



ADMINISTRATIVE

C A L E N D A R 2 0 2 0



GOVERNMENT OF WEST BENGAL

**ADMINISTRATIVE
CALENDAR**

2020



মমতা ব্যানার্জী
মমতা বৈনর্জী
ممتا بنرجی
Mamata Banerjee



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PREFACE

I am happy to know that the Annual Administrative Calendar of the State Government is being published for the 7th year.

A large number of schemes and programmes are taken up every year by the various departments of the State Government. Such activities and initiatives need round-the-year monitoring to ensure that the fruits of development are shared by all sections of society. Here lies the efficacy of the Administrative Calendar. It serves as a useful management tool for continuous monitoring and streamlines the efforts of the administration in providing time-bound service to the people of the State.

I hope, the Administrative Calendar for the year 2020 will play a major role in making the entire process of developmental governance more citizen centric and complement our efforts to fulfil the expectations and aspirations of the people of the State.

My heartiest greetings and best wishes to all concerned.


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2019-20: THE JOURNEY TRAVERSED

AGRICULTURE & ALLIED ACTIVITIES

The Bengal Government has supported, empowered and enabled its farmers through several initiatives. The *Krishak Bandhu* scheme has provided assured income and death benefits to over 40 lakh farmers as of 2019. 66 lakh farmer families affected by natural calamities received crop rehabilitation relief last year along with 45 lakh farmers being covered under *Bangla Fasal Bima Yojana*. Additionally, *Sufal Bangla* helps market the agri-produce of over 6 lakh farmers annually.

Irrigation being the backbone of agriculture, the Bengal Government has completed more than 2600 irrigation projects and created more than 61000 hectares of irrigation potential.

In pursuit of a Zero Hunger goal, 98% of the State's population (9.15 Crore persons) is covered under *Khadya Sathi* scheme along with Bengal witnessing 16 times increase in food storage capacity from 61,000 MT in 2011 to 9.87 lakh MT in 2019.

In the Fisheries sector, 2019-20 saw commendable fish production to the tune of 17.42 lakh MT. Over 15000 water-bodies were created under the *Jal Dharo Jal Bharo* scheme. Moreover, Bengal also witnessed a 13% increase in annual egg production from 2018-19 to 2019-20.

ECONOMY

The Micro, Small and Medium Enterprises Sector has been propelling employment with the fructification of several mega projects. A Mega Leather Cluster project is under progress at Bantala with a potential to generate employment for 2 lakh persons. Similarly, 3 Mega Carpet Clusters, with a potential to benefit 4000 carpet weavers, is under progress in Malda, Uttar Dinajpur and Purba Medinipur. The largest Hosiery Park in India, with a potential to generate employment of over 1 lakh persons, is also being set up in Jagadishpur, Howrah.

The Bengal Global Business Summit, 2019 of the Industries, Commerce & Enterprises Department was a massive success with participation from 35 countries resulting in business proposals worth Rs. 2,84,288 Crore being received.

In the Financial sector, Bengal has witnessed an impressive 19% increase in State's Own Tax Revenue (2016-17 to 2017-18), an above 70% increase in State's Capital Expenditure (2016-17 to 2017-18) and a 16% increase in Sectoral expenditure in physical infrastructure, social and agriculture & allied activities. The Debt/GSDP ratio has reduced from 38.41% in 2016-17 to 35.63% in 2017-18 and the Revenue Deficit/GSDP ratio has reduced from 1.83% in 2016-17 to 0.96% in 2017-18. Moreover, the e-Abgari portal of Excise Directorate has been the proud recipient of Government of India's National e-Governance Award.

HEALTH

In the field of Health & Family Welfare, as of 2019, the State's flagship *Swasthya Sathi* health insurance scheme has enrolled 1.3 crore persons. Bengal lays utmost emphasis on mothers and children's health with 98% of children being immunized and 97.5% institutional deliveries being conducted.

307 SNSUs and 68 SNCUs have been set up last year along with operationalization of 92 diagnostic facilities & 34 dialysis units. Bengal has also been recognized by Government of India as the Best State for Family Planning.

EDUCATION & SKILL TRAINING

The Bengal Government has focused on providing the best infrastructure for education by setting up 45 new primary schools & 87 new upper-primary schools in the last year. Nearly 1,400 schools were brought under solar power, making our children a part of a sustainable environment. Over 1 crore bicycles have been distributed as of 2019 under the UN Award winning *Saboojsathi* scheme.

Over 17 lakh youth have been trained under the flagship UN Award winning *Utkarsh Bangla* scheme. The Pashim Banga Society for Skill Development won the Skoch Award in the Gold category. In addition to this, 7 new Polytechnics and 17 new self-financed Polytechnic/Diploma Pharmacy institutions have also been set up.

RURAL & URBAN DEVELOPMENT

For the development of rural Bengal, 623 km of all-weather roads were laid under *Banglar Gramin Sadak Yojana*. In addition to this, 3.5 lakh *Gitajali* houses were constructed and 12 *Karmanjali* working women hostels were made operational with 4 more in progress. Rural women are being supported through a newly launched *Jaago* scheme which provides Rs.5000 per annum to all eligible SHGs. Bengal also has nearly 70 *Pathsathi* restaurants-cum-motels running successfully.

Bengal has been consecutively ranked No.1 in India for its MGNREGA performance from 2017-19.

Similarly, in a pursuit of sanitation and safe drinking water for everyone, 104 rural piped water supply schemes were commissioned last year, benefitting 17.7 lakh population. Additionally, over 1000 schools were provided with drinking water. Moreover, rural Bengal is 100% ODF under *Mission Nirmal Bangla*.

To also cater to a rapidly urbanising Bengal, a Convention Centre at Digha, Dakhineswar Sky Walk and an office building –*Subhanna* at Salt Lake were constructed last year.

INCLUSIVE WELFARE

Furthering the spirit of all-embracing and all-inclusive development, the *Kanyashree & Rupashree* schemes have benefitted over 5 lakh & 1.5 lakh women respectively in the last year. *Kanyashree* covers 6 million girls as of 2019.

For Tribal development, over 47000 individual forest Pattas, 736 Community Forest Rights and 58 Community Forest Resource Rights have been granted and nearly 1.5 lakh tribal pensioners provided were Old Age Pension. Similarly, over 12 lakh SC & ST students were provided scholarship under *Shikshashree* and over 12,500 SC women provided loans under *Mahila Samridhi Yojana*.

Bengal was ranked No. 1 across India in providing scholarships and entrepreneurial support to Minority youth. A record 42 lakh applications were received for *Aikyashree* scholarship for minority students last year and over 2 crore students have received minority scholarships as of 2019.

Lastly, over 2 lakh persons with disabilities received *Manabik* Pension Scheme.

INFRASTRUCTURE

The Bengal Government has taken up several initiatives to strengthen the State's infrastructure.

In the field of Information & Technology, Bengal IT Hub and 17 IT Parks were set up. The Power Department has set up more than 33,000 new STW Pump connections to 53 new 33/11 KV substations and has tapped into alternative sources of power by operationalising the 4th Wind Electric Generator at Fraserganj and several solar power projects under the *Aloshree* Programme.

In the Transport Sector, over 7500 residents of Bengal were employed under the *Gatidhara* and the revenue collection from Transport has also increased by an impressive 32 crore from last year. As of 2019, 38,000 youths are employed under *Gatidhara*. Mechanized boats have now replaced the older Bhutbutis. Additionally, 70 electric buses under FAME - I have also been made functional.

Under the aegis of the Home and Hill Affairs Department, infrastructure in erstwhile Bangladeshi Enclaves in Coochbehar has been upgraded. Several projects in the nature of building schools and hospitals were completed in GTA, along with 26 Police Infrastructure Projects being completed by WBPHIDCL.

CULTURE

In the Tourism sector, FICCI awarded Bengal with the Travel and Tourism Excellence Awards in 2019. Bengal also hosted the 35th annual convention of the Indian Association of Tour Operators (IATO) and showcased the potential of Bengal tourism at the convention. Also, 88 trek routes have been documented in a publication called 'Trails of Discovery'.

The 25th Kolkata International Film Festival (KIFF) of the Information and Culture Department was massive success with the participation of 366 films from 76 countries. The Red Road Carnival was organized to promote the Biswa Bangla brand & Durga idols and decorations. 2019-20 also saw the enrolment of 2 lakh folk artists under Lok Prasar Prakalpa (LPP) along with Medical Benefit Scheme being extended to over 40,000 workers.

LAND & DISASTER MANAGEMENT

Bengal Government has provided for smooth processing for land related issues by disposing off 24 lakh mutation cases last year. Additionally, 3100 Agricultural Pattas and over 1300 Free Hold Title Deeds were distributed. 25,000 cadastral maps were digitized and Inter Departmental Transfer of 497.67 acres of land has also been completed.

The Disaster Management Department has constructed nearly 250 Flood Shelters, 260 Relief Go-downs & 200 Multipurpose Cyclone Shelters during 2011-2019. Going beyond our State, relief materials worth over Rs. 18 crore provided from 2011 to 2019 to Sikkim, Odisha & Nepal for various natural calamities.

LAW & JUDICIAL ADMINISTRATION

In order to ensure expeditious and accessible justice, a Circuit Bench of the Calcutta High Court was operationalized in Jalpaiguri. 4 Commercial Courts at Siliguri, Asansol, Rajarhat & Alipore were inaugurated and 62 Special Courts were notified for expeditious trial of sexual crimes against children.

Moreover, a High Court Cases Monitoring Cell was opened in Calcutta High Court for effective management of High Court Cases under the SARTHAC Project.

