



सत्यमेव जयते

GOVERNMENT OF WEST BENGAL

**ADMINISTRATIVE
CALENDAR**

2017



ममता बानाज्जी
ममता बैनर्जी
ممتا بنر جي
Mamata Banerjee



मुख्यमन्त्री, पश्चिम बंगाल
मुख्यमंत्री, पश्चिम बंगाल
وزیر اعلیٰ مغربی بنگال
CHIEF MINISTER, WEST BENGAL

11th January, 2017

PREFACE

I am glad that the 4th edition of the Annual Administrative Calendar for the year 2017 is being published.

The Administrative Calendar has been an excellent tool for monitoring implementation of projects vis-a vis set targets set by Departments. It has helped in enhancing inter-departmental co-ordination and sorting out issues quickly so that projects do not face cost and time overruns.

An online Administrative Calendar Compliance Reporting System has also been launched, which ensures online monitoring of the activities as highlighted by the Department in the Calendar.

This is indeed an excellent effort to ensure timely rendering of public services in an effective and transparent manner.

I extend my heartiest greetings and best wishes to all concerned.


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A Brief Report on the Major achievements of the Government during 2016

On the occasion of publication of the 4th issue of the Administrative Calendar we must highlight the achievements of the Government during the calendar year 2017. During the last 3 years the State has experienced the utilities of the Administrative Calendar as a measuring tool to achieve the targets fixed by the Departments. The progress is now being monitored through a comprehensive web based reporting portal – ‘Administrative Calendar Compliance Reporting System’.

An update on the achievements of various Departments during 2016 is given below:

- Intensive development programmes and initiatives of the Government made a positive impact and thus Jangal Mahal and Hill areas of Darjeeling continued to be peaceful.
- Law and order was peaceful during the year without any major breach of peace.
- The Government introduced foreign training for the WBCS (Exe) Officers of the state in association with O P Jindal Global University, Sonipat. Two batches of officers, 20 in each batch, have already availed this training programme of two weeks – one week at O P Jindal Global University for the domestic leg and another week at L Q University of Public Policy at Singapore and Oxford University, UK.
- Administrative Training Institute, Kolkata has been awarded ‘Centre of Excellence’ by the Department of Personnel and Training under the Ministry of Personnel, Public Grievances and Pensions in 2016. ATI, Kolkata has thus adjudicated recipient of this award for two consecutive years.
- All the WBCS (Exe) probationers, undergoing training at ATI have received Laptops from the institute.
- West Bengal Group ‘D’ Recruitment Board is now all set to start the process of recruitment of 6000 Group ‘D’ employees in 2017.
- West Bengal reported highest expenditure of Rs.6369.50 Crore in implementation of MGNREGA in the country in 2016, generated 2755.81 lakh person-days in MGNREGA, second highest in the country, next to Tamil Nadu only.
- On 2nd February 2016, on NREG Day, West Bengal was awarded as the best performing state in the country in terms of convergence in Mahatma Gandhi NREGA
- In the district category, North 24 Parganas district won the Government of India award for overall performance in MGNREGA
- In 2016 calendar year, as high as 19.58 lakh Individual Household Toilets have been constructed. After Nadia, three more districts, namely Hooghly, North 24 Parganas and Purba Medinipur became Open Defecation Free districts in 2016.
- In 2016-17, till November, the State could complete 946 kilometers of rural roads under PMGSY, while another 3244.94 kilometers of road length is under construction. In 2015-16, the State could lay 2416.65 Kilometers of rural roads involving 507 schemes and Rs.1259.82 Crore.
- KMDA implemented Solid Waste Management Project involving 6 Municipalities of Hooghly district received Climate Leadership Group awarded C-40 City Award in Mexico on 1st December, 2016 for best innovative project on solid waste management.
- The State has started online sanction of industrial building plan throughout the State in 2016.
- The Bengal Global Business Summit was held on 08-09 January, 2016 underlying the theme of “Come to Bengal, Ride the Growth”. Business from across India and 26 Countries participated in the Summit. A total of Rs. 2,50,253.74 Cr. of business announcements, business document exchanges, expressions of interest and investment proposals were received.
- A Jute Park was developed by West Bengal Industrial Infrastructure Development Corporation on 33 acres of land at Chakchaka in the district of Coochbehar with an investment of approx. Rs. 7.0 Cr.
- JSW Cement Ltd. is all set to set up a Cement Grinding Plant at Salboni on an area of about 130 acres with

a projected investment of Rs.500 Cr. approximately. This project is expected to generate a direct employment of 100 with indirect employment opportunity for 1000 heads.

- Withdrawal of all kinds of user charges for all sorts of investigations, medicines and beds from all Government facilities will provide relief to the poor people coming for treatment in Govt. Hospitals.
- In Govt. Hospitals 61 Sick New Born Care units are functional at present with 1990 functional beds. 6 more SNCUs are to be made functional within 2016-17.
- 42 Critical Care Units and 30 High Dependency Units are being set up in Government Hospitals out of which 37 CCU and 20 HDU are already functional at present to provide services to the deserving patients. These facilities have reduced dependence on the hospitals in Kolkata.
- 33 Dialysis Units, 12 CT Scan, 4 MRI and 36 Digital X Ray Units have been made functional in Govt. Hospitals in PPP Mode as Fair Price Diagnostic Centres to cater the needs of the patients at a much lower cost than the market rates.
- Under RSBY a record 62,90,446 active card holders have already availed facilities up to 19.12.2016 and total claim during 2016-17 has reached a record of 196,49,16,338/- out of which more than Rs. 56 Crore has been claimed by the Government Hospitals.
- Swastha Sathi – a new Group Health Insurance Scheme has been announced during the year to cover basic health coverage for the secondary and tertiary hospitals up to Rs. 1.5 Lakh per annum per family and up to Rs. 5.00 lakh for certain critical diseases like Cancer etc. Finance Department has approved Rs.1363.72 Crore for the current F.Y. More than 45 Lakh families with population of more than 2.5 Crore belonging to SHG members, ICDS Workers, ASHA Workers, Civic Volunteers, Civil Defence Volunteers, certain contractual workers etc. will be benefited from this scheme.
- The State is committed to provide affordable housing to the people belonging to EWS free of cost. Up to 20.11.16 fund has been allotted for construction of 64,184 dwelling houses.
- State initiative for construction of Pather Sathi in each 50 KMs on National Highways has been a success and 69 of such Pather Sathi are already complete in all respects.
- In Swami Vivekananda Swanirbhar Karmasansthan Prakalpa (SVSKP) 16,928 cases were sanctioned so far and subsidy amounting to Rs.122.26 Crore has already been released.
- 14 Karmatirtha i.e Training-cum-Marketing Complexes are already complete and for another 16, construction has started.
- Out of 68348 Mouza maps / sheets digitisation of Cadastral Maps has been completed for 64,375 maps / sheets and made available to the citizens.
- More than 12000 MSME Units have been set up employing 1,02,000 persons in the first three quarters of 2016-17.
- 45 Nos. of PWSS have so far been commissioned during the year for an estimated cost of Rs.558.22 Crore. These schemes will cater drinking water needs of nearly 1 lakh people.
- 1166 sourceless schools /AWW Centres have been provided with drinking water facilities during the year.
- Two new Development Authorities namely – Bakreswar Development Authority and Patharchapuri Development Authority have been set up during the year.

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 2017	Monitoring Meeting by the Department	Meeting with the District and Directorate officers to review implementation of the plan budget & RKVY		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Faal Amar Chatal, Processing devices under NFSM/ BGREI	Accomplishment of 60 % of the Total target for 2016-17		
	Post Harvest Schemes and Trainings	Accomplishment of 60 % of the Total target for 2016-17		
	Participation in Block Level Krishi Malas	Participation		
	Cold Storage Disinfection Programme	60 % accomplishment		
	Monitoring of Markets, data collection and Record	Daily		
	SUFAL BANGLA Project	Opening of 2 New Stalls		
	Procurement of Paddy	4000 MT.		
	Training at NSTIAM on Market-led production & value addition (90 days) for 2016-17	80 numbers of participants from Young Member of Farm families in 6 batches (continuing from previous month)		
	Training at NSTIAM on Post-Harvest Management (14 days) for 2016-17	conduction of the training 30 number of participants from FPO/FPC/SHGs in 2 batches		
	Training at NSTIAM; Basic Computer training	30 number of Departmental officials in 2 batches		
Training at NSTIAM; Tally Software Training	15 number of Departmental officials in 1 batch			
February 2017	Monitoring Meeting by the Department	Meeting with the RMC secretaries and WBSAMB officers to review the implementation of various development works under State Budget, RKVY, RIDF etc.		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Faal Amar Chatal, Processing devices under NFSM/ BGREI	Accomplishment of 80 % of the Total target for 2016-17		
	Post Harvest Schemes and Trainings	Accomplishment of 80 % of the total target for 2016-17		
	Mati Mela (Tentative)	Participation		
	Cold Storage Disinfection Programme	Accomplishment of Balance 40 %		

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
February 2017	Monitoring of Markets, data collection and Record	Daily		
	SUFAL BANGLA Project	Opening of 2 New Stalls		
	Procurement of Paddy	4000 MT.		
	Construction of Krishak Bazar	Completion of the following construction works:- 1) Alipurduar-II 2) P.M. Yard of erstwhile Champadanga RMC 3) P.M. Yard of erstwhile Pandua RMC 4) Chandrakona-I (Khirpai)		
	Training at NSTIAM; Basic Computer training	30 number of Departmental officials in 2 batches		
March 2017	Monitoring Meeting by the Department	Meeting with the District and Directorate officers to review implementation of the plan budget & RKVY		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Faal Amar Chatal, Processing devices under NFSM/BGREI	Accomplishment of 100 % of the total target for 2017-17 (Subject to approval of Finance Department)		
	Post Harvest Schemes and Trainings	Accomplishment of 100 % of the total target for 2017-17 (Subject to approval of Finance Department)		
	On line Registration of Cold Storage Space Hirers	Completion and Evaluation of Achievement		
	Cold Storage Disinfection Loading	At least 80 % accomplishment		
	Cold Storage License Renewal	78		
	Monitoring of Markets, data collection and Record	Daily		
	SUFAL BANGLA Project	Opening of 2 New Stalls		
	Procurement of Paddy	4000 MT.		
	Construction of Krishak Bazar	1) Completion of construction of Bagnan and Kharikhamathani Krishak Bazar		
Workshop with the Trained members of Young Members of Farm Family groups and FPO/FPC/SHGs at NSTIAM	2 number workshop with selected 60 trainees			

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
March 2017	Training at NSTIAM on Market-led production & value addition (90 days) for 2016-17	Completion of the Training on Market led extension being continued from at January 2017		
	Monitoring Meeting by the Department	Meeting with the RMC secretaries and WBSAMB officers to review the implementation of various development works under State Budget, RKVY and RIDF		
April 2017	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Faal Amar Chatal, Processing devices under NFSM/BGREI	Evaluation of execution, Submission of UC for the previous year, Preparation and submission of schemes for 2017-18		
	Post Harvest Schemes and Trainings	Evaluation of execution, Submission of UC for the previous year, Preparation of schemes and submission for current financial year i.e. 2017-18		
	Estimation of stock of potato in cold storages	Accomplishment		
	Monitoring of Markets, data collection and Record	Daily		
	SUFAL BANGLA Project	Opening of 2 new stalls		
	Procurement of Paddy	4000 MT.		
	Construction of Krishak Bazar	Completion of :- 1) P.M. Yard of erstwhile Kalna RMC 2) Polba 3) P.M Yard of erstwhile Sheoraphuli RMC 4) P.M. Yard of erstwhile Samsi RMC 5) P.M. Yard of erstwhile Ghatal RMC		
	Development works	Completion of Construction of PM Yard of Jangirpur Sub-Division at Omarpur More		
	Training at NSTIAM on Market-led production & value addition (90 days) for 2017-18	Selection of Blocks for trainees Selection of Training Provider		

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
May 2017	Monitoring Meeting by the Department	Meeting with the District and Directorate officers to review implementation of the plan budget & RKVY		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Faal Amar Chatal, Processing devices under NFSM/BGREI	Receiving of Applications, Scrutinising and Selection of beneficiaries for current financial year i.e.2017-18		
	Post Harvest Schemes and Trainings	Receiving of Applications, Scrutinising and Selection of beneficiaries for current financial year i.e.2017-18		
	Monitoring of Markets, data collection and Record	Daily		
	SUFAL BANGLA Project	Opening of 2 new Stalls		
	Procurement of Paddy	3000 MT.		
	Construction of Krishak Bazar	Completion of 1) Onda 2) P.M. Yard of erstwhile Katwa RMC and Binpur-I		
	Construction of prefabricated Godown	Completion of Construction of Salboni Feed Plant, Salboni, Paschim Medinipur		
	Training at NSTIAM on Market-led production & value addition (90 days) for 2017-18 (1 st Phase)	Selection of Trainees Pre-training interactions with trainees at block		
Training of NSTIAM on post-harvest management (for 14 days)	Selection of Blocks for trainees Selection of Block-Coordinating officers			
June 2017	Monitoring Meeting by the Department	Meeting with the RMC secretaries and WBSAMB officers to review the implementation of various development works under State Budget, RKVY and RIDF		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Faal Amar Chatal, Processing devices under NFSM/BGREI	Commencement of Execution for current financial year i.e.2017-18		
	Post Harvest Schemes and Trainings	Commencement of Execution for current financial year i.e.2017-18		
	Cold Storage License Renewal	97		
	Monitoring of Markets, data collection and Record	Daily		

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
June 2017	SUFAL BANGLA Project	Opening of 2 new Stalls		
	Procurement of Paddy	3000 MT.		
	Training of NSTIAM on post-harvest management (for 14 days)	Selection of Trainees		
July 2017	Monitoring Meeting by the Department	Meeting with the District and Directorate officers to review implementation of the plan budget & RKVY		
	Release from State Core Plan	33% of the budget provision (Subject to approval of Finance Department)		
	Monitoring of Markets, data collection and Record	Daily		
	SUFAL BANGLA Project	Opening of 2 new Stalls		
	Procurement of Paddy	3000 MT.		
	Construction of Krishak Bazar	1) Shyampur-II 2) P.M. Yard of erstwhile Tamluk RMC		
	Training at NSTIAM on Market-led production & value addition (90 days) for 2017-18 (1 st Phase)	Commencement of the Training for 80 numbers of participants from Young Member of Farm families in 6 batches in 2017-18		
	Training of NSTIAM on post-harvest management (for 14 days) in 2017-18	Conduction of 1 st Training of 30 numbers of participants from selected FPO/FIGs in 2 batches in 2017-18		
August 2017	Monitoring Meeting by the Department	Meeting with the RMC secretaries and WBSAMB officers to review the implementation of various development works under State Budget, RKVY and RIDF		
	Monitoring of Markets, data collection and Record	Daily		
	SUFAL BANGLA Project	Opening of 2 new Stalls		
	Procurement of Paddy	3000 MT.		
	Construction of Krishak Bazar	Gosaba		
	Training at NSTIAM on Post Harvest Management. (for 14 days) in 2017-18	Conduction of 2 nd Training of 30 numbers of participants from selected FPO/FIGs in 2 batches in 2017-18		

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
September 2017	Monitoring Meeting by the Department	Meeting with the District and Directorate officers to review implementation of the plan budget & RKVY		
	Cold Storage License Renewal	77		
	Monitoring of Markets, data collection and Record	Daily		
	SUFAL BANGLA Project	Opening of new Stalls		
	Procurement of Paddy	2000 MT.		
	Training at NSTIAM on Market-led production & value addition (90 days) for 2017-18 (2 nd Phase)	Selection of Blocks for trainees Selection of Trainees		
October 2017	Monitoring Meeting by the Department	Meeting with the RMC secretaries and WBSAMB officers to review the implementation of various development works under State Budget, RKVY and RIDF		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Faal Amar Chatal, Processing devices under NFSM/BGREI	50% accomplishment for the targets for 2017-18		
	Post Harvest Schemes and Trainings	50% accomplishment for the targets for 2017-18		
	Monitoring of Markets, data collection and Record	Daily		
	SUFAL BANGLA Project	Opening of 2 New Stalls		
	Implementation of RKVY Scheme by PBAMCL	Monitoring meeting with officials of BCKV on RKVY Scheme.		
	Construction of Agricultural Market along with Water Supply arrangement with Pump	First Floor of existing Vegetable Market in Dhatrigram Hat, Kalna-I Panchayat Samity		
	Training at NSTIAM on Market-led production & value addition (90 days) for 2017-18 (2 nd Phase)	Pre-training interactions with trainees at block		
November 2017	Monitoring Meeting by the Department	Meeting with the District and Directorate officers to review implementation of the plan budget & RKVY		
	Monitoring of Markets, data collection and Record	Daily		
	SUFAL BANGLA Project	Opening of 2 new Stalls		
	1) Research and extension of Aromatic Rice Project jointly with BCKV. 2) Participation in IITF at Pragati Maidan, New Delhi for promotion and sale of aromatic rice along with processed food products of Directorate of Agricultural Marketing.	1) Meeting with FPOs and concerned officials of BCKV. 2) Participation in IITF will be accomplished subject to approval of the State Govt.		

Month	Activities	Target(s) for the Month	Status / Achievement	Remarks
November 2017	Completion of 6 nos. of Development works	Dava-I Sub Market Yard under Purulia Zilla RMC		
	Training at NSTIAM on Market-led production & value addition (90 days) for 2017-18 (2 nd Phase)	Commencement of the Training for 80 numbers of participants from Young Member of Farm families in 6 batches		
	NSTIAM Training on Post Harvest Management (for 14 days) in 2017-18	Conduction of 3 rd training for 30 numbers of participants from selected FPC/FIGs in 2 batches		
December 2017	Monitoring Meeting by the Department	Meeting with the RMC secretaries and WBSAMB officers to review the implementation of various development works under State Budget, RKVY and RIDF		
	Release from State Core Plan	75 % of the budget provision (Subject to approval of Finance Department)		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Faal Amar Chatal, Processing devices under NFSM/BGREI	75% accomplishment for the year 2017-18		
	Post Harvest Schemes and Trainings	75% accomplishment for the year 2017-18		
	Cold Storage License Renewal	69		
	Monitoring of Markets, data collection and Record	Daily		
	SUFAL BANGLA Project	Opening of 2 new stalls		
	Implementation of RKVY Scheme by PBAMCL	Monitoring meeting with officials of BCKV on RKVY Scheme.		
	Commencement of NSTIAM Training on Post Harvest Management (for 14 days) in 2017-18	Conduction of 4 th training for 30 numbers of participants from selected FPC/FIGs in 2 batches		

Department of Agriculture

Month	Activity		Target (s)	Status/ Achievement	Remarks
1	2		3	4	5
January	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)	Liaisoning with BAE&S		
	iii	Second Advanced estimate of Area, Yield & Production	To be completed		
	iv	Meeting of Governing Body of W.B.S.F.S.A. (West Bengal State Food Security Agency)	To be convened		
	v	Distribution of pre-Kharif seeds for schemes (Moong, Hybrid Maize, Sesame, Ground Nut, Sunflower)	To be commenced		
	vi	SLPSC (State Level Project Sanctioning Committee) meeting of RKVY & Other schemes	To be convened		
	vii	Block Krishi Mela	To be organised		
	viii	Special Soil Health Awareness Camp at Singur	To be organised		
February	i	Annual Review Meeting on Financial Achievements	To be Convened		
	ii	Kharif Cropping Plan of Government Farms	To be finalised		
	iii	Tender for selection of Insurance agency	To be floated		
	iv	Distribution of pre-Kharif seeds for schemes (Moong, Hybrid Maize, Sesame, Ground Nut, Sunflower as per approved programmes)	To be completed		
	v	Evaluation of Preparatory phase of Batch-IV Projects of PMKSY - Watershed Development	To be Undertaken		
	vi	Monitoring & Review of PKVY clusters and registration in Portal	To be Undertaken		
	vii	Review & Monitoring of FPC (Farmers' Producer Companies) promoted by the Department	To be Undertaken		
	viii	Mati Utsav	To be organised		
March	i	Crop Cutting Experiment (CCE) on Rabi Crops: CCE of Potato to be done by Agriculture; other by BAE&S	Liaisoning with BAE&S		
	ii	Third advanced estimate of AYP (Area, Yield & Production) of crop of previous year	To be completed		
	iii	Notification of Kharif crops for Agricultural Insurance	To be Issued		
	iv	Distribution of Subsidy for Farm Mechanisation (Power operated Machineries: Tractor, Powertiller, Pump Sets	To be completed		

Department of Agriculture

Month	Activity	Target (s)	Status/ Achievement	Remarks
1	2	3	4	5
March	v	Supply of jute seeds	To be completed	
	vi	SLSC (State Level Sanctioning Committee) meeting of RKVY (Rashtriya Krishi Vikas Yojona)	To be convened	
	vii	Net Grant Statement	To be prepared	
	viii	Distribution 25 lakh Soil Health Cards (Cumulative)	To be achieved	
	ix	Board Meeting of West Bengal State Seed Corporation	To be convened	
April	i	Performance report of (State Plan & Central Sector Plan) Scheme	To be submitted	
	ii	Meeting of State Variety Release Committee (SVRC) and West Bengal State Seed Committee for consideration of new variety release	To be convened	
	iii	Meeting of SLSC for approval of Annual Action Plan of PMKSY for the Year 2017	To be convened	
May	i	Notification of Insurance Agency for Kharif Crops	To be issued	
	ii	Contingency Plan against natural calamity on the basis of forecast report by IMD	To be finalised	
	iii	Seed Rolling Plan	To be finalised	
	iv	Distribution of Kharif Paddy Seed and Critical inputs for Demonstration	To be undertaken	
	v	Distribution of Seeds of Arahara & Kharif Groundnut	To be commenced	
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	Fourth advanced estimate of AYP (Area, Yield & Production) of crop of previous year	To be completed	
	v	Programme, Planning & Implementation Committee (PPIC) meeting and Research activity for Kharif & post Kharif	To be convened	
	vi	Board Meeting of West Bengal State Seed Corporation	To be convened	
	vii	Quarterly Review Meeting on Financial Achievements	To be convened	

Department of Agriculture

Month	Activity		Target (s)	Status/ Achievement	Remarks
1	2		3	4	5
July	i	Meeting of Governing Body of W.B.S.F.S.A.	To be convened		
	ii	Annual Audit Report for WBSFA, annual audit report, performance appraisal	To be submitted		
	iii	Distribution of Black Gram seeds	To be completed		
	iv	Rabi & Rabi-summer input requirement for schematic works	To be finalised		
	v	Review of Crop Coverage	To be completed		
August	i	Meeting of the Governing Body of WBSWDA	To be convened		
	ii	Early Rabi Seed & input pre-positioning / distribution (Toria)	To be commenced		
September	i	Meeting of SLSC of RKVY	To be convened		
	ii	Agricultural Insurance notification for Rabi crops	To be notified		
	iii	Early Rabi Seed & input distribution (Toria, Khesari)	To be completed		
	iv	First Advanced estimate of Area, Yield & Production for current year	To be completed		
	v	Board meeting and AGM of West Bengal State Seed Corporation Ltd.	To be completed		
October	i	Fourth/Final estimate of AYP (Area, Yield & Production) of previous year	To be completed		
	ii	Notification Crop Ins Co for Rabi	To be issued		
	iii	Programme, Planing & Implementation Committee (PPIC) meeting and Research activity for Rabi, pre-Kharif	To be convened		
	iv	Rabi seed & input pre-positioning, distribution (Wheat, Rabi Pulses, Mustard)	To be commenced		
	v	Quarterly Review Meeting on Financial Achievements	To be convened		
November	i	Rabi seed & input pre-positioning, distribution (Wheat, Rabi Pulses, Mustard)	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		

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 completed		
	ii	Block Krishi Mela	To be organised		
	iii	Preparatory meeting on Mati Utsab at Bardhaman	To be convened		
	iv	Meeting of Seed Rolling Plan of Kharif	To be convened		
	v	Boro paddy Seed & Critical inputs of Demonstration Centres (Boro paddy; Gram)	To be completed		
	vi	SLSC meeting of RKVY	To be convened		
	vii	Distribution of 50 lakh Soil Health Card (cumulative)	To be achieved		
	viii	Quarterly Review Meeting on Financial Achievements	To be convened		
	ix	Board Meeting of West Bengal State Seed Corporation	To be convened		

Department of Animal Resources Development

Month	Name of Deptt.	Target for Jan. to Dec., 2017
Jan.'17	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"> ● Repair, Renovation and Modification of Rabbit shed at Sheep Breeding Farm, Kalyani. ● Laying of foundation stone for construction work of Pig Breeding Cum Rearing Farm at Mohitnagar, Jalpaiguri District, West Bengal
	DAH&VS	<ul style="list-style-type: none"> ● Chick Distribution - 3.00 lakh ● Monitoring Meeting with BLDOs - 2 Nos.
	WBD&PDCL	<ul style="list-style-type: none"> ● Laying of foundation stone of New Cattle/ Poultry Feed plant of 10 TPH capacity at Kalyani, Nadia
	WBUAFS	<ul style="list-style-type: none"> ● Celebration of Foundation Day of the University ● Start of work for revival of Students' Dairy at Mohanpur, Nadia ● Faculty Council Meeting
	MOTHER DAIRY	<ul style="list-style-type: none"> ● Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	Feb.'17	ARD Deptt.
WBLDC		<ul style="list-style-type: none"> ● Renovation of the Existing Sale Counters of Corporation - 5 nos. ● Start of construction of Boundary wall around the Small Animal Meat Processing Plant.
DAH&VS		<ul style="list-style-type: none"> ● Chick Distribution - 6.00 lakh ● Monitoring Meeting with BLDOs - 2 Nos.
WBUAFS		<ul style="list-style-type: none"> ● 11th Convocation of the University ● Executive Council Meeting
MOTHER DAIRY		<ul style="list-style-type: none"> ● Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
Mar.'17		ARD Deptt.
	WBLDC	<ul style="list-style-type: none"> ● Start of civil construction for Chicken & Pork Processing Unit at Phansidewa, Darjeeling. ● Laying of foundation stone of Hygienic Chicken Dressing Unit at Kolkata Municipal Corporation- 3 nos.
	WBUAFS	<ul style="list-style-type: none"> ● Faculty Council Meeting
	DAH&VS	<ul style="list-style-type: none"> ● Chick Distribution - 4.00 lakh
	MOTHER DAIRY	<ul style="list-style-type: none"> ● Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	Dte. of Dairy Development	<ul style="list-style-type: none"> ● Completion of Renovation work of Haringhata Dairy under RIDF-XVII
	Apr.'17	ARD Deptt.
WBLDC		<ul style="list-style-type: none"> ● Start of civil works for Renovation, Remodelling & Extension of Pork Processing Plant at Haringhata Farm. ● Purchase of equipments, machineries & slaughter line for Goat Slaughter Unit at Haringhata Farm Complex.

Month	Name of Deptt.	Target for Jan. to Dec., 2017
Apr.'17	DAH&VS	● Chick Distribution - 4.00 lakh
	WBCMPFL	● Laying of foundation stone of 4000 Ltr (2×2000) per day capacity milk chilling infrastructure in Bankura District under Kalgsabati Milk Union.
	WBUAFS	● Executive Council Meeting
	MOTHER DAIRY	● Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
May'17	ARD Deptt.	● Holding of meeting of State Animal Welfare Board
	DAH&VS	● Chick Distribution - 4.00 lakh ● Inauguration of the three storied modern multi-disciplinary veterinary hospital at Nabadwip in the district of Nadia
	Dte. of Dairy Development	● Handling over the Assets of Central Dairy to Mother Dairy Calcutta
	MOTHER DAIRY	● Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	WBUAFS	● Faculty Council Meeting
	WBLDC	● Purchase of equipments & machineries for Chicken & Pork Processing Unit at Phansidewa, Darjeeling. ● Procurement & designing of vehicles for establishment of 'Meat on Wheelz' for Marketing of Haringhata Meat and Meat Products - 2 nos.
June'17	ARD Deptt.	● Review Meeting with all Dy. Director & POs of the District
	WBLDC	● Procurement & designing of vehicles for establishment of 'Meat on Wheelz' for Marketing of Haringhata Meat and Meat Products -2 nos. ● Construction of Rendering Plant at Haringhata Farm.
	DAH&VS	● Chick Distribution - 7.00 lakh ● Monitoring Meeting with BLDOs - 2 Nos.
	WBCMPFL	● Laying of foundation for construction work of 2000 Ltr/day capacity milk chilling infrastructure in Hooghly Dist. under
	WBUAFS	● Executive Council Meeting
	MOTHER DAIRY	● Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
July'17	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 ● Starting of Academic Session for B.F.SC. & B. Tech (DT)
	WBLDC	● Start of construction of Cold room, packing room, lairage, office room, cold storage, store room etc. of Goat Processing Unit at Haringhata Farm Complex.
Aug.'17	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

Month	Name of Deptt.	Target for Jan. to Dec., 2017
Aug.'17	WBCMPFL	● Laying of foundation stone and start of construction work of 4000 Ltr (2×2000) per day capacity milk chilling infrastructure in Bankura District under Kangsabati Milk Union.
	WBUAFS	● Starting of Academic Session for B.V.SC. & A.H. ● Executive Council Meeting
	DAH&VS	● Chick Distribution - 5.00 lakh ● Monitoring Meeting with BLDOs - 2Nos.
	WBLDC	● Laying of foundation stone and start of construction work of Hygienic Chicken Dressing Unit at Kolkata Municipal Corporation - 4 nos.
Sept.'17	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 - 5.00 lakh
	WBUAFS	● Faculty Council Meeting
	MOTHER DAIRY	● Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	WBLDC	● Purchase of equipments & machineries, slaughter line etc. for Small Animal Meat Processing Unit at Haringhata Farm. ● Laying of foundation stone of Cold Storage for Extension of Marketing of Meat and Meat Products at District H.Q. - 2 nos.
Oct.'17	ARD Deptt.	● Review Meeting with all Dy. Director & POs of the Districts.
	MOTHER DAIRY	● Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	WBLDC	● Start of construction of WBLDC North Bengal Office along with State Animal Health Centre & DI Lab at Siliguri.
	WBUAFS	● Executive Council Meeting
	DAH&VS	● Chick Distribution - 4.00 lakh ● Monitoring Meeting with BLDOs - 1 Nos.
Nov.'17	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 - 8.00 lakh ● Monitoring Meeting with BLDOs - 1 Nos.
	MOTHER DAIRY	● Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	PBGSBS	● Completion of works (Phase-I) of strengthening of Frozen Semen Bull Station at Salboni, Paschim Medinipur. ● Completion of works (Phase-I) of strengthening of Frozen Semen Bull Station at Haringhata, Nadia.
	WBUAFS	● Faculty Council Meeting
	WBLDC	● Laying of foundation stone of Cold Storage for Extension of Marketing of Meat and Meat Products at District H.Q. 3 - nos.

Month	Name of Deptt.	Target for Jan. to Dec., 2017
Dec.'17	ARD Deptt.	● Review Meeting with all Dy. Director & POs of the Districts.
	DAH&VS	● Chick Distribution - 3.00 lakh ● Monitoring Meeting with BLDOs - 2No.
	MOTHER DAIRY	● Establishment of 10 nos of Mother Dairy Outlets at different districts for self-employment generation
	WBLDC	● Installation of Slaughter line, equipments & machineries for extension of Pork Processing Plant at Haringhata Farm.
	WBCMPFL	● Laying of foundation stone for Product manufacturing plant (5000 Litre) at Bishnupur in Bankura District.
	WBUAFS	● Executive Council Meeting
	PBGSBS	● Inauguration of Bull Mother Farm at Turkidanga, Bishnupur, Bankura.

Administrative Calendar for Backward Classes Welfare Department, 2017

January	February	March	April
1) Commencement of Skill Training for 5000 candidates in different sectors.	1) Commencement of skill Training – ‘Advance Beauty Care’ for selected 400 SC female beneficiaries.	1) Quarterly Progress Report of Skill Development to Ministry of Social Justice and Empowerment, GoI.	1) Allocation of fund to Districts for meeting up the committed liability portion of pre- and post-matric scholarships for financial year 2017-18.
2) Extending benefits to 2,000 SC Beneficiaries under Income Generation Programme.	2) Training and Handholding benefits to 3,000 SC beneficiaries under Income Generation Programme.	2) Review of the progress of SCA to SSCP and SCA to TSP “ <i>insitu</i> ” by visiting the Districts by the officers of the Department and Directorate.	2) Initiation of the process for selection of SC students for JEE Coaching for 24 Centers. Total SC trainees will be around 500.
3) Statutory State Level Vigilance and Monitoring Committee Meeting.	3) Manual Scavengers Act 2013, State Monitoring Committee meeting on.	3) Extending benefits to 3,000 SC beneficiaries under Income Generation Programme.	3) Submission of proposals to G.O.I for allocation of fund to various schemes.
4) Submission of Statutory Six monthly reports to GOI on PCR / POA Act and Inter Caste Marriage Incentive.	4) Commencement of Skill Training for 2,000 SC beneficiaries.	4) Submitting quarterly progress reports of BJRCY Hostels to GoI.	4) Exercise on finalization of Action Plan 2017-18 for the Corporations.
5) Observance of annual event-DIGNITY, 2016-17.	5) The initiation of online Hostel Monitoring System (HMS). Go-Live of the HMS.	5) Release of Share Capital to the Corporations.	5) Disbursement of last tranche of benefits to 2,000 SC beneficiaries of income generation programme.
6) First round of meeting at district level for Sikshashree Scholarship. Training in the changed modalities of inviting applications.	6) Birth Anniversary Celebration of “Thakur Panchanan Barma” at Coochbehar.	6) Payment of Pre- and Post-Matric Scholarship to 4 lakh SC and OBC Students.	6) Meeting with the Bankers and schools at District and Block level for setting up a target of 13.50 lakh SC students for the Sikshashree Scholarship Scheme.
7) Initiation of process for Procurement of around 25 lakhs of bi-Cycles.	7) Payment of Educational Scholarship to 2 lakh SC and OBC students.	7) Admission tests for Pre-Examination training for the SC students for recruitment examinations.	7) Birth Day Celebration of B.R. Ambedkar on 14 th April.
	8) Review of the construction of pending BJRCY and Six OBC Hostels.		
	9) Review of the status of maintenance grant for petty repair for the hostels.		

May	June	July	August and September
<ol style="list-style-type: none"> 1) Inviting applications under Sikshashree for a target of 13.50 lakh SC students. 2) Handholding in different districts on Sikshashree Scholarship Software. 3) Benefits to 2,000 SC Beneficiaries under income Generation Scheme. 4) Circulation of Action Plan of the WB SC ST Dev & Fin Corp to all Districts. 5) Sending Action Plan of SCA to SCSP for the year 2017-18 to Ministry of Social Justice and Empowerment. 6) Refresher Programme at Dakshin Dinajpur and Malda on POA Act. 7) Initiation of the process for selection of beneficiaries for Security Guard Training programme. 8) Inviting application for Pre-Matric Scholarships for SC students. 9) Pre-Matric Scholarships to students from families engaged in hazardous occupations. 	<ol style="list-style-type: none"> 1) Compilation and checking of data for Annual Administrative Report 2) Submission of proposals for all types of Scholarships to M/o Social Justice and Empowerment. 3) State Monitoring Committee Meeting - Implementation of Manual Scavengers Act 2013. 4) Submission of quarterly report of skill development to Govt. of India. 5) Review progress of all Scholarship. 6) Release of first tranche of fund for Sikshashree Scholarship for about 6 lakhs students. 7) Distribution of 3 lakhs bi-cycles. 	<ol style="list-style-type: none"> 1) Statutory meeting of State Level Vigilance and Monitoring Committee. 2) Submission of Statutory Report to M/o Social Justice and Empowerment-implementation of PCR & POA Act and on incentive to Inter caste marriage. 3) Hostel Monitoring System Review. 4) Selection of beneficiaries under economic development Schemes. 5) Submission of proposals to Apex Corporations for implementation of self-employment schemes. 6) Inviting applications for Post Matric Scholarship to SC/OBC students. 7) Awareness at Block Level- for Corporation's schemes. 8) Release of second tranche of fund for Sikshashree Scholarship for about 7.50 lakhs students. 	<ol style="list-style-type: none"> 1) Release of 2nd installment of funds under various educational schemes. 2) Release of payment of scholarship for 13.50 lakh students under Sikshashree. 3) Sponsoring 2,000 cases under SCA to SCSP to Banks. 4) Review of the utilization of the fund released in first quarter. 5) Review of construction of BJRCY and OBC hostels. 6) Celebration of Art of Banga. 7) Publication of Annual Administrative Report. 8) Delivery of second consignment of 3 lakhs bi-cycles. Distribution of 3 lakhs bi-cycles.
October and November			Regular schemes/ programmes executed every month throughout the
<ol style="list-style-type: none"> 1) State Level Review Meeting of WB SC ST Dev & Finance Corporation. 2) Sponsoring of 5,000 cases under Income Generation Schemes (MSY). 	<ol style="list-style-type: none"> 1) Sanctioning Education loan to SC students – 120 cases. 2) Submitting the Statutory Annual Report to Govt. of India on PCR /POA Act. 	<ul style="list-style-type: none"> • <i>Monitoring implementation of reservation norms – by different departments of the State Government.</i> • <i>Verification and authentication of Register of Appointments- of various State Govt. Departments, school and colleges etc.</i> 	

October and November	December	Regular schemes/ programmes executed every month throughout the year
3) Payment of scholarship to students under Sikshashree (spillover from previous months). 4) Preparatory work for awarding B.R. Ambedkar Medha Puraskar to meritorious Madhyamik /ICSE/ CBSE/Madrasah passed SC students. 5) Refresher Programme at Purulia, Bankura and Paschim Medinipur on amended provisions of POA Act. 6) Receiving online application for educational loan. 7) Distribution of 4 lakhs bi-cycles.	3) Submission of Quarterly Report to G.O.I on skill Development 4) Monitoring of sanctioned fund of 2 nd quarter and U. C. collection. 5) Preparation and review of 2 nd phase of Special Recruitment Drive. 6) Award of B.R. Ambedkar Medha Puraskar to 750 SC Students. 7) Award of Gunijan Sambardhana and Harichand Guruchand Puroshkar, 2017. 8) Payment of Pre-Matric and Post-Matric Scholarships to 4.00 lakh SC and OBC students. 9) Distribution of 3 lakhs bi-cycles.	<ul style="list-style-type: none"> • Issuance of Caste Certificate – coordination with District /Sub-Divisional Officer. • Inspection of Hostels by District Offices by the designated officers; • Conducting research on various Scheduled Castes and OBCs; • Granting of educational loans. • Monthly meeting of PO-cum-DWOs of the district. • Physical and financial progress of the schemes executed from the central fund generally submitted in the month of December.

Note: -

1. Focus has been given to cover more female beneficiaries in 2017-18. Emphasis is being given on entrepreneurship development through skill development.
2. The existing system of Inspection of Hostels will continue.
3. Principal Secretary and all the Departmental and Directorate officers will undertake quarterly tours to districts North Bengal in the 1st Quarter, Purulia, Bankura, Paschim Medinipur, 2nd Quarter, South & North 24 Parganas, Howrah, Hooghly, Burdwan in the 3rd Quarter and Malda, Murshidabad in the 4th Quarter.

Department of Consumer Affairs

Activity	Sub-activity	Jan 17	Feb 17	Mar 17	April 17	May 17	June 17	July 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Remarks
I. Consumer Awareness	(i) Participation in Melas/Social gatherings for spreading Consumer Awareness	210 (including Kolkata Book Fair and other important Melas like Gangasagar Mela, Uttarbanga Utsav, Vivek Mela etc.)	145 (including Mukutmanipur Mela, Bishnupur Mela, Bidhannagar Mela, Digha Beach Festival, Raibaghini Mela, Bratachhari Mela)	30 (including Jalpesh Mela, Uttardinapur Boi Mela etc.)	60	50	160	170	60	100	230	130 (Rash Mela, New Town Mela)	220 (including Pous Mela)	
	(ii) Awareness Campaign with Street Theatre, Puppet Show, Magic Show	200	200	150	50	30	120	120	100	180	150	60	200	
	(iii) Tableau	5 (of 10 days each)	5 (of 10 days each)	5 (of 10 days each)	6 (of 10 days each)	0	0	0	2 (of 10 days each)	4 (of 10 days each)	3 (of 10 days each)	3 (of 10 days each)	6 (of 10 days each)	
	(iv) Grass root level interactive sessions, meetings, seminar with special emphasis on involving Self Help Groups.	350	330	150	50	30	120	130	120	300	420	60	100	
	(v) Workshop with Consumer Clubs	180	150				120	130						
	(vi) Regular Awareness Programme through Electronic Media like Doordarshan, FM Channels													

Activity	Sub-activity	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Remarks
	etc., Hoarding, Flex banner, CTC, State Transport Authorities etc.													
	(vii) Special Awareness Programme			Observance of World Consumer Rights Day									Kreta Suraksha Mela Consumer Day	
2. Training	Training for Departmental Officers related to Consumer Affairs	Induction Training For CWOs			Procedural Training for A.Ds		Procedural Training for CWOs							Refresher Course for AD/DAD/CWOs
3. Departmental Coordination & Review Meeting														
4. Setting up of additional Benches of State Commission			Furnishing of Building at Asansol			Furnishing of Building at Sili-guri	Placement of manpower and start-up of Asansol 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				4th Batch			

Activity	Sub-activity	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sep.	Oct	Nov	Dec	Remarks
6. Training of Ministerial staff & DEO & DMA of District Forums & State Commission at ATI								1 st Batch				2 nd Batch		In collaboration with the A. T. I
7. Lok ADA-LAT in all District Forum & State Commission														To be arranged by District Forum & State Commission
8. Meeting of state 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%			40%			20%			20%	

Activity	Sub-activity	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Remarks
	(iii) Enforcement													
	(iv) Verification of Weights & Measures used by Traders													
	(v) Awareness Programme													
	(vi) Training of LMOs at IILM, Ranchi													
	(vii) e-Governance Project of Legal Metrology		Training on Licence & Registration Certificate Module	Completion of Licence & Registration Module		Roll out of Licence & Registration in Pilot Districts	Completion of Verification Certificate issuance Module	Roll out of Licence & Registration Module in Pilot District	Roll out of Verification Certificate Module in rest of Districts		Roll out of Verification Certificate Module in rest of Districts			Administrative approval implementation of 'e-Parimap Project has been accorded by C.A. Deptt.
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, 2017 to December, 2017	
	(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-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	1
2.	Procurement of Paddy & other Agricultural Produce (in MT)	180000
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	5
4.	Disbursement of Crop Loan (Rs. in lakh)	44600
5.	No. of KCC beneficiaries to be given loan (in No.)	207100
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	2250.00
7.	No. of SHGs to be financed	3240
8.	Distribution of Agricultural Input (Rs. in lakhs)	4400.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	2900.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme (in No.)	120
12.	Samabay Bhavan (Inauguration at Bankura)	Nil
13.	Publication of Administrative Report - 2014-15	Nil

February-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce (in MT)	182000
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	6
4.	Disbursement of Crop Loan (Rs. in lakh)	25000
5.	No. of KCC beneficiaries to be given loan (in No.)	128700
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	3050.00
7.	No. of SHGs to be financed	2850
8.	Distribution of Agricultural Input (Rs. in lakhs)	2750.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	2630.00
10.	Storing of Potato (in MT)	150000
11.	Training Programme (in No.)	130
12.	Samabay Bhavan (Inauguration at Bankura)	Nil
13.	Publication of Administrative Report - 2014-15	Nil

March-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	1
2.	Procurement of Paddy & other Agricultural Produce (in MT)	185000
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	4
4.	Disbursement of Crop Loan (Rs. in lakh)	1300
5.	No. of KCC beneficiaries to be given loan (in No.)	10800
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	4080.00
7.	No. of SHGs to be financed	1280

Sl. No.	Particulars	Projection
8.	Distribution of Agricultural Input (Rs. in lakhs)	3300.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	2740.00
10.	Storing of Potato (in MT)	150000
11.	Training Programme (in No.)	120
12.	Samabay Bhavan (Inauguration at Bankura)	1
13.	Publication of Administrative Report - 2014-15	Nil

April-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	1
2.	Procurement of Paddy & other Agricultural Produce (in MT)	19500
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	2
4.	Disbursement of Crop Loan (Rs. in lakh)	68000
5.	No. of KCC beneficiaries to be given loan (in No.)	365500
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	1800.00
7.	No. of SHGs to be financed	1280
8.	Distribution of Agricultural Input (Rs. in lakhs)	1100.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	2900.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme (in No.)	120
12.	Samabay Bhavan (Inauguration at Bankura)	Nil
13.	Publication of Administrative Report - 2014-15	Nil

May-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce (in MT)	195000
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	2
4.	Disbursement of Crop Loan (Rs. in lakh)	13000
5.	No. of KCC beneficiaries to be given loan (in No.)	78800
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	1700.00
7.	No. of SHGs to be financed	3240
8.	Distribution of Agricultural Input (Rs. in lakhs)	1100.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	2740.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme (in No.)	130
12.	Samabay Bhavan (Inauguration at Bankura)	Nil
13.	Publication of Administrative Report - 2014-15	1

June-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce (in MT)	100000
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	3
4.	Disbursement of Crop Loan (Rs. in lakh)	10500
5.	No. of KCC beneficiaries to be given loan (in No.)	62900
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	1880.00
7.	No. of SHGs to be financed	5180
8.	Distribution of Agricultural Input (Rs. in lakhs)	2750.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	2630.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme (in No.)	130
12.	Samabay Bhavan (Inauguration at Bankura)	Nil
13.	Publication of Administrative Report - 2014-15	Nil

July-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	1
2.	Procurement of Paddy & other Agricultural Produce (in MT)	50000
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	3
4.	Disbursement of Crop Loan (Rs. in lakh)	15400
5.	No. of KCC beneficiaries to be given loan (in No.)	91800
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	2100.00
7.	No. of SHGs to be financed	5180
8.	Distribution of Agricultural Input (Rs. in lakhs)	5500.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	2900.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme (in No.)	120
12.	Samabay Bhavan (Inauguration at Bankura)	Nil
13.	Publication of Administrative Report - 2014-15	Nil

August-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce (in MT)	50000
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	4
4.	Disbursement of Crop Loan (Rs. in lakh)	16000
5.	No. of KCC beneficiaries to be given loan (in No.)	96600
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	2700.00

Sl. No.	Particulars	Projection
7.	No. of SHGs to be financed	3880
8.	Distribution of Agricultural Input (Rs. in lakhs)	4950.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	3060.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme (in No.)	130
12.	Samabay Bhavan (Inauguration at Bankura)	Nil
13.	Publication of Administrative Report - 2014-15	Nil

September-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	1
2.	Procurement of Paddy & other Agricultural Produce (in MT)	Nil
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	3
4.	Disbursement of Crop Loan (Rs. in lakh)	28400
5.	No. of KCC beneficiaries to be given loan (in No.)	98800
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	1860.00
7.	No. of SHGs to be financed	3880
8.	Distribution of Agricultural Input (Rs. in lakhs)	3850.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	3180.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme (in No.)	120
12.	Samabay Bhavan (Inauguration at Bankura)	Nil
13.	Publication of Administrative Report - 2014-15	Nil

October-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	1
2.	Procurement of Paddy & other Agricultural Produce (in MT)	Nil
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	4
4.	Disbursement of Crop Loan (Rs. in lakh)	33000
5.	No. of KCC beneficiaries to be given loan (in No.)	145800
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	1500.00
7.	No. of SHGs to be financed	2700
8.	Distribution of Agricultural Input (Rs. in lakhs)	3300.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	3180.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme (in No.)	120
12.	Samabay Bhavan (Inauguration at Bankura)	Nil
13.	Publication of Administrative Report - 2014-15	Nil

November-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce (in MT)	Nil
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	4
4.	Disbursement of Crop Loan (Rs. in lakh)	34000
5.	No. of KCC beneficiaries to be given loan (in No.)	138200
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	2680.00
7.	No. of SHGs to be financed	6480
8.	Distribution of Agricultural Input (Rs. in lakhs)	5500.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	2900.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme (in No.)	130
12.	Samabay Bhavan (Inauguration at Bankura)	Nil
13.	Publication of Administrative Report - 2014-15	Nil

December-2017

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce (in MT)	50000
3.	Creation of Infrastructure (to be taken up/ completed (in No.))	5
4.	Disbursement of Crop Loan (Rs. in lakh)	50800
5.	No. of KCC beneficiaries to be given loan (in No.)	162000
6.	Issue of Agriculture & Agriculture-allied Loan (MT+LT) (Rs. in lakhs)	1900.00
7.	No. of SHGs to be financed	6580
8.	Distribution of Agricultural Input (Rs. in lakhs)	5500.00
9.	Sale of Consumers' Articles (Rs. in lakhs)	2740.00
10.	Storing of Potato (in MT)	Nil
11.	Training Programme (in No.)	130
12.	Samabay Bhavan (Inauguration at Bankura)	Nil
13.	Publication of Administrative Report - 2014-15	Nil

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.	Vocational Training Course for Inmates.
3.	Participation of inmates in different Cultural Programmes like : (a) Drama, (b) Dance, (c) Drawing, (d) Art exhibition etc.
4.	Processing of Renewal of contract in respect of Medical Officers, Pharmacists and other workers.
5.	Compliance of directions and guidelines issued by National Human Rights Commission & West Bengal Human Rights Commission.
6.	Processing of Re-imburement claims under WBHS, 2008.
7.	Statistical Records of relevant data in respect of Correctional Homes and other institutions Statistical Section of Directorate shall take necessary action.
8.	Processing of Tender for supply of Dietary and miscellaneous articles for the inmates of Correctional Homes.
9.	Implementation of Electronic Bio-metric measurement system at all the 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 Up-gradation of Correctional Homes.
15.	Processing for Establishment/Construction of new Correctional Homes.
16.	Processing for sanction of leave/pension/retirement benefits of Staff & Officers.
17.	Installation of Security Surveillance System at all the Correctional Homes

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, 2017

1.	Procurement of different Security Gadgets in different Correctional Homes
2.	Procurement of Oil expeller for Oil Mills in Jalpaiguri Central Correctional Home
3.	Functioning of Canteen in Siliguri Special Correctional Home
4.	Organising Annual Sports for inmates in seven Central Correctional Homes and Alipore Women Correctional Home. Organizing Cricket Tournament for inmates in Berhampore CCH.

5.	Selection of eligible inmates from different Correctional Homes for admission in Primary and appearing in Secondary and Higher Secondary Examination.
6.	Netaji Birth Day and Republic Day Celebration in Correctional Homes
7.	Second Phase of Vidya Arjan: A mass literacy programme for inmates would start from January 2017 in Presidency Correctional Home
8.	Third Phase of Nirmal Presidency Abhijan will start from January 2017 in Presidency Correctional Home.
9.	Observation of Martyr's Day in Correctional Homes on 31 st January' 2017.
10.	Organising Vocational Training on Candle Making and Phenyl production for the inmates in Alipore CCH.
11.	Organising Vocational Training on Weaving and Tailoring for the inmates at Alipore Central Correctional Home.
12.	Celebration of Swami Vivekananda Janma Jayanti (Yuva Divas)
13.	"Muktaberi" the folk song group of inmates, "Marshal Art Dance" group of inmates and newly formed Drama Team of the inmates will performed the stage programme outside Correctional Home.

February, 2017

1.	Organizing Sports of WB Correctional Services' Officers and Staff.
2.	Thorough repair and replacement of water supply pipe line and renewal of 05(Five) numbers PVC water tanks of Barrack-II inside of Dum Dum Central Correctional Home during the year 2016-17
3.	Tender for supply of Dietary and miscellaneous articles for the inmates of Correctional Homes.
4.	Completion of Day Latrine inside Balurghat District Correctional Home
5.	Organizing Vocational Training for inmates on Basic Computer Training, Jeans Pant making and Zori work on Sarees, Radio and Television repairing and assembling of new Watches and making of basic electronic items like LED Lamps, Table Fan and Solar Lights at Alipore CCH.
6.	Organizing final examination of Vocational Training of inmates on Tailoring, Computer, Driving and Electrical organized by Don-Bosco Prison Ministry in Berhampore CCH.
7.	Madhyamik Examination/Higher Secondary Examination of the inmates
8.	Celebration of Saraswati Puja in Correctional Homes
9.	Organizing Cricket tournament for inmates of Balurghat DCH and Volley Ball Tournament for the inmates of Berhampore CCH
10.	Cultural Programmes to be organized in Correctional Homes

March, 2017

1.	Completion of CCTV installation in Central Correctional Homes and Balurghat DCH
2.	Tender for supply of Medicine and allied miscellaneous articles for the inmates of Correctional Homes
3.	Supply and installation of 5 H.P submersible pump motor 02 sets including plumbing line and necessary E.I work for underground reservoir inside the Jail at Dum Dum Central Correctional Home
4.	Setting up of Stitching unit, Puffed Rice making section, sanitary napkin making section at Dum Dum CCH
5.	Completion of survey of open land in Correctional Homes for Mustard Seed Cultivation for Mustard Oil extraction in the Ghans of Correctional Homes

6.	Processing of cases of life convicts for consideration and recommendation for premature release by the SSRB.
7.	Review of implementation of 436A Cr. PC and other advisories/legislation which need periodical monitoring.
8.	Starting of work of Modernized Kitchen and installation of Gas Gadgets in different Correctional Homes
9.	Complete renovation of existing building inside MD section inside PCH-renovation of electrical work with air conditioning system.
10.	Renovation of Electrical installation work inside the premises of Manufacturing Department of Presidency Correctional Home for the training of leather goods manufacturing, during the year 2016-2017
11.	Celebration of Holi, Good Friday and Women's Day in Correctional Homes

April, 2017

1.	Organising Vocational Training on Carpentry and Tailoring for the inmates at Jalpaiguri Central Correctional Home.
2.	Meeting on Prioritization of Works/Schemes for Correctional Homes with Engineer of PWD/PHE.
3.	Meeting with FNRI and Bangladesh Deputy High Commissioner etc. regarding repatriation/deportation of Bangladeshi Nationals (Jan Khalash).
4.	Holding of Cultural programme on the eve of Bengali New Year
5.	Electrical installation work related to proper illumination of both inside and outside of Howrah DCH and Repairing of Dining Shed inside Howrah District Correctional Home
6.	Renovation work inside Alipore Women Correctional Home
7.	Completion of day latrines in Raiganj DCH
8.	Construction of additional Cells for prisoners and Renovation of Electric lines in Jhargram Special Correctional Home

May, 2017

1.	Organising Vocational Training on Tailoring for the inmates at Midnapore Central Correctional Home.
2.	Admission of new trainee inmates under the trade of Tailoring, Computer, Driving and Electrical at Berhampore CCH
3.	Conduct indoor games for the inmates of Siliguri Special Correctional Home
4.	Celebration of Rabindra Jayanti and World No Tobacco Day in Correctional Homes
5.	Meeting of Central Executive Committee of West Bengal Prisoners Welfare Fund
6.	Completion of work of upgrading of Barracks of Siliguri Special Correctional Home

June, 2017

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.	Implementation of e-Prison Suite in full faze at Midnapore CCH
4.	Organize Welding Training for inmates at Midnapore CCH
5.	Processing of cases of life convicts for consideration and recommendation for premature release by the SSRB.
6.	Organize Training Course at RICA.

7.	Review of implementation of 436A Cr. PC and other advisories/legislation which need periodical monitoring.
8.	Celebration of Id-ul-Fitr in different Correctional Homes

July, 2017

1.	Inmate students from different Correctional Homes would complete Higher Secondary level from NIOS and from Rabindra Mukta Vidyalaya etc. in July 2017. Inmate students would appear in BA 2 nd Year Exam in July 2017.
2.	Initialization of Candle and puffed rice making project in Midnapore CCH
3.	Meeting with FNRI and Bangladesh Deputy High Commissioner etc. regarding repatriation/deportation of Bangladeshi Nationals (Jan Khalash).
4.	Vocational Training on Knitting & sewing and on making bakery items at Alipore WCH and Vocational Training for new trainee inmates under the trade of Tailoring, Computer, Driving and Electrical at Berhampore CCH
5.	Celebration of Ratha Yatra Festival in Correctional Homes
6.	Meeting of Central Executive Committee of West Bengal Prisoners Welfare Fund.
7.	Regional review meeting of Development Schemes with Concerned Engineers of P.W.D/PHE.

August, 2017

1.	Construction of Water Storage and Supply of drinking water at different Correctional Homes.
2.	Tender for supply of Dietary and miscellaneous articles for the inmates of Correctional Homes.
3.	Organize Football and Cricket Matches between staff and inmates at Jalpaiguri CCH
4.	Review of Performance of Probation-cum-After Care Officers.
5.	Celebration of Independence Day and Raksha Bandhan in Correctional Homes
6.	Organize Cultural programme on the eve of Independence Day and Raksha Bandhan

September, 2017

1.	Processing of cases of life convicts for consideration and recommendation for premature release by the SSRB.
2.	In service training of Staff & Officers of Correctional Services, West Bengal.
3.	Celebration of Id-ud-Zuha and Durga Puja in different Correctional Homes
4.	Basic training programme on computer for female inmates at Alipore WCH

October, 2017

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.	Organize Vocational Training programme at Alipore CCH
4.	Holding of meeting of Selection Board for transfer of eligible inmates from Central Correctional Homes to Open Air Correctional Homes.
5.	In service training of Staff & Officers of Correctional Services, West Bengal.
6.	Celebration of Gandhi Jayanti, Muharram and Diwali in Correctional Homes

November, 2017

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.
4.	Observation of National Legal Services Day
5.	Volley Ball and Badminton competitions among inmates and Staff at Siliguri Special C.H.

December, 2017

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.	Motor Mechanic Training for inmates of Midnapore CCH
4.	Holding of meeting of Selection Board for transfer of eligible prisoners from Central Correctional Homes to Open Air Correctional Homes.
5.	Regional review meeting of Development of Schemes/Works with Concerned Engineers, P.W.D.
6.	Celebration of Christmas in Correctional Homes

Department of Disaster Management and Civil Defence

A-Disaster Management, B-Civil Defence

A. Disaster Management

Months	Name of the Project/Work	Description of Activities	
January	Procurement of Relief Articles	Expert Committee and Tender Committee to be finalised, Tenders to be floated for 2017-18	
	Flood Shelter (State Plan)	Remaining 25% fund to be released.	
	Relief Godown (State Plan)	Remaining 25% fund to be released.	
	Awareness Campaign on Disaster Management Activities		i) To participate in Gangasagar Mela for awareness generation.
			ii) Disaster Management Calenders to be published and distributed to all districts
			iii) Mock Drills on different natural disasters to be conducted in 20 Blocks
			iv) Mock Drill on Earthquake at Coochbehar Sadar Sub-Division.
	Training Programme on Disaster Management		i) 60 Disaster Management Officers to be given training on Disaster Risk Reduction in two batches.
			ii) 60 CD Volunteers of Kolkata Circle to be trained on Urban Risk Reduction in two batches.
	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 Incident Response System by WEBEL.	
	Incident Response System through WEBEL	To be implemented in Two Districts.	
February	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 Incident Response System by WEBEL.	
	Awareness Campaign on Disaster Management Activities		i) Mock Drill on Flood at Ghatal Sub-Division, Paschim Medinipur
			ii) Mock Drills on different natural disasters to be conducted in 20 more Blocks.
Incident Response System by WEBEL	To be implemented in two more Districts.		
March	Procurement of Relief Articles	Work Orders to be issued.	
	Training Programme on Disaster Management	20 CD volunteers to be trained in Disaster Management.	
	Awareness Campaign on Disaster Management Activities		i) Mock Drills on different natural disasters to be conducted in 20 more Blocks.
			ii) Mock Drill on Flood and River Erosion at Kaliachak-III Block, Malda.
	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	

Months	Name of the Project/Work	Description of Activities
March		Preparedness and Response Training and Incident Response System by WEBEL.
	Incident Response System by WEBEL	To be implemented in two more Districts.
April	NGR Wheat, Leprosy GR	Allotment for first 6 months to be made.
	Release from Plan Fund	33% fund to be released.
	Verification of Relief Articles at Zonal Godowns	To begin.
	Flood Shelter (State Plan)	33% fund to be released
	Relief Godown (State Plan)	33% fund to be released
	Review of Cyclone Shelter Projects	Progress of construction of MPCS under NCRMP, ICZMP & PMNRF to be reviewed.
	Awareness Campaign on Disaster Management Activities	Mock Drills on different natural disasters to be conducted in 20 more Blocks.
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incident Response System by WEBEL.
	Quarterly monitoring meeting on progress or work as per Administrative Callendar	To review progress of work as per Administrative Callendar
May	Procurement of Relief Articles	Delivery of Relief Materials at GRS Kolkata & Delivery of relief materials of MLA Quota for Eid to commence.
	Pre Monsoon Preparedness Meeting at State Level	To be held.
	Training Programme on Disaster Management	20 CD volunteers to be trained in Disaster Management.
	Awareness Campaign on Disaster Management Activities	Mock Drills on different natural disasters to be conducted in 20 more Blocks.
	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 Incident Response System by WEBEL.
June	Procurement of Relief Articles	Delivery of relief materials at GRS Kolkata & Delivery of relief materials of MLA Quota for Eid.
	Expenditure Report of SDRF for the year 2015-16	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.
	Awareness Campaign on Disaster Management Activities	i) Day for Disaster Risk Reduction to be celebrated at State Level. ii) Mock Drills on different natural disasters to be conducted in 20 more Blocks.
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incident Response System by WEBEL.
	Website	Uploading of SDMP and DM plans of different districts.

Months	Name of the Project/Work	Description of Activities
July	Monitoring Flood Preparedness	24 hours monitoring from State EOC in case of any eventuality.
	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.
	Awareness Campaign on Disaster Management Activities	Mock Drills on different natural disasters to be conducted in 20 more Blocks.
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incident Response System by WEBEL.
	Quarterly monitoring meeting on progress or work as per Administrative Callendar	To review progress of work as per Administrative Callendar
August	Release from Plan Fund	Another 42% fund to be released
	Flood Shelter (State Plan)	Another 42% fund to be released
	Relief Godown (State Plan)	Another 42% fund to be released
	Awareness Campaign on Disaster Management Activities	Mock Drills on different natural disasters to be conducted in 20 more Blocks.
	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 Incident Response System by WEBEL.
September	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 2015-16	To be submitted to Ministry of Home Affairs, Govt of India.
	Awareness Campaign on Disaster Management Activities	Mock Drills on different natural disasters to be conducted in 20 more Blocks.
	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 Incident Response System by WEBEL.
October	NGR Wheat, Leprosy GR	Allotment for next 6 months to be made.
	Annual Administrative Report of the Department	To be prepared.
	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.
	Awareness Campaign on Disaster Management Activities	Mock Drills on different natural disasters to be conducted in 20 more Blocks.

Months	Name of the Project/Work	Description of Activities
October	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incident Response System by WEBEL.
	Quarterly monitoring meeting on progress or work as per Administrative Callendar	To review progress of work as per Administrative Callendar
November	Annual Administrative Report of the Department	To be published.
	Awareness Campaign on Disaster Management Activities	Mock Drills on different natural disasters to be conducted in 20 more Blocks.
	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 Incident Response System by WEBEL.
December	Review of Cyclone Shelter Projects	Progress of construction of MPCs under NCRMP, ICZMP & PMNRF to be reviewed.
	Awareness Campaign on Disaster Management Activities	Mock Drills on different natural disasters to be conducted in 20 more Blocks.
	Review of Capacity Building Programmes	To review progress under Hospital Disaster Preparedness and Response Training and Incident Response System by WEBEL.

B. Civil Defence

January 2017 (Directorate of Civil Defence)

●	Supervision over WWCD & WBCEF deployed on Gangasagar Mela duties by Directorate of Civil Defence at Sagar Island and Babughat Transit Camp.
●	Setting up Medical Camp and exhibition at Outram Ghat during Gangasagar Mela by Directorate of Civil Defence.
●	Training on zonal basis.
●	Supervision over rehearsal by Civil Defence contingents for participating in the Republic Day Parade 26 th January 2017 and organizing Specialized Training at Kalyani by Directorate of Civil Defence.
●	Annual Inspection of WWCD Complex and store 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.
●	Inspection of ongoing construction works at WWCD Kalyani & WBCEF, Howrah by Directorate of Civil Defence and Asansol Multi Disciplinary Centre and visit by WBNVF.
●	Routine & normal work of the office.

WBNVF DIRECTORATE

●	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 (if any).
●	To organize Republic Day parade for all unit.
●	To organize T.O.T. for (GD & Trg.) Personnel.
●	Day to day various official works.
●	Visit at different units.
●	Inspection of different projects run by P.W.D.

HOME GUARDS ORGANISATION

●	Mobilisation of HGVs at Ganga Sagar Mela
●	Refresher Training of HGVs
●	Half Yearly Conference
●	42 days' Basic Training of newly enrolled HGVs

February 2017 (Directorate of Civil Defence)

●	Taking follow-up action with Civil Defence for sanction of different proposals concerning filling up vacancies in WWCD & WBCEF by Directorate of Civil Defence.
●	Supervision over ongoing Refresher training at WBNVF, Hatighisa CTI CDVs from all 20 districts including Kolkata @100 each by Directorate of Civil Defence.
●	Annual Inspection of WBCEF by Directorate of Civil Defence.
●	To organize different training at CCDTI, Kolkata.
●	Enrolment drive for Civil Defence Volunteers across the state.
●	Visit of WBNVF Training Centres, Halisahar.
●	Routine & normal work of the office.

WBNVF DIRECTORATE

●	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 works.
●	Visit at different units.
●	Organize Combined Annual Sports Meet, 2017.
●	Supervision of constructional works of different units.

