Nath Roy house to Tin matha water tank.
	Construction of PCC road at Maa Tara Saroni due to undulation of existing road.
	HIT
	Road restoration for the improvement of sewerage system of HIT scheme-II in Dumurjala area, Howrah(ph-III)
MAY	
	NKDA
	Construction of swimming pool & executive club.
	Completion of fee parking zone near Tata Cancer Hospital.
	SJDA
	Completion of supply, installation and fitting of street lighting from Uttarkanya to Jorapani Bridge approach near Doordarshan Kendra Fulbari, Dist-Jalpaiguri.
	Completion of construction of road from Amaidighi to BSF road and connecting road near L.C.S complex at Fulbari, Dist-Jalpaiguri.
	HDA
	Construction of reservoir and pump house at Brojolah Chak.
	Development and beautification of rotary at Manjushri More.
	ADDA
	Completion of Improvement of Road from H.L.G. more to Sristinagar More at Asansol.
	Completion of street lighting arrangement from Burnpur Road to G.T.Road , West Apcar Garden, Asansol under Asansol Municipal Corporation.
	SSDA
	Completion of construction of high drain from Tourist Lodge More to Nisha Lodge under Bolpur Municipality.
	MKDA
	Completion of 2 deep tube well under Midnapur Municipality .

MONTH	WORK PLAN FOR THE CALENDAR YEAR 2015
	Completion of construction of fly ash brick masonry high drain under Midnapur Sadar Panchayet Samiti.
	Completion of installation of high mast solar light at ten places in Midnapur Municipality and Midnapur Panchayet Samiti.
	DSDA
	Commencement of beach front beautification from Blue View Ghat to Aparajita Cottage Complex at Old Digha.
	GBDA
	Upgradation of road (black top) from Amarabati Frezergunge more to Baliara Ganga Mandir at Bakkhali.
	TRDA
	Development of garden near Tarapith gate.
	SALT LAKE PROJECT
	Modification and development of Bidhannagar Mela Ground at Central Park of Salt Lake City. (E&M Works).
	Renovation & face lifting of D.C. Building, Kalyani.(E&M Works).
JUNE	
	DEPARTMENT
	Video Conference with Development Authorities.
	KMDA
	Construction of E.M Bypass connector from Padmapukur to Kamalgazi, Kolkata.
	Trans-municipal Water Supply Project for municipal towns of Titagarh and Khardah.
	Storm water drainage in South Dum Dum Municipality, Kolkata.
	Construction of sanitary land fill along with ancillary works for solid waste management project of Rajpur Sonarpur Municipality.
	Construction of proposed hostel block of interns at JNM Hospital campus, Kalyani, Nadia.
	Construction of housing project (Phase-II) at Barrackpore.
	Construction of (G+8) storied Police Barrack cum Residence at 89, Park Street, Kolkata.
	NKDA
	Completion of Sensory Park at AC Block, Action Area-IC.
	SJDA
	Completion of beautification of both side of Burdwan road near Kishore Sangha Club at Mahananda Para at Ward no.: 04 of SMC, Siliguri.
	Completion of widening and strengthening of road from Surf more upto Panda Para and Danga Para main road, Ward no:13&14 Jalpaiguri.
	HDA
	Construction of Nurses Hostel at Tamluk.
	ADDA
	Completion of repairing of blacktop road from J.L. Avenue to C.R.P F Campus, Durgapur main entrance near Amarabati within Durgapur-713214
	Completion of electrical works for kiosk at City Centre, beside water pump house of DMC, Durgapur-16.
	Completion of construction of boundary wall for ADDA Office Building, at Asansol.
	Completion of modification of office building for Consumer Affairs Department at KSTP, Asansol.
	SSDA
	Completion of construction of P.C.C. Road at Gitabitan at Shibpur Mouza, P.S.-Bolpur, Birbhum (P-I, II, III)