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Department of Agricultural Marketing

Period/ Month	Activity	Sl No	Target for the Month	Achievement	Remarks
January 2020	Subsidy linked schemes like Amar Dhan Amar Chatal	1	Accomplishment of 75% of the total sanctioned amount for 2019-20		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	Accomplishment of 70% of the total target for 2019-20		
	State Level Meetings with the District level Officers of the Directorate	3	Review the progress of the schemes and other Departmental activities		
	Participation in Block Level Krishi Melas for the year 2019-20	4	90% Participation.		
	Monitoring of Cold Storages-Cold Storage Disinfection Programme	5	60% accomplishment for the year 2020-21		
	Monitoring of markets, data collection and record	6	Daily		
	Budget Meeting & General Board	7	Meeting of Hon'ble Members of WBSAMB		
	Meeting with Engineers	8	AEs/SAEs		
	Visit to RMC	9	Visit of CEO/Other Officers of WBSAMB		
	Training at NSTIAM on Entrepreneurship and Marketing Chain Development (90 days) for 2019-20	10	80 participants from Young Member of Farm families in 6 batches (continuing from previous month)		
	Computer Hardware Management Training for (14 days)	11	15 Departmental officials in 1 batch in 02 Batches		
	Training of Trainers	12	20 Departmental officials in 1 batch		
	Post-Harvest Management Training for 14 days	13	30 participants from FPO/FPC/SHGs in 02 batches		
	Block level out-reach training program of NSTAIM (06 days)	14	90 participants in 3 batches		
	e-NAM training	15	25 participants in 1 batch		
	Development of Regulated Market	16	Completion of development 2 Regulated Market		
	Completion of Repairing work of Market Link Road/ Other Roads	17	Completion of 1 Repairing work of Market Link Road/ Other Roads		
	1) Participation in Krishi Mela for display and sale of aromatic rice through Sufal Bangla. 2) Procurement of Paddy	18	3000 MT. Review meeting of paddy procurement with the officials of Bankura and Hooghly districts.		

Period/ Month	Activity	Sl No	Target for the Month	Achievement	Remarks
February 2020	Subsidy linked schemes like Amar Dhan Amar Chatal	1	Accomplishment of 85% of the total sanctioned amount for the year 2019-20		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	Accomplishment of 80% of the total target for the year 2019-20		
	Mati Mela (Tentative)	3	100% Participation.		
	Monitoring of Cold Storages-Cold Storage Disinfection	4	100% accomplishment for the year 2020-21.		
	Monitoring of markets, data collection and record	5	Daily		
	Meeting with RMC Officials	6	Administrative Review Meeting with all RMC Officials		
	Meeting with Engineers	7	AEs/SAEs		
	Visit to RMC	8	Visit of CEO/Other Officers of WBSAMB to RMC/ZRMCs & Krishak Bazars/working sites.		
	Computer Hardware training	9	15 Departmental officials in 1 batch		
	Basic Computer training	10	15 Departmental officials in 1 batch		
	Post-Harvest Management Training for (14 days)	11	50 participants from FPO/FPC/SHGs in 02 batches		
	Training at NSTIA Mon Entrepreneur-ship and Marketing Chain Development (90 days) for 2019-20	12	80 participants from Young Member of Farm families in 6 batches (continuing from previous month)		
	Block level out-reach training program of NSTAIM (06 days)	13	90 participants in 3 batches		
	Construction of Godown	14	Completion Construction of 5 Godown		
	Development of Regulated Market	15	Completion of Development of 3 Regulated Market		
	Construction of Shop-cum-Godown	16	Completion of Construction of 35 Shop-cum-Godown		
	1) Participation in Krishi Mela and Agri Horti Fest for display and sale of aromatic rice through Sufal Bangla. 2) Procurement of Paddy	17	Monitoring meeting with the Franchisees of PAMCL under Sufal Bangla to review their performance in respect of backward linkage, quality and price management. 3000 MT		

Period/ Month	Activity	Sl No	Target for the Month	Achievement	Remarks
March 2020	Subsidy linked schemes like Amar Dhan Amar Chatal	1	1. Accomplishment of 100% of the total sanctioned amount for 2019-20, 2. Evaluation of execution, 3. Submission of UC for the year 2019-20, 4. Preparation & submission of schemes for the year 2020-21.		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	1. Accomplishment of 100% of the total sanctioned amount for 2019-20, 2. Evaluation of execution, 3. Submission of UC for the year 2019-20, 4. Preparation & submission of schemes for the year 2020-21.		
	State Level Meetings with the District level Officers of the Directorate	3	Review the progress of the schemes and other Departmental activities		
	Cold Storage Loading	4	100% completion of loading in South Bengal districts and at least 80% completion of loading in North Bengal districts for the year 2020-21		
	Cold Storage License Renewal	5	90% for the year 2019-20.		
	Monitoring of Markets, data collection and Record	6	Daily		
	Meeting with Engineers	7	AEs/SAEs		
	Training at NSTIAM on Entrepreneurship and Marketing Chain Development (90 days) for 2019-20	8	Completion of Training on Entrepreneurship and Marketing Chain Development continuing from Dec-2019 (3 Batches)		
	Workshop with the Trained members of Young Members of Farm Family groups and FPO/FPC/SHGs at NSTIAM	9	1 workshop with selected 30 trainees		
	Block level out-reach training program of NSTAIM (06 days)	10	90 participants 3 batches		
	Construction of 4 storied Hostel Building with Conference Hall at NSTIAM	11	Construction of 1, 4 storied Hostel Building with Conference Hall at NSTIAM		
	Construction of Shop-cum-Godown	12	Completion of 53 Construction of Shop-cum-Godown		
	Completion of Repairing work of Market Link Road/ Other Roads	13	Completion of 1 Repairing work of Market Link Road/ Other Roads		
	Procurement of Paddy	14	Monitoring meeting with the FPOs of Sufal Bangla to review their performance. 3000 MT. Review meeting of paddy procurement with the officials of Bankura and Hooghly districts.		

Period/ Month	Activity	Sl No	Target for the Month	Achievement	Remarks
April 2020	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal	1	Sensitise the schemes at block level for the year 2020-21		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	Sensitise the schemes at block level for the year 2020-21		
	Cold Storage Loading	3	100% completion of loading in North Bengal districts for the year 2020-21.		
	Cold Storage License Renewal	4	70% for the year 2020-21.		
	Estimation of stock of potato in cold storages	5	80% accomplishment		
	Monitoring of Markets, data collection and Record	6	Daily		
	Board Meeting	7	Meeting of Hon'ble Members of WBSAMB		
	Meeting with RMC Officials	8	Administrative Review Meeting with all RMC Officials		
	Meeting with Engineers	9	AEs/SAEs		
	Visit to RMC	10	Visit of CEO/Other Officers of WBSAMB to RMC/ZRMCs & Krishak Bazars/working sites.		
	Preparatory work for 2020-21 NSTIAM training – 6 batches (for 90 days training program of training on Entrepreneurship and Marketing Chain Development)	11	Sending of Training Proposals		
	Preparatory work for 2020-21 NSTIAM training – 6 batches (for 14 days' post-harvest management training)	12	Sending of Training Proposals		
	Workshop of RMC officials – To be organised by WBSAMB	13	28 RMC official from 07 districts		
	Development of Regulated Market	14	Completion of Development of 1 Regulated Market		
	Completion of Repairing work of Market Link Road/ Other Roads	15	Completion of Repairing work of 1 Market Link Road/ Other Roads		
	Procurement of Paddy	16	Monitoring meeting with the Franchisees of Sufal Bangla to review their performance. 3000 MT		

Period/ Month	Activity	Sl No	Target for the Month	Achievement	Remarks
May 2020	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal	1	Organising group meetings with the officials towards implementation of the schemes for the year 2020-21		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	Organising group meetings with the officials towards implementation of the schemes for the year 2020-21		
	Estimation of stock of potato in cold storages	3	100% accomplishment		
	Monitoring of Markets , data collection and Record	4	Daily		
	Meeting with Engineers	5	AEs/SAEs		
	Visit to RMC	6	Visit of CEO/Other Officers of WBSAMB to RMC/ZRMCs & Krishak Bazars/working sites.		
	Preparatory work on selection of trainees for 2020-21 NSTIAM training – 6 batches – 1st phase (for 90 days training program of training on Entrepreneurship and Marketing Chain Development)	7	Selection of Blocks for trainees Selection of Trainees		
	Preparatory work on selection of trainees for 2020-21 NSTIAM training – 6 batches (for 14 days' post-harvest management training)	8	Selection of Blocks for trainees Selection of Blocks coordinating officers		
	Development of Regulated Market	9	Completion of Development of 1 Regulated Market		
	Construction of Godown	10	Completion of Construction of Godown 1		
	Procurement of Paddy	11	3000 MT. Review meeting of paddy procurement with the officials of Bankura and Hooghly districts.		
June 2020	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal	1	Commencement of selection of beneficiary for the year 2020-21		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	Commencement of selection of beneficiary for the year 2020-21		
	State Level Meetings with the District level Officers of the Directorate	3	Review the progress of the schemes and other Departmental activities		

Period/ Month	Activity	Sl No	Target for the Month	Achievement	Remarks
June 2020	Monitoring of Markets, data collection and record	4	Daily		
	Meeting with RMC Officials	5	Administrative Review Meeting with all RMC Officials		
	Meeting with Engineers	6	AEs/SAEs		
	Visit to RMC	7	Visit of CEO/Other Officers of WBSAMB to RMC/ZRMCs & Krishak Bazars/working sites.		
	Preparatory work on selection of Trainees for 2020-21 NSTIAM training – 6 batches – 1st phase (for 90 days training program of training on Entrepreneurship and Marketing Chain Development)	8	Selection of Training Provider Pre-training interactions with trainees at block		
	Preparatory work on selection of Trainees for 2020-21 NSTIAM training – 6 batches (for 14 days' post-harvest management training)	9	Selection of Trainees		
	Construction of Godown	10	Completion Construction of 3 Godown		
Procurement of Paddy	11	3000 MT. Monitoring meeting with the Franchisees of Sufal Bangla to review their performance.			
July 2020	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal	1	Finalisation of beneficiary list and commencement of execution of schemes for the year 2020-21		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	Finalisation of beneficiary list and commencement of execution of schemes for the year 2020-21		
	Monitoring of markets, data collection and record.	3	Daily		
	Board Meeting	4	Meeting of Hon'ble Members of WBSAMB		
	Meeting with Engineers	5	AEs/SAEs		
	Visit to RMC	6	Visit of CEO/Other Officers of WBSAMB to RMC/ZRMCs & Krishak Bazars/working sites.		
	Commencement of Training at NSTIAM on Entrepreneurship and Marketing Chain Development –1st phase (90 days)	7	80 participants from Young Member of Farm families in 6 batches		
	Commencement of NSTIAM Training on Post Harvest Management. (14 days)	8	30 participants from selected FPO/ FPC/SHG in 2 batches		
	Construction of Chilli Market at Paniparul	9	Completion of 1 Construction of Chilli Market at Paniparul		
	Monitoring meeting with FPOs of Sufal Bangla	10	Monitoring meeting with FPOs of Sufal Bangla to review their performance in respect of backward linkage, quality and price management.		