HOME GUARDS ORGANISATION

●	Training of skill development
●	Training on Yoga for BWHG personnel
●	Refresher Training of HGVs
●	Mobilization training at HG Units

March 2017 (Directorate of Civil Defence)

●	Visit & Inspection of WBNVF Training Centres Kalyani, Halisahar, Coochbehar and Kurseong by Directorate of Civil Defence.
●	Supervision over ongoing Refresher training 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 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 DIRECTORATE

●	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
●	Visit at different units.
●	Inspection of Training.

HOME GUARDS ORGANISATION

●	Mobilization training at HG Units
●	Procurement of clothing articles

April 2017 (Directorate of Civil Defence)

●	Visit to Multi Disciplinary Centre at Hatighisha, Siliguri & WBNVF Training Centre, Kurseong North Bengal by the appropriate authority of Directorate of Civil Defence.
●	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 2017 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.
●	Inspection of duties performed by “Nulias” at the beaches of Purba Medinipur.
●	Routine & normal work of the office.

WBNVF DIRECTORATE

●	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.
●	Physical supervision of undergoing projects of different units.
●	To organize Administrative in-service Training for Clerical Staff.

HOME GUARDS ORGANISATION

●	Computer training of HGvs
●	Sensitization programme on Law and Order and Internal Security

May 2017 (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 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 DIRECTORATE

●	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.
●	To organize T.O.T. for (GD & Trg.) Personnel

HOME GUARDS ORGANISATION

●	Training on wireless communication and work of different sections of Police Office and P.S.
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June 2017 (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 DIRECTORATE

●	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 Construction of family quarter (B,C,D Staff) of W.B.N.V.F Training Centre, Halisahar.
●	Physical supervision of undergoing projects at different units.
●	Inspection of Training (if any).

HOME GUARDS ORGANISATION

●	Selection of best HGV for the Independence Day
●	Training on Yoga
●	In-service Training of BWHG personnel
●	Enrolment in higher rank of HGVs

July 2017 (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-Asansol, and CDR Centres 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 DIRECTORATE

●	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
●	Inspection of Training (if any)
●	15 days refreshers course to the Volunteers of Jungle Mahal area

HOME GUARDS ORGANISATION

●	Advance Training of HGVs
●	Special Training of HGVs
●	Half yearly Conference

August 2017 (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.
●	Visit to different CD Units like MDCs - Mohanpur by the appropriate authority of Directorate of Civil Defence.

WBNVF DIRECTORATE

●	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.
●	Physical supervision of undergoing projects at different units.
●	Inspection of Training (if any)

HOME GUARDS ORGANISATION

●	E-Tender Process.
●	Mobilisation Training of BWHG personnel.

September 2017 (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.
●	Visit to different CD Units like MDCs - Basirhat by the appropriate authority of Directorate of Civil Defence.
●	Routine & normal work of the office.

WBNVF DIRECTORATE

●	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
●	Inspection of Training (if any)
●	15 days Refreshers course of training to the Volunteers of Jungle Mahal area.
●	To organize Administrative in-service Training for Clerical Staff.

HOME GUARDS ORGANISATION

●	Procurement of Articles for up-gradation of HG Units.
●	Training on skill development.

October 2017 (Directorate of Civil Defence)

●	Follow-up action for sanction of pending proposals.
●	Preparatory Measures for deployment of CDRVs and CDVs for Jagaddhatri Puja 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 DIRECTORATE

●	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
●	Physical supervision of undergoing projects at different units.

HOME GUARDS ORGANISATION

●	Mobilization Plan of HGVs during Puja duty
●	Review of modernization of HG Units

November 2017 (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 units 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 DIRECTORATE

●	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
●	Inspection of Training (if any)
●	To organize Annual Musketry Training for all staff

HOME GUARDS ORGANISATION

●	Procurement of special items
●	Sensitisation of cleanliness, hygiene, Sanitation
●	Mobilization Training of BWHG personnel
●	Refresher Training of HGVs
●	Advance Training of HGVs

December 2017 (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.
●	Assessment of overall performance of WBCD Dte. and initiating necessary measures to invigorate the Dte. for better performance.
●	Celebration of Raising Day of Civil Defence and Home Guards

WBNVF DIRECTORATE

●	15(fifteen) days refreshers' course to the W.B.N.V.F. District Volunteers.
●	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
●	To organize revolver training for Section Commander (GD & TRg.), Agragami and Camp Guard.

HOME GUARDS ORGANISATION

●	Observation of HG Raising Day
●	Review on Projects under construction
●	In-service Training of BWHG personnel

Department of Environment

A. East Kolkata Wetlands Management Authority (EKWMA) :

Targets	January - March	April- June	July – September	October- December
Meeting of the EKWMA	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
Field inspection followed by regulatory action	As required			
Procurement of high resolution satellite data of the East Kolkata Wetlands from National Remote Sensing Centre (NRSC) for review of EKW status	1			

B. Institute of Environmental Studies and Wetland Management

Activities	January-March	April-June	July-September	October-December
Preparation of Coastal Regulation Zone (CRZ) maps	Commencement/continuation of CRZ map for setting up of a riverine jetty at OT-I at HDC by KoPT.CRZ projects as received by the Institute.	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 network in blocks of North 24 Parganas on Scale 1:25000	HTL/LTL/CRZ Categories delineation with major drainage/major rail and road network in blocks North/South 24 Parganas on Scale 1:25000	HTL/LTL/CRZ Categories delineation with major drainage/major rail and road network in blocks of North/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	2 Nos.	Project as received by the Institute	Project as received by the Institute	Project as received by the Institute
Study To Elucidate The Significance of East Kolkata Wetland in Carbon Sequestration to Mitigate the Climate Change	To continue	To continue	Report will be submitted in August, 2017	
Determination of Heavy Metal from Foods, Soils and Waters	To continue	To continue	To continue	Final Report will be submitted in October

C. West Bengal Biodiversity Board

Activities		January-March	April-June	July-September	October-December
BMC	Coordinating in Constitution of new Biodiversity Management Committees	3	3	3	3
PBR	PBR initiation workshop	2	2	2	2
	PBR monitoring	4	4	4	4
Post PBR activities	Initiation of post PBR activities	1		1	
	Monitoring of post PBR activities		1		1
Awareness materials and publication	Annual Report				1
	News letter		1		1
	Miscellaneous awareness materials and publications	1	1	1	1
Awareness and capacity building programmes	Celebration of International Day for Biodiversity		1		
	Awareness generation campaign, workshop, nature study/jeevansafar, field training programmes	1	1	1	1
ABS	Registration of Industries accessing bioresources and ABS agreements	2		2	
Research	Project on Diversity and Ecology of Macrofungi in Gangetic Plains of West Bengal	Ongoing			
Miscellaneous	Meetings of the Board/ Expert Committees	1	1	1	1
	<i>Ex-situ</i> conservation activities such as Butterfly garden, conservation of traditional rice varieties etc.	1	1	1	1

D. Integrated Coastal Zone Management Project, West Bengal

IMPLEMENTING AGENCY (PEA)	NAME OF THE PROJECT COMPONENT	TARGET			
		JANUARY - MARCH	APRIL - JUNE	JULY - SEPTEMBER	OCTOBER - DECEMBER
DIGHA-SANKARPUR DEVELOPMENT AUTHORITY	Construction of Storm Water Drain in Digha	Construction work to continue	Construction work to continue	Expected to be completed	
	Hawker Rehabilitation, Beach Amenities in Digha : Phase I	Construction work to be completed			

IMPLEMENTING AGENCY (PEA)	NAME OF THE PROJECT COMPONENT	TARGET			
		JANUARY - MARCH	APRIL - JUNE	JULY - SEPTEMBER	OCTOBER - DECEMBER
	Hawker Rehabilitation, Beach Amenities in Digha : Phase II	Completion of contract award formalities	Construction to commence and continue	Construction work to continue	Expected to be completed
	Phytoremediation for Storm Water Drain in Digha	Contract finalisation after design/spec/ estimates are received from DSDA	Award of contract and commencement of work	Work to continue	Expected to be completed
PUBLIC HEALTH ENGINEERING DIRECTORATE	Retention Wall for the STP	Re-tendering after preparation of Bid documents and contract finalisation	Construction to commence	Construction to be completed	
ZOOLOGICAL SURVEY OF INDIA	Strengthening components for Marine Aquarium and Museum in Digha	Contract finalisation and awarding	Work to commence and continue	Contract to be completed	
DEPARTMENT OF DISASTER MANAGEMENT	25 nos. Cyclone Shelters in South 24 Parganas	Construction to continue	Scheduled to be completed		
SUNDARBAN INFRASTRUCTURE DEVELOPMENT CORPORATION LTD	Eco Camp, Beach Shelter in Sagar	Construction to continue	Expected to be completed		
	Bio-Digester Toilets in Sagar	Tendering upon receipt of SIDCL design/spec/ estimates and award finalisation	Construction to commence and continue	Construction to continue	Expects to be completed
FOREST DIRECTORATE	Plantation (Mangrove, CSB, Gap)	Maintenance continues	Maintenance continues	Plantation for the year in this season	Maintenance to continue
	JFM Support activities	Support activities implementation activities to continue	Support activities implementation to continue	Support activities implementation to continue	Support activities implementation activities to continue
	Bio-diversity conservation	Progress continues	Progress continues	Progress continues	Progress continues
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
SPMU	ICZM Plan Preparation	Contract finalisation, if approved	Plan preparation to commence if contract finalised	Plan to preparation to continue if contract is awarded	Plan preparation to continue if contract is awarded

E. West Bengal Pollution Control Board

Sl. No.	Activities	Target for 2017			
		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 2017 (delayed due to encumbrance at site)			
9	Installation of additional ambient air quality monitoring stations	Automatic Stations – 06			
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	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	20	20	20	20

Department of Finance & Excise

ADMINISTRATIVE CALENDAR 2017	
January	
IFMS & Directorate of Treasuries & Accounts	
1	Roll out of Stakeholder sub-module under HRMS
2	Review Meeting of Financial Advisors
3	Inclusion of 2 Additional Banks in GRIPS (Portal for Online Deposit of Tax & Non-Tax Revenues) portal under IFMS
4	Inspection of 4 treasuries
Finance (Budget) Department	
1	Preparation of Supplementary Estimates for F. Y. 2016-17
2	Resource planning for budget
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 Tax	
1	Review Of Assessment For 2014-15
2	Monitoring Of Collection With Charge/Circle
3	Review Of Transition Of Dealers To GST
4	Assessment Of Training Of Officers On GST
5	Anti-Evasion Performance Of Crack Teams - Review
Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 17 Registration Offices
2	Quarterly Meeting with District Registrars for Review of Collection of Revenue
3	Introduction of Simultaneous Registration-Mutation (NLRMP) in 10 Offices
4	Introduction of Upgraded new Version of Software for Making Refund
5	WBSWAN connectivity in 10 registration offices
6	Inspection of District Registrars' offices of newly created districts
7	Pilot program for interfacing eNathikaran with Municipalities
8	Installation of Dash Board for Real time updating of number of registered Document and Collection of Revenue
9	Introduction of 10 facilitation centres
Directorate of Pension, Provident Fund & Group Insurance (DPPG)	
1	Disposal of all the pension cases, where date of retirement is within 28.02.2017
2	Disposal of all the family pension cases received in this office within 15.01.2017.
Excise Dte.	
1	Quarterly review meeting with Superintendents of Excise on revenue collection and enforcement activities
2	Development and Testing of software for grant of temporary bar license
3	Disposal of appeal cases for the month
4	Inspection of 2 (two) Country Spirit Bottling Plants by Addl. Excise Commissioner / Jt. Commissioner
5	Upgrade of software deployed for accounting of bulk spirit at F.L Manufactories and C.S Bottling Plants

February	
IFMS & Directorate of Treasuries & Accounts	
1	Integration in between 2 Departments & GRIPS (Portal for Online Deposit of Tax & Non-Tax Revenues) portal under IFMS
2	Roll out of Wage payment facility under HRMS
3	Roll out of Leave Sub- Module under HRMS
4	Inspection of 3 Treasuries
5	Training to 300 Master Trainers for implementation of HRMS
6	Completion of work of Upgradation of Infrastructure in 3 Treasuries
Finance (Budget) Department	
1	Finalization of Supplementary Estimates for F. Y. 2016-17
2	Placement of budget for 2017-18 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	Preparation of write up of State Finance for the publication of Economic Review 2016-17
8	Creation of provision of VGF Funding for PPP Projects in Budget for FY 17-18
Directorate of Commercial Tax	
1	Monitoring Of Vat Audit For 2014-15
2	Inspection Of Two Charges By Cct/Spl. Cct And Sending Report To Principal Secretary, Finance
3	Review Of Collection With Charge/Circle
4	Uploading Of Sale-Purchase Mismatch For 2015-16
5	Meeting With Trade Bodies On Transition To Gst
Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 20 Registration Offices
2	Inspection of six offices in North Bengal and evaluation of market value and revenue growth thereof
3	Review Meeting with All District Registrars
4	Introduction of Simultaneous Registration-Mutation (NLRMP) in 8 Offices
5	Introduction of Asset Management System in PPP Project in soft form
6	WBSWAN connectivity in 10 registration offices
7	Pilot program for interfacing eNathikaran with Kolkata Municipal Corporation
8	Introduction of system of capturing thumb impression and photograph electronically in visit & commission cases
9	Introduction of 10 facilitation centres
Directorate of Pension, Provident Fund & Group Insurance(DPPG)	
1	Disposal of all the pension cases, where date of retirement is within 31.03.2017.
2	Disposal of all the family pension cases received in this office within 15.02.2017.

Excise Dte.	
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	Video Conferencing with Additional District Magistrates & Collectors of Excise of all districts
4	Disposal of appeal cases for the month
5	Completion of construction of Berhampore Excise Complex
March	
IFMS & Directorate of Treasuries & Accounts	
1	Roll out of Grant-in-Aid Salary facility under HRMS
2	introduction of Modified Reporting System under IFMS GRIPS
Finance (Budget) Department	
1	Reappropriation and release of funds to administrative depts. 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 Tax	
1	Monitoring Of Collection With Charge/Circle
2	Review Of Special Audit For 13-14 And 14-15
3	Introduction Of Sgst Law
4	Review Of Appeal Cases For Collection
5	Provisional Assessment For Dec 2016
Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 20 Registration Offices
2	Availability of proforma deed in website for preparation of deed by registrant public
3	Introduction of Simultaneous Registration-Mutation (NLRMP) in 10 Offices
4	WBSWAN connectivity in 10 registration offices
5	Introduction of 10 facilitation centres
6	Introduction of mobile application for assessment of market value by registrant public
Directorate of Pension, Provident Fund & Group Insurance(DPPG)	
1	Disposal of all the pension cases, where date of retirement is within 31.04.2017.
2	Disposal of all the family pension cases received in this office within 15.03.2017.
Excise Dte.	
1	Inspection of 2 (two) Foreign Liquor Manufactories by Addl. Excise Commissioner / Jt. Commissioner
2	Consolidation and fine tuning of the M.I.S module deployed under eAbari
3	Site preparation for I.T enabled office spaces on the 1st Floor of the Excise Directorate building
4	Disposal of appeal cases for the month

April	
IFMS & Directorate of Treasuries & Accounts	
1	Discontinuation of disbursement of other category Pension from AG WB
2	Discontinuation of Counter Payment of Pension from the office of the AG, WB
3	Roll out of Transfer (with Deputation / lien) module under HRMS
4	Integration with e-Pension Portal of DPPG with IFMS
5	Review Meeting of Financial Advisors
Finance (Budget) Department	
1	Release of funds for FY 2017-18 to administrative department as per vote on account
2	Review of Externally Aided Projects
3	Review of resources including raising of resources for Plan/ Non Plan Expenditure for FY 2017-18
4	Upgradation of PPP project database of West Bengal
Directorate of Commercial Tax	
1	Detection And Action On Defaulters In Filing Form 88
2	Review Of Anti-Evasion Performance Of Crack Teams
3	Meeting On Review Of Collection 2016-17
4	Review Of Transition To GST
5	Meeting With GST Stakeholders
Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 20 Registration Offices
2	Pilot program for interfacing eNathikaran with Howrah Municipal Corporation
3	Revision of Market Value of Land /Apartment covering jurisdiction of 1 district
4	Quarterly Meeting with District Registrars for Review of Collection of Revenue
5	Introduction of Dash Board for Real time updating of number of registered Document and Collection of Revenue
6	Introduction of double shift in RA office covering time 8am to 8pm on all working days
7	Implementation of road-wise market value in ADSRO Baruipur and ADSRO Diamond Harbour
8	Introduction of 4 facilitation centres
Directorate of Pension, Provident Fund & Group Insurance(DPPG)	
1	Launch of e-Pension Portal
2	Disposal of all the pension cases,where date of retirement is within 31.05.2017.
3	Disposal of all the family pension cases received in this office within 15.04.2017.
Excise Dte.	
1	Annual Review meeting with Superintendents of Excise on revenue collection and enforcement activities
2	Digitization of Excise Manual Volume II for updation
3	Disposal of appeal cases for the month
4	Piloting of software for grant of permits to serve liquor at private occassions and at foreign Consulates

May	
IFMS & Directorate of Treasuries & Accounts	
1	Publication of New Treasury Rules
2	Roll out of Performance Appraisal sub-module under HRMS
3	Roll out of Training Management Sub-Module under HRMS
4	Roll out of Promotion Sub-Module of HRMS
5	In service Training of TOs / ATOs
Finance (Budget) Department	
1	Review of resources including raising of resources for Plan/ Non Plan Expenditure for FY 2017-18
2	Review & Monitoring of Plan/ Non Plan/ CSS/ RIDF Expenditure of all Departments
3	HPC Meeting with NABARD and departmental secretaries under the Chairmanship of Chief Secretary
Directorate of Commercial Tax	
1	Survey Camp By Prof. Tax For Enrolement And Registration
2	Monitoring Of Assessment For 2014-15
3	Review Of Collection With Charge/Circle
4	Survey On Unregistered Taxable Persons For Registration In Gst
5	Identification Of Return Defaulters For March 17 And Actions Thereon
Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 20 Registration Offices
2	Introduction of Pilot Project in Howrah District for Registration of Documents in any Registration office within the district
3	Inspection of six offices in Burdwan Zone and evaluation of market value and revenue growth thereof
4	Implementation of road-wise market value in ADSRO Berhampore
5	Revision of Market Value of Land /Apartment covering jurisdiction of 4 districts
6	Introduction of 4 facilitation centres
Directorate of Pension, Provident Fund & Group Insurance(DPPG)	
1	Addition of Municipalities on ePension Portal
2	Disposal of all the pension cases,where date of retirement is within 30.06.2017.
3	Disposal of all the family pension cases received in this office within 15.05.2017.
Excise Dte.	
1	Roll out of software for grant of temporary bar license
2	In service training of Sub-Inspectors of Excise on enforcement activities and eGovernance in batches
3	Inspection of 1 (one) distillery by Addl. Excise Commissioner / Jt. Commissioner
4	Disposal of appeal cases for the month
5	Review meeting with Deputy Excise Collectors in charge of Excise Ranges

June	
IFMS & Directorate of Treasuries & Accounts	
1	Roll out of modified TR forms & Reports of e-Billing
2	Roll out of Departmental Enquiry Management Sub-Module under HRMS
3	Roll out of Employee exit Sub-Module under HRMS
4	Roll out of e-Service Book for fresh recruitments under HRMS
5	Inspection of 5 Treasuries
Finance (Budget) Department	
1	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.
2	Review of File Disposal Rate within FD
3	Review & Monitoring of Plan/ Non Plan Expenditure of all Departments
Directorate of Commercial Tax	
1	Inspection Of Two Charges By Cct/Spl. Cct And Sending Report To Principal Secretary, Finance
2	Provisional Assessment For March 2017
3	Completion Of Assessment For 2014-15
4	Data analysis On Mismatch Reconciliation Report
5	Review Of Vat Audit For 2014-15
Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 20 Registration Offices
2	Providing facility to view Index II (Property details) while searching Index I
3	Implementation of road-wise market value in ADSRO Canning and ADSRO Kakdwip
4	Revision of Market Value of Land /Apartment covering jurisdiction of 7 districts
5	Bifurcation of one heavily loaded registration office
6	Introduction of 4 facilitation centres
Directorate of Pension, Provident Fund & Group Insurance (DPPG)	
1	Disposal of all the pension cases, where date of retirement is within 31.07.2017.
2	Disposal of all the family pension cases received in this office within 15.06.2017.
3	Addition of Panchayet Pension in ePension Portal.
Excise Dte.	
1	Development and testing of software for import of molasses from other states or from outside India through Customs
2	Roll out of software for grant of permits to serve liquor at private occasions and at foreign Consulates
3	Video Conferencing with Additional District Magistrates & Collectors of Excise of all districts
4	Revision of Excise Manual Volume II by committee comprising of senior Excise Officers
5	Disposal of appeal cases for the month

July	
IFMS & Directorate of Treasuries & Accounts	
1	Training to 20,000 Master Trainers and Users of HRMS belonging to about 10000 Offices across the state for implementation of HRMS
2	Roll out of Confirmation Management Sub-Module under HRMS
3	Roll out of Recruitment Management Sub-Module of HRMS
4	Review meeting of Financial Advisors
4	Completion of work of Upgradation of Infrastructure in 4 Treasuries
Finance (Budget) 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 FY 2017-18
3	Review of RIDF & EAP Projects
Directorate of Commercial Tax	
1	Meeting With Trade Bodies
2	Completion Of Vad Audit For 2014-15
3	Inspection Of Two Charges By Cct/Spl. Cct And Sending Report To Principal Secretary, Finance
4	Survey Camp By Prof. Tax For Enrolement And Registration
5	Review Of Appeal Cases For Collection
Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 20 Registration Offices
2	Revision of Market Value of Land /Apartment covering jurisdiction of 8 districts
3	Facility of GPS for identification of location in collaboration with DLR&S
4	Inspection of six offices in Presidency Zone and evaluation of market value and revenue growth thereof
5	Introduction of 4 facilitation centres
Directorate of Pension, Provident Fund & Group Insurance(DPPG)	
1	Addition of all Pension Sanctioning Authorities on ePension Portal
2	Disposal of all the pension cases,where date of retirement is within 31.08.2017.
3	Disposal of all the family pension cases received in this office within 15.07.2017.
Excise Dte.	
1	Quarterly review meeting with Superintendents of Excise on revenue collection and enforcement activities
2	Disposal of appeal cases for the month
3	Piloting of software for import of molasses from other states and from outside India through Customs
4	Development and testing of software for export of bulk spirit out of the State
August	
IFMS & Directorate of Treasuries & Accounts	
1	Publication of New GPF Rules for State Government Employees
2	Roll out of GPF module for Group - D State Govt. employees
3	Roll out of Inter-Treasury Deposit account fund transfer facility in IFMS
4	Inspection of 3 Treasuries
5	In-service Refresher Training of TO/ATOs

Finance (Budget) Department	
1	Release of second instalment of budgetary funds to all administrative departments
2	Reappropriation of funds as per requirement of administrative depts.
3	Review of File Disposal Rate within FD
4	Evaluation of PPP Projects proposal of various administrative depts.
Directorate of Commercial Tax	
1	Monitoring Of Collection With Charge/Circle
2	Review On Performance Of Anti-Evasion Teams
3	Meeting On Disposal Of Appeal Cases
4	Survey On Unregistered Taxable Persons For Registration In Gst
5	Selection For Assessment Under Vat Act
Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 20 Registration Offices
2	Inspection of six offices in Burdwan Zone and evaluation of market value and revenue growth thereof
3	Introduction of 4 facilitation centres
4	Implementation of road-wise market value in one registration offices
Directorate of Pension, Provident Fund & Group Insurance(DPPG)	
1	Disposal of all the pension cases, where date of retirement is within 30.09.2017.
2	Disposal of all the family pension cases received in this office within 15.08.2017.
Excise Dte.	
1	Publication of revised and updated edition of Excise Manual Volume II
2	Roll out of software for import of molasses from other states and from outside India through Customs
3	Piloting of software for export of bulk spirit out of the State
4	Inspection of 2 (two) F.L Manufactories by Addl. Excise Commissioner / Jt. Commissioner
5	Disposal of appeal cases for the month
September	
IFMS & Directorate of Treasuries & Accounts	
1	Integration with WBHS Portal for Medical Entitlements under HRMS
2	Completion of work of Upgradation of Infrastructure in 3 Treasuries
3	Publication of Revised Edition of Compendium of Government Orders
4	Inspection of 4 Treasuries
Finance (Budget) 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	Mid-Year Review of Release of Funds by Administrative Departments as released to them by FD in April and August

5	Mid-Year Review of Taxes Collection by various Directorates
6	Reconciliation of accounts of last financial years with A.G. West Bengal
Directorate of Commercial Tax	
1	Review On Monitoring Of Business Stock
2	Selection For Special Audit For 2015-16
3	Monitoring Of Collection With Charge/Circle
4	Inspection Of Two Charges By Cct/Spl. Cct And Sending Report To Principal Secretary, Finance
5	Survey Camp By Prof. Tax For Enrolement And Registration
Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 20 Registration Offices
2	Inspection of six offices in Jalpaiguri Zone and evaluation of market value and revenue growth thereof
3	Introduction of 4 facilitation centres
4	Implementation of road-wise market value in one registration offices
Directorate of Pension, Provident Fund & Group Insurance(DPPG)	
1	Disposal of all the pension cases,where date of retirement is within 31.10.2017.
2	Disposal of all the family pension cases received in this office within 15.09.2017.
Excise Dte.	
1	Pre-puja review with Superintendents of Excise on revenue collection and enforcement activities
2	Disposal of appeal cases for the month
3	Roll out of software for export of bulk spirit out of the State
4	Development and testing of software for transport of industrial and medicinal spirits within units licensed under the M & TP Act
5	Coordination meeting on NDPS with all units on preparedness to ensure Zero cultivation of contraband Opium and Cannabis
October	
IFMS & Directorate of Treasuries & Accounts	
1	Online submission of Pension Vouchers to AG, WB through IFMS making it a paperless process
2	Completion of work of Upgradation of Infrastructure in 3 Treasuries
3	Inspection of 4 Treasuries
4	Review meeting of Financial Advisors
Finance (Budget) Department	
1	Collection and Compilation of Budget Material from all Administrative Departments
2	Reappropriation of funds as per requirement of administrative deptts.
3	Review of Externally Aided Projects/ RIDF
4	Entry/ Exit Conference with the Office of AG WB

Directorate of Commercial Tax	
1	Review On Collection With Charge/Circle
2	Review Of Refunds To Dealers
3	Review On Performance Of Anti-Evasion Teams
4	Review On Training On Gst
Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 20 Registration Offices
2	Inspection of six offices in Presidency Zone and evaluation of market value and revenue growth thereof
3	Quarterly Meeting with District Registrars for Review of Collection of Revenue
4	Introduction of 4 facilitation centres
5	Implementation of road-wise market value in one registration offices
Directorate of Pension, Provident Fund & Group Insurance (DPPG)	
1	Disposal of all the pension cases, where date of retirement is within 30.11.2017.
2	Disposal of all the family pension cases received in this office within 15.10.2017.
Excise Dte.	
1	Piloting of software for transport of industrial and medicinal spirits within units licensed under the M & TP Act
2	Review of eGovernance initiatives and achievements by Excise Commissioner / Addl. Excise Commissioner
3	Refresher training of Deputy Excise Collectors in batches
4	Disposal of appeal cases for the month
November	
IFMS & Directorate of Treasuries & Accounts	
1	Training of TOs / PAOs on NPS
2	Inspection of 4 Treasuries
3	Roll out of AG-VLC module
Finance (Budget) 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 FY 16-17, 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 Tax	
1	Review Of Pending Appeal Cases
2	Review On Performance Of Tax Recovery Office
3	Inspection Of Two Charges By Cct/Spl. Cct And Sending Report To Principal Secretary, Finance
4	Review On Collection With Charge/Circle
5	Review On Special Audit And Collection

Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 20 Registration Offices
2	Inspection of six offices in Jalpaiguri Zone and evaluation of market value and revenue growth thereof
3	Introduction of 4 facilitation centres
4	Implementation of road-wise market value in one registration offices
Directorate of Pension, Provident Fund & Group Insurance (DPPG)	
1	Disposal of all the pension cases, where date of retirement is within 31.12.2017.
2	Disposal of all the family pension cases received in this office within 15.11.2017.
Excise Dte.	
1	Development and testing of software for end-to-end electronic criminal case handling solution
2	Roll out of software for transport of industrial and medicinal spirits within units licensed under the Special Section
3	Review meeting with Superintendents of Excise on revenue collection and enforcement activities
4	Disposal of appeal cases for the month
5	Coordination meeting on NDPS with all units
December	
IFMS & Directorate of Treasuries & Accounts	
1	Publication of Revised West Bengal Financial Rules
2	Completion of work of Upgradation of Infrastructure in 3 Treasuries
3	Inspection of 4 Treasuries
Finance (Budget) 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	Applying for accreditation of PPP Project database website of Fin. Deptt.
6	Review of Taxes Collection by various Directorates
7	HPC Meeting with NABARD and departmental secretaries under the Chairmanship of Chief Secretary
Directorate of Commercial Tax	
1	Monitoring Of Collection With Charge/Circle
2	Review On Performance Of Anti-Evasion Teams
3	Survey On Unregistered Taxable Persons For Registration In Gst
4	Meeting With Stakeholders In Gst
5	Survey Camp By Prof. Tax For Enrolement And Registration

Directorate of Registration and Stamp Revenue	
1	Checking Facility of Legacy Records through WEB in 10 Registration Offices
2	Inspection of Six Offices covering all 3 Zones and evaluation of market value and revenue growth thereof
3	Introduction of 4 facilitation centres
4	Implementation of road-wise market value in one registration offices
Directorate of Pension, Provident Fund & Group Insurance(DPPG)	
1	Disposal of all the pension cases,where date of retirement is within 31.01.2018.
2	Disposal of all the family pension cases received in this office within 15.12.2017.
Excise Dte.	
1	Inspection of 2 (two) Breweries by Addl. Excise Commissioner / Jt. Commissioner
2	Disposal of appeal cases for the month
3	Piloting of software for end-to-end electronic criminal case handling solution
4	Review meeting with Deputy Excise Collectors in charge of F.L Manufactories, C.S Bottling Plants and Breweries
5	Starting of construction work of Birpara Excise Complex

Department of Fire & Emergency Services

JANUARY – 2017

Sl.No.	Target
1.	Fire Service Contingent will participate at Indira Gandhi Sarani in connection with Republic Day Parade on 26 th January, 2017 and at district and sub-division.
2.	1 st Batch of External Sub-Officer Course, National Fire Service College, Nagpur shall be conducted 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.	Initiation of condemnation process for unserviceable vehicles and initiation of auction of remaining 99 Nos. of vehicles.
6.	Issue of work order for purchase of 200 (two hundred) B.A. set under e-tender-5.

FEBRUARY – 2017

Sl.No.	Target
1.	Professional Duty-cum-Athletic Meet-2017 (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 stake holders in the Fire Safety Certificate process.
4.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
5.	To complete the process of promotion to the post of F.E.O.D. from S.C.D. and F.O.
6.	Issue of work order for purchase of some Fire Fighting Equipments under e-tender-5, subject to approval of Government.
7.	Construction work of one new Fire station building to be completed.
8.	Review Meeting with the P.W.D. to monitor the progress of Construction and Renovation works of Fire Stations throughout the state.
9.	Publication and promulgation of rules regulating the recruitment to the post of Architectural Assistant, Assistant Engineer (Civil), Assistant Architect, Assistant Engineer (IT).
10.	90% disposal of the applications received during the last 60 days for issuance and renewal of license for storing and/or processing of hazardous substances.

MARCH – 2017

Sl.No.	Target
1.	Construction work of 2 (two) Nos. new Fire Station building to be completed.
2.	Elementary Fire Fighting Course will be conducted at Institute of Fire Services for Nabik Griha Samity.
3.	Meeting with CREDAI Office bearers for exchange of views regarding principles of Fire Safety Certificate, since they are important stake holders.
4.	At least 90% of the applications submitted to TEC for obtaining NOC for high rise building to be disposed of during this quarter.
5.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
6.	To complete purchase of 200 no. of B.A. Sets.
7.	Review Meeting with the Dir. Gen. of WBF&ES to monitor the overall performance of the Department.

Sl.No.	Target
8.	Completion of process of Inter Departmental Transfer of Land in favour of this Department for setting up of 03 nos. of New Fire Stations.
9.	Start of Construction process for 02 nos. of New Fire Stations.
10.	Completion of Repair and Renovation of 05 Nos. of Existing Fire Stations.
11.	Completion of the process of amendment of the recruitment rules for the post of Deputy Director and Divisional Fire Officer under WBF&ES.

APRIL – 2017

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, 2017.
2.	To expedite the work of external renovation and internal decoration of Directorate Building by K.M.C.
3.	Review Meeting within Directorate and with Senior Field Officers, to examine financial performance in the past financial year.
4.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
5.	To observe Fire Service Week, widespread Awareness Programmes will be held in Schools, Colleges, Factories, Shopping Malls, Hospitals, and Market Places throughout the state.
6.	Completion of purchase of 25 nos. of Water Bowser under e-tender-4.
7.	Distribution of 200 (two hundred) B.A. sets.
8.	Review Meeting with the P.W.D. to monitor the progress of Construction and Renovation works of Fire Stations throughout the state.
9.	90% disposal of the applications received during the last 60 days for issuance and renewal of license for storing and/or processing of hazardous substances.

MAY – 2017

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 four batches.
2.	Elementary Fire Fighting Course will be conducted at Institute of Fire Service for Nabik Griha Samity.
3.	Special Appliances and Modern Equipments Training Programme will be conducted at Institute of Fire Service for departmental candidates.
4.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
5.	To complete the construction work of one new Fire Station Building.
6.	To complete the process of distribution of 25 Nos. of new Water Bowser.

JUNE – 2017

Sl.No.	Target
1.	To review the work of external renovation etc. of Directorate Building by K.M.C.
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 Hooghly, Howrah & Purba Medinipur Division.
5.	Fire Fighting Demonstration shall be conducted at various outdoor office campuses and school campuses for public awareness in respect of Fire and Life Safety.

Sl.No.	Target
6.	Workshop chaired by DG, (Fire) with Indian Institute of Architects, who are one of the main stake holders in the Fire Safety Certificate process.
7.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
8.	At least 90% of the application submitted to TEC for obtaining NOC for high rise building to be disposed of during this quarter.
9.	Review Meeting with the P.W.D. to monitor the progress of Construction and Renovation works of Fire Stations throughout the state.
10.	Review Meeting with the Dir. Gen. of WBF&ES to monitor the overall performance of the Department.
11.	Completion of process of Inter Departmental Transfer of Land in favour of this Department for setting up of 03 nos. of New Fire Stations.
12.	Start of Construction process for 02 nos. of New Fire Stations.
13.	Completion of Repair and Renovation of 05 Nos. of Existing Fire Stations.
14.	Promulgation of the de-novo recruitment rules for the posts of Station Officer and Sub-Officer.
15.	90% disposal of the applications received during the last 60 days for issuance and renewal of license for sorting and/or processing of hazardous substances.

JULY – 2017

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 “N-24 Pgs., Nadia, Murshidabad & Birbhum” Division.
4.	Meeting with CREDAI Office bearers for exchange of views regarding principles of Fire Safety Certificate, since there important stake holders.
5.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
6.	To complete the construction work of one new Fire Station Building.

AUGUST – 2017

Sl.No.	Target
1.	To complete the process of condemnation and disposal of 99 nos. 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 2017.
3.	Renovation of 2(two) 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 two new Fire Station Building.
6.	Observance of Independence Day throughout the state (District & Sub-Division level).
7.	Review Meeting with the P.W.D. to monitor the progress of Construction and Renovation works of Fire Stations throughout the state.
8.	90% disposal of the applications received during the last 60 days for issuance and renewal of license for storing and/or processing of hazardous substances.

SEPTEMBER – 2017

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 throughout the state.
5.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
6.	At least 90% of the applications submitted to TEC for obtaining NOC for high rise buildings to be disposed of during this quarter.
7.	Fire Service stand-by duty will be performed during Durga Puja at different – Police Stations and near big Puja Pandals.
8.	Conducting regular training to different Puja Committee members at Kolkata, Howrah and adjacent district.
9.	Issuance of NOC for temporary structure in connection with Durga Puja to be disposed of before the festival starts to be completed.
10.	Review Meeting with the Dir. Gen. of WBF&ES to monitor the overall performance of the Department.
11.	Completion of process of Inter Departmental Transfer of Land in favour of this Department for setting up of 03 nos. of New Fire Stations.
12.	Start of Construction process for 02 nos. of New Fire Stations.
13.	Completion of Repair and Renovation of 05 Nos. of Existing Fire Stations.

OCTOBER – 2017

Sl.No.	Target
1.	Fire Service stand-by duty will be performed during Muharram at different Police Stations.
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 Darjeeling, Jalpaiguri, Coochbehar, Uttar & Dakshin Dinajpur Division..
4.	Construction work of one new Fire station to be completed.
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.	Fire Service stand-by duty will performed during Kali Puja, Jagadhatri Puja at Police Station and near big Puja Pandals.
8.	Review Meeting with the P.W.D. to monitor the progress of Construction and Renovation works of Fire Stations throughout the state.
8	90% disposal of the applications received during the last 60 days for issuance and renewal of license for storing and/or processing of hazardous substances.

NOVEMBER – 2017

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 Services for Nabik Griha Samity.
3.	Mock Drill Exercise and Fire Awareness Programme to be organized in the area under South 24 Pgs. & Purba Medinipur Division.
4.	Refresher Course for Departmental F.E.O.Ds. will be conducted at Institute of Fire Service.

Sl.No.	Target
5.	Workshop chaired by DG, (Fire) with Indian Institute of Architects, who are one of the main stake holders in the Fire Safety Certificate process.
6.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
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.

DECEMBER – 2017

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 5(five) nos. old Fire Station to be completed.
4.	Mock Drill Exercise and Fire Awareness Programme to be organized in the area under Burdwan, Bankura & Purulia 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 there important stake holders.
7.	Monthly meeting of inter disciplinary Fire Safety Audit Committee.
8.	At least 90% of the applications submitted to TEC for obtaining NOC for high rise buildings to be disposed of during this quarter.
9.	Review Meeting with the Dir. Gen. of WBF&ES to monitor the overall performance of the Department.
10.	Completion of process of Inter Departmental Transfer of Land in favour of this Department for setting up of 03 nos. of New Fire Stations.
11.	Start of Construction process for 02 nos. of New Fire Stations.
12.	Completion of Repair and Renovation of 05 nos. of Existing Fire Stations.
13.	90% disposal of the applications received during the last 60 days for issuance and renewal of license for sorting and/or processing of hazardous substances.

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	Sep	Oct	Nov	Dec	
1.	Distribution of Fingerlings & Fisheries inputs including nutritionally balanced feed in water bodies	1200			1600			3200			1200			7200
2.	Production of fish in big reservoirs			1				1			1			3
3.	Distribution of inputs (accessories)(in Unit)	500			3000					1500				5000
4.	Bracking Water fish farming in Sundarban Districts (in Hactors)			150						150				300
5.	Training of Fish Farmers (No of Farmers)	2000			4500			6000			2500			15000
6.	Extension activities	341 (Krishi Mela, Mati Utsav, mati Tirtha, etc.)			2 (Wetland Day, Fish farmers Day)			255 (Fish Farmers' Day & Chuno-punti Utsav)						568
7.	HCRC: Awareness programmes	20			30			30			20			100
8.	Production of big size fish in big water bodies							200 (Hactor)						200 (Hactor)
9.	Accreditation of Hatcheries	20			20			20			20			80
10.	Investment Promotion Unit	1. Additional incentive to investors			Release of film on awareness (use of antibiotics, Best management practice etc.)			Investment seminar (one)			Investment seminar (three)			
11.	Publications	1. Handbook/booklet on fisheries for fish farmers			1. Leaflet on wetland day conservation			1. Hand Book of Fisheries Statistics 2016-17			1. Directory of Primary Fishermen's Co-Operative Societies of WB.			
		2. Brochure on Investment promotion			2. Leaflet on Hilsa conservation			2. Hand book of Govt. Water bodies-updating			2. Brochure on Hilsa conservation			

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	
		3. Fisheries News letter	4. Hand Book on model schemes for investment	3. Fisheries News letter	3. Fisheries News letter	4. Leaflet on Brackish Water farming	3. Fisheries News letter	3. Fisheries News letter	3. Fisheries News letter	3. Fisheries News letter	3. Fisheries News letter	3. Fisheries News letter		
12.	Ranching of Fish in coal pit	40 hactor (cumulative target)											40 hactor	
13.	Tribal housing (TSP scheme)	Beneficiaries selection and tender formalities											100	
14.	Marine security measures (Distribution of Distress Alert Transmitter, Biometric I-Card etc.)	70000											70000	
15.	General Review meeting by MIC/ Principal Secretary, Fisheries	1			1			1				1		4
16.	Zonal meeting by Director, Fisheries	2			1			1				1		5
17.	Construction of Hatchery (IMC hatchery near reservoir site and Indigenous fish species hatchery at paschimanchal Unnayan (PUP) blocks)	4 (IMC Hatchery) 25 (Indigenous fish species Hatchery)											23	
18.	Convergence scheme with MGNREGA/ ADMIP	300											300	

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.	Construction of Ornamental Fish Market Complex at Udayrampore, Bishnupur, South-24-pgs	20%			20%			20%						60%
2.	Construction of Cold Storage (150 MT) at Hattala, Bolpur, Birbhum Solar based chilled Cold Storage (3-5 MT)-5 no.	30%			20%			25%						

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	
3.	Construction of Dry Dock at Frasingung, South 24 parganas		10%			20%			20%				25%	75%
4.	Construction of Ice Plants (50MT) at Namkhana		10%			15%			20%				25%	70%
5.	Construction of Ice Plants (50MT) at Siliguri		10%			15%			20%				25%	70%
6.	Construction of Common Effluent Treatment Plant of Capacity 2700 KLD at Chakgaria, Benfish Complex, Kolkata		10%			15%			15%				20%	60%
7.	Construction of 150 Mt Cold Storage at Kakdwip, South-24-Parganas		10%			20%			20%				25%	75%

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 Bansdaha Beel, Purbasthali-I, Burdwan		80%			20%								100%
2	Renovation of Sakrol Beel at Gazole, Maldah		80%			20%								100%
3	Renovation of Baisar Beel at kalyani in the district of Nadia, West Bengal		5%			20%			5%				10%	40%
4	Renovation of Charcharia Bheri, South 24 Parganas, West Bengal		5%			20%			5%				10%	40%
5	Renovation of Kapaichandi Beel at Harishchandrapur, District-Malda, West Bengal		15%			20%			5%				10%	40%

4. 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	465 MT			465 MT			600 MT			480 MT			2010 MT
	Stocking of Indian Major Carp Seed for culture (50 Lakh Fry)	5 Lakh Fry			17 Lakh Fry			17 Lakh Fry			11 Lakh Fry			50 Lakh Fry
	Stocking of Big Fish advanced Fingerlings (8 Lakh advanced Fingerlings)	4 Lakh			0.80 Lakh			1.60 Lakh			1.60 Lakh			8 Lakh
	Stocking of high yielding Species (110 Lakh Fry)	(Pangasius, GIFT Tilapia,) 14.30 Lakh			(Pangasius, GIFT Tilapia, Seabass) 35.20 Lakh			(Pangasius, GIFT Tilapia, Seabass) 36.3 Lakh			(Pangasius, GIFT Tilapia, Tilapia,.) 24.20 Lakh			110 Lakh Fry
	Stocking of vannamei & Shrimp (33 Lakh Post Larvae)	7.26 Lakh			31.50 Lakh			9.24 Lakh			-			(33 Lakh Post Larvae)
2	Innovative new species culture (37 Lakh Fry and Post Larvae)	(Cobia, Mugil cephalus, Mugil parsia, Chanos chanos, M rosenbergii) (8.14 Lakh)			(Mugil cephalus, Chanos chanos, Mystus gulio, Jayanti Rohu, Vietnam Koi, M rosenbergii) (14.43 Lakh)			(Mystus gulio, Jayanti Rohu, Vietnam Koi, P. sarana) (14.43 Lakh)			-			(37 Lakh Fry and Post Larvae)
3	Desiltation work of Water Bodies of Different Fisheries project (under RKVY fund)	40%			30%			(No working)			30%			100%
4	6 Nos. Refrigerator Mobile Van for Fish Marketing (under RKVY fund)	3			1			1			1			6
5	Participation in different fair/festival/mela	4			1			1			5			11
6	Establishment of Magur? Singhi (indigenous species) Hatchery at Krishnabundh, Jamunadighi, Chotkhand, Nalban	1			1			1			1			4

5. Fisheries Mapping Project.

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	Edition of GIS application		4 districts		4 districts			4 districts				4 districts		16 districts
2	Mapping of Jhora Fishery		125 units		125 units			125 units				125 units		500 units
3	Preparation of Contour map wherever is applicable		3 districts		3 districts			3 districts				3 districts		12 districts

Department of Food & Supplies

Sub-Activity		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly target at a glance	Nodal Monitoring officer
		17	17	17	17	17	17	17	17	17	17	17	17	17	
(i)	MIC, Food & Supplies Department	2	2	2	2	2	2	2	2	2	2	2	2	24	Secretary, F&S Deptt.
	Actual Achievement													0	
(ii)	District visit by Principal Secretary	2	2	2	2	2	2	2	2	2	2	2	2	24	Secretary, F&S Deptt.
	Actual Achievement													0	
(iii)	Director DDP&S	2	2	2	2	2	2	2	2	2	2	2	2	24	Secretary, F&S Deptt.
	Actual Achievement													0	
(iv)	Director of Rationing	2	2	2	2	2	2	2	2	2	2	2	2	24	Secretary, F&S Deptt.
	Actual Achievement													0	
(v)	Director of Consumer Goods	2	2	2	2	2	2	2	2	2	2	2	2	24	Secretary, F&S Deptt.
	Actual Achievement													0	
(vi)	Director of Finance	2	2	2	2	2	2	2	2	2	2	2	2	24	Secretary, F&S Deptt.
	Actual Achievement													0	
(vii)	MD WBECSC Ltd.	2	2	2	2	2	2	2	2	2	2	2	2	24	Secretary, F&S Deptt.
	Actual Achievement													0	
(viii)	MD WBSCWC Ltd.	2	2	2	2	2	2	2	2	2	2	2	2	24	Secretary, F&S Deptt.
	Actual Achievement													0	
	Actual Achievement	2	2	2	2	2	2	2	2	2	2	2	2	24	Secretary, F&S Deptt.
	Actual Achievement													0	

A. Year-long programme of review meetings, districts tours by Ministers/Secretaries/other senior officer

Sub-Activity	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Yearly target at a glance	Nodal Monitoring officer
(ix) Weekly Review Meeting held on every Monday with Directors/ Officers	4	4	4	4	4	4	4	4	4	4	4	4	48	Secretary, F&S Deptt.
Actual Achievement													0	
(x) Weekly Video Conference with DCFS & SCFS	4	4	4	4	4	4	4	4	4	4	4	4	48	DDP&S and. F&S Deptt
Actual Achievement													0	
(i) Month wise collection of rice (in LMT)	3.50	4.50	4.50	4.00	3.50	3.50	3.50	3.50	4.50	0.00	0.00	1.00	36	DDP&S and Spl. Secy(P)
Actual Achievement													0	
(ii) Paddy Purchase Camps (No.s in days)	5278	5278	5278	4397	3397	2634	1200	828	0	0	0	3200	31490	DDP&S and Spl. Secy(P)
Actual Achievement													0	
(iii) Purchase of paddy from farmers at MSP (in lakh MT)	12	9	8	6	3	2	3	2	0	0	0	7	52	DDP&S and Spl. Secy(P)
Actual Achievement													0	
(iv) Introduction of Basket of New & Branded Non-PD Items	4 items to be introduced	4 items to be introduced	4 items to be introduced	4 items to be introduced	4 items to be introduced	4 items to be introduced	4 items to be introduced	4 items to be introduced	4 items to be introduced	4 items to be introduced	4 items to be introduced	4 items to be introduced	16 items	Director of NCEC, Textile and JS, Food
Actual Achievement														
(v) Updation of Account of PDS 2015-16	P.D.S. A/c. by April, 2017.													Director of Finance
Actual Achievement														

B. Procurement & PDS

Sub-Activity		Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Yearly target at a glance	Nodal Monitoring officer
(iv)	Implementation of upcoming 50 sanctioned godown projects of having capacity of 77000 MT														Director of storage
	(A) For 22 godowns	Foundation to be started	Foundation to be completed	Brick work & Tie beam.	Brick work & plinth beam.	Super structure & filling for floor & road	Super structure & filling of road	Lintel Beam & bottom grider beam ancillary super structure.	Truss fabrication ancillary super structure.	Truss sheet erection ancillary of, sub road. Base of road.	Truss & sheet erection, & ancillary base of road wash & colouring, surface of road.	Truss Electrification & in all respect	Completed in all	22	
	Actual Achievement														
	(B) For 28 godowns	Work order will be issued.	Foundation to be completed	Foundation to be completed	Brick work & plinth Beam.	Brick work & plinth Beam.	Super structure & filling road. Ancillary foundation.	Super structure & filling road. Ancillary foundation.	Super structure & filling road. Ancillary foundation.	Lintel Beam & bottom of grider beam ancillary super structure.	Truss fabrication upto bottom of grider beam ancillary super structure.	Truss sheet erection, & ancillary base of road	Truss & sheet erection, & ancillary base of road	28 units (Ongoing)	
	Actual Achievement														
(v)	Procurement of Bench Top Digital Refractometer for analysis of Oil and Sugar	E-tendering process	Completion of process	Installation and commissioning											Director of I & QC
	Actual Achievement														

C. Infrastructural Upgradation

C. Infrastructural Upgradation

Sub-Activity	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Yearly target at a glance	Nodal Monitoring officer
(vi) Procurement of Iron detection Kit- A semi quantitative test for fortified atta, easy to carry in the field	Admimi- Purchase approval as well as financial sanction	Purchase of kits	The device put in operation											Director of I & QC
Actual Achievement														
(vii) Construction of 5 Nos. of new godowns under RKVY by PWD														MD WBSWC Ltd.
25% - 50%	2	1												
50% - 75%	1	1	2	2	1								5 Units	
75% - 100%	2	1			1	2	1							
Complete		2	3	3	3	3	4	5						
Actual Achievement														
(viii) Construction of 5 Nos. of new warehouse of 20000 MT capacity at Haldia under RIDF/ State plan by PWD														MD WBSWC Ltd.
Actual Achievement			10%	20%		25%			40%			60%	60% of 5 units (Ongoing)	
(ix) Installation of 3 Nos. of Weighbridge	20%	30%	40%	50%	60%	70%	80%	90%	100%				100% of 3 units	MD WBSWC Ltd.
Actual Achievement														
(x) Renovation of 2 Nos. of SWC warehouses to be executed by SWC	10%	30%	40%	60%	80%	100%							100% of 2 units	MD WBSWC Ltd.
Actual Achievement														

C. Infrastructural Upgradation														
Sub-Activity	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Yearly target at a glance	Nodal Monitoring officer
(xi) Renovation of 11 Nos. of SWC warehouses to be executed by PWD														MD WBSWC Ltd.
< 25%	11	8	4	4										
25% - 50%		3	4	3	4	4							100% of 11 units	
50% - 75%			1	2	4	2	4	4						
75% - 100%			1			2	2	2	4	4	4			
Complete			1	2	3	3	5	5	7	7	7	11		
Actual Achievement														
(xii) Additional Ancillary works for conversation of 8 Nos. of RIDF godowns into PEG														MD WBSWC Ltd.
< 25%	8	8											100% of 8 units	
25% - 50%			3	2										
50% - 75%			5	1	2	2	2							
75% - 100%				5	1			2						
Complete					5	6	6	6	8					
Actual Achievement														
(xiii) Additional Ancillary works for 35 RIDF godowns other than PEG														MD WBSWC Ltd.
< 25%	35	0												
25% - < 50%		5	8											
50% - < 75%		12	5	8	8								100% of 35 units	
75% to 100%		10		5		8								
Complete			22	22	27	27	35							
Actual Achievement														

C. Infrastructural Upgradation

Sub-Activity	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Yearly target at a glance	Nodal Monitoring officer
(xiv) Construction of 3 godowns connecting road														MD WBSWC Ltd.
< 25%	3													
25% - < 50%													100% of 3 units	
50% - < 75%		3												
75% to 100%														
Complete			3											
Actual Achievement														
(xv) Renovation/Repair of Cossipre GFD by PWD														MD WBSWC Ltd.
a. 08 godowns	10%	80%	100%										100% of 1 units	
b. 23 godowns			10%	20%	30%	40%	50%	60%	70%	80%	90%	100%		
Actual Achievement														
(xvi) Engagement of agency for supplying Weighbridge Operator [56 nos].		Selection and finalisation of agency											56 nos.	MD WBSWC Ltd.
Actual Achievement														
(xvii) Preparation of Accounts for 2016-17									Finalisation					MD WBSWC Ltd.
Actual Achievement														
(xviii) Shifting of Rationing Offices		Shifting of 2 nos. of Rationing Offices to be completed.											3	Dir. of Rationing
Actual Achievement													Shifting of 1 nos. of Rationing Office to be completed	

Sub-Activity	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Yearly target at a glance	Nodal Monitoring officer
	(i) Godown inventory management (number of godowns to be automated)	50	50	50	50									200
Actual Achievement														
(ii) FPS automaion (number of FPS to be brought under e-transaction)	Agency to be selected	Pilot run	Pilot run	100	100	100	100	100	100	100	100	100	900	Spl. Secy (IT)
Actual Achievement														
(i) Publicity of different initiatives undertaken by the Deptis/ public Grievance & Monitoring	Publica- tion of Sangbad- nama Jan 17	Publica- tion of Sangbad- nama Feb 17	Publica- tion of Sangbad- nama Mar 17	Publica- tion of Sangbad- nama Apr 17	Publica- tion of Sangbad- nama May 17	Publica- tion of Sangbad- nama Jun 17	Publica- tion of Sangbad- nama Jul 17	Publica- tion of Sangbad- nama Aug 17	Publica- tion of Sangbad- nama Sep 17	Publica- tion of Sangbad- nama Oct 17	Publica- tion of Sangbad- nama Nov 17	Publica- tion of Sangbad- nama Dec 17	22	Director of NCEC, Textile and PDS
Actual Achievement						(i) F&S Statistical hand- book								
(ii) Recruitment/ engagement of Assistant Engineers (3 nos) and Junior Engineers (6 nos) on Contractual Basis			Written Test		Iner- view	Prepa- ration of pannel and enga- gemen							3 Batches	MD WBSWC Ltd.
Actual Achievement														

D. NFSA and IT

F. Departmental Reforms

Sub-Activity	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Yearly target at a glance	Nodal Monitoring officer
	(i) Formation of Vigilance Team and No. of visits /raids on different PDS Agencies/ Rice Mills/ Other Agencies in different parts of the State	75	75	75	75	75	75	75	75	75	75	75	75	900
Actual Achievement														
(i) Computer training of officials	Computer training of 35 official in each batch from Jan'17 to Aug'17 and 20 officials in each batch in Sep'17 and Dec'17												320	Special Secretary, Training
Actual Achievement														
(ii) Imparting Practical QC training of Inspection staff/ officials at HQ	1st Quarter			2nd Quarter		3rd Quarter			4th Quarter				4 Training	Director of I & QC
Actual Achievement														
(iii) Training of Superintendents/QC Inspectors and other personnels.				1st Batch				2nd Batch				3rd Batch	3 training	MD WBSWC Ltd.
Actual Achievement														
(i) Introduction of Roudra Bristi in district municipality - 5 Nos.	Bidhannagar, Rampurhat, Tarapit, Kachrapara, Naihati												5	MD, ECSC
Actual Achievement														
(ii) Introduction of new company/ products in Roudra Bristi	10 Nos. of new companies and their products to be introduced in Roudra Bristi												10	MD, ECSC
Actual Achievement														

Department of Forests

Admn. Units	January	February	March	April	May	June	July	August	September	October	November	December
	Meeting with JFMCs including holding of Annual/& Regional Meeting & Beat level co-ordination Committee & Range level co-ordination Committee meeting.											
	Forest Management and protection including raids, seizures, patrolling in forest areas. Implementation of different other developmental schemes at local level.											
	Review Meeting- Forest Protection	Review Meeting- Forest Protection	Publication of Monitoring Report	Review Meeting- Admin. Calendar	Budget Meeting	Review Meeting- Admin. Calendar	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	Review Meeting- Admin. Calendar	Budget Meeting	Review Meeting- Admin. Calendar	Review Meeting- Admin. Calendar	Review Meeting- Admin. Calendar	Review Meeting- Admin. Calendar	Review Meeting- Admin. Calendar	Budget Meeting	Review Meeting- Admin. Calendar	Price Fixation Committee Meeting	State Forest Report, 16-17
	District Visit by PCCF/ Addl. PCCF/CCF Within the State	District Visit by PCCF/ Addl. PCCF/CCF Within the State	District Visit by PCCF/ Addl. PCCF/CCF Within the State	District Visit by PCCF/ Addl. PCCF/CCF Within the State	District Visit by PCCF/ Addl. PCCF/CCF Within the State	District Visit by PCCF/ Addl. PCCF/CCF Within the State	District Visit by PCCF/ Addl. PCCF/CCF Within the State	District Visit by PCCF/ Addl. PCCF/CCF Within the State	District Visit by PCCF/ Addl. PCCF/CCF Within the State	District Visit by PCCF/ Addl. PCCF/CCF Within the State	District Visit by PCCF/ Addl. PCCF/CCF Within the State	District Visit by PCCF/ Addl. PCCF/CCF Within the State
	Organising Banabandhob Utsab in different areas of State	Organising Banabandhob Utsab in different areas of State	Organising Banabandhob Utsab in different areas of State	Organising Banabandhob Utsab in different areas of State	Organising Banabandhob Utsab in different areas of State	Organising Banabandhob Utsab in different areas of State	Organising Banabandhob Utsab in different areas of State	Organising Banabandhob Utsab in different areas of State	Organising Banabandhob Utsab in different areas of State	Organising Banabandhob Utsab in different areas of State	Organising Banabandhob Utsab in different areas of State	Organising Banabandhob Utsab in different areas of State
	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).	Nursery advance work in North Bengal & South Bengal- 1,11,60,000 seedlings (5580 Ha. @ 2000/seedlings).
	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)	Raising of seedlings for distribution (4800 Ha. @1600 seedlings/ha.)
	Building Renovation for Frontline Staff: 40 Nos.	Building Renovation for Frontline Staff: 40 Nos.	Building Renovation for Frontline Staff: 40 Nos.	Building Renovation for Frontline Staff: 40 Nos.	Building Renovation for Frontline Staff: 40 Nos.	Building Renovation for Frontline Staff: 40 Nos.	Building Renovation for Frontline Staff: 40 Nos.	Building Renovation for Frontline Staff: 40 Nos.	Building Renovation for Frontline Staff: 40 Nos.	Building Renovation for Frontline Staff: 40 Nos.	Building Renovation for Frontline Staff: 40 Nos.	Building Renovation for Frontline Staff: 40 Nos.
	Renovation of forest rest house: 7 Nos.	Renovation of forest rest house: 7 Nos.	Renovation of forest rest house: 7 Nos.	Renovation of forest rest house: 7 Nos.	Renovation of forest rest house: 7 Nos.	Renovation of forest rest house: 7 Nos.	Renovation of forest rest house: 7 Nos.	Renovation of forest rest house: 7 Nos.	Renovation of forest rest house: 7 Nos.	Renovation of forest rest house: 7 Nos.	Renovation of forest rest house: 7 Nos.	Renovation of forest rest house: 7 Nos.
	Aranya Divas Seeding distribution 76.80 Lakhs seedlings	Aranya Divas Seeding distribution 76.80 Lakhs seedlings	Aranya Divas Seeding distribution 76.80 Lakhs seedlings	Aranya Divas Seeding distribution 76.80 Lakhs seedlings	Aranya Divas Seeding distribution 76.80 Lakhs seedlings	Aranya Divas Seeding distribution 76.80 Lakhs seedlings	Aranya Divas Seeding distribution 76.80 Lakhs seedlings	Aranya Divas Seeding distribution 76.80 Lakhs seedlings	Aranya Divas Seeding distribution 76.80 Lakhs seedlings	Aranya Divas Seeding distribution 76.80 Lakhs seedlings	Aranya Divas Seeding distribution 76.80 Lakhs seedlings	Aranya Divas Seeding distribution 76.80 Lakhs seedlings
	Observation of Martyr's day	Observation of Martyr's day	Observation of Martyr's day	Observation of Martyr's day	Observation of Martyr's day	Observation of Martyr's day	Observation of Martyr's day	Observation of Martyr's day	Observation of Martyr's day	Observation of Martyr's day	Observation of Martyr's day	Observation of Martyr's day

Directorate of Forest (General)

Admn. Units	January	February	March	April	May	June	July	August	September	October	November	December
R M & D Wings	Raising and Maintenance of RET QPMs			Maintenance of Nursery Seedlings.			Creation of New Experimental Plantation		Creation of New Experimental Plantation	Collection of Seeds for supply to user Divisions		
	Creation of Seed Stand, Plus Trees and Seed Trees			Maintenance of Lloyd Botanical Garden, Darjeeling			Maintenance of Yr. - I, II & III Plantation		Maintenance of Nursery Seedlings.	Raising and Maintenance of RET QPMs		
	Maintenance of Seed Stand, Plus Trees, Seed Trees etc.			Floral Inventorization in 7 new MPCAs of West Bengal			Maintenance of Nursery Seedlings.		Floral Inventorization in 7 new MPCAs of West Bengal	Development and Maintenance of Lloyd Botanical Garden		
	Evaluation of Plus Trees.			Testing of Forest Soils at Salugarah and Midnapore Laboratory			Floral Inventorization in 7 new MPCAs of West Bengal		Floral Inventorization in 7 new MPCAs of West Bengal	Taking of Nursery Trials at Various Nurseries under Research Circle.		
	Evaluation of Preservation Plots, Sample Plots etc.			Publication of Research Reports & Bulletins			Floral inventurization in Old MPCAs (Revisiting Old MPCA)		Floral inventurization in Old MPCAs (Revisiting Old MPCA)	Maintenance of Nurseries, Germ Plasm Banks.		
	Collection of Seeds for supply to user Divisions			Floral inventurization in Old MPCAs (Revisiting Old MPCA)			Creation of Medicinal Tree and Intercropping of Herbs & Shurbs under JFMC Project.		Creation of Medicinal Tree and Intercropping of Herbs & Shurbs under JFMC Project.	Testing of Forest Soils at Salugarah and Midnapore Laboratory		
	Measurement of Data of On-going Nursery & Field Trials			Creation of New Experimental Plantation (Hills)			Maintenance of Plantations Created under JFMC Project		Maintenance of Plantations Created under JFMC Project	Floral Inventorization in 7 new MPCAs of West Bengal		
	Development and Maintenance of Lloyd Botanical Garden						Compilation of draft monitoring report & discussion thereby.		Compilation of draft monitoring report & discussion thereby.	Maintenance of Plantations Created under JFMC Project		
	Landslide Protection Works at Lloyd Botanical Garden and Lava Nursery Complex.			Compilation of field data of Plantation Monitored Circulation to DFOs.			Receipt of draft monitoring reports from Divisions & Circles.		Receipt of draft monitoring reports from Divisions & Circles.	Creation of final monitoring report, publication & distribution of the said report.		
	Testing of Forest Soils at Salugarah and Midnapore Laboratory									Monitoring survey works of plantation created in 1 st , 3 rd & 5 th year.		
	Raising of QPMs of Medicinal Tree, Herbs and Shrubs Spp. for JFMC Project											
	Creation of Central Nurseries under RIDF at Lataguri											
	Upgradation of Soil Testing Lab at Salugarah											
	Advance Field Work for Experimental Plantation.											

Admn. Units	January	February	March	April	May	June	July	August	September	October	November	December
R M & D Wings	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 2290 Ha											
	Monitoring of 5600 ha plantation created in 2016-17.											
WB Forest & Biodiversity Conservation Project (JICA)	Selection of Agency/NGO for Community Development Activities Phase 2 over 300 FPCs/EDCs.											
	Afforestation with Quality Planting Material (54,00,000 nos) & associated Soil-moisture Conservation works over 5600 ha in 23 Division.											
	Research works on Biodiversity Conservation works in 6 Topics to continue in 2018 & beyond. Capacity development/trainig for officials, FPC members and other stake holders-5000 no.s. Completion of Extension of 2 floors at Aranya Bhawan.											
WB FDC	A. Harvesting Operations :											
	1. Harvesting: 6500 Ha Approx 2. Round Timber = 15,000 m3 Approx 3. Poles = 15 lakhs Approx 4. Cogging sleepers = 6.50 lakhs Approx 5. Short Timber = 30,000 m3 Approx 6. Firewood = 55,000 m3 Approx											
	B. Ecotourism Centre Construction											
WB FDC	1. Loleygaon Eco-resorts (Balance Work) 2. Samsing Ecotourism Centre (Balance Work)											
	3. Construction of Ecotourism Facility at Lodhasuli 4. Construction of Additional Ecotourism Accomodation at Murri, Rajabhatkhawa & Malangi											
	C. Construction of Office Building											
1. Construction of Office Building of Divisional Manager Purulia FC (Balance Work)												
2. Construction of Office / Residence building at Alipurduar (Balance Work)												
3. Construction of Divisional Manager Office cum Residence at Bankura (Part Work)												
Sundarban Honey Collection 35,000 kg												
Plantation in South Bengal 400 ha.												
Auction and sale of timber and other forest produce-ongoing process.												