MONTH	WORK PLAN FOR THE CALENDAR YEAR 2015
	Completion of beautification of Bandhgorapukur at ward No. 7 under Bolpur Municipality
	MKDA
	Completion of bituminous road from Jamirara(Tentultala) to Benapur Kabarthan GP no 7.
	Completion of construction of rigid pavement under Midnapur Sadar Panchayet Samiti.
	Completion of construction of concrete drain of Kansaboti Canal (end of the work) toward Vidhyasagar University Road under Midnapur Sadar Panchayet Samiti.
	Completion of construction of fly ash brick masonry high drain under Midnapur sadar Panchayet samiti .
	DSDA
	Commencement of creation of a crematorium under DSDA at Digha.
	GBDA
	Upgradation of connecting road from PWD Road to RKM Ashram at Sagar.
	Upgradation of connecting road (Black Top) from PWD Road (RKM Ashram) to Benuban Road at Chemaguri, Sagar.
	JDA
	Construction of community hall at Jaigaon.
	SALT LAKE PROJECT
	Face lifting and up gradation of Falguni Abason, Salt Lake.
JULY	
	KMDA
	Trans-municipal water supply project for municipal towns of Madhyamgram, New Barrackpore and Barasat.
	Rejuvenation/ Development of Rabindra Sarovar project.
	Establishment of Govt. I.T.I. under Multi Sectoral Development Project (MSDP) at Block-Barasat-I, Duttapukur, Mouza-Gangapur, 24 Pgs.(N), West Bengal.
	SJDA
	Completion of beautification work in front of boundary wall of Jalpaiguri General Hospital with allied works at Jalpaiguri.
	HDA
	Construction of Muktamancha at Mahishadal.
	ADDA
	Completion of repairing of B.C.Roy bituminous road from IOCL Culvert to Dhadaka More (Chainage 850.00 mtr) at Asansol under ADDA, Asansol, Dist-Burdwan.
	MKDA
	Completion of 2 bituminous roads under Midnapur sadar Panchayet samiti .
	Completion of 2 rigid pavement under Midnapur Municipality and 1 rigid pavement under Midnapur sadar Panchayet samiti.
	GBDA
	Upgradation of rural road from Shram Abasan to sea beach at Bakkhali and upgradation of road from sea beach near 'Das Villa' to bus stand at Bakkhali.
	TRDA
	Improvement of road by interlocking bricks leading from Loha Ram Saha to Tarapith Tarathirtha Bidhya Mondir and Maa Ananda Moyee Ashram to Ashoke Asha entrance of Bamdeb Ashram and Jibit Kundu.
	Construction of pucca drain with over covering by ornamental decorative M.S. grill Leading from Debiprosad house to Prittibhaban and Jiban Panda house including Pronab Panda house via Biswanath Dutta and Mihir Panda shop to Babu Pramanik house.
	Construction of pucca drain with over covering by ornamental decorative M.S. grill leading from Palash Panda house to Bhuvan Panda house via Manju Bhaban including Ramkrishna Panda