Period/ Month	Activity	Sl No	Target for the Month	Achievement	Remarks
August 2020	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal	1	50% completion of schemes and release of fund as per fund receivable for the year 2020-21.		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	50% completion of schemes and release of fund as per fund receivable for the year 2020-21.		
	Monitoring of Markets, data collection and record	3	Daily		
	Meeting with Engineers	4	AEs/SAEs		
	Visit to RMC	5	Visit of CEO/Other Officers of WBSAMB to RMC/ZRMCs & Krishak Bazars/working sites.		
	Training at NSTIAM	6	80 participants from Young Member of Farm families in 6 batches (continuing from previous month)		
	Commencement of NSTIAM Training on Post Harvest Management. (14 days)	7	30 participants from selected FPO/ FPC/SHG in 2 batches		
	Workshop of RMC officials – To be organised by WBSAMB	8	28 RMC official from 07 districts		
	Construction of Organic Hat at Rajarhat	9	Construction of 1 Organic Hat at Rajarhat		
	Monitoring meeting with officials of BCKV on RKVY Scheme.	10	Monitoring meeting with officials of BCKV on RKVY Scheme.		
September 2020	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal	1	60% completion of the schemes and release of fund to the beneficiary for the year 2020-21.		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	60% completion of the schemes.		
	State Level Meetings with the District level Officers of the Directorate	3	Review the progress of the schemes and other Departmental activities		
	Monitoring of Markets, data collection and record	4	Daily		
	Meeting with RMC Officials	5	Administrative Review Meeting with all RMC Officials		
	Meeting with Engineers	6	AEs/SAEs		
	Visit to RMC	7	Visit of CEO/Other Officers of WBSAMB to RMC/ZRMCs & Krishak Bazars/working sites.		
	Training at NSTIAM	8	80 participants from Young Member of Farm families in 6 batches (continuing from previous month)		
	Commencement of NSTIAM Training on Post Harvest Management. (14 days)	9	30 participants from selected FPO/ FPC/SHG in 2 batches		
	Review of operations of Sufal Bangla static and mobile outlets with operators.	10	Review of operations of Sufal Bangla static and mobile outlets with operators.		

Period/ Month	Activity	Sl No	Target for the Month	Achievement	Remarks
October 2020	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal	1	100% completion of the schemes as per fund received (1st phase) and release of fund to the beneficiary for the year 2020-21.		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	100% completion of the schemes.		
	Monitoring of Markets, data collection and record	3	Daily		
	Board Meeting	4	Meeting of Hon'ble Members of the Board		
	Training at NSTIAM	5	Completion of 1st phase training of 90 days training program		
	Preparatory work on selection of Trainees for 2020-21 NSTIAM training – 6 batches– 2nd phase (for 90 days training program of training on Entrepreneurship and Marketing Chain Development)	6	Selection of Blocks for trainees Selection of Trainees		
	Completion of Repairing work of Market Link Road/ Other Roads	7	Completion of 1 Repairing work of Market Link Road/ Other Roads		
	Monitoring meeting with officials of BCKV on RKVY Scheme.	8	Monitoring meeting with officials of BCKV on RKVY Scheme.		
November 2020	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal	1	Finalisation of the beneficiary list against rest of the target for the year 2020-21		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	Finalisation of the beneficiary list against rest of the target for the year 2020-21		
	Monitoring of Markets, data collection and record	3	Daily		
	Meeting with Engineers	4	AEs/SAEs		
	Visit to RMC	5	visit of CEO/Other Officers of WBSAMB to RMC/ZRMCs & Krishak Bazar / working sites		
	Preparatory work on selection of Trainees for 2020-21 NSTIAM training – 6 batches– 2nd phase (for 90 days training program of training on Entrepreneurship and Marketing Chain Development)	6	Pre-training interactions with trainees at block. Commencement of Training at NSTIAM on Entrepreneurship and Marketing Chain Development - 2nd phase (90 days) with 80 number of trainees		

Period/ Month	Activity	Sl No	Target for the Month	Achievement	Remarks
November 2020	Commencement of NSTIAM Training on Post Harvest Management. (14 days)	7	30 participants from selected FPO/ FPC/SHG in 2 batches		
	Workshop of RMC officials - To be organised by WBSAMB	8	28 RMC official from 07 districts		
	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.	9	Review of operations of Sufal Bangla static and mobile outlets with operators.		
December 2020	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal	1	50% completion of the schemes against 2nd phase allotment receivable for the year 2020-21.		
	Post Harvest Schemes and Trainings namely Block level Training & Advance Training on low cost preservation and processing of fruits and vegetables, Training on Jute Grading	2	50% completion of the schemes against 2nd phase allotment receivable for the year 2020-21. 50% completion of the schemes against 2nd phase allotment receivable for the year 2020-21.		
	State Level Meetings with the District level Officers of the Directorate	3	Review the progress of the schemes and other Departmental activities		
	Monitoring of Markets, data collection and record	4	Daily		
	Budget Meeting of the Board	5	Meeting of Hon'ble Members of WBSAMB for discussion on Budget of WBSAMB for the FY 2021-22		
	Meeting with RMC Officials	6	Administrative Review Meeting with all RMC Officials		
	Meeting with Engineers	7	AEs/SAEs		
	Visit to RMC	8	Visit of CEO/Other Officers of WBSAMB to RMC/ZRMCs & Krishak Bazars/working sites.		
	Training at NSTIAM	9	80 participants from Young Member of Farm families in 6 batches (continuing from previous month)		
	Commencement of NSTIAM Training on Post Harvest Management. (14 days)	10	30 participants from selected FPO/ FPC/SHG in 2 batches		
	Monitoring meeting with officials of BCKV on RKVY Scheme.	11	Monitoring meeting with officials of BCKV on RKVY Scheme.		

Department of Agriculture

Month		Activity	Target (s)	Achievement against set target	Remarks (Reason for shortfall, if any)
1	2A	2B	2C	3	4
January	i	Estimation of area under winter crops (paddy & maskalai) for 2019-20	Completion		
	ii	2nd Advance Estimate for major and minor crops for 2019-20	Completion		
	iii	Release of advance premium subsidy of Crop Insurance for Rabi season, 2019-20.	To Release		
	iv	Organising Mati Utsab	To be organise		
	v	State Level review mitting on PMKSY-Watershed Development, Per Drop More Crop and BKSJ	To be convened		
	vi	Administrative closure of Batch-IV PMKSY-WDC Project	To be proposed		
	vii	Distribution of pre-Kharif seeds for ground nut, hybrid maize as per approved programme	Completion		
February	i	Estimation of Yield rate and Production of Bhadoi crops (Aus, Maize, Jute & Mesta) for 2019-20	Completion		
	ii	Estimation of Area, Yield & Production (AYP) of Bhadoi minor crops of 2019-20	Completion		
	iii	Meeting of State Level Coordination Committee on Crop Insurance (SLCCCI) for Kharif 2020 season	To convene		
	iv	Release of balance premium subsidy for Kharif 2019 and Rabi 2019-20	Release		
	v	Finalizing Kharif Cropping Plan of Governments Farms	To be organise		
	vi	Distribution of pre-Kharif seeds for Moong, Til as per approved programme	Completion		
	vii	Allocation of breeder seed of potato for next season to Seed Producing Organizations	Completion		
	viii	State level review meeting on PMKSY-Watershed Development, Per Drop More Crop and BKSJ			
March	i	3rd Advance Estimate of major and minor crops of 2019-20.	Commencement		
	ii	Completion of soil sample collection and analysis	60,000		
	iii	Estimation of yield rate and production of winter crops (Aman paddy and Maskalai) of 2019-20	Completion		
	iv	Notification of Crop Insurance scheme for Kharif season, 2020.	Notification		
	v	Release of subsidy for Farm Mechanisation (Power Operated machineries, Tractor, Power tiller, Pump sets etc.)	Completion		