Admn. Units	January	February	March	April	May	June	July	August	September	October	November	December
WB Pulpwood Development Corp.			Board Meeting			Board Meeting			Board Meeting	Annual General Body meeting		Board Meeting
WB Pulpwood Development Corp.	Plantation in 50 Ha. in Private & Vested lands											
WB Waste Land Dev. Corp	Landscaping & Beautification of Vidyasagar Setu to Nabanna											
WB Waste Land Dev. Corp	Landscaping & Beautification of Salt Lake Stadium											
WB Waste Land Dev. Corp	Construction of Aviary at Eco Park, WBHIDCO											
WB Waste Land Dev. Corp	Maintenance of Landscaping & Beautification of MTPS, DVC, ECL, Coal India, WBHIDCO											
West Bengal Zoo Authority	Completion of Leopard enclosure at Zoological Garden, Alipore	Completion of Animal Hospital at North Bengal Wild Animals Park (Bengal Safari), Siliguri	Boundary Wall and Service Road at Sundarban Wild Animals Park, Jharkhali	Completion of Monkey enclosure at Bardhaman Zoological Park, Bardhaman	Bird Aviary at North Bengal Wild Animals Park (Bengal Safari), Siliguri	Extension of Elephant Enclosure at Zoological Garden, Alipore	Completion of Bird Aviary at Surulia Mini Zoo, Purulia	Completion of Sloth Bear Enclosure at Surulia Mini Zoo, Purulia	Animals Hospital at Padmaja Naidu Himalayan Zoological Park, Darjeeling	Aviary at Adina Deer Park, Malda	Commissioning of Nature Interpretation Centre at North Bengal Wild Animals Park (Bengal Safari), Siliguri	Nature Interpretation Centre at Sundarban Wild Animals Park, Jharkhali

Department of Food Processing Industries & Horticulture

Period/ Month	Activities	Target for the month
Jan-17	Participation in Bengal Global Summit 2017.	
	Food Processing Policy to be announced (subject to the approval of Finance Department)	
	Capacity building of farmers through training (nos.)	20
	Mobilisation of farmers into Farmers' Interest Group (no. of FIGs)	20
	Cultivation of Hybrid Vegetables (area in ha.)	150
Feb-17	Participation in Horti Food Fest.	
	Participation in Mati Utsab.	
	Inspection of Food Processing Industries	12 units.
	Capacity building of farmers through training (nos.)	20
	Quarterly review meeting (no.)	1
	Issue of work order for power tiller/power machine (nos.)	120
Mar-17	Participation in AAHAR international.	
	Planting of flower (area in ha.)	50
	Issue of work order for poly / shade net house (Unit *1)	50
	Construction of vermicompost unit * 2 - permanent/polythene	500
	Capacity building of farmers through training (nos.)	20
Apr-17	Workshop on how to set up Food Processing Industries.	
	Clinic/camp for entrepreneurs setting up FPIs	
	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)	40
	Cultivation of Hybrid Vegetables (area in ha.)	150
May-17	Inspection of Food Processing Industries	30 units.
	Capacity building of farmers through training (nos.)	20
	Quarterly review meeting (no.)	1
	Distribution of power tiller/power machine (nos.)	120
Jun-17	GI of rosgolla	To be completed.
	Participation in Mango Utsab.	
	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
	Growing of different fruit plants at 02 no.s of own nurseries	3,50,000
	Selling of different fruit plants , agri inputs and processed fruits	Rs. 125.00 lakh

Period/ Month	Activities	Target for the month
Jul-17	Workshop on dairy sector and processed milk products.	
	Revised publication of booklet on Food Processing Industries in West Bengal (Infrastructure/Potential and opportunities).	
	Planting of perennial fruit (area in ha.)	100
	Capacity building of farmers through training (nos.)	20
Aug-17	Workshop on Fruits and Vegetable sector industries	
	Planting of perennial fruit (area in ha.)	200
	Construction of vermicompost unit *2 - permanent/polythene	250
	Capacity building of farmers through training (nos.)	20
	Quarterly review meeting (no.)	1
Sep-17	Planting of perennial fruit (area in ha.)	200
	Issue of work order for poly / shade net house (Unit *1)	50
	Capacity building of farmers through training (nos.)	20
	Planting of spices (area in ha)	120
	Directory of Food Processing Industries	To be published.
Oct-17	Participation in AAHARE BANGLA.	
	Inspection of Food Processing Industries	12 units.
	Capacity building of farmers through training (nos.)	20
	Planting of non perennial fruit (area in ha.)	100
Nov-17	Study Report on export potential of Food Processing Industries	
	Planting of non perennial fruit (area in ha.)	200
	Planting of flower (area in ha.)	50
	Capacity building of farmers through training (nos.)	20
	Quarterly review meeting (no.)	1
Dec-17	Preparation for BGBS 2018 including short listing of MOUs, preparation of booklets etc.	
	Planting of flower (area in ha.)	100
	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
	Mobilisation of farmers into Farmers' Interest Group (no. of FIGs)	40
	Growing of different fruit plants at 02 no.s of own nurseries	1,75,000
	Selling of different fruit plants, agri inputs and processed fruits	Rs. 125.00 lakh

Note : - Besides, every month on an average, 12 prospective and continuing entrepreneurs shall be provided hand holding support and taken through the steps of conforming to Government regulations.

*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, 2017	1	Operationalisation of SNCU at Darjeeling DH
	2	Operationalisation of Nodal Skills Lab at College of Nursing in ID&BG Hospital , Burdwan MCH and North Bengal MCH
	3	Completion of skill development training of 100 nursing personnel in Nursing Education and Nursing Services.
	4	Completion of Civil & Electrical Works of GNM School & Hostel at Jangipur SDH
	5	Commencement of IPD services in Jalpaiguri SSH, Rampurhat SSH, Raghunathpur SSH and OPD services in MR Bangur SSH.
	6	Capacity building training of Medical Officers on National Rabies Control Programme.
	7	Training of 60 Blood Bank Medical Officers in two batches
	8	To organize district-level Sensitization workshop in 12 districts regarding roll out of SwasthyaSathi.
	9	Commencement of SwasthyaSathi scheme.
	10	e-Vesoj Pilot in Kolkata Drug Licensing Authority
	11	Customization of e-Hospital and training of personnel for NRS Medical College and Hospital
February, 2017	1	Completion of physical infrastructure of upgraded BPHC at Changual, Paschim Medinipur, Kharipukuria at Purba Medinipur and Joypur at Bankura
	2	Completion of skill development training of 100 nursing personnel in Nursing Education and Nursing Services
	3	Commencement of IPD services in Suri SSH, Diamond Harbour SSH and OPD services at Arambagh SSH.
	4	Implementation of Biometric Attendance System for all Site Offices of WBMSCL
	5	Completion of Recruitment of Demonstrator cum Clinical Tutor of Medical Colleges.
	6	Capacity building Training of Medical Officers on management of Snake Bite.
	7	Comprehensive Health Check-up camps for elderly people (One camp at each GP HQ Sub Centre in all districts).
	8	Starting of HIV Sentinel Surveillance of Antenatal Clinic and High Risk Groups
	9	Training of 30 Blood Bank Counsellors in one batch
	10	Training of 300 ICTC Counsellors in two batches
	11	To organize District-level Sensitization / Workshop in the remaining districts regarding roll out of Swasthya Sathi.
	12	Customization of e-Hospital and training of personnel for Howrah District Hospital.
	13	Creation of Data Base of Faculty of Medical Education Services
March, 2017	1	Introduction of SMS Based Online Reporting System for Homoeopathic/ Ayurvedic / Unani Dispensaries in the State
	2	Opening of District Administrative Set-up of AYUSH in 7 Districts
	3	Commencement of Postgraduate counselling for admission in PG courses
	4	Completion of physical infrastructure of PICU at Medinipur MCH
	5	Completion of skill development training of 100 nursing personnel in Nursing Education and Nursing Services
	6	Commencement of IPD services at Egra SSH and OPD services in Falakata SSH, Asansol SSH

Month	Sl.No.	Activities
March, 2017	7	Commencement of MRI Services in FPDC of Darjeeling DH and Kalimpong SDH
	8	Commencement of Works in Belda SSH
	9	1 st round of Indoor Residual Spray (IRS) for control of transmission of Kala azar in 11 endemic districts.
	10	Establishment of State Reference Center of WBSAP&CS in North Bengal Medical College.
	11	Establishment of Telemedicine facility at Suri SSH and Jangipur SSH
April, 2017	1	Commencement of work for Construction of three (03) new Medical Colleges viz; Diamond Harbour, Rampurhat and Purulia
	2	Completion of Process of Bi-annual Departmental Promotions of WBMES officers.
	3	Operationalisation of Skills Lab at 3(three) Nursing Training Schools (NTS) at Bankura Sanmilani MCH , Barasat DH (North 24 Parganas) and Jalpaiguri DH
	4	Finalisation of concept plan of New Swasthya Bhaban at Rajarhat
	5	Completion of Civil & Electrical Works of GNM School & Hostel at Ghatal SSH
	6	Commencement of IPD services in Mal SSH, Bolpur SSH, Raiganj SSH, MR Bangur SSH and OPD services in Kalna SSH.
	7	Operationalization of new NCD Clinic at 7 District Hospitals.
	8	Establishment of MPLS-VPN connectivity to all Medical Colleges & District Hospitals
	9	Completion of Recruitment of Inspector of Drugs under the Directorate of Drug Control
	10	Operationalisation of new Blood Bank at Kakdwip SSH
May, 2017	1	Commencement of work for Construction of two (02) new medical colleges viz; Raiganj and Coochbehar
	2	Counselling for postgraduate courses ends and admission process completed
	3	Cabinet Approval for creation of Posts for Five new Medical Colleges
	4	Operationalisation of Skills Lab at 3(three) Nursing Training Schools (NTS) at Paschim Medinipur MCH , Nadia DH and Alipurduar DH
	5	Publication of advertisement for admission of students for GNM course to 5 (five) new Schools of Nursing at - 1) College of Medicine and Sagar Dutta Hospital 2) Jhargram District Hospital 3) Basirhat District Hospital 4) Jangipur Sub-Divisional Hospital 5) Ghatal Sub-Divisional Hospital
	6	Commencement of OPD services in Bongaon SSH
	7	1 st round of house-to-house visit in selected urban areas for prevention & control of vector borne diseases
	8	Operationalisation of NCD Clinic at 9 District Hospitals
	9	Introducing Link Worker Scheme for HIV High Risk Groups in Jalpaiguri, Alipurduar, Darjeeling and Uttar Dinajpur
	10	Establishment of MPLS-VPN connectivity in all District Headquarters
	11	Operationalisation of new Blood Bank at Nayagram SSH and Barjora SSH
June, 2017	1	Commencement of OPD Services in 50 bedded AYUSH Hospital at Tapshikhata, Alipurduar
	2	Completion of construction of 40 seated Girls Hostel at Kolkata Homoeopathic Medical College & Hospital
	3	Commencement of counselling for Undergraduate (MBBS & BDS) seats.
	4	Operationalisation of Skills Lab at 3(three) Nursing Training Schools (NTS) at Purba Medinipur (Tamluk) DH , Hooghly DH and M.J.N. Hospital (Coochbehar)
	5	Completion of physical infrastructure of PICU at Murshidabad MCH
	6	Commencement of IPD services in Purulia (Hatuara) SSH, Salboni SSH, Nandigram SSH, Debra SSH and OPD services in Basirhat SSH, Serampore SSH

Month	Sl.No.	Activities
June, 2017	7	2 nd round of House-to-House visit in selected urban areas for prevention & control of vector borne diseases
	8	1 st round of Indoor Residual Spray (IRS) for control of transmission of Malaria in selected Sub-centres (1 st Round).
	9	Operationalisation of new BCSU at Murshidabad MCH
	10	Observation of World Blood Donor Day on 14th June
	11	Quarterly performance review meeting with district authorities and other stakeholders regarding Swasthya Sathi.
July, 2017	1	Operationalisation of Skills Lab at 3(three) Nursing Training Schools (NTS) at Purulia DH , Howrah DH and Malda MCH
	2	Commencement of IPD services in Asansol SSH, Arambagh SSH, Islampur SSH
	3	2 nd round of Indoor Residual Spray (IRS) for control of transmission of Kala azar in 11 endemic districts
	4	3 rd round of house-to-house visit in selected urban areas for prevention & control of vector borne diseases
	5	Capacity building Training of Medical Officers& Staff Nurses on management of Diarrheal Diseases in peripheral & second tier hospitals in batches.
	6	Establishment of Video conference facility to all Medical College Hospitals.
	7	Completion of Recruitment of Assistant Superintendents (Non Medical) under the H&FW Department.
	8	e-Vesoj Roll out to all Drug licensing authorities across the State.
	9	Extension of Telemedicine at 7 SSH locations
	10	Completion of Construction of Swasthya Sathi Building
	11	Operationalisation of new Blood Banks at Chanchol SSH and Panskura SSH
August, 2017	1	Completion of counselling for Undergraduate (MBBS & BDS) and admission process.
	2	Operationalisation of Skills Lab at 3(three) Nursing Training Schools (NTS) at Birbhum DH, M.R. Bangur DH (South 24 Parganas) and Balurghat(Dakshin Dinajpur) DH.
	3	Completion of physical infrastructure of PICU at R. G. Kar MCH, Kolkata.
	4	Completion of selection of students for GNM course in 5 (five) new Schools of Nursing
	5	Commencement of IPD services in Kalna SSH
	6	Completion of Recruitment of General Duty Medical Officer under West Bengal Health Services
	7	4 th round of house-to-house visit in selected urban areas for prevention & control of vector borne diseases.
	8	Operationalisation of new BCSU at Shaktinagar (Nadia) DH
	9	Establishment of Video Conference facility in all District Head quarters
	10	Operationalisation of new Blood Banks at Gopiballavpur SSH and Raghunathpur SSH
September, 2017	1	Completion of construction of 50 seated Girls Hostel at Midnapore Homoeopathic Medical College & Hospital
	2	Operationalisation of SNCU at College of Medicine & Sagore Dutta Hospital
	3	Commencement of infrastructure work of Mini Mother & Child Hub at Silampur RH, Malda
	4	Operationalisation of Skills Lab at 2(two) Nursing Training Schools (NTS) at Murshidabad MCH and annex building of Hemtabad BPHC(Uttar Dinajpur)
	5	Admission of students for GNM course and starting of 1st year course in 5 (five) new Schools of Nursing
	6	Commencement of IPD services in Bongaon SSH, Falakata SSH.

Month	Sl.No.	Activities
September, 2017	7	5 th round of house-to-house visit in selected urban areas for prevention & control of vector borne diseases.
	8	Comprehensive Health Check up camps for elderly people (one camp at each GP HQ Sub Centre in all districts.
	9	Operationalisation of new BCSU at Coochbehar (MJN) DH
	10	Quarterly performance review meeting with district authorities and other stakeholders regarding SwasthyaSathi.
	11	Completion of Recruitment of Staff Nurse Grade II under West Bengal Nursing Services
October, 2017	1	Creation of computer data base for all employees under the AYUSH setup
	2	Operationalisation of 40 seated Girls Hostel at Kolkata Homeopathic Medical College & Hospital
	3	Commencement of infrastructure work of Mini Mother & Child Hub at Sujapur PHC, Malda
	4	Completion of physical infrastructure of PICU at College of Medicine & Sagore Dutta Hospital
	5	Commencement of IPD services in Basirhat SSH, Serampore SSH and OPD services in Uluberia SSH
	6	6 th round of house-to-house visit in selected urban areas for prevention & control of vector borne diseases.
	7	2 nd round of Indoor Residual Spray (IRS) for control of transmission of Malaria in selected Sub-centres.
	8	Observation of National Voluntary Blood Donation Day on 1st October
	9	Operationalisation of new Blood Banks at Chatna SSH and Domkal SSH
November, 2017	1	Operationalisation of 50 seated Girls hostel at Midnapore Homeopathic Medical College & Hospital
	2	Completion of Process of Bi-annual Departmental Promotions for WBMES officers.
	3	Commencement of infrastructure work of Mother & Child Hub at Chittaranjan National Medical College & Hospital
	4	Completion of physical infrastructure of PICU at North Bengal Medical College & Hospital
	5	Completion of upgraded building at Alipurduar SDH for Maternal & Child Services
	6	Completion of skill development training of 100 nursing personnel in Nursing Education and Nursing Services
	7	Completion of upgraded building at Alipurduar SDH for Maternal & Child Services
	8	Leprosy Case Detection Campaign (LCDC) in 8 high endemic districts.
	9	Operationalisation of new BCSU at Asansol DH
	10	Operationalisation of new Blood Banks at Onda SSH and Egra SSH
December, 2017	1	Commencement of IPD Services in 50 bedded AYUSH Hospital at Tapshikatha, Alipurduar
	2	Completion of construction of Super Speciality block at Medical College under PMSSY Phase I
	3	Completion of skill development training of 100 nursing personnel in Nursing Education and Nursing Services
	4	Completion of physical infrastructure of SNCU at Contai SDH and Sreerampore SDH
	5	Commencement of infrastructure work of Mother & Child Hub at Canning SDH
	6	Completion of composite building at Contai SDH for Maternal & Child Services
	7	Mass Drug Administration for Elimination of Lymphatic Filariasis in 5 endemic districts.
	8	Observation of World AIDS Day on 1st December
	9	Quarterly performance review meeting with district authorities and other stakeholders regarding SwasthyaSathi.

Department of Higher Education, Science & Technology and Biotechnology

A. Higher Education, B. Science & Technology C. Biotechnology

A. Higher Education	
January	
1.	Organise a State-level Teachers' Convention in Kolkata where teachers and officer bearers of all higher education institutions will be invited for a discussion on the challenges and opportunities before the education sector.
2.	Set up the Selection Committee for First Registrar, Finance Officer and other officers of Sanskrit College & University, Kolkata.
3.	Assist Presidency University in organizing the Global Education Summit as part of its bicentennial celebrations.
4.	Submission of Draft Statutes of WBUTTEPA.
5.	Oversee and monitor the University's conduct of students' union elections in higher education institutions.
6.	Move Public Service Commission, West Bengal for recruitment of Librarians in Govt. Colleges in West Bengal.
7.	Release of scholarship under Swami Vivekananda Merit-cum-Means Scholarship Scheme.
8.	Organise a State-level Function to mark the completion of the celebrations of the 75 th Anniversary of Netaji's Great Escape.
9.	Organise District level Inter-College Sports Competitions.
10.	To review the process for Online Admission into Under Graduate and Post Graduate Courses held for the Academic year 2016-2017.
11.	Move A.G. (A&E), W.B. for DDO codes for the new Govt.-aided General Degree Colleges started in 2015-16 & 2016-17.
12.	Move West Bengal College Service Commission for filling up teaching posts in the Govt.-aided Teacher Training institutions in West Bengal.
13.	Preparatory work for extension of approval by AICTE in favour of Purulia Govt. Engg. College, Purulia (Purulia Govt. Engg. College, Purulia) and Coochbehar Govt. Engg. College, Coochbehar (CGEC).
14.	Initiate preparatory work for conduct of West Bengal Joint Entrance Examination-2017.
15.	Sanction of fund in favour of of Purulia Govt. Engg. College, Purulia and Coochbehar Govt. Engg. College, Coochbehar for purchase of equipment, furniture, library books and journals, etc.
16.	Internal Audit for 2016-17 (1st half) of TEQIP-II institutions.
17.	Hold workshop on formulating a framework for governance reformation in TEQIP-II institutions.

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.	Submission of DPR for construction of the SCIENCE BUILDING of Bankura University.
3.	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.
4.	Review academic activities and infrastructure of the new Govt. General Degree colleges which started academic activities from the academic session of 2013-14 onwards.
5.	Release of development grants for the Government General Degree Colleges.

6.	Preparation of software by all colleges/universities for Online Admission into Under Graduate and Post Graduate Courses for the Academic year 2017-2018.
7.	Organising State-level Inter-College Sports Meet.
8.	Release of building grant, book grants, equipment grants, furniture grants to Govt. aided colleges.
9.	Instruction to be sent to all universities and colleges for preparation and submission of proposals for building grant, book grant, equipment grant, furniture grants to the Govt. aided colleges during 2017-18 by 31st May, 2017.
10.	Release of scholarships under the Hindi Scholarship Scheme.
11.	Preparatory work for AICTE's extension of approval in favour of Purulia Govt. Engg. College and Coochbehar Govt. Engg. College.
12.	Initiating the preparatory works for the 2nd Phase building of New Govt. Engg. Colleges i.e. Purulia Govt. Engg. College and Coochbehar Govt. Engg. College.
13.	Preparatory work for conduct of West Bengal Joint Entrance Examination-2017.
14.	Preparatory work for conduct of Common Entrance Examinations to be conducted by the Minority Professional & Technical Colleges of the State.
15.	Communication of State Government's views to AICTE regarding establishment of new Technical Professional Colleges.
16.	5th meeting of State Private Sector Advisory Group and review of the follow-up action of the 4th meeting of State Private Sector Advisory Group under TEQIP.

March

1.	Preparation of DPR for construction/repair & renovation of buildings for Sanskrit College and University, Kolkata.
2.	Sanskrit College and University to initiate proposal for creation of posts.
3.	Sending Draft Statutes of WBUTTEPA for vetting by Law Department.
4.	Forwarding of DPR for construction of the SCIENCE BUILDING of Bankura University to Finance Department.
5.	Issue notification for bringing all colleges located in Bankura district under the affiliating control of Bankura University.
6.	Review academic activities and infrastructure status of the new Govt. General Degree colleges which started academic activities from the academic session of 2014-15.
7.	Release of Plan fund for the Government General Degree Colleges.
8.	Preparation for opening of DDO codes for all new & left-out Govt. & Govt.-aided General Degree Colleges.
9.	Monitor the admission process in B.Ed colleges as per NCTE's guidelines/Court's orders.
10.	Pursue AICTE for extension of approval by AICTE in favour of Purulia Govt. Engg. College and Coochbehar Govt. Engg. College.
11.	Preparatory work for conduct of West Bengal Joint Entrance Examination-2017.
12.	Preparatory work for conduct of Common Entrance Examinations to be conducted by the Minority Professional Technical Colleges of the State.
13.	Communication of State Government's views to AICTE regarding applications received for establishment of new Technical Professional Colleges.
14.	Sanction of fund in favour of Purulia Govt. Engg. College, Purulia and Coochbehar Govt. Engg. College, Coochbehar for purchase of equipment, furniture, library books and journals, etc.

15.	Review meeting with the TEQIP-II participating Institutes on follow up activities of the observation of 7th Joint Review Mission and other matters.
16.	Visit to the two Centers of Excellence at UCT-CU and Field-effect transistor- Field-effect transistor- Jadavpur University.
17.	Review the implementation of the Virtual Classroom and the e-learning Project in the State-funded higher education institutions.

April

1.	To Issue notification for affiliation of B. Ed colleges to WBUTTEPA.
2.	To oversee admission process in B. Ed colleges as per NCTE's guidelines/Court's orders.
3.	Submission of DPR of Sanskrit College and University.
4.	Finance Department will be moved for creation of posts for Sanskrit College and University, Kolkata, including posts for "Sanskrito Sahitya Charcha O Gabeshana Kendra" at Nabadwip.
5.	Review progress of the construction of the second floors and other infrastructure augmentation of the new Govt. Colleges started in 2015-16 with PWD.
6.	Pursue extension of approval by AICTE in favour of Purulia Govt. Engg. College and Coochbehar Govt. Engg. College.
7.	Construction of 2nd Phase building of New Govt. Engg. Colleges i.e. Purulia Govt. Engg. College, Purulia and Coochbehar Govt. Engg. College, Coochbehar.
8.	Conduct of West Bengal Joint Entrance Examination-2017.
9.	Preparatory work for conduct of Common Entrance Examinations to be conducted by the Minority Professional Technical Colleges of the State.
10.	Obtain AICTE's approval in respect of applications for establishment of new Technical Professional Colleges.
11.	Purchase of equipment, furniture, library books and journals, etc. for Purulia Govt. Engg. College and Coochbehar Govt. Engg. College.
12.	Review progress of mandatory accreditation of Higher Education Institutions by NAAC.
13.	Review the implementation of the Virtual Classrooms project.

May

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, Raiganj University and WB University of Teacher's Training Education Planning & Administration.
2.	Review Progress of construction of buildings of Regional Centers of Netaji Subhas Open University.
3.	Sending Draft Statutes of WBUTTEPA for Hon'ble Chancellor's approval.
4.	Release of Plan fund for the Government General Degree Colleges.
5.	Take up the implementation of the Online Pension Payment System for teachers of Govt.-aided colleges.
6.	Release of the 1st instalments of the Salary and Maintenance Grants to various Institutions /organizations.
7.	To review preparatory arrangement for starting for Online Admission into Under Graduate and Post Graduate Courses for the Academic year 2017-2018.
8.	Review construction of 2nd Phase building of Purulia Govt. Engg. College and Coochbehar Govt. Engg. College.
9.	Undertake publication of result of West Bengal Joint Entrance Examination-2017.

10.	Preparatory work for conduct of Common Entrance Examinations to be conducted by the Minority Professional Technical Colleges of the State.
11.	Commissioning of equipment, furniture, library books and journals, etc. for Purulia Govt. Engg. College, Purulia and CGEC.
12.	Initiate preparatory works for Commissioning the Admissions Helpline for 2017-18.

June

1.	Issue administrative approval and sanction for the construction of the Govt. College at Narayangarh, Paschim Medinipur.
2.	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.
3.	Release of Plan fund for Government General Degree Colleges.
4.	Pursue Higher Education Institutions to participate in the National Ranking Framework (NRF) for 2017.
5.	Start the Department's Helpline for admission into Under Graduate and Post Graduate Courses.
6.	Start process for release of building grant to Govt. aided colleges.
7.	Review preparation undertaken by the university/colleges for implementing OBC reservation for the Academic session 2017-2018. Review preparation under taken by the university/colleges for implementing OBC reservation for the Academic session 2017-2018.
8.	Construction of 2nd Phase building of New Govt. Engg. Colleges i.e. Purulia Govt. Engg. College, Purulia and Coochbehar Govt. Engg. College, Coochbehar.
9.	Undertake preparatory work for counseling of WBJEE-2017.
10.	Conduct of Common Entrance Examinations by the Minority Professional Technical Colleges of the State.
11.	Completion of commissioning of equipment, furniture, library books and journals, etc. for Purulia Govt. Engg. College and Coochbehar Govt. Engg. College.
12.	Preparation of DPR for the School of Mines & Metallurgical Sciences at Kazi Nazrul University, Asansol.

July

1.	Cabinet be moved for approval of creation of posts for Sanskrit College and University, Kolkata.
2.	Cabinet be moved for approval of creation of Posts for "Sanskrito Sahitya Charcha O Gabeshana Kendra" at Nabadwip.
3.	Publication of First Statutes of WBUTTEPA after approval of the Hon'ble Chancellor.
4.	Issue administrative approval for construction of the SCIENCE BUILDING of Bankura University.
5.	Move Finance Department for administrative approval and sanction of fund for the construction of School of Mines & Metallurgical Sciences at Kazi Nazrul University, Asansol.
6.	Commencement of admission process in under graduate courses in Higher Educational institutions in the state.
7.	Operationalising the Helpline for on-line admission into UG and PG courses.
8.	Conduct counselling of West Bengal Joint Entrance Examination-2017.
9.	Conduct of counselling in respect of Common Entrance Examinations by the Minority Professional Technical Colleges of the State.
10.	Monitor preparatory work for admission at Purulia Govt. Engg. College and Coochbehar Govt. Engg. College, for academic session 2017-18.
11.	Conduct of Common Entrance Examination in respect of Lateral Entry (JELET), MCA (JECA) and Hotel Management (JEHOM).

12.	Review the performance under Swami Vivekananda Merit-cum-Means Scholarship Scheme and take steps for issuing advertisement for 2017.
13.	Monitor the implementation of the CBCS semester system with revised syllabus in the universities established after 2012.

August

1.	Release of Plan fund for the new Government General Degree Colleges.
2.	Release of the 2nd instalments of the Salary and Maintenance Grants to various Institutions /organizations.
3.	Processing of various schemes submitted by various Institutions /organizations from time to time.
4.	Monitor admission into UG and PG programs to continue in colleges and universities.
5.	To continue the Department's Helpline for UG and PG admissions.
6.	Publication of the advertisement for Swami Vivekananda Merit-cum-Means Scholarship Scheme.
7.	Completion of counseling of West Bengal Joint Entrance Examination-2017 and initiation of University's registration process.
8.	Conduct of counseling in respect of Common Entrance Examinations by the Minority Professional Technical Colleges of the State.
9.	Completion of 1st year admission at Purulia Govt. Engg. College and Coochbehar Govt. Engg. College and six other Govt. Engg. Colleges for academic session 2017-18.
10.	Counseling of Common Entrance Examination in respect of Lateral Entry (JELET), MCA (JECA) and Hotel Management (JEHOM).
11.	Issue Notification for Decentralised Counselling in self-financing Engg./Pharmacy/Tech. Colleges.
12.	Finalise the recommendations of the Fee Structure Committee for Engg. & Professional Courses in Private/self-financing Higher Education Institutions in the State.
13.	Implementation of the recommendations to revise syllabus of Engineering and Technology courses under Maulana Abul Kalam Azad University of Technology, West Bengal

September

1.	Review the progress of the construction of the official building of the West Bengal College Service Commission and West Bengal State Council of Higher Education at New Town.
2.	Review ongoing construction of buildings of 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, Raiganj University, WB University of Teacher's Training Education Planning & Administration and Sanskrit College and University.
3.	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.
4.	Issue notification for creation of posts at Sanskrit College and University
5.	Issue notification for creation of posts at "Sanskrito Sahitya Charcha O Gabeshana Kendra", Nabadwip.
6.	Release of Plan fund for Government General Degree Colleges.
7.	Release of Building grant (75%) to Govt.-aided colleges.
8.	Completion of University's registration of students under West Bengal Joint Entrance Examination-2017.
9.	Completion of counseling in respect of Common Entrance Examinations by the Minority Professional Technical Colleges of the State.
10.	Monitor conduct of de-centralised admissions into self-financing Engg. & Tech. Institutions.

11.	Conduct counseling for Common Entrance Examination in respect of Lateral Entry (JELET), MCA (JECA) and Hotel Management (JEHOM) and imitation of Registration .
12.	Supervise the Higher Education Institutions' participation in National Rankings Framework.
13.	Review the release of scholarship under Swami Vivekananda Merit-cum-Means Scholarship Scheme.

October

1.	Completion of registration process of freshly-admitted U.G. students by the affiliating Universities.
2.	Winding up of the Department's Admissions Help Line and Grievance Redressal System.
3.	Release of building grant, book grant, equipment grant, furniture grant to the govt. aided colleges.
4.	Collate information on OBC reservation at the College and University level for the Academic Session 2017-18.
5.	Review the academic and administrative activities in the Govt. Colleges started their academic activities from 2013-14, 2014-15 and 2015-16.
6.	Preparation of the Budget Estimates for 2018-19 and Revised Estimate for 2017-18.
7.	Completion of registration process of students under West Bengal Joint Entrance Examination-2017.
8.	Completion of registration and admission process of Common Entrance Examinations conducted by the Minority Professional Technical Colleges of the State.
9.	Completion of admission and registration of Common Entrance Examination in respect of Lateral Entry (JELET), MCA (JECA) and Hotel Management (JEHOM) and imitation of Registration .
10.	Initiation of preparatory work for 3rd year of Purulia Govt. Engg. College, Purulia and Coochbehar Govt. Engg. College, Cooch Behar.
11.	Initiation of preparatory work for publication of Information Brochure of West Bengal Joint Entrance Examination-2018.
12.	Review the progress of admission of students in unreserved seats for SC/ST & OBC students in UG & PG level Courses.

November

1.	Monitor/review the completion of the decentralised admission of students in self-financing Engg. & Tech. Colleges.
2.	Review implementation of the revised fee structure, as notified by the State Court; in the self-financing Universities and Colleges covered under the Apex Court's/AICTE's guidelines.
3.	Undertake review of the progress made in the construction of the campus of Narayangarh Govt. College.
4.	Undertake review of accreditation of Higher Education Institutions by NAAC.
5.	Review the progress of schemes under RUSA.
6.	Review the reservation of seats for SC/ST and OBC in State-funded higher education institutions during admissions for the academic session 2017-18
7.	Review the experience of the implementation of online admissions for the academic session 2017-18, and find ways of streamlining the system further.
8.	Assist Presidency University to conduct its winter school courses at the Dow Hill Education Hub with the assistance of the Forest Department.

December

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, Raiganj University, WB University of Teacher's Training Education Planning & Administration and Sanskrit College and 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.	Release of Plan fund for the Government General Degree Colleges.
5.	To review the fund positions under various Plan and Non-Plan heads of a/c. and take initiatives to move Finance Department for re-appropriation/ augmentation of fund, if required.
6.	Initiation of preparatory work for Extension of Approval by AICTE for 3rd year of Purulia Govt. Engg. College, and Coochbehar Government Engineering College.
7.	Preparatory work for conduct of West Bengal Joint Entrance Examination-2018.
8.	Review the progress of building construction of Presidency University, Sanskrit Gabeshana Kendra at Nabadwip, West Bengal University of Teacher Training, Education Planning and Administration, Raiganj University, Diamond Harbour University, Coochbehar Panchanan Barma University, Bankura University, Kazi Nazrul University, etc.

B. Science & Technology

		Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Activities	Targets	Ongoing Research Projects will continue in 2016											
	Total 85 ongoing Research Projects & 30 new Research Projects.	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.	4	3	3	1	2	1	3	2	3	3	2	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 align="center">39 Departments of various Colleges and Universities have received grants under this programme in 2015.</p> <p align="center">In 2017, 25 Departments are likely to get 2nd & 3rd 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 30 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	2	2	2	2	2	2	2	2	4	4
4 Science & Technology Congress		The 24th Science and Technology Congress will be held on 28 th February & 1st March, 2017 at Science City, Kolkata. Prior to the 25th Science Congress to be held in 2018, three Regional Science Congresses will be organised between September to November, 2017.											
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) 4 nos. Workshop/Sensitization/IPR Congress/ School level programme and Outreach activities.	1			1				1			1		
	(ii) Setup of new IPR cell in college level Structuring and monitoring the existing 6 IPR cell at Universities	1			0				0			1		
	(iii) IP analysis and publication./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.									As and when proposals received				
	(v) Facilitation of documentation and techno-legal drafting for filing and registration of 31 traditional/indigenous items for Geographical Indications.		2				2			2			2	
	(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.									As and when proposals received				
	(vii) Guidance for Technology transfer.									As and when proposals received				

Patent and Geographical Indication Related activities

Activities	Targets	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
8 Patent Information Centre (PIC)	(viii) Mentoring and Handholding programme												
	(ix) Technology Development/Exhibition												
	(x) Patent Search Training For Women Scientist and others												
	(xi) Projects on Intellectual Property Rights depending on Financial assistance												
Patent Information Centre (PIC)		As and When proposals received											
Patent Information Centre (PIC)		As per proposal											
Patent Information Centre (PIC)		As per proposal and financial assistance from state and central fund											

2 Programmes

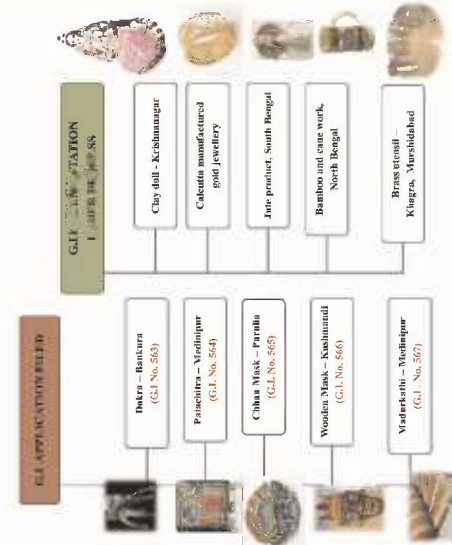
As and When proposals received

As per proposal

As per proposal and financial assistance from state and central fund

Geographical Indication Registration of Handicrafts of West Bengal

An attempt of Patent Information Centre WBCSCT, DST-GoWB

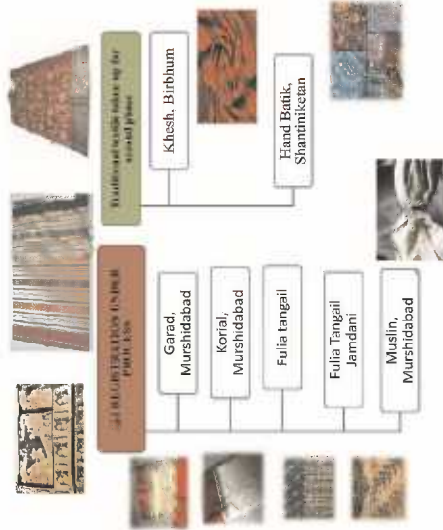


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Salt Lake, Kolkata - 700064, Ph. +91-33-23211342, E-mail: picwbcsct@gmail.com

Geographical Indication Registration of Textile & handicraft of West Bengal

An attempt of Patent Information Centre WBCSCT, DST-GoWB

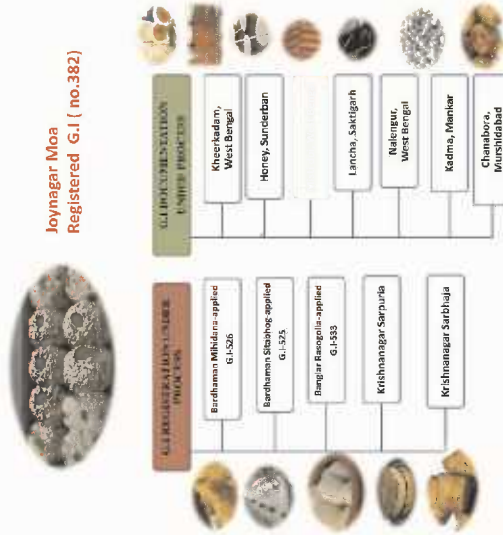
Baluchuri Saree (173), Dhaniakhali Saree (176), Santipore Saree (138) are registered as G.I



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Geographical Indication Registration of Foodstuff of West Bengal

An attempt of Patent Information Centre, WBCSCT, DST-GoWB

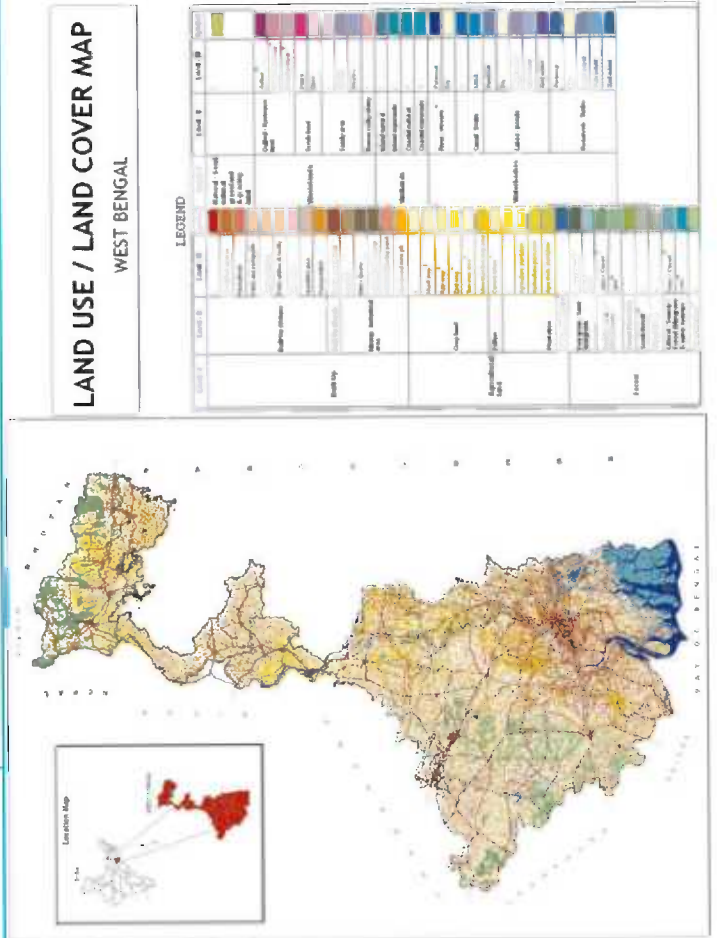


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Geoinformatics and Remote Sensing Cell Activities

	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Activities	Targets											
	<p>Ongoing Projects to continue during 2017:</p> <p>(i) NRC 50K : Natural Resources Census : Landuse/Landcover (3rd cycle)</p> <p>(ii) National Wastelands Change analysis (3rd cycle)</p> <p>(iii) NRC: 50 K : National Land Degradation Mapping Project (2nd cycle)</p> <p>(iv) Generation of Cadastral database of West Bengal on GIS Platform for entire state of West Bengal</p> <p>(v) Empowering Panchayati Raj Institutions Spatially</p> <p>(vi) Impact Assessment of Industrial Waste-Water Effluent on surrounding land & Water Bodies using High Resolution Satellite Data – A Cadastral level Pilot Scale study over parts of Hooghly Industrial Belt</p> <p>(vii) Vulnerability Assessment under National Mission for Sustaining the Himalayan Ecosystem</p>											
9	<p>Geoinformatics & Remote Sensing</p> <p>Ongoing Projects initiated in 2016 or earlier and with project duration of 2/3 years will continue in 2017, namely:</p> <p>(i) 5th Minor Irrigation Census with landuse mapping and cadastral overlay</p> <p>(ii) State Spatial Data Interface (SSDI)</p> <p>(iii) National Urban Health Mission (Request programme from Dept. of Health & Family Welfare, GoWB)</p>											

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities												
<p>(iv) 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</p> <p>9 Geoinformatics & Remote Sensing</p>												
	<p>10th batch of Post Graduate Diploma course will be initiated, one Certificate and one Short Term Course are likely to be organized.</p>											



C. Biotechnology

Sl No.	Target	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1	Council and Executive Committee meeting	-	-	-	1	-	-	-	-	-	-	-	-
2	BOOST* Committee meeting	1	-	1	-	1	-	1	-	1	-	1	-
3	Departmental Technical & Advisory Committee meeting	-	1	-	1	-	1	-	1	-	1	-	1
4	Rural Biotechnology Committee meeting	1	-	1	-	1	-	1	-	1	-	1	-
5	Kolkata Biotech Park meeting	-	1	-	1	-	1	-	1	-	1	-	1
6	Plant Tissue Culture Committee meeting	1	-	1	-	1	-	1	-	1	-	1	-
7	Establishment of Plant Tissue Culture Laboratory	-	-	PR ready & Tender	-	Initiation of civil work	-	-	Purchase of instruments & consumables	Inauguration	-	-	-
8	Biosafety & DSIR# Committee meeting	-	-	1	-	-	-	-	1	-	-	-	-
9	Monitoring meeting with the officials of the Department	1	1	1	1	1	1	1	1	1	1	1	1
10	Monitoring of Rural Biotechnology Projects	-	1	-	1	-	1	-	1	-	1	-	1
11	Monitoring of R&D Projects	1	-	1	-	1	-	1	-	1	-	1	-
12	Implementation of Project Management Unit for Kolkata Biotech Park	2 nd phase	3 rd phase	Completion of work	-	-	-	-	-	-	-	-	-

Sl No.	Target	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
13	Allocation of space to start-up companies	-	-	-	Invitation of proposals	-	Selection of start-ups	-	Allocation of space	-	-	-	-
14	Announcement of Biotech Strategy	-	-	√	-	-	-	-	-	-	-	-	-
15	Selection of R&D Projects	-	-	-	-	-	1 st phase	-	-	-	-	-	2 nd phase
16	Coverage of students under RISE**	-	-	-	1 st phase	-	-	-	-	-	2 nd phase	-	-
17	Coverage of institutions under BOOST*	-	-	-	-	1 st phase	-	-	-	-	-	2 nd phase	-
18	Organizing seminar/workshop on promotion of biotechnology	-	-	1	-	-	1	-	-	1	-	-	1
19	Setting up of Regional Biotech Hub	DPR finalized	Transfer of land	-	-	-	-	Comment- cement of civil work	-	-	-	-	-
20	Establishment of 1 st Rural Biotechnology Centre	-	Release of fund	-	Establishment phase	-	-	Inauguration	Promo- tion of RBC	-	-	Training program	-
21	Digital documentation of medicinal plants of West Bengal	1 st phase	-	-	2 nd phase	-	-	3 rd phase	-	-	4 th phase	-	-

* BOOST = Biotechnology based Opportunities Offered to Science & Technology Departments

DSIR = Department of Scientific and Industrial Research

** RISE = Research Internships in Biotechnological based - Sciences and Engineering

Department of Home and Hill Affairs

A. Home, B. Hill Affairs

A. Home	
January, 2017	
1	Monthly Meeting on Internal Security Issues
2	Unified Command Meeting in regard to LWE matters
3	Submission of Utilisation Certificates upto December, 2016 for BADP.
4	Submission of Quarterly Progress Reports upto December, 2016 for BADP.
5	Instruction regarding identifying the works under BADP by Block authorities, BGFs etc. and submission to DLCs.
6.	Review Meeting with Stake holders regarding Joint Patrolling along International Maritime Border Lines (IMBL) / Coastal Areas.
7	Review of sanction of State Plan proposals and taking follow up measures.
8	Review of Plan fund release and assessment of fund availability for further release of fund within March 2017 for pending proposals/ongoing projects.
9	Review of fund release of Mega City Policing Plan.
10	Review of utilization of funds released to the Police Housing Corporations.
11	Issue of order for creation of 10 Women PS in WBP area in 5 th phase (carried over from 2016-17).

February, 2017

1	Monthly meeting on Internal Security Issues.
2	Preparatory Meeting for Dol Jatra / Holi Festival on 12 th March.
3	Review Meeting with DPLOs and BGFs regarding preparation of schemes for Annual Action Plan 2017-18.
4	Preparation of Budget Speech.
5	Preparation of Plan Budget and preparation of Budget Speech of Hon'ble Chief Minister.
6	Review Meeting with Stake holders regarding Common Communication System under Coastal Security.
7	Purchase of office furniture for newly created 8 Coastal Police Stations under Phase – II.
8	Review of pending Special Infrastructure Scheme (SIS) works for U.C. of Central Funds.
9	Review of appointment of State FSL staff recommended by SSC, West Bengal.
10	Review of construction projects of Kolkata Police and West Bengal Police.
11	Review of repair projects of WBP.
12	Creation of one PS in WBP area.

March, 2017

1	Monthly meeting on Internal Security Issues.
2	Instruction for Consultation, approval and submission of approved schemes by DLCs to BADP Cell.
3	Review Meeting with Stake holders regarding Apex Committee Meeting on Coastal Security.
4	Procurement of additional 14 vehicles for 14 Coastal Police Stations and one vehicle for Coastal Security (HQ).
5	Review of sanction of State Plan proposals.
6	Review of utilization of Central Funds in schemes funded by Govt. of India.
7	Review of progress of construction work in all FSL projects.

8	Submission of Utilization Certificate to GoI for central share of Mega City funds.
9	Review of pending exempted category applications for compassionate appointment.

April, 2017

1	Monthly meeting on Internal Security Issues.
2	Unified Command Meeting in regard to LWE matters
3	Submission of Utilisation Certificates upto March, 2017 for BADP.
4	Submission of QPRs upto March,
5	For BADP.Examination of schemes under BADP approved by DLCs and State Level Screening Committee Meeting for final approval.
6	Review of outstanding Audit Paras, if any, for BADP.
7	Review Meeting with Stake holders regarding Joint Operation against un-registered fishing boats.
8	Requesting the Police Directorates and the State FSL to start exercise on identifying non-utilization of funds released for projects in FY 2016-17.
9	Review of progress of work related to building of Police infrastructure in Jhargram Police District.
10	Review of approvals given under construction projects based on Model Plans.
11	Notification of combined Recruitment Rule for Sub-Inspectors in WBP and KP.

May, 2017

1	Monthly meeting on Internal Security Issues.
2	Review of the rehabilitation schemes of the surrendered LWE extremists.
3	Inspection of created assets under BADP by Head Quarters.
4	Preparation of computerised database on projects sanctioned and funds released in Financial Year 2016-17.
5	Review Meeting with Stake holders regarding Intelligence Sharing.
6	Procurement of 2 sets of computers with all accessories each for 8 Coastal Police Stations.
7	Overall review of CCTNS and utilization of funds.
8	Review of construction projects in LWE districts.
9	Creation of one PS in WBP area.

June, 2017

1	Monthly meeting on Internal Security Issues.
2	Preparatory Meeting for Id-UI-Fitre on 26 th June
3	Regular works under BADP.
4	Review Meeting with Stake holders regarding Coastal Security Status on Vital Assets and Vital Points.
5	Procurement of additional Line Deployment Kit (Rescue Kit) for 3 Coastal Districts.
6	Mega City Policing Project: A review of progress made.
7	Overall review of FSL projects: Crime scene units, procurement of equipments etc.
8	Implementation of projects by the WBSPHC: A status review.
9	Implementation of projects by the Kolkata Police: A status review.

10	Review of Plan fund availability and drawing up a plan for release of funds.
11	Review of pending exempted category applications for compassionate appointment.
12	Monitoring and status review of pending Court cases.

July, 2017

1	Monthly meeting on Internal Security Issues.
2	Unified Command Meeting in regard to LWE matters
3	Submission of Utilisation Certificates upto June, 2017 for BADP.
4	Submission of QPRs upto June, 2017 for BADP.
5	Review Meeting with Construction Agencies regarding construction status of Diamond Harbour Coastal Police Station, Junput Coastal Police Station and construction of jetties.
6	Review of progress of utilization of Central funds under MPF scheme.
7	Review of status on the decisions taken by the FSL Board in its second meeting.
8	Review of utilization of Plan/MPF funds by the Police Housing Corporations.
9	Initiation of process for creation of 10 Women PS in 6 th phase in WBP area.

August, 2017

1	Monthly meeting on Internal Security Issues.
2	Preparatory Meeting for Id-Uz-Zuha on 2 nd September
3	Regular works under BADP.
4	Review Meeting with Stake holders regarding security of Sunderban area.
5	Procurement of 6 Nos. of All Terrain Vehicles (ATV) for 3 Coastal Districts.
6	Review of projects undertaken with the grants of Finance Commissions.
7	Review of FSL issues.
8	Obtaining status report on scheme of 'SIS'.
9	Review of sanction of construction projects under MPF 2013-14 and 2014-15.
10	Creation of one new PS in WBP area.

September, 2017

1	Monthly meeting on Internal Security Issues.
2	Preparatory Meeting for Durga Puja / Muharram
3	Review Meeting with the DPLOs and BGFs regarding utilisation and progress of schemes.
4	Review Meeting with Stake holders regarding security of Landing Points.
5	Procurement of 5 Nos. of Speed Boats for 3 Coastal Districts especially for Sunderban areas.
6	Obtaining status report of implementation of projects under Model Plans.
7	Review of progress of utilization of pending 'Non-plan' funds under MPF.
8	Review on Plan fund position and assessment of the status of ongoing projects.
9	Review of condemnation of Police Government vehicles and purchase/hiring plans.
10	Review of pending exempted category applications for compassionate appointment.
11	Monitoring meeting related to compliance of various Court orders and judgements.

October, 2017

1	Monthly meeting on Internal Security Issues.
2	Preparatory Meeting for Kali Puja / Jagadhatri Puja
3	Submission of Utilisation Certificates upto September, 2017 for BADP.
4	Submission of QPRs upto September, 2017 for BADP.
5	Preparation of Revised Budget Estimate for 2017-18.
6	Review Meeting with Stake holders regarding security of Coastal security of Anchorage Points.
7	Review of sanction of State Plan proposals and taking follow up measures.
8	Review of expenditure from Plan head.
9	Review of accounting work related to MPF and CCTNS.
10	Issue of order for filling up of 2700 Lady Constable posts.

November, 2017

1	Monthly meeting on Internal Security Issues.
2	Regular works under BADP.
3	Commencement of work of Non-Plan Budget preparation for 2017-18.
4	Review Meeting with Stake holders regarding security of IMBL and Trade Protocol Route.
5	Strengthening at least 8 Landing Points which are vulnerable from Coastal Security point of view by installation of CCTV, construction of Guard Room, Watch Tower etc.
6	Review of pendency of Police compensation proposals.
7	Review of construction work in respect of Women Police Stations.
8	Review of execution of Police Infrastructure Projects.
9	Review of utilization of Central Funds in schemes funded by Govt. of India.
10	Review of progress in Mega City Policing Scheme.
11	Issue of order for filling up of 4000 posts of Constable in WBP (carried over from 2016-17).

December, 2017

1	Monthly meeting on Internal Security Issues.
2	2 nd State Level Screening Committee Meeting for BADP to review utilisation and progress of works.
3	Review of expenditure from Plan Head and preparation of Budget speech of Hon'ble Finance Minister.
4	Review Meeting with Stake holders regarding examining the performance of all Stake holders on Coastal Security Exercise.
5	A review of progress of work for revamping the FSL: Status of new units.
6	Implementation of projects by the WBSPHC: A status review.
7	Review of procurement of arms and ammunitions under MPF scheme.
8	Review of Plan fund position and assessment of quantum of fund which may be released within March 2018.
9	Issue of order for creation of 10 Women PS in 6 th phase in WBP area.
10	Review of pending exempted category applications for compassionate appointment.
11	Monitoring of litigation management for Court cases.

B. Hill Affairs

January, 2017

- 1) Preparing Annual Action Plan under State Plan for 2017-18.
- 2) Pursuing GTA for balance utilisation of ACA so as to send the claim for remaining amount from Government of India.
- 3) Pursuing for Non-Plan Budget 2017-18 from the GTA for sending to the Finance Department.
- 4) Pursuance for finalization of DCRB Scheme for employees of GTA.
- 5) Pursuing the preparation of Annual Report of GTA.
- 6) Pursuance for finalization of Draft Rules for appointment on Compassionate Ground in the office of the GTA (Died-in-harness case).
- 7) Pursuing the progress of RIDF - XVII & XVIII.

February, 2017

- 1) Collecting write-up from GTA on Annual Action Plan - 2017-2018.
- 2) Preparation for Chief Minister's Budget Speech for 2017-18.
- 3) Finalisation and sending Annual Action Plan of State Plan and RIDF for 2017-2018 to the Finance Department.
- 4) Submitting write up on State Plan – 2017-2018 to the State Public Policy and Planning Board (SPPPB).
- 5) Pursuing for creation of additional posts in Hill Affairs Department.
- 6) Pursuing for finalisation of Rules of Business.
- 7) Pursuing the progress of RIDF - XIX, XX & XXI.

March, 2017

- 1) Submission of Chief Minister's Budget Speech for 2017-18.
- 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 MHA for Constitutional Amendment.
- 5) Pursuing for finalization of Draft Rules for appointment on Compassionate Ground in the office of the GTA (Died-in-harness case).
- 6) Pursuing the progress of RIDF - XXI & XXII.

April, 2017

- 1) Pursuing progress for RIDF – XVII, XVIII, XIX, XX.
- 2) Releasing Non-Plan fund of 1st Quarter of 2017-18 to GTA and the Hill Affairs Department.
- 3) Pursuing for Audit of GTA A/Cs.
- 4) Review of Service matters of GTA employees.
- 5) Pursuance for finalization of DCRB Scheme for employees of GTA.
- 6) Pursuing for preparation of Annual Report of GTA.
- 7) Review of clean and green Darjeeling.

May, 2017	
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)	Pursuing for “Rules of Business” for GTA.
4)	Pursuing the progress of RIDF - XXI & XXII.
5)	Pursuing for creation of additional posts in Hill Affairs Department.
June, 2017	
1)	Pursuing progress for RIDF – XVII, XVIII , XIX, XX.
2)	Pursuing MHA for Constitutional Amendment.
3)	Pursuing Audit of Accounts of erstwhile DGHC for 1991-1992 to 2010-2011.
4)	Pursuance for finalization of Draft Rules for appointment on Compassionate Ground in the office of the GTA (Died-in-harness case).
July, 2017	
1)	Pursuing Audit of Accounts of GTA.
2)	Pursuing for “Rules of Business” for GTA.
3)	Pursuing the progress of RIDF - XXI & XXII.
4)	Review of clean and green Darjeeling.
August, 2016	
1)	Pursuing MHA for Constitutional Amendment.
2)	Pursuing progress for RIDF –XIX, XX.
3)	Review of Service matters of GTA employees
4)	Pursuing Audit of Accounts of erstwhile DGHC for 1991-1992 to 2010-2011.
5)	Pursuance for finalization of DCRB Scheme for employees of GTA.
6)	Pursuing for creation of additional posts in Hill Affairs Department.
7)	Pursuing for preparation of Annual Report of GTA.
September, 2016	
1)	Pursuing GTA for Revised Estimate 2017-2018 and Budget Estimates 2018-2019.
2)	Releasing Non-Plan fund of 2 nd Quarter of -2017-18 to GTA and the Hill Affairs Department.
3)	Pursuing Audit of Accounts of GTA.
4)	Pursuance for finalization of Draft Rules for appointment on Compassionate Ground in the office of the GTA (Died-in-harness case).
5)	Pursuing the progress of RIDF - XXI & XXII.
October, 2017	
1)	Pursuing Audit of Accounts of erstwhile DGHC for 1991-1992 to 2010-2011.
2)	Preparation of Revised Estimates 2017-2018 and Budget Estimates 2018-2019 on receipt from GTA.
3)	Pursuing progress for RIDF –XIX, XX.
4)	Review of clean and green Darjeeling.

November, 2017

- 1) Pursuing progress for RIDF – XIX, XX, XXI and XXII.
- 2) Pursuing MHA for Constitutional Amendment.
- 3) Pursuing for “Rules of Business” for GTA.
- 4) Preparation of Draft Administration Calendar 2018.
- 5) Pursuing for creation of additional posts in Hill Affairs Department.
- 6) Pursuing for preparation of Annual Report of GTA.

December, 2017

- 1) Follow-up for UC of Additional Central Assistant proposals.
- 2) Seeking write-up for GTA on plan proposal for 2018-2019.
- 3) Finalisation of Administrative Calendar 2018.
- 4) Pursuance for finalization of DCRB Scheme for employees of GTA.
- 5) Pursuing Audit of Accounts of erstwhile DGHC for 1991-1992 to 2010-2011.
- 6) Pursuing the progress of RIDF - XXI & XXII.
- 7) Pursuance for finalization of Draft Rules for appointment on Compassionate Ground in the office of the GTA (Died-in-harness case).

Department of Housing

JANUARY, 2017
Identification of 5000 beneficiaries and allotment of fund for the construction of dwelling units under “Geetanjali” Scheme
FEBRUARY, 2017
Identification of 5000 beneficiaries and allotment of fund for the construction of dwelling units under “Geetanjali” Scheme
MARCH, 2017
Identification of 5000 beneficiaries and allotment of fund for the construction of dwelling units under “Geetanjali” Scheme
MAY, 2017
Completion of construction of Guest House at RHE Sadhanpur, Burdwan
JUNE, 2017
Completion of construction of C1=32 nos., D1=16 nos. (total 48 nos.) flats under RHE at Kalyanpur (Sitla), Asansol in the district of Burdwan
Identification of 5000 beneficiaries and allotment of fund for the construction of dwelling units under “Geetanjali” Scheme
JULY, 2017
Identification of 5000 beneficiaries and allotment of fund for the construction of dwelling units under “Geetanjali” Scheme
AUGUST, 2017
Identification of 5000 beneficiaries and allotment of fund for the construction of dwelling units under “Geetanjali” Scheme
SEPTEMBER, 2017
Identification of 5000 beneficiaries and allotment of fund for the construction of dwelling units under “Geetanjali” Scheme
Completion of construction of Multistoried (G+10) R.H.E. for Senior Group-A officer at Swyambhara Complex, Salt Lake
OCTOBER, 2017
Completion of construction of 6-storied Working Women’s Hostel at Regent Park, Tollygunge
Identification of 5000 beneficiaries and allotment of fund for the construction of dwelling units under “Geetanjali” Scheme
NOVEMBER, 2017
Identification of 10000 beneficiaries and allotment of fund for the construction of dwelling units under “Geetanjali” Scheme
DECEMBER, 2017
Completion of construction of four storied Guest House at Regent Park (Two no. of floors - Ground & 1st Floor to be completed in all respect)
Completion of construction of 4-storied Guest House at Mouza Madhabpur, Diamond Harbour
Identification of 10000 beneficiaries and allotment of fund for the construction of dwelling units under “Geetanjali” Scheme

Department of Information and Cultural Affairs

Administrative Inputs	
Legal & Statutory obligations as per the Rules of Business	Action thereof
Information & Public Relations	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

Activities Throughout the Year

Sl. No.	Programme Details	Activities
1	Lok Prasar Prakalpa	Over 80,000 folk artistes have been enrolled so far. This Prakalpa will continue in the year 2017 also. The Department has planned to organize more and more programmes with the folk artiste for awareness generation about different Government activities.
2	Mediclaime for Cine Artists & Technicians	5229 families have been enrolled so far. Total beneficiaries come to 20,926. In 2017, the Department will cover all the cine artists and technicians if there be any left out till now.
3	Maavoi-West Bengal Health Scheme for the Journalists, 2016	This is a health insurance scheme for all journalist accredited with I&CA Department. Department aims to cover all the accredited journalists under the scheme. A dedicated cell has been created within the department with a view to deal with all the cases promptly.

Sl. No.	Programme Details	Activities
4	Free travel facilities on Buses/Trams for the Journalists	Like 2016, all the Journalists accredited with I&CA Department will get Free travel facilities on Buses/Trams operated by State Transport Undertakings in 2017 also. This department will facilitate the scheme.
5	Specific milestones regarding Government of India schemes	Reflected in the detailed Administrative Calender-2017.
6	Financial assistance to distressed film technicians and artistes	This is an ongoing scheme and it will continue in 2017 also.
7	Maintaining Press Liaison	This Department maintains close contact with print as well as audio-visual media to disseminate Government views and activities through press release, advertisement etc.
8	Exhibitions	In 2016, this department has organised 71 central exhibitions and 384 rural exhibitions. In 2017, this department has a target to organize 75 central and 400 rural exhibitions.
9	Construction of Office Buildings & Other Infrastructure Development	Office Buildings for the office of the DI&CO in Purulia, 24-Parganas (South) and 24-Parganas (North) are expected to be completed within 2017. Construction of new office buildings for the office of the DI&CO, Darjeeling, SDI&CO, Contai and DI&CO, Jhargram will be completed in 2017. Installation of CCTV, Metal Detector, Scanner, Kiosk and Re arrangement of Book Store at State Archaeological Museum, Setting up of a Regional Museum at Sidho-Kanho-Birsha University, Purulia. Digitized Documentation of Antiquities of Two District Museums in West Bengal. Arrangement of two more galleries on 2nd floor of the State Archaeological Museum. Setting up of a new Regional Museum.
10.	Literary & Cultural Pension for eminent personalities.	This is an ongoing scheme and it will continue in 2017 also.
11	Digital Management and Analysis Cell	This cell has been created with a view to digital management, analysis and record keeping of all media releases. This cell will start its function in full swing from 2017.
12	Baul Academy	Baul is one of the prominent folk-form of West Bengal. To preserve and promote its cultural heritage, a Boul Academy will be set up in 2017.
13	Financial Assistance to Natya/Jatra/Folk & Other Artistes	Selected artists will be given Financial Assistance in 2017 like previous years.

Sl. No.	Programme Details	Activities
14	State Ceremonies, other ceremonies throughout the State and observance of birth & death anniversaries of legends of the past.	This Department will celebrate Republic day and Independence Day throughout the state. This Department will also celebrate Bhasa Dibas, Hool Dibas, Birsha Munda Divas etc. throughout the state. Like previous years, in 2017 also this department will Observe of Birth Anniversary of Netaji Subash Chandra Bose at Darjeeling and Birth Anniversary of Swami Vivekananda. This Department will also observe Birth & Death Anniversaries of Mahatma Gandhi, Rabindranath Tagore, Kazi Nazrul Islam and many others. To be precise, this Department will ceremoniously observe Birth & Death Anniversaries of the legends of the past on 180 days throughout the year.
15	Publications	Publication of 2 nd & 3 rd volume of Archaeology and Museum Directorate's Annual Journal "Puravritto". Reprinting of Jelar Purakirti Series. Publication of Purakirti Series-Purulia, Burdwan. Publication of Rabindra Rachanabali, "JatraDarpan", Nazrul's Works, Bankim Rachanabali, Bangla Academy Journal & Bulletin etc. and Regular publications of periodicals, namely, Chira Sabuj Lekha, Masik Basumati and Paschimbanga (in Bengali, English, Hindi, Urdu and Santali Language).
16	Atlas project by Centre for Archaeological Studies and Training, Eastern India.	This is a continuous programme and will continue in 2017.
17	Identification and Declaration of Heritage Buildings, Monuments etc.	As many as 174 buildings have been declared as Heritage Buildings so far. In 2017, nearly 50 buildings may be declared as heritage building.
18	Restoration & Conservation of Heritage Buildings, Monuments etc.	Conservation of Jagadanandapur Temple at Dainhat, Katwa. Setting up Memorials of Sri Birendra Nath Sasmal in Purba Medinipur. Conservation of Wooden Mast at Bandel Chuch, at Bandel, Hooghly. Setting up Memorials of Sahid Matangini Hazra in Purba Medinipur district. Preparation of Plans of State Protected Monuments, namely, a) Raghaveswar Siva Temple, Dignagar, Nadia. b) Shyamchand Temple, Santipur, Nadia. c) Nanda Kishor Temple, Halisahar, N-24 Paraganas. d) Navaratna Siva Temple, Panchthupi, Murshidabad. e) Rateneswar Siva Temple, Bhattamati, Murshidabad. f) Gangeswar Siva Temple, Baranagar, Murshidabad. g) Nawab Sharfafaz Khan's Tomb, Murshidabad.
19	Excavation at Archaeological sites	Excavation at Moghalmari in PaschimMedinipur and other different archaeological sites.