MONTH	WORK PLAN FOR THE CALENDAR YEAR 2015
AUGUST	house via Gora Panda house and Tapas Panda house to Porimal Pramanik house via Shyamal Panda house.
	Improvement of premises of Mondumalini Tala mondir by interlocking bricks at Mondumalinitala.
	Construction of pucca drain with over covering by ornamental decorative M.S. grill leading from Bachu house to Sabji Bazar transformer.
	KMDA
	Floating market at Patuli.
	SJDA
	Completion of construction of road including both side drain from canal road of Bhalobasa more, Siliguri.
	ADDA
	Completion of diversion of Nallah within 15mGD water treatment plant at Angadpur under JnNURM.
	Completion of construction of drain at the back side of St. Xavier High School at Palashdiha, City Centre Durgapur.
	MKDA
	Commencement of 7 bituminous road under Midnapur and KGPII Panchayet Samiti .
	Completion of 7 bituminous road under Midnapur and KGPII Panchayet Samiti .
	GBDA
	Construction of black top road from fishing harbour to the guest house of Fisheries Department at Fresergunge, Bakkhali .
	TRDA
	Construction of A/C passenger shed at Tarapith- 2 .
	Construction of A/C passenger shed at Rampurhat- 4 .
	Construction of vehicle bay at Lotus press and Barshala more bus stops (4) with Sulab Souchalaya.
SEPTEMBER	
	DEPARTMENT
	Video Conference with Development Authorities.
	KMDA
	Construction of Govt. Polytechnic College along with staff quarters, boundary wall and electrical sub-station building at Boalia, Uluberia-I, Howrah.
	Construction of balance portion of mastic asphalt wearing course at different location on E.M. ByePass road.
	HIDCO
	Completion of construction of link road No.2222 MAR-SE with proposed ring road of Sector-V.
	Completion of construction of Deer Park.
	SJDA
	Completion of construction of road, drain and C.D from Tilak Sadhu more towards Jagatbandhu Ashram including connecting by lane in front of Ghogomali High School, Siliguri.
	Completion of widening and strengthening of road from Shani temple via Senpara to Teesta embankment, Jalpaiguri.
	HDA
	Beautification of riverside garden near Ganga Mandir at Uttar Narghat.
	Repairing and upgradation of road from Horekhali to Kukrahati -8KM.
	MKDA
	Completion of 3 bituminous road under Midnapur sadar Panchayet samiti .
	TRDA
	Construction of passenger shed at Cho puko and Srifala more with toilets.
	Construction of road from railway battery to N.H.-60.

MONTH	WORK PLAN FOR THE CALENDAR YEAR 2015
OCTOBER	NKDA
	Football Gallery at AD Block.
	SJDA
	Completion of construction of boulder sausages for embankment, step drain with boulder sausages & split drain pipe (hume pipe) for beautification of Rajbari Dighi (south side) at Jalpaiguri.
	HDA
	Distribution network from Brajalalchak to Hatiberia (Phase-III) dedicated for Haldia Municipal area.
	Construction of blacktop road from Narghat to Tangrakhali under Nandakumar block.
	ADDA
	Completion of construction of class room at Malandighi F.P School within Kanksa Block.
	SSDA
	Completion of First Floor of SSDA office Building at Bolpur, Birbhum.
	Completion of Second Floor of SSDA office Building at Bolpur, Birbhum.
	TRDA
	Construction of road from Atla road to Samsan ghat.
	Beautification of Panch Matah More at Rampurhat with underground parking & shopping complex and open gallery.
	Construction of road from Atla road to Samsan ghat via Majhi Para.
NOVEMBER	SALT LAKE PROJECT
	Face lifting of Sraboni Abason, at Salt Lake.
	HIDCO
	Completion of construction of State Convention Centre.
	SJDA
	Completion of construction of boulder sausages for embankment, step drain with boulder sausages & split drain pipe (Hume Pipe) for beautification of Rajbari Dighi (North Side) at Jalpaiguri.
	HDA
	Construction of road from Balaipanda to Samra Bazar under Moyna Panchayet Samity.
	Construction of concrete road from Gholpukuria Mastaram Maity Ghat to Krishnagar Dighi Parah.
	DSDA
	Completion of installation of street light through the high power LED from Alampur to Tajpur Sea beach at Tajpur.
	GBDA
	Connecting road from PWD Road Sridam More to Banbibi Mandir via Ganga Mandir at Gangasagar.
	TRDA
	Beautification of road from Munsuba More to Tarapith Tin Matha More.
	Construction of New Bus stand at Atla Road.
DECEMBER	DEPARTMENT
	Video Conference with Development Authorities.
	KMDA
	Construction of four lane flyover from Diamond Harbour Road near Kantapukur morgue (Mominpur) to Ramnagar More, Garden Reach.
	Storm water drainage project for Rishra municipality.