Department of Agriculture

Month		Activity	Target (s)	Achievement against set target	Remarks (Reason for shortfall, if any)
1	2A	2B	2C	3	4
	vi	Preparation and distribution of Jute seed	Completion		
	vii	SLSC Meeting for PMKSY	To be convened		
	viii	Submission of proposal of formal closure Batch-III PMKSY-WDC	To be submitted		
	ix	Board Meeting of WBSSC Ltd.	To be convened		
	x	State Level Standing Committee meeting of RKVY, BGREI, PMKSY and ATMA	To be convened		
April	i	Completion of printing & distribution of Soil Health Cards (SHCs)	1 lakh SHCs (cumulative)		
	ii	3rd Advance Estimate of major and minor crops for 2019-20	Completion		
	iii	Estimation of area under Rabi crops for 2019-20	Completion		
	iv	Estimation of AYP of Sunhemp for 2019-20	Completion		
	v	Awareness / sensitization of farmers and training of Officials regarding Crop insurance programme for Kharif season, 2020.	To organise		
	vi	Meeting of State Variety Release Committee (SVRC)	To organise		
	viii	Preparation of AAP for State Development scheme	Initiaton		
	ix	Meeting of Farm price fixation committee	To organise		
	May	i	Completion of soil sample collection and analysis	1 lakh (cumulative)	
ii		Estimation of Yield Rate of potato (notified blocks and GPs) for 2019-20	Commence-ment		
iii		Preparatory works for Krishak Bandhu (AI) scheme during Kharif 2020	Completion		
iv		Allocation of breeder seed of Kharif paddy, Kalai & Jute to Seed Producing Organisations	Completion		
v		Contingency plan against natural calamity on the basis of forecast report by IMD	Finalisation		
vi		Distribution of Kharif Paddy Seed and Critical inputs for demonstration	Commence-ment		
vii		Preparation of AAP for State Development scheme	Finalisation & approval		
viii		Finalising Kharif Cropping Plan of Government Farms	Finalisation		
ix		Organisation of PPIC meeting	To organise		
x		State level review meeting on Micro Irrigation & BKSYP	To be convened		

Department of Agriculture

Month		Activity	Target (s)	Achievement against set target	Remarks (Reason for shortfall, if any)
1	2A	2B	2C	3	4
June	i	Completion of printing & distribution of Soil Health Cards (SHCs)	2 lakh SHCs (cumulative)		
	ii	Estimation of Yield Rate of potato (notified blocks and GPs) for 2019-20	Completion		
	iii	Estimation of Yield Rate and Production for Rabi crops for 2019-20	Completion		
	iv	Financial support to the farmers under Krishak Bandhu (AI) scheme during Kharif 2020	Commencement		
	v	Finalizing Rabi & Rabi Summer Cropping Plan of Govt. Farms	Initiation		
	vi	Surveillance of status of Kharif seed bed	Completion		
	vii	Distribution of Kharif paddy seed and critical inputs for demonstration	Completion		
	viii	Board Meeting of WBSSC Ltd.	To be convened		
July	i	4th Advance Estimate of major and minor crops for 2019-20	Completion		
	ii	Training and registration of field level workers assigned for conducting CCEs for Kharif season, 2020.	To organise		
	iii	Estimation of AYP of Rabi minor crops for 2019-20	Completion		
	iv	Financial support to the farmers under Krishak Bandhu (AI) scheme during Kharif 2020	Completion		
	v	Review of Kharif Crop coverage	Assesment		
	vi	Finalizing Rabi & Rabi Summer Cropping Plan of Govt. Farms	Initiation		
	vii	Public notification for Implement distribution under Farm Mechanisation scheme	Initiation		
	viii	State level review meeting on Micro Irrigation & BKSY	To be convened		
August	i	Meeting of State Level Coordination Committee on Crop Insurance (SLCCCI) for Rabi 2020-21 season.	To convene		
	ii	Release of advance premium subsidy for Kharif season, 2020.	Release		
	iii	Distribution of Black Gram seeds under different schemes	Completion		
	iv	Assesment of Rabi and Rabi-summer input requirement for schematic works	Completion		
	v	Review of Kharif Crop coverage	Assesment		
	vi	Finalizing execution plan & TRFA	Finalization		

Department of Agriculture

Month	Activity		Target (s)	Achievement against set target	Remarks (Reason for shortfall, if any)
1	2A	2B	2C	3	4
	vii	Public notification for Implement distribution under Farm finalization	Finalization		
	viii	Half yearly Governing Body meeting of WBSWDA	To be convened		
September	i	1st Advance Estimate for major and minor crops of 2020-21	Completion		
	ii	Distribution of seed & input for Toria	Completion		
	iii	Allocation of breeder seed of different Rabi crops to Seed Producing Organisation	Completion		
	iv	Review of Kharif Crop coverage	Completion		
	v	Assesment of requirement/availability of seed potato in Govt. sector	Assesment		
	vi	Finalizing Rabi and Rabi summer Cropping Plan of Govt. Farms	Finalization		
	vii	Board meeting of WBSSC Ltd.	To be convened		
	viii	State level review meeting on Micro Irrigation & BKSY	To be convened		
October	i	Estimation of AYP of summer minor crops for 2019-20	Completion		
	ii	Notification of Crop Insurance programme for Rabi season of 2020-21	Notification		
	iii	Awareness / sensitization of farmers and training of Officials regarding Crop insurance programme for Rabi season, 2020-21.	To organise		
	iv	Preparatory works for Krishak Bandhu (AI) scheme during Rabi 2020-21	Completion		
	v	Supply of HYV Mulberry planting material and HYV silkworm seeds to neighbouring Sericulture States	Completion		
	vi	Oraganisation of PPIC meeting	To organise		
	vii	Pre-positioning and distribution of Rabi Crops	Initiation		
November	i	Financial support to the farmers under Krishak Bandhu (AI) scheme during Rabi 2020-21	Commence-ment		
	ii	Estimation of yield rate and production of Summer crops of 2019-20	Completion		
	iii	Pre-positioning and distribution of Rabi crops	Completion		
	iv	Sale of seed patato through Fair Price Shop by WBSSC Ltd.	Commence-ment		
	v	Training of farmers and farm women under State plan	To organise		
	vi	Meeting of Governing Body of WBSWDA	To be convened		

Month	Activity		Target (s)	Achievement against set target	Remarks (Reason for shortfall, if any)
1	2A	2B	2C	3	4
December	i	Completion of soil sample collection and analysis	1.43 lakh (cumulative)		
	ii	Completion of distribution of Soil Health Cards (SHCs)	3 lakh SHCs (Cumulative)		
	iii	Estimation of area under Bhadoi crops for 2020-21	Completion		
	iv	Selection of mouzas for Crop survey 2021-22	Completion		
	v	Training and registration of field level workers assigned for conducting CCEs for Rabi season, 2020-21.	To organise		
	vi	Release of advance premium subsidy for Crop Insurance for Rabi season, 2020-21.	Release		
	vii	Financial support to the farmers under Krishak Bandhu (AI) scheme during Rabi 2020-21	Completion		
	viii	Block Krishi Mela	Completion		
	ix	Distribution of seed and critical inputs for different scheme (Boro paddy & Gram)	Completion		
	x	Training of farmers and farm women under State Plan	To organise		
	xi	Allocation of breeder seed of Boro paddy, sesame, summer pulses etc. to Seed Producing Organisation	Completion		
	xii	Board meeting of WBSSC Ltd.	To be convened		
	xiii	State level review meeting on Micro Irrigation and BKSJ	To be convened		
	xiv	State Level Standing Committee meeting of RKVY, BGREI, PMKSY and ATMA	To be convened		

Department of Animal Resources Development

Month	Name of the Parastatal	Target for January to December, 2020
January, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 4.0 lakh
		Goat Distribution- 20,000
		No. of Vaccination to be done- 20.0 lakh
		Animal Health Camp- 1,900
	Mother Dairy Calcutta	MDC outlet for Self-employment- 1
	Paschim Banga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 3.25 lakh Production of Frozen Semen Straws- 4.0 lakh
West Bengal University of Animal & Fishery Sciences	13th Convocation of the University	
February, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 4.0 lakh
		Goat Distribution- 20,000
		No. of Vaccination to be done- 20.0 lakh
		Animal Health Camp- 1,900
	Mother Dairy Calcutta	MDC outlet for Self-employment- 1
	Paschim Banga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 3.25 lakh Production of Frozen Semen Straws- 4.0 lakh
March, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 3.0 lakh
		Goat Distribution- 18,000
		No. of Vaccination to be done- 24.0 lakh
		Animal Health Camp- 1,800
	Mother Dairy Calcutta	MDC outlet for Self-employment- 1
	Paschim Banga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 3.25 lakh Production of Frozen Semen Straws- 3.75 lakh
West Bengal Livestock Development Corporation Limited	Start running of Phansidewa Meat Plant at Phansidewa, Darjeeling	
April, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 3.0 lakh
		No. of Vaccination to be done- 20.0 lakh
		Animal Health Camp- 1,800
	Paschim Banga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 3.0 lakh Production of Frozen Semen Straws- 3.5 lakh
West Bengal Livestock Development Corporation Limited	Start running of modernized pig breeding farm at Haringhata	
May, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 3.0 lakh
		No. of Vaccination to be done- 20.0 lakh
		Animal Health Camp- 1,800
	Paschim Banga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 3.25 lakh Production of Frozen Semen Straws- 3.5 lakh
West Bengal Livestock Development Corporation Limited	Start operation of goat meat plant at Haringhata meat plant	

Month	Name of the Directorate / Organization	Target for Jan. to Dec., 2020
June, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 3.0 lakh
		No. of Vaccination to be done- 22.0 lakh
		Animal Health Camp- 1,800
	PaschimBanga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 3.5 lakh
		Production of Frozen Semen Straws- 3.25 lakh
West Bengal Livestock Development Corporation Limited	Installation of 1000 KVA transformer at Kalyani Feed Milling Plant	
July, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 3.0 lakh
		Goat Distribution- 800
		No. of Vaccination to be done- 22.0 lakh
		Animal Health Camp- 1,800
	Mother Dairy Calcutta	MDC outlet for Self-employment- 1
	Paschim Banga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 3.5 lakh
		Production of Frozen Semen Straws- 3.25 lakh
West Bengal University of Animal & Fishery Sciences	Starting of Academic Session for B.F.Sc.& B. Tech (DT)	
West Bengal Livestock Development Corporation Limited	Start operation of commercial layer farm, Kalyani, Nadia	
August, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 3.0 lakh
		Goat Distribution- 3,000
		No. of Vaccination to be done- 22.0 lakh
		Animal Health Camp- 1,800
	Mother Dairy Calcutta	MDC outlet for Self-employment- 1
	Paschim Banga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 3.5 lakh
		Production of Frozen Semen Straws- 3.5 lakh
West Bengal University of Animal & Fishery Sciences	Starting of Academic Session for B.V.Sc.& AH	
West Bengal Livestock Development Corporation Limited	Start operation of Bio-gas plant at pig breeding farm, Haringhata	
September, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 3.0 lakh
		Goat Distribution- 4,000
		No. of Vaccination to be done- 20.0 lakh
		Animal Health Camp- 1,800
	Mother Dairy Calcutta	MDC outlet for Self-employment- 1
	Paschim Banga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 3.0 lakh
		Production of Frozen Semen Straws- 3.5 lakh
Modernization of Bull Sheds- 50		