Month	Sl. No.	Month-wise Programme Details
January	1.	Jatra Utsav to be organised by Paschim Banga Jatra Academy
	2.	Tele Academy Award Ceremony
	3.	Uday Shankar Dance Festival to be organised by West Bengal State Music Academy
	4.	National Level Drama Festival by Minerva Natya Sanskriti Charcha Kendra
	5.	Keduli Baul Utsav
	6.	Classical Music Conference
	7.	Seminar & Workshop on Rajbangshi Script and Literary Programme of Rajbangshi Bhasa Academy
	8.	Panchali Ganer Gol by Rajbangshi Bhasa Academy
	9.	Participation at Kolkata Book Fair, Setting up of West Bengal Pavilion with an exhibition at mela ground
	10.	Sahitya Utsav & Little Magazine Mela by Paschim Banga Bangla Academy
	11.	7 th Rajya Shishu Kishore Utsav by Sisu Kishor Academy.
	12.	Unnayane Uttirna with other Department
	13.	District Folk Festival and Jatra Utsav at Bankura, Jalpaiguri, Hooghly, Paschim Medinipore, Howrah and Malda
	14.	Mati Utsav at Mati Tirtha.
	15.	National Children Theatre Festival by Sisu Kishor Academy
	16.	Workshop on Recitation at Jalpaiguri Division by Paschim Banga Kabita Academy
	17.	Participation in Ganga Sagar Mela
February	1.	Uttarbanga Kshatriya Samisksha Gabeshak Sammelan by Folk & Tribal Cultural Centre
	2.	Dakshinbanga Kshatriya Samisksha Gabeshak Sammelan by Folk & Tribal Cultural Centre
	3.	One act play workshop by Rajbangshi Bhasa Academy
	4.	Lila Majumder Children Literature Festival
	5.	Kobir Sange Dekha through Paschim Banga Bangla Academy
	6.	Puthi, Lokkatha, Loknatak, Prabod-Prabochan workshop by Rajbangshi Bhasa Academy
	7.	Lokbadya Sammelon and Prashikshan by Rajbangshi Bhasa Academy
	8.	Rajbangshi Bhasa Utsav by Rajbangshi Bhasa Academy
	9.	Workshop on Rajbangshi Literary Works and Paribhasa
	10.	Workshop on Art & Sculpture by Charukala Parshad
March	1.	Anadashankar Roy Memorial Lecture by Paschim Banga Bangla Academy
	2.	Kabiyal Mela with exhibition by Folk & Tribal Cultural Centre
	3.	Dance Appreciation Course by West Bengal State Music Academy
	4.	Foundation day celebration of West Bengal State Music Academy

Month	Sl. No.	Month-wise Programme Details
	5.	Biswa Natya Divas by Paschim Banga Natya Academy
	6.	Kabita Utsav by Paschim Banga Kabita Academy
April	1.	World Book Day Celebration by Paschim Banga Bangla Academy
	2.	Shasang Mela by Folk & Tribal Cultural Centre
	3.	Workshop on Nazrulgiti by Paschim Banga Kazi Nazrul Islam Academy
	4.	Baisakhi Utsav & Uttarbanga Little Magazine Mela by Paschim Banga Bangla Academy
	5.	Awareness Programme at Two Schools in and around Kolkata on World Heritage Day.
May	1.	Bangabibhusan & Bangabhushan award ceremony
	2.	Rabindra Janmotsav.
	3.	Nazrul Janmotsav
	4.	Award giving ceremony on behalf of different Academy
	5.	Drawing & Painting workshop on Upendra Kishore Roy Chowdhury
	6.	Barshapurti Anusthan throughout West Bengal
	7.	Celebration of World Museum Day at State Archaeological Museum.
June	1.	Memorial Lecture to be organised by Rajya Charukala Parshad
	2.	Programme on death anniversary of Rabindranath Tagore
	3.	Workshop on Nazrul Geeti
	4.	Workshop on Nazrul Geeti by Paschim Banga Kazi Nazrul Islam Academy
July	1.	Workshop on Drama by Sishu Kishore Academy
	2.	Music Appreciation Course
	3.	Art Appreciation Course
	4.	Workshop for Jatra Artistes
	5.	History Teachers' Workshop at Kolkata on Awareness Programme.
	6.	National Seminar and Workshop on "Conservation of Museum Artefacts".
	7.	Organising 'Mahanayeker Smarane' programme for felicitating film artists, technicians and personalities.
	8.	Conducting Film Appreciation Course at Cinema Centenary Building.
August	1.	Programmes in memory of Kazuo Azuma by Paschim Banga Bangla Academy
	2.	Workshop on Dance and Drama by West Bengal State Music Academy
	3.	Workshop on Painting & Sculpture
	4.	District level Workshops by West Bengal State Music Academy
	5.	Workshop on Sunirmal Basu by Sishu Kishore Academy
	6.	Workshop on Abanindra Nath Tagore by Sishu Kishore Academy
	7.	Workshop on Dance & Sangeet by Sishu Kishore Academy
	8.	Independence Day Celebration at Red RoadA Sit & Draw Competition will be organised at Kolkata Information Centre on 15th August

Month	Sl. No.	Month-wise Programme Details
	9.	Seminar at State Archaeological Museum, Celebrating the Birth Anniversary of the new museum building.
September	1.	Agamoni Anusthan to mark beginning of festivities
	2.	Sharod Bai Parban
	3.	Workshop on Painting & Sculpture
	4.	Seminar & Memorial programme on Drama by Paschim Banga Natya Academy
October	1.	Lalan Utsav
	2.	Traning camp for Drawing teachers by Rajya Charukala Parshad
	3.	Biswa Bangla Sharod Samman
	4.	State Level Music and Dance Competition, 2017
November	1.	Lok Natya Utsav
	2.	Paschim Banga Charukala Utsav
	3.	Workshop on Painting & Sculpture
	4.	Award giving ceremony of Biswa Bangla Sharod Samman
	5.	Participation in India International Trade Fair
	6.	Antar Banga Natya Utsav
	7.	State level Music and Dance Competition by West Bengal State Music Academy
	8.	Bahir Banga Natya Utsav
	9.	Participation in India International Trade Fair (IITF), New Delhi.
	10.	Heritage Walk by school/college students during World Heritage Week celebration.
	11.	Organisation of Kolkata International Film Festival
	12.	Social Communication Film Festival in the districts by Roop Kala Kendro.
December	1.	Kolkata International Children's Film Festival
	2.	Uday Sankar Nritya Utsav
	3.	Poush Utsav
	4.	Sangeet Mela
	5.	Annual Festival of Folk & Tribal Cultural Centre
	6.	Workshop on Painting & Sculpture
	7.	State Level Music and Dance Competition
	8.	Natyamela at Districts and Kolkata
	9.	Workshop on Recitation at districts
	10.	Photography competition
	11.	Awareness Programme at Two Schools in and around Kolkata
	12.	Awarding "Pratna Sanman"/Financial assistance to the Eminent archaeologists, historians etc. and organizations for their valuable contribution in this field of Archaeology.

**Department of IT & Electronics
IT Promotion 2017**

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	Taratata IT Park	Completion of Finishing work and ready for possession													MKC, KoPT, CESC, KIT	DGM (ID & M), WEBEL	Spill-over target from 2016
2	Krishnanagar IT Park	Civil Structural work to complete Service works to complete Completion of Finishing work and ready for possession													L&LR, DM, WBSEDCL, Panchayat, Zilaparishad	DGM (ID & M), WEBEL	Spill-over target from 2016
3	Malda IT Park	Civil Structural work to complete Service works to Complete Completion of Finishing work and ready for possession													L&LR, DM, WBSEDCL, Malda Mpty.	DGM (ID & M), WEBEL	Spill-over target from 2016. Land issue not settled

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	Siliguri IT Park (Ph-III)	Civil Structural work to complete													SIDA, WBIDC, WBSEDCL,	DGM (ID & M), WEBEL Panchayat	Spill-over from 2016	
		Service works to Complete																
		Completion of Finishing work and ready for possession																
5	Bantala IT Park	Piling work to complete													Panchayat, WBSEDCL, Dev comm,	DGM (ID & M), WEBEL	initiation of the project depends on receipt of LOA from SEZ	
		Civil Structural work to complete														Fire Department		Development Commissioner
		Service works to complete																
		Completion of Finishing work and ready for possession																

SI 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
6	Cooch-behar IT Park	Foundation work to complete													District authority, WBSEDCL, Fire	DGM (ID & M), WEBEL	
		Civil Structural work to complete													Department, Agriculture Department, Municipality		
		Service works to complete															
		Completion of 90% of Finishing work															
7	Belur IT Park	Land Finalization													LR Department, WBSEDCL, Fire	DGM (ID & M), WEBEL	
		DPR Preparation /Go ahead towards construction															
		Engg consultant Work to commence & Foundation to complete															
		Civil structural work 30% to complete															

**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
8	IT Park (2nd SDF) at DP-6/1 Sector-V	Go ahead towards construction Engagement of Engg Consultant Work to commence & Foundation to complete Civil structural work 20% to complete													WBSEDCL, Fire Department NDITA	DGM (ID & M), WEBEL	
9	State of the Art IT Park at BN-4 (sector-V)	DPR Preparation/ Go ahead towards construction Engagement of Engg consultant Work to commence & Foundation to complete Civil structural work 10% to complete													WBSEDCL, Fire Department NDITA	DGM (ID & M), WEBEL	

SI 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
10	EMC, Nauhati	Completion of Boundary Wall													Gol (Deity), Finance, WBIDC SPV	DGM (ID & M), WEBEL	PPP scheme with Gol assistance. Spill-over target from 2015
		Infrastructure Development work 70% to complete															
		Electrical work Tender & 60 % to complete															
		Facility Buildings Tender & 60 % to complete															
11	EMC, Falta	Completion of Boundary Wall													Gol (Deity), Finance, WBIDC SPV	DGM (ID & M), WEBEL	PPP scheme with Gol assistance. Spill over target from 2016
		Infrastructure Development work 70% to complete															
		Electrical work Tender & 70 % to complete															
		Facility Buildings Tender & 60 % to complete															

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
12	Kalyani Hardware Park	DPR Preparation Bid process Management for Developer selection Developer selection for PPP model and Development agreement signing Project implementation by Developer /Tender formalities													LR Department, WBSEDCL, Fire Department, District Authority	DGM (ID & M), WEBEL	
13	e-District State-wide Roll out of additional 148 online services	Launch 13 services of NKDA and UD Department Launch of 40 online services (Phase-1)													Urban Development Dept. NKDA Districts, Municipal Affairs, Housing, Tourism, Power & NES, Co-operation Depts	JS-IT&E Dept and Sr. Consultant SeMT	Services already identified in coordination with concerned Departments. Lol/Order has been placed on Sl of e-District M/s TCS in Nov'16 for design/development and O&M support

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
		Launch of 60 online services (Phase-2)													Districts, Municipal Affairs, Power & NES, Cooperation		
		SRS preparation of remaining 35 services (Phase-3)													Districts, Education and other Departments		
14	Implementation of centralized architecture of e-Office	Design, Supply, Installation and Commissioning of infrastructure for centralized architecture based implementation of e-Office in SDC													NIC	JS-IT&E Dept and OSD (IT)	NIC has submitted a proposal, which is under consideration
		Identify departments and districts for on boarding on e-Office centralized architecture													Identified departments/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	Designated Person/ Agency	Remarks
15	WBSWAN	Upgrade of WBSWAN Links-from P2P to MPLS														DS-IT&E Dept	Project approved and fund sanctioned. Agreement with BSNL to be done by Nov 30, 2016
		Upgrade of obsolete WBSWAN Infrastructure /Facilities															Approval and fund sanction is under process
		Fail over of WBSWAN links from alternate service providers															DPR under preparation
		WBSWAN connectivity of 1500 Horizontal Offices													Land, Registration, Labour, Health and Home Depts		Proposal submitted for WBSWAN Connectivity of 168 Calcutta Police Stations and 47 WB Police Stations

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
16	NOFN/ Bharat Net	BEIDC Ltd to launch new special purpose vehicle (SPV) Submission of DPR for Bharatnet phase II to BBNL													BBNL, DoT- Gol	MD-WEBEL and DS-IT&E Dept	Spill over from 2016 Spill over from 2016. Approval and fund sanction for DPR received from BBNL on 09.09.2016. After survey of poles and GIS mapping, DPR to be prepared
																	under CCTNS Project. WBSWAN connectivity to BLLRO, ADSR & Labour Offices near completion.

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
17	Comprehensive revamping and expansion of State Data Centre (SDC) with enhanced scope	Start of execution of NOFN Phase II after approval of DPR and fund sanction by DoT, Govt.of India Selection of System Integrator for Comprehensive strengthening and expansion of SDC Completion of Civil Construction & Electrical work in 2nd floor expansion area as well as expansion area in the 1st floor Design, Supply and Installation of Non-IT Infrastructure														SDC Composite Team and DS-IT&E Dept	Spill over from 2016. Dependent upon above item (DPR approval by DoT. Gol) RFP has been floated on 28.10.2016. Last date of bid submission is 22.11.2016

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	Designated Person/ Agency	Remarks
		Design, Supply and Installation of IT Infrastructure															
		Commissioning of IT & Non-IT Infrastructure with integration with existing SDC															
		Migration of Computing Infrastructure from 1st Floor server farm area to 2nd server farm expansion area													Commercial Tax, IFMS(Finance Dept), NLRMP (L&LR, Excise, Registration), BCW Dept, CCTNS (Home Dept), WB Excise, P&RD		
		Initiation of comprehensive O&M phase															

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
18	Setting up of Security Operation Centre (SOC) in SDC	Supply & installation of Security Information & Event Management (SIEM) tool														SDC Composite Team and DS-IT&E Dept.	
		Installation, commission & integration of Log Analyser, Packets & Netflow with Networking Equipment of SDC															
		Supply & installation of Computing platform & RDBMS on Microsoft platform for deployment of ECAT server system															

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
		Installation, commissioning & integration of End-point Complaint Assessment Tool (ECAT)															
		O&M Phase of SIEM															
19	State Portal, e-Forms & State Service Delivery Gateway (SSDG)	9 Services of Fire & Emergency services Department Integration of SSDG with GRIPS Payment Gateway & Digital Signature													Fire & Emergency services Department Finance Department for GRIPS integration	DGM (e-Governance) - WEBEL	Design & development for 9 services is going on.
20	Mobile Governance	Setting up of Infrastructure for Outbound dialers (OBD)														GM (Technical) - WEBEL and Head-SeMT	Spillover from 2016. RFP has been floated

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
		Launch of services on OBD infrastructure														Different Departments requiring OBD services	Spillover from 2016. To be started on completion of above
		Integration of two services with proposed UMANG platform of Meity/Gol															Dependent upon UMANG platform launch
21	Capacity Building	Specialized Training on e-Governance for Departmental/ District Core Teams													Meity and other agencies of Gol like NeGD, UIDAI, C-DAC, Different Departments and ATI	JS-IT&E Dept and Head-SeMT	
22	Digital Depository	Selection of System Integrator														JS-IT&E Dept and Head-SeMT	RFP is to be floated within Dec, 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	Designated Person/ Agency	Remarks
		Development and Setting up of Digital Depository ecosystem															SRS to hosting and commissioning of applications and infrastructure in SDC
		Identify and concurre with two Departments for Departments for onboarding on Digital Depository													Two identified departments		Preferably Education related Departments as Issuers of academic testimonials
23	IT Start-up Programme	Launch of Bengal IT Start-up programme													CS Office and Representatives from academia and industry bodies including IIT, IIM, JU, ISI, IEST, CSIR Labs, NASSCOM, CII, FICCI etc.	MD-WEBEL and JS-IT&E Dept	Dependent upon Finance Dept and Cabinet approval
		Creation of Financial and Institutional structure															Creation of Revolving fund as a Trust, Steering Committee, Board of Trustees, Start-up Cell etc.

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
		Development and launch of IT Start-up portal															Selection of SI and implementation of portal
		Start selection of eligible IT startups for seed funding															
24	IT/ITeS Skill Development Programme	Launch of IT/ITeS skill development programme													Representatives from academia like IIT/IIM/JU/ISI/IIE ST, Training partners like NEILIT, Tata STRIVE etc and IT/ITes Industry bodies/ Sector Skill Council like NASSCOM	MD-WEBEL and Sr. Consultant- SeMT	Dependent upon Finance Dept and Cabinet approval Creation of Steering Committee, Startup Cell etc. In Webel IT Parks
		Creation of Institutional and Operational structure															
		Setting up of 10 CoEs in 1st year															
		Development and launch of a IT/ITeS skill portal															Selection of SI and implementation of 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 is required	Designated Person/ Agency	Remarks
		Mobilisation and Skill development of at least 1,500 youth in 1st year															Training partners to mobilise and train
25	State Enterprise Architecture Bangla	Single window clearance system for IT incentive scheme over SSDP														JS-IT&E Dept, PMU (M/s PwC)	

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 five year, Irrigation & Waterways Department has —

- Brought 3,23,000 acre of area under irrigation;
- Completed improvement of flood embankments including anti-erosion works for a total length of 2337 km;
- Completed re-excavation of rivers and drainage channels for a total length of 931 km and commissioned 3 new big pump houses in Kolkata Metropolitan area;
- Completed construction of 161 RCC road bridges on rivers, both on irrigation and drainage channels;
- Completed 120 check dams in Purulia district to create irrigation potential to the tune of 3036 Ha.

January-2017		
Brief Name of Works scheduled to be completed during the month	Length (km)/No.	District
1 Flood protective embankment on the right bank of river Teesta adjoining Milanpally, Dudhiya, Birenbasti, Singherbasti and Dhupguri basti areas under Block & P.S Rajgunj and Jalpaiguri Sadar.	1.40 km	Jalpaiguri
2 Anti erosion work on the left embankment of river Damodar in between Pospur-Sasantala and Pospur-Mondalpara near Bokpota under Block & P.S Jangipara	2.0 km	Hooghly
3 Anti erosion work on the right bank of river Damodar at Simultala under Block Bagnan-II, P.S Bagnan	0.7 km	Howrah
4 Flood protective embankment on left bank of river Mayurakshi under Block & P.S Kandi	5.0 km	Murshidabad
Other Activities & Time Schedule :		
1. Departmental review meeting on utilization of Plan fund and preparation of detailed Budget Estimate for next financial year.		

February-2017

Brief Name of Works scheduled to be completed during the month	Length (km)/No.	District
1. Anti erosion work on the left bank of river Kaljani at Chaotwa Amlagori, Jhaljhali and Kuthibari (1.67 km) in Block Tufangunj-I, P.S Tufangunj and on the left bank of river Mansai at South Baraibari & Bairati-Jagatjully (1.57 km) within Block Mathabhanga-II, P.S Ghokasadanga and in Block Coochbehar-I, P.S Kotwali	3.24 km	Coochbehar
2. Check dam at Chakirban under Block Purulia-II, P.S Purulia Sadar	1 No.	Purulia
3. Anti erosion work on the right bank of river Dwarekeswar at Kalipur within Arambag Municipality, P.S Arambag	0.75 km	Hooghly
4. Flood protective embankment along right bank of river Dwaraka under Block & P.S Nabagram	2.5 km	Murshidabad

Other Activities & Time Schedule :

1. District tours of Minister-in-Charge with senior Officers for reviewing progress of works.

March 2017

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Improvement of double lane bituminous road on the crest of Kangsabati-Kumari Dam under Block & P.S Ranibundh and Khatra.	10 km	Bankura
2. Check dam at Baruahdih in Block & P.S Joypur	1 No.	Purulia
3. RCC bridge over South Saraswati river at Krishnapur under Block Chanditala-II, P.S Chanditala	1 No.	Hooghly
4. Bituminous road from Salap bazar upto Eksara Benaras Road under Salap-I G.P in Block & P.S Domjur	3.82 km	Howrah
5. RCC bridge over Dehati khal at Bardabar under Block & P.S Kolaghat	1 No.	Purba Medinipur
6. Improvement of Sundarban Embankment in Blocks Sandeshkhali-I&II, Hingalgunj & Haroa under P.S Sandeshkhali, Hingalgunj & Haroa respectively	4.65 Km	North 24-Parganas
7. Improvement of Sundarban Embankment in Block & P.S Patharpratima, Namkhana	1.6 km	South 24-Parganas

April 2017

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1 Check Dam over Bakshi khal within Golore & G.P Dekho under Block & P.S Raipur.	1 No.	Bankura
2 Pick-up weirs over river Amodar at Chatra Krishnanagar & Mohanchak, Lego under Block & P.S Kotulpur.	2 Nos.	Bankura
3 Anti erosion work on left bank of river Bhagirathi at Kalinagar & Udaygunj in Block Kalna-I, P.S Kalna	0.87 km	Bardhaman
4 Anti erosion work on right bank of river Bhagirathi at Piarnagar in Block Kalna-I, P.S Kalna	0.85 km	Bardhaman
5 Check dams at Pindra under Block Purulia-II, P.S Purulia Sadar and at Irijhora under Block & P.S Joypur	2 Nos.	Purulia
6 Rigid pavement with internal drainage within Jagadishpur GP in Block Bally-Jagachha, P.S Liluah	3.54 km	Howrah
7 RCC bridge over Purana Khal at Majukhetra in Block & P.S Jagatballavpur	1 No.	Howrah

Other Activities & Time Schedule :

1. Departmental meeting on allocation of Plan and Non-Plan fund for 2017-18 among the district level Offices under Irrigation & Waterways Directorate throughout the State.

May 2017

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Anti erosion work on eroding right bank of river Silabati at Jhamka in Block & P.S Simlapal	0.60 km	Bankura
2. Anti erosion work on both banks of river Raidak-I at Guriarpar, Banewarghat, Dhalpal, Uttar Balabhut Nayarchar & Debagram-Nakkati (2.34 km) and on the left bank of river Kaljani at Dhonguri Ukaialchhara (0.70 km) under Block Tufangunj-I, P.S Tufangunj and at Boroadabari on the right bank of river Mansai (0.70 km) under Block & P.S Sitai.	3.74 km	Coochbehar
3. Rigid and flexible pavement cum roads with internal drainage network at Chakpara-Anandanagar, Sapuipara-Basukathi & Durgapur-Avoynagar within Bally-Jagachha Block, P.S Bally & Nischinda	7.85 km	Howrah
4. Rigid pavement cum road with internal drainage at Bally, Nischinda and Sapuipara-Basuikathi G.P areas within Block Bally-Jagachha, P.S Bally & Nischinda	4.20 km	Howrah
5. Improvement of Sundarban Embankment in Block & P.S Patharpratima	0.5 km	South 24-Parganas
6. Re-excavation of Balighai-Baromile khal in Block Egra-II, P.S Egra	9.0 km	Purba Medinipur
7. Re-excavation of Mirzapur khal in Block Deshapran P.S Contai	10.0 km	Purba Medinipur

Other Activities & Time Schedule :

1. Departmental meeting on flood preparedness, along with the concerned Central Government Departments / Organizations (IMD / DVC / CWC etc.).
 - a North Bengal
 - b South Bengal
2. Routine pre-monsoon maintenance work on embankment, irrigation canal, drainage channel etc. (entire month).

June 2017

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Single lane RCC bridge at Panua over Distributory no. 6L of Ghatal Branch Canal in Block & P.S Kotulpur.	1 No.	Bankura
2. Pick-up weir with check dam over Deduajore at Mouza Dedua within Khatra-II G.P under Block & P.S Khatra	1 No.	Bankura
3. Check dam over Arkosha Jore at Mouza Kantapahari in Metala G.P under Block & P.S Chhatna.	1 No.	Bankura
4. Anti erosion work on the left bank of Kangsabati at Dyentikri, Shaersahi, Netai under Block Binpur-I, P.S Lalgarh	2.15 km	Paschim Medinipur
5. Aila affected Sundarban Embankment reconstruction in Block & P.S Hasnabad & Hingalgunj	4.27 km	North 24-Parganas
6. Aila affected Sundarban Embankment reconstruction in Blocks Patharpratima, Basanti, Joynagar-II, Mathurapur-II, Gosaba, Kakdwip, Namkhana & Sagar under P.Ss Patharpratima, Basanti, Kultali, Raidighi, Gosaba, Kakdwip, Namkhana & Sagar respectively	7.72 Km	South 24-Parganas
7. RCC bridge over River Jamuna at Tangra under Block & P.S Gaighata	1 No.	North 24-Parganas
8. RCC sluice over Ratna khal outfalling to river Jamuna at Gayespur & Kuttipara under Block & P.S Swarupnagar & Habra	1 No.	North 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 2017

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Check dam with RCC bridge over Methyali Jore at Mouza Methyali under Block & P.S Barjora	1 No.	Bankura
2. Check dam with cart bridge over Jhirjhir khal at Mouza Benagaria under Melera G.P under Block & P.S Raipur	1 No.	Bankura
3. Improvement of Distributory No. 1 of left bank feeder canal of Kangsabati Reservoir Project in Mouzas Benka and 7 others under Block & P.S Khatra.	1.17 km	Bankura
4. Anti erosion work on the left bank of river Teesta at Basusuba, Senpara and Barmanpara under Block & P.S Mal & Mainaguri	3.30 km	Jalpaiguri
5. Road cross over at Chakmandala on Dwarka-Brahmani Main Canal under Block Rampurhat-I, Cart bridge over under Block & P.S Mohammadbazar and RCC bridge on Mayurakshi-Dwarka Main Canal at Joypur under Block & P.S Mohammadbazar	3 nos.	Birbhum
6. RCC bridge at Panduk Bhedia Road crossing over Durgapur Branch Canal of BI system of DV project under Block Ausgram-II, P.S Ausgram	1 No.	Burdwan
7. Cross-over structure on river Kana Damodar at Village Taldaha, Block & P.S Haripal	1 No.	Hooghly

Other Activities & Time Schedule :

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.

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. RCC single lane bridge at Mouza Bhurudanga over left bank feeder canal (LBFC) of Kangsabati Reservoir Project under Block & P.S Khatra.	1 No.	Bankura
2. Modernisation and improvement of Distributory no. 6L of Ghatal Branch Canal of Kangsabati Reservoir Project in Mouzas Mohaldanga and 3 others under Block & P.S Joypur	4.24 km	Bankura
3. Modernisation and improvement of Distributory no. 3 of Berai Main Canal at Patpur, Kalyari, Ranikhamar and Benda under Blocks & P.Ss Onda and Bishnupur.	5.97 km	Bankura
4. Extension of Subhasini embankment along left bank of river Torsa under Block & P.S Kalchini	1.80 km	Alipurduar

Other Activities & Time Schedule :

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, DVRRRC and Government of Jharkhand to moderate flood release from reservoirs during the entire month.

September 2017

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Improvement of Sundarban Embankment at Hatgachi under Block Sandeshkhali-I, P.S Sandeshkhali	0.75 Km	North 24-Parganas

Other Activities & Time Schedule :

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, DVRRC and Government of Jharkhand to moderate flood release from reservoirs during the entire month.

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Anti erosion work on Hooghly Right Embankment from Uluberia Jetty upto Jagadishpur within Uluberia Municipal area P.S Uluberia	0.41 km	Howrah
2. Bituminous Road over Tajpur Circuit embankment from Narit bridge to Sarda Sluice under Block Amta-II, P.S Amta	2.75 km	Howrah
3. RCC bridge over Joygopal khal at Kaminachak Block & P.S Kolaghat & Panskura and at Mihitikri, Block & P.S Kolaghat over Dehaty Khal	2 Nos.	Purba Medinipur

Other Activities & Time Schedule :

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, DVRRC 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 2017

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Check dam and pick-up weir cum bridge at Niada within Block & P.S Onda	1 No.	Bankura
2. RCC bridge over Kopai South Main Canal at Prantik under Block Bolpur-Sriniketan.	1 No.	Birbhum
3. Dredging of Lower Rampur Channel from Village Ranjoybar upto Purba Khalan in Block Amta-II, P.S Amta	11.80 km	Howrah
4. Bituminous road from Katlia upto Baluhati in Salap-I & Makarda-II G.P under Block & P.S Domjur	5.75 km	Howrah
5. Bituminous road from Sabang Bazar upto Mohinibazar at Naryanbar under Block & P.S Sabang	5.2 Km	Paschim Medinipur

December 2017

Brief Name of Works scheduled to be completed during the month	Length (km) /No.	District
1. Raising & strengthening on the right bank of river Mayurakshi from Sainthia Railway bridge to Panjana under Block & P.S Sainthia	11.73 km	Birbhum
2. Raising & strengthening of the left bank of river Mayurakshi from Tilpara Barrage under Block & P.S Mahammadbazar upto Sainthia under Block Sainthia-I, P.S Sainthia	17.27 km	Birbhum
3. Raising & strengthening of embankment along river Kuye-Babla under Blocks Bharatpur-I and Kandi.	20.0 km	Murshidabad
4. Improvement of Distributory no. 4 and Distributory of 16 of Garbeta Branch Canal under Blocks Garbeta-I & II, P.S Garbeta	2.59 km	Paschim Medinipur
5. Improvement of Distributory No. 13R of Tarafeni South Main Canal (North) of Kangsabati Reservoir Project under Block & P.S Jhargram	1.83 km	Paschim Medinipur
6. RCC bridge over Midnapore Main Canal at Santoshpur under Block Bagnan-II, P.S Bagnan	1 No.	Howrah
7. Modernisation of Shyamtarangi Irrigation scheme at Mahipal, Block Gopiballavpur-I, P.S Gopiballavpur	1 No.	Paschim Medinipur
8. RCC bridges over Keorapukur Khal at Sojnaberia, at Krishnanagar Lalpole within KMC Ward No. 42, P.S Thakurpukur	2 Nos.	Kolkata
9. Aila affected Sundarban Embankment reconstruction within Block & P.S Patharpratima, Gosaba, Namkhana & Sagar	7.0 Km	South 24-Parganas
10. Aila affected Sundarban Embankment reconstruction within Block Sandeshkhali-II & Hingalgunj under P.S Sandeshkhali & Hingalgunj	3.32 Km	North 24-Parganas
11. Resuscitation of River Icchamati from TP Ghat upto Barghoria under Block & P.S Swarupnagar	4.7 Km	North 24-Parganas

Other Activities & Time Schedule :

1. State level meeting for distribution of Rabi / Boro irrigation water in South Bengal.

Department of Judicial

Targets for January, 2017	
•	Quarterly review on civil construction of Asansol, North 24 Parganas, Howrah and Hooghly
•	Quarterly review on trainings at State Judicial Academy.
•	Meeting on High Court Budget/Infrastructure.
•	Meeting with Director Prosecution on APP/PP shortfall.
•	Function of Jhargram District Court will be started
Targets for February, 2017	
•	Quarterly review on civil construction of Purulia, Bankura, Burdwan and Birbhum.
•	Review on of issuing marriage certificates at Registrar General of Marriage Office.
•	Review on the progress of Centrally Sponsored Schemes
•	Follow up action regarding creation of posts in the rank of ADJ, Civil Judge (Senior Division)/ ACJM/ CJM/Magistrate.
Targets for March, 2017	
•	Quarterly review on civil construction of Murshidabad, Dakshin Dinajpur, Uttar Dinajpur and Alipurduar
•	Quarterly review with Director Prosecution on training programme.
•	Meeting on State Legal Services Authority.
•	Meeting with the Administrator General and Official Trustee, W.B.
•	Construction of Kalimpong District Court and renovation of residential bungalow of District Judge will be completed
Targets for April, 2017	
•	Quarterly review on civil construction of Nadia, Malda, Paschim Medinipur, Purba Medinipur, Jalpaiguri
•	Review on progress of 14 th Finance Commission.
•	Meeting on recruitment of APPN through PSC.
•	Review on W.B. National University of Juridical Sciences.
•	Construction of Residential Complex for Judicial Officers at Asansol will be completed.
Targets for May, 2017	
•	Quarterly review on civil construction of Darjeeling and Coochbehar.
•	Review on progress of new court creation scheme.
•	Review on progress of construction works of new Judicial Academy at Rajarhat.
•	Meeting on Advocate Welfare Trust Fund/W.B. Advocates Welfare Corporation.
Targets for June, 2017	
•	Quarterly review on civil construction of Asansol, North 24 Parganas, Howrah and Hooghly.
•	Review on progress of repair and renovation work at Bijan Bhaban.
•	Review on progress of CBI Courts.

Targets for July, 2017	
●	Quarterly review on civil construction of Nadia, Jalpaiguri, Burdwan and Howrah.
●	Meeting on State Legal Services Authority.
●	Review on progress of construction of Circuit Bench at Jalpaiguri.
●	Construction of permanent District Judges' Court of Burdwan Industrial District at Asansol
Targets for August, 2017	
●	Quarterly review on civil construction of Purulia, Bankura, Burdwan and Birbhum.
●	Review on progress of 14 th Finance Commission.
●	Meeting on Revised Budget Estimate of the Department/High Court etc.
●	Meeting on Advocate Welfare Trust Fund/W.B. Advocates Welfare Corporation.
Targets for September, 2017	
●	Quarterly review on civil construction of Alipurduar, Malda, Paschim Medinipur, Purba Medinipur.
●	Meeting on recruitment of APPN through PSC.
●	Meeting with A.G.O.T.
Targets for October, 2017	
●	Quarterly review on civil construction of Darjeeling and Coochbehar.
●	Review on progress of 14 th Finance Commission.
●	Review on progress of Centrally Sponsored Schemes.
●	Creation of Sundarban District, Basirhat District, Aliporeduar District by bifurcation of existing South 24-Parganas, North 24-Parganas and Jalpaiguri District.
Targets for November, 2017	
●	Quarterly review on civil construction of Nadia, Jalpaiguri, Burdwan and Howrah.
●	Meeting on State Legal Services Authority.
●	Review on the progress of construction works of new Judicial Academy at Rajarhat.
●	Review on progress of construction of Circuit Bench at Jalpaiguri.
●	Construction of Sub-Divisional Courts as well as residential complex at Canning in the district of South 24-Parganas, Egra in the district of Purba Medinipur and Domkol in the district of Murshidabad.
Targets for December, 2017	
●	Quarterly review on civil construction of Malda, Paschim Medinipur, Purba Medinipur, Jalpaiguri.
●	Meeting on creation of posts.
●	Review on progress of Gram Nayalayas.
●	Construction of Court Building and Judicial Complex at Bidhannagar.

Department of Labour

Months	Department	Directorate of Employment	Labour Commissionerate	ESI(MB) Scheme Directorate	Labour Welfare Board	Directorate of Boilers	Directorate of Factories
January	Review of last year's performance	Prashikshansibir for Domestic Workers	Shramik mela at different dates in all Sub-Divisions	Diabetes Awareness camp at Uluberia ESIH,USG Machine Installation at Kamarhati ESIH, Inauguration of Autoanalyzer and Cell Counter at Asansol ESIH, Inauguration of CT Scan (PPP Model) at Maniktala ESIH	Athletic Sports at South Bengal		
		Mock Test		Inspection of Hospitals by MIC & MOS Labour Department			
		Self Employment Motivation Camp under USKP					
February	Meeting on State Level Monitoring Committee on Child Labour	Special coaching for Competitive Exam, Career Talk in Schools/ Colleges/ Institutions	Camps-Benefit Distribution, Meeting of Minimum Wages Advisory Board, Meeting of West Bengal Unorganised Sector Workers' Welfare Board, Meeting of West Bengal Building and other Construction workers' Welfare Board,	Operating Microscope(ENT) at Bandel ESIH, Orientation Programme on Cancer at Baltikuri ESIH, 500mA Digital X-ray Machine at Asansol ESIH, Inauguration of modular OT(2nd floor) , Stress management programme for nurses of ESI(MB) Scheme, Inauguration of IBMS system, CCTV, Fire Alarm, Online UPS & PA System at Maniktala ESIH	Sit and Draw Competition		

Months	Department	Directorate of Employment	Labour Commissionerate	ESI(MB) Scheme Directorate	Labour Welfare Board	Directorate of Boilers	Directorate of Factories
March	Review meeting for Developmental Schemes for Plantation Workers	Quarterly Review/ Monitoring of Performance	Meeting of State Advisory Committee on Beedi	500mA Digital X-ray at Babdel ESIH, To start Laparoscopic Surgery at Durgapur ESIH, Operating Microscope(EYE) at Uluberia ESIH, Operating Microscope(EYE) at Kamarhati ESIH, Consturction of new boundary wall of Bsc con at Asansol ESIH, Inauguration of Landscaped Garden and Metalled road around the hospital at Maniktala ESIH	Volleyball Competition	Quarterly Review/ Monitoring of Performance	Observance of National Safety Day
			Programme on e-Governance initiative				Mock -drill of the onsite Emergency Plan at Indian Oil Corporation Ltd. Malda Depot.
			Camps-Benefit Distribution				
			Meeting of Tripartite Committee to oversee the implementation of Plantation Labour Act.				
			Quarterly Review/ Monitoring of Performance				
April	Quarterly review/ monitoring of performance	Prashikshan sibir for Domestic Workers Career Talk in Schools/ Colleges/ Institutions	Camps-Benefit Distribution	Onsite health checkup programme at Baltikuri ESIH, Inauguration of conference room at Gaurhati ESIH, 500mA Digital X-ray at Kalayani ESIH, Inauguration of new 4 Dialysis Machine at Asansol ESIH, Inauguration of patient -party waiting hall at Maniktala ESIH	Quiz/Debate Competition		Mock -drill of the onsite Emergency Plan at SAIL, Alloy Steel Plant , Durgapur
			Meeting of West Bengal Unorganised Sector Workers' Welfare Board				
			Awariness generation				
			Meeting of West Bengal Building and other Construction workers' Welfare Board				

Months	Department	Directorate of Employment	Labour Commissionerate	ESI(MB) Scheme Directorate	Labour Welfare Board	Directorate of Boilers	Directorate of Factories
May		Special Coaching for Competitive Exam	Camps-Benefit Distribution	Replacement of Lift No-2 at Bandel ESIH, Diabetes awarness camp at Durgapur ESIH, Nurses' orientation programme at Baltikuri ESIH, Opening of IP &	May day central programme		Safety talk on hazards of chlorine, fly-ash, coal dust, acid and alkali at Sagardighi Thermal Power
		Prashikshan Sibir for Domestic Workers	Meeting of West Bengal State Social Security Board	Family waiting room at Gaurhati ESIH, New OPD (all under one roof) at Kamarhati ESIH,	May day North Bengal		
			Meeting of State Advisory Committee on Beedi	Inauguration of State-OF-ART six chamber mortuary cooler at Maniktala ESIH			
			Awarness generation Programme				
June		Mock test	Programme on e-Governance initiative	HIV awarness camp at Ulberia ESIH,	Volleyball Competition		Observance of National Safety Day Safety talk on BLEVE & UVCE types of disaster at BPCL Rajbandh Chatty
		Self Employment Motivation Camp under USKP	Review of Transport Workers' skill	Inauguration of Lift at Gaurhati ESIH, Upgradation to hand-surgery			
		Quarterly Review/ Monitoring of Performance	Observation of International Day against child labour	referral centre at Kamarhati ESIH, Renovation of OPD (1st floor at Serampore ESIH,			
			Meeting of Executive Council of West Bengal Transport Workers' Social Security Scheme	Operatoing microscope (EYE) at Asansol ESIH, ITU on PPP model at Maniktala ESIH,			
			Camps-Benefit Distribution				

Months	Department	Directorate of Employment	Labour Commissionerate	ESI(MB) Scheme Directorate	Labour Welfare Board	Directorate of Boilers	Directorate of Factories
July		Special coaching for Competitive Exam	Meeting of Minimum Wages Advisory Board	C-Arm Installation at Uluberia ESIH, 500mA Digital X-ray at Gaurhati , Seminar on AIDS at Kamarhati ESIH, Renovation of all wards with tiles at Serampore ESIH, Seminar on stress Management and Life Style Development for NMTPs at Maniktala ESIH	Bhanu Bhakt Jayanti		Mock-drill of the onsite Emergency Plan at BPCL LPG bottling plant, Raiganj
		Career Talk in Schools/ Colleges/ Institutions	Quarterly Review/ Monitoring of Performance		Football tournament- North Bengal		
			Meeting of West Bengal Unorganised Sector Workers' Welfare Board				
			Meeting of West Bengal Building and other Construction workers' Welfare Board				
		Camps-Benefit Distribution	Inspection of Hospitals by MIC & MOS ,Labour Department				
August		Prashikshan sibir for Domestic Workers	Camps-Benefit Distribution	2nd cell counter in pathology at Ulberia ESIH, Upgradation to Orthopaedic referral centre at Kamarhati ESIH, New pipeline relaying and repair of overhead tanks at Serampore ESIH	Labour welfare day (Kanyapur, Assansol)		Safety talk on LPG hazards and lead poisoning at Exide Industries Ltd. Shyamnagar, North 24 pgs
			General meeting on Enforcement of Labour Laws & Industrial Relations				
			Meeting of West Bengal State Social Security Board				
			Meeting of State Advisory Committee on Beedi				

Months	Department	Directorate of Employment	Labour Commissionerate	ESI(MB) Scheme Directorate	Labour Welfare Board	Directorate of Boilers	Directorate of Factories
September		Special coaching for Competitive Exam	Camps-Benefit Distribution	Onsite HTN awarness camp at Durgapur ESIH, To start DMLT course at Kamarhati ESIH, Alternative water supply from Municipality at Serampore ESIH, Inaguration of Designated car parking front and back side of the hospital at Maniktala ESIH		Quarterly Review/ Monitoring of performance	Safety talk on chlorine hazards and mitigation at KMDA Baranagar Division
		Career Talk in Schools/ Colleges/ Institutions	Meeting of Executive Council of West Bengal Transport Workers' Social Security Scheme	Inspection of Hospitals by MIC & MOS, Labour Department			
			Awarness generation camps for Construction workers' & Benefit Distribution				
			Awarness generation programme on e-Governannce initiatives				
October		Quarterly Review/ Monitoring of Performance	Quarterly Review/ Monitoring of Performance	Proposal for bed increase from 250 to 300 at Bandel ESIH, Heart disease awarness camp at Uluberia ESIH, Opening of 10 beded paediatric unit at Kamarhati ESIH, Opening of 2 tray Mortuary at Serampore ESIH, Renovated Dialysis unit with Nephrology ward at Maniktala ESIH	Carom Competition		
		Prashikshan sibir for Domestic Workers	Awarness generation camps for SASPFUW				
		Mock test	Meeting of State Level Monitoring Committee on Child Labour				
			Camps-Benefit Distribution				

Months	Department	Directorate of Employment	Labour Commissionerate	ESI(MB) Scheme Directorate	Labour Welfare Board	Directorate of Boilers	Directorate of Factories		
November		Special coaching for Competitive Exam	Camps-Benefit Distribution	USG Machine Installation at Kalyani ESIH, To increase bed strength from 216 to 250 at serampore ESIH, Renovated boundary wall and gate around the hospital at Maniktala ESIH			Mock-drill of the onsite Emergency plan at IOCL Haldia		
		Career Talk in Schools/ Colleges/ Institutions	Meeting for observance of Social Security Month	Inspection of Hospitals by MIC & MOS ,Labour Department					
		Mock test	Awariness generation programme on different Social Security Scheme						
December		Quarterly Review/ Monitoring of Performance	Meeting for observance of Social Security Month	C-Arm Installation AT Durgapur ESIH, Garhshyamnagar SD Inauguration at Kalyani ESIH, To start Laparoscopic surgery at Kamarhati ESIH, Cell Counter, Auto Analyzer , Electrolyte Analyzer inauguration at Serampore ESIH	Athletic Sports-North Bengal	Quarterly Review/ Monitoring of Performance			
		Mock test	Camps-Benefit Distribution						
		Special coaching for Competitive Exam	Quarterly Review/ Monitoring of Performance	Meeting of West Bengal Building and other Construction workers' Welfare Board					
			Meeting of West Bengal Unorganised Sector Workers' Welfare Board						
			Sports for students of Kolkata NCLP School						

Department of Land & Land Reforms and Refugee, Relief & Rehabilitation
A. Land & Land Reforms, B. Refugee, Relief & Rehabilitation

A. Land & Land Reforms		
January 2017		
Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 70 Cr Revenue (out of annual target of 580 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 5 mouzas (out of annual target of 25 mouzas)	DLR&S
4	Geo-referencing of 50 map sheets (against annual target of 800 sheets)	DLR&S
5	Digitization of 100 cadastral maps against annual target of 1200 sheets and update of 100 sheets against annual target of 1200 sheets	DLR&S
6	Construction of Modern Record Rooms at 10 blocks (out of annual target of 40 blocks)	DLR&S
7	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
8	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
9	In-service Training of RO/ RI/ Amin	DLR&S
10	Distribution of Agri Patta (40 acres)	DLR&S
11	Disposal of 80000 mutation petitions	DLR&S
12	Amalgamation of stages and final publication of LR RoR of 8 mouzas	DLR&S
13	Development of new module for online submission of mutation petition by the common citizen through www.banglarbhumi.gov.in .	DLR&S
14	Development of new module for online submission of conversion petition by the common citizen through www.banglarbhumi.gov.in .	DLR&S
15	Development of new module for implementation of the service e-Delivery of digitally signed Copy of R-o-R and Plot Information for common citizen through www.banglarbhumi.gov.in .	DLR&S
16	Implementation of PAN based unique user id for eBhuchitra users with provision of validation of the same through the system from the end of DL&LRO.	DLR&S
17	Development for embedding QR code for authentication of Plot Information and Copy of ROR.	DLR&S
18	State-wide rollout of 51-Dhara Module in eBhuchitra Application for record corrections U/S 51A(1), 51A(4), 51B and 51BB of WBLR Act, 1955.	DLR&S
19	Conducting bi-monthly co-ordination meeting with M/S WTL and M/S Reliance Communication Ltd. to review the status of existing MPLS-VPN connectivity and strengthening the same.	DLR&S
20	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
21	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S
22	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
23	Infrastructure development by providing computers, internet facility at district law cells	DLR&S
24	Formation and start functioning of law cells at Barasat, Basirhat, Diamond Harbour SDL&LRO offices	DLR&S
25	Identify SRO-II/RO all over the State and impart them training to function effectively at law cell at different levels in the State against annual target of 40 officers	DLR&S

Sl. No.	Administrative Activity	Nodal Branch / Office
26	Identification of 1 block having huge number of court cases and to deploy a team of competent officers and staff to defend those cases for protection of State Interest	DLR&S
27	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S
28	Deploy one RO at National Green Tribunal (Eastern Zone) for proper monitoring of cases related to L&LR Deptt	DLR&S
29	Providing adequate space, books, internet facility etc. for the Ld. GRs at WBLRTT	DLR&S
30	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
31	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
32	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
33	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch
34	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch
35	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch
36	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
37	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch
38	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
39	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
40	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
41	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
42	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

February 2017

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 80 Cr Revenue (out of annual target of 580 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 25 mouzas)	DLR&S
4	Geo-referencing of 50 map sheets (against annual target of 800 sheets)	DLR&S
5	Digitization of 100 cadastral maps against annual target of 1200 sheets and updation of 100 sheets against annual target of 1200 sheets	DLR&S
6	Establishment of lightening protector and surge protector in 20 BL&LRO offices having own building against annual target of 280 offices	DLR&S
7	Construction of Modern Record Rooms at 10 blocks (out of annual target of 40 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 to be done in North 24 Parganas & Hooghly district.	DLR&S
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	Amalgamation of stages and final publication of LR RoR of 8 mouzas	DLR&S
13	Development of eBhuchitra Application in http:// https: mode .	DLR&S
14	Continuation of development of new module for online submission of mutaion petition by the common citizen through www.banglarbhumi.gov.in .	DLR&S
15	Continuation of development of new module for online submission of conversion petition by the common citizen through www.banglarbhumi.gov.in .	DLR&S
16	Continuation of development of new module for implementation of the service e-Delivery of digitally signed Copy of R-o-R and Plot Information for common citizen through www.banglarbhumi.gov.in .	DLR&S
17	State-wide rollout of Lease Khatian Module in eBhuchitra Application	DLR&S
18	Continuation of development for embedding QR code for authentication of Plot Information and Copy of ROR.	DLR&S
19	Continuation of implementation of PAN based unique user id for eBhuchitra users with provision of validation of the same through the system from the end of DL&LRO.	DLR&S
20	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
21	Conducting bi-monthly co-ordination meeting with WBEIDC to review the status of existing WBSWAN connectivity and strengthening the same.	DLR&S
22	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S
23	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
24	Infrastructure development by providing computers, internet facility at district law cells	DLR&S
25	Formation and start functioning of law cells at Kakdwip, Kharagpur, Contai SDL&LRO offices	DLR&S
26	Identify SRO-II/RO all over the State and impart them training to function effectively at law cell at different levels in the State against annual target of 40 officers	DLR&S
27	Identification of 1 block having huge number of court cases and to deploy a team of competent officers and staff to defend those cases for protection of State Interest	DLR&S
28	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S
29	Providing adequate space, books, internet facility etc. for the Ld. GRs at WBLRTT	DLR&S
30	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
31	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
32	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
33	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch
34	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch
35	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch

Sl. No.	Administrative Activity	Nodal Branch / Office
36	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
37	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch
38	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
39	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
40	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
41	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
42	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

March 2017

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 80 Cr Revenue (out of annual target of 580 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 1 mouzas (out of annual target of 25 mouzas)	DLR&S
4	Geo-referencing of 50 map sheets (against annual target of 800 sheets)	DLR&S
5	Digitization of 100 cadastral maps against annual target of 1200 sheets and updation of 100 sheets against annual target of 1200 sheets	DLR&S
6	Establishment of lightening protector and surge protector in 25 BL&LRO offices having own building against annual target of 280 offices	DLR&S
7	Construction of Modern Record Rooms at 2 blocks (out of annual target of 40 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 to be done in North 24 Parganas & Hooghly district.	DLR&S
9	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
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	Amalgamation of stages and final publication of LR RoR of 5 mouzas	DLR&S
14	Continuation of development of eBhuchitra Application in http:/ https: mode.	DLR&S
15	State-wide rollout of new module for online submission of mutaion petition by the common citizen through www.banglarbhumi.gov.in .	DLR&S
16	State-wide rollout of new module for online submission of conversion petition by the common citizen through www.banglarbhumi.gov.in .	DLR&S
17	State-wide rollout of the new module for implementation of the service e-Delivery of digitally signed Copy of R-o-R and Plot Information for common citizen through www.banglarbhumi.gov.in .	DLR&S
18	State-wide rollout of Land Acquisition Case Module in eBhuchitra Application	DLR&S

Sl. No.	Administrative Activity	Nodal Branch / Office
19	Conducting bi-monthly co-ordination meeting with M/S WTL and M/S Reliance Communication Ltd. to review the status of existing MPLS-VPN connectivity and strengthening the same.	DLR&S
20	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
21	Capacity building through re-orientation training programme of field level officers in phased manner.	DLR&S
22	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S
23	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
24	Infrastructure development by providing computers, internet facility at district law cells	DLR&S
25	Formation and start functioning of law cells at Asansole, Kalna, Hooghly (Sadar), Jangipur SDL&LRO offices	DLR&S
26	Identify SRO-II/RO all over the State and impart them training to function effectively at law cell at different levels in the State against annual target of 40 officers	DLR&S
27	Identification of 1 block having huge number of court cases and to deploy a team of competent officers and staff to defend those cases for protection of State Interest	DLR&S
28	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S
29	Providing adequate space, books, internet facility etc. for the Ld. GRs at WBLRTT	DLR&S
30	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
31	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
32	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
33	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch
34	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch
35	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch
36	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
37	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch
38	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
39	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
40	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
41	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
42	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

April 2017

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 30 Cr Revenue (out of annual target of 580 Cr)	DLR&S
2	Detail Survey (kistwar) of 1 mouzas (out of annual target of 25 mouzas)	DLR&S
3	Geo-referencing of 50 map sheets (against annual target of 800 sheets)	DLR&S
4	Digitization of 100 cadastral maps against annual target of 1200 sheets and updation of 100 sheets against annual target of 1200 sheets	DLR&S
5	Establishment of lightening protector and surge protector in 25 BL&LRO offices having own building against annual target of 280 offices	DLR&S
6	Construction of Modern Record Rooms at 2 blocks (out of annual target of 40 blocks)	DLR&S
7	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 to be done in Howrah & Purba Medinipur district.	DLR&S
8	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
9	Distribution of Agri Patta (40 acres)	DLR&S
10	Disposal of 80000 mutation petitions	DLR&S
11	Amalgamation of stages and final publication of LR RoR of 5 mouzas	DLR&S
12	Collocation of database of Two (02) BL&LRO Offices from stand-alone mode to eBhuchitra application depending upon the availability of connectivity.	DLR&S
13	Continuation of development of eBhuchitra Application in http:/ https: mode.	DLR&S
14	Development for embedding QR code for authentication of system generated Plot Map and Mouza Map.	DLR&S
15	Development of separate module in eBhuchitra for delivery of digitally signed Plot Map and Mouza Map.	DLR&S
16	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
17	Conducting bi-monthly co-ordination meeting with WBEIDC to review the status of existing WBSWAN connectivity and strengthening the same.	DLR&S
18	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S
19	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
20	Identify SRO-II/RO all over the State and impart them training to function effectively at law cell at different levels in the State against annual target of 40 officers	DLR&S
21	Identification of 1 block having huge number of court cases and to deploy a team of competent officers and staff to defend those cases for protection of State Interest	DLR&S
22	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S
23	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
24	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
25	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
26	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch

Sl. No.	Administrative Activity	Nodal Branch / Office
27	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch
28	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch
29	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
30	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch
31	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
32	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
33	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
34	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
35	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

May 2017

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 30 Cr Revenue (out of annual target of 580 Cr)	DLR&S
2	Geo-referencing of 50 map sheets (against annual target of 800 sheets)	DLR&S
3	Digitization of 100 cadastral maps against annual target of 1200 sheets and updation of 100 sheets against annual target of 1200 sheets	DLR&S
4	Establishment of lightening protector and surge protector in 25 BL&LRO offices having own building against annual target of 280 offices	DLR&S
5	Construction of Modern Record Rooms at 1 blocks (out of annual target of 40 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 to be done in Howrah & Purba Medinipur district.	DLR&S
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	Amalgamation of stages and final publication of LR RoR of 5 mouzas	DLR&S
11	Collocation of database of Two (02) BL&LRO Offices from stand-alone mode to eBhuchitra application depending upon the availability of connectivity.	DLR&S
12	User Acceptance Testing of http:/https: based and browser independent eBhuchitra from pre-deployment server and further modification based on user feedback	DLR&S
13	Development of separate module in eBhuchitra for delivery of digitally signed Plot Map and Mouza Map.	DLR&S
14	Conducting bi-monthly co-ordination meeting with M/S WTL and M/S Reliance Communication Ltd. to review the status of existing MPLS-VPN connectivity and strengthening the same.	DLR&S
15	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
16	Collocation of mouza data backup of 50 mouzas to eBhuchitra application subject to completion of FP of non-FPed mouzas	DLR&S
17	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S

Sl. No.	Administrative Activity	Nodal Branch / Office
18	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
19	Identify SRO-II/RO all over the State and impart them training to function effectively at law cell at different levels in the State against annual target of 40 officers	DLR&S
20	Identification of 1 block having huge number of court cases and to deploy a team of competent officers and staff to defend those cases for protection of State Interest	DLR&S
21	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S
22	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
23	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
24	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
25	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch
26	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch
27	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch
28	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
29	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch
30	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
31	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
32	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
33	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
34	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

June 2017

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 20 Cr Revenue (out of annual target of 580 Cr)	DLR&S
2	Geo-referencing of 50 map sheets (against annual target of 800 sheets)	DLR&S
3	Digitization of 100 cadastral maps against annual target of 1200 sheets and updation of 100 sheets against annual target of 1200 sheets	DLR&S
4	Establishment of lightening protector and surge protector in 25 BL&LRO offices having own building against annual target of 280 offices	DLR&S
5	Construction of Modern Record Rooms at 5 blocks (out of annual target of 40 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 to be done in Howrah & Purba Medinipur district.	DLR&S
7	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
8	In-service Training of RO/ RI/ Amin	DLR&S

Sl. No.	Administrative Activity	Nodal Branch / Office
9	Distribution of Agri Patta (40 acres)	DLR&S
10	Disposal of 80000 mutation petitions	DLR&S
11	Indexing of RS & LR records and register-VIII of 50 blocks (out of annual target of 346 blocks)	DLR&S
12	Amalgamation of stages and final publication of LR RoR of 5 mouzas	DLR&S
13	Collocation of database of Two (02) BL&LRO Offices from stand-alone mode to eBhuchitra application depending upon the availability of connectivity.	DLR&S
14	User Acceptance Testing of http:/https: based and browser independent eBhuchitra from pre-deployment server and further modification based on user feedback.	DLR&S
15	Rollout of the module in eBhuchitra for delivery of digitally signed Plot Map with embedding QR code for authentication of the same.	DLR&S
16	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
17	Collocation of mouza data backup of 50 mouzas to eBhuchitra application subject to completion of FP of non-FPed mouzas	DLR&S
18	Conducting bi-monthly co-ordination meeting with WBEIDC to review the status of existing WBSWAN connectivity and strengthening the same.	DLR&S
19	Capacity building through re-orientation training programme of field level officers in phased manner.	DLR&S
20	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S
21	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
22	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S
23	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
24	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
25	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
26	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch
27	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch
28	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch
29	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
30	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch
31	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
32	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
33	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
34	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
35	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

July 2017

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 40 Cr Revenue (out of annual target of 580 Cr)	DLR&S
2	Geo-referencing of 50 map sheets (against annual target of 800 sheets)	DLR&S
3	Digitization of 100 cadastral maps against annual target of 1200 sheets and updation of 100 sheets against annual target of 1200 sheets	DLR&S
4	Establishment of lightening protector and surge protector in 25 BL&LRO offices having own building against annual target of 280 offices	DLR&S
5	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 to be done in Paschim Medinipur district.	DLR&S
6	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
7	Distribution of Agri Patta (40 acres)	DLR&S
8	Disposal of 80000 mutation petitions	DLR&S
9	Indexing of RS & LR records and register-VIII of 50 blocks (out of annual target of 346 blocks)	DLR&S
10	Amalgamation of stages and final publication of LR RoR of 8 mouzas	DLR&S
11	Collocation of database of Two (02) BL&LRO Offices from stand-alone mode to eBhuchitra application depending upon the availability of connectivity.	DLR&S
12	Security Audit of http/https: based and browser independent eBhuchitra by STQC authority and required modification in the application based on the queries raised by STQC authority.	DLR&S
13	Rollout of the module in eBhuchitra for delivery of digitally signed Mouza Map with embedding QR code for authentication of the same.	DLR&S
14	Conducting bi-monthly co-ordination meeting with M/S WTL and M/S Reliance Communication Ltd. to review the status of existing MPLS-VPN connectivity and strengthening the same.	DLR&S
15	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
16	Collocation of mouza data backup of 50 mouzas to eBhuchitra application subject to completion of FP of non-FPed mouzas	DLR&S
17	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S
18	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
19	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S
20	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
21	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
22	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
23	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch
24	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch

Sl. No.	Administrative Activity	Nodal Branch / Office
25	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch
26	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
27	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch
28	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
29	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
30	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
31	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
32	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

August 2017

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 40 Cr Revenue (out of annual target of 580 Cr)	DLR&S
2	Geo-referencing of 50 map sheets (against annual target of 800 sheets)	DLR&S
3	Digitization of 100 cadastral maps against annual target of 1200 sheets and updation of 100 sheets against annual target of 1200 sheets	DLR&S
4	Establishment of lightening protector and surge protector in 25 BL&LRO offices having own building against annual target of 280 offices	DLR&S
5	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 to be done in Paschim Medinipur & Nadia district.	DLR&S
6	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
7	Distribution of Agri Patta (40 acres)	DLR&S
8	Disposal of 80000 mutation petitions	DLR&S
9	Indexing of RS & LR records and register-VIII of 46 blocks (out of annual target of 346 blocks)	DLR&S
10	Amalgamation of stages and final publication of LR RoR of 5 mouzas	DLR&S
11	Collocation of database of Two (02) BL&LRO Offices from stand-alone mode to eBhuchitra application depending upon the availability of connectivity.	DLR&S
12	Security Audit of http/https: based and browser independent eBhuchitra by STQC authority and required modification in the application based on the queries raised by STQC authority.	DLR&S
13	Development of implementation of provision of preserving legacy copy of RORs with scope of retrieving the same as and when required	DLR&S
14	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
15	Collocation of mouza data backup of 50 mouzas to eBhuchitra application subject to completion of FP of non-FPed mouzas	DLR&S
16	Conducting bi-monthly co-ordination meeting with WBEIDC to review the status of existing WBSWAN connectivity and strengthening the same.	DLR&S

Sl. No.	Administrative Activity	Nodal Branch / Office
17	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S
18	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
19	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S
20	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
21	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
22	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
23	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch
24	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch
25	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch
26	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
27	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch
28	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
29	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
30	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
31	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
32	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

September 2017

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 40 Cr Revenue (out of annual target of 580 Cr)	DLR&S
2	Geo-referencing of 100 map sheets (against annual target of 800 sheets)	DLR&S
3	Digitization of 100 cadastral maps against annual target of 1200 sheets and updation of 100 sheets against annual target of 1200 sheets	DLR&S
4	Establishment of lightening protector and surge protector in 25 BL&LRO offices having own building against annual target of 280 offices	DLR&S
5	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 to be done in Paschim Medinipur & Nadia district.	DLR&S
6	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
7	In-service Training of RO/ RI/ Amin	DLR&S
8	Distribution of Agri Patta (40 acres)	DLR&S

Sl. No.	Administrative Activity	Nodal Branch / Office
9	Disposal of 80000 mutation petitions	DLR&S
10	Amalgamation of stages and final publication of LR RoR of 5 mouzas	DLR&S
11	Collocation of database of Two (02) BL&LRO Offices from stand-alone mode to eBhuchitra application depending upon the availability of connectivity.	DLR&S
12	Security Audit of http:/https: based and browser independent eBhuchitra by STQC authority and required modification in the application based on the queries raised by STQC authority.	DLR&S
13	Conducting bi-monthly co-ordination meeting with M/S WTL and M/S Reliance Communication Ltd. to review the status of existing MPLS-VPN connectivity and strengthening the same.	DLR&S
14	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
15	Collocation of mouza data backup of 30 mouzas to eBhuchitra application subject to completion of FP of non-FPed mouzas	DLR&S
16	Capacity building through reorientation training programme of field level officers in phased manner.	DLR&S
17	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S
18	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
19	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S
20	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
21	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
22	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
23	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch
24	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch
25	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch
26	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
27	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch
28	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
29	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
30	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
31	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
32	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 30 Cr Revenue (out of annual target of 580 Cr)	DLR&S
2	Geo-referencing of 100 map sheets (against annual target of 800 sheets)	DLR&S
3	Digitization of 100 cadastral maps against annual target of 1200 sheets and updation of 100 sheets against annual target of 1200 sheets	DLR&S
4	Establishment of lightening protector and surge protector in 25 BL&LRO offices having own building against annual target of 280 offices	DLR&S
5	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 to be done in South 24 Parganas district.	DLR&S
6	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
7	Distribution of Agri Patta (40 acres)	DLR&S
8	Disposal of 80000 mutation petitions	DLR&S
9	Amalgamation of stages and final publication of LR RoR of 5 mouzas	DLR&S
10	Collocation of database of Two (02) BL&LRO Offices from stand-alone mode to eBhuchitra application depending upon the availability of connectivity.	DLR&S
11	Sensitization of field level eBhuchitra users for smooth working in the http://https: based and browser independent eBhuchitra environment.	DLR&S
12	Development of separate module in eBhuchitra for delivery of scanned copy of RS R-o-R.	DLR&S
13	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
14	Collocation of mouza data backup of 30 mouzas to eBhuchitra application subject to completion of FP of non-FPed mouzas	DLR&S
15	Conducting bi-monthly co-ordination meeting with WBEIDC to review the status of existing WBSWAN connectivity and strengthening the same.	DLR&S
16	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S
17	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
18	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S
19	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
20	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
21	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
22	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch
23	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch
24	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch
25	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
26	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch

Sl. No.	Administrative Activity	Nodal Branch / Office
27	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
28	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
29	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
30	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
31	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

November 2017

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 60 Cr Revenue (out of annual target of 580 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 25 mouzas)	DLR&S
4	Geo-referencing of 100 map sheets (against annual target of 800 sheets)	DLR&S
5	Digitization of 100 cadastral maps against annual target of 1200 sheets and updation of 100 sheets against annual target of 1200 sheets	DLR&S
6	Establishment of lightening protector and surge protector in 30 BL&LRO offices having own building against annual target of 280 offices	DLR&S
7	Construction of Modern Record Rooms at 5 blocks (out of annual target of 40 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 to be done in South 24 Parganas district.	DLR&S
9	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
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	Amalgamation of stages and final publication of LR RoR of 5 mouzas	DLR&S
14	Collocation of database of Two (02) BL&LRO Offices from stand-alone mode to eBhuchitra application depending upon the availability of connectivity.	DLR&S
15	Roll-out of http/https: based and browser independent eBhuchitra throughout the State.	DLR&S
16	Development of separate module in eBhuchitra for delivery of scanned copy of RS R-o-R.	DLR&S
17	Conducting bi-monthly co-ordination meeting with M/S WTL and M/S Reliance Communication Ltd. to review the status of existing MPLS-VPN connectivity and strengthening the same.	DLR&S
18	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
19	Collocation of mouza data backup of 30 mouzas to eBhuchitra application subject to completion of FP of non-FPed mouzas	DLR&S
20	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S
21	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
22	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S

Sl. No.	Administrative Activity	Nodal Branch / Office
23	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
24	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
25	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
26	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch
27	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch
28	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch
29	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
30	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch
31	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
32	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
33	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
34	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
35	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

December 2017

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of 60 Cr Revenue (out of annual target of 580 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 25 mouzas)	DLR&S
4	Geo-referencing of 100 map sheets (against annual target of 800 sheets)	DLR&S
5	Digitization of 100 cadastral maps against annual target of 1200 sheets and updation of 100 sheets against annual target of 1200 sheets	DLR&S
6	Establishment of lightening protector and surge protector in 30 BL&LRO offices having own building against annual target of 280 offices	DLR&S
7	Construction of Modern Record Rooms at 5 blocks (out of annual target of 40 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 to be done in Bankura & Birbhum district.	DLR&S
9	Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S
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	Amalgamation of stages and final publication of LR RoR of 6 mouzas	DLR&S

Sl. No.	Administrative Activity	Nodal Branch / Office
14	Collocation of database of Two (02) BL&LRO Offices from stand-alone mode to eBhuchitra application depending upon the availability of connectivity.	DLR&S
15	User Acceptance Testing of the module in eBhuchitra for delivery of scanned copy of RS R-o-R. and necessary modifications based on user feedback	DLR&S
16	Conducting monthly co-ordination meeting with NIC to discuss various issues pertaining to eBhuchitra application	DLR&S
17	Collocation of mouza data backup of 30 mouzas to eBhuchitra application subject to completion of FP of non-FPed mouzas	DLR&S
18	Conducting bi-monthly co-ordination meeting with WBEIDC to review the status of existing WBSWAN connectivity and strengthening the same.	DLR&S
19	Capacity building through re-orientation training programme of field level officers in phased manner.	DLR&S
20	Survey of at least 2% of court case affected vested land to make it litigation free	DLR&S
21	Digitizing files containing important documents relating to court cases at different offices through Court Case Monitoring software	DLR&S
22	Identify competent staff for each district for functioning at district law cell and impart them training against annual target of 114 staff (6 staff X 19 districts)	DLR&S
23	Proposal for amendment in WB Land Reforms and Tenancy Tribunal (Recruitment) Rules, 2004 relating to appointment of Court Officers	LP Branch
24	Proposal for amendment in sec. 24 of the WBLR Act, 1955 relating to entry of land revenue in Khatian of land etc.	LP Branch
25	Proposal for amendment in sec. 4 and the proviso to sec. 14Z (1) of the WBLR Act, 1955	LP Branch
26	Proposal for amendment of sec. 4C of the WBLR Act, 1955 regarding post-facto conversion of land and other related matters	LP Branch
27	Proposal for revision of processing fees for mutation and conversion of land for various purposes in different locations	LP Branch
28	Amalgamation of stages to expedite the finalisation of LR Khatian as per the proposals received from the DLR&S	LP Branch
29	Renewal of TG leases as per the proposal received the DM& Collector	LP Branch
30	Part resumption of TG lands as per the proposal received from the DM & Collector	LP Branch
31	Resumption of land allowed to be retained for mill, factory / workshop as per the proposal received from the DLR&S	LP Branch
32	Inter Departmental transfer of land (Govt. of WB) as per proposals received	GE(M) Branch
33	Long term settlement of Govt. lands as per proposal received	GE(M) Branch
34	Transfer of Govt. lands to GoI as per proposal received	GE(M) Branch
35	Permission of land u/s 14Y of the WBLR Act, 1955 for industry as per proposal received	GE(M) Branch

Subject	Section/ Office	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Cumulative
Collection of 580 Cr Revenue	DLR&S	70	80	80	30	30	20	40	40	40	30	60	60	580
Traverse survey / Re-surveys of 7 mouzas	DLR&S	2	2	1	0	0	0	0	0	0	0	1	1	7
Detail Survey (kistwar) of 25 mouzas	DLR&S	5	6	1	1	0	0	0	0	0	0	6	6	25
Geo-referencing of 800 map sheets	DLR&S	50	50	50	50	50	50	50	50	100	100	100	100	800
Digitization of cadastral maps against annual target of 1200 sheets and updation of sheets against annual target of 1200 sheets	DLR&S	100 + 100	100 + 100	100 + 100	100 + 100	100 + 100	100 + 100	100 + 100	100 + 100	100 + 100	100 + 100	100 + 100	100 + 100	1200 + 1200
Construction of Modern Record Rooms in 40 blocks	DLR&S	10	10	2	2	1	5	0	0	0	0	5	5	40
Establishment of lightening protector and surge protector in 20 BL&LRO offices having own building against annual target of 280 offices	DLR&S	0	20	25	25	25	25	25	25	25	25	30	30	280
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	DLR&S	North 24 Pgs	North 24 Pgs + Hooghly	North 24 Pgs + Hooghly	Howrah + Purba Medini-pur	Howrah + Purba Medini-pur	Howrah + Purba Medini-pur	Paschim Medini-pur	Paschim Medini-pur + Nadia	Paschim Medini-pur + Nadia	South 24 Pgs	South 24 Pgs	Bankura + Birbhum	
Collocation of LR records at SDC and migration to eBhuchitra of 130 blocks	DLR&S	0	0	0	2	2	2	2	2	2	0	2	2	16
Distribution of Nijo Griha Nijo Bhumi patta to eligible beneficiary families as per requirement	DLR&S													
Districtubution of Agri Patta (40 acres)	DLR&S	40	40	40	40	40	40	40	40	40	40	40	40	480
Disposal of 960000 mutation petitions	DLR&S	80000	80000	80000	80000	80000	80000	80000	80000	80000	80000	80000	80000	960000
Amalgamation of stages and final publication of LR RoR of 100 mouzas	DLR&S	8	8	5	5	5	5	8	5	5	5	5	6	70

B. 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
Expenditure @ Rs. 15 Crore proposed to be spent in each Quarter.						
	Meetings/Tours					
5.	Review Meeting/Tours by MIC/Secy		1	1	1	1
	Review Meetings/Tours by Director (DyRC)		1	1	1	1

Department of Law

Law Department is responsible for drafting of legislations, examination, settlement of sub-ordinate 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) and the Official Language Branch (Bengali) and the Official Language Branch (Nepali) are within the administrative control of this Department.