MONTH	WORK PLAN FOR THE CALENDAR YEAR 2015
	NKDA
	Completion of IC Park.
	Completion of BA Park at Action Area- IB.
	SJDA
	Completion of construction of boundary wall, 2m wide pathway, toilet block, coffee shop with open seating, landscape, toe wall & clearing of water hyacinth weeds at Rajbari Dighi(south side i.e. right) at Jalpaiguri.
	HDA
	Development work for truck terminal at City Center (phase-II).
	SSDA
	Completion of construction of G+3 Community Hall at Gitabitan Site at Plot No. 462, Mouza-Shibpur, J.L.No. 102, P.S.-Bolpur under Rajpur-Supur gram panchayat.
	MKDA
	Completion of 3 bituminous roads under Midnapur municipality.
	DSDA
	Completion of replacement of concrete pole by G.R.P pole with high power LED from Old Digha to New Digha.
	GBDA
	Construction of road from Chemaguri to Gangasagar via Laxmi Bazar at Sagar.
	Construction of three storied Administrative Building of GBDA at Gangasagar.
	JDA
	Development of Eco-Tourism Project at Gauri hill.
	Construction of approach road with integrated drainage system with parking for Eco-Tourism Project at Gauri hill.
	Construction of working men's hostel.
	Commencement of Indo-Bhutan 2nd gate.
	Construction of Welcome gate at Dalsingpara.
	Modernization of JDA bus stand and construction of passenger shed.
	Construction of integrated administrative building.
	Preparation of integrated development plan in collaboration with HUDCO.
	Construction of mastic & black top roads.
	TRDA
	Beautification of road from Srifala more to Rampurhat-I Block office.
	Commissioning of tyre mounted toy train at Tarapith .
	FSDA
	Completion of implementation of water supply at Holy Mazar at Furfura Sharif under PHE Department, Hooghly Division.
	HIT
	Construction of rehabilitation building of shops (G+4) and its allied works at 117,G.T Road, Sitanath Bose Lane, Salkia, Howrah.
	KIT
	Renovation / upgradation of Rabindra Sarobar Stadium (Phase-II).
	SALT LAKE PROJECT
	Improvement of Karunamoyee bus terminus, Phase-II at Salt Lake.
	Face lifting and up gradation of Banasree Abason, Salt Lake.

Department of Water Resources Investigation & Development

Programme/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Statutory Functions and Routine Activities	Implementation of 'West Bengal Ground Water Resources (Management, Control and Regulation) Act, 2005' and Issuance of Permit/Registration for extraction of Ground Water											
	Monitoring of Ground Water levels by 2000 permanent hydrograph stations in 341 blocks			Monitoring of Ground Water levels by 2000 permanent hydrograph stations in 341 blocks				Monitoring of Ground Water levels by 2000 permanent hydrograph stations in 341 blocks			Monitoring of Ground Water levels by 2000 permanent hydrograph stations in 341 blocks	
Review meetings	Collection of Hydro-meteorological data by rain gauges situated in different districts throughout the year											
	Periodic maintenance of 7430 nos. Departmentally operated Minor Irrigation Installations to provide irrigation water to the Agricultural field on demand of farmers covering about 5.96 Lakh Hectare											
	State level review meeting by Hon'ble Minister - in-Charge/Principal Secretary/Engineer-in-Chief & Ex-Officio Secretary	District level review meeting for 2/3 districts by each Chief Engineer/Engineer-in-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level review meeting for 2/3 districts by each Chief Engineer/Engineer-in-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level review meeting for 2/3 districts by each Chief Engineer/Engineer-in-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	State level review meeting by Hon'ble Minister - in-Charge/Principal Secretary/Engineer-in-Chief & Ex-Officio Secretary	District level review meeting for 2/3 districts by each Chief Engineer/Engineer-in-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level review meeting for 2/3 districts by each Chief Engineer/Engineer-in-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level review meeting for 2/3 districts by each Chief Engineer/Engineer-in-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	State level review meeting by Hon'ble Minister-in-Charge/Principal Secretary/Engineer-in-Chief & Ex-Officio Secretary	District level review meeting for 2/3 districts by each Chief Engineer/Engineer-in-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level review meeting for 2/3 districts by each Chief Engineer/Engineer-in-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	State level review meeting by Hon'ble Minister-in-Charge/Principal Secretary/Engineer-in-Chief & Ex-Officio Secretary