Month	Name of the Directorate / Organization	Target for Jan. to Dec., 2020
October, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 3.0 lakh
		Goat Distribution - 2,000
		No. of Vaccination to be done- 15.0 lakh
		Animal Health Camp- 1,800
	PaschimBanga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 2.75 lakh
		Production of Frozen Semen Straws- 2.75 lakh
West Bengal Livestock Development Corporation Limited	Start operation of duck breeding farm, Kalyani, Nadia	
November, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 3.0 lakh
		Goat Distribution - 6,000
		No. of Vaccination to be done- 24.0 lakh
		Animal Health Camp- 1,800
	PaschimBanga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 3.25 lakh
		Production of Frozen Semen Straws- 3.5 lakh
West Bengal Livestock Development Corporation Limited	Start running of one Haringhata meat sale counter in Kolkata	
December, 2020	Directorate of Animal Resources & Animal Health	Ducklings/Chicks Distribution- 3.0 lakh
		Goat Distribution - 9,000
		No. of Vaccination to be done- 22.0 lakh
		Animal Health Camp- 1,800
	Mother Dairy Calcutta	MDC outlet for Selt-employment - 1
	Paschim Banga Go-Sampad Bikash Sanstha	Artificial Insemination of Cattle & Buffalo- 3.5 lakh
		Production of Frozen Semen Straws- 3.5 lakh
West Bengal Livestock Development Corporation Limited	Start operation of broiler breeding farm, Jotiakhali, Jalpaiguri	

Department of Backward Classes Welfare

Sl. No.	Particulars	January		February		March		Cumulative upto December	Remarks
		Programs	Targ.	Programs	Targ.	Programs	Targ.		
1	Payment of Educational Scholarship	Opening of Pre-MS Portal for 2020. Payment of Educational Scholarship to SC students for the 2020	2 Lakh	Meeting with the district authorities, bankers and schools for scholarship and Identification of Nodal Officer for Scholarship Programme.		Payment of Pre- and Post-Matric Scholarship to remaining SC students.			
2	Skill training in different sectors	Commencement of Skill training in different sectors.	500 Person	Completion of skill training and placement.	500 Candidates	Completion of skill training and placement	500 Candidates		
3	Income generations scheme	Extending benefits under Income generation scheme	2000 Beneficiaries	Extending benefits to SC beneficiaries under Income Generation scheme.	2000 Beneficiaries	Extending benefits to SC beneficiaries under Income Generation scheme.	1500 Beneficiaries		
4	Mela / Seminar/ Award ceremony	Arts of Bengal an ethnological Heritage Reappraisal 2019-20		State Level Bhawaiya Sangeet Competition. Birthday celebration of Thakur Panchanan Barma in Coochbehar		(1) Shri Shri Harichand Guruchand Award Ceremony. (2) Baul Festival (3) Dignity 2019-20			
5	Sanction of Educational Loan	Sanction of Educational Loan	100 Candidates	Disbursement of 1st installment of Education Loan.	100 Candidates				
6	Hostel Monitoring			Review of Hostel Monitoring system.		Finalization of the vacancy position of Hostels at District Level. Finalization of repair & renovation proposals of Departmental Hostels from district level for administrative sanctions.			

Sl. No.	Particulars	January		February		March		Cumulative upto December	Re-marks
		Programs	Targ.	Programs	Targ.	Programs	Targ.		
7	Sikahas three Scholarship	Maintenance of the Sikhashree Portal		Finalization of the modalities of scholarship District level meeting with stake holders.		District Level meeting with stake holders.			
8	Development Boards			Inviting of Developmental Plan (AAP)		Submission of AAP.			
9	PCR / POA Act & Inter Caste Marriage	Review of the programme through half-yearly meeting of SLV & MC. Conduct of refresher programme by CRI				Quarterly report to GOI on POA Act			
10	Sabooj Sathi	Initiation of proposal for class-IX students of AY 2020 (Phase-II)				Initiation of fresh Tender for procurement (Phase - VI)			
11	Sending report / Proposal to MOSJ&E, GOI	Progress Report and UC for SCA to SCP (Phase-I)							
12	Annual Budget and administrative Budget								
13	Training	Training on E-Governance, WBRTPS Act		Reservation Act & Rules including roster writing		Right to Information Act, Government e-marketing.			

Sl. No.	Particulars	April		May		June		Cumulative upto December	Re-marks
		Programs	Targ.	Programs	Targ.	Programs	Targ.		
1	Payment of Educational Scholarship	Review of progress of departmental Scholarship programme. National Allocation of fund to Districts for Pre-MS and PMS.		Inviting applications for Post-Matric scholarship for SC students.		Preparation for sending of the scholarship proposals for SC & OBC to GOI.			
2	Skill training in different sectors	Completion of skill training and placement.	500 Candidates	Initiation of selection process for Skill training service provider. Finalization of modalities with the service providers.					
3	Income generations scheme	Extending benefits to SC under Income Generation scheme.	1,000			Extending benefit to SC beneficiaries under Income Generation scheme. Review of the progress.	1,500		
4	Mela / Seminar/ Award ceremony	Birthday celebration of Dr. B.R. Ambedkar.							
5	Sanction of Educational Loan								
6	Hostel Monitoring	Receiving of vetted estimates and documents for the essential repairs. Inviting application for filling up of Vacancies.		Review through Hostel Monitoring system and determination of admission position.					

Sl. No.	Particulars	April		May		June		Cumulative upto December	Re-marks
		Programs	Targ.	Programs	Targ.	Programs	Targ.		
7	Sikshashree Scholarship					Release of first instt. of fund for Sikshashree schl. for students.	6 lakh		
8	Development Boards	Finalization of Auditions and audit programmes for the Boards.		Review of performance of Boards under the Department and approval of Annual Action Plan.		Release of developmental fund-1st tranche. Release of administrative cost-1st tranche.			
9	PCR / POA Act & Inter Caste Marriage								
10	Sabooj Sathi	Commencement of Registration of eligible students through portal.		Closing of Registration process, finalisations of requirement		Issuing supply order for Phase-VI			
11	Sending report / Proposal to MOSJ&E, GOI			Sending Annual Action plan for SCA to SCP-2020-2021		Initiate preparation of Annual Administrative Report –2018-19. Submission of annual proposal for all scholarships to GOI. Quarterly report to GOI Quarterly & Half-Yearly report to GOI on PCR / POA Act and Inter-Caste Marriage.			
12	Annual Budget and administrative Budget	Finalisation of Action Plan of WBSC, ST & OBC Dev. & fin. Corporation.		Circulation of AAP of the corporation to Districts.					
13	Training	Induction Training, LDA / UDA [Sectt. Manual, Drafting, Notings, Redressal of Grievance.]		Refresher training on Audit Budget		Training on Pension rules & pensionary benefits			

** Victims of atrocity and beneficiaries of ICM are paid compensation and incentive respective throughout the year.

Sl. No.	Particulars	July		August		September		Cumulative upto December	Re-marks
		Programs	Targ.	Programs	Targ.	Programs	Targ.		
1	Payment of Educational Scholarship	Payment of scholarship for SC and OBC students.	1 Lakh	Release of 2nd Instal. of fund under various educational schemes.		Release of payment of scholarship to SC and OBC students.	2 Lakh		
2	Skill training in different sectors	Issuing LOI to service providers.		Commencement of skill training.	500 Candidates	Commencement of skill training.	1000 Candidates		
3	Income generations scheme	Commencement of sponsoring cases by the Districts.		Sponsoring of cases under income generation scheme.	500	Sponsoring of cases under income generation.	1500 Scheme		
4	Mela / Seminar/ Award ceremony	Celebration of Gambhira festival in Malda district.							
5	Sanction of Educational Loan	Disbursement of 2nd Installment of Education Loan.	150			Commencement of on-line application for AY-2020.			
6	Hostel Monitoring	Review of the admission position.				Review of the vacancy position.			
		Updating of HMS.				Review of the progress of repair and maintenance.			