Date & Time	Subject / Programme / Meeting	Remarks
02-01-2017 to 13-01-2017	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.
16-01-2017 to 31-01-2017	Settlement, framing and publications of Ordinances	On the basis of the proposals forwarded by various Departments when the Assembly is not in session.
03-02-2017 to 17-02-2017	Vetting of various rules, regulations, statutes etc. & settlement and framing of Draft Bills	On the basis of the proposals forwarded by various Departments.
20-02-2017 to 27-02-2017	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.
01-03-2017 to 31-03-2017	Finalisation and publication of Bills	Probable Budget Session (Phase I) of W.B.L.A.
04-04-2017	Review meeting of SARTHAC*	On developmental works
06-04-2017 to 28-04-2017	Settlement, framing and publications of Ordinances	On the basis of the proposals forwarded by various Departments when the Assembly is not in session.
04-05-2017 to 22-05-2017	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.
25-05-2017 to 30-05-2017	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
01-06-2017 to 30-06-2017	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
05-07-2017 to 31-07-2017 03-08-2017	Finalisation and publication of Bills Review meeting of SARTHAC*	Probable Budget Session (Phase II) of W.B.L.A On developmental works
04-08-2017 to 11-08-2017	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
17-08-2017 to 28-08-2017	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
04-09-2017 to 18-09-2017	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
09-10-2017 to 18-10-2017	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
03-11-2017 to 19-11-2017	Form fill-up, issuing of Letter of Identification etc. for Departmental Examination for the Officers under West Bengal Legal Service/Finalisation/ Update of Gradation List of the members of the West Bengal Legal Service	Departmental Examination will be conducted by Public Service Commission, West Bengal
22-11-2017 to 24-11-2017 01-12-2017	Settlement, framing and publications of Ordinances / settlement and framing of Draft Bills Review meeting of SARTHAC*	On the basis of the proposals forwarded by the various Departments On developmental works
04-12-2017 to 15-12-2017	Finalisation and publication of Bills	Probable Winter Session of the W.B.L.A.
18-12-2017 to 29-12-2017	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 Large Industries and Enterprises
A - Commerce, B - Public Enterprise and Industrial Reconstruction

A - Commerce

Sl No.	Month/ Period	Activity/ Target
1	January to December	Processing of eligible 14Y applications within 1 month
2	January to December	Bi-monthly monitoring and review on the targets of Administrative Calendar, 2017.
3	January	Assessment of Dues under NMET through Chief Mining Officer.
4	January	Inviting tender and finalization of agencies/consultants for preparation of District Survey Report.
5	February	Preparation of inputs for publication of Economic Review, 2016-17.
6	February	Raising demands of arrear dues of NMET to lease holders.
7	February	Preparation of Action Plans under District Mineral Foundation.
8	February	Starting computerized Security Challans (Stand alone) at district level for curbing illegal transportation of mined minerals.
9	March	Amendment of Incentive Policy
10	March	Preparation of Budget Speech of Hon'ble MIC, Commerce & Industries Department.
11	March	Preparation of Departmental Budget for 2017-18.
12	March	Finalisation of Action Plans under DMF.
13	June	Study on potential for Export on Leather, Textile and Food Processing for Promotion of Export for the State of West Bengal.
14	July	Starting web based security challans at district level.
15	August	Preparation of Annual Administrative Report.
16	September	Formulation of Export Strategy for Promotion of Export for the State of West Bengal
17	September	Preparation of District Survey Reports for minor minerals.
18	November,	Amendment of West Bengal Minerals (Prevention of illegal Mining, Transportation and Storage) Rules, 2002.
19	December	Formulation of Export Policy for Promotion of Export for the State of West Bengal
20	December	Rejuvenation of Milan Mela Complex.
21	December	Installation of roof top Solar Plant at Shilpa Sadan
22	December	Publication of State Mineral Policy, 2017.
Directorate of Mines & Minerals		
23	October	Launching of Web-Portal of DMM, WB
West Bengal Industrial Development Corporation Ltd.		
24	January-December	Land/Module Allotment-Incentive Disbursement-
25	January	BGBS-2017
26	January	Engagement of Contractor for Milan Mela rejuvenation
27	January	Preparation of Maritime Policy
28	February	Notification of Port & Port Limits of Tajpur Port
29	March	Completion of Gems & Jewellery Park, Ankurhati
30	March	Engagement of EIA consultant for Tajpur Port
31	April	Engagement of consultant for preparing DPR for Rail-Road connectivity of Tajpur Port
32	April	Boundary wall work for RSAIP-I

SI No.	Month/ Period	Activity/ Target
33	April	Completion of social infra work at Vidyasagar Industrial Park
34	May	NH access connectivity for Uluberia Industrial Park
35	July	Completion of Security & Surveillance work at Vidyasagar Industrial Park
36	August	Identification of 'Residual Projects' Under Sagarmala from respective agencies.
37	September	Draft DPR for Rail Road connectivity of Tajpur Port
38	September	Commencement of infrastructure development works for Haringhata IP
39	October	Panagarh Industrial Park- Completion of NH Access connectivity
40	November	Floating RFP for Tajpur Port
41	November	Master Plan for 56 acres of land of WBSIDC (Sugar Mill)
42	November	Commencement of process for selection of a JV partner for development of a minor port in the district of Purba Medinipur.
43	November	Preparation of Maritime Road Map
44	December	Completion of Face Lifting work of Manikanchan
45	December	Relaying of 8 km road of Vidyasagar Industrial Park
46	December	Gate Structure at Rishi Bankim Shilpaudyen
47	December	Gate Structure at Rishi Bankim Shilpaudyen
West Bengal Industrial Infrastructure Development Corporation.		
48	January	Tendering for upgradation activities at Dabgram, Raninagar, Kharagpur and Uluberia Industrial Growth Centres of WBIIDC.
49	January	Tendering for providing Boundary Walls at different Industrial Growth Centres of WBIIDC.
50	January	Tendering for Skill Development cum Training Centre Buildings at Raninagar and Kharagpur Industrial Growth Centre.
51	January	Commencement of work at Office of Bengal Industrial Development & Promotion Board.
52	February	Commencement of work for upgradation activities at Dabgram, Raninagar, Kharagpur and Uluberia Industrial Growth Centres of WBIIDC.
53	February	Commencement of work for Skill Development cum Training Centre Building at Raninagar and Kharagpur Industrial Growth Centre.
54	February	Commencement of work for providing Boundary Walls at different Industrial Growth Centres of WBIIDC.
55	February	Completion of work at Office of Bengal Industrial Development & Promotion Board.
56	February	Submission of DPR for Roof Top Solar Photo-Voltaic System at Shilpa Sadan.
57	March	Submission of DPR for development of Food Park at Malda Industrial Growth Centre, Phase II.
58	March	Development of payment portal for WBIIDC.
59	April	Submission of DPR for Logistic Park at Falta Industrial Growth Centre of WBIIDC at Sector V.
60	May	Development of real-time information system for updating status of Industries & land in different Industrial Growth Centre / Parks of WBIIDC.
61	June	Completion of work under SCP / TSP scheme. Submission of D.P.R. for upgradation activities of other Industrial Growth Centres excepting Dabgram, Raninagar, Kharagpur & Uluberia.
62	July	Completion of construction of Boundary Walls at different Industrial Growth Centres of WBIIDC

Sl No.	Month/ Period	Activity/ Target
63	August	Tendering for upgradation activities at Industrial Growth Centres other than Dabgram, Raninagar, Kharapur & Uluberia Industrial Growth Centre.
64	September	Development of ERP system for WBIIDC.
65	September	Development of comprehensive Human Capital Improvement Plan .
66	October	Commence of Work for upgradation activities of other Industrial Growth Centres excepting Dabgram, Raninagar, Kharapur & Uluberia.
67	November	Completion of Infrastructure up-gradation work for Bidhan Chandra Krishi Viswa Vidyalaya in different districts of West Bengal.
68	December	Completion of Infrastructure up-gradation work for four Industrial Growth Centres at Dabgram, Raninagar, Kharapur & Uluberia.
69	December	Completion of 50% work of Skill development Centres at Raninagar & Kharapur.
West Bengal Minarel Development & Trading Corporation Ltd.		
70	January to December	Pachami Black Stone Project, Birbhum: Production of 500000 MT of Black Stone.
71	January to March	Granite deposits, Purulia : Execution of Mining Lease Deeds.
72	April to June	Granite deposits, Purulia Pre-mining Activities.
73	July to December	Granite deposits, Purulia : Production of 1200 cubic meter of Granite Block.
74	January to December	Malti Fire Clay Project, Purulia : Production of 15000 MT of Fire Clay.
75	January to June	Palsara-I&II Black Stone Projects, Purulia : Statutory Clearances and Pre-mining Activities .
76	July to December	Palsara-I & II Black Stone Project, Purulia : Production of 50000 MT of Black Stone.
77	January to April	Gourangdih ABC Coal Mine, Bardhaman : Selection of Transaction Advisor (Consultant) and Preparation of Pre-Feasibility Report and Detail Project Report by Transaction Advisor.
78	May to December	Gourangdih ABC Coal Mine, Bardhaman : Selection of MDO.
79	January to May	Gourangdih ABC Coal Mine, Bardhaman : Submission of Applications for Environment Clearance, Forest Clearance and other Statutory Clearances.
80	January to June	Sourcing of Iron Ore in Paschim Medinipur, Bankura and Purulia Districts : Drafting of Joint Venture Agreement with KIOCL Ltd. For exploration work and Preparation of Standing Committee Note.
81	July to December	Sourcing of Iron Ore in Paschim Medinipur, Bankura and Purulia Districts : Execution of Joint Venture Agreement and constitution of JV Co. (a JV of WBMDTC Ltd. And KIOCL Ltd.) for exploration work.
82	January to March	Hatgacha-Jethia Black Stone Project, Birbhum: Statutory Clearances.
83	April to June	Hatgacha-Jethia Black Stone Project, Birbhum : Execution of Lease Deed.
84	July to September	Hatgacha-Jethia Black Stone Project, Birbhum : Pre-Mining Activities.
85	October to December	Hatgacha-Jethia Black Stone Project, Birbhum : Production of 50000 MT of Black Stone.
86	January to March	Mokdumnagar Chinaclay deposit, Birbhum : Issue of Grant Order.

SI No.	Month/ Period	Activity/ Target
87	April to June	Mokdumnagar Chinaclay deposit, Birbhum : Application for Statutory Clearances.
88	July to September	Mokdumnagar Chinaclay deposit, Birbhum: Execution of Lease Deed.
89	September to December	Mokdumnagar Chinaclay deposit, Birbhum : Pre-mining Activities.
90	January to December	Mining Advisory to coal mines of WBPDCCL and DPL : Regular monitoring and overseeing the mining activities of the selected Mine Developers & Operators of the 6 coal mines of WBPDCCL and DPL.
Greater Calcutta Gas Supply Corporation Ltd.		
91	January to December	Quarterly Review on the Progress of the City Gas Distribution Network Project.

B - Public Enterprise and Industrial Reconstruction

Sl. No	Nature of Work	Duration												Designated Officer in charge	Remarks
		Jan 17	Feb 17	March 17	April 17	May 17	June 17	July 17	August 17	September 17	October 17	November 17	December 17		
1.	<p>Perennial Activity A: Administering 6 Public Sector Enterprises, categorized as follows, under its control :</p> <ul style="list-style-type: none"> i. Durgapur Chemicals Ltd..(Set up by the State Govt.) ii. Saraswati Press Ltd. iii.Lily Products Ltd.* iv. Neo Pipes & Tubes Co. Ltd.* v. National Iron & Steel Co. Ltd.* <p>The activities in this regard are as follows:</p> <ul style="list-style-type: none"> (a) Framing of policy decisions (b) Composition of Board, (c) Nomination of Managing Director, (d) Providing financial assistance in the form of Plan fund through participation in equity & Loans and Advances & Non-Plan Fund as loan for execution of different projects being undertaken by the PSEs (e) Scrutinizing replies to Audit by AGWB, (f) Representing cases relating to the PSEs before the Standing Committee/Assembly. <p>*Activities till formal winding up is completed</p> <p>B1: Activities in cases registered before Board for Industrial & Financial Reconstruction (BIFR) : Monitoring of BIFR cases for disposal, framing of Draft Revival Scheme (DRS) / Modified Revival Scheme (MDRS) for revival and rehabilitation of sick and closed industries- as per scheduled calendar of BIFR.</p>													Secretary/ Addl Secretary / C.O.F/D.S	
		Runs throughout the year													
		Runs throughout the year													

Sl. No	Nature of Work	Duration												Designated Officer in charge	Remarks			
		Jan 17	Feb 17	March 17	April 17	May 17	June 17	July 17	August 17	September 17	October 17	November 17	December 17					
2.c)	1. Preparation of Final Report in consultation with PWC and the L & LR Department.																Secretary/ Addl Secretary / C.O.F/D.S	
	2. Examination of individual cases based on report of L & LR Department.																	
2.d)	Identification & resumption of surplus / idle land																Secretary/ Addl Secretary / C.O.F/D.S	
	Related activity for proposed Acquisition of the Undertakings of Dunlop India Limited and Jessop & Co. Limited through promulgation of Act(s), the Bill (s) of which are passed in the West Bengal Legislative Assembly and sent for assent of the President of India.																Secretary/ Addl Secretary / C.O.F/D.S	

Department of Mass Education Extension & Library Services

JANUARY	
1)	Review Meeting of literacy programme with the district officials.
2)	5 proposals for infrastructure development for Social Welfare Homes to be processed.
3)	Meeting with Superintendent of Welfare Homes of South Bengal District.
4)	Release of funds against 20 proposals for Social Welfare Homes towards Maintenance Grant.
5)	Inspection of 5 aided Social Welfare Homes.
6)	Process for Special Maintenance Grant to 4 Recognized schools to be initiated.
7)	Allotment of Fund towards Hostel Subsidy and contingencies for the disabled students to 10 Sponsored Special Schools.
8)	Inspection of 4 Special Schools.
9)	Sports for the inmates of Social Welfare Homes and students of Special schools.
10)	Completion of process of Advertisement regarding financial assistance to Non Govt. and Non sponsored Libraries.
11)	Organising district Book Fairs in some districts.
12)	Organising 1st meeting of the West Bengal State Committee for Implementation of Raja Rammohan Roy Library Foundation (RRRLF) in the year 2017.
13)	Organising a few Seminar, Workshop & Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
14)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
15)	Setting up of Information Corner.
16)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
17)	Meeting of Local Library Authority in a few districts.
FEBRUARY	
1)	Preparatory work for evaluation of about 10 lakh learners of Basic Literacy in 9 districts under Saakshar Bharat Programme will be taken up.
2)	Annual General Meeting of Governing Body of West Bengal State Literacy Mission Authority to be convened.
3)	Process of Maintenance Grants for 12 Social Welfare Homes to be initiated.
4)	Release of Maintenance grant to 4 Recognized schools.
5)	Release of grants towards Hostel Subsidy and Contingencies for the disabled students of 25 Sponsored Special Schools.
6)	Process for releasing Non-recurring grants for 4 Social Welfare Homes.
7)	Inspection of 4 Social Welfare Homes.
8)	State level Sports and Cultural Meet for Learners and Neo-literates of Literacy Programme to be organized.
9)	Cultural programme with students of Special School.
10)	Review meeting with District Library Officers on construction/Repair/Renovation work of the Government Sponsored and Government Aided Libraries, collection of U.Cs and Reconciliation of accounts.
11)	Completion of Selection process for Financial Assistance to Non Govt. and Non Sponsored Libraries.
12)	Organising District Book Fairs in some district.
13)	Organising computer training of Librarians of Rural Library/Primary Unit Library/Area Library at State Central Library, Kolkata.
14)	Setting up of Information corners.

FEBRUARY

15)	Organising a few Seminar, Workshop & Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
16)	Inauguration of Certificate Course of Librarianship at Janata college, Banipur.
17)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
18)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
19)	Review meeting of District Library Officers with Librarians in a few districts.

MARCH

1)	Evaluation of learners under Saakshar Bharat Programme.
2)	Release of Maintenance Grants for 15 Social Welfare Homes.
3)	Inspection of 5 institutions for the students with disabilities.
4)	Process of Special Maintenance Grant to 3 recognized Special Schools.
5)	Grant for scholarship for about 2000 students with disabilities studying in Class IX onwards to be released.
6)	Inspection of 4 Social Welfare Homes.
7)	Process for releasing Non-recurring grants for 2 Social Welfare Homes.
8)	Educational Tour for the students of Sponsored Special Schools to be organized.
9)	Release of grants towards Hostel Subsidy and Contingencies for the disabled students of 30 Sponsored Special Schools.
10)	Organising computer training of Librarians of Rural Library/Primary Unit Library/Area Library at State Central Library, Kolkata.
11)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
12)	Organising the review meeting with WBEIDCL on the progress of modernization programme of Govt., Govt. Sponsored and Govt. Aided Libraries.
13)	Organising computer training of Librarians of Rural Library/Primary Unit Library/Area Library at State Central Library, Kolkata.
14)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
15)	Inspection of 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)	Meeting of Local Library Authority in a few districts.
18)	Review meeting of district Library Officers with Librarians in a few districts.

APRIL

1)	Compilation of evaluation data and submission to National Institute of Open Schooling for certification.
2)	Proposal for initial outfit grant of newly admitted inmates to be processed.
3)	Initiation of proposal for Special Maintenance Grant for Social Welfare Homes for the first quarter.
4)	Collection of proposals for Non-recurring Grants for Sponsored Institution.
5)	Inspection of 4 Sponsored Special Schools.
6)	Inspection of 4 Social Welfare Homes.
7)	Review meeting with Superintendent of Social Welfare Homes of three districts of North Bengal.
8)	Meeting of Local Library Authority in a few districts.
9)	Organising a few Seminar, Workshop & Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
10)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
11)	Processing of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.

MAY

1)	Meeting with the District Mass Education Extension Officers.
2)	Release of fund towards Special Maintenance Grant in favour of 15 Social Welfare Homes.
3)	Allotment of fund towards Hostel Subsidy and Contingency for disabled students of 25 Sponsored Special Schools.
4)	Inspection of 4 Social Welfare Homes.
5)	Inspection of 4 institutions for the students with disabilities.
6)	Review meeting with Superintendent of Homes of two districts of North Bengal.
7)	Review meeting with District Library Officers on construction/Repair/Renovation work of the Govt. Sponsored and Govt. Aided Libraries, Collection of U.Cs and Reconciliation of accounts.
8)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
9)	Organising a few seminar, Workshop & Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
10)	Organising Computer Training of the Librarians of Govt. Sponsored Libraries.
11)	Organising computer training of Librarians of Rural Library/Primary Unit Library/Area Library at State Central Library, Kolkata.

JUNE

1)	Release of fund towards Special Maintenance Grant in favour of 15 Social Welfare Homes.
2)	Inspection of 4 Social Welfare Homes.
3)	4 proposals for Special Maintenance Grant for Special Schools to be processed.
4)	4 proposals for Non-recurring Grant for Special Schools to be processed.
5)	Release of grants in favour of 25 Sponsored Special Schools towards Hostel Subsidy and Contingency for disabled students.
6)	2 proposals for Non-recurring grants for Social Welfare Homes to be processed.
7)	Organising a few Seminar, Workshop & Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
8)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
9)	Setting up of Information Corner.
10)	Processing as well as release of Plan fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
11)	Meeting of Local Library Authority in a few districts.
12)	Review meeting of District Library Officers with Librarians in a few districts.

JULY

1)	4 proposals of Non-recurring Grant for Social Welfare Home to be processed.
2)	Inspection of 4 Social Welfare Homes.
3)	3 proposals for Special Maintenance Grant for Special Schools to be processed.
4)	4 proposals for Non-recurring Grant for Special Schools to be processed for approval.
5)	Inspection of 5 Sponsored Special Schools.
6)	Update of data bank for Special Schools.
7)	Release of fund towards Special Maintenance Grant in favour of 17 Social Welfare Homes.
8)	Release of grants in favour of 15 Sponsored Special Schools towards Hostel Subsidy and Contingency for disabled students.
9)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
10)	Organising of Computer training of the Librarians of Govt. Sponsored Libraries.
11)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.

JULY

12)	Organising a few Seminar, Workshop & Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
13)	Organising Computer Training of the Librarians of Govt. Sponsored Libraries.
14)	Review meeting of district Library Officers with Librarians in a few districts.

AUGUST

1)	Release of fund towards Special Maintenance Grant in favour of 10 Social Welfare Homes.
2)	Inspection of 4 Social Welfare Homes.
3)	6 proposals for Special Maintenance Grant for Special Schools to be processed.
4)	5 proposals for Non-recurring Grant for Special Schools to be processed.
5)	Inspection of 5 Sponsored Special Schools.
6)	Release of fund for Hostel Subsidy & Contingency for 10 Special Schools.
7)	Preparatory work for International Literacy Day, 2017.
8)	Observance of the Public Library Day in all Districts.
9)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
10)	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 U.Cs & Reconciliation of A/cs.
11)	Organising a few Seminar, Workshop & Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
12)	To pursue the progress of Certificate Course of Librarianship at Janata College, Banipur.
13)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
14)	Meeting of Local Library Authority in a few districts.
15)	Review meeting of District Library Officers with Librarians in a few districts.

SEPTEMBER

1)	Observance of International Literacy Day at State level and in districts.
2)	Release of fund towards Special Maintenance Grant in favour of 20 Social Welfare Homes.
3)	Monitoring meeting with Superintendents of State Welfare Homes will be held.
4)	5 proposals for Special Maintenance Grant for Special Schools to be processed.
5)	9 proposals for Non-recurring Grant for Special Schools to be processed.
6)	Inspection of 5 Sponsored Special Schools.
7)	Release of fund to 10 Special Schools for Hostel Subsidy and Contingency.
8)	2 proposals for Special Maintenance Grant for Special Schools to be processed.
9)	Organising meeting for the District Book Fairs to be held in 2016-17.
10)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
11)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
12)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
13)	Meeting of Local Library Authority in a few districts.
14)	Review meeting of district Library Officers with Librarians in a few districts.
15)	Setting up of Information corners.

OCTOBER

1)	Initiation of admission process of inmates to be Social Welfare Homes by the concerned district.
2)	2 proposals for Special Maintenance Grant for Special Schools to be processed.
3)	2 proposals for Non-recurring Grant for Special Schools to be processed.

OCTOBER

4)	Inspection of 4 Sponsored Special Schools.
5)	Inspection of 2 Social Welfare Homes.
6)	Meeting with the district officials.
7)	2 proposals for Non-recurring Grants for Social Welfare Homes to be processed.
8)	Release of fund to 15 Special Schools for Hostel Subsidy & Contingency.
9)	Release of fund towards Special Maintenance Grant in favour of 17 Social Welfare Homes.
10)	Organising a few Seminar, Workshop & Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
11)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
12)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.

NOVEMBER

1)	Release of fund towards Special Maintenance Grant in favour of 10 Social Welfare Homes.
2)	Inspection of 4 Social Welfare Homes.
3)	7 proposals for Special Maintenance Grant for Recognized Special Schools to be processed.
4)	Inspection of 4 Special Schools.
5)	Release of fund to 30 Special Schools for Hostel Subsidy and Contingency.
6)	Organising a few Seminar, Workshop & Awareness programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
7)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
8)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
9)	Meeting of Local Library Authority in a few Districts.
10)	Review meeting of district Library Officers with Librarians in a few districts.

DECEMBER

1)	Release of fund towards Special Maintenance Grant in favour of 17 Social Welfare Homes.
2)	Inspection of 4 State Social Welfare Homes.
3)	Finalization of admission of inmates to Social Welfare Homes by the concerned district authority.
4)	5 proposals for Non-recurring Grant for Social Welfare Homes to be processed.
5)	Inspection of 5 Sponsored Special Schools.
6)	Home-wise Sports of inmates under the control of MEE Dte. to be organized.
7)	Cases for re-appropriation of fund to be processed.
8)	Organising District Book Fairs in some districts.
9)	Organising computer training programme of the librarians of Govt. Sponsored Libraries.
10)	Processing as well as release of Plan fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
11)	Process of Advertisement regarding financial Assistance to Non Govt. and Non Sponsored Libraries will be made.
12)	Advertisement for the Certificate Course of Librarianship at Janata College, Banipur will be made.
13)	Inspection of Govt., Govt. Sponsored and Govt. Aided Libraries in Districts.
14)	Organising a few Seminar, Workshop & awareness Programme in Govt., Govt. Sponsored and Govt. Aided Libraries.
15)	Setting up of Information corners.
16)	Review meeting of District Library Officers with Librarians in a few districts.

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 10th 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. • Coaching for entrance exam for Jamia Millia Islamia and Aligarh Muslim University to commence. 	<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) and Issuing of the Admit Card. • Sending of confidential papers to the custodian. • Meeting with Centre Supdt. & District Authorities regarding examination. • Review of Curriculum & Syllabus and preparation of new Text Books. • Orientation Programme of teachers on English Language, Mathematics and EVS for Bridge Course. • Distribution of cheques as & when allotted by MA & ME Department/ D.M.E. West Bengal. • Preparation of Sample Question for Fazil Examination 	<ul style="list-style-type: none"> • 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 to examiners. • Conduct of meeting with the Head Examiners. • Preparation of model answers of H.M, Alim and Fazil Examination, 2017 • Preparation of Text Books for classes VI to class X. • Distribution of cheques as & when allotted by MA & ME Department/ D.M.E. West Bengal. • Review of existing Text Books. • Preparation of Sample Question (ongoing process). 	<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). • Review and preparation of Text Books (ongoing process). • Distribution of cheques as & when allotted by MA & ME Department/ D.M.E. West Bengal. • Preparation & printing of pattern of questions & sample question papers for Fazil examination. • Preparation of Text Books for Classes IX & X. • Preparation of Madrasah Darpan. 	<ul style="list-style-type: none"> • Preparation of the Examination Calendar for 2017-18. • Continuation of Fazil 1st year examination. • Preparation of H.M and Fazil external examination guidelines. • Invitation of tender for printing of examination materials. • Review of curriculum & syllabus (ongoing process). • Development of text books according to syllabus (ongoing process). • Preparation & printing of pattern of questions & sample question papers for Class – IX & X. • Workshop with the Headmaster/Headmistress of the Model Madrasah. • Distribution of fund as & when allotted by MA & ME

Sl No.	Organisation	January	February	March	April
3.	Director 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"> Preparation of Arabic Text Books (primary) in English Version. Teachers training on preparation of question papers and evaluation Distribution of Dress to all girl students of Class I-VIII of 615 recognized aided Madrasahs & 497 MSKs/SSKs. 	<ul style="list-style-type: none"> Department/ D.M.E. West Bengal. Teachers training on preparation of question papers and evaluation (rest). Allotment of girls' toilet & drinking water facilities to aided Madrasah & MSKs /SSKs.
4.	West Bengal Minorities Development & Finance Corporation	<ul style="list-style-type: none"> Review, Scrutiny & Distribution of Scholarships, Sanction & Distribution of Loan Milan Mela for 7 days Training on IFT 	<ul style="list-style-type: none"> Scrutiny, Sanction & Distribution of Scholarship, Sanction & Distribution of Loan including Edu. Loan, Review of Recovery of different loan schemes 	<ul style="list-style-type: none"> Sanction & Distribution of Scholarship Sanction & Distribution of Individual Loan, Group Loan & Edu. Loan Review of Free Coaching & Training Organizing USTAD SHILP UTSAV for 15 days 	<ul style="list-style-type: none"> Preparation of Annual Action Plan for scholarship & Loan Finalising the yearly target of different Scholarship & Loans Road map of Scholarships Review meeting with School Edu. Deptt. Bank etc. for Scholarship
5.	Aliah University	<ul style="list-style-type: none"> Advertisement for AUAT-2017 for admission in B. tech., MCA & MBA programmes. Advertisement for selection of students for WBCS coaching centre. Outreach programme at various districts about Aliah University. Organising 2 days international conference in the department of MBA 	<ul style="list-style-type: none"> Inauguration of the boys' hostel at new town campus Review skill development training programme under state fund Mid-semester examinations. Preparation of convocation 	<ul style="list-style-type: none"> Preparation for conducting auat-2017 examinations Cultural and tech fest First convocation 	<ul style="list-style-type: none"> Organising training programme for pre-placement for the students & review training & placement cell End -semester examinations Preparation of auat-2017 for engineering programmes Advertisement for admission in Undergraduate Programme in Arts, Science & HSS

Sl No.	Organisation	January	February	March	April
6.	West Bengal State Haj Committee	<ul style="list-style-type: none"> • Distribution & Receiving of Haj Application Forms. • Receiving of Passport. 	<ul style="list-style-type: none"> • Distribution of Haj Application Forms. • Receiving of Passport. • Receiving of Haj Application Forms for scrutiny 	<ul style="list-style-type: none"> • Scrutiny of Haj Application Forms • Submission of Passport to Haj Committee of India for issuance of VISA for Haj Pilgrims. 	<ul style="list-style-type: none"> • District Trainers & Field Trainers Training. • Training Programme of Haj Pilgrims.
7.	Board of Auqaf, West Bengal	<ul style="list-style-type: none"> • Inauguration of office buildings at Ghutiari Sharif Mazar Wakf Estate 	<ul style="list-style-type: none"> • Resource Mobilization Meeting of the Board 	<ul style="list-style-type: none"> • Organizing Lok Adalat on Auqaf matters 	<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 of Written Examination • 6th SLST (HM/ Superintendent)- 2012: Counselling & issue of Recommendation letters to Counsellor Waitlisted Candidates in connection with Non-Joining report of Empanelled Candidates • 5th SLST (AT)- 2012: Issue of recommendation letters of Waitlisted Candidates in connection with Non-Joining report of Empanelled Candidates • Mutual Transfer (Teaching Staff): Applications received and 	<ul style="list-style-type: none"> • 6th SLST (AT)- 2013: Personality Test of selected Candidates, if not completed earlier & publication of final result for counselling • 7th SLST (HM/ Superintendent)- 2014: Issue and Receipt of Application Forms • Die-in-Harness (Teaching & Non-Teaching Staff): Issue of recommendation letters to counsellor Candidates • Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year 	<ul style="list-style-type: none"> • 6th SLST (AT)- 2013: Counselling of selected Candidates after publication of final result. • 7th SLST (HM/ Superintendent)- 2014: Inspection & Finalisation of Examination Venues. • Die-Harness (Teaching & Non-Teaching Staff): Issue of recommendation letters to counsellor Candidates if not completed earlier. • Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year 	<ul style="list-style-type: none"> • 6th SLST (AT)- 2013: 1) Counselling of selected candidates if not completed earlier. 2) Issue of recommendation letters to Counsellor Candidates. • 7th SLST (HM/ Superintendent)- 2014: Conduction of Examination process • Die-in-Harness (Teaching & Non-Teaching Staff): Issue of recommendation letters to counsellor Candidates if not completed earlier • Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. • General Transfer

Sl No.	Organisation	January	February	March	April
		<p>disposed off throughout the year</p> <ul style="list-style-type: none"> • General Transfer (Teaching Staff): Counselling/ Recounselling of Applicants – starts • Die-in-Harness (Teaching & Non-Teaching Staff): Counselling for concerned Madrasahs 	<ul style="list-style-type: none"> • General Transfer (Teaching Staff): Counselling/ Recounselling of Applicants continues if not completed earlier 	<ul style="list-style-type: none"> • General Transfer (Teaching Staff): Counselling/ Recounselling of Applicants continues if not completed earlier. 	<p>(Teaching Staff): Issue of recommendation letters to Counsellor/ Recounsellor Candidates.</p>
9.	West Bengal Minority 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 Alipurdwar & Coochbehar Districts. 	
10.	Department & Directorate, 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. • Review of Karmatirtha, Hostel & Sadbhaw Mandaps (community Hall), Graveyard Boundary Wall & Scholarship Scheme. 	<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. • Review of Haj Application 	<ul style="list-style-type: none"> • Reviewing release of fund and schemes with District Level Officers. • Review of status of Audit accounts of Organisation and Department, Directorate 	<ul style="list-style-type: none"> • Meeting of State Level Committee (SLC) on PM's New 15-point Programme and MsDP. • Review of Skill development, 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 Kitabat Training Course.
2.	West Bengal Board of Madrasah Education	<ul style="list-style-type: none"> • Preparation & publication of result. • Distribution of mark sheets & certificates. • Review of curriculum & syllabus (ongoing process). • Development of text books according to syllabus (ongoing process). • 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 . • Preparation of Sample Question (ongoing process). 	<ul style="list-style-type: none"> • Preparation for external test examination. • Receiving and entry of PPS/PPR forms. • Felicitation of meritorious candidates/providing merit list to different department as per requirement. • Distribution of checklist of Class X registration and distribution of Class IX registration forms. • Conduct of the Board Meeting. • Review of curriculum & syllabus (ongoing process). • Workshop on Meena Manch in collaboration with UNICEF for girls empowerment . • Preparation of Sample Question (ongoing process). 	<ul style="list-style-type: none"> • Entry of registration form. • Finalisation of External Test Centres. • Publication of PPS/PPR result. • 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. • Teachers training on classroom learning teaching at Primary Stages. • Preparation of Annual Report of WBBME. • Distribution of fund 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"> • Distribution of confidential papers for the External Test & Conduct of Test Examination for external candidates of H.M. & Fazil. • Collection of filled in registration forms of Class – IX and checklist of Class X. • Review of curriculum & syllabus (ongoing process). • Development of text books according to syllabus for classes I to VIII (ongoing process). • Preparation of text books for classes IX and X. • Distribution of fund 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. • Preparation of Text Books in Urdu Version.

Sl No.	Organisation	May	June	July	August
			<ul style="list-style-type: none"> Workshop on Meena Manch in collaboration with UNICEF for girls empowerment . 	<ul style="list-style-type: none"> Workshop on Meena Manch in collaboration with UNICEF for girls empowerment . Preparation of Text Books in Urdu Version. Publication of Madrasah Darpan. Distribution of Computers and printers to aided Madrasahs. 	
3.	Director 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. 		<ul style="list-style-type: none"> Improvement of library & reading room and distribution of library books to all Madrasahs.
4.	West Bengal Minorities Development & Finance Corporation	<ul style="list-style-type: none"> Advertisement of Different Scholarship & Education Loan at Important Daily & Important Places at dist, Sub Division & Blocks & etc. Awareness Programme of scholarship, Identification of village level computer centre for online Application of Different Scholarships. Review meeting with Dist Level Officer for Scholarship & Loan 	<ul style="list-style-type: none"> Intensive awareness campaign on Scholarships at District Level, Block level Awareness Programme of Different loan. Preparation of Annual Report of WBMDFC 	<ul style="list-style-type: none"> Review of Loan Scheme, Review of free Coaching & Training Awareness Programme of Different Scholarship at diff. Dist. 	<ul style="list-style-type: none"> Distribution of Scholarship of Haji Mohammed Mohsin. Review of Different Scholarship Loan Distribution cum Awareness at NIS Review of recovery of loan of different Scheme
5.	Aliah University	<ul style="list-style-type: none"> Conducting AUAT-2017 for admission in B. Tech. Programmes Starting classes for WBCS coaching centre Declaration of end-semester results 	<ul style="list-style-type: none"> Declaration of auat results Completion of admission process for Ph.D., M.Tech. & B.Ed programme Advertisement for admission in 2 year programme in Bengali, 	<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 	<ul style="list-style-type: none"> Orientation programme and fresher's welcome for new academic session Organising training programme for pre-placement for the students & review training & placement cell

Sl No.	Organisation	May	June	July	August
5.	Aliah University	<ul style="list-style-type: none"> Advertisement for B.Ed. & B. Sc. nursing programme Advertisement for M. Tech. & Ph. D. Programme Review of CVS activities 	<p>History, Law & JMC</p> <ul style="list-style-type: none"> Declaration of end-semester results Summer course for backlog students 	<ul style="list-style-type: none"> Completion of admission procedure for all academic programmes 	<ul style="list-style-type: none"> Organise awareness programme for NET/GATE
6.	West Bengal State Haj Committee	<ul style="list-style-type: none"> Training Programme of Haj Pilgrims. 	<ul style="list-style-type: none"> Processing of Passport Application Forms for Haj-2018 Haj review meeting chaired by Chief Secretary. 	<ul style="list-style-type: none"> Vaccination Programme for Haj Pilgrims-2017 Receiving of Passport from Haj Committee of India with VISA. 	<ul style="list-style-type: none"> Visit of Haj Pilgrims to Saudi Arabia for Haj.
7.	Board of Auqaf, West Bengal	<ul style="list-style-type: none"> Organizing Awareness Camp with mutawallis, Imams & Moazzins 	<ul style="list-style-type: none"> Disbursement of Idd – Grant and Beneficiary Allowance 	<ul style="list-style-type: none"> Organizing Awareness Camp with Mutawallis, Imams & Moazzins. 	<ul style="list-style-type: none"> Organizing Lok Adalat on Auqaf matters
8.	West Bengal Madrasah Service Commission	<ul style="list-style-type: none"> 6th SLST (AT)- 2013: Issue of recommendation letters to Counsellor Candidates if not completed earlier 7th SLST (HM/ Superintendent)- 2014: Conduction of Examination process, if not completed earlier. Die-in-Harness (Teaching & Non-Teaching Staff): Counselling for concerned Madrasahs & issue of recommendation letters to 	<ul style="list-style-type: none"> 6th SLST (AT)- 2013: Counselling & issue of Recommendation letters to Counsellor Waitlisted Candidates in connection with Non-Joining report of Empanelled Candidates. 7th SLST (HM/ Superintendent)- 2014: Conduction of Examination process, if not completed earlier. 	<ul style="list-style-type: none"> 7th SLST (AT): Publication of advertisement for the examination. 7th SLST (HM/ Superintendent)- 2014: Publication of result of written examination. Die-in-Harness (Teaching & Non-Teaching Staff): Counselling for concerned Madrasahs & issue of recommendation letters to counsellor Candidates, if any. 	<ul style="list-style-type: none"> 6th SLST (AT): Issue and receipt of Application Forms. 7th SLST (HM/ Superintendent)- 2014: Personality Test of selected Candidates after publication of result. Die-in-Harness (Teaching & Non-Teaching Staff): Counselling for concerned Madrasahs & issue of recommendation letters to counsellor Candidates, if any.

SI No.	Organisation	May	June	July	August
		<p>counselled Candidates, if any.</p> <ul style="list-style-type: none"> • Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. • General Transfer (Teaching Staff): Issue of recommendation letters to Counsellor/ Recounsellor Candidates if not completed earlier. 	<ul style="list-style-type: none"> • Die-in-Harness (Teaching & Non-Teaching Staff): Counselling for concerned Madrasahs & issue of recommendation letters to counsellor Candidates, if any. • Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. • General Transfer (Teaching Staff): Issue of recommendation letters to Counsellor/ Recounsellor Candidates if not completed earlier. 	<ul style="list-style-type: none"> • Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. • General Transfer (Teaching Staff): Issue of recommendation letters to Counsellor/ Recounsellor Candidates if not completed earlier. 	<ul style="list-style-type: none"> • Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. • General Transfer (Teaching Staff) Issue of recommendation letters to Counsellor/ Recounsellor Candidates if not completed earlier.
9.	West Bengal Minority Commission	<ul style="list-style-type: none"> • Study Tour & Sensitization Camp at Malda, Dakshin Dinajpur & Uttar Dinajpur District 	<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 Burdwan, Nadia & Kolkata District 	<ul style="list-style-type: none"> • Study Tour & Sensitization Camp at Birbhum District
10	Department & Directorate, MDW	<ul style="list-style-type: none"> • Review of MsDP/IMDP /Hostels/Karmatirha with Districts. • Review of Loans and Scholarship. • Review of audit status & reply of organisations. 	<ul style="list-style-type: none"> • Review progress of Public Service Delivery. • Review progress of Public Service Delivery. • Officers & staff meeting 	<ul style="list-style-type: none"> • Review of ITI & Polytechnics and Skill Development Training Programme. • Discussion on district visits of officials. 	<ul style="list-style-type: none"> • Review of Cybergram , Loans and Scholarship, MsDP and IMDP and other schemes with District Level offices. • Review of Court cases of Department & Organisation.

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 Maulana 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.	West Bengal Board of Madrasah Education	<ul style="list-style-type: none"> Collection of answer scripts of external test, entry work of them and distribution 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. Teachers training on Physical Education. 	<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. Collection of DLAC reports from the Districts & their entry. Preparation & proof reading of all text books. Publication of the result of External test. Distribution of cheques as & when allotted by MA & ME Department/ D.M.E. West Bengal. Teachers training on Physical Education (rest) Publication of Madrasah Darpan. Publication of Booklet. 	<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 Maulana 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. Printing of Text Books. Preparation 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 (Regular) Entry work of H.M., Alim & fazil Examination form (Casual & Compartmental). Printing of Confidential Papers. Conduct of the Board Meeting. Printing of Text Books. Publication of Test Papers. Distribution of cheques as & when allotted by MA & ME Department/ D.M.E. West Bengal. Finalisation of examination centres. Teachers training on evaluation system & question pattern in Fazil madrasahs.

SI No.	Organisation	September	October	November	December
3.	Director 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. Review of Scholarships, review of loans, Review of recovery of loan 	<ul style="list-style-type: none"> Review of infrastructure of 497 MSKs/SSKs and improvement of infrastructure wherever required Review of different Scholarships Scrutiny of online Scholarships Application. Review and Processing of Loan schemes, 	<ul style="list-style-type: none"> Distribution of Equipments & furniture in recognized aided Madrasahs & Up gradation of jr. high Madrasahs. Scrutiny of Different Scholarships including TSP, Sending the Proposal of Merit-cum-Means, Post-Matric, Pre-Matric to MoMA, Government of India, Awareness cum loan distribution programme at different Dist. Processing of Recovery camp at the Block Level 	<ul style="list-style-type: none"> Printing/Distribution of Text Books to all students of Aided/Unaided/MSK/SSK. Scrutiny of different Scholarship, Sending the Proposal of Merit-cum-Means, Post-Matric, Pre-Matric to MoMA, Government of India for Sanction & release of Scholarship Review of loan and sanction of loan Awareness cum Distribution of Loan at the Dists. Review of Free Coaching & Training
5.	Aliah University	<ul style="list-style-type: none"> Mid-semester examinations review for skill development training programme 	<ul style="list-style-type: none"> Orientation programme and fresher's welcome for new academic session. Starting of nursing 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-2017 Review of the performance of students particularly the weaker students and follow-up Declaration of end-semester results
6.	West Bengal State Haj Committee	<ul style="list-style-type: none"> Visit of Haj Pilgrims to Saudi Arabia for Haj. Return of Hajjis from Mecca. 	<ul style="list-style-type: none"> Return of Hajjis from Mecca. Awareness Programme for Next Year-2018 Haj Pilgrims Receiving of Passport Application for Haj-2018 	<ul style="list-style-type: none"> Receiving of Passport Application for Haj-2018. Receiving of Haj Application Forms for Haj-2018. 	<ul style="list-style-type: none"> Receiving of Haj Application Forms for Haj-2018.

Sl No.	Organisation	September	October	November	December
7.	Board of Auqaf, West Bengal	<ul style="list-style-type: none"> Organizing Awareness Camp with mutawallis, Imams & Moazzins 	<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 Disbursement of Stipend to Poor and meritorious students
8.	The West Bengal Madrasah Service Commission	<ul style="list-style-type: none"> 7th SLST (AT): Inspection & Finalisation of Examination Venues. 7th SLST (HM/ Superintendent)- 2014: Counselling & issue of Recommendation Letters to selected/ qualified candidates after completion of Personality Test. Die-in-Harness (Teaching & Non-Teaching Staff): Counselling for concerned Madrasahs & issue of recommendation letters to counselled Candidates, if any. Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. General Transfer (Teaching Staff): Issue of recommendation letters to Counselled Candidates if not completed earlier 	<ul style="list-style-type: none"> 7th SLST (AT): Conduction of Examination process. 7th SLST (HM/ Superintendent)- 2014: Counselling & issue of Recommendation Letters to selected/ qualified candidates if not completed earlier. Die-in-Harness (Teaching & Non-Teaching Staff): Counselling for concerned Madrasahs & issue of recommendation letters to counselled Candidates, if any. Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. General Transfer (Teaching Staff): Issue of recommendation letters to Counselled/Recounselled Candidates if not completed earlier. 2nd SLST (NT): Publication of advertisement for the examination 	<ul style="list-style-type: none"> 7th SLST (AT): Conduction of Examination process. Collection & compilation of vacancy report of various madrasahs of all Districts from District Schools. Die-in-Harness (Teaching & Non-Teaching Staff): Counselling for concerned Madrasahs & issue of recommendation letters to counselled Candidates, if any. Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. General Transfer (Teaching Staff): Issue of recommendation letters to Counselled/Recounselled Candidates if not completed earlier. 2nd SLST (NT): Issue and receipt of Application Forms to continue if not completed earlier 	<ul style="list-style-type: none"> 7th SLST (AT): Conduction of Examination process if not completed earlier. Collection & compilation of vacancy report of various madrasahs of all Districts from District Inspectors of Schools. Die-in-Harness (Teaching & Non-Teaching Staff): Counselling for concerned Madrasahs & issue of recommendation letters to counselled Candidates, if any. Mutual Transfer (Teaching Staff): Applications received and disposed off throughout the year. General Transfer (Teaching Staff): Issue of recommendation letters to Counselled/Recounselled Candidates if not completed earlier. 2nd SLST (NT): Issue and receipt of Application Forms to continue if not completed earlier

Sl No.	Organisation	September	October	November	December
9.	West Bengal Minority Commission	<ul style="list-style-type: none"> Study Tour & Sensitization Camp at Bankura & Purulia 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, Jalpaiguri & Kalimpong District 	<ul style="list-style-type: none"> Study Tour & Sensitization Camp at Purba Medinipur & Paschim Medinipur District. Observation of Minorities' Rights Day on 18th December, 2017
10.	Department & Directorate, MDW	<ul style="list-style-type: none"> Review of works of WB-MDFC, DME, Urdu Academy, State Haj Committee. Review of Loans and Scholarship and other schemes with District Level Officers. Review of progress of Graveyard Boundary Wall scheme. 	<ul style="list-style-type: none"> Review of Madrasah Education. 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 operationalisation of Karmatirtha & Hostels. Release of fund. Preparation of Administrative Calendar for next year. Review of Haj scholarship development schemes with District Level Officers. Via video conference.

DEPARTMENT OF MICRO, SMALL & MEDIUM ENTERPRISES & TEXTILES

I. Major Trainings / Capacity Development Intervention

1.	Training of IDOs – June - July, 2017
2.	Training of Assistant Directors/Managers – August - September, 2017
3.	Training of General Managers, DIC /Dy. Directors – August - September, 2017
4.	Training of WBKVIB Officers & Staff – January, 2017

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.	Mahatma Gandhi Bunkar Bima Yojona: 90,000 weavers to be covered during the year.
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.
g.	Rastriya Swastha Bima Yojona: 150,000 weavers to be covered during the year.

IV. Milestones (launching / inauguration)

January, 2017

a.	Operationalization of Karma Tirtha at Bishrail in Gangarampur, Dakshin Dinajpur
b.	Operationalization of Karma Tirtha at Khasjungal, Medinipur Sadar, Paschim Medinipur
c.	Operationalization of Karma Tirtha at Gidhni, Paschim Medinipur
d.	Operationalization of CFC of Muslin Tirtha at Berhampore, Murshidabad
e.	Operationalization of 2 CPC of Project Muslin at Balagarh and Dhaniakhali, Hooghly
f.	Launch of CFC of Nandai Handloom Cluster at Nandai, Burdwan
g.	Inauguration of CFC of the Lakshisagar Handloom Project under NFM at Lakshisagar, Bankura
h.	Launch of CFC under Sabai Project, Purulia
i.	Launch of Cluster Development Programme in Amulet (Maduli) Cluster, Birshingh, Bankura
j.	Launch of Cluster Development Programme in Bell Metal Cluster, Suklai, Bankura
k.	Launch of Cluster Development Programme in Hand Gloves Cluster, Rishra, Hooghly

February, 2017

a.	Operationalization of Karma Tirtha at Aluabari, Islampur, Uttar Dinajpur
b.	Operationalization of Karma Tirtha at Hirapur, Tamluk, Purba Medinipur
c.	Operationalization of Karma Tirtha at Kismat Sukhani, Ambari Falakata, Rajganj, Jalpaiguri
d.	Operationalization of CFC of Lead Acid Battery Cluster, Siliguri
e.	Operationalization of CFC of Muslin Tirtha at Malda

f.	Operationalization of CPC of Project Muslin at Jalalpur, Malda
g.	Launch of CFC of Gourangapara Handloom Cluster at Nasaratpur, Burdwan
h.	Launch of CFC of Gopinathpur Madhyapara Handloom Cluster at Samudragarh, Burdwan
i.	Launch of CFC of Nasaratpur Handloom Cluster at Nasaratpur, Burdwan
j.	Launch of CFC of Badhagachi Swarajpur Handloom Cluster at Dhatrigram, Burdwan
k.	Launch of CFC of Saspur Handloom Cluster at Suspur, Burdwan
l.	Operationalization of CFC of the Bhutsahar Handloom Project under NFM at Simlapal, Bankura
m.	Inauguration of Durgapur IE Phase II
n.	Launch of setting up of Biswa Bangla Hub at Kolkata
o.	Launch of CFC of Readymade Garments Cluster, Suri, Birbhum
p.	Launch of Cluster Development Programme in Readymade Garments Clusters, Nimdanga, Sainthia, Birbhum
q.	Launch of Cluster Development Programme in Mustard Oil Cluster, Dinhat, Coochbehar

March, 2017

a.	Operationalization of Karma Tirtha at Motirampur, Patashpur-II, Purba Medinipur
b.	Operationalization of CFC for Muslin Tirtha at Birbhum
c.	Launch of Cluster Development Programme of Batasha cluster of WBKVIB
d.	Operationalization of Exhibition cum display hall of Tangail Tantujibi USS Ltd, Fulia, Nadia
e.	Operationalization of CFC of Nagar Ukra Handloom Cluster, Haringhata, Nadia
f.	Operationalization of CFC of Indpur Handloom Cluster, Bankura
g.	Inauguration of CFC of Gopalpur Handloom Cluster, Jangipara, Hooghly
h.	Inauguration of CFC of the Daspur Handloom Cluster, Khanakul I, Hooghly
i.	Operationalization of Marketing Complex under NFM at Sainthia and Tarapith in Birbhum
j.	Restart Ceramic Centre For Rural Development (CCRD) at Panchmura, Bankura with facilities for training, Common Facility Centre (CFC) and production centre
k.	Launch of CFC of Bee Keeping Cluster, Bijanbari, Darjeeling
l.	Launch of Cluster Development Programme in Brass Metal Cluster, Goghat-I, Hooghly
m.	Launch of Cluster Development Programme in Zari Zardausi Cluster, Raina-I, Burdwan
n.	Operationalization of Startup Facilitation Centre

April, 2017

a.	Synergy MSME at Hooghly
b.	Comprehensive 3 rd party evaluation of the MSME Facilitation Centre (MFC)
c.	3 rd party evaluation of pending agenda for Ease of Doing Business
d.	Operationalization of Karma Tirtha at Kharikamathani, Nayagram, Paschim Medinipur
e.	Operationalization of Karma Tirtha at Ailakandi, Bankura-I, Bankura
f.	Launch of CFC of Mustard Oil Cluster, Kaliaganj, Dakshin Dinajpur
g.	Launch of Cluster Development Programme on Ready Made Garments, Howrah
h.	Launch of exclusive show room of Baluchari Saree by Tantuja at Park Street, Kolkata
i.	Launch of Cluster Development Programme in Lock & Key, Jujursha, Howrah.
j.	Launch of Cluster Development Programme in Madarihat Wooden Furniture cluster, Alipurduar

May, 2017

a.	Operationalization of Karma Tirtha at Nimdiha Koptisole, Gopiballavpur-I, Paschim Medinipur
b.	Operationalization of Karma Tirtha at Katium, Ranibandh, Bankura
c.	Launch of CPC on Sal Leaf Plate at Birbhum
d.	Operationalization of CFC of Darappur Handloom Cluster, Chakda, Nadia
e.	Launch of Cluster Development Programme in Musical Instrument Cluster, Dhulasimla, Howrah.
f.	Launch of Cluster Development Programme in Wooden Furniture Cluster, Joypur, Howrah.
g.	Launch of Cluster Development Programme in Lens Grinding Cluster, Chandarpur, Amta-I, Howrah.

June, 2017

a.	Operationalization of Karma Tirtha at Bundla, Raghunathpur-I, Purulia
b.	Operationalization of Karma Tirtha at Chakbakhar, Balurghat, Dakshin Dinajpur
c.	Launch of CPC on Sal Leaf Plate at Bankura & Purulia
d.	Launch of Cluster Development Programme in Uko Manufacturing Cluster, Ghola, Khalatpur, Udaynarayanpur, Howrah
e.	Launch of Cluster Development Programme in Iron Chain Cluster, Hailan, Bagnan-I, Howrah
f.	Launch of Cluster Development Programme in Artificial Hair Cluster, Jagatballavpur, Howrah

July, 2017

a.	Operationalization of Karma Tirtha at Ruinan, Sabang, Paschim Medinipur
b.	Operationalization of Karma Tirtha at Suhari, Tapan, Dakshin Dinajpur
c.	Launch of Cluster Development Project on Readymade Garments at North 24-Parganas
d.	Operationalization of CFC of the Sattari Handloom Cluster at Sattari, Malda
e.	Launch of Cluster Development Programme in Readymade Garments Cluster, Bankra, Domjur, Howrah
f.	Launch of Cluster Development Programme in Wooden Furniture Cluster, Gazole, Malda
g.	Launch of Cluster Development Programme in Processing of Waste Plastic Cluster, Sujapur, Kaliachak, Malda
h.	Inauguration of Siliguri Urban Haat

August, 2017

a.	Synergy MSME/ Entrepreneurship Development Programme (EDP) at Jalpaiguri
b.	Operationalization of Karmatirtha at Gangasagar, Sagar, South 24 Parganas
c.	Operationalization of CFC of Janbazar Leather Cluster, Kolkata
d.	Launch of Cluster on Ready Made Garments at Howrah
e.	Launch of Cluster on Hand Gloves at Purba Midnapore
f.	Operationalization of modern surgical dressing unit at Sukchar, North 24 Parganas
g.	Operationalization of CFC of Janbazar Leather Cluster, Kolkata
h.	Launch of Cluster Development Programme in Carpet Cluster, Dharampur, Manikchak, Malda
i.	Launch of Cluster Development Programme in Steel Fabrication Cluster, Englishbazar, Malda
j.	Inauguration of Bhawaiya Resource cum Community Museum at Alipurduar under RCCH
k.	Start of civil construction of CFC of Howrah Foundry Association at Howrah
l.	Start of construction of CETP V & VI at Calcutta Leather Complex, Bantala

September, 2017

a.	Operationalization of CFC of Shellac Cluster at Balarampur, Purulia.
b.	Operationalization of Karmatirtha at Bil Amria, Ramnagar-I, Purba Medinipur
c.	Operationalization of Karmatirtha at Kanchibar, Ramnagar-II, Purba Medinipur
d.	Foundation Stone laying of CPC of Sabai Grass Project, Purulia, Bankura & Paschim Midnapore
e.	Operationalization of CFC of Madhya Dakshin Srirampur Handloom Cluster, Burdwan
f.	Operationalization of CFC of Abadanga Handloom Cluster, Birbhum
g.	Operationalization of CFC of Shellac Cluster, Balarampur, Purulia
h.	Launch of Cluster Development Programme in Mustard Oil Cluster, Beldanga, Murshidabad.
i.	Launch of CFC in Agarbati Cluster, Baruipur, South 24 Parganas
j.	Inauguration of Jhumur Resource cum Community Museum at Bankura under RCCH

October, 2017

a.	Operationalization of Karmatirtha at Satkhaya T. G., Metelli, Jalpaiguri
b.	Operationalization of Karmatirtha at Uttar Latabari, Kalchini, Alipurduar
c.	Launch of Khadi Micro Cluster in different districts of West Bengal
d.	Foundation Stone laying of CPC of Project Muslin at Nabadwip, Nadia
e.	Operationalization of CFC of Nandai Handloom Cluster at Nandai, Burdwan
f.	Launch of CFC in Rice Mill Cluster, Burdwan
g.	Launch of Cluster Development Programme in Blanket Cluster, Raghunathgunj, Murshidabad
h.	Launch of Cluster Development Programme in Clay Roofing Tiles, Tentulia, Jiagunj, Murshidabad
i.	Inauguration of Chhau Resource cum Community Museum at Purulia under RCCH
j.	Launch of Jewellery Manufacturing Cluster at South Dumdum

November, 2017

a.	Synergy MSME at Bankura
b.	Operationalization of Karmatirtha at Bahurupa, Narayangarh, Paschim Medinipur
c.	Operationalization of Karmatirtha at Nandakumar, Purba Medinipur
d.	Launch of CPC of Project Muslin at Birbhum & Murshidabad
e.	Operationalization of CFC of Barasat Handloom Cluster, Ranaghat, Nadia
f.	Operationalization of CFC under Comprehensive Handloom Development Programme at Dakshin Dinajpur
g.	Operationalization stone laying of CFC of Coochbehar-II Block Handloom Cluster, Chapaguri, Coochbehar
h.	Operationalization of CFC of Gourangapara Handloom Cluster at Nasaratpur, Burdwan
i.	Operationalization of CFC of Gopinathpur Madhyapara Handloom Cluster at Samudragarh, Burdwan
j.	Operationalization of CFC of Nasaratpur Handloom Cluster at Nasaratpur, Burdwan
k.	Operationalization of CFC of Mirzapur Handloom Cluster at Mirzapur, Murshidabad
l.	Launch of Cluster Development Programme in Rixin Bag Manufacturing Cluster, Beldanga-I, Murshidabad
m.	Launch of Cluster Development Programme in Silver Ornaments Cluster, Ranaghat-II, Nadia
n.	Launch of Cluster Development Programme in Plastic Processing Cluster, Chakdah, Nadia
o.	Inauguration of Madurkathi Resource cum Community Museum at Sabang, Ramnagar, under RCCH
p.	Start of civil construction of Plastic Park at Howrah

December, 2017

a.	Operationalization of CFC of Refractory Bricks Cluster, Durgapur
b.	Operationalization of Karmatirtha at Bakreswar, Dubrajpur, Birbhum
c.	Launch of Cluster Development Programme on Folk Art, Jalpaiguri
d.	Foundation stone laying of CFC of Udaynarayanpur Block Handloom Cluster, Udaynarayanpur, Howrah
e.	Operationalization of CFC of Kushodanga Jewdhara Handloom Cluster at Kushodanga, Burdwan
f.	Operationalization of CFC of Boalia Handloom Cluster, Krishnanagar I, Nadia
g.	Operationalization of CFC of Sachimata Handloom Cluster, Nabadwip Municipality, Nadia
h.	Operationalization of CFC of Birpur Handloom Cluster, Nakashipara, Nadia
i.	Operationalization of CFC of Chakislampur Handloom Cluster, Mursidabad
j.	Operationalization of CFC of Hariपुर Handloom Cluster, Mursidabad
k.	Launch of CFC of Refractory Bricks, Durgapur
l.	Launch of CFC at Brass and Bell Metal Cluster, Kalyanpur, Patashpur-II, Purba Medinipur
m.	Launch of CFC at Gauge and Bandage Cluster, Basirhat, North 24 Parganas
n.	Launch of Centre of Excellence on Sal Leaf Plate at Jhargram, Paschim Midnapore

V. Events

MONTH	EVENTS	PLACE
January	Bengal Festival at Dilli Haat (INA)	New Delhi
	West Bengal State Handicrafts Expo	Burdwan
	West Bengal State Handicrafts Expo	Krishnanagar
	Industrial India Trade Fair, Kolkata Organised by BNCCI	Milan Mela Ground, Kolkata
	I.I.M.T.F. organised by BCCI	Burdwan
February	West Bengal State Handicrafts Expo	Midnapur
	Participation in Jalpesh Mela	Jalpaiguri
March	Bengal Handicrafts Fair, EZCC	EZCC, Salt Lake, Kolkata
	Chaitra Tant Bastra Mela	Purba Medinipur
April	West Bengal Handicrafts Fair	EZCC, Salt Lake, Kolkata
	Prak Nabobarsho Tant Bastro Mela	Bhubaneswar
May	Nil	
June	China South Asia Exposition	Kunming, China
	Africa Big Seven, Saitex	South Africa
July	Giftex, Stationex & Jutex (Corporate Fair)	Mumbai
August	Bengal, Silk, Kantha & Baluchari Fair	EZCC, Salt Lake, Kolkata
	Banglar Tanter Haat	Milan Mela, Kolkata
	Handloom Expo	Hooghly
September	Autumn Fair / House and Gift Fair / London	Birmingham, U.K./Sao Paulo
	Design Festival	Brazil/London
	Sarodiya Mela	Suri, Birbhum
	Asansol Tant Bastro Mela	Burdwan
	Handloom Expo	Paschim Medinipur, Burdwan

MONTH	EVENTS	PLACE
October	International Handicrafts & Gifts Fair	Expo Mart, Greater Noida, New Delhi
	CII Trade Fair	Chandigarh
November	India International Trade Fair (IITF)2017	New Delhi
	West Bengal State Handicrafts Expo Rash Mela	Milan Mela , Kolkata, Coochbehar
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
	State Level Khadi Mela	Kolkata

Department of North Bengal Development

Sl. No.	Projected Targets
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January

1	Commencement of construction of bridge over river Raidak-I at Ullarkhawa, P.S. Tufanganj, Dist. Coochbehar.
2	Commencement of construction of new building for Alipurduar Mahila Mahavidyalaya, Alipurduar.
3	Commencement of construction of 66 (sixty six) nos. of dwelling houses (Gorkha Niwas) in the district of Jalpaiguri” (scheme proposed by Gorkha Task Force).
4	Commencement of beautification and bank protection work on both banks of river Karala near Biswa Banga Krirangan, Jalpaiguri.
5	Commencement of work of supply, installation & commissioning of floating synchronised dancing water features on non-metallic floats, including the illumination of Shiv mandir at Rajbari Dighi, Jalpaiguri.
6	Commencement of work of construction of road from Hathisala Sankoir to Madhabpara Airport More via Jalaigarh Hathipara under Danga GP of Tapan Block, Dist. Dakshin Dinajpur (3000 mtrs).
7	Commencement of construction work of Bochagari Bridge over river Pitani at Goalpokher I PS, under RIDF-XXII, Dist. Uttar Dinajpur.
8	Commencement of work of replacement of conventional light fittings on the existing electric poles to energy efficient LED street lights at different places of Balurghat Town under Balurghat Municipality.
9	Commencement of balance work for the construction of road from Ashighor More to Sahudangi Ashram at Dabgram-I G.P., Dist. Jalpaiguri (Construction of New Culverts with protection works, road ornamental works).
10	Commencement of construction work of Office Complex at Richmond Hill, Darjeeling.
11	Celebration of Uttar Banga Utsav, 2017.