Programme/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Review of implementation of self-declaration in lieu of Affidavit and self-attestation in lieu of Attestation by Gazetted Officers and others; and Review of implementation of West Bengal Right to Public Services Act, 2013.												
Creation of irrigation facilities under different programmes (viz JALATIRTHA, WBADMIP, RIDF, CORE SECTOR, RKVY etc.) for Arid region (Birbhum, Bankura, Purulia & Paschim Medinipur District)	Construction/ Revival of Minor Irrigation(MI) Installation: 11 nos. including 7 Water Detention Structures; Creation of MI Potential: 682 Hectare	Construction/ Revival of MI Installation: 21 nos. including 13 Check Dam / Water Detention Structures; Creation of MI Potential: 517 Hectare	Construction/ Revival of MI Installation: 444 nos. including 180 Check Dam/ Water Detention Structures; Creation of MI Potential: 13412 Hectare and Improve-ment of Field Channels: 18 Km; Culturable Command Area (C.C.A): 1200 Hectare	Construction/ Revival of MI Installation: 32 nos. including 27 Check Dam/Water Detention Structures; Creation of MI Potential: 883 Hectare	Construction/ Revival of MI Installation: 20 nos. including 8 Water Detention Structures; Creation of MI Potential: 800 Hectare	Construction/ Revival of MI Installation: 21 nos. including 9 Check Dam/ Water Detention Structures; Creation of MI Potential: 549 Hectare	Construction/ Revival of MI Installation: 20 nos.; Creation of MI Potential: 240 Hectare	Construction/ Revival of MI Installation: 34 nos.; Creation of MI Potential: 688 Hectare	Construction/ Revival of MI Installation: 51 nos.; Creation of MI Potential: 892 Hectare	Construction/ Revival of MI Installation: 48 nos.; Creation of MI Potential: 1080 Hectare	Construction/ Revival of MI Installation: 135 nos. including 133 Check Dam/Water Detention Structures; Creation of MI Potential: 5621 Hectare	Construction/ Revival of MI Installation: 227 nos. including 103 Check Dam/ Water Detention Structures; Creation of MI Potential: 8531 Hectare

Programe/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Creation of irrigation facilities under different programmes (viz JALATRITHA, WBADMIP, RIDF, CORE SECTOR, RKVY etc.) for districts other than Arid region	Construction/Revival of MI Installation: 278 nos. Creation of MI Potential: 4872 Hectare	Construction/Revival of MI Installation: 243 nos. including 1 Water Detention Structure; Creation of MI Potential: 4349 Hectare	Construction/Revival of MI Installation: 376 nos. including 6 Water Detention Structures; Creation of MI Potential: 10305 Hectare	Construction/Revival of MI Installation: 108 nos. ; Creation of MI Potential: 2244 Hectare	Construction/Revival of MI Installation: 73 nos. including 15 Water Detention Structures; Creation of MI Potential: 1723 Hectare	Construction/Revival of MI Installation: 62 nos. Creation of MI Potential: 1552 Hectare	Construction/Revival of MI Installation: 104 nos.; Creation of MI Potential: 1732 Hectare	Construction/Revival of MI Installation: 70 nos.; Creation of MI Potential: 1148 Hectare	Construction/Revival of MI Installation: 19 nos.; Creation of MI Potential: 228 Hectare	Construction/Revival of MI Installation: 24 nos.; Creation of MI Potential: 1440 Hectare	Construction/Revival of MI Installation: 41 nos. Creation of MI Potential: 2233 Hectare	Construction/Revival of MI Installation: 170 nos. including 1 Water Detention Structures; Creation of MI Potential: 4995 Hectare
	Formation of Water Users' Association : 26 nos. covering 1820 beneficiary families	Formation of Water Users' Association : 34 nos. covering 2380 beneficiary families	Formation of Water Users' Association : 48 nos. covering 3360 beneficiary families	Formation of Water Users' Association : 20 nos. covering 1400 beneficiary families	Formation of Water Users' Association : 20 nos. covering 1400 beneficiary families	Formation of Water Users' Association : 10 nos. covering 700 beneficiary families	Formation of Water Users' Association : 5 nos. covering 350 beneficiary families	Formation of Water Users' Association : 5 nos. covering 350 beneficiary families	Formation of Water Users' Association : 5 nos. covering 350 beneficiary families	Formation of Water Users' Association : 10 nos. covering 700 beneficiary families	Formation of Water Users' Association : 13 nos. covering 910 beneficiary families	Formation of Water Users' Association : 15 nos. covering 1050 beneficiary families
Water Users' Association, Demonstrations and Training programmes under WBADMIP & CAD&WM	Demonstrations (Agri/Horti/Fishery): 70 nos. covering 140 beneficiary families	Demonstrations (Agri/Horti/Fishery): 10 nos. covering 100 beneficiary families	Demonstrations (Agri/Horti/Fishery): 60 nos. covering 160 beneficiary families	Demonstrations (Agri/Horti/Fishery): 170 nos. covering 340 beneficiary families	Demonstrations (Agri/Horti/Fishery): 10 nos. covering 100 beneficiary families	Demonstrations (Agri/Horti/Fishery): 365 nos. covering 1050 beneficiary families	Demonstrations (Agri/Horti/Fishery): 685 nos. covering 1850 beneficiary families	Demonstrations (Agri/Horti/Fishery): 50 nos. covering 500 beneficiary families	Demonstrations (Agri/Horti/Fishery): 60 nos. covering 600 beneficiary families	Demonstrations (Agri/Horti/Fishery): 50 nos. covering 500 beneficiary families	Demonstrations (Agri/Horti/Fishery): 430 nos. covering 860 beneficiary families	Demonstrations (Agri/Horti/Fishery): 615 nos. covering 1270 beneficiary families