Sl. No.	Particulars	July		August		September		Cumulative upto December	Remarks
		Programs	Targ.	Programs	Targ.	Programs	Targ.		
7	Sikshashree Scholarship	Release of second installment of fund for Sikshashree for 6 lakh students.		Review of status of payment of scholarship at department level. Meeting at district level with stake holders.					
8	Development Boards					Review of progress of development boards.			
9	PCR / POA Act & Inter Caste Marriage	Review of the programme through half-yearly meeting of SLVMC							
10	Sabooj Sathi	Commencement of Supply & distribution		Supply and distribution of bi-cycles Phase-VI.		Supply and distribution of bicycles Phase-VI.			
11	Sending report / Proposal to MOSJ&E, GOI	Sending proposals to Apex Corporations for Implementation of MOSJ&E, GOI.		Quarterly report to GOI on POA Act.		Sending proposal for Central Share capital to MoSJ&E. Quarterly report to GOI on Skill development.			
12	Annual Budget and administrative Budget								
13	Training	Vigilance Training, Disciplinary Proceedings		Cyber Security & Grievance redressal		Refresher Training of E-governance GeM			

Sl. No.	Particulars	October		November		December		Cumulative upto December	Re-marks
		Programs	Targ.	Programs	Targ.	Programs	Targ.		
1	Payment of Educational Scholarship			Payment to SC and OBC students for Pre and Post-Matric Scholarship.	2 lakh	Payment of Pre- and Post-Matric scholarships to SC and OBC students.	4 lakh		
2	Skill training in different sectors	Commencement of Skill Training	500	Commencement of skill training	3,000	Commencement of skill training	3,000	8,000	
		Review of Progress				Review of the progress.			
3	Income generations scheme	Sponsoring of cases under income generation scheme.	2,000	Sponsoring of cases under income generation scheme	3,000	Sponsoring of Cases	3,000	Disbursement 8000 sponsoring -10,000	
4	Mela / Seminar/ Award ceremony	Celebration of Arts of Bengal.		Block level awareness programme for Schemes of WB SC ST OBC Dev. & Fin. Corporation.		Award Ceremony for B. R. Ambedkar Medha Puraskar to 750 meritorious Scheduled Caste Students in Madhyamik/ ICSE / CBSE/ Madrasa Board examination.			
						Celebration of Baul festival.			
5	Sanction of Educational Loan					Sanctioning of Education loan cases	100	Disbursement-150 cases sanction	
6	Hostel Monitoring	Review - Hostel Monitoring system.							

Sl. No.	Particulars	October		November		December		Cumulative upto December	Re- marks
		Programs	Targ.	Programs	Targ.	Programs	Targ.		
7	Sikshashree Scholarship	Review of the programme.				Release of fund for rest number of students under Sikshashree scholarship scheme.			
8	Development Boards			Review of performance appraisal of Boards under the Department. Release of 2nd tranche of development fund.					
9	PCR / POA Act & Inter Caste Marriage	Refresher training for the Inspectors, BCW&TD on aspects of the programme.							
10	Sabooj Sathi	Supply and distribution of bicycles phase-VI.		Completion of Phase-VI distribution.				estimated 12.75 lakh students.	
11	"Sending report / Proposal "to MOSJ & E, GOI"					Quarterly report on Skill Development to MOSJ&E. Quarterly and Annual report to GOI on PCR/POA Act and Inter-Caste Marriage.			
12	Annual Budget and administrative Budget	Preparation and finalization of Annual budget for the next financial year.				Statutory State Level Vigilance & Monitoring Committee meeting.			
13	Training	Refresher Training, Audit and Budget		Refresher Training of Reservation Act & Rules (including roster writing)		Refresher training of LDA / UDA [Sectt. Manual, Drafting, Notings, Redressal of Grievance.]			

Department of Consumer Affairs

Activity	Sub-activity	Jan. 2020	Feb. 2020	Mar. 2020	April 2020	May. 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Remarks
1. Consumer Awareness	(i) Participation in Melas/ Social gatherings for spreading Consumer Awareness	220 (including Kolkata Book Fair, Gangasagar Mela, VivekMela, Bidhamagar Mela, Sabala Mela, Dooars Utsav, Joydeb Mela, Uttar Banga Utsav and Kreta Suraksha Mela)	170 (including Mukut manipur Mela, Raibaghani Mela, Kreta Suraksha Mela alongside Sabala Mela)	40 (including Jalpesh Mela Uttar Dinajpur Boi Mela)	80	60	170 (including Islampur Expo Mela)	180	100	120	400 (including Kreta Suraksha Mela along side Sabala Mela)	200 (including State level Sabala Mela, Ras Mela, Kreta Suraksha Mela along side Sabala Mela)	200 nos India International Mega Trade Fair, New town mela, Pous Mela, Bishnupur Mela Dum Dum Mela	
	(ii) Awareness Campaign with Street Theatre, Puppet Show, Magic Show	230	200	100	60	50	160	160	140	220	250	150	230	
	(iii) Tableau	7 (of 10 days)	Nil	Nil	2 (of 10 days)	2 (of 10 days)	2 (of 10 days)	6 (of 10 days)	6 (of 10 days)	9 (of 10 days)	8 (of 10 days)	10 (of 10 days)	10 (of 10 days)	10 (of 10 days)

Activity	Sub-activity	Jan. 2020	Feb. 2020	Mar. 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Remarks
	(iv) Grass root level interactive sessions, meetings, seminar with special emphasis on involving Self Help Groups.	400	300	100	60	250	250	250	250	350	450	200	200	
	(v) Work shop with Consumer Clubs	200	Nil	Nil	30	Nil	150	150	150	120	Nil	50	Nil	
	(vi) Regular Awareness Programme through Electronic Media like Doordarshan, FM Channels, Local Cable Channels, etc., Hoarding, Flex banner, CTC, State Transport Authorities etc.													Regular awareness through AIR, FM, TV, News Paper, Metro Railways will be taken up exclusively from CA & FBP Dte. HQs. (Round the year)
	(vii) Special Awareness Programme	Kreta Suraksha Mela		Observance of World Consumer Rights Day on 15 th March									Observance of National Consumer Day on 25 th December	

Activity	Sub-activity	Jan. 2020	Feb. 2020	Mar. 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Remarks
2. Establishment of Sub-Divisional Offices throughout the State under CA&FBP Directorate	Establishment of 15 (fifteen) Sub-Divisions			5 (five) Sub-Division Offices will be completed within March, 2020	5 (five) Sub-Division Offices will be completed during April, 2020 to June, 2020									5 (five) Sub-Division Offices will be completed during July, 2020 to December, 2020
3. Training	Training for Departmental Officers related to Consumer Affairs													As and when required
4. Departmental Coordination & Review Meeting including Video Conference		Video Conference								Video Conference				
5. Setting up of District Fora for New District													Kalimpong	
														Paschim Bardhaman

Activity	Sub-activity	Jan. 2020	Feb. 2020	Mar. 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Remarks
6. Training of Presidents & Members of District Forums through WBNUJS		1 st Batch			2 nd Batch				3 rd Batch				4 th Batch	At WBNUJS
7. Training of Ministerial staff & DEO & DMA of District Forums & State Commission at ATI								1 st Batch				2 nd Batch		At ATI or Auditorium of C.A. Deptt.
8. LOK ADALAT in all District Fora & State Commission														To be decided in consultation with SLSA, W.B.
9. Meeting of State Consumer Protection Council							1 st Meeting						1 st Meeting	

Activity	Sub-activity	Jan. 2020	Feb. 2020	Mar. 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Remarks
10. Meeting of District Consumer Protection Council		1)South 24 Pgs 2)Uttar Dinajp	1)North 24 Pgs 2)Purba Medinipur 3)Dakshin Dinajpur 4)Purulia	1)Howrah 2)Paschim Medinipur 3)Malda Bankura 4)Purulia	1)Hooghly 2)Purba Bardhaman 3)Murshidabad 4)Kalimpong	1)Nadia 2)Paschim Bardhaman 3)Darjeeling 4)Jalpaiguri	1)Birbhum 2)Jhargram 3)Cooch-behar 4)Alipurduar	1)South 24 Pgs 2)Uttar Dinajpur	1)North 24 Pgs 2)Purba Medinipur 3)Dakshin Dinajpur 4)Purulia	1)Howrah 2)Paschim Medinipur 3)Malda Bankura	1)Hooghly 2)Purba Bardhaman 3)Murshidabad 4)Kalimpong	1)Nadia 2)Paschim Bardhaman 3)Cooch-behar 4)Alipurduar Jalpaiguri		
11. Standardization of Weights & Measures	(i) Verification of secondary standards used by Legal Metrology Laboratories from Regional Laboratories			30%	20%			20%				30%		
	(ii) Verification of Working Standards used by Legal Metrology Officers			30%			10%			20%			40%	
	(iii) No. of Enforcement Drive			Minimum 20 (twenty) Inspection, (20 different premises) in each month by each Inspector of Legal Metrology Enforcement Drive [at least 3 (three)] in each month by each Inspector of Legal Metrology										
	(iv) Verification of Weights & Measures used by Traders			3 (three) markets coverage / camps by each Inspector of Legal Metrology in each month, which should culminate to 100% market coverage by year end (This coverage should be 100% of the number of market actually present in the jurisdiction of the LMO)										
	(v) Inspection Programme			10 (ten) Liquor Shop, 2 (two) Shopping Mall, 10 (ten) Petrol Pump, 10 (ten) Fair Price Shop, 5 (five) Weigh-Bridge coverage, 5 (five) Precious Metal Shop, 2 (two) e-Commerce Entities, Business premises [at least 20 (twenty)] in each month										
	(vi) Awareness Programme			Along with the CA & FBPA Awareness Programme										

Activity	Sub-activity	Jan. 2020	Feb. 2020	Mar. 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Remarks
	(vii) Task Force Programme	Minimum 2 (two) Enforcements in each month as per Task Force mandate												
	(viii) Training of LMOs at IILM, Ranchi	Mandatory and as and when ILMs are required to attend												
	(ix) Introductory / Refresher Training at NNICE building, Chinsurah	For the new ILMs as well as senior LMOs, as per Training Calendar of the Department												
	(x) e-Governance Project of Legal Metrology	Completion of Training of LMOs for e-Parmap Phase-II of 2 Districts	Completion of Training of LMOs for e-Parmap Phase-II of 2 Districts	Completion of Training of LMOs for e-Parmap Phase-II of 2 Districts	Roll out of Phase-II of e-Parmap of 2 Districts and Training of LMOs of 2 Districts	Roll out of Phase-II of e-Parmap of 2 Districts and Training of LMOs of 2 Districts	Roll out of Phase-II of e-Parmap of 2 Districts and Training of LMOs of 2 Districts	Roll out of Phase-II of e-Parmap of 2 Districts and Training of LMOs of 2 Districts	Roll out of Phase-II of e-Parmap of 2 Districts and Training of LMOs of 2 Districts	Roll out of Phase-II of e-Parmap of 2 Districts and Training of LMOs of 2 Districts	Roll out of Phase-II of e-Parmap of 2 Districts and Training of LMOs of 2 Districts	Roll out of Phase-II of e-Parmap of 2 Districts and Training of LMOs of 2 Districts	Roll out of Phase-II of e-Parmap of 2 Districts and Training of LMOs of 2 Districts	
12. West Bengal Right to Public Services Act, 2013	(i) Publicity through all types of Media	Along with the CA & FBP Awareness Programme												
	(ii) Participation in Melas/ Social gatherings for spreading Awareness to the Public regarding WBRTPS Act, 2013	Along with the CA & FBP Awareness Programme												