February

1	Commencement of vertical extension of Coochbehar Engineering College (2 nd floor Administrative & Academic Building) including S&P works.
2	Completion of construction of fish market with mini ice plant at Mathabhanga under Mathabhanga Block-I. (RIDF-XXI).
3	Review meeting with all PSUs engaged by the Department as work agency.
4	Commencement of the construction of bituminous road (3200 mtrs with 4 culverts) from Maynaguri bypass Jarda bridge to Madhabdanga colony via Hathat Colony at Khagrabari-I GP, Maynaguri.
5	Completion of construction work of black top road from Panchkali village to Srikrishnapur Colony via Binnabari Chapasar Village at Matikunda-I GP under Islampur Block, Dist. Uttar Dinajpur.
6	Commencement of construction of 600 m ³ capacity, 20mtr staging height RCC Elevated Service Reservoir as per Departmental type design & drawing including delivery, inlet & overflow pipe connection etc. all complete including pipe laying work for piped water supply scheme at Natabari in the district of Coochbehar.”
7	Completion of the construction work of road from Jamdanga to Basipur Katcherai Mill via Bariyal Charkurampara Janagar Keshurkuri pacca rasta under Tapan Block (RIDF XXI).
8	Commencement of construction of Kichaktala Bridge over river Siriani at Goalpokher I PS, sanctioned under RIDF-XXII, Uttar Dinajpur.
9	Completion of construction of road from Paharpur more to Kaliaganj Uttameswar High School via Chowrangi More, Jalpaiguri (WBCETF).
10	Completion of repairing & strengthening work of Fulbari Bypass road - upto Goaltuli, Fulbari More on NH 31C in Jalpaiguri District & upto Goaltuli More under Darjeeling District (WBCETF).
11	Completion of construction of electric crematorium on the right bank of Sahu river at Dabgram at Noapara (Civil works).

Sl. No.	Projected Targets
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March

1	Completion of construction work of market complex at Duliahat in Uchalpukuri GP under Mekhliganj PS (RIDF-XXI).
2	Commencement of construction work of black top road from Taherchak main road to Munoil via Karimgutin Bridge, under Hilli / Balurghat Block, Dist. Dakshin Dinajpur (Length- 4.70 km).
3	Completion of replacement work of Metal Halide luminaries to energy efficient LED Flood light luminaries in 20 nos. High Mast at different locations of Coochbehar town.
4	Completion of construction work of road from Gopalganj to Mohana Pucca Rasta under Kumarganj Block, under RIDF XXI.
5	Commencement of construction of new metalled road (5500 mtrs) from Rupahar NH 34 to Hasua via Belul under Durgapur GP, Itahar Block, Dist. Uttar Dinajpur.
6	Completion of replacement of LED street light luminaries at different street under Jalpaiguri Municipality.
7	Completion of construction of proposed Police barrack in Uttarkanya Campus including S&P works at Fulbari in the district of Jalpaiguri.
8	Completion of construction work of black top road from old Champatali to Khudiram Mondal's house under Jahangirpur GP, Gangarampur Block, Dist. Dakshin Dinajpur. (1750 meters)
9	Completion of construction work of new metalled road from Bangar Bus Stand to Basratpur via Basratput FP School under Marnai, Itahar, Dist. Uttar Dinajpur.
10	Completion of replacement work of conventional light fittings on existing electric poles to energy efficient LED street light at different places of Balurghat Town under Balurghat Municipality.
11	Completion of balance work of construction of Gallery-I (Type A) and Gallery-II (Type B) at Biswa Banga Krirangan, Jalpaiguri.
12	Completion of construction of road from Radhakrishna Mandir via Budha Maya School to Beersheba Eng. Medium School & CC road from Sani Mandir near Budho Maya School to Manokamna Flour Mill via Shivnagar Kali Mandir at Fulbari I GP, Dist Jalpaiguri.
13	Completion of construction of new class rooms, teachers room, ladies & gents toilets, examination hall, Principal Chamber, office room etc including S&P work of Birpara College, Alipurduar.
14	Completion of DWS project for Berubari Mouza under Kherija Berubari-I GP of Sadar Block, Jalpaiguri.

April

1	Co-ordination meeting with Malda Highway Division, PW (Roads) to review the progress of Bhutni Bridge over river Fulahar at Manikchak.
2	Completion of construction of 10 nos. of AWC in various TGs in Kumargram Block, Dist. Alipurduar.
3	Preparation of scheme bank for RIDF XXIII.
4	Completion of repair and renovation of Coochbehar Bhawan, Salt Lake, Kotkata.
5	Completion of the Mini Drinking water supply scheme with pumping arrangement, storage, distribution of pipe line at Grassmore Tea Garden in the District of Jalpaiguri.
6	Completion of the construction of road from Kalakata Pry School (Singh Para) to Manish Bathan Matri Mandir Apish Khana Math via Howrah at Panishala GP, Coochbehar (5 KM).
7	Completion of construction of Paharia Bhawan with boundary wall including S&P work & electrical work at Himachal Vihar, Matigara.

May

1	Completion of construction work of road from Odlabari to Patharjhora via Manabari under Mal Block, Dist. Jalpaiguri (WBCETF).
2	Review meeting with Darjeeling, Jalpaiguri, Coochbehar & Alipurduar District.
3	Review meeting with Uttar Dinajpur, Dakshin Dinajpur & Malda District.

Sl. No.	Projected Targets
4	Completion of construction work of surface based water supply scheme located at Buxa Fort area in Dooars region, Alipurduar.
5	Completion of construction work of road from Santinagar to Nayabari Eidgah via Kanthalbari under Uttar Dinajpur District (RIDF-XXI).
6	Completion of construction work of road from Manglahar to Kuchibari via Maliandighi, Harirampur Block, Dakshin Dinajpur (RIDF XXI).
7	Completion of improvement work of road from Medical more to Kawakhali More via Pelkujote & construction of guide bundh & allied work of Lochka river, Matigara, Dist. Darjeeling.
8	Completion of improvement work of road from Magurabank to Jami Masjid via Bund road of Sripur-I GP, Block Ratua II, Dist. Malda.
9	Completion of beautification of Alipurduar Parade Ground with Pathway, Concrete drain, Hawkers' Zone, Open Air Theatre etc. in the District of Alipurduar
10	Completion of construction of blacktop road from 11 mile to Dalna, Block Habibpur, Dist. Malda.
11	Completion of improvement work of black top road from Mathurapur to Goaispur at Binodpur GP, Mouza Moturapur & Jote Kaba under English Bazar Block, Dist. Malda.
12	Completion of construction of new metalled road (5500mtrs) from Rupahar NH 34 to Hasua via Belul under Durgapur GP, Itahar Block, Dist. Uttar Dinajpur.
13	Completion of construction work of black top road from Taherchak main road to Munoil via Karimgutin Bridge, under Hili / Balurghat Block in the District of Dakshin Dinajpur (Length- 4.70 km)

June

1	Review meeting with West Bengal Forest Dev Corporation & Chief Wild Life Warden, Forest Department.
2	Co-ordination meeting with PHE, Health & Tourism.
3	Review meeting with Lepcha Development Board.
4	Completion of replacement of conventional light fittings on existing electric poles to energy efficient LED street light at different places of Balurghat Town under Balurghat Municipality.
5	Completion of the replacement of conventional light fittings on existing electric street poles & high mast to energy efficient LED lights & luminaires at different locations of Raiganj Municipality & Karnajhora, Dist. Uttar Dinajpur.

July

1	Co-ordination meeting with Irrigation Department.
2	Review meeting with Terai Dooars Development Board.
3	Review meeting with different PSUs engaged by the Department as work agency.
4	Meeting with MLAs to review the progress of schemes/ projects of the Department.

August

1	Completion of construction of 72 (seventy two) nos. Anganwari Centres (AWC) in Jalpaiguri District scheme sanctioned under RIDF – XXII.
2	Completion of construction of 32 (thirty two) nos. Anganwadi Centres in the Tea Garden area of Phansidewa Block, under Siliguri Mahakuma Parishad, in the district of Darjeeling under RIDF – XXII.
3	Completion of installations work of 40 nos. Deep Tube Wells by using ODEX-115 method of drilling under different Blocks in the District of Darjeeling, Jalpaiguri & Alipurduar (total depth 85 metres) a scheme proposed by Gorkha Task Force.
4	Completion of installation of 50 KW roof top grid solar power system at Vivekananda Bhawan.
5	Completion of supply, erection testing & commissioning of 12 mtrs High Mast luminaries at different places under Jalpaiguri Municipality.

Sl. No.	Projected Targets
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September

1	Completion of construction of 44 Anganwari Centres in convergence with MGNREGS in Siliguri Mahakuma Parishad area of Darjeeling.
2	Completion of installation of 15 nos. of Solar Operated Sprinkler for minor irrigation using surface water from water bodies in Sadar, Maynaguri & Mal Block, Dist. Jalpaiguri.
3	Completion of construction of 4 (four) nos of shops cum godowns at Daspara Hat SMY under Chopra Block, Dist. Uttar Dinajpur.
4	Completion of construction of composite bridge (24 mtr span) RSJ bridge & 1550 mtr approach road over river Kulkuli from Chengmari to ITI College at Kumargram, Dist. Alipurduar.
5	Completion of the construction of 50 (fifty) nos. Anganwari Centres in Malda District (under RIDF – XXII).
6	Completion of construction of closed high drain at M.J.N. Hospital, Coochbehar.
7	Completion of construction of metalled road from Siliguri more to Basedebpur, Tapan Block, Dist. Dakshin Dinajpur.
8	Completion of construction of road from Hari Mandir Chowpathi to Vedaved Ashram at Purba Folimari within Dawaguri GP.

October

1	Completion of construction of new building for science block including S&P work at Moynaguri College in the district of Jalpaiguri.
2	Completion of construction of proposed out-house at Bengdubi Forest Bungalow Campus, repair & renovation of existing Forest Bungalow at Bengdubi including S&P, construction of boundary wall at Bengdubi Forest Guest House Campus, Dist. Darjeeling
3	Completion of construction of balance part of Sukanta Bhawan at Buniyadpur, Dist. Dakshin Dinajpur.
4	Completion of construction of approach road to bridge over river Raidak-I at Ullarkhawa, P.S. Tufanganj in the district of Coochbehar.
5	Completion of construction of boundary wall & MS Gate for Mahila Mahavidyalaya in the district of Alipurduar.
6	Completion of construction of (3.0m x 3.0m x 3 nos.) cell box culvert at Partapur approach including river protection work of Siriani under Goalpokher-I Block, Dist. Uttar Dinajpur.
7	Completion of construction of BM road (3000 mtrs) from NH 31 to Punudanga and Kuniadanga via Dawaguri Ghosepara at Dawaguri.

November

1	Completion of construction of bituminous road from Kathalguri Hatkhola via Kathalguri Garden Gundri Bazar via Garden Nursery, Bhanu Bhakta, Munsii Line to Garden Nursery (6120 mtrs) within Chamurchi GP under Dhupguri Block, Dist. Jalpaiguri.
2	Completion of construction of RSJ Bridge over Masaldanga Canal (48 mtrs span with 200 mtrs approach road) at Chotogarol jhora under Nazirhat II GP.
3	Completion of piped water supply scheme for Panna forest village, Naya forest village & Bijoypur Basti under Kalchini Block, Dist. Alipurduar.
4	Completion of improvement work of drainage capacity of Gadadhar Channel, Jalpaiguri at Mandalghat in the District of Jalpaiguri (Phase II from Channel 3300 m to 4800 m) RIDF XXI.
5	Completion of the construction of composite bridge (60 mtrs span) over river Nilkamal at Sheoti Part II under Sukarkuthi GP within Dinhata II Block, Dist. Coochbehar.
6	Completion of construction work of road from Newlands TG to Sankosh TG in Kumargram Block, Dist. Alipurduar. (WBCETF)

Sl. No.	Projected Targets
7	Completion of construction of road from Hathisala Sankoir to Madhabpara Airport More via Jalaigarh Hathipara under Danga GP of Tapan Block, Dist. Dakshin Dinajpur (3000 mtrs).
8.	Completion of construction of composite bridge (48 mtr span RSJ Bridge with 400 mtr approach road) over river Dharala at Sonakuli under Suktabari GP, Coochbehar-I PS.
9	Completion of construction of 66 (Sixty six) nos. of dwelling houses (Gorkha Niwas) in the district of Jalpaiguri” (scheme proposed by Gorkha Task Force).
10	Completion of beautification and bank protection work on both banks of river Karala near Biswa Banga Krirangan, Jalpaiguri.
11	Completion of construction of bituminous road (3200mtrs with 4 culverts) from Maynaguri bypass Jarda bridge to Madhabdanga colony via Hathat Colony at Khagrabari-I GP, Maynaguri

December

1	Completion of renovation cum construction work of Rabindra Bhawan at Mungpoo in the district of Darjeeling.
2	Completion of construction of 600 m3 capacity, 20mtr staging height RCC Elevated Service Reservoir as per Departmental type design & drawing including delivery, inlet & overflow pipe connection etc. all complete including pipe laying work for piped water supply scheme at Natabari in the district of Coochbehar.”
3	Completion of construction of RSJ bridge over river Jhaljhali at Bhajaner Chara within Patchara GP.
4	Completion of up-gradation works of metalled road from Karandighhi bus stand to Sadhan High School via Chardhamali, Karandighhi Block, in the District of Uttar Dinajpur.
5	Completion of construction of RSJ bridge at Folimari Ghat under Hari Mandir Chowpathi over Torsa’s branch within Dawaguri GP.
6	Completion of construction of electric crematorium at Islampur Municipality including electrification & beautification of surrounding area.
7	Completion of construction of new black top road from Mahendrabari more to Bibinagar under Uttar Dinajpur District.
8	Completion of construction of bituminous road from Banarhat TG canteen to Karbala TG Hindu Jr High School via Ramsai Gate under Dhupguri Block, Dist. Jalpaiguri (6120 mtrs).
9	Completion of construction of composite bridge (24 mtr span RSJ bridge & 1550 mtr approach road) over river Kulkuli from Chengmari to ITI Ciollege at Kumargram, Dist. Alipurduar.
10	Completion of Mini piped water supply scheme for Lankapara TG at Sukrity Line under Madarihat Block in the District of Alipurduar.
11	Completion of construction of RSJ bridge (48 mtr span) along with 180 mtr approach road at Gobrachara Darara near the market under Gobrachara Nawarhat GP within Dinjata, Dist. Coochbehar.
12	Completion of construction of road from Kirati Chowk More Railway under pass at Luksan to International Entrance at Nainital Bhutan via Carron TG (7100 mtrs) under Nagrakata Block, Dist. Jalpaiguri.
13	Completion of the construction of road (5500 mtrs with 5 box culverts) from Dhalpal-II GP office to Natabari Gadadhar Joist bridge at Dhalpal.

Department of the Legal Remembrancer

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. Steps to be taken regarding monitoring of status of different cases pending before Hon'ble High Court, Calcutta and early disposal of cases.
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 POCSO 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. Steps to be taken regarding monitoring of status of different cases pending before Hon'ble High Court, Calcutta and early disposal of cases.

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.

Department of Panchayats & Rural Development

Month	List of Major Activities
January	<ul style="list-style-type: none"> ● 2-day Workshop on MGNREGA Annual Action Plan with the Districts ● GPMS web-based application to be rolled out in all Gram Panchayats ● Tripartite Negotiation meeting for Institutional Strengthening of Gram Panchayats Project (ISGPP-II) between the World Bank, DEA and the State Government ● Review meeting of Programme Steering Committee (PSC) on certification of results of Annual Performance Assessment (APA 2016) in respect of Gram Panchayats for grant disbursement in 2017-18, obtaining of approval for onward submission to the World Bank for release of funds ● Notification of the list of qualifying Gram Panchayats (except 112 GPs in the hill areas of Darjeeling District) in the Annual Performance Assessment (APA 2016) and announcement of tentative allocation of Performance Grant under World Bank supported ISGPP-II, 14th CFC (10%) and SFC Grants ● Procurement of Project Personnel (Mentors) for ISGPP-II and conduct of induction training for newly engaged project personnel ● Monthly review meeting on NSAP / PROFLAL / AABY and other institutional issues with the DPRDOs ● Uploading of disbursement status in respect of NSAP pension in the portal ● Application of SECC and preparation of NSAP wait-list ● Annual physical verification of NSAP beneficiaries ● Distribution of Textbooks to the learners of SSKs & MSKs on 2nd January for observance of 'Book Day' ● Review meeting with the DNOs, District Coordinator and Assistant Coordinator, Education ● Observance of Netaji's Birthday and Republic Day by the SSKs & MSKs ● Compilation of DISE – 2016-17 ● Visit of SSKs & MSKs ● Training of Samity Education Officers ● Electrification of SSKs & MSKs in select Districts ● State level Annual Review Meeting under MNB Chaired by the Hon'ble MIC P&RDD & PHED ● Training of the volunteers on Solid Liquid Waste Management under MNB for the District Level Official ● Training of Master Trainers on Rural Road Maintenance under PMGSY in the State ● Review workshop of Karmadhyakshas of "Siksha, Sanskriti, Tathya O Krira" of the Panchayat Samitis ● Skill Development of WDO & LGS of RGSY Districts for the Block Level Officials ● State Level workshop on VCFS of Social Welfare Department with Representatives of all Departments, academicians & NGOs ● Training on Social Audit for the District / Block Level Officials ● Refresher Training of DDOs in respect of Block level officials ● Training on Rural Health Services [CHCMI, VHSNC etc] with District RPs & Karmadhyakshas of the Zilla Parishad and the Panchayat Samitis ● One Day Workshop on use of innovative technology in Rural Housing & Rural Infrastructure with Block and GP officials ● Construction of 5 (Five) Washrooms in Gandhi Bhavan and Binoy Bhavan under BRAIPARD

Month	List of Major Activities
	<ul style="list-style-type: none"> ● Construction of Technological Centre at Gandhi Bhavan under BRAIPARD ● Renovation of Computer Room at Gandhi Bhavan under BRAIPARD ● Research Project – Social Inclusion of Particularly Vulnerable Tribal Groups (PVTG): Assessment Impact of Rural Development Schemes among the three PVTGs in W.B. to be undertaken in the BRAIPARD ● A Documentary Film on ANANDADHARA – empowering women mass through their intensive participation in livelihood development: Jibikar Sondhane Gram Bangla ● A Documentary Film on Elementary Education in West Bengal: “Likhchi, Porchi, Shunchi – Kintu Sikhchhi Ki?” ● Registration of Sanghas under WB Cooperative Societies Act (to be continued throughout the year) ● AGM of Sangha Samavaya for formation of new Board by Cooperative Election Commission (to be continued throughout the year) ● Finalization of policy and deployment strategy in respect of iCRPs in Non-Intensive Blocks (from Resource and Model Blocks) ● CB for Sangha Samavaya leaders on Sangha Samavaya Management at Centres for Cooperative Management (to be continued throughout the year) ● Review of SHG Bank Linkage Status in the Districts (at the beginning of last quarter of 2016-17, to be continued throughout the year) ● Sensitization Programmes for Bankers in the Districts (to be continued throughout the year)) ● Training programmes on CIF Management of Sanghas (to be continued throughout the year) ● Conduct of Audit of accounts of SHGs by Community Auditors in the respective Districts under the supervision of the District Nodal Maha-Sangha / Sangha (to be continued throughout the year) ● Training to the SHG Book Keepers by Community Auditors of the respective District (to be continued throughout the year) ● Deployment of Community Resource Persons (CRP) in three more Intensive Blocks to introduce Community Managed Sustainable Agriculture (CMSA) and bringing new households for CMSA practices (to be continued throughout the year) ● Initiation of Convergence Project with ADMIP in Darjeeling District ● Capacity Building of SHGs on Animal Resource Development initiated in Intensive and Model Blocks (to be continued throughout the year) ● Review of the Pilot Project on Land Literacy and Preparation of the Draft Expansion Plan of the Land Literacy Project with LANDESA ● Review of PMGSY works by the Hon’ble MIC and the Principal Secretary of this Department ● Submission of DPRs in respect of Projects under RIDF-XXII to NABARD
February	<ul style="list-style-type: none"> ● Demand capturing and Special Employment Generation week in MGNREGA ● Workshop on MGNREGA Convergence Plan ● Meeting of the SEGC (State Employment Guarantee Council) ● Completion of preparation of Program Operation Manual (POM) for ISGPP-II ● Launching of Grievance Redress Mechanism (GRM) portal for online registration of grievances with regard to services of Gram Panchayats by rural people ● Establishment of District / Sub-District Project Management Unit in the newly adopted 10 Districts thereby covering all 19 Districts in the State for execution of ISGPP-II

Month	List of Major Activities
	<ul style="list-style-type: none"> ● Deployment of Mentoring Team for handholding support to GPs with regard to Integrated Planning, Implementation and Monitoring as well as report returns and deployment of District / State level Project Personnel ● Induction training for newly recruited project personnel under ISGPP ● Completion of negotiations and appraisal for ISGPP-II and Formal Launching of ISGPP-II for all (3342 GPs) in the State ● SECC work in relation to NSAP (Application of SECC and preparation of NSAP wait-list) ● Monthly review meeting on NSAP / PROFLAL / AABY and other institutional issues with the DPRDOs ● Uploading of disbursement of NSAP pension to be continued ● Annual Physical Verification of NSAP beneficiaries ● Training on New Text Books to the Sahayaks / Sahayikas ● Preparation of Annual Budget for 2017-18 under PBRSSM ● Analysis of Special Evaluation Report 2016 ● Preparation of training guidebooks for Class – VII & VIII ● Meeting to finalize AIP for the 2017-18 under MNB ● Training on SLWM for GP & Block Level functionaries ● Review workshop of Karmadhyakshas of PS & ZP in respect of the “Bon O Bhumi Sthayee Samity” ● A Documentary Film on Waste Management: Turning wastes into assets through village level Solid-Liquid Waste Management processing unit ● A Documentary Film on Disaster Management in West Bengal: Prakritik Biporjoye Manush o Prashashon ● Selection, Immersion and Capacity Building, ToT of potential iCRPs (in batches; to continue for some months) under ANANDADHARA ● Module Preparation and Protocol development for iCRPs ● Review the progress of Resource Block Strategy ● Immersion and Exposure Visit of Community Leaders, Community Cadres and Project Staff (to be continued throughout the year) ● Preparation of the draft Annual Credit Plan for 2017-18 for SHG-Bank Linkage and sharing with the Districts and SLBC ● Issue of EoI for Internal Audit for the year 2017-18 under ANANDADHARA ● Preparing Draft Annual Action Plan in respect of WBSRLM for 2017-18 (including its submission and appraisal by the Ministry) ● Board meeting of the WBCADC ● State level review meeting on development activities of WBCADC ● Completion of PMGSY road for a total length of approximately to the tune of 3500 KM in 2016-17 across the State subject to availability of programme fund to be obtained by the Government of India ● Submission of DPRs in respect of Projects under RIDF-XXII to NABARD ● State level review meeting on RIDF Projects
March	<ul style="list-style-type: none"> ● IEC-BCC Strategy and plan for MGNREGA in place ● Dissemination of research findings of MGNREGA in West Bengal ● 100 percent AADHAR enrolment of active job seekers ● Training on tax collection through PDA in the District of Howrah

Month	List of Major Activities
	<ul style="list-style-type: none"> ● Review of learning and training Plan for GPs to be developed by training committees at different Districts ● Monthly review meeting on NSAP / PROFLAL / AABY and other issues with the DPRDOs ● Uploading of disbursement of NSAP pension to be continued ● Training on New Text Books to the Sahayaks / Sahayikas under SSKs / MSKs ● Review meeting with the DNOs, District Coordinator and Assistant Coordinator, Education ● Visit of SSKs & MSKs ● Calculation of Text Books requirement for 2018 ● Publication of Special Evaluation Report 2016 ● Organize quiz competition for the learners of MSKs across the State ● Orientation Training on Right to Education & Universalization of Education with SEOs posted at the Blocks ● 3 Days' Workshop on Tribal Dev. with Inspectors, BCW Department in selective Blocks of Backward region ● 3 Days' Workshop on Innovative Practices on CMDM with MDM Supervisor / Accountant and DEOs ● A Documentary Film on Cooked Mid Day Meal Programme : "Bhorapete porashona – Bhalo mone aro jana" ● A Documentary Film on ANANDADHARA – empowering women mass through their intensive participation in livelihood development: Moumachhi palon o jibikar utsomukh ● Final submission of Annual Action Plan for WBSRLM in respect of 2017-18 to the Ministry ● Grading of Upa-Sanghas and Sanghas ● Training of Master Book Keepers at Sangha level (4-5 per Sangha) (to be continued throughout the year) ● Review of SHG-Bank linkage performance and finalizing the SHG-Bank Linkage Credit Targets and review of Financial Literacy programmes in selected Blocks as well (to be continued throughout the year) ● Review of all Special and Pilot Projects under Institution Building and Capacity Building, Livelihood, Convergence, Financial Inclusion, Social Inclusion – Social Development under Anandadhara (to be continued quarterly) ● Review of Community Auditors' performance at District level and action on adverse audit report by Community Auditors on SHG accounts (to be continued throughout the year) ● Review of progress of SVEP for the first year (2016-17) [implemented in Patharpratima and Dinhata-I Blocks] ● Preparation of Annual Action Plan of RKVY to be implemented by WBCADC for the year 2017-18
April	<ul style="list-style-type: none"> ● Review of MGNREGA implementation in 2016-17 and setting up priorities for 2017-18 ● Training of the FC&CAO of the Zilla Parishad on IFMS ● Roll out of WBMS GIS integrated Planning and Monitoring system for GPs for the newly covered GPs under ISGPP-II ● Procurement and Deployment of independent Agency for conduct of Annual Performance Assessment (APA 2017) in respect of Gram Panchayats for grants to be disbursed in 2018-19 ● Confirmation and certification of Disbursement Linked Indicators [DLIs, (other than APA lined two DLIs)] related to GP training, mentoring support to GP, provision of system development support for the GPs (WBMS, GIS, GPMS and GRM), Program Management and HR strengthening support to GPs and submission of report to Programme Steering Committee (PSC)

Month	List of Major Activities
	<ul style="list-style-type: none"> ● Installation of Video Conference system in offices of the District PRIs, DTCs and selected State unit ● Monthly review meeting on NSAP / PROFLAL / AABY and other issues with the DPRDOs ● Uploading of disbursement of NSAP pension to be continued ● Meeting with the DQMs & PA-cum-DEOs ● Visit of SSKs & MSKs ● Preparation the computerized accounts in respect of 2016-17 ● 1st term Evaluation of the SSKs / MSKs ● Observance of Nirmal Bangla Diwas on 30th April ● Progress review meeting under MNB ● Construction of a classroom at Benoy Bhawan in BRAIPARD ● Research Project: MGNREGS and its impact on Livelihood and Economic Development of Rural People – A study across West Bengal (in collaboration with NIRD & PR) to be taken up in the BRAIPARD ● A Documentary Film on generation of livelihood through fisheries, agriculture, horticulture and animal husbandry in Rural Bengal, to be released by the BRAIPARD ● A Documentary Film on ICDS and Rural Health in West Bengal: Improving maternal and child health and ensuring pre-primary education to be launched by the BRAIPARD ● Review of performance of the Mission in 2016-17, sharing of approved Annual Action Plan in respect of 2017-18 with the Districts under ANANDADHARA ● SHG Audit to be initiated by Certified Community Auditors ● Review of PMGSY work from the Department ● Fixation of target for constructing PMGSY roads for 2017-18 ● Submission of DPRs in respect of Projects under RIDF-XXII to NABARD
May	<ul style="list-style-type: none"> ● Cross learning exercise by sending 6/7 District teams to one in each of the 3 divisions under inter-District exchange programme ● Development of NRLM application and pilot testing to be initiated in five Sanghas ● Disbursement of ISGPP-II grants to qualifying GPs in the State for implementation of planned activities ● Review meeting of Programme Steering Committee (PSC) on DLIs certification (other than APA linked ones) for release of funds by Bank and due approval for onward submission to the World Bank for release of funds for execution of ISGPP-II ● Evaluation programme for the Sahayaks / Sahayikas ● Auditing the Bank Account of District SSK & MSK Cell (6-Districts to be taken up) ● Training of Sahayaks / Sahayikas on New Text Books ● State level consultation on ODF sustainability and ODF Plus ● Training on Capacity Development of District Coordinator [CHCMI] on Health & Education of District Coordinator [CHCMI] ● Trainers' Training on ODF Protocol under MNB of District level Officials ● Regional TOT on Community participation for universalization of Elementary Education - NIRD OFF- Campus ● Research Project: MGNREGS and its impact on Livelihood and Economic Development of Rural People – A study across West Bengal (in collaboration with NIRD & PR) - continued from previous month to be taken up by the BRAIPARD

Month	List of Major Activities
	<ul style="list-style-type: none"> ● A Documentary Film on Govt. initiative in Education in rural Bengal in lights of Kanyashree and Sabujasathi Scheme to be released by the Department ● A Documentary Film on evolution of automated Financial Management System in Gram Panchayat and Panchayat Samity – a journey towards paperless transaction and its impact, to be released ● Release of another tranche of CIF to eligible Sanghas under Anandadhara on the basis of performance assessment ● Review of functioning of CBRM system and placement of CSPs (Bank Linkage) in bank branches ● ToT of Project Staff on Sangha Cooperative Management ● Refresher Training of BLTs on different thematic areas (to be continued throughout the year) ● State level review meeting on developmental activities of WBCADC ● Submission of DPRs in respect of Projects under RIDF-XXII to NABARD ● State level review meeting on RIDF Projects
June	<ul style="list-style-type: none"> ● Releasing 6 Audio-Visual documents on MGNREGA success stories ● Quarterly review meeting on MGNREGA ● Workshop on spring shed Development ● GPMS web-based application to be rolled out in all Gram Panchayats ● Initiation for constitution of pool of auditors (PA&AO and PDOs) for conduct of internal audit of identified weaker GPs and organization of first round of training for pool of auditors ● Monthly review meeting on NSAP / PROFLAL / AABY and other issues with the DPRDOs ● Uploading of disbursement of NSAP pension to be continued ● Annual Audit of PBRSSM for the year 2016-17 ● Review workshop on MNB for the District Level Official ● Training on Planning and Management of Microenterprises for the SHGs ● Trainers of Training on ODF Protocol under MNB ● Training on CLTS / CATS for the selected NGOs working at Block / GP Level ● Orientation training on RTE to Samity Education Officers posted at the Blocks ● Beautification work of Gandhi Bhawan & Binoy Bhawan campus of the BRAIPARD ● A Documentary Film on ANANDADHARA – transforming tribal community in Jangalmohal: Jongole ache jibon, to be taken up by the BRAIPARD ● A Documentary Film on Public Distribution System in West Bengal – A comparative study between the Act and the Fact, to be launched by the BRAIPARD ● Review of functioning of CBRM system and placement of CSP (Bank Linkages) in bank branches ● Release of second tranche of VRF to eligible Sanghas ● Review of programmes under Integrated Coastal Zone Management Project in Sagar Block of South 24-Parganas with the Institute of Ecological and Wetland Management and Environment Department of the State Government ● Quarterly Review of MKSP and SVEP Project under ANANDADHARA (to be continued quarterly) ● Preparation of DPR in respect of the projects under RKVY to be implemented by WBCADC, during the year 2017-18 ● Submission of DPRs in respect of Projects under RIDF-XXII to NABARD

Month	List of Major Activities
July	<ul style="list-style-type: none"> ● Special initiative on plantation and 'Briksha Patta' Week ● Special campaign on Individual Benefit Works in MGNREGA (Special Jibika Saptaha) ● Special MIS week on MGNREGA ● Review of progress of mentoring and system development support to GPs under ISGPP-II and review of learning and training plan for the GPs ● Installation of Video Conference system in all DM / ZP offices, DTCs and PRDD/ISGPP ● Monthly review meeting on NSAP / PROFLAL / AABY and other institutional issues with the DPRDOs ● Uploading of disbursement of NSAP pension to be continued ● Workshop for the preparation of question papers on Special Evaluation, 2017 ● State level Review Meeting under MNB to be Chaired by the Hon'ble MIC P&RDD & PHED ● Induction Level Training of Joint Block Development Officers ● Review workshop on MNB for the District Level Officials ● Training on Planning and Management of Microenterprises for SHGs of District & PS-level official ● ToT on ODF Protocol under MNB for the District Level Officials ● Professional Phase-II training of WBCS(Exe.) Officers in probation ● Induction Level Training of Joint Block Development Officers (In respect of promoted officers) ● Research Project: Impact of Mahatma Gandhi National Rural Employment Guarantee Act, 2005 on the Migration of Tribal Folk – A Case study in Jangalmahal District of West Bengal, a study by the BRAIPARD ● A Documentary Film on CHCMI / VHSNC: A story of capacity enhancement of rural mass in West Bengal to tackle various health hazards through community participation, a BRAIPARD initiative ● A Documentary Film on status of gradual development of standard of life of Minority Community in Rural Bengal, to be initiated by BRAIPARD ● Review of the State Mission against the target at the end of 1st quarter of 2017-18 under ANANDADHARA ● Zonal review meeting of PMGSY work from Presidency Division ● Submission of DPRs in respect of Projects under RIDF-XXII to NABARD
August	<ul style="list-style-type: none"> ● Special Convergence Week on MGNREGA ● SEGC (State Employment Guarantee Council) meeting ● Training on tax Collection through PDA in the District of Howrah ● Completion of APA, 2017 for grant disbursement in 2018-19 and confirmation and certification of APA results by another independent agency and submission of report to P&RD Steering Committee ● Monthly review meeting on NSAP / PROFLAL / AABY and other issues with the DPRDOs ● Uploading of disbursement of NSAP pension to be continued ● 2nd term Evaluation for the SSKs and the MSKs ● Refresher Training of Joint Block Development Officers ● Advanced training on Project preparation for SHG entrepreneurs ● Regional ToT on community participation for universalization of Elementary Education-NIRD OFF-Campus for Block Level Officials (SEO, WDO, LEOME to be invited to attend) ● Workshop on MGNREGA best practices

Month	List of Major Activities
	<ul style="list-style-type: none"> ● Training on SLWM for GP & Block level functionaries ● NIRD Off-Campus training on Credit Flow to Fisheries Sector (CFIE Team-NIRD) for the Block Level Officials ● A Documentary Film on various activities of MGNREGS: From Employment to Livelihood – a journey of rural mass, a study film by the BRAIPARD ● A Documentary Film on Sishusathi: “Sishur pasey sorkar – jokhon jekhane dorkar” by the BRAIPARD ● Revision of the Annual Action Plan for 2017-18 of WBSRLM subject to requirement ● State level review meeting on developmental activities of WBCADC ● Submission of DPRs in respect of Projects under RIDF-XXII to NABARD ● State level review meeting on RIDF Projects
September	<ul style="list-style-type: none"> ● Half-yearly review meeting on MGNREGA ● Review meeting of Programme Steering Committee (PSC) on certification of results of Annual Performance Assessment (APA 2017) of Gram Panchayats for grants disbursement in 2018-19 and approval for onward submission to the World Bank for release of fund ● Workshop on MIS under MNB with District Coordinators for review of the programme ● Workshop on NRLM Livelihood related issues ● ToT for District Level RP on MNB ● A Documentary Film on an Ideal Panchayat Samity and Block – “Kemon ho uchit ekti adorsho Block o Adorsho Panchayat Samity” to be taken up by the BRAIPARD ● A Documentary Film on impact of various schemes for SC, ST and OBC in West Bengal, an initiative of the BRAIPARD ● Release of second tranche of VRF to eligible Sanghas ● SD MIS & DISE – 2017-18 ● Observation of Teachers’ Day ● Progress review Meeting under MNB ● Submission of DPRs in respect of Projects under RIDF-XXII to NABARD
October	<ul style="list-style-type: none"> ● Media sensitization on MGNREGA success stories ● Development of NRLM application and pilot testing in five Sanghas ● Notification of the list of qualifying Gram Panchayats in the Annual Performance Assessment (APA 2016) and announcement of tentative allocation of performance grant under World Bank supported ISGPP-II, 14th CFC (10%) and SFC grants. ● Review of progress of Mentoring and system development support to GPs under ISGPP-II and review of learning and training plan for GPs ● Review meeting with the DNOs, District Coordinator and Assistant Coordinator, Education ● National Children Science Congress – 2017 ● State level consultation on IEC under MNB ● Training on Rural Health Services [CHCMI, VHSNC etc] with District RPs & Karmadhyakhsa of Janasasthya SS for District RPs & Karmadhyakhsa of Janasasthya-o-Poribesh Sthayee Samiti of Panchayat Samities ● Review workshop of Karmadhyakshas of “Siksha, Sanskriti, Tathya O Krira” of Karmadhyakshas of “Siksha, Sanskriti, Tathya O Krira” Sthayee Samities of various Panchayat Samities ● Research Project: Education and Women Empowerment – A comparative study in West Bengal, Mizoram and Kerala (in collaboration with NIRD & PR, Hyderabad and SIRD, Mizoram and SIRD, Kerala)

Month	List of Major Activities
	<ul style="list-style-type: none"> ● A Documentary Film on ANANDADHARA: Raising capacity and capability of women folk in North Bengal ● A Documentary Film on impact of various Housing schemes in Rural Bengal ● Review of the State Mission against the target at the end of 2nd quarter of 2017-18 ● Zonal review meeting of PMGSY work from the Jalpaiguri Division ● Submission of DPRs in respect of Projects under RIDF-XXII to NABARD
November	<ul style="list-style-type: none"> ● Intensive planning exercise for MGNREGA ● GPMS web-based application to be rolled out in all Gram Panchayats ● State wide Project and Citizens' communications on various social issues and social inclusion ● Monitoring and review of progress of environmental and social issues followed in the process of GP planning and implementation ● 3rd Term Special Evaluation 2017 for the SSKs and the MSKs ● First meeting for preparation of AIP under MNB for 2018-19 ● Observance of World Toilet Day ● A Documentary Film on Mission Nirmal Bangla to achieve the dream of Green Bengal, Clean Bengal ● A Documentary Film on achievement and failures and scopes of various social security schemes implemented in Rural Bengal ● Finalization of Annual Accounts of WBCADC for the year 2016-17 ● State level review meeting on development activities of the WBCADC ● Submission of DPRs in respect of Projects under RIDF-XXII to NABARD ● State level review meet on RIDF Projects
December	<ul style="list-style-type: none"> ● Quarterly review on MGNREGA ● Inception of follow up research on MGNREGA ● Review of convergence activities ● Special Campaign on MNB ● Training on SLWM for GP & Block Level functionaries ● ToT for District Level RP on MNB ● Training on Rural Health Services [CHCMI, VHSNC etc] with District RPs & Karmadhyakhsa of Janasasthya SS of District RPs & Karmadhyakhsa of Janasasthya-o-Poribesh Sthayee Samiti of various Panchayat Samities. ● Skill Development of WDO & LGS of RGSY Districts for the Block Level Officials ● Review workshp of Karmadhyakshas of "Siksha, Sanskriti, Tathya O Krira of Karmadhyakshas of "Siksha, Sanskriti, Tathya O Krira" Sthayee Samities of various Panchayat Samities. ● State Level workshop on VCFS of Social Welfare Department with Representatives of all Departments, academicians and NGOs ● A Short Film on objective of Rural Development in light of W.B. Panchayat Act, 1973 – a study on its outcomes from the view of a common people ● A Documentary Film on recent initiatives in Citizen Centric Services through Information Technology in Gram Panchayat and Panchayat Samity Level ● Livelihood workshop with the District and Block level WBSRLM functionaries ● Release of third tranche of VRF to eligible Sanghas ● Preparation of Budget of different development activities of the WBCADC for the year 2018-19 ● Zonal review meeting of PMGSY work from the Burdwan Division ● Submission of DPRs in respect of Projects under RIDF-XXII to NABARD

Department of Personnel & Administrative Reforms And e-Governance

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.
	Road map to fill up the vacancies in the newly created districts	AR	
	Complete release of Plan-fund received for the final phase of 2016-17	AR	
	a) Training of newly appointed Deputy Secretaries from WBSS Cadre.	General	
	b) Complete release of non-plan fund received for final phase.		
	Proposals for confirmation of vacancies for promotion to SCS and Non-SCS Officers of the State to Indian Administrative Service are to be sent to DOPT, Government of India.	IAS	
	Issuance of Bio-metric Identity Cards to WBCS (Exe.) Officers (first phase)	WBCS	
	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
	Monthly monitoring of ACRs of WBSS Officers	General	
	1) Processing of all the medical reimbursement cases received and disbursement of the same to the incumbent. 2) Updating of Service Books of the Employees) and forwarding them to the Place of their posting or the cadre controlling authority. Posting, Release of Employees, Leave Matters. 3) Purchase (incl. Computers) and Payment of Bills. 4) Processing of Pension related matters. 5) Nomination of GPF, GISS, Accidental & Death benefits etc. 6) All types of advances.	Establishment	
	Conducting training programmes at ATI/RTCs.	Training	On receipt of proposals of training programmes from ATI.
	Monthly review of the Departmental court cases	Law Cell	
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance cell	
	Advertisement for appointment of Gr. "D" employees by the Group "D" Recruitment Board	Establishment Cell & Group "D" Recruitment Board	
Conducting 20 Training Programmes at ATI/RTCs	ATI		
To streamline the process of submission of APR of Secretariat Common Cadre Personnel by amending the earlier Memo No.921(80)-PAR(CCW) dated 26.07.2002.	CC Wing		

Month	Important works to be done	Cell / Wing	Remarks
February	Preparation of supplementary budget, if any	AR./ Establishment	
	Road map to fill up the vacancies in the newly created districts	AR	
	Land identification for Housing Scheme for the WBCS Officers		
	Stock taking of Computer and other related accessories for the purpose of speedy computerization of the all cells of the P & A. R. Department, along with the continuation of the jobs mentioned from January.	Establishment	
	a) Final release of non-plan fund to attached offices.	General	
	b) Submission of report on employees who are not attending office for a long time.		
	c) Training of newly appointed Deputy Secretaries from WBSS Cadre.		
	Training of newly appointed Deputy Secretaries from WBSS cadre.	Training	
	Preparatory works related to in-service training (both domestic and foreign) of senior WBCS(Exe.) Officers.		
	Conducting 15 Training Programmes at ATI/RTCs	ATI	
	Monthly review of the Departmental court cases	Law Cell	
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance Cell	
	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
Monthly monitoring of ACRs of WBSS Officers	General		
1) Concurrence to the proposal of creation of additional posts in the small but expanding departments.	C C Wing		
March	Final release of Plan and Non-Plan fund to attached offices.	AR	
	Road map to fill up the vacancies in the newly created districts	AR	
	Review Meeting on the Role of ATI as Centre for e-Governance	IT & e-Governance Cell	
	a) Works relating to newly formed Gr.-D Recruitment Board.	General	
	b) Preparation of panel for promotion to the post of Registrar/OSD etc. and Assistant Secretary on consultation with PSC, WB.		
	Conducting training programmes by ATI. All are to be sponsored by the Government of India.	Training	This can be finalized once all the proposals of training programmes are received from ATI.

Month	Important works to be done	Cell / Wing	Remarks
March	Conducting 10 Training Programmes at ATI/RTCs	ATI	
	Monthly review of the Departmental court cases	Law Cell	
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance Cell	
	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
	Monthly monitoring of ACRs of WBSS Officers	General	
	1) Concurrence to the proposal of creation of additional posts in the small but expanding departments.	C C Wing	
April	Notification for newly created districts of Jhargram, Bardhaman (Industrial) and Kalimpong.	AR	
	Examination for appointment of Gr. "D" employees by the Group "D" Recruitment Board	Establishment Cell & Group "D" Recruitment Board	
	a) Completion of data loading of the ongoing Service Record monitoring project for WBSS.	General Cell	
	Distribution of on-line Performance Appraisal Report (PAR) formats for the IAS officers of the State Cadre to the respective officers.	IAS	
	Sending ACRs of WBCS(Exe.) Officers to respective appropriate authorities.	WBCS	
	Completion of data loading of the ongoing Service Record Monitoring Project for WBCS(Exe.) Officers.		
	Training of the employees associated with the Vigilance Cell on DPs and Vigilance matters.	Training	
	Conducting training programmes at ATI/RTCs.		
	Conducting 20 Training Programmes at ATI/RTCs.	ATI	
	Monthly review of the Departmental court cases	Law Cell	
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance Cell	
	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
	Monthly monitoring of ACRs of WBSS Officers	General	
	1) Filling up of vacant posts of LDA in the Secretariat Common Cadre as and when list of successful candidates is received from West Bengal Staff Selection Commission.	C C Wing	
	2) Conducting training programme for SOs.		

Month	Important works to be done	Cell / Wing	Remarks
May	Release of Plan and Non-Plan funds for the 1 st phase (April-June) of 2017-2018.	AR	Subject to extant conditions and procedures.
	Introduction of Online ACRs for the WBCS Officers	WBCS Cell	
	a) Conducting training programme for newly appointed Assistant Secretaries.	General	
	b) Release of Non-Plan funds for the 1 st phase (April-June) of 2017-2018.		
	Refresher training of UDAs/HAs.	Training	
	Conducting training programme for newly appointed Assistant Secretaries.		
	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
	Monthly monitoring of ACRs of WBSS Officers	General	
	Conducting 25 Training Programmes at ATI/RTCs.	ATI	
	Preparation of APRs & ACRs of the Employees of the Establishment Cell, along with continuation of above mentioned works.	Establishment	
	Monthly review of the Departmental court cases	Law Cell	
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance Cell	
1) Refresher training of UDAs/HAs.	C C Wing		
June	Review of the work of the New Administrative Office Buildings and Residential Buildings at Nimtouri, Purba Medinipur.	AR	
	Completion of all preparatory process for creation of new districts of Sundarban and Bashirhat along with new Sub-divisions of Jhalda and Manbazar.		
	Review of the work of New Administrative Building of Alipurduar District HQ.		
	Land allocation for Housing Scheme for the WBCS Officers	AR	
	a) Policy framing of promotion of WBSS officers on the basis of Departmental Examination.	General	
	Review Meeting on the Role of ATI as Centre for e-Governance	IT & e-Governance Cell	
	Conducting training programmes at ATI/RTCs.	Training	This can be finalized once all the proposals of training programmes are received from ATI.
	Updating of Annual Performance Reports of 2016-2017.		
	Conducting 25 Training Programmes at ATI/RTCs.	ATI	
	Monthly review of the Departmental court cases	Law Cell	

Month	Important works to be done	Cell / Wing	Remarks
June	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
	Monthly monitoring of ACRs of WBSS Officers	General	
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance Cell	
	1) Updating of APRs of the employees of C. C. Wing of P & A. R. Department.	C C Wing	
July	Continuation of work for creation of Infrastructure for setting up of newly created districts of Jhargram, Bardhaman (Industrial) and Kalimpong and new Sub-division of Mirik.	AR	
	Review of the work of Administrative Building Complex (3 storied) of S.D.O., Egra with Residential Complex for Officers and Staffs at Egra in the district of Purba Medinipur.		
	a) Training programme for OSD/Spl. Officers.	General	
	Induction training for LDAs.	Training	
	Training programme for OSDs/Special Officers.		
	Conducting 20 Training Programmes at ATI/RTCs.	ATI	
	Monthly review of the Departmental court cases	Law Cell	
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance Cell	
	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
	Monthly monitoring of ACRs of WBSS Officers	General	
	Updating of Service Books of the Employee of the Establishment Cell and other works mentioned.	Establishment	
	1) Finalisation of policy on departmental examinations for employees.	C C Wing	
2) Induction training for LDAs.			
August	Review of the work of the New Hostel Building at ATI Complex, Salt Lake, Kolkata.	AR	
	a) Conducting training programme for newly appointed Assistant Secretaries.	General	
	b) Updating Service Books of employees.		
	Complete proposals in prescribed formats for promotion of SCS and Non-SCS officers of the State cadre to the IAS against the vacancies of 2016 are to be sent to the DOPT and UPSC.	IAS	
	Computerisation of Level Related matters of employees once necessary communication arrives from the Finance e-Governance group and continuance of regular work from January.		

Month	Important works to be done	Cell / Wing	Remarks
August	Prospective initiation of the appointment of promote/directly recruited WBCS(Exe.) officers belonging to the 2016 batch and commencement of induction level training of these officers.	WBCS	
	Conducting training programmes at ATI/RTCs.	Training	This can be finalized once all the proposals of training programmes are received from ATI.
	Conducting training programmes for newly appointed Assistant Secretaries.		
	Refresher training of UDAs/HAs and Typists.		
	Conducting 20 Training Programmes at ATI/RTCs.	ATI	
	Monthly review of the Departmental court cases	Law Cell	
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance	
	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
	Monthly monitoring of ACRs of WBSS Officers	General	
	1) Finalisation of policy to form Gr.-D Common Cadre in the Secretariat.	C C Wing	
2) Refresher training of UDA, HA and Typists categories.			
September	Preparation of Revised Budget.	AR	
	Review of the work of Administrative Building of SDO, Kharagpur in the district of Paschim Medinipur.		
	a) Preparation of revised budget.	General	
	b) Preparation of panel for promotion to the post of Registrar/OSD etc. and Assistant Secretary on consultation with PSC, WB.		
	Collection of ACRs from the Department of feeder services and furnish the same to the PSC, WB for promotion to WBCS(Exe.) Cadre.	WBCS	
	Selection for appointment of Gr. "D" employees by the Group "D" Recruitment Board	Establishment Cell & Group "D" Recruitment Board	
	Review Meeting on the Role of ATI as Centre for e-Governance	IT & e-Governance Cell	
	Refresher training of UDAs/HAs.	Training	
	Updating of Service Books of employees.		
	Conducting 10 Training Programmes at ATI/RTCs.	ATI	
	Monthly review of the Departmental court cases	Law Cell	

Month	Important works to be done	Cell / Wing	Remarks
September	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance	
	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
	Monthly monitoring of ACRs of WBSS Officers	General	
	1) Refresher training of UDAs/HAs.	C C Wing	
	2) Sending requirement of LDAs against vacancies, to WBSSC.		
October	Review of the work of the New Administrative Office Buildings and Residential Buildings at Nimtouri, Purba Medinipur.	AR	
	Review of work of the New Administrative Building-II at Barasat, North 24-Parganas.		
	a) Training of newly appointed Deputy Secretaries from WBSS Cadre.	General	
	Conducting training programmes at ATI/RTCs.	Training	This can be finalized once all the proposals of training programmes are received from ATI.
	Training of newly appointed Deputy Secretaries from WBSS cadre.		
	Conducting 15 Training Programmes at ATI/RTCs.	ATI	
	Monthly review of the Departmental court cases	Law Cell	
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance	
	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
	Monthly monitoring of ACRs of WBSS Officers	General	
	LTC, HTC related work & continuation of abovementioned works.		
	1) Finalisation of policy to form Gr.-D Common Cadre in the Secretariat.	C C Wing	
2) Updating of Service Books of the employees of C. C. Wing of the P & A. R. Department.			
November	Review of the work of New Administrative Building of Alipurduar District HQ.	AR	
	Release of Plan and Non-Plan funds for the 2 nd phase (August-December) of 2017-2018.		
	Review of the work of Auditorium at the District Head Quarters at Baruipur, South 24-Parganas.		
	a) Release of all Non-Plan funds for the 2 nd phase (August-December) of 2017-2018.	General	
	b) Conducting training programme for newly appointed Assistant Secretary.		

Month	Important works to be done	Cell / Wing	Remarks
November	Conducting training programme for newly appointed Assistant Secretaries.	Training	
	Refresher training of UDAs/HAs and Typists.		
	Conducting 15 Training Programmes at ATI/RTCs.	ATI	
	Monthly review of the Departmental court cases	Law Cell	
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance	
	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
	Monthly monitoring of ACRs of WBSS Officers	General	
	1) Refresher training of UDA/ HA and Typists.	C C Wing	
December	Review of the status of execution of work in different districts for which funds have been released out of State-Plan	AR	
	Review of the work of the Kakdwip Administrative Building and SDO Bunglow in South 24-Parganas		
	Review of the work of Circuit House at City Centre, Durgapur in the District of Burdwan		
	Review of the work of District Level Office for the Departments of Statistics and Programme Implementation, Finance & Excise at Howrah		
	a) Preparation of all proposals of augmentation and re-appropriation with reference to Non-Plan budgetary provisions for the financial year of 2017-2018.	General	
	b) Training programme for OSD/Spl. Officers.		
	c) Conducting training programme for Registrars.		
	The Departmental Promotion Committee (DPC) for promotion of IAS officers of the State Cadre to different scales of pay is to be held and promotion orders would be issued accordingly.	IAS	
	Notifying the vacancies for WBCS(Exe.) officers to the PSC, WB for WBCS(Exe.) etc. Examination, 2017	WBCS	
	Review Meeting on the Role of ATI as Centre for e-Governance	IT & e-Governance Cell	
	Conducting training programmes at ATI/RTCs	Training	This can be finalized once all the proposals of training programmes are received from ATI.
	Training programme for OSDs/Special Officers.		
	Conducting training programme for Registrars.		
Conducting 20 Training Programmes at ATI/RTCs.	ATI		
Monthly review of the Departmental court cases	Law Cell		

Month	Important works to be done	Cell / Wing	Remarks
December	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance	
	Monthly monitoring of ACRs of IAS Officers	IAS	
	Monthly monitoring of ACRs of WBCS Officers	WBCS	
	Monthly monitoring of ACRs of WBSS Officers	General	
	1) Follow up with WBSSC with regard to recruitment of LDAs.	C C Wing	

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 2017 is set below :

Month (1)	Targeted/ Proposed Activity (2)
January, 2017	<ul style="list-style-type: none"> (1) Completion of District level Youth Parliament Competition and Quiz Contest for schools/ colleges, 2016-17 wherever may be pending. (2) Holding of Division level Youth Parliament Competition, 2016-17 for Schools/Colleges. (3) Finalization of result of State Level Essay Competition, 2016-17. (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, 2017	<ul style="list-style-type: none"> (1) Remittance of reward money to champion institutions and students. (2) Documentation of the work of Youth Parliament Competition, 2016-17. (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, 2017	<ul style="list-style-type: none"> (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, 2017-18. (6) Dealing with the files which may be referred from West Bengal Legislative Assembly.
April, 2017	<ul style="list-style-type: none"> (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, 2017	<ol style="list-style-type: none"> (1) Routine and statutory works of the Deptt. (2) Preliminary preparation for implementation of Youth Parliament Competition Scheme, 2017-18. (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, 2017	<ol style="list-style-type: none"> (1) Printing of books, guidelines, certificates for Youth Parliament Competition Scheme, 2017-18. (2) Notification of State Level Essay Competition, 2017-18. (3) Meeting and consultation within and outside the Deptt. for State Level Workshop and Meeting for YPC, 2017-18. (4) Statutory and routine works of the Deptt. relating to West Bengal Legislative Assembly.
July, 2017	<ol style="list-style-type: none"> (1) Organizing State Level Meeting and Workshop on Youth Parliament Scheme, 2017-18. (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, 2017	<ol style="list-style-type: none"> (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, 2017	<ol style="list-style-type: none"> (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, 2017	<ol style="list-style-type: none"> (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, 2017-18.
November, 2017	<ol style="list-style-type: none"> (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, 2017	<ol style="list-style-type: none"> (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, 2017-18.

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 2017	<ul style="list-style-type: none"> ● Monthly monitoring meeting at district level with all implementing agencies and concerned line departments by all concerned District Magistrates. ● Field level inspection for quality monitoring & impact assessment.
	PROJECT CALENDAR
	<ul style="list-style-type: none"> ● Strengthening of Metal Road from Khalseuli to Malancha (7 KM) Kharagpur-I & Jhargram, Paschim Medinipur. ● Construction of 21 check dams under “Jalathirtha” project Phase-III in Salboni hub of Paschim Medinipur District.
ACTIVITY CALENDAR	
FEBRUARY 2017	<ul style="list-style-type: none"> ● Preparation of Financial budget for 2017-18 and Preparation of budget speech for 2017-18. ● Review of project implementation status & fund utilization status.
	PROJECT CALENDAR
	<ul style="list-style-type: none"> ● Construction of two-storied school Building of Barpat Primary School (Santali Medium), Patina G.P., Nayagram, Paschim Medinipur District. ● Construction of Bituminous Road from Kaliapathar to Maliara (3.9 KM) Mejia, Bankura.
ACTIVITY CALENDAR	
March 2017	<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"> ● Construction of Kalaboni Box Bridge, Sonajuri G.P., Kashipur, Purulia. ● Construction of Cement Road from Berugram Bakultala to Phanpa Pukur, Bolpur-Sriniketan (5.2 KM), Birbhum.
ACTIVITY CALENDAR	
APRIL 2017	<ul style="list-style-type: none"> ● Finalization of bill with the view to introduce “Paschimanchal Unnayan Parshad Act”. ● Preparation of Annual Action Plan for the year 2017-18 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"> ● Lac cultivation for employment generation in 12 blocks of non-forest areas in Phase-II & Phase-III in Purulia, Bankura & Paschim Medinipur District. ● Construction of Road from Vedia to Aogram, Ausgram-II, Burdwan.
ACTIVITY CALENDAR	
MAY 2017	<ul style="list-style-type: none"> ● Approval of Annual Action Plan 2017-18 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 2017-18.
	PROJECT CALENDAR
	<ul style="list-style-type: none"> ● Construction of Irrigation Bundh-Cum-Bridge at Satighata Jose, Pancha, Purulia. ● Construction of PCC Road from Usuldungi to Churingsara Village(1.00 KM) at Ajothya Hills, Baghmundi, Purulia.

MONTH	ACTIVITY CALENDAR
JUNE 2017	<ul style="list-style-type: none"> Allotment of fund to the PUP from the 1st quarter (33%) of budget allotment (2017-18). All implementing agencies including PUP to prepare plan & estimates of specific schemes as per their action plan 2017-18. Monitoring meeting of Administrative Calendar by Hon'ble Minister-in-Charge with the Senior Departmental Officers and CEO, PUP, Bankura.
	<p align="center">PROJECT CALENDAR</p> <ul style="list-style-type: none"> Construction of road from Narayanpur to Goltikuri Fakirpara Via Shibpur-Jagaddalpur, Illambazar, Birbhum. Re-Excavation of Irrigation Pond and connected infrastructure Development at Kui Mouza, Binpur-I, Paschim Medinipur.
JULY 2017	<p align="center">ACTIVITY CALENDAR</p> <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 2017-18.
	<p align="center">PROJECT CALENDAR</p> <ul style="list-style-type: none"> Completion of 8 nos. of water harvesting schemes at Binpur-I, Garhbeta and Salboni blocks in Paschim Medinipur District. Construction of PCC Road from Shilingda More to Shilingda Village (2.64 KM) at Ayodhya Hills, Baghmundi, Purulia.
AUGUST 2017	<p align="center">ACTIVITY CALENDAR</p> <ul style="list-style-type: none"> Framing Rules for Paschimanchal Unnayan Parshad Employees' Recruitment, Services & Retirement. Field level inspection by departmental officers: Birbhum & Burdwan.
	<p align="center">PROJECT CALENDAR</p> <ul style="list-style-type: none"> Land preparation and beneficiary selection completion for waste land development in Onda block in Bankura District and in Joypur block in Purulia District. Construction of Bridge over Nahar Khal, Binpur-I, Paschim Medinipur.
SEPTEMBER 2017	<p align="center">ACTIVITY CALENDAR</p> <ul style="list-style-type: none"> Release of fund/ issuance of sanction order against 2nd qtr. (75%) allotment (2017-18) 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 .
	<p align="center">PROJECT CALENDAR</p> <ul style="list-style-type: none"> Construction of Boundary Wall and Entrance Gate at Bankura University Mithila Campus, Bankura-II Bankura Construction of PCC Road from Usuldungi Road to Usuldungi Nichpara (0.75 KM) and Usuldanga Tudupara to Majidengri Village (0.90 KM) at Ayodhya Hills, Baghmundi, Purulia.
OCTOBER 2017	<p align="center">ACTIVITY CALENDAR</p> <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 2017-18 and utilization thereof.
	<p align="center">PROJECT CALENDAR</p> <ul style="list-style-type: none"> Employment generation scheme for SC/ST SHGs in Organic vegetable cultivation for sustainable livelihood development at Salbani Block, Paschim Medinipur District. Construction of PCC Road from Usuldungri Road to Darodi Simulbera (2.30 KM) at Ajothya Hills, Baghmundi, Purulia.

MONTH	ACTIVITY CALENDAR
NOVEMBER 2017	<ul style="list-style-type: none"> ● Release of fund/ issuance of sanction order against 3rd qtr. (75%) allotment (2017-18) in favour of all PUP blocks & PUP or other implementing agencies. ● Sending proposal for Augmentation of Budget 2017-18 for the pending projects if any.
	PROJECT CALENDAR
NOVEMBER 2017	<ul style="list-style-type: none"> ● Construction of Gate, Boundary Wall and renovation, reconstruction of Main School Building of Manbhum Mahavidyalaya, Manbazar, Purulia. ● Construction of concrete Road from Tikayetpur Bakultala to Pukurparh River Ghat, Gopiballavpur, Paschim Medinipur.
	PROJECT CALENDAR
DECEMBER 2017	ACTIVITY CALENDAR
	<ul style="list-style-type: none"> ● Holding “Jungle Mahal Mela 2017” showcasing the achievements of State Government and Department of Paschimanchal Unnayan Affairs. ● Review of fund release status for the year 2017-18. ● Monitoring meeting of Administrative Calendar by Hon’ble Minister-in-Charge with the Senior Departmental Officers and CEO, PUP, Bankura .
DECEMBER 2017	PROJECT CALENDAR
	<ul style="list-style-type: none"> ● Construction of Black Top Road from Jabla More to Bari Village (4.5 KM) Manbazar-I, Purulia. ● Completion of PCC Road Bridge at Papatpur Nadighat at Binpur-I, Block, in the District of Paschim Medinipur.

Department of Planning, Statistics and Programme Monitoring

A. Planning, B. Statistics and Programme Implementation

A. 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.
●	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.
●	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.