Programme/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Water Users' Association, Demonstrations and Training programmes under WBADMIP & CAD&WM	Training Programmes of Farmers : 19 nos. covering 630 trainees	Training Programmes of Farmers : 3 nos. covering 150 trainees	Training Programmes of Farmers : 5 nos. Covering 150 trainees	Training Programmes of Farmers : 6 nos. covering 180 trainees		Training Programmes of Farmers : 12 nos. Covering 360 trainees	Training Programmes of Farmers : 24 nos. covering 720 trainees	Training Programmes of Farmers : 10 nos. covering 300 trainees	Training Programmes of Farmers : 5 nos. covering 150 trainees	Training Programmes of Farmers : 20 nos. covering 600 trainees	Training Programmes of Farmers : 14 nos. covering 500 trainees	Training Programmes of Farmers : 28 nos. covering 920 trainees
	Excavation/ Re- excavation/ Creation of Water bodies under different programmes: 20 nos (Tank equivalent)	Excavation/ Re- excavation/ Creation of Water bodies under different programmes: 46 nos (Tank equivalent)	Excavation/ Re- excavation/ Creation of Water bodies under different programmes: 111 nos (Tank equivalent)	Excavation/ Re- excavation/ Creation of Water bodies under different programmes: 105 nos (Tank equivalent)	Excavation/ Re- excavation/ Creation of Water bodies under different programmes: 105 nos (Tank equivalent)	Excavation/ Re- excavation/ Creation of Water bodies under different programmes: 213 nos (Tank equivalent)	Excavation/ Re- excavation/ Creation of Water bodies under different programmes: 3 nos (Tank equivalent)			Excavation/ Re- excavation/ Creation of Water bodies under different programmes :229 nos (Tank equivalent)	Excavation/ Re- excavation/ Creation of Water bodies under different programmes :372 nos (Tank equivalent)	Excavation/ Re- excavation/ Creation of Water bodies under different programmes :1176 nos (Tank equivalent)
Activities under 'Jal Dharo Jal Bharo'	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 3 nos	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 2 nos. & Percolation Tank - 1 no	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 5 nos. & Percolation Tank-2 nos	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 2 nos	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 2 nos	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 2 nos. & Percolation Tank - 2 no	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 3 nos	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 2 nos	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 2 nos. & Percolation Tank - 1 no	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 3 nos. & Percolation Tank - 1 nos	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 2 nos	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting - 4 nos. & Percolation Tank - 1 no