Activity	Sub-activity	Jan. 2020	Feb. 2020	Mar. 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Remarks
	(iii) Training of Departmental Officials on WBRTPS Act, 2013	1) South 24 Pgs	1) North 24 Pgs 2) Purba Medinipur	1) South 24 Pgs	1) North 24 Pgs 2) Purba Medinipur	1) South 24 Pgs	1) North 24 Pgs 2) Purba Medinipur	1) South 24 Pgs	1) North 24 Pgs 2) Purba Medinipur	1) South 24 Pgs	1) North 24 Pgs 2) Purba Medinipur	1) South 24 Pgs	1) North 24 Pgs 2) Purba Medinipur	
	(iv) Review meeting with the Nodal Officers of the Departments issued Notification under the WBRTPS Act, 2013													Round the year
														Alongwith the CA & FBP Awareness Programme
13. Construction of Integrated Buildings		Construction work completed for 1 (one) District - Uttar Dinajpur	Construction work will be completed for 10 (ten) Districts - Jalpaiguri, Birbhum, Bankura, Malda, Nadia, Purulia, Dakshin Dinajpur, Coochbehar, Paschim Bardhaman and Murshidabad (Round the year)											Construction work is completed at Rajarhat and Paschim Medinipur in the last Calendar Year

Department of Co-operation

January-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	1
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	350000
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	20
4.	Disbursement of crop loan (Rs. in lakhs)	55000
5.	No. of KCC Beneficiaries to be given loan (in No.)	170200
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	10,800
7.	No. of SHGs to be financed	5000
8.	Distribution of Agriculture Input (Rs. in lakhs)	4,800
9.	Sale of Consumers' Articles (Rs. in lakhs)	3,900
10.	Storing of Potato (in MT)	0
11.	Training Programme (in No.)	170

February-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	360000
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	10
4.	Disbursement of crop loan (Rs. in lakhs)	31,500
5.	No. of KCC Beneficiaries to be given loan (in No.)	108200
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	14,400
7.	No. of SHGs to be financed	4000
8.	Distribution of Agriculture Input (Rs. in lakhs)	3,800
9.	Sale of Consumers' Articles (Rs. in lakhs)	3,600
10.	Storing of Potato (in MT)	160000
11.	Training Programme (in No.)	150

March-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	1
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	365000
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	10
4.	Disbursement of crop loan (Rs. in lakhs)	3,000
5.	No. of KCC Beneficiaries to be given loan (in No.)	9500
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	19,200
7.	No. of SHGs to be financed	3500
8.	Distribution of Agriculture Input (Rs. in lakhs)	3,300

Sl. No.	Particulars	Projection
9.	Sale of Consumers' Articles (Rs. in lakhs)	3,750
10.	Storing of Potato (in MT)	160000
11.	Training Programme (in No.)	130

April-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	350000
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	8
4.	Disbursement of crop loan (Rs. in lakhs)	85,000
5.	No. of KCC Beneficiaries to be given loan (in No.)	268000
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	8,400
7.	No. of SHGs to be financed	3500
8.	Distribution of Agriculture Input (Rs. in lakhs)	1,600
9.	Sale of Consumers' Articles (Rs. in lakhs)	3,900
10.	Storing of Potato (in MT)	0
11.	Training Programme (in No.)	150

May-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	350000
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	12
4.	Disbursement of crop loan (Rs. in lakhs)	15,500
5.	No. of KCC Beneficiaries to be given loan (in No.)	48000
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	7,680
7.	No. of SHGs to be financed	5000
8.	Distribution of Agriculture Input (Rs. in lakhs)	1,600
9.	Sale of Consumers' Articles (Rs. in lakhs)	3,750
10.	Storing of Potato (in MT)	0
11.	Training Programme (in No.)	150

June-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	290000
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	10
4.	Disbursement of crop loan (Rs. in lakhs)	15,000
5.	No. of KCC Beneficiaries to be given loan (in No.)	41300

Sl. No.	Particulars	Projection
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	7,920
7.	No. of SHGs to be financed	6000
8.	Distribution of Agriculture Input (Rs. in lakhs)	3,800
9.	Sale of Consumers' Articles (Rs. in lakhs)	4,000
10.	Storing of Potato (in MT)	0
11.	Training Programme (in No.)	150

July-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	90,000
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	5
4.	Disbursement of crop loan (Rs. in lakhs)	18,000
5.	No. of KCC Beneficiaries to be given loan (in No.)	85800
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	9,600
7.	No. of SHGs to be financed	7000
8.	Distribution of Agriculture Input (Rs. in lakhs)	5,500
9.	Sale of Consumers' Articles (Rs. in lakhs)	4,100
10.	Storing of Potato (in MT)	0
11.	Training Programme (in No.)	150

August-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	70000
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	4
4.	Disbursement of crop loan (Rs. in lakhs)	20,000
5.	No. of KCC Beneficiaries to be given loan (in No.)	89600
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	11,520
7.	No. of SHGs to be financed	5000
8.	Distribution of Agriculture Input (Rs. in lakhs)	49,00
9.	Sale of Consumers' Articles (Rs. in lakhs)	4,100
10.	Storing of Potato (in MT)	0
11.	Training Programme (in No.)	150

September-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	1
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	0
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	3
4.	Disbursement of crop loan (Rs. in lakhs)	38,000
5.	No. of KCC Beneficiaries to be given loan (in No.)	107200
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	8,400
7.	No. of SHGs to be financed	5000
8.	Distribution of Agriculture Input (Rs. in lakhs)	4,900
9.	Sale of Consumers' Articles (Rs. in lakhs)	4,400
10.	Storing of Potato (in MT)	0
11.	Training Programme (in No.)	150

October-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	1
2.	Procurement of Paddy & other Agricultural Produce through Cooperative (in MT)	0
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	3
4.	Disbursement of crop loan (Rs. in lakhs)	40,000
5.	No. of KCC Beneficiaries to be given loan (in No.)	135000
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	6,000
7.	No. of SHGs to be financed	5000
8.	Distribution of Agriculture Input (Rs. in lakhs)	3,800
9.	Sale of Consumers' Articles (Rs. in lakhs)	4,800
10.	Storing of Potato (in MT)	0
11.	Training Programme (in No.)	100

November-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	25000
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	15
4.	Disbursement of crop loan (Rs. in lakhs)	40,000
5.	No. of KCC Beneficiaries to be given loan (in No.)	138000
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	8,400
7.	No. of SHGs to be financed	9000
8.	Distribution of Agriculture Input (Rs. in lakhs)	6,500
9.	Sale of Consumers' Articles (Rs. in lakhs)	4,400
10.	Storing of Potato (in MT)	0
11.	Training Programme (in No.)	150

December-2020

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	2
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	150000
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	15
4.	Disbursement of crop loan (Rs. in lakhs)	60,000
5.	No. of KCC Beneficiaries to be given loan (in No.)	179200
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	7,680
7.	No. of SHGs to be financed	9000
8.	Distribution of Agriculture Input (Rs. in lakhs)	6,500
9.	Sale of Consumers' Articles (Rs. in lakhs)	4,300
10.	Storing of Potato (in MT)	0
11.	Training Programme (in No.)	150

Total

Sl. No.	Particulars	Projection
1.	Review Meetings with Range, Zone & Apex Societies	20
2.	Procurement of Paddy & other Agricultural Produce through Cooperatives (in MT)	2400000
3.	Creation of Infrastructure (to be taken up/completed) (in No.)	115
4.	Disbursement of crop loan (Rs. in lakhs)	4,21,000
5.	No. of KCC Beneficiaries to be given loan (in No.)	1380000
6.	Issue of Agriculture & Agriculture-allied and Non Agricultural Loan (MT+LT) (Rs. in lakh)	1,20,000
7.	No. of SHGs to be financed	67000
8.	Distribution of Agriculture Input (Rs. in lakhs)	51,000
9.	Sale of Consumers' Articles (Rs. in lakhs)	49,000
10.	Storing of Potato (in MT)	320000
11.	Training Programme (in No.)	1750

Department of Correctional Administration

January, 2020

1	Functioning of Fishery & related activities project at Dum Dum Central Correctional Home in association with State Fisheries Development Corporation Ltd.
2	Initiating project for Mushroom Cultivation at Alipurduar District Correctional Home.
3	Functioning of Skill Development Centre in Dum Dum Central Correctional Home in collaboration with the Department of Technical Education, Training & Skill Development, West Bengal.
4	Initiation of proposal for Blanket Manufacturing Unit at Jalpaiguri Central Correctional Home.
5	Initiation of Cashless Canteen Management System at Alipore Women's Correctional Home.
6	Celebration of Republic Day on 26 th .
7	Publication of Quarterly Newsletter 'Metamorphosis'.
8	Completion of Tender for Dietary and Miscellaneous Articles and other services.
9	Completion of proposed office with residential building of DIG of CS (Burdwan), WB.
10	Enhancing additional capacity of Lalgola Open CH and shifting of prisoners.
11	Installation of Video Surveillance System in 10 Correctional Homes at Jalpaiguri, Midnapore, Berhampore, Burdwan, Balurghat, Krishnanagar, Suri, Malda, Hooghly and Serampore.
12	Monthly Administrative Meeting with senior officers and Superintendents of Central Correctional Homes.
13	Conducting survey of revised capacity of all Correctional Homes throughout the State.
14	Training on Personality Development of Officers at RICA, Dum Dum.
15	Training on International Rules and Standards in Law for Correctional Services Officers at RICA, Dum Dum.
16	Hosting of revised official website of the Department of Correctional Administration.