B. Statistics and Programme Implementation

Sl. No.	Activity	January	February	March	April	May	June	July	August	September	October	November	December
1.	Estimation of State Domestic Product (SDP)	Compilation & Validation of 2016-17	Release of Advance Estimate 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	Compilation & Validation of 2016-17	Compilation & Validation of 2016-17
2.	Estimation of Index of Industrial Production (IIP) and Consumer Price Index (CPI)	Compilation of Report of November, 2016	Release of Report of November, 2016	Release of Report of December, 2017	Release of Report of January, 2017	Release of Report of February, 2017	Release of Report of March, 2017	Release of Report of April, 2017	Release of Report of May, 2017	Release of Report of June, 2017	Release of Report of July, 2017	Release of Report of August, 2017	Release of Report of September, 2017
3.	Conducting Annual Survey of Industries (ASI)	Data Entry for 2014-15, Collection for 2015-16	Data Entry for 2014-15, Collection for 2015-16	Scrutiny, Compilation & validation for 2014-15 collection for 2015-16	Scrutiny, Compilation & validation for 2014-15 collection for 2015-16	Table generation for 2014-15, collection for 2015-16	Table generation for 2014-15, collection for 2015-16	Preparation of Draft Report for 2014-15, collection for 2015-16	Publication of Report, 2014-15, Collection for 2015-16	Data Entry for 2015-16	Data Entry for 2015-16	Scrutiny, Compilation & validation for 2015-16	Scrutiny, Compilation & validation for 2015-16
4.	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 and submission of final estimates to Agri. Deptt. for Bhadui crops	Field work of Rabi Crops & compilation of winter crops; Release of Agriculture Report for 2015-16	Field work of Rabi & Summer crops & submission of Final estimates to Agri. Dept. for 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. for Summer crops.	Field work of Winter crops & compilation of Bhadui Crops	Field work of Winter crops & compilation of Bhadui Crops
5.	Collection of Farm Activities Data	Collection of data	Collection of data	Scrutiny & Compilation of data	Scrutiny & Compilation of data Entry	Scrutiny & Compilation of data Entry	Scrutiny & Compilation of Data Entry	Preparation of Report	Preparation of Report	Finalization of Report	Publication of Report	-	-
6.	Publication of Economic Review, 2016-17	Preparation of Economic review 2016-17	Preparation of Economic review 2016-17	-	-	-	-	-	-	-	-	Collection of data	Collection of data
7.	Publication of State Statistical Handbook, 2016	Collection	Collection	Collection	Collection	Collection	Collection	Collection	Validation & compilation	Validation & compilation	Validation & compilation	Draft Report preparation	Publication of Report
8.	Publication of District Statistical Handbook	Preparation of Draft Report for 2015	Preparation of Draft Report for 2015	Publication of Report for 2015 for all districts	Collection & Compilation for 2016	Collection & Compilation for 2016	Collection & Compilation for 2016	Collection & Compilation for 2016	Collection & Compilation for 2016	Collection & Compilation for 2016	Collection & Compilation for 2016	Collection & Compilation for 2016	Draft Report preparation for all districts

Sl. No.	Activity	January	February	March	April	May	June	July	August	September	October	November	December
9	Conducting National Sample Survey (NSS) and Pooling of Central and State sample survey data	Field work of 74th round. Data Entry of 73rd Round.	Field work of 74th round. Data Entry of 73rd Round. Publication of 68th round Pooling Data	Field work of 74th round. Data Entry of 73rd Round. Pooling of NSSO 69th Round will be started as per availability of software from NSSO	Field work of 74th round. Data Entry of 73rd Round.	Field work of 74th round. Data Entry of 73rd Round. Data Entry of 71st Round	Completion of field work of 74th Round. Data Entry of 73rd Round.	Field work of next round. Data Entry of 73rd Round. Finalization of report of 71st Round	Field work of next round. Data Entry of 73rd Round. Table Generation of 72nd round	Field work of next round. Data Entry of 74th Round. Preparation of draft report of 72nd Round	Field work of next round. Data Entry of 74th Round. Finalization of report of 72nd Round	Field work of next round. Data Entry of 74th Round.	Field work of next round. Data Entry of 74th Round.
10	Production of Progress Reports of schemes under Twenty Point Programme (TPP)	Transmission of Quarterly Performance Report to MoSPL, Govt. of India	Collection of Monthly Progress Report (MPR) from districts/ departments; Compilation of data and analysis of performance.	Transmission of Quarterly Performance Report to MoSPL, 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.	Collection of Monthly Progress Report (MPR) from districts/ departments; Compilation of data and analysis of performance.	Transmission of Quarterly Performance Report to MoSPL, 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 MoSPL, 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.
11	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

Sl. No.	Activity	January	February	March	April	May	June	July	August	September	October	November	December
12	Creation of GIS enabled State Data system	Preparatory works includes coordination with line Departments/districts	Presentation of Concept Note before CS. If approved, preparation of RFP for identification of consulting agencies	RFP process for identification of Consulting Agencies;	Selection of Consulting Agencies; Study by selected Consulting Agency	Preparation of Project Report	Presentation of Project Report at different level and approval for undertaking the work	Process of Selection of System Integrator (SI)	Preparation of Request for Proposal (RFP) / Evaluation/ Plan, process of selection of SI	process of Selection of SI;	Selection of SI, Initiation of Technical works related to the GIS portal	Technical works related to the GIS portal	Preparation of Online Portal with MISs of DoSPI and 2/3 line departments and presentation
13	Software Systems Design & Development	Software Dev. of Staff Census, TPP, CPI, adhoc surveys(if any)	Software Dev. of Staff Census, TPP, CPI, adhoc surveys(if any)	GO-LIVE for Staff Census, TPP; adhoc surveys (if any)	Software Dev. of ASI, CPI, SESO, adhoc surveys (if any)	Software Dev. of ASI, CPI, SESO, adhoc surveys(if any)	GO-LIVE for CPI, Software Dev. of ASI, SESO, adhoc surveys (if any)	Go-LIVE for ASI, Software Dev. of SESO, adhoc surveys (if any)	Software Dev. of SESO, adhoc surveys (if any)	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, adhoc surveys (if any)
14	Surveys under Support for Statistical Strengthening (SSS) project under CSS												
a.	Study on old age pension, widow pension and disability pension	Scrutiny of Data	Scrutiny of Data	Scrutiny of Data	Data Entry & Validation	Data Entry & Validation	Data Entry & Validation	Data Entry & Validation	Data Entry & Validation	Table generation	Table generation	Preparation of Draft Report	Publication of Report
b.	Study in respect of Fodder crops	Field Work	Field Work	Field Work	Field Work, Scrutiny & Compilation of data	Scrutiny & Compilation of data	Scrutiny & Compilation of data	Scrutiny & Compilation of data	Scrutiny & Compilation of data	Table Generation	Table Generation	Draft Report finalization	Publication of Report
c.	Study on transaction of Minor minerals	Collection of Data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Collection & Compilation of data	Table Generation	Table Generation	Publication of Report				

Sl. No.	Activity	January	February	March	April	May	June	July	August	September	October	November	December
d.	Employment-Unemployment Survey in 6 districts of West Bengal	Data Entry & Validation	Data Entry & Validation	Data Entry & Validation	Table Generation	Table Generation	Publication of Report						
15	Construction of District Statistical Office in Districts	Work is in progress in Burdwan, South 24 Parganas, Howrah, Malda & Purulia (Annex Building)	Construction work will continue	Construction work will continue	Construction work will continue	Construction work will continue	Construction work will continue	Construction work will continue	Construction work will continue	Construction work will continue	Construction work will continue	Construction work will continue	Construction work will continue
16	Capacity Building of Employees	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
17	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.		

Department of Power & NES

Activity

A	Electricity for all
B	Commencement/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	Commencement/ Opening of coal mining
G	Solar PV Project

January	2017	
Activity	Name of work	District
C	D/C LILO of Howrah–Foundry Park 220 KV D/C Line at New Chanditala 400 KV Sub-Station (CKM 34 km)	Hooghly
	132 KV D/C Line between Coochbehar-Mathabhanga	Coochbehar
E	33/11 KV Sub-Station at: i) Baduria ii) Thengapara	North 24 Parganas Dakshin Dinajpur

March	2017	
Activity	Name of work	District
C	Nazirpur- Domkal 132 KV D/C Line	Nadia
F	Opening of Panchwara (North) Mine	Jharkhand
	Opening of Barjora (North) Mine	Bankura
G	Installation of Grid Connected Ground Mounted Solar PV Project of capacity 200 kWp at DPL, Durgapur (2X100 kWp)	Burdwan

February	2017	
Activity	Name of work	District
A	Electricity for all at : North 24 Parganas	North 24 Parganas
E	33/11 KV Sub-Stations at: i) Jhalda II ii) Phulbari	Purulia Coochbehar
C	132 KV D/C Line from Raghunathganj - Gokarna 132 KV D/C Line to Sagardighi 220 KV GIS to establish Sagardighi Raghunathganj 132 KV D/C link.	Murshidabad
F	Opening of Barjore Mine	Bankura
G	Installation of GRTSPV of capacity 50 kWp at West Bengal Judicial Academy	North 24 Parganas

April	2017	
Activity	Name of work	District
C	132 KV D/C Line between Birsingha-Chandrakona Road	Paschim Midnapur
	400 kV D/C Line between Gokarna-Sagardighi	Murshidabad
E	33/11 KV Sub-Station at: i) Islampur ii) Bhaluka	Murshidabad Malda
F	Opening of Tara (East & West) Mine	Burdwan
G	Installation of GRTSPV of capacity 100 kWp at Burdwan University	Burdwan
	Installation of GRTSPV of capacity 100 kWp at Vidyasagar University	Paschim Medinipur
	Installation of GRTSPV of capacity 100 kWp at Gour Banga University	Malda
	Installation of GRTSPV of capacity 50 kWp at Jadavpur University	Kolkata
	Installation of GRTSPV of cumulative capacity 90 kWp at two District Courts (35 kWp + 55 kWp)	Burdwan and South 24 Parganas

March	2017	
Activity	Name of work	District
A	Electricity for all at : i) Burdwan ii) Nadia iii) South 24 Parganas	Burdwan Nadia South 24 Parganas

May		2017
Activity	Name of work	District
E	33/11KV Sub-Stations at : i) Banbania ii) Falta (Chadpala) iii) Birnagar	North 24 Parganas South 24 Parganas Nadia
C	132 KV D/C Line between Kharagpur-Keshiary	Paschim Medinipur
D	Keshiary 132 KV AIS Sub-Station	Paschim Medinipur

June		2017
Activity	Name of work	District
C	400 KV Line between Kharagpur-New Chanditala	Hooghly
	220 KV Line between Jeerat-Kasba-Barasat	North 24 Parganas
D	Sadaipur 220 KV AIS Substation with LILO of Bakreswar-Gokarna 220 KV Line.	Birbhum
E	33/11 KV Sub-Station at : Bharatpur	Murshidabad
G	Installation of GRTSPV of cumulative capacity 100 kWp at 10 School Hostel, Purulia (10 nosX10 kWp)	Purulia
	Installation of 34 kWp GRTSPV at Indian Institute of Foreign Trade, Kolkata	Kolkata
	Installation of Off-grid Solar Project of cumulative capacity 100 kWp at 8 Health Facilities in Sundarbans of H&FW Department	South 24 Parganas

July		2017
Activity	Name of work	District
D	New PPSP 400 KV Substation with LILO of 400 KV Arambag-PPSP Line	Purulia
E	33/11 KV Sub-Stations at: Kulpi (Simulberia)	South 24 Parganas

August		2017
Activity	Name of work	District
A	Electricity for all at : Coochbehar	Coochbehar
C	220 KV Line between Alipurduar 220 KV WBSETCL-Alipurduar Powergrid Substation	Alipurduar
D	Alipurduar 220 KV Substation	Alipurduar
E	33/11 KV Sub-Stations at: Sandeshkhali (Jeliakhali)	South 24 Parganas
G	10 MW Solar PV at Mejia	Bankura

September		2017
Activity	Name of work	District
C	Moinaguri-Mathabhanga 132 KV D/C Line from tapping point to Birpara Moinaguri line.	Jalpaiguri
	LILO of 132 KV D/C Domjur-Uluberia Line at Foundry Park	Howrah
E	33/11 KV Sub-Station at : i) Ratulia ii) Nimtouri	Purba Medinipur Purba Medinipur
G	Installation GRTSPV of cumulative capacity 500 kWp at 100 Schools (100 X 5 kWp)	North 24 Parganas South 24 Parganas Nadia

October		2017
Activity	Name of work	District
C	132 KV D/C NJP-Moinaguri-Chalsa Line with Mohitnagar	Jalpaiguri
	132 KV D/C Line between Subhasgram-Sonakhali	South 24 Parganas
D	Sonakhali 132 KV GIS Sub-Station	South 24 Parganas
E	33/11 KV Sub-Station at : i) H Switching, Salt Lake, Sector - III ii) Barasat Garment Park	North 24 Parganas North 24 Parganas

November		2017	December		2017
Activity	Name of work	District	Activity	Name of work	District
D	Domkol 132/33 KV GIS	Murshidabad	C	S/C LILO of Arambagh–Rishra 220 kV S/C Line at New Chanditala 400 KV Substation	Hooghly
	Mohitnagar 132/ 33 KV GIS	Jalpaiguri		132 KV D/C Transmission Line from New Bishnupur 220 KV Sub-Station to Indus 132 KV GIS	Bankura
E	33/11 KV Sub-Station at : i) Baroda (Uddhabpur) ii) Goghat (Shantipur) iii) Ranigonj	Paschim Medinipur Hooghly Burdwan		2 x S/C LILO of TCF-III – Dalkhola 132 KV Line at Islampur 132 KV Substation	Uttar Dinajpur
G	10 MW Solar PV at Charrah	Purulia	D	Indus 132/33 KV GIS Islampur 132 KV Substation	Bankura Uttar Dinajpur
	Installation of Solar water Heating System of cumulative capacity 22300 LPD at 223 Hostels of Social Welfare and Backward Class Welfare Department	All districts in West Bengal	E	33/11 KV Sub-Stations at : i) New Town A A - IIIC ii) New Town A A - IIIG iii) Coochbehar Town iv) Joydeb v) Nagar-ukhra vi) Ismalpur vii) Srijan Logistics	North 24 Parganas North 24 Parganas Coochbehar Birbhum Nadia Howrah Howrah
			G	10 MW Solar PV at Santaldih Installation of Grid Connected Rooftop solar PV (GRTSPV) of cumulative capacity 2 MW at 200 Schools (200nos×10kWp)	Purulia All districts in West Bengal

Department of Public Health Engineering

Sl. No.	EVENT	Jan. 2017	Feb. 2017	Mar. 2017	Apr. 2017	May. 2017	June. 2017
1.	Commissioning of Rural Piped Water Supply Scheme / Bottling Plants/ Deposit Works of other Deptts. (Population to be Benefitted) (No. of Schemes)	(1,64,708) (5)	(2,30,591) (7)	(4,94,123) (15)	(2,96,474) (9)	(3,29,416) (10)	(1,64,708) (5)
2.	Sinking of Hand Pump/ Rig Bored Tube Wells (Nos.)	193	147	145	143	147	266
3.	Provision of Drinking Water Supply in different Schools / Anganwadis (Nos.)	108	84	72	60	54	75
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)	477	768	496	468	57	255
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)	2,55,936	2,34,641	2,96,860	55,903	63,854	1,34,450
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. 2017	Aug. 2017	Sep. 2017	Oct. 2017	Nov. 2017	Dec. 2017
1.	Commissioning of Rural Piped Water Supply Scheme / Bottling Plants/Deposit Works of other Deptts. (Population to be Benefitted) (No. of Schemes)	(2,96,474) (9)	(2,96,474) (9)	(2,63,533) (8)	(1,97,649) (6)	(2,63,533) (8)	(4,94,123) (15)
2.	Sinking of Hand Pump/ Rig Bored Tube Wells (Nos.)	245	168	175	159	154	160
3.	Provision of Drinking Water Supply in different Schools / Anganwadis (Nos.)	96	84	102	96	114	104
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 Issued (Persons to be Trained)	151	98	535	586	830	577
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)	1,84,284	29,875	28,356	29,304	2,75,890	2,92,865
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

PUBLIC WORKS DEPARTMENT

Month	Sl. No.	Description of works
January	Projects scheduled to Commence	
	1	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 crore)
	2	Rehabilitation of land slide 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. 29.70 crore)
	3	Construction of ROB in lieu of level crossing at 258.60 km of NH-60 at Mejia in the district of Burdwan. (Rs. 38.33 crore)
	4	Strengthening of Pandua Kalna Road from 0.00 kmp to 10.00 kmp in the district of Hooghly (Rs.14.98 crore)
	5	Widening & strengthening of Guptamoni Sankrail Kultikri Road from 9.00 kmp to 21.00 kmp in the district of Paschim Medinipur (Rs. 20.79 crore)
	6	Widening & strengthening of Gopiballavpur Nayagram Road from 0.00 kmp to 15.00 kmp in the district of Paschim Medinipur (Rs. 21.03 crore)
	7	Construction of Motel at Memari in the district of Burdwan (Rs. 3.49 crore)
	Projects scheduled to Complete	
	1	Strengthening and widening to 2 lane with paved shoulder from Km 743.000 to Km 768.945 of Falakata Pundibari Realignment of NH-31 in the district of Cooch Behar. (Rs. 64.27 crore)
	2	Strengthening of Baharal Araidanga Madiaghat Road from 0.00 kmp to 14.00 kmp in the district of Malda (excluding 4.60 km-5.00 kmp and 10.00 kmp -12.00 kmp) (Rs. 12.09 cr.)
	3	Strengthening of Kuli Moregram Road from 4.00 kmp to 10.00 kmp & 20.00 kmp to 36.45 km in the district of Murshidabad (Rs. 24.44 cr.)
	4	Widening & strengthening of Jhalda Bagmundi Road from 18.00 to 29.00 in the district of Purulia (Rs. 12.32 cr.)
	5	Bridge over river Bhairabbanki at 21st km of Krishnapur Raipur Fulkushuma Benagaria Road in the district of Bankura (Rs. 6.87 cr.)
	6	Widening and strengthening of Bhedia Chhora Road from 0.00 kmp to 16.80 kmp in the district of Burdwan (Rs. 17.23 cr.)
	7	Strengthening of Bolgona Chandrapur Road from 0.50 kmp. to 7.00kmp in the district of Burdwan (Rs. 12.46 cr)
	8	Strengthening of Amta Rajapur Dihibhursut Road from 0.00 kmp to 12.00 kmp in the district of Howrah (Rs. 12.32 cr.)
9	Widening and strengthening of Gopiballavpur Nayagram Road from 0.00 kmp to 15.00 kmp in the district of Paschim Medinipur (Rs. 24.11 cr.)	
10	Widening and strengthening of Hatuganj Usthi Road from 0.00 kmp to 8.34 km in the district of South 24 Parganas (Rs. 11.81 cr.)	

Month	Sl. No.	Description of works
	11	Strengthening of Bengal to Bengal Road of length 58.00 km starting from NH-31 at Dhantala to NH-34 at Chownagra (Domohana) via Biprit, Tajpur, Solpara, Rosakhowa, Rudel in the district of Uttar Dinajpur (Rs. 40.22 cr.)
	12	Strengthening of Old G.T.Road (S.H. -13) from 581.80 kmp to 591.00 kmp and 593.00 kmp. to 597.335 kmp in the district of Burdwan (Rs. 29.30 cr.)
	13	Widening & strengthening of Memari Manteswar Road from 10.00 kmp to 31.30 km in the district of Burdwan (Rs. 59.14 crores)
	14	Widening & strengthening of Burdwan Kalna Road from 27.00 kmp to 51.00 Kmp in the district of Burdwan (Rs. 36.13 crore)
	15	Widening and Strengthening of Parihati Jamboni Fekoghat Road from 0.00 kmp to 9.50 km in the district of Paschim Medinipur (Rs. 13.92 crore)
	16	Construction of Office Building at Kakdwaip in the district of South 24 Parganas.(Rs. 0.57 crore)
	17	New office building for North Kolkata Sub Division at Gandhi Ghat, Barrackpur in the district of North 24 Parganas (Rs. 1.29 crore)
February		Projects scheduled to Commence
	1	Reconstruction of new Bridge across river Tarapur between chainage 270.150 Km and 270.690 Km of NH-60 in the district of Bankura. (Rs. 13.45 crore)
	2	Re-Construction of new bridge across river Sali at Ch. 247.00 km of NH-60 in the district of Bankura. (Rs. 29.14 crore)
	3	Widening & strengthening of existing carriageway for 4-laning of NH-34 for the stretch from km. 25.700 to km. 31.00 including widening of culverts, construction of sub-way and other allied works in the district of North 24 Parganas. (Rs. 58.25 crore)
	4	Construction of meeting hall (250 /300 capacity) at Balurghat Collectorate Compound in the district of Dakshin Dinajpur (Rs. 7.52 crore)
	5	Widening & strengthening of Jhalda Bagmundi Road from 9.00 kmp to 18.00 kmp & 29.00 kmp to 37.00 kmp in the district of Purulia (Rs. 29.86 crore)
	6	Widening & strengthening of Damda Chakoltore Dardi Kenda Manbazar Road from 0.00 kmp to 12.00 kmp in the district of Purulia (Rs. 14.74 crore)
	7	Strengthening of Kashinagar Roypur Ferryghat Road from 0.00 kmp to 13.00 kmp in the district of South 24 Parganas (Rs. 14.86 crore)
		Projects scheduled to Complete
	1	Bridge over river Bala on Buxa Jayanti Road in the district of Alipurduar (Rs. 5.37 cr)
	2	Improvement of riding quality of Tufanganj Kamakhyaguri Road from 0.00 kmp to 17.92 km in the district of Coochbehar (Rs. 12.41 cr)
	3	Widening & strengthening of Arambagh Goghat Ramjibanpur Road from 0.00 kmp to 21.45 km in the district of Hooghly (Rs. 96.66 cr)
	4	Widening & strengthening of Maynaguri Railway Station to Maynaguri Changrabandha Road via Jorepakri-Votpatty from 0.00 kmp to 13.80 km in the district of Jalpaiguri.
	5	Widening & strengthening of Basirhat Pifa Raghampur Murarisha Kalinagar Road from 0.00 kmp to 11.00 km in the district of North 24 Parganas (Rs. 32.86 cr)

Month	Sl. No.	Description of works
	6	Widening & strengthening of Saspur Dighalgram Road from 0.00 kmp to 12.588 km in the district of Bankura (Rs. 13.37 crore)
	7	Widening & strengthening of Rasulpur Indus Road from 0.00kmp to 11.00 kmp in the district of Bankura (Rs. 9.48 crore)
March		Projects scheduled to Commence
	1	Construction of 4-lane ROB (Twins 2-lanes) in replacement of level crossing at km 3.950 of NH-2B at Talit in the district of Burdwan. (Rs. 145.89 crore)
	2	Construction of ROB in lieu of existing RUB between Bhedia & Bolpur in Bhedia at km 41.730 of NH-2B in the district of Burdwan. (Rs. 117.61 crore)
		Upgradation of NH- 31 from chainage 718.00 Km (Birpara) to 742.50(Falakata) to 2 -lane with paved shoulder configuration in the district of Alipurduar. (Rs. 117.73 crore)
	3	Construction of twins 2-lane ROB in lieu of level crossing at 615.50 km of NH-31 at Odlabari in the district of Darjeeling. (Rs. 102.67 crore)
	4	Construction of twins 2-lane ROB in lieu of level crossing at 652.60 km of NH-31 at Lataguri in the district of Darjeeling. (Rs. 74.06 crore)
	5	Construction of ROB in lieu of Level Crossing at km 661.10 on NH-31 at Maynaguri in the district of Darjeeling. (Rs. 108.91 crore)
	6	Construction of ROB in lieu of level crossing at 284.17 km on NH-60 at Topsi in the district of Burdwan. (Rs. 149.19 crore)
	7	Construction of ROB in lieu of level crossing at 303.90 km on NH-60 at Pandabeswar in the district of Burdwan. (Rs. 160.27 crore)
	8	Construction of ROB in lieu of level crossing at 307.05 km of NH-60 at Bhimgarh in the district of Birbhum. (Rs. 155.87 crore)
	9	Construction of ROB in lieu of level crossing at 338.600 km of NH-60 at Suri in the district of Birbhum. (Rs. 127.21 crore)
	10	RCC Bridge over river Bania of Sonapur Hasimara road via Chilapota forest in the district of Alipurduar (Rs. 4.73 crore)
	11	Widening & strengthening of Saltora Mejia Road from 0.00 kmp to 19.17 km in the district of Alipurduar (Rs. 42.67 crore)
	12	Improvement of Riding Quality of Chowhatta Hatia Sainthia Road from 0.00 kmp to 18.80 km in the district of Birbhum (Rs. 12.57 crore)
	13	Widening & strengthening of Kalaberia Pirakata Dhansol Lagarh Road from 25.00 kmp to 35.00 kmp with a link to Lagarh Bridge in the district of Paschim Medinipur (Rs. 21.54 crore)
	14	Construction of proposed ROB in lieu of existing level crossing at Bandel Car Shed on GT Road in the district of Hooghly (Rs. 51.01 crore)
	15	Construction of proposed ROB in lieu of existing level crossing at Khejuria near Adisaptagram on G.T Road in the district of Hooghly. (Rs. 76.21 crore)
	16	Construction of permanent Helipad at Rampurhat in the district of Birbhum.
		Projects scheduled to Complete
	1	Construction of (B+G+10) Residential Quarter for Hon'ble Ministers, Govt. of West Bengal at Raja Santosh Road in the district of Kolkata (Rs. 24.65 crore)

Month	Sl. No.	Description of works
	2	Bridge over river Sobha at 21st km of Balarampur Bagmundi Road in the district of Purulia (Rs. 4.34 cr)
	3	Bridge over the river Kangsabati at Kechendaghat with both side approaches on Bankura Ranibundh road in the district of Bankura (Rs. 9.21 cr)
	4	Bridge over Samroghat Khal at 10th km of Kotulpur Indus Road in the district of Bankura (Rs. 4.98 cr)
	5	Strengthening of Nalhati Rajgram Road from 0.00 Kmp (Nalhati) to 15.00 Kmp (Murarai) in the district of Birbhum. (Rs. 39.87cr)
	6	Strengthening of Nanoor Basapara Road from 0.00 kmp to 16.50 km in the district of Birbhum (Rs. 14.50 cr)
	7	Strengthening of Munsirhat Pero Khila Rajapur Road from 0.00 kmp to 13.50 km in the district of Howrah (Rs. 13.14 cr)
	8	Service road along Kazi Nazrul Islam Avenue (VIP Road) in the district of North 24 Parganas (Rs. 34.27 cr)
	9	Improvement of Sonakonia Bye Pass Road from 0.00 kmp to 3.51 km in the district of Paschim Medinipur (Rs. 8.68 crore)
	10	Proposed Composite Office Building for Public Works Department at Balurghat in the district of Dakshin Dinajpur (Rs. 5.02 crore)
	11	Construction of 6 nos. Permanent Helipads at Alipurduar, Falakata, Jalpaiguri, Medinipur, Bongaon and Canning
	12	Improvement and extension of existing runway of Balurghat Airport (1375 m Length) including other allied works in the district of Dakshin Dinajpur (Rs. 10.36 crore)
April		Projects scheduled to Commence
	1	Construction of ROB in lieu of level crossing at Barasat Kazipara at km 3.25 on NH-35 in the district of North 24 Parganas. (Rs. 123.62 crore)
	2	Construction of ROB in lieu of level crossing near Ashok Nagar at 20.578 km of NH-35 in the district of North 24 Parganas. (Rs. 114.21 crore)
	3	Construction of ROB in lieu of level crossing near Habra Gate no-2 at 22.882 km of NH-35 in the district of North 24 Parganas. (Rs. 113.67 crore)
	4	Construction of ROB in lieu of level crossing at Habra Gate no-1 at 23.969 km of NH-35 in the district of North 24 Parganas. (Rs. 98.33 crore)
	5	Construction of ROB in lieu of level crossing at 52.712 km of NH-35 at Bongaon in the district of North 24 Parganas. (Rs. 81.84 crore)
		Projects scheduled to Complete
	1	Widening & strengthening of existing carriageway to two lane from 173.00(Moledanga) to 194.00 (Bishnupur), km.194 to 205.20 (Bashbandh) & km.221.00(Vediasol) to 232.00 (Heavymore) excluding km.205.20 to 221.00 km in the district of Bankura. (Rs. 135.94 crore)
	2	Bridge over river Sali on Bishnupur Sonamukhi Rangamati Road in the district of Bankura (Rs. 11.84 cr)
	3	Widening & strengthening of Kalaberia Pirakanta Dhansole Lalgarh Road from 12.00 kmp to 25.00 kmp in the district of Paschim Medinipur (Rs. 13.03 cr)

Month	Sl. No.	Description of works
	4	Widening & strengthening of Kharika Mathani Dhumsai Road from 0.00 kmp to 10.00 kmp in the district of Paschim Medinipur (Rs. 11.25 cr)
	5	Widening & strengthening of Meteli Rangoo Road from 0.00 kmp to 14.00 kmp in the district of Darjeeling (Rs. 11.44 cr)
	6	Strengthening of Amdanga Rautara Badarhat Road from 0.00 kmp to 6.74 km in the district of North 24 Parganas (Rs. 11.24 cr)
	7	Improvement of Pavement into 2-Lane with paved shoulders configuration of Matigara Kurseong Road from 0.0 kmp to 11.00 kmp in the district of Darjeeling (Rs. 15.06 crore)
	8	Construction of 7 nos. Check Dams (Jaltirtha) in the district of Purulia
May		Projects scheduled to Commence
	1	Construction of Twins 2-lane ROB and its approaches in replacement of existing level crossing between Midnapore & Bankura stations at Kubai at 154.617 km of NH-60 in the district of Bankura. (Rs. 236.78 crore)
	2	Construction of ROB and its approaches in lieu of level crossing at 194.850 km of NH-60 at Bishnupur in the district of Bankura. (Rs. 78.84 crore)
	3	Upgradation of Airport at Malda in the district of Malda
		Projects scheduled to Complete
	1	Construction of 2-lane ECL Bypass from km.295.560 to km.302.059 of NH-60 at Sonapur Bazari Area in the district of Birbhum. (Rs. 60.93 crore)
	2	Construction of ROB in replacement of existing ROB (Baroda Bridge) near Naihati Rly. Station on Naihati-Jirat Road in the district of North 24 Parganas. (Rs. 12.64 crore)
	3	Widening & Strengthening and improvement of existing intermediate lane carriageway to 2-lane carriageway with paved shoulders from kmp.0.00 to kmp.23.00 of NH-81 in the district of Malda. (Rs.113.07 crore)
	4	Reconstruction and widening of culvert no. 541, 525, 518, 512, 499, 465, 463, 451, 448, 447, 413, 402, 379, 246, 232, 227, 181, 157, 143, 117, 103 and 102 (22 nos.) with approaches in between 3.00 km to 51.00 km of NH-55 in the district of Darjeeling. (Rs. 20.93 crore)
	5	Widening & strengthening of Begunkodar Arsha Road from 0.00 kmp to 11.91 km in the district of Purulia (Rs. 11.82 cr)
	6	Widening & strengthening of Matigara Kurseong Road of 11.00 kmp to 21.00 kmp in the district of Darjeeling (Rs. 11.62 cr)
	7	Bridge over River Rakti at 13th km of Matigara Kurseong Road in the district of Darjeeling (Rs. 7.08 cr)
	8	Widening & strengthening of Hura Pancha Road from 10.00 kmp to 22.00 kmp (Rs.13.15 cr)
	9	Strengthening of Tamna Helsa Arsha Road with link road to Sirkabad from 14.00 kmp to 26.40 km in the district of Purulia (Rs. 12.31 cr)
	10	Strengthening of Berhampore Kandi Sultanpur Road from 2.00 kmp to 19.00 kmp in the district of Murshidabad. (Rs. 44.08 crore)
	11	Strengthening of Chinsurah Dhaniakhali Road from 10.00 kmp to 26.00 km in the district of Hooghly (Rs. 11.85 crore)
	12	Bridge over River Khari at 14th km of Burdwan Katwa Road in the District of Burdwan (Rs. 13.39 crore)

Month	Sl. No.	Description of works
	13	Widening & strengthening of Kumbhosthali Hetia Mirzapur Road from 0.00 kmp to 13.00 kmp in the district of Bankura (Rs. 14.74 crore)
	14	Improvement of Ghojadanga Sangrampur Road from 0.00 kmp to 8.70 km in the district of North 24 Parganas. (Rs.81.89 crore)
	15	Construction of office building in compound of Baguiati Complex at V.I.P. Road (Rs. 16.89 crore)
	16	Vertical extension of K.I.T. Annex building at Kolkata (Rs. 3.24 crore)
June		Projects scheduled to Complete
	1	Bridge over river Basra at 17th km of Rajabhatkhawa Jaygaon Road in the district of Alipurduar (Rs. 9.47 cr)
	2	Bridge over river Rupai at 8th km of Jhalda Bagmundi Road in the district of Purulia (Rs. 6.95 cr)
	3	Costruction of Cotteges at Peshok Inspection Bunglow Complex in the district of Darjeeling (Rs. 2.21 crore)
	4	Construction of Office Building of West Zone Chief Engineers of PWD at Durgapur (Rs.9.84 crore)
July		Projects scheduled to Complete
	1	Construction of Soujyonay (The convention Centre) of Govt. of West Bengal at Alipore in the district of Kolkata (Rs. 25.74 crore)
October		Projects scheduled to Complete
	1	Construction of Auditorium and Children Park at Mahisadal in the district of Purba Medinipur. (Rs. 8.51 crore)
	2	Construction of integrated Collectorate Building at Alipurduar in the district of Alipurduar. (Rs. 49.83 crore)
	3	Construction of Uluberia ROB in the district of Howrah (Rs. 34.12 cr)
November		Projects scheduled to Complete
	1	Widening & Strengthening of Naxalbari Ambari Road from 0.00 kmp to 14.00 kmp in the district of Darjeeling. (Rs. 14.30 crore)
	2	Construction of Office Building at Canning in the district of South 24 Parganas. (Rs. 2.28 crore)
December		Projects scheduled to Complete
	1	Widening and Strengthening of Chandrakona Ghatal Road from 17.80 km to 43.00 kmp in the district of Paschim Medinipur. (Rs. 163.91 crore)
	2	Construction of Bridge over river Ichamati at Murighata Ferryghat in the district of North 24 Parganas. (Rs. 20.03 crore)
	3	Construction of ROB in lieu of the existing level crossing in between Alipurduar Junction and Salsabari Railway Station on Buxa Feeder Road in the district of Alipurduar (Rs. 36.15 crore)

Department of School Education

January Target		February Target		March Target	
Sl No.		Sl No.		Sl No.	
1	Finalisation of Plan Budget for 2017-18.	1	Finalisation of Plan Budget for 2017-18.	1	Printing of Budget Speech for 2017-18.
2	Preparation of Budget Speech for 2017-18.	2	Preparation of Budget Speech of Hon'ble MIC, School Education.	2	Placement of Budget in Assembly for approval.
3	Observance of Book Day.	3	Preparatory work for conduct of Higher Secondary Examination 2017 by WBCHSE.	3	Conduct of Higher Secondary Examination 2017 by WBCHSE.
4	Distribution of free text books from pre-primary to class X students and distribution of school books in different medium like Nepali, Santhali, Urdu, Hindi etc, apart from Bengali and English medium.	4	Conduct of Madhyamik Pariksha 2017 by WBBSE.	4	Conduct of Madhyamik Pariksha 2017 by WBBSE.
5	Supply School uniform to students of Primary and Upper Primary Schools.	5	Admit card distribution to H.S. students.	5	Collection of Answer Scripts of Madhyamik exam.
6	Admission of new students in class I.	6	Admit card distribution to Madhyamik students.	6	Collection of Answer Scripts of H.S. exam.
7	Preparatory work for conduct of Madhyamik Pariksha 2017 by WBBSE.	7	Admission of new students in class I. (Left out case if any)	7	Preparation of draft Graduation list of WBES/WBSES Cadre.
8	Admit Card Printing for Madhyamik exam.	8	Supply School uniform to students of Primary and Upper Primary Schools if remaining.	8	Additional Class rooms for identified schools (ACR). Target:- 250
9	Despatch of confidential papers for Madhyamik exam 2017.	9	Distribution of free text books from pre-primary to class X students and distribution of school books in different medium like Nepali, Santhali, Urdu, Hindi etc, apart from Bengali and English medium. (Left out case if any)	9	Release of fund for Repair and renovation of school buildings.
10	Despatch of confidential papers for HS exam 2017.	10	Release of fund for Laboratory grant. Target:- 40	10	Review of release of fund with reference to budget provision and identify back log for remedial measures.
11	Compilation of project/ practical of H.S exam.	11	Release of fund for Construction of Boundary Walls.	11	Installation of swings & seesaw in primary schools. Target :- 300 schools.
12	Videoconference for exam arrangements for Madhyamik/H.S.	12	Construction of additional toilet in schools. Target:- 85	12	Construction of New school Buildings. 25
13	Recruitment of Teachers to 70,000 vacant posts.	13	Enrolment to be Covered by Mid Day Meal in Primary Schools :- 71,10,000	13	Up-gradation of Schools (From Upper Primary to Secondary & Secondary to H.S.). Target:- 25
14	Conduct of State level sports for Secondary Schools.	14	Enrolment to be Covered by Mid Day Meal in Upper Primary Schools :- 45,10,000	14	Up-gradation of SSK, Para teachers.
15	Distribution of aids and appliances among identified Children With Special Need (CWSN).	15		15	Enrolment to be Covered by Mid Day Meal in Primary Schools :- 71,15,000

January Target		February Target		March Target	
Sl No.	Target	Sl No.	Target	Sl No.	Target
16	Providing swings & seesaw for primary schools children. Target :- 300 schools	15	Plan for construction of Kitchen Cum Store under CMDMP. Target:-30	16	Enrolment to be Covered by Mid Day Meal in Upper Primary Schools :- 45,15,000
17	Construction of additional toilet in schools. Target:- 75	16	Dealing with Court Case files and Disposal of various complaints and petitions from employees and public in general.	17	Plan for construction of Kitchen Cum Store under CMDMP. Target:-40
18	Construction of New school Buildings. Target:- 10	17	Review ongoing construction of projects under BRGF & Model Schools.	18	Dealing with Court Case files and Disposal of various complaints and petitions from employees and public in general.
19	Release of fund for Salary and Other non-plan head of accounts.	18	To propose amendment of the rules for management of Govt. Sponsored Schools.	19	Conducting survey of Schools with low enrolment.
20	Release of fund for Repair and renovation of identified School Buildings.	19	Selection of teachers for National Award.	20	Review performance of Expert Committee and to decide further extension of its tenure.
21	Release of fund for Book Corner/ Library grant. Target:- 50 schools	20	Installation of swings & seesaw in primary schools. Target :- 300 schools.		
22	Enrolment to be Covered by Mid Day Meal in Primary Schools :- 71,10,000				
23	Enrolment to be Covered by Mid Day Meal in Upper Primary Schools :- 45,10,000				
24	Plan for construction of Kitchen Cum Store under CMDMP. Target:-30				
25	Review ongoing construction of projects under BRGF & Model Schools.				
26	Dealing with Court Case files and Disposal of various complaints and petitions from employees and public in general.				
27	Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools and KGBV for inspection of various schemes of SSA.				

April Target		May Target		June Target	
SI No.	Target	SI No.	Target	SI No.	Target
1	Evaluation of Answer papers of H.S. Exam.	1	Publication of result of Madhyamik Pariksha 2017.	1	Publication of result of Higher Secondary Examination 2017.
2	Evaluation of Answer papers of Madhyamik Exam and compilation of result sheet.	2	Final Graduation list publish of WBES/WBSES Cadre.	2	Post result scrutiny & reevaluation of Madhyamik exam.
3	Release of fund for Salary of Teaching and Non-teaching Staff of schools.	3	Release of fund for Laboratory grant to. Target:- 50	3	Post result scrutiny & reevaluation of H.S. exam.
4	Release of fund for Book Corner/ Library grant. Target:- 40	4	Release of fund for Construction of Boundary wall of schools.	4	Establishment Matters relating to Higher Scale of Teaching & Non-Teaching Staff of schools.
5	Establishment Matters relating to policy	5	Release of fund for Repair and renovation of School buildings.	5	Planning felicitation of Toppers Madhyamik & Higher Secondary Examination 2017.
6	Nirmal Vidyalaya Abhijan will be carried out in all schools in the districts.	6	Construction of additional toilet in schools. Target:- 80	6	Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools and KGBV for inspection of various schemes of SSA.
7	Review ongoing construction of projects under BRGF & Model Schools.	7	Enrolment to be Covered by Mid Day Meal in Primary Schools :- 71,20,000	7	Printing of Text Books for Class XI
8	Dealing with Court Case files and Disposal of various complaints and petitions from employees and public in general.	8	Enrolment to be Covered by Mid Day Meal in Upper Primary Schools :- 45,20,000	8	Central Residential Refresher Training Course for Physical Education Teachers.
9	Review the existing rules for General Transfer for teaching & non-teaching staff and propose amendments.	9	Plan for construction of Kitchen Cum Store under CMDMP. Target:-30	9	Up-gradation of Schools. Target:- 25
10	Release of fund for Repair and renovation of identified Schools.	10	Establishment Matters relating to Pay protection of Teaching & Non-Teaching Staff of schools.	10	Release of fund for Construction of Additional Class rooms for identified schools (ACR). Target:- 60
11	Additional class room for identified School (ACR). Target :- 70	11	Dealing with Court Case files and Disposal of various complaints and petitions from employees	11	Release of fund for Repair and renovation of school buildings.
12	Enrolment to be Covered by Mid Day Meal in Primary Schools :- 71,20,000	12	Additional class room for existing School (ACR). Target :- 80	12	Construction of additional toilet in schools. Target:- 75
13	Enrolment to be Covered by Mid Day Meal in Upper Primary Schools :- 45,20,000	13	Nirmal Vidyalaya Abhijan will be carried out in all schools all districts.	13	Conducting Madhyamik Pariksha under Rabindra Open School.
14	Plan for construction of Kitchen Cum Store under CMDMP. Target:-50	14	Organising State level Subrato Cup Football Tournament.	14	Enrolment to be Covered by Mid Day Meal in Primary Schools :- 71,20,000
15	Review regarding fund Release and Expenditure during 2016-17	15	Review regarding fund Release and Expenditure during 2016-17	15	Enrolment to be Covered by Mid Day Meal in Upper Primary Schools :- 45,20,000
		16	Plan for construction of Kitchen Cum Store under CMDMP. Target:-50	16	Plan for construction of Kitchen Cum Store under CMDMP. Target:-50
		17	Review regarding fund Release and Expenditure during 2016-17	17	Dealing with Court Case files and Disposal of various complaints and petitions from employees and public in general.

July Target		August Target		September Target	
Sl No.	Target	Sl No.	Target	Sl No.	Target
1	Evaluation of answer scripts and publication of results of H.S. Exam.	1	Test exam of external candidates in Madhyamik.	1	Preparation of Non-Plan Budget for 2017-18.
2	Post result scrutiny & revaluation of Madhyamik exam.	2	Test exam of external candidates in H.S.	2	Printing of confidential papers of H.S. exam.
3	Admission of students to Class XI	3	Result of revaluation of Madhyamik Exam.	3	Conducting H.S. by Rabindra Open School.
4	Distribution of Text Books class XI students.	4	Admission of students to Class XI (Left out case if any).	4	Printing of Text Books
5	Review regarding fund Release and Expenditure during 1 st quarter.	5	Distribution of Text Books class XI.	5	Attending Meetings of Standing Committee and Assurance committee of WBLA, as and when may be convened.
6	Review of all ongoing Schemes	6	Printing of Text Books.	6	Visit of monitoring team of SSA to district offices, CLRC, CRC, Schools and KGBV for inspection of various schemes of SSA.
7	Release of fund for Book Corner/ Library grant. Target:- 45	7	Review of Pension matters referred to the department.	7	Construction of New school Buildings. Target:- 05
8	Release of fund for Repair and renovation of identified Schools.	8	Review of pending cases for De-recognition / Amalgamation for low enrolment of students.	8	Up-gradation of Schools (From Upper Primary to Secondary & Secondary to H.S.). Target:- 25
9	Construction of additional toilet in schools. Target:- 45	9	State level program under Inspire Award MANAK Scheme and holding Scientific Model Exhibition and Project Examination.	9	Observance of teacher's day and felicitation of teachers.
10	Construction of New school Buildings 20	10	Release of fund for Salary of Schools – Teaching and Non-teaching Staff.	10	Placement of Teaching & Non-Teaching staff of De-recognised / Amalgamated schools.
11	Enrolment to be Covered by Mid Day Meal in Primary Schools :- 71,20,000	11	Release of fund for Laboratory grant to Schools. Target:- 45	11	Release of fund for Construction of Additional Class rooms for identified schools (ACR). Target:- 90
12	Enrolment to be Covered by Mid Day Meal in Upper Primary Schools :- 45,20,000	12	Release of fund for Construction of Boundary Walls for schools.	12	Release of fund for Repair and renovation of identified Schools.
13	Plan for construction of Kitchen Cum Store under CMDMP. Target:-20	13	Release of fund for Repair and renovation of identified Schools.	13	Enrolment to be Covered by Mid Day Meal in Primary Schools :- 71,20,000
14	Dealing with Court Case files and Disposal of various complaints and petitions from employees and public in general.	14	Additional class room for existing School (ACR). Target :- 50	14	Enrolment to be Covered by Mid Day Meal in Upper Primary Schools :- 45,20,000
15	Additional class room for existing School (ACR). Target :-70	15	Enrolment to be Covered by Mid Day Meal in Primary Schools :- 71,20,000	15	Plan for construction of Kitchen-Cum-Store under CMDMP. Target:-10
		16	Enrolment to be Covered by Mid Day Meal in Upper Primary Schools :- 45,20,000	16	Introduce new subject at H.S level. Alchiki, Hindi, Nepal, Urdu, Geography, Economics, Environmental Science, Home Science.
		17	Plan for construction of Kitchen Cum Store under CMDMP. Target:-10	17	Dealing with Court Case files and Disposal of various complaints and petitions from employees and public in general.
		18	Dealing with Court Case files and Disposal of various complaints and petitions from employees and public	18	

October Target		November Target		December Target	
Sl No.	SI No.	SI No.	SI No.	SI No.	SI No.
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16	16	16	16	16

SI No.	October Target	SI No.	November Target	SI No.	December Target
18	Enrolment to be Covered by Mid Day Meal in Primary Schools :- 71,20,000	15	Participation in National School Games in different disciplines in different States.	15	Plan for construction of Kitchen Cum Store under CMDMP. Target:-40
19	Enrolment to be Covered by Mid Day Meal in Upper Primary Schools :- 45,20,000	16	Enrolment to be Covered by Mid Day Meal in Primary Schools :- 71,20,000	16	Establishment Matters relating to Higher Scale of Teaching & Non-Teaching Staff of schools.
20	Plan for construction of Kitchen Cum Store under CMDMP. Target:-30	17	Enrolment to be Covered by Mid Day Meal in Upper Primary Schools :- 45,20,000	17	Dealing with Court Case files and Disposal of various complaints and petitions from employees and public in general.
21	Dealing with Court Case files and Disposal of various complaints and petitions from employees and public in general.	18	Plan for construction of Kitchen Cum Store under CMDMP. Target:-40		
		19	Dealing with Court Case files and Disposal of various complaints and petitions from employees and public in general.		

SI No.	Particulars	Months	Total
1	Swings & seesaw	Jan, Feb, Mar	900
2	Additional toilets	Jan, Feb, May, Jun, Jul, Oct, Dec	515
3	Construction of New School Buildings	Jan, Mar, Jul, Sept, Oct, Dec	127
4	Recruitment of Teachers	Jan, Feb	70,000
5	Book Corner / Library Grant	Jan, Apr, Jul, Oct	190
6	Mid Day Meal (Primary)	All	85,22,15,000 (Approx 72,00,000 P.M.)
7	Mid Day Meal (Upper Primary)	All	54,21,50,000 (Approx 45,00,000 P.M.)
8	Kitchen Cum Store	All	380
9	Laboratory grant	Feb, May, Aug, Nov	190
10	Additional Class rooms	Mar, Apr, May, Jun, Jul, Aug, Sep, Dec	820
11	Up-gradation (UP to SEC & SEC to H.S)	Mar, Jun, Sept, Dec	100

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	Skill Development Training of 100 SHG members in Muktidhara covering district.	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by SSEUY 12 Numbers of training programmes will be conducted by WBSCCL.	
Setting up of Projects for SHGs	Setting up of one SHG Data Processing Centre at Howrah District.	
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 12000 SHGs amounting to Rs. 2 crore.	
Muktidhara	Skill Development Training of 120 SHG members in Muktidhara covering district.	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by the SSEUY. 10 Numbers of training programmes will be conducted by WBSCCL.	
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 20000 SHGs amounting to Rs. 3 crore.	
Muktidhara	Skill Development Training of 100 SHG members in Muktidhara covering district.	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by the SSEUY. 10 Numbers of training programmes will be conducted by WBSCCL.	
Setting up of Projects for SHGs	Setting up of 10 nos of Poly Green House (Floriculture micro units) of SHG members of Darjeeling District.	
Note	SSEUY : Society for Self Employment of Unemployed Youth. WBSCCL : West Bengal Swarojgar Corporation Ltd.	

APRIL		
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	Skill Development Training of 90 SHG members in Muktidhara covering district.	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by the SSEUY. 6 Numbers of training programmes will be conducted by WBSCCL.	
MAY		
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	Skill Development Training of 100 SHG members in Muktidhara covering district.	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by the SSEUY. 6 Numbers of training programmes will be conducted by WBSCCL.	
Setting up of Projects for SHGs	Setting up of one Training Centre on Mixed Farming for SHG members at North 24 Parganas District.	
JUNE		
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.1crore.	
Muktidhara	Skill Development Training of 120 SHG members in Muktidhara covering districts and 100 nos of SHG projects in Muktidhara covering districts.	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by the SSEUY. 10 Numbers of training programmes will be conducted by WBSCCL.	
Note :	SSEUY : Society for Self Employment of Unemployed Youth. WBSCCL : West Bengal Swarojgar Corporation Ltd.	
JULY		
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.1crore.	
Muktidhara	Skill Development Training of 60 SHG members in Muktidhara covering district.	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by the SSEUY. 8 Numbers of training programmes will be conducted by WBSCCL.	
Setting up of Projects for SHGs	Construction of training centre for the SHG members at Hooghly District.	

AUGUST		
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	Skill Development Training of 90 SHG members in Muktidhara covering district.	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by the SSEUY. 10 Numbers of training programmes will be conducted by WBSCCL.	
SEPTEMBER		
Review Meeting	With District SHG & SE Officers and Bankers.	
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	Skill Development Training of 60 SHG members in Muktidhara covering district.	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by the SSEUY. 4 Numbers of training programmes will be conducted by WBSCCL.	
Setting up of Projects for SHGs	Setting up of one Bakery Unit for SHG members at South 24 Parganas District.	
Note :	SSEUY : Society for Self Employment of Unemployed Youth. WBSCCL : West Bengal Swarojgar Corporation Ltd.	
OCTOBER		
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	Skill Development Training of 60 SHG members in Muktidhara covering district.	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by the SSEUY. 5 Numbers of training programmes will be conducted by WBSCCL.	
NOVEMBER		
SVSKP	Govt. Subsidy amounting to Rs. 15 crore will be released.	
WBSSP	Release of Interest Subsidy to 12000 SHGs amounting to Rs. 2 crore.	
Muktidhara	Skill Development Training of 120 SHG members in Muktidhara covering district.	
Fairs & Exhibitions	Participation in IITF-2017 at New Delhi.	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by the SSEUY. 10 Numbers of training programmes will be conducted by WBSCCL.	
Setting up of Projects for SHGs	Construction of a retail outlet for SHG members at South 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	Skill Development Training of 150 SHG members in Muktidhara covering district and 100 nos of SHG projects in Muktidhara covering districts.	
Fairs & Exhibitions	a) Organising Sabala Mela - 2017 b) Participation in SARAS Mela	
Training (Vocational Training / Skill Development Training)	10 Training programmes will be conducted by the SSEUY. 12 Numbers of training programmes will be conducted by WBSCCL.	
Note :	SSEUY : Society for Self Employment of Unemployed Youth. WBSCCL : West Bengal Swarajgar Corporation Ltd.	

Govt. of West Bengal
Sundarban Affairs Department
Targets in Administrative Calendar for Year 2017
Targets as per Administrative Calendar

Sl. No.	Particulars	Unit (K.m./ numbers/ Hectares.)	January	February	March	April	May	June	July	August	September	October	November	December	Cumulative upto December, 2017	Remarks
1	Review Meetings	Number	1	1	1	1	1	1	1	1	1	1	1	1	12	
Infrastructure Development :																
2	Brick Paved Roads	K.m.	42.50	52.80	72.50	28.50	28.50	14.20	7.50	4.00	4.00	10.00	27.00	38.50	330.00	
3	Cement Concrete Roads		10.95	14.20	18.50	11.40	9.10	7.05	2.60	1.60	1.50	4.30	8.00	12.80	102.00	
4	Bituminous Roads		14.14	11.96	13.38	8.88	6.56	3.38	0.26	0.18	0.68	3.26	6.06	9.26	78.00	
5	R.C.C. Jetties	Numbers	-	-	-	1	1	-	-	-	-	2	3	3	10	
6	R.C.C. Bridges		-	-	-	-	-	-	-	-	-	1	1	2	4	
Agriculture Inputs (Number of Beneficiaries)																
7	Distribution of Agricultural Implements		1500	1000								7000	8500	7500	25500	
8	Distribution of Agricultural Inputs		22000	11500									15000	10000	58500	
Awareness Programmes																
9	Awareness Programmes		-	-	-	-	-	-	-	-	-	-	-	Sundarban Divas,		Sundarban Divas is an IEC

Sl. No.	Particulars	Unit (K.m./ numbers/ Hectares.	January	February	March	April	May	June	July	August	September	October	November	December	Cumulative upto December, 2017	Remarks
																Programme of the S.A. Department, observed in December every year
Fisheries (Number of Beneficiaries)																
10	Distribution of Fish fingerling, fish feed & Lime	Number of beneficiaries	712	1258	1310	1050	1200	1875	1950	1800	1425	1200	720	500	15000	
Social Forestry Schemes																
11	Creation of Nursery	125.0 H.a		125.0 H.a											125	
12	Maintenance of Nursery and Advance Soil Work for creation of Plantation	825.0 H.a		825.0 H.a											825	
13	Creation of Plantation								825.0 H.a							
14	Maintenance of Plantation													825.0 H.a		
Skill Development																
15	Skill Development Training Programmes of Trainees	Number of Trainees	30	30	60	30	30	30	30	30	60	60	60	60	510	

Department of Technical Education & Training and Skill Development

Sl No	Target Month	Target Description	Implementation Cell
1	January	Participation at Bengal Global Business Summit 2017	DTET&SD
2	January	Conduct of VIII+ / X + Level STC Examination	WBSCTVESD
3	February	Celebration of UTKARSH BANGLA Diwas	DTET&SD
4	February	Conduct of All India Trade Test for ITI Students	DIT
5	February	Construction to be started of 18 new ITIs under RIDF	DIT
6	February	Safe Drive, Save Life - Start Driving Training School in 66 locations for LMV (Level-1)	DIT
7	February	Introduction of Biometric attendance system in 2265 VTCs	DVET/WBSCTVESD
8	February	Takeover 01 no. Women Hostel at Polytechnic	DTET
9	March	Introduction of Biometric attendance system for trainees in ITIs & Polytechnics	DIT/DTET
10	March	Operationalization of 510 Advance VTCs	DVET/WBSCTVESD
11	March	Operationalization of 2 nos, CoE SDCs (Handloom)	WBHDEPS
12	March	Operationalization of 6 new STCs under Handloom Circuit Development Scheme-2014	WBHDEPS
13	March	Operationalization of 211 new schools under NSQF	DVET/WBSCTVESD
14	March	Introduction of Biometric attendance system in 500 NSQF Schools	DVET/WBSCTVESD
15	March	Publication of result of Odd Semester Examination for Academic Year 2016 of Polytechnics	WBSCTVESD
16	March	Publication of result of VIII+/X+Level STC Examination	WBSCTVESD
17	March	Training under Skill Development Initiatives (Non Institutional) of 1,20,000 Candidates	PBSSD/ WBSCTE/ WBSCTVESD/ WBHDEPS/DVET
18	March	Assessment of trainees trained in previous quarter (Non Institutional)	PBSSD/WBSCTE/ WBSCTVESD
19	April	Entrance Examination for Polytechnics - JEXPO 2017 & VOCLET 2017	WBSCTVESD
20	April	Conduct of Higher Secondary (Vocational) Examination	WBSCTVESD
21	April	Set up Wi-Fi campus at 16 Govt. ITIs	DIT
22	April	Operationalization of 01 Govt. Polytechnic of the state	DTET
23	April	Introduction of Smart Class room in 15 Govt. ITIs & 20 Govt. Polytechnics	DIT/DTET
24	May	Takeover of newly constructed building of 20 ITIs of the state	DIT

Sl No	Target Month	Target Description	Implementation Cell
25	May	Conduct of examination under National Apprenticeship Training Scheme	DIT
26	May	Conduct of Entrance Examination for ITIs - CET 2017	WBSCTVESD
27	May	Conduct of Semester Examination of Polytechnics (Even)	WBSCTVESD
28	May	Set up Wi-Fi campus at 16 Govt. ITIs & 04 Govt. Polytechnics	DIT/DTET
29	May	Publication of result of JEXPO 2017 & VOCLET 2017	WBSCTVESD
30	June	Operationalization of 2 nos, CoE SDCs (Handloom)	WBHDEPS
31	June	Converting 15 Polytechnics & 25 ITIs into Green Energy Campus under Aloshree Scheme	DIT/DTET
32	June	Operationalization of 6 new STCs under Handloom Circuit Development Scheme-2014	WBHDEPS
33	June	Publication of result of Higher Secondary (Vocational) Examination	WBSCTVESD
34	June	Publication of result of CET 2017	WBSCTVESD
35	June	Introduction of Biometric attendance system in all the establishments e.g. Directorates & Councils, ITIs, Polytechnics etc. under Department of Technical Education, Training & Skill Development	DTET&SD/DIT/DTET
36	June	Training under Skill Development initiatives (Non Institutional) of 1,05,000 Candidates	PBSSD/ WBSCTE/ WBSCTVESD/ WBHDEPS/DVET
37	June	Assessment of trainees trained in previous quarter (Non institutional)	PBSSD/WBSCTE/ WBSCTVESD
38	June	Operationalization of 27 new ITIs	DIT
39	June	Set up Wi-Fi campus at 17 Govt. ITIs & 04 Govt. Polytechnics	DIT/DTET
40	July	Converting 15 ITIs into Green Energy Campus under Aloshree Scheme	DIT
41	July	Conduct of All India Trade Test for ITI Students	DIT
42	July	Introduction of Smart Class room in 15 Govt. ITIs & 20 Govt. Polytechnics	DIT/DTET
43	July	Conduct of VIII+ / X+ Level STC Examination	WBSCTVESD
44	July	Operationalization of 05 Govt. Polytechnic of the state	DTET
45	July	Commencement of construction of CoE SDC - Garment Sector at Ankurhati	DVET
46	August	Completion of Counseling & Admission to ITIs	WBSCTVESD
47	August	Completion of Counseling & Admission to Polytechnics	WBSCTVESD

Sl No	Target Month	Target Description	Implementation Cell
48	August	Operationalization of 2 nos. CoE SDCs (Handloom)	WBHDEPS
49	August	Publication of result of Even Semester Examination of Polytechnics	WBSCTVESD
50	September	Publication of result of VIII+ /X+ Level STC Examination	WBSCTVESD
51	September	Skill Development initiatives (Institutional) : 1,23,000 : Polytechnic-38,000 ITI-35,000, HS Vocational/NSQF-50,000	DTET/ DIT/ WBSCTVESD
52	September	Safe Drive, Save Life - Start Driving Training Schools for MCV (Level -2)	DIT
53	September	Training under Skill Development Initiatives (Non institutional) of 1,55,000 Candidates	PBSSD/ WBSCTE/ WBSCTVESD/ WBHDEPS/DVET
54	September	Assessment of trainees trained in previous quarter (Non Institutional)	PBSSD/WBSCTE/ WBSCTVESD
55	September	Operationalization of 6 new STCs under Handloom Circuit Development Scheme-2014	WBHDEPS
56	October	Converting 05 Polytechnics & 15 ITIs into Green Energy Campus under Aloshee Scheme	DIT/DTET
57	October	Introduction of Smart Class room in 15 Govt. ITIs & 24 Govt. Polytechnics	DIT/DTET
58	October	Operationalization of 04 Govt. Polytechnics of the state	DTET
59	November	Conduct of examination under National Apprenticeship Training Scheme	DIT
60	November	Enrollment of 3000 candidates under National Apprenticeship Promotion Scheme	DIT
61	November	Operationalization of 2 nos. CoE SDCs (Handloom)	WBHDEPS
62	December	Introduction of 190 Advance VTCs	DVET/WBSCTVESD
63	December	Operationalization of 6 new STCs under Handloom Circuit Development Scheme-2014	WBHDEPS
64	December	Conduct of Semester Examination of Polytechnics (Odd)	WBSCTVESD
65	December	Takeover 02 nos. Of newly constructed Women Hostel at Polytechnics	DTET
66	December	Training under Skill Development initiatives (Non Institutional) of 95,000 Candidates	PBSSD/ WBSCTE/ WBSCTVESD/ WBHDEPS/DVET
67	December	Assessment of trainees trained in previous quarter (Non Institutional)	PBSSD/WBSCTE/ WBSCTVESD
68	December	Safe Drive, Save Life - Start Driving Training Schools for HCV (Level -3)	DIT

Department of Tourism

Month	Activities	Time Schedule	Status
January			
	Participation in Travel India organised by ICC		
	Organisation of FAM Trip for the Chinese delegation		
	IITM Kochi	2nd Week	
	TV Campaign - National & International Channels		
	Publicity through social media	Through out the month	
	Trident light at Gangasagar		
	Campaign through Metro Railway - Mumbai		
	Publicity through Google joint campaign SOTC - The Travel Co.		
	Construction of Batabari & Tilabari Tourist Cottages		
	Tree House at Malancha Tourist Lodge, Barrackpore - Initiation of Project		
	Opening of F/L off Shops at Teesta Paryatak Abas, Jalpaiguri & at Malda Tourist Lodge		
	Opening of 24×7 Control Room-cum-Helpline number (033-2334-4062) by WBTDC		
	Arrangement of Toll Free number by WBTDC		
	Publicity through airing of commercial featuring Mr. Shah Rukh Khan (Brand Ambassador of W.B. Tourism) during interval of cinema		
	Participation in Holiday Expo, Coimbatore	Last Week	
	Travel and Tourism Bazar-Ranchi	Last Week	
February			
	Participation in TTF, Mumbai	2nd Week	
	Participation and patronage of Destination East”, Kolkata		
	Participation ITM, Chandigarh	2nd Week	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Participation in Bengal Travel Mart in Siliguri		
	Publicity through social media		
	Publicity through FM outstation	Throughout the month	
	Publicity through Outdoor Hoarding in different metros & B-category towns		
	Publicity through different magazines in domestic and international sector		
	Publicity through T.V. and print Campaign		
	SATTE participation in Delhi.		
	Inaguration of High Tech Luxury buses for Puri, Konark and Chilka circuit by WBTDC		

Month	Activities	Time Schedule	Status
	Opening of F/L Off Shop at Shatiniketan Tourist Lodge & Diamond Harbour Tourist Lodge		
	Inaguration of revamped website of WBTDCL		
	Notification of new Home Stay Policy of Tourism Department		
	Publicity through airing of commercial featuring Mr. Shah Rukh Khan (Brand Ambassador of W.B. Tourism) during interval of cinema		
	Review of performance vis-a-vis Administrative Calendar - 2017		
March			
	Participation in Isale Sawab Furfura Sharif	1st week of March	
	Participation in IITM, Kolkata		
	Participation in IITE, Raipur	2nd Week	
	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	
	Publicity through different magazines in domestic and international sector		
	Publicity through social media		
	Participation in Urs Utsav		
	Tourist Lodge and Youth Hostel at Puri by WBTDCL - Initiation of project		
	Publicity through airing of commercial featuring Mr. Shah Rukh Khan (Brand Ambassador of W.B. Tourism) during interval of cinema		
	Tourist Cottages at Tiger Hill - Initiation of Project	Last Week	
	Co-ordination meeting with WBTDCL	Last Week	
April			
	Review Meeting with District Level Officer/ Other Implementing Agency	2nd Week	
	Preparation in GITB, Jaipur	3rd Week	
	Publicity through outstation FM Channel		
	Publicity through social media		
	Publicity through different magazines in domestic and international sector		
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Banquet Hall at Udayachal Tourist Lodge, Salt Lake - Initiation of project		
	Review of performance vis-a-vis Administrative Calendar - 2017	Last Week	

Month	Activities	Time Schedule	Status
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		
	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		
	Participation of West Bengal Tourism in Ramkeli Mela, Malda	Middle of the month	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Review of performance vis-a-vis Administrative Calendar - 2017	Last Week	
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		
	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	
	Publicity through different magazines in domestic and international sector		
	Puja Campaign through FM stations		
	Participation in Holiday Expo, Vadodera		
	Publicity through social media		
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Review of performance vis-a-vis Administrative Calendar - 2017	Last Week	
September			
	Observance of World Tourism Day	Last Week	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Participation in TTF, Ahmedabad		

Month	Activities	Time Schedule	Status
	Participation in TTF, Surat		
	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		
	Installation of temporary signages for Durga Puja in association with Kolkata Police		
	Sharadotsab Puja packages by WBTDCL		
	Immersion programme of Durga Puja on Red Road, Kolkata		
October			
	Participation in TTF, Pune		
	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 - 2017	4th Week	
	Participation in ITM, Lucknow		
	Participation in IITE, 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		
	International Travel Mart organised by Ministry of Tourism, Govt. of India.		
	Co-ordination meeting with WBTDCL	Last Week	
	Banquet Hall at Pathik Motel at Durgapur - Initiation of project		

Month	Activities	Time Schedule	Status
December			
	Publicity through different magazines in domestic and international sector		
	Publicity through social media		
	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 - 2017	Last Week	
	New Tourist cottages at Jayanti, Alipurduar - Initiation of project		
	Additional unit at Bakkhali Tourist Lodge - Initiation of project		
	Participation in Dooars Utsav in Alipurduar		
	Organization of Christmas Festival in Kolkata		
	Illumination in Siliguri on the occasion of Christmas & New Year		

Department of Transport

January 2017

Sl. No.	Activity
1.	Commencement of construction of 2 (two) Right Turn Flyovers at Kolkata Central Bus Terminus at Santragachi by HRBC.
2.	Launching of updated website of Transport Department with support of World Bank.
3.	Issuance of 30 Contract Carriage Permits (including Luxury Taxi) and issuance of 20 Stage Carriage Permits for bus/minibuses by STA.
4.	Commencement of infrastructural development for implementation of SOP at 50 (fifty) jetties.
5.	Commencement of construction of 12 (twelve) Wooden Vessels having capacity of 100 passengers each by WBTIDC.
6.	Commencement of depot infrastructure (civil and electrical) works in respect of 6 (six) depots of WBTC.
7.	Commencement of construction of 2 (two) no.s of AC trams by WBTC.
8.	Commencement of renovation/modernization of Jadavpur 8B bus stand of WBTC.
9.	Commencement of renovation/modernization of Garia 6 no. bus terminus of WBTC.
10.	Commencement of construction of the office building and workshop shed at Aambazar, district Malda of NBSTC.