Program/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Activities under 'Jal Dhar Jal Bhare'	Mass awareness campaign on water conservation: 4 nos.	Mass awareness campaign on water conservation: 5 nos.	Mass awareness campaign on water conservation: 7 nos.	Mass awareness campaign on water conservation: 2 nos.	Mass awareness campaign on water conservation: 2 nos.	Mass awareness campaign on water conservation: 2 nos.	Mass awareness campaign on water conservation: 5 nos.	Mass awareness campaign on water conservation: 6 nos.	Mass awareness campaign on water conservation: 7 nos.	Mass awareness campaign on water conservation: 5 nos.	Mass awareness campaign on water conservation: 7 nos.	Mass awareness campaign on water conservation: 8 nos.
Development of CCA under CAD&WM Programme	Construction of Field Channels: 20 Km; Development of Command Area (C.C.A.):346 Hectare	Construction of Field Channels: 27 Km; Development of C.C.A:545 Hectare	Construction of Field Channels: 53 Km; Development of C.C.A:1143 Hectare	Construction of Field Channels: 27 Km; Development of C.C.A: 445 Hectare	Construction of Field Channels: 13 Km; Development of C.C.A:252 Hectare	Construction of Field Channels: 13 Km; Development of C.C.A:252 Hectare	Construction of Field Channels: 9 Km; Development of C.C.A:160 Hectare				Construction of Field Channels: 15 Km; Development of C.C.A:252 Hectare	Construction of Field Channels: 33 Km; Development of C.C.A:605 Hectare
Periodic maintenance of 572 nos. Departmentally operated Minor Irrigation Installations to provide irrigation water to the Agricultural field on demand of farmers covering about 0.43 Lakh Hectare												
Activities of West Bengal State Minor Irrigation Corporation Ltd.	Revival of MI Installation: 1 nos.; Creation of MI Potential: 60 Hectare	Revival of MI Installation:1 nos.; Creation of MI Potential: 60 Hectare	Revival of MI Installation:2 nos.; Creation of MI Potential: 120 Hectare	Revival of MI Installation:2 nos.; Creation of MI Potential: 120 Hectare	Revival of MI Installation:1 nos.; Creation of MI Potential: 60 Hectare							Construction/Revival of MI Installation:7 nos.; Creation of MI Potential: 420 Hectare
Agro Industries Corporation Ltd.	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 9.75 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 9.75 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 6.00 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 6.00 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 5.49 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 5.49 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 5.49 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 5.49 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 5.49 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 5.49 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 5.49 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pumps, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 5.49 Crore

Construction of 311 nos. Check Dam by other Departments under "JALATIRTHA" Programme: Public Works Department in Birbhum & Purulia District(Target-93 nos.), Panchayat & Rural Development Department in Bankura District(Target-13 nos.), Irrigation & Waterways Department in Purulia & Bankura District(Target-96 nos.), Department of Panchayats in Purulia & Paschim Medinipur District(Target-64 nos.) and Forest Department in the forest area of the said districts(Target-45 nos in Bankura & Purulia District)