February, 2020

1	Initiation of proposal for fishery or pisciculture and allied activities project for Burdwan Central CH, Krishnanagar District CH and Cooch Behar District CH.
2	Initiating project for Mushroom Cultivation at Alipore Women's Correctional Home.
3	Expansion of Herbal Plants or Medicinal Plants Cultivation project in Correctional Homes of North Bengal.
4	Initiation of a Bakery Project at Darjeeling District Correctional Home.
5	Organizing Sports of West Bengal Correctional Services Officers and Staff.
6	Monthly Administrative Meeting with senior officers and Superintendents of Central Correctional Homes.
7	Installation of Video Surveillance System in 6 District Correctional Homes at Bankura, Cooch Behar, Darjeeling, Howrah, Purulia and Raiganj.
8	Construction of LPG godown at Malda DCH.
9	Modernization of General Kitchen at Malda DCH.
10	Construction of an Armoury at Malda DCH.
11	Refresher Course of officers at RICA, Dum Dum.

March, 2020

1	Meeting of State Sentence Review Board.
2	Organizing Sports for inmates of different Correctional Homes.
3	Celebration of International Women's Day on 8 th .
4	Quarterly Administrative Meeting of Correctional Services Officers and review of security, ongoing development schemes, work programmes and reformatory schemes.

5	Quarterly Meeting of Executive Committee of West Bengal Prisoners' Welfare Fund.
6	Quarterly Meeting of West Bengal Correctional Services Welfare Board and Review of earlier proceedings.
7	Construction of remaining portion of perimeter wall at Malda DCH.
8	Construction of Godown in Krishnanagar DCH.
9	Construction of boundary wall and development of the land within Lalbagh Sub CH.
10	Completion of Baruipur Central Correctional Home Phase-II.
11	Training on Women in Detention and Access to Justice and Child Management at RICA, Dum Dum.
12	Training on Inner Transformation – How to Deal with Aggression and Stress at RICA, Dum Dum.

April, 2020

1	Celebration of 'Poila Baisakh' on Bengali New Years Day.
2	Publication of Quarterly Newsletter 'Metamorphosis'.
3	Monthly Administrative Meeting with senior officers and Superintendents of Central Correctional Homes.
4	Initiation of Energy efficiency measures by Energy Efficiency Services Ltd. in correctional homes across the State of West Bengal.
5	Functioning of renovated Female Barrack at Contai Sub Correctional Home.
6	Construction of G+1 Officers Mess within the campus of Burdwan Central Correctional Home.
7	Supply of drinking water for the inmates from Municipal Corporation Water Supply at Siliguri Spl. Correctional Home.
8	Shifting of prisoners to Baruipur Central Correctional Home Phase-II.
9	Functioning of E-Mulakaat System in all Central and Women's Correctional Homes.

May, 2020

1	Expansion of project 'Aloshree' in other Correctional Homes of the State.
2	Observance of Rabindra Jayanti in Correctional Homes.
3	Completion of Prison Statistics for the year 2019 as per NCRB format.
4	Monthly Administrative Meeting with senior officers and Superintendents of Central Correctional Homes.
5	Awarding State Level Correctional Services Medal for the year 2019.
6	Completion of construction two storied building for 150 inmates in Krishnanagar DCH.

June, 2020

1	Meeting of State Sentence Review Board.
2	Publication of Annual Compendium of Orders-2019.
3	Quarterly Administrative Meeting of Correctional Services Officers and review of security, ongoing development schemes, work programmes and reformative schemes.
4	Quarterly Meeting of Executive Committee of West Bengal Prisoners' Welfare Fund.
5	Quarterly Meeting of West Bengal Correctional Services Welfare Board and Review of earlier proceedings.
6	Phase-wise installation of Video Surveillance System in other Correctional Homes.
7	Setting up of a Training-cum-Production Centre to manufacture value added fabrics at Krishnanagar District Correctional Home in collaboration with Tantuja.

July, 2020

1	Publication of Quarterly Newsletter 'Metamorphosis'.
2	Conducting Security Audit in all Correctional Homes throughout the State.
3	Monthly Administrative Meeting with senior officers and Superintendents of Central Correctional Homes.
4	Phase-wise installation of Video Surveillance System in other Correctional Homes.

August, 2020

1	Completion of Tender for Dietary and Miscellaneous Articles and other services.
2	Celebration of Independence Day-2020 on 15 th .
3	Monthly Administrative Meeting with senior officers and Superintendents of Central Correctional Homes.
4	Phase-wise installation of Video Surveillance System in other Correctional Homes.
5	Completion of Presidency Correctional Home Phase-I at Baruipur.
6	Installation of Information Kiosk in all Correctional Homes.

September, 2020

1	Meeting of State Sentence Review Board.
2	Quarterly Administrative Meeting of Correctional Services Officers and review of security, ongoing development schemes, work programmes and reformative schemes.
3	Quarterly Meeting of Executive Committee of West Bengal Prisoners' Welfare Fund.
4	Quarterly Meeting of West Bengal Correctional Services Welfare Board and Review of earlier proceedings.
5	Phase-wise installation of Video Surveillance System in other Correctional Homes.
6	Shifting of prisoners from Kolkata to Presidency Phase-I at Baruipur.

October, 2020

1	Publication of Quarterly Newsletter 'Metamorphosis'.
2	Monthly Administrative Meeting with senior officers and Superintendents of Central Correctional Homes.
3	Phase-wise installation of Video Surveillance System in other Correctional Homes.
4	Completion of construction of new District Correctional Home at Nimtauri, Tamruk, PurbaMedinipur.

November, 2020

1	Monthly Administrative Meeting with senior officers and Superintendents of Central Correctional Homes.
2	Phase-wise installation of Video Surveillance System in other Correctional Homes.
3	Observance of National Legal Services Day on 9 th .
4	Holding Open Correctional Home Selection Boards (on availability of vacancies).
5	Completion of construction of new Subsidiary Correctional Home at Chanchal, Malda.

December, 2020

1	Meeting of State Sentence Review Board.
2	Quarterly Administrative Meeting of Correctional Services Officers and review of security, ongoing development schemes, work programmes and reformative schemes.
3	Quarterly Meeting of Executive Committee of West Bengal Prisoners' Welfare Fund.
4	Quarterly Meeting of West Bengal Correctional Services Welfare Board and Review of earlier proceedings.
5	Phase-wise installation of Video Surveillance System in other Correctional Homes.
6	Observance of World Human Rights Day on 10 th .
7	Construction of Horizontal and Vertical Extension of Ward 4 of Siliguri Spl. CH

Department of Disaster Management and Civil Defence

Months		Target Description	Target Remarks
January	1	Review of Relief material stock	
	2	Review - Construction of Flood Shelter, Relief Godown, Administrative Buildings, QRT	
	3	Draft Budget for 2020-21 & Budget Speech	
	4	Functioning of State EOC round the clock	
	5	Awareness Campaign on Disaster Management	
	6	Review of Multipurpose Cyclone Shelter Project (Progress of Digha Underground Cabling - 5 Km HT & 8 KM LT)	
	7	Conducting Training Programme on Disaster Management & DRR - 13 trainings at state & district level; Target -370 Participants	Change subject to occurrence of actual calamity
	8	Monitoring of Daily Incident Report	
	9	Review of Ex-gratia / Compensation	
	10	Conducting Mock drill / FAMAX - 7 locations target population -1000	
	11	Special Control room for Ganga Sagar Mela at Nabanna & Civil Defence set-up at Outram Ghat & Ganga Sagar Mela	
	12	Website updation	
February	1	Monitoring of Daily Incident Report	
	2	Awareness Campaign on Disaster Management	
	3	Review of Multipurpose Cyclone Shelter Projects (Progress of Digha Underground Cabling - 5 Km HT & 8 KM LT)	
	4	Conducting Training Programme on Disaster Management & DRR -13 trainings at state & district level; Target - 370 Participants	Change subject to occurrence of actual calamity
	5	Functioning of State EOC round the clock	
	6	Monthly review meeting	
	7	Review of Ex-gratia / Compensation	
	8	Conducting Mock drill / FAMAX - 7 locations target population -1000	
	9	Website updation	
March	1	Verification of Relief Articles at Zonal Godowns	
	2	Functioning of State EOC round the clock	
	3	Awareness Campaign on Disaster Management	
	4	Review of Multipurpose Cyclone Shelter Projects (Progress of Digha Underground Cabling - 5 Km HT & 8 KM LT)	

Months		Target Description	Target Remarks
	5	Conducting Training Programme on Disaster Management & DRR - 10 trainings at state & district level; Target - 280 Participants	Change subject to occurrence of actual calamity
	6	Monthly review meeting	
	7	Allotment of MLA Quota Relief articles to districts	
	8	Monitoring of Daily Incident Report	
	9	Review of Ex-gratia / Compensation	
	10	Review of Relief Articles stock	
	11	Publication of SDMP & DDMP	
	12	Conducting Mock drill / FAMAX - 7 locations target population -1000	
	13	Website updation	
April	1	Allotment of NGR Wheat, Leprosy GR	
	2	Release fund to districts from Plan Fund	
	3	Verification of Relief Articles