February 2017

Sl. No.	Activity
1.	Introduction of new State Road Safety Act.
2.	Introduction of e-vahan in KMA area by Director Transport.
3.	Introduction of Smart Cards at all MV offices (RC and DL) by Director Transport.
4.	Commencement of renovation of Central Traffic Office, Marine Deptt. of WBTC.
5.	Issuance of 30 Contract Carriage Permits (including Luxury Taxi) and issuance of 20 Stage Carriage Permits for bus / minibuses by STA.
6.	Commencement of construction of 12 (twelve) Steel Vessels having capacity of 100 passengers each by WBTIDC.
7.	Completion of construction of 3 (three) Wooden Vessels of capacity 100 PAX by WBTIDC.
8.	Commencement of construction of Digha Depot (2nd phase) of SBSTC.
9.	Commencement of operation of 20 nos. of CNG Buses at Asansol and Durgapur areas by SBSTC.

March 2017

Sl. No.	Activity
1.	Commencement of civil work for construction of new SBSTC depot at Jhargram by HRBC.
2.	Implementation of Gatidhara scheme -7000 (seven thousand) no. of beneficiaries to be covered (upto March 2017).
3.	Issuance of 30 Contract Carriage Permits (including Luxury Taxi) and issuance of 20 Stage Carriage Permits for bus/minibuses by STA.
4.	Commencement of construction of 1 (one) LCT vessel by WBTC.
5.	Completion of construction of 5 (five) Steel Vessels of capacity 150 PAX by WBTIDC.
6.	Commencement of construction of Kalipahari bus terminus at Asansole by WBTIDC.

Sl. No.	Activity
7.	Commencement of construction of Krishnagar truck terminus at Bahadurpur by WBTIDC.
8.	Commencement of construction of Bishnupur bus terminus by WBTIDC.
9.	Commencement of infrastructural development for implementation of SOP by WBTC at 18 (eighteen) jetties.
10.	Purchase of 10 (ten) AC midi buses of WBTC.
11.	I.V. examination and issuance of 300 (three hundred) no.s certificates of competence to Masters and Drivers on Inland Vessels by Director IWT.
12.	Coverage of major routes under computerised booking system by SBSTC.

April 2017

Sl. No.	Activity
1.	Issuance of 30 Contract Carriage Permits (including Luxury Taxi) and issuance of 20 Stage Carriage Permits for bus/minibuses by STA.
2.	Commencement of development of 20 no.s of bus termini of WBTC.
3.	Completion of concretisation of Tram Track at Hastings from junction of St. George's Gate Road to starting up of upramp of Vidyasagar Setu near Race Course by HRBC.
4.	Completion of renovation of Jetty Ghat at Kalna, Burdwan by WBTIDC.
5.	Commencement of renovation/modernisation of Karunamoyee bus terminus at Saltlake by WBTIDC.
6.	Installation of Smart Ticketing system in all buses of SBSTC.

May 2017

Sl. No.	Activity
1.	Issuance of 30 Contract Carriage Permits (including Luxury Taxi) and issuance of 20 Stage Carriage Permits for bus / minibuses by STA.
2.	Completion of renovation of jetty ghat at Nrisinghapur, Nadia by WBTIDC.
3.	Commencement of Smart Ferry Ticketing system by WBTC.
4.	Commencement of special renovation of 100 (one hundred) no.s of busses by WBTC.
5.	Commencement of construction of 3 (three) no.s of Pontoons by WBTC.
6.	Commencement of renovation / modernisation of Bolpur Bus Terminus by WBTIDC.

June 2017

Sl. No.	Activity
1.	Introduction of e-vahan and online payment of MV taxes in the entire state by Director Transport.
2.	Issuance of 30 Contract Carriage Permits (including Luxury Taxi) and issuance of 20 Stage Carriage Permits for bus/minibuses by STA.
3.	Completion of digitization of physical records of Registration, License and RTA Section by Director PVD.
4.	Completion of monetisation process for Garia and Thakurpukur Bus Depots and Sarsuna Bus Station of CSTC.
5.	Commencement of construction of Haldia Jetty by WBTC .
6.	Commencement of work for procurement of 100 (one hundred) new buses of WBTC.
7.	Inauguration of newly constructed Haldia Depot of SBSTC.
8.	Construction of smart and intelligent Control Room at Durgapur Head Quarters by SBSTC.

Sl. No.	Activity
9.	Commencement of renovation of jetty ghat at Guptipara, Hooghly by WBTIDC.
10.	Introduction of smart ticketing system in 100 (one hundred) buses of NBSTC.
11.	Commencement of different infrastructural developmental works of Pool Car Office by WBTIDC.
12.	Commencement of special renovation of 20 (twenty) tram cars by WBTC.

July 2017

Sl. No.	Activity
1.	Publication of Vision Document - 2025.
2.	Issuance of 30 Contract Carriage Permits (including Luxury Taxi) and issuance of 20 Stage Carriage Permits for bus/minibuses by STA.
3.	Publication of Administrative Report for the year 2016-2017 by Transport Directorate, West Bengal.
4.	Commencement of construction of 2 (two) 100 PAX vessels by WBTC .
5.	Commencement of renovation of Jetty ghat at Nazirgunge, Howrah by WBTIDC.
6.	Commencement of construction of Passenger-cum-Vehicular Ferry Service Jetty at (i) Raichak and (ii) Kukrahati by HRBC.
7.	Commencement of modernisation works in and around Howrah Station areas by WBTIDC/HMC.
8.	Commencement of procurement of 25 nos. of new buses out of the State Plan Fund 2017-18 by SBSTC.

August 2017

Sl. No.	Activity
1.	Issuance of 30 Contract Carriage Permits (including Luxury Taxi) and issuance of 20 Stage Carriage Permits for bus/minibuses by STA.
2.	Completion of construction of 2 (two) water taxis by WBTC.
3.	Completion of renovation of jetty ghat at Ariadaha, 24 Parganas (North) by WBTIDC .
4.	Completion of Serampore Bus Terminus with commercial complex by HRBC.
5.	Completion of procurement of 70 (seventy) new buses under State Plan Fund for 2017-18 by NBSTC.
6.	Commencement of renovation/modernisation of Tenzing Norgay Central Bus Terminus at Siliguri of NBSTC.

September 2017

Sl. No.	Activity
1.	Issuance of 30 Contract Carriage Permits (including Luxury Taxi) and issuance of 20 Stage Carriage Permits for bus / minibuses by STA.
2.	Completion of formalities for Fresh Reciprocal Transport Agreement between West Bengal and Jharkhand by STA.
3.	Completion of renovation works of Central Traffic Office, Marine Deptt. of WBTC.
4.	Completion of construction of jetty ghat at Nabadweep, Nadia by WBTIDC.
5.	Commencement of construction of Gangway Pontoon Passenger Jetties at Nainan, Noorpur and Shibganj (Howrah) by HRBC.

October 2017

Sl. No.	Activity
1.	Issuance of 30 Contract Carriage Permits (including Luxury Taxi) and issuance of 20 Stage Carriage Permits for bus / minibuses by STA.
2.	Completion of construction of Gangway Pontoon Passenger Jetty at Shibpur by HRBC.
3.	Commencement of procurement of 25 (twenty-five) nos. of new buses out of the State Plan Fund 2017-18 by SBSTC.
4.	Completion of construction of jetty at Budge Budge, 24 Parganas (South) by WBTIDC.
5.	Roll out of 35 (thirty-five) new buses purchased out of the State Plan Fund for 2017-18 by NBSTC.
6.	Delivery of 250 men Ferry Craft for the Indian Navy by Shalimar Works Ltd.

November 2017

Sl. No.	Activity
1.	Completion of construction of 6 (six) steel vessels of capacity 100 PAX by WBTIDC.
2.	Completion of construction of 6 (six) wooden vessels of capacity 100 PAX by WBTIDC.
3.	Opening of 4th Unit of PVD at Behala by Director PVD.
4.	Completion of construction of 3 (three) no.s of pontoons by WBTC..
5.	Completion of construction of Gangway Pontoon Passenger Jetty at (i) Falta (ii) Burul and (iii) Raipur by HRBC.
6.	Issuance of 30 Contract Carriage Permits (including Luxury Taxi) and issuance of 20 Stage Carriage Permits for bus/minibuses by STA.
7.	Completion of construction of the office building and workshop shed at Aambazar, Malda of NBSTC.

December 2017

Sl. No.	Activity
1.	Modification and/or cancellation of old routes and introduction of new routes (Private Sector Bus / Mini Bus / Auto Rickshaw) within PVD jurisdiction in phases as a part of the Route Rationalization initiative of the Transport Department.
2.	Issuance of 500 nos. (approx.) of Stage Carriage and Special Stage Carriage Permit by Director PVD.
3.	Issuance of 600 nos. (approx.) of Contract Carriage Permit including Meter Taxis by Director PVD.
4.	Completion of renewal of tram track of concretized pavement at RG Kar Road, Belgachia by HRBC. .
5.	Completion of construction of (i) 6 Steel Vessels and (ii) 6 wooden vessels each of capacity 100 PAX by WBTIDC.
6.	Completion of construction of 2 (two) no.s of AC trams by WBTC.
7.	Completion of construction of 2 (two) 100 PAX vessels by WBTC.
8.	Completion of work for procurement of 100 (one hundred) new busses by WBTC.
9.	Completion of special renovation of 20 (twenty) tram cars by WBTC.
10.	Commencement of procurement of 20 (twenty) nos. of new buses out of the State Plan Fund of 2017-18 by SBSTC.
11.	Roll out of 35 (thirty - five) new buses purchased out of State Plan Fund for 2017-18 by NBSTC.
12.	I.V. examination and issuance of 900 no.s certificates of competence to Masters and Drivers on Inland Vessels by Director IWT.
13.	Delivery of 200 Ton Fuel Barge for Indian Navy by Shalimar Works Ltd.

Department of Tribal Development

January	February	March	April
1) Payment of Scholarship to 35,000 ST students.	1) Start skill training (General Duty Health Assistant, Medical equipment repair)-300 candidates.	1) Release of share capital to corporations.	1) Selection of 200 student's examination training for Joint Entrance Examination (JEE).
2) Release of fund ST beneficiaries under Old Age Pension Scheme.	2) Extending benefits to 5,000 ST beneficiaries -TSP/Microcredit.	2) Monitoring of funds collection of UCs	2) Finalization of action plan corporation/WBTDCC Ltd.
3) Festivals: i) State Level Tribal One Act Drama. ii) Gunijans Sambardhana. iii) Tea & Tribal Festival.	3) Skill training in Bamboo / Leather / Wood / Tailoring / Mobile / Photography-300.	3) Utilization Certificates to GOI for SCA to TSP and Art.275(1) Scheme.	3) Submitting Annual report of TSP and 275(1) to MOTA.
4) Monitoring of schemes district level through field visits by the officers of Department.	4) Commencement of advanced beauty care training for 200 ST.	4) Scholarship disbursement to 60,000 students.	4) SCA to TSP scheme for 1,000 beneficiaries.
5) Micro Credit Finance loan 350 beneficiaries - ARD Department.	5) Monitoring of Special coaching training of Tribal candidates for IAS & Civil Service at ATI.	5) Extending Benefits to 5,000 Beneficiaries under TSP/MCF.	5) Disbursement of MCF Loan.
6) Workshop of 30 Tribal painters.	6) Disbursement of SCA to TSP grant of 1,000 beneficiaries.	6) Submission of quarterly report on implementation of FRA to MOTA Government of India.	6) Kitchen Garden/Agriculture Training. Training of MCL 200 beneficiary(s)
7) Skill training Tailoring / Bamboo / Jute products/Food product/Mobile and AC repair, 400 beneficiaries.	7) Workshop on Acts & Rules for new recruit and employees of LAMPS.	7) Commencement of Pre-examination Training 250 Candidates.	7) Skill Development training on repair of Mobile, TV, Household Products/ Food Production/ Advance Garment Construction technique for 200 beneficiaries.
8) Commencement of WBCS Coaching for Tribal Students - RICE, Kolkata.	8) Sending MCF proposal to NSTFDC.	8) ASRY Loan disbursement to the approved cases.	8) Selection of beneficiaries of Housing Schemes of boards. (2 nd phase)
9) Commencement of work of "Adivasi Bhawan" (superstructure)	9) VLE training for 100 ST youths.	9) Release of Grants to Registered beneficiaries of Kendu leaves collectors Social Security Scheme 2015.	9) Construction work of 1 st phase housing schemes for Bhutia, Tamang, Sherpa, Limbu.
10) Application for Sikshashree.	10) Payment of educational Scholarship to 35,000 students.	10) Disbursement of MCF loan.	10) Preparation of Beneficiary list of Housing Schemes for Lepchas & Annual song & Dance Competition.
11) Release of fund to 10 LAMPS for meeting hall/toilet/drinking water.	11) Initiation of the scheme Sikshashree for 2017. Meeting with the bankers and school at district/block level.	11) Training of 350 MCF Beneficiaries through ARD Department.	11) Allocation of funds to different boards.
12) Selection of beneficiaries of Housing Schemes of Boards under TDD.	12) Annual Archery Competition & completion of 8 Community centers for Lepchas.	12) Completion of 400 houses, 5 Artisans centers & Drinking water schemes for Lepchas.	
13) Construction of 400 houses, 40 Night School, 15 Drinking water schemes - Lepchas.	13) Capacity Building for LAMPS Staff.		

May	June	July	August and September
<ol style="list-style-type: none"> 1) Allocation of fund under SCA to TSP and Art. 275(1) to the district. 2) Commencement of Security Guard Training-2,000 ST beneficiaries. 3) Release of fund for income generation Schemes-1st installment. 4) Sending proposals of Microcredit Finance to NSTFDC. 5) Awareness camp on right to Public Services Act and Self Attestation. 6) Release of fund for Income generation schemes to LAMPS. 	<ol style="list-style-type: none"> 1. Allocation of funds to the district offices for Old Age Pension Scheme for first quarter. 2. Commencement of Security Guard Training. 3. Allocation of fund to the district offices for Educational Scholarship Scheme. 4. Observance of Hul Dibas. 5. Submitting proposals to Govt. of India for allocation of fund to various schemes. 6. Inviting applications for scholarships from ST students (pre-matric). 7. Capacity building training of LAMPS staff. 8. Quarterly report on implementation of FRA to MOTA Gol. 9. Training of 350 MCF beneficiaries through ARD Department. 10. Distribution of Sal leaf plate making machine. 	<ol style="list-style-type: none"> 1) Selection of 600 trainees for plastic engineering - CIPET. 2) Submitting proposals to GoI for allocation of fund to schemes. 3) Proposals to NSTFD Corporation for self-employment schemes. 4) Micro Credit finance -350-SHGs. 5) Start of skill training, GoI institutes-300 beneficiaries. 6) Distribution of Dhamsa, Madol, Ghanta, Banshi to cultural groups. 7) Monitoring at district level through field visits by the officers of Department. 8) Siksharee -50,000 students. 9) Skill training- Mobile/ TV repair, Food Product 100 beneficiaries. 10) 2nd phase housing by Tamang, Bhutia, Sherpa, Limbu Board. 11) Tree plantation by all 5 boards. 	<ol style="list-style-type: none"> 1) Release of 2nd installment of fund under various development scheme. 2) Release of fund for old age pension for next two quarters. 3) Inviting applications from ST Student Post-Matric Scholarship. 4) Shikshashree - 50,000 students. 5) Upkeep of Hostels-50. 6) Candidates selection, Ethnic Beauty care course-300 beneficiaries. 7) Skill Development for 200 SHGs. 8) Capacity building training for LAMPS staff. 9) Submission of quarterly report on implantation of FRA to MoTA. 10) Gunijans Sambardhana. 11) Training of 350 MCF Beneficiaries through ARD Department. 12) Completion of construction houses under 1st phase of Tamang, Bhutia, Sherpa, Limbu, Lepcha Board.
October and November	December	<p>Regular schemes/ programmes executed every month throughout the year</p> <ul style="list-style-type: none"> • <i>Monitoring implementation of reservation norms – by different department of the state Government.</i> • <i>Verification and authentication of register of appointments – of various state government Departments, school and collages etc.</i> • <i>Issuance of caste certificate-monitoring of performance of District/State divisional and block offices.</i> 	
<ol style="list-style-type: none"> 1) Preparatory work for awarding B.R. Ambedkar Medha Puraskar to minorities 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. Education Loan-50 cases. 4. Celebration of Adibasi Utsav. 		

October and November	December	Regular schemes/ programmes executed every month throughout the year
<p>3) Shikshashree - 80,000 Students.</p> <p>4) Workshop on Tribal Cultural on tribal mantras/ rhymes.</p> <p>5) Livelihood programme under SCA to TSP1,000 ST beneficiaries.</p> <p>6) Awareness camp on right to Public Services Act and self Attestation</p> <p>7) Release of fund for pruning and collection of Kendu Leaves to LAMPS.</p> <p>8) Adibasi cultural programme on dance / songs / musical instruments at LAMPS at district level.</p> <p>9) Selection of 40 Tribals to undergo one year WBCS Coaching at Kolkata.</p>	<p>5. Payment of Shikshashree fund to remaining applicants.</p> <p>6. Quarterly report on implementation of FRA to MOTA.</p> <p>7. Monitoring of disbursement of scholarship under Shikshashree.</p> <p>8. District / Zonal competition for Tribal One Act Drama for 2017.</p> <p>9. Holding Adivasi Cultural Programme on dance/ songs / musical instruments at State level.</p> <p>10. Completion of 2nd phase housing scheme for Lepchas other Boards.</p> <p>11. Undertaking tour of 2,000 Senior Tamang citizens for Buddhist Circuit.</p>	<ul style="list-style-type: none"> • Collection of Kendu Leaves by the LAMPS is done from June to March; • Inspection of Hostels by the designated officers of Districts. • Review and monitoring of Management and running of EMRS; • Evaluation studies, research and training on various issues related to Scheduled Tribes conducted by CRJ; • Monitoring of Granting of Community and individual Forest Rights; • Monitoring of Granting of educational loans. • Monthly meeting of District Tribal Development Officers and Branch/Regional Managers of WBTDCCCL.
<p>Note: -</p>		<ol style="list-style-type: none"> 1. It shall be ensured that 5,000 tribal Beneficiaries (mostly women) will be covered under Tribal Sub Plan and Micro Credit Scheme. 2. Ashram Hostel will also be visited quarterly and the construction of new hostels will be monitored.

Department of Urban Development and Municipal Affairs

A. Urban Development, B. Municipal Affairs

A. Urban Development	
MONTH	ACTIVITY/PROJECT
JANUARY	NKDA [NEW TOWN KOLKATA DEVELOPMENT AUTHORITY]
	Development of Roof Top Vegetable Garden over CB Community Market in AA-IC, New Town.
	SJDA [SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY]
	Construction of Three Cell Box Bridge with Approach Road over river Jorapani at Netaji Nagar Colony near Italy Ground, Ward No. 37 under SMC Siliguri.
	Construction of Road and Cross Drain at New Township phase III Rehabilitation area at Kawakhali, Siliguri.
	HDA [HALDIA DEVELOPMENT AUTHORITY]
	Adoption, Gazette Notification & Public Notice of present LU&MR (U/S 28-29) for new planning area for remaining 3 Mouza of Nandakumar block, one Mouza of Tamluk block, 2 mouza of Sahid Matangini block and 2 Mouza of Panskura block.
	SLRDC [SALT LAKE RECLAMATION & DEVELOPMENT CIRCLE]
Improvement of Bituminous Road & footpath works for a length of 0.6 km from children park to Samaj Sadan at GD Block & HB more to community centre at GB Block in Bidhannagar Municipality.	
FEBRUARY	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Rail Over Bridge on A.P Banerjee Road connecting Ghosh Para Road, Kalyani Highway in Ward No. 5-8 of Bhatpara Municipality.
	Road from Ultadanga to Garia in Kolkata Metropolitan Area.
	SJDA [SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY]
	Construction of Three Cell Box Bridge with Approach Road over river Jorapani near Jagat Bandhu Ashram at Ward No. 37 under SMC, Siliguri.
	TRDA [TARAPITH RAMPURHAT DEVELOPMENT AUTHORITY]
Construction of concrete road & allied work at the Tarapith Mandir side DWARKA River bank Tarapith.	
MARCH	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Construction of EM By-pass connector from Padmapukur to Kamalgazi.
	Trans-municipal Water Supply Project for Municipal Towns of Titagarh and Khardah.
	Storm Water Drainage in South Dum Dum Municipality, Kolkata.
	ADDA [ASANSOL DURGAPUR DEVELOPMENT AUTHORITY]
	Installation of one 16 Mtr. High Mast Lighting (2X 400W, 9 nos. Metal Light) with accessories at Kultora Muslim para, ward no 61 under AMC.
APRIL	DEPARTMENT
	Video Conference/meeting with Development Authorities.
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Design and construction of Pedestrianisation & Traffic Decongestion of Dakshineswar Temple Area on Turnkey basis.
	SJDA [SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY]
	Beautification of Rajbari Dighi (East side i. e back) at Jalpaiguri.
Beautification of Rajbari Dighi (West Side Part-A i.e. both side of Front central area) at Jalpaiguri.	

MONTH	ACTIVITY/PROJECT
APRIL	HDA [HALDIA DEVELOPMENT AUTHORITY]
	Construction of Bituminous road from Tekhali Bridge to Chadar Pol.
	ADDA [ASANSOL DURGAPUR DEVELOPMENT AUTHORITY]
	Construction of RCC drain along Dr. Martin Luther King Road Salarpuria Gardenia, Bidhannagar, Durgapur
	GBDA [GANGASAGAR BAKKHALI DEVELOPMENT AUTHORITY]
	Concrete road from Mela Road No.1 to Mela Road No. 5 near Sea Shore at Gangasagar Mela Ground.
	FSDA [FURFURA SHARIF DEVELOPMENT AUTHORITY]
	Library facility with 10 Computers and 1 Projector in Furfura Fateha Senior Madrasa Furfura Hooghly
	Establishment of Smart Class room for study of Science with Smart Board in one Madrasa & 2 School i.e. Dakhindihi High School Nilarpur Raja Rammohan Bidyapith and Furfura Fateha Senior Madrasa.
	Construction of Sulabh Souchagar near bus stand at Furfura
	HIT [HOWRAH IMPROVEMENT TRUST]
	Bank Protection & Pathway at North side of Dumurjala Lake of ECO PARK at Scheme XXV, Ichapur, Howrah.
Bituminous Road at G.C.R.C. Ghat Road under H.M.C. Ward no. 36	
MAY	DEPARTMENT
	Meeting with competent authorities to review proper application of ULC Act and vesting status.
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Design, Drawing construction of 50 m ³ per min. capacity 2 nos. storm water pumping stations Comprising max. 5.50 m internal dia. Commissioning, trial run etc. within Sec-V under Bidhannagar Municipal Corporation area including all Civil & Electrical & Mechanical works complete on Turnkey basis.
	HDA [HALDIA DEVELOPMENT AUTHORITY]
	Up-gradation of existing boulder morrum road up to bituminous pavement from Amdabad School to Tekhali Bridge.
	Construction of Bituminous road from Ranichak Harijan Pally to Ranichak Nine lakh bridge via Jana para Sitala Mandir.
	ADDA [ASANSOL DURGAPUR DEVELOPMENT AUTHORITY]
	Repairing of roads of Central Park and its extension along with back side of Kanakangan at City Centre, Durgapur-16
	GBDA [GANGASAGAR BAKKHALI DEVELOPMENT AUTHORITY]
	Upgradation of brick and concrete rural roads in and around Henry Island Compound at Bakkhali, Namkhana with bituminous road under GBDA.
	JDA [JAIGAON DEVELOPMENT AUTHORITY]
	Installation & Supply of Solar light at Boro Mechia Basti, Jaigaon
TRDA [TARAPITH RAMPURHAT DEVELOPMENT AUTHORITY]	
Row shop at Tarapith near Atla more.	
FSDA [FURFURA SHARIF DEVELOPMENT AUTHORITY]	
Steel made Passenger sheds on way to Furfura at five places	

MONTH	ACTIVITY/PROJECT
JUNE	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Storm Water Drainage Project for Rishra Municipality
	Construction of 4 lane flyover from Ramnagar More (Garden Reach) to Remount Road (near Kantapukur morgue) in Kolkata
	WBHIDCO [WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.]
	Construction of State Convention Centre
	NKDA [NEW TOWN KOLKATA DEVELOPMENT AUTHORITY]
	Construction for development of green verge, children park etc. Including boundary wall along with peripheral of existing proposed open plot(no. 01) and other ancillary works adjacent to Street no. 183-224 at CE Block in AA-IC
	GBDA [GANGASAGAR BAKKHALI DEVELOPMENT AUTHORITY]
Construction of Sulabh Complex-cum-Night Shelter at Bakkhali Tourist Spot.	
JULY	DEPARTMENT
	Video Conference/meeting with Development Authorities.
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Augmentation of existing Howrah Water Works located at Srirampur
	Augmentation of Raw Water Intake Jetty for 4.5 MGD capacity WTP at Srirampur
	ADDA [ASANSOL DURGAPUR DEVELOPMENT AUTHORITY]
	Strengthening of road along with flanks by cement concrete and repairing of drainage system for approach road of Ultratech cement of EPIP, Durgapur.
	TRDA [TARAPITH RAMPURHAT DEVELOPMENT AUTHORITY]
	Construction of Park near Tarapith Entry Gate
	B+G+I Building Marketing Hub at Tarapith
	HIT [HOWRAH IMPROVEMENT TRUST]
Installation of Fountain and playing equipment in ECO-PARK at HIT scheme-xxv, beside Dumurjala, Howrah	
AUGUST	DEPARTMENT
	Meeting with competent authorities to review proper application of ULC Act and vesting status.
	HDA [HALDIA DEVELOPMENT AUTHORITY]
	Installation of LED street lighting system from Cinema More to Gandhi Kutir via Raj-college, raj-Goyeswari Girls H. School to Teropakhya PWD Road (Near Najrul Sangha (R.L-3.0 K.M.)
	Land Use & Development Control Plan for Block of Nandigram I and II (U/S31-38) of the West Bengal T&CP Act, 1979
	ADDA [ASANSOL DURGAPUR DEVELOPMENT AUTHORITY]
	Construction of various CGI Sheds at Ranisayer Hut near BDO office at Raniganj, Burdwan
	Construction of 4 vents (3.0m X3.0m) Box culvert Kajal Bekari to New Kabarstahn, Azad Nagar, Asansol
	TRDA [TARAPITH RAMPURHAT DEVELOPMENT AUTHORITY]
Environmental up gradation of Tarapith Temple surrounding area	

MONTH	ACTIVITY/PROJECT
SEPTEMBER	WBHIDCO [WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.]
	Construction of State of Art New Town Kolkata Gate
	Construction of Banglar Misti Hub near gate no. 3 of Eco-Tourism Park
	ADDA [ASANSOL DURGAPUR DEVELOPMENT AUTHORITY]
	Improvement of roads of City Centre with mastic asphalt Durgapur
	DSDA [DIGHA SANKARPUR DEVELOPMENT AUTHORITY]
	Installation of Street Light along the beach from Sankarpur to Tajpur
	GBDA [GANGASAGAR BAKKHALI DEVELOPMENT AUTHORITY]
Repairing and Strengthening of Road from Bakkhali Bus Stand to Henry Island at Bakkhali.	
OCTOBER	DEPARTMENT
	Video Conference /meeting with Development Authorities.
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Renovation & Strengthening of existing KMDA Chetla Housing Complex at 19A, Chetla Hut Road, Kolkata-27
	JDA [JAIGAON DEVELOPMENT AUTHORITY]
Beautification of N.S. Road at Jaigaon.	
NOVEMBER	DEPARTMENT
	Meeting with competent authorities to review proper application of ULC Act and vesting status.
	BDA [BURDWAN DEVELOPMENT AUTHORITY]
	Beautification of the area surrounding Sarbamangala Temple.
Illumination by High Mast Lights at Nilpur area covering Ward no. 12, 13 & 14 under Burdwan Municipality	
DECEMBER	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Construction of Raw Water Intake Jetty with PH including SS & Laying of RWRM for Pujali Municipality
	Construction of 9 MLD SW Treatment Plant including CWR-cum Pumping Station for Pujali Municipality.
	Water Supply Expansion Programme of Garden Reach water Works (GRWW) Ph-II in Maheshtala Municipality.
	WBHIDCO [WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.]
	Construction of Bus Terminus in AA-III E
	NKDA [NEW TOWN KOLKATA DEVELOPMENT AUTHORITY]
	Construction of RCC framed Pay & Use Toilet & Restaurant at 1 st floor including allied works in between DLF-II & Eco-space
	DSDA [DIGHA SANKARPUR DEVELOPMENT AUTHORITY]
	Installation of Street Light from Digha Welcome Gate to Odisha Border
	BDA [BURDWAN DEVELOPMENT AUTHORITY]
	Re-Excavation and Beautification of River Banka (Phase-I)
	JDA [JAIGAON DEVELOPMENT AUTHORITY]
	Construction of Taxi Stand with a Commercial Hub at Jaigaon
HIT [HOWRAH IMPROVEMENT TRUST]	
Construction of Boundary walls for safeguarding of HIT lands	

B. Municipal Affairs

JANUARY, 2017	MAY, 2017
<ul style="list-style-type: none"> • Completion of 5262 sanctioned Housing for EWS/Poor in municipal towns • Commencement of work of 2 nos. of Water Supply Project • Completion of 6 nos. of Green Space Development Project 	<ul style="list-style-type: none"> • Completion of one Shelter for Urban Homeless • Commencement of work of 2 nos. of Water Supply Projects • Completion of 8 nos. of Green Space Development Projects
FEBRUARY, 2017	JUNE, 2017
<ul style="list-style-type: none"> • Completion of 6689 sanctioned Housing for EWS/Poor in municipal towns • Commencement of work of 3 nos. of Water Supply Projects • Completion of 5 nos. of Green Space Development Projects • Improvement of Drainage system at Picnic Garden Road from premises no. 153/10 to 158A, Picnic Garden Road in Ward-66, Borough-VII, by S & D Department under Kolkata Municipal Corporation • Publication of Final Valuation List of 2 ULBs 	<ul style="list-style-type: none"> • Completion of one Shelter for Urban Homeless • Commencement of work of 2 nos. of Water Supply Projects • Completion of 6 nos. of Green Space Development Projects • Completion of Modernization of Abattoir Projects within 2 (two) Municipalities • Publication of Final Valuation List of 3 ULBs
MARCH, 2017	JULY, 2017
<ul style="list-style-type: none"> • Completion of Shelter for Urban Homeless within 2 (two) Municipalities • Formation of 4 nos. of City Livelihood Centres • Commissioning of one Water Supply Project • Commencement of work of 3 nos. of Water Supply Projects • Completion of 8 nos. of Green Space Development Projects • Construction of Mini Indore Games/ Recreation Complex at 24, Paramahansa Dev Road, Chetla, Ward-82, within Kolkata Municipal Corporation 	<ul style="list-style-type: none"> • Formation of 4 nos. of City Livelihood Centres • Completion of 5 nos. of Green Space Development Projects • Completion of Beautification & Landscaping Works for 5 (five) no. of District Hospitals • Completion of Beautification & Landscaping Works for 1 (one) Medical College & Hospital
APRIL, 2017	AUGUST, 2017
<ul style="list-style-type: none"> • Formation of 6 nos. of City Livelihood Centres • Commencement of work of 2 nos. of Water Supply Projects • Completion of 6 nos. of Green Space Development Projects 	<ul style="list-style-type: none"> • Completion of 2500 sanctioned Housing for EWS/Poor in municipal towns • Commencement of work of 2 nos. of Water Supply Projects • Completion of 6 nos. of Green Space Development Projects • Completion of Beautification & Landscaping Works for 5 (five) no. of District Hospitals • Completion of Beautification & Landscaping Works for 3 (three) no. of Medical College & Hospitals • Construction of 1.20 MG capacity semi-underground reservoir at Bansdroni, Ward-112, within Kolkata Municipal Corporation
SEPTEMBER, 2017	
	<ul style="list-style-type: none"> • Completion of 2000 sanctioned Housing for EWS/Poor in municipal towns

<ul style="list-style-type: none"> • Completion of 4 nos. of Green Space Development Projects • Completion of SWM Project within Darjeeling Municipality • Completion of Beautification & Landscaping Works for 6 (six) no. of District Hospitals • Observation of PORICHHONNOTA SOPTAH in all the wards of the Municipalities of West Bengal 	<p style="text-align: center;">NOVEMBER, 2017</p> <ul style="list-style-type: none"> • Completion of Shelter for Urban Homeless within 3 (three) Municipalities • Formation of 6 nos. of City Livelihood Centres • Completion of 6 nos. of Green Space Development Projects • Construction of G-III Ward Office for Engineering & others Department of Kolkata Municipal Corporation including Community Hall in Bijoygarh Colony in Ward 96 within Kolkata Municipal Corporation • Publication of Final Valuation List of 4 ULBs
OCTOBER, 2017	
<ul style="list-style-type: none"> • Completion of one Shelter for Urban Homeless Project • Commissioning of one Water Supply Project • Completion of 4000 sanctioned Housing for EWS/Poor in municipal towns • Completion of 4 nos. of Green Space Development Projects • Completion of Beautification & Landscaping Works for 2 (two) no. of District Hospitals • Completion of Beautification & Landscaping Works for 3 (three) no. of Medical College & Hospitals • Construction of Booster Pumping Station adjacent to Layalka Road, Ward-93, within Kolkata Municipal Corporation • Construction of road by laying hot mix at Hazra Sarani, Ward-125, Phase-I, within Kolkata • Construction of reservoir for firefighting arrangement and modification of green room and store at Uttam Mancha Auditorium within Kolkata Municipal Corporation 	<p style="text-align: center;">DECEMBER, 2017</p> <ul style="list-style-type: none"> • Completion of Shelter for Urban Homeless Project within 3 (three) Municipalities • Commissioning of one Water Supply Project • Completion of 5500 sanctioned Housing for EWS/Poor in municipal towns • Commencement of work of 2 nos. of Sewerage Projects • Completion of 4 nos. of Green Space Development Projects • Construction of Ward Health Unit in Ward 56 within Kolkata Municipal Corporation • Construction of new bridge over DD-I Canal at Prantick Pally near Sen Hotel and Garden High School, Ward 107, within Kolkata Municipal Corporation • Construction of Booster Pumping Station near Parnashree Vivekananda Kanan, Ward -132 within Kolkata Municipal Corporation • Publication of Final Valuation List of 2 ULBs

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	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	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	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 7369 nos. Departmentally operated Minor Irrigation Installations to provide irrigation water to the Agricultural field on demand of farmers covering about 5.92 Lakh Hectare												
State level meeting by Hon'ble Minister -in-Charge/Principal Secretary/Engineer-in-Chief & Ex-Officio Secretary	District level meeting for 2/3 districts by each Chief Engineer/-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level meeting for 2/3 districts by each Chief Engineer/-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level meeting for 2/3 districts by each Chief Engineer/-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level meeting for 2/3 districts by each Chief Engineer/-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/-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level review meeting for 2/3 districts by each Chief Engineer/-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level review meeting for 2/3 districts by each Chief Engineer/-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/-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level review meeting for 2/3 districts by each Chief Engineer/-Chief & Ex-Officio Secretary/Principal Secretary/Hon'ble Minister-in-Charge	District level review meeting for 2/3 districts by each Chief Engineer/-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

Program/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Creation of irrigation facilities under different programmes (viz- JALAIRTHA, WBADMIP, RIDE, CORE SECTOR, RKVY etc.) for Arid region (Birbhum, Bankura, Purulia & Paschim Medinipur Districts)	Construction/Revival of Minor Irrigation (MI) Installation: 81 nos. including 24 Water Detention Structures; Creation of MI of MI Potential: 1883 Hectare	Construction/Revival of MI Installation: 56 nos. including 15 Check Dam/ Water Detention Structures; Creation of MI of MI Potential: 1184 Hectare	Construction/Revival of MI Installation: 357 nos. including 85 Check Dam/ Water Detention Structures; Creation of MI of MI Potential: 7689 Hectare	Construction/Revival of MI Installation: 30 nos. including 13 Check Dam/ Water Detention Structures; Creation of MI of MI Potential: 1145 Hectare	Construction/Revival of MI Installation: 43 nos. including 25 Water Detention Structures; Creation of MI of MI Potential: 1395 Hectare	Construction/Revival of MI Installation: 47 nos. including 20 Water Detention Structures; Creation of MI of MI Potential: 1426 Hectare	Construction/Revival of MI Installation: 18 nos. including 4 Water Detention Structures; Creation of MI of MI Potential: 696 Hectare	Construction/Revival of MI Installation: 16 nos. Creation of MI Potential: 889 Hectare	Construction/Revival of MI Installation: 25 nos. Creation of MI Potential: 1144 Hectare	Construction/Revival of MI Installation: 29 nos. including 5 Water Detention Structures; Creation of MI of MI Potential: 1344 Hectare	Construction/Revival of MI Installation: 31 nos. including 6 Check Dam/ Water Detention Structures; Creation of MI of MI Potential: 1142 Hectare	Construction/Revival of MI Installation: 316 nos. including 85 Check Dam/ Water Detention Structures; Creation of MI of MI Potential: 4801 Hectare
	Construction/Revival of MI Installation: 151 nos.; Creation of MI of MI Potential: 2856 Hectare	Construction/Revival of MI Installation: 184 nos. including 1 Water Detention Structure; Creation of MI of MI Potential: 3086 Hectare	Construction/Revival of MI Installation: 268 nos.; Creation of MI of MI Potential: 5279 Hectare	Construction/Revival of MI Installation: 66 nos.; Creation of MI of MI Potential: 1843 Hectare	Construction/Revival of MI Installation: 72 nos. including 2 Water Detention Structures; Creation of MI of MI Potential: 1450 Hectare	Construction/Revival of MI Installation: 80 nos. including 2 Water Detention Structures; Creation of MI of MI Potential: 2425 Hectare	Construction/Revival of MI Installation: 63 nos. including 1 Water Detention Structures; Creation of MI of MI Potential: 1879 Hectare	Construction/Revival of MI Installation: 55 nos.; Creation of MI Potential: 1131 Hectare	Construction/Revival of MI Installation: 51 nos.; Creation of MI Potential: 976 Hectare	Construction/Revival of MI Installation: 83 nos.; Creation of MI Potential: 2708 Hectare	Construction/Revival of MI Installation: 80 nos. Creation of MI Potential: 2576 Hectare	Construction/Revival of MI Installation: 167 nos. including 3 Water Detention Structures; Creation of MI Potential: 4255 Hectare
Creation of irrigation facilities under different programmes (viz- WBADMIP, RIDE, CORE SECTOR, RKVY etc.) for districts other than Arid region												

Programme/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Water Users' Association, Demonstrations and Training programmes under WBADMP & CAD&WM	Formation of Water Users' Association : 27 nos. 1650 covering beneficiaries.	Formation of Water Users' Association : 22 nos. covering 1300 beneficiaries	Formation of Water Users' Association : 19 nos. covering 1150 beneficiaries	Formation of Water Users' Association : 42 nos. covering 2800 beneficiaries	Formation of Water Users' Association : 22 nos. covering 1500 beneficiaries	Formation of Water Users' Association : 15 nos. covering 1050 beneficiaries	Formation of Water Users' Association : 15 nos. covering 1050 beneficiaries	Formation of Water Users' Association : 5 nos. covering 350 beneficiaries	Formation of Water Users' Association : 5 nos. covering 350 beneficiaries	Formation of Water Users' Association : 10 nos. covering 700 beneficiaries	Formation of Water Users' Association : 14 nos. covering 900 beneficiaries	Formation of Water Users' Association : 19 nos. covering 1250 beneficiaries
	Demonstrations (Agri/Horti/ Fishery) : 50 nos. covering 100 beneficiary families	Demonstrations (Agri/Horti/ Fishery) : 50 nos. covering 100 beneficiary families	Demonstrations (Agri/Horti/ Fishery) : 150 nos. covering 300 beneficiary families	Demonstrations (Agri/Horti/ Fishery) : 325 nos. covering 850 beneficiary families	Demonstrations (Agri/Horti/ Fishery) : 125 nos. covering 450 beneficiary families	Demonstrations (Agri/Horti/ Fishery) : 615 nos. covering 1350 beneficiary families	Demonstrations (Agri/Horti/ Fishery) : 815 nos. covering 1750 beneficiary families	Demonstrations (Agri/Horti/ Fishery) : 225 nos. covering 650 beneficiary families	Demonstrations (Agri/Horti/ Fishery) : 225 nos. covering 650 beneficiary families	Demonstrations (Agri/Horti/ Fishery) : 225 nos. covering 650 beneficiary families	Demonstrations (Agri/Horti/ Fishery) : 225 nos. covering 650 beneficiary families	Demonstrations (Agri/Horti/ Fishery) : 205 nos. covering 450 beneficiary families
	Training Programmes of Farmers : 24 nos. covering 800 trainees	Training Programmes of Farmers : 21 nos. covering 750 trainees	Training Programmes of Farmers : 11 nos. covering 350 trainees	Training Programmes of Farmers : 10 nos. covering 300 trainees	Training Programmes of Farmers : 2 nos. covering 100 trainees	Training Programmes of Farmers : 15 nos. covering 450 trainees	Training Programmes of Farmers : 20 nos. covering 600 trainees	Training Programmes of Farmers : 10 nos. covering 300 trainees	Training Programmes of Farmers : 15 nos. covering 450 trainees	Training Programmes of Farmers : 15 nos. covering 450 trainees	Training Programmes of Farmers : 13 nos. covering 450 trainees	Training Programmes of Farmers : 19 nos. covering 650 trainees

Programme/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Activities under 'Jal Dharo Jal Bharo'	Excavation/Re-excavation/Creation of Water bodies under different programmes :260 nos (Tank equivalent)	Excavation/Re-excavation/Creation of Water bodies under different programmes : 406 nos (Tank equivalent)	Excavation/Re-excavation/Creation of Water bodies under different programmes :1643 nos (Tank equivalent)	Excavation/Re-excavation/Creation of Water bodies under different programmes : 375 nos (Tank equivalent)	Excavation/Re-excavation/Creation of Water bodies under different programmes: 479 nos (Tank equivalent)	Excavation/Re-excavation/Creation of Water bodies under different programmes : 342 nos (Tank equivalent)	Excavation/Re-excavation/Creation of Water bodies under different programmes : 113 nos (Tank equivalent)			Excavation/Re-excavation/Creation of Water bodies under different programmes :160 nos (Tank equivalent)	Excavation/Re-excavation/Creation of Water bodies under different programmes : 61 nos (Tank equivalent)	Excavation/Re-excavation/Creation of Water bodies under different programmes : 1190 nos (Tank equivalent)
		Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting -1 no.& Percolation Tank - 1 no	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting -1 no.& Percolation Tank - 1 no	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting -1 no.	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting -1 no.	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting -1 no.	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting -1 no.	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting -2 nos. & Percolation Tank- 2 nos	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting -1 no.& Percolation Tank - 1 no	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting -1 no.& Percolation Tank - 1 no	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting -2 nos.& Percolation Tank- 2 nos	Rain Water Harvesting & Artificial Recharge to Ground Water: Roof Top Rain Water Harvesting -2 nos.& Percolation Tank-2 nos
	Mass awareness campaign on water conservation: 3 nos	Mass awareness campaign on water conservation: 3 nos	Mass awareness campaign on water conservation:3 nos	Mass awareness campaign on water conservation: 3 nos	Mass awareness campaign on water conservation: 2nos	Mass awareness campaign on water conservation: 6 nos	Mass awareness campaign on water conservation: 7 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: 7nos	Mass awareness campaign on water conservation:8 nos

Programme/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Development of CCA under CAD&WM Programme	Construction of Field Channels: 35 Km; Development of Culturable Command Area (C.C.A.): 790 Hectare	Construction of Field Channels: 30 Km; Development of C.C.A.: 680 Hectare	Construction of Field Channels: 26 Km; Development of C.C.A.: 595 Hectare	Construction of Field Channels: 26 Km; Development of C.C.A.: 580 Hectare	Construction of Field Channels: 14 Km; Development of C.C.A.: 300 Hectare	Construction of Field Channels: 7 Km; Development of C.C.A.: 150 Hectare					Construction of Field Channels: 10 Km; Development of C.C.A.: 200 Hectare	Construction of Field Channels: 26 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

Programme/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Activities of West Bengal State Minor Irrigation Corporation Ltd.	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: 2 nos.; Creation of MI Potential: 120 Hectare	Revival of MI Installation: 2 nos.; Creation of MI Potential: 120 Hectare							Construction/Revival of MI Installation: 2 nos.; Creation of MI Potential: 120 Hectare	Construction/Revival of MI Installation: 2 nos.; Creation of MI Potential: 120 Hectare

Program/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Activities of West Bengal Agro Industries Corporation Ltd.	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 7.50 Crore	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 8.25 Crore	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 8.75 Crore	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 1.50 Crore	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 1.75 Crore	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 3.50 Crore	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 5.50 Crore	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 6.15 Crore	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 6.75 Crore	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 7.15 Crore	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 7.50 Crore	Procurement and supply of Agricultural Inputs & Machines (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations to different Govt. Department & others. - Rs. 7.75 Crore

Department of Women Development & Child Development and Social Welfare

Month	Activities
January	
4	Observance of World Braille Day, 2017
24	Observation of National Girl Child Day
	SMC Meeting
	VC with District Magistrates on Kanyashree
	Workshop with Head of Institutions (at State & District level)
	Seminar on PCPNDT Act
	Co-ordination Meeting with Police Authorities, i.e., WBP, CID, WB & KP
	Capacity building of stakeholders of Kanyashree Prakalpa by DPMU Kolkata
	Review meeting with DSWOs all schemes specially SWADHAR
	Regional Review meeting on Swawlamban, Swaw-Special, Swaw-Bharosa & Muktir Alo
	Review Meeting on functioning of Open Shelter with officials and different stake holders
	Review Meeting on functioning of Open Shelter for Urban Homeless with officials and different stake holders
	Training of MTs for the CPCs.
	Orientation on Track Child 2.0 for stakeholders
	Meeting of West Bengal Task Force
	Training of AWWs on ECCE Roll out at Project / District level
	Review meeting cum Training of Child Development Instructor of AWTC/MLTCs
	Regional Review Meeting of CDPOs - North Bengal
	Meeting of State Council of ECCE
February	
	PAC Meeting of SWAWLAMBAN
	4th Meeting of State Mission Authority
	Training programme of Staff and case workers of six units under "Eradication & Control of Juvenile Beggary and Vagrancy" Scheme.
	Workshop on Rape
	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.
	Capacity Building of DPMU
	Convergence Meeting with School Education / Higher Education / Technical Education
	Video Conference on ICPS related issues with the Districts
	Training of DCPOs on CP/MIS
	Orientation on Track Child 2.0 for stakeholders
	Hands on Training on CARINGS/Refresher training of SW of DCPUs
	Training of MTs for the CPCs.
	Review meeting of DPOs
	Sports at District level of Adolescent Girls in SABLA Districts

Month	Activities
March	
8	Observation of International Women's Day
	NHFDC PAC Meeting
	Meeting of Head of Institutions on Kanyashree
	ParibarikMahilaLokAdalat (PMLA)
	Meeting of District Convergence Forum & Block Convergence Forum, PSK, Malda
	Orientation on Track Child 2.0 for Stakeholders
	Meeting of Project Sanction Committee of SCPS
	Training of AWW on ECCE at Project / District level
	Regional Review Meeting of CDPOs - South Bengal
	Inauguration of Website of Directorate
April	
2	Observance of World Autism Awareness Day, 2017
	4th Meeting of State Coordination Committee of WBTGDB
	Awareness Camp / Meeting on NHFDC at district
	Seminar on Sexual Harassment at Workplace
	Orientation on timely online submission & disposal of Grant-in-Aid (GIA) proposals of South Bengal Districts with all DSWs & NGOs
	Capacity Building of stakeholders of Kanyashree Prakalpa.
	Review meeting on functioning of Open Shelter with officials and different stake holders
	Review meeting on functioning of Shelter for Urban Homeless with officials and different stakeholders
	Regional Review Meeting of CDPOs - Western Bengal
	Review meeting cum Training of Child Development Instructor of AWTC/MLTCs
	Orientation on Track Child 2.0 for Stakeholders
	Meeting of Executive Committee of SCPS
	Meeting of West Bengal Task Force
	Training of DCPOs on CP/MIS
May	
	Seminar on prohibition of Child Marriage
	Orientation of the Managers of 10 Vagrants' Home, on different issues related to Administration and smooth running of Homes
	Orientation and training programme of 'Open Shelter' staff NGO personnel and Govt. Officials for proper functioning of the Scheme and smooth running of the Shelter.
	Orientation on timely submission & disposal of Grant-in-Aid (GIA) of North Bengal Districts with all DSWs & NGOs
	VC with District Magistrates/ADM/ Nodal Officers on Kanyashree
	SMC Meeting
	Meeting of Head of Institutions on Kanyashree
	Meeting of Executive Committee under State Mission Authority
	Review meeting of DPOs
	Training of AWW on ECCE at Project / District level
	Video Conference on ICPS related issues with the Districts

Month	Activities
	Awareness Programme at District Level on combating violence against children
	Orientation on Track Child 2.0 for stakeholders
	Meeting of Governing Body of SCPS
June	
9	Celebration for the “Child Protection Day”
15	Observance of World Elder Abuse Awareness Day
27	Observance of Hellen Keller Day (Deaf-Blind Day, 2017)
	Capacity building of stakeholders of Kanyashree Prakalpa
	VC with District Magistrates on Kanyashree
	Seminar on Acid Attack
	State Level Review Meeting of SAWLAMBAN
	Orientation and training programme of ‘Shelters for Urban Homeless’ staff and NGO personnel for proper functioning of the Scheme and smooth running of the Shelter.
	Meeting with all stakeholders on IRCA.
	Refresher training of PSK personnel at PSK, Malda
	Regional Review Meeting of CDPOs - North Bengal
	Workshop on preparation of Activity Book for ECCE
	Training of DCPOs on CP/MIS
	Orientation on Track Child 2.0 for stakeholders
	Refresher training to CWCs
July	
	VC with District Magistrates/ADM/ Nodal Officers on Kanyashree
	Bimonthly meeting with HoIs by DPMU Kolkata
	Co-ordination Meeting with Police Authorities, i.e., WBP, CID, WB & KP
	PAC Meeting of SAWLAMBAN
	Intensive awareness campaign on prevention of Child Marriage at PSK, Malda
	Mid-Year Review between UNICEF and Deptt. Of WCD&SW
	Mid-Year Review on SPAC between UNICEF and Govt. of West Bengal
	Meeting with all DSWOs on SWADHAR Greh & others schemes.
	DMPU meeting on Kanyashree
	Review meeting on functioning of Open Shelter with officials and different stake holders
	Review meeting on functioning of Shelter for Urban Homeless with officials and different stake holders
	Review meeting cum Training of Child Development Instructor of AWTC/MLTCs
	Regional Review Meeting of CDPOs - North Bengal
	training of AWW on ECCE at Project / District level
	Meeting of West Bengal Task Force
	One day orientation on Track Child 2.0 for stakeholders
	Review meeting with SAAs
	Training of DCPOs on CP/MIS

Month	Activities
August	
14	Celebration of Kanyashree Day
	Publication of Annual Report Kanyashree 2016-17
	Publication of Poster Poem Book of 2016-17
	Kanyashree Day Preparatory meeting with HoIs by DPMU Kolkata
	Paribarik Mahila Lok Adalat (PMLA)
	Meeting of District Convergence Forum & Block Convergence Forum, PSK, Malda
	Regional Review meeting on Swawlamban, Swaw-Special, Swaw-Bharosa & Muktir Alo
	Review meeting of DPOs
	Review meeting with ICDS, NGOs and General Administration from SABLA-KP Convergence districts at State Level
	Observation of Breast feeding Week
	Meeting of State Council of ECCE
	Video Conference on ICPS related issues with the Districts
	One day orientation on Track Child 2.0 for stakeholders / MIS
September	
	Follow up workshop on Early child bearing and maternal mortality in West Bengal
	Review of disposal of Grant-in-Aid (GIA) proposals meeting with all DSWOs and NGOs(North & South Bengal).
	SMC Meeting
	Capacity Building of DPMU
	Meeting with Banks
	Bimonthly meeting with HoIs by DPMU Kolkata
	Seminar on Sexual Harassment at Workplace
	Observation of National Nutrition Week
	Review meeting cum Training of Child Development Instructor of AWTC/MLTCs
	Regional Review Meeting of CDPOs - South Bengal
	Review meeting on progress on implementation of Alternative care (Sponsorship Programme/ Foster Care)
	Training of DCPOs on CP/MIS
	One day orientation on Track Child 2.0 for stakeholders
October	
1	Obervance of International Day of Older persons (to be observed after puja vacation)
2	ICDS Foundation Day
	Fair with the products made by inmates of vagrants home and the trainee inmates of the six units under Eradication of Juvenile Beggary and Vagrancy.
	Review meeting on functioning of Open Shelter with officials and different stake holders
	Review meeting on functioning of Shelter for Urban Homeless with officials and different stake holders
	5th Meeting of State Coordination Committee of WBTGDB
	Awareness Camp/Meeting on NHFDC Schemes at district
	VC with District Magistrates on Kanyashree

Month	Activities
	Convergence Meeting with School Education/Higher Education/Technical Education
	Orientation on Track Child 2.0 for Stakeholders
	Meeting of West Bengal Task Force
	Regional Review Meeting of CDPOs - Western Bengal
November	
14	Celebration of Childrens Day
14th – 21st November	Workshops to be organized during the Child Rights Week along with organizing the programmes in all the districts, celebrating the Child Rights Day.
	Meeting with Head of Institutions on Kanyashree
	Capacity building of stakeholders of Kanyashree Prakaalpa
	PAC Meeting on SWAWLAMBAN
	Co-ordination Meeting with Police Authorities, i.e. WBP, CID, WB & KP
	Capacity building of stakeholders of Kanyashree Prakaalpa
	Meeting with Banks
	5th Meeting of State Meeting Authority
	Review meeting of DPOs
	Refresher / Mentoring workshop of Master Trainers on ECCE
	Video Conference on ICPS related issues with the Districts
	Meeting with CWCs, DCPUs and SAAs on pending LFA certificates./alternative care
	Adoptive parents meet
	Meeting of State Advisory Committee to prevent and combat trafficking of women and children for commercial sexual exploitation.
December	
3	Observation of International Day of Persons with Disabilities, 2017
4 & 5	Rojgar Mela,2016 for Persons with Disabilities on the occasion of International Day of Persons with Disabilities
	Regional workshop & awareness(4 to 5 districts) on NHFDC & Swawlamban Scheme
	Sports with the children of Open Shelter Scheme and Eradication and Control of Juvenile Beggary and Vagrancy
	Seminar on Sexual Harrassment of Women at work place.
	Meeting of Executive Committee of State Mission Authority (SMA)
	Annual Review between UNICEF and Dept. of WCD&SW
	Annual Review on SPAC between UNICEF and Govt. Of West Bengal
	ParibarikMahilaLokAdalat (PMLA)
	Observance of International Fortnight Protesting Violence against Women
	VC with District Magistrates on Kanyashree
	SMC Meeting
	Review meeting of DPOs
	Review meeting cum Training of Child Development Instructor of AWTC/MLTCs
	Regional Review Meeting of CDPOs - Western Bengal
	Capacity Building of Home Superintendents
	Workshop on Child Protection Committees
	Orientation on Track Child 2.0 for stakeholders

Department of Youth Affairs and Sports

A. Youth Affairs, B. Sports

A. Youth Affairs

Month	Activities
January	1. Organizing Vivek Chetana Utsab at Block/Municipality, District level
	2. Organizing Student Youth Festival at District level
	3. Organizing Subhash Utsab at Block/Municipality, District level
	4. Release of Fund for Jangalmahal Utsab
	5. Organizing State Level Science Fair 2016
	6. Distribution of Club Grant
	7. Release of schematic fund for Mini Indoor Games Complex / Multigym/Playground
	8. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	9. Review meeting of departmental activities by Pr. Secretary, Youth Services
	10. Completion of Youth Hostel at Bishnupur
	11. Completion of Youth Hostel at Durgapur
	12. Inauguration of Newly renovated Dabgram Youth Hostel
	13. Meeting of Project Implementation Committee of WBMASF
	14. Meeting of Nodal Officers, WBSHE
	15. Online examination of Y.C.T.C.
	16. Monthly visit by Deptt. Officers to different districts to supervise various regular
February	1. State Level Student Youth Festival 2016
	2. Costal Trekking Programme
	3. Inauguration of Cooch Behar Youth Hostel
	4. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground
	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 Project Implementation Committee of WBMASF
	8. Present Possession of Chennai Youth Hostel
March	1. Inauguration of Nabadwip Youth Hostel
	2. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground
	3. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	4. Review Meeting of departmental activities by Pr. Secretary, Youth Services
	5. Meeting of Nodal Officers, WBSME
	6. Meeting of Project Implementation Committee of WBMASF
	7. Sports climbing completion of WBMASF
April	1. Mountaineering and Adventure programme
	2. Inauguration of Ayodhya Pahar Youth Hostel
	3. Inauguration of Mython Youth Hostel
	4. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground
	5. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	6. Review meeting Pr. Secretary
	7. Meeting of Project Implementation Committee of WBMASF
May	1. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground
	2. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	3. Review Meeting of departmental activities by Pr. Secretary, Youth Services
	4. Inauguration of Matelli Youth Hostel
	5. Meeting of Project Implementation Committee of WBMASF

Month	Activities
June	1. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground
	2. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	3. Review Meeting of departmental activities by Secretary, Youth Services
	4. Inauguration of Swami Vivekananda Youth Hostel (Malda)
	5. Meeting of Project Implementation Committee of WBMAF
	6. Meeting of Nodal Officers, WBSME
July	1. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground
	2. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	3. Review Meeting of departmental activities by Pr. Secretary, Youth Services
	4. Meeting of Project Implementation Committee of WBMAF
August	1. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground
	2. Celebration of Rakhibandhan 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 Pr. Secretary, Youth Services
	6. Meeting of Project Implementation Committee of WBMAF
September	1. State level Science Fair, 2017
	2. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground
	3. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	4. Review Meeting of departmental activities by Pr. Secretary, Youth Services
	5. Meeting of Nodal Officers, WBSME
	6. Meeting of Project Implementation Committee of WBMAF
October	1. Radhanath Sikdar -Tenzing Norgay Adventure Award giving Ceremony
	2. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground
	3. Completion of 1 st phase of construction of new Youth Hostel at Mayapur
	4. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	5. Review Meeting of departmental activities by Pr. Secretary, Youth Services
	6. Meeting of Project Implementation Committee of WBMAF
November	1. Block / Municipality / Municipal Corporation / Borough level Youth Festival, 2017
	2. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground
	3. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	4. Review Meeting of departmental activities by Pr. Secretary, Youth Services
	5. Meeting of Project Implementation Committee of WBMAF
December	1. Organizing District level Student Youth Festival, 2017
	2. Organizing state level Student Youth Festival, 2017
	3. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground
	4. Review Meeting of departmental activities by Hon'ble MIC, Youth Services
	5. Meeting of Nodal Officers, WBSME
	6. Meeting of Project Implementation Committee of WBMAF

- * Organizing State level Mountaineering Competition once a year.
- * Establishment work of Department, Directorate & Regional Offices.
- * Every three month State Executive Committee meeting of WBSME at Nabanna.

B. Sports

January	
1.	Review meeting of FIFA U-17 World cup with FIFA Officials.
2.	Participation in Khelo India National Level Competition.
3.	Meeting with State Level Sports Associations.
4.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department.
5.	District visit of ongoing sports infrastructures by Departmental Officers.
6.	Distribution of Grants to various Clubs/Organizations.
7.	Felicitation of eminent sports persons.
8.	Meeting of the Advisory Board and working Committee of WBSCS.
9.	Participation of Sports Department and investors in the Bengal Global Business Summit.

February	
1.	Review meeting of FIFA U-17 World cup with FIFA Officials.
2.	Commencement of construction of new building of Khardah Stadium.
3.	Operationalisation of the work of football ground at Samsing Tea Garden, Tope Line.
4.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department.
5.	District visit of ongoing sports infrastructures by Departmental Officers.
6.	Meeting of the Advisory Board and working Committee of WBSCS.
7.	Review meeting with D.M.s/A.D.Ms. & P.W.D.

March	
1.	Review meeting of FIFA U-17 World cup with FIFA officials.
2.	Completion of FIFA Practice Ground.
3.	Meeting / VC with DMs / DYOs.
4.	District visit of ongoing sports infrastructures by Departmental Officers.
5.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department.
6.	Meeting of the Advisory Board and working Committee of WBSCS.
7.	Operationalisation of Nayagram Stadium.

April	
1.	Review meeting of FIFA U-17 World cup with FIFA Officials.
2.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department.
3.	District visit of ongoing sports infrastructures by Departmental Officers.
4.	Meeting of the Advisory Board and working Committee of WBSCS.
5.	Meeting of the Advisory Committee of Vivekananda Yuba Bharati Krirangan.
6.	Operationalisation of sports Stadium at Khatra.
7.	Operationalisation of renovation of all block within sidewall of Howrah Municipal Corporation Stadium.
8.	Operationalisation of Aurobindo stadium at Contai, Purba Medinipur

May	
1.	Review meeting of FIFA U-17 World cup with FIFA Officials.
2.	Administrative approval for Baharampur Stadium gallery & Boundary wall.
3.	Administrative approval of Hockey Academy at VYBK.
4.	District visit of ongoing sports infrastructures by Departmental Officers.
5.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department
6.	Meeting of the Advisory Board and working Committee of WBSCS.
7.	Operationalisation of development of Nabadwip stadium ground.
8.	Operationalisation of Canning Sports Complex, South 24 Parganas.
9.	Operationalisation of Satya Chowdhury Indoor Stadium at English Bazar Malda.

June	
1.	Review meeting of FIFA U-17 World cup with FIFA Officials.
2.	Commencement of Jhargram Archery Academy.
3.	Meeting / VC with DMs / DYOs.
4.	District visit of ongoing sports infrastructures by Departmental Officers.
5.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department
6.	Meeting of the Advisory Board and working Committee of WBSCS.
7.	Operationalisation if repair/renovation work at Rajbati Indoor Stadium, CoochBehar.
8.	Review meeting with D.M.s/A.D.Ms. & P.W.D.
July	
1.	Review meeting of FIFA U-17 World cup with FIFA Officials.
2.	Meeting / VC with DMs / DYOs.
3.	Administrative approval of renovation and upgradation of Subhash Sarovar Swimming Pool.
4.	District visits of ongoing sports infrastructures by Departmental Officers.
5.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department.
6.	Meeting of the Advisory Board and working Committee of West Bengal State Council of Sports.
7.	Meeting of the Advisory Committee of Vivekananda Yuba Bharati Krirangan.
8.	Operationalisation of laying of new athletic track at Vivekananda Yuba Bharati Krirangan under USIS project.
August	
1.	Holding block level rural competitions under Khelo India.
2.	Meeting with State Level Sports Associations.
3.	1 st Meeting for inviting nomination for Khel Samman Awards.
4.	District visit of ongoing sports infrastructures by Departmental Officers
5.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department.
6.	Meeting of the Advisory Board and working Committee of West Bengal State Council of Sports.
7.	Handover of Vivekananda Yuba Bharati Krirangan to FIFA.
8.	Operationalisation of work at Canning Swimming Pool.

September	
1.	Administrative approval of Badminton Academy at VYBK.
2.	District visit of ongoing sports infrastructures by Departmental Officers.
3.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department.
4.	Meeting of the Advisory Board and working Committee of WBSCS.
5.	Operationalisation of Illumination facility at East Bengal Ground

October	
1.	Holding of FIFA U-17 World Cup.
2.	Holding District Level rural and women Competitions under Khelo India.
3.	2 nd Meeting of selection committee for scrutiny of nominations for Khel Samman Awards.
4.	District visit of ongoing sports infrastructures by Departmental Officers.
5.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department.
6.	Meeting of the Advisory Board and working Committee of West Bengal State Council of Sports.

November	
1.	Holding State Level rural and women Competitions under Khelo India.
2.	Meeting for finalization of Khel Samman Awardees.
3.	District visit of ongoing sports infrastructures by Departmental Officers.
4.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department.
5.	Meeting of the Advisory Board and working Committee of W.B.S.C.S. & V.Y.B.K.
6.	Review meeting with the Officers of the PWD regarding progress of various projects undertaken by Sports Department.
7.	Construction of Club House-cum-Gallery at Bibhuti Club Play Ground (Birnagar)
8.	Review meeting with D.M.s/A.D.Ms. & P.W.D.

December	
1.	Preparation of final list of the club/organization eligible for grants.
2.	District visit of ongoing sports infrastructures by Departmental Officers.
3.	Review meeting with M.I.C., M.O.S., Principal Secretary & all officers concerned of Sports Department.
4.	Meeting of the Advisory Board and working Committee of West Bengal State Council of Sports.
5.	Preparation of the list of the eminent sports persons for felicitations.