Department of Youth Affairs

Month	Activities
January	1. Organizing Vivek Chetana Utsab at Block/Municipality, District level
	2. Organizing Student Youth Festival at State level
	3. Organizing Subhash Utsab at Block/Municipality, District level
	4. Contractual appointment of Data Entry Operator, IT Coordinator and Training Coordinator for WBSME
	5. Release of schematic fund for Mini Indoor Games Complex / Multigym
	6. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	7. Review Meeting of departmental activities by Secretary, Youth Services
	8. Meeting of Nodal Officers, WBSME
	9. Meeting / VC with DMs & DYOs in connection with Implementation of Departmental programme
	10. Graduation of Staffs & Officers
	11. Promotion of Staffs & Officers
February	1. Inauguration of newly renovated Kanchanjangha Youth Hostel
	2. Inauguration of newly renovated Dabgram / Malda Youth Hostel
	3. Start of work for setting up of Youth Hostel at Moore Avenue, Kolkata
	4. Administrative sanction for Setting up of separate office for WBSME
	5. Schematic work of construction of Mini Indoor Games Complex / Multigym
	6. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	7. Review Meeting of departmental activities by Secretary, Youth Services
	8. Meeting of Nodal Officers, WBSME
	9. Inviting applications for Coaching scheme
March	1. Inauguration of new Youth Hostel at Jaychandi, Annex Building of Digha, Lalbagh
	2. Schematic work of construction of Mini Indoor Games Complex / Multigym
	3. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	4. Review Meeting of departmental activities by Secretary, Youth Services
	5. Meeting of Nodal Officers, WBSME
April	1. Mountaineering and Adventure programme
	2. Coastal Trekking programme
	3. Schematic work of construction of Mini Indoor Games Complex / Multigym
	4. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	5. Review Meeting of departmental activities by Secretary, Youth Services
	6. Meeting of Nodal Officers, WBSME
May	1. Schematic work of construction of Mini Indoor Games Complex / Multigym
	2. Invitation of application for Vocational Training
	3. Start of work for Setting up of new Youth Hostel at Gazoldoba
	4. Inauguration of Multi Facility Centre at Malda
	5. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	6. Review Meeting of departmental activities by Secretary, Youth Services
	7. Meeting of Executive Committee, WBSME
June	1. Schematic work of construction of Mini Indoor Games Complex / Multigym
	2. Felicitation of successful mountaineers
	3. Review Meeting of departmental activities by Hon'ble MIC, Youth Services

Month	Activities
	4. Review Meeting of departmental activities by Secretary, Youth Services
	5. Meeting of Nodal Officers, WBSME
July	1. Schematic work of construction of Mini Indoor Games Complex / Multigym
	2. Radhanath Shikdar, Tenzing Norgay & Chhanda Gayen Bravery Award giving Ceremony
	3. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	4. Review Meeting of departmental activities by Secretary, Youth Services
	5. Meeting of Nodal Officers, WBSME
	6. Gradation of Staffs & Officers
	7. Promotion of Staffs & Officers
August	1. Schematic work of construction of Mini Indoor Games Complex / Multigym
	2. Celebration of Rakshabandhan Utsab at Block & State level
	3. Organizing Science Fair at District level
	4. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	5. Review Meeting of departmental activities by Secretary, Youth Services
	6. Meeting of Nodal Officers, WBSME
September	1. Schematic work of construction of Mini Indoor Games Complex / Multigym
	2. Completion of 1 st phase of construction of new Youth Hostel at Bishnupur, Durgapur & Ayodhya Hills
	3. West Bengal State Student Youth Science Fair
	4. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	5. Review Meeting of departmental activities by Secretary, Youth Services
	6. Meeting of Nodal Officers, WBSME
October	1. Schematic work of construction of Mini Indoor Games Complex / Multigym
	2. Completion of 1 st phase of construction of new Youth Hostel at Nabadwip
	3. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	4. Review Meeting of departmental activities by Secretary, Youth Services
	5. Meeting of Nodal Officers, WBSME
November	1. Completion of 1 st phase of construction of new Youth Hostel at Mayapur
	2. Schematic work of construction of Mini Indoor Games Complex / Multigym
	3. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	4. Review Meeting of departmental activities by Secretary, Youth Services
	5. Meeting of Nodal Officers, WBSME
December	1. Organizing Block & District level Student Youth Festival
	2. Distribution of Club Grants
	3. Schematic work of construction of Mini Indoor Games Complex / Multigym
	4. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	5. Review Meeting of departmental activities by Secretary, Youth Services
	6. Meeting of Nodal Officers, WBSME

- * HMI Meeting is held twice a year.
- * Meeting of Project Implementation Cell of Mountaineering Foundation is held thrice a year as per requirement.
- * Organizing State level Mountaineering Competition.
- * Establishment work of Department, Directorate & Regional Offices.
- * Every three month State Executive Committee meeting of WBSME at Nobanno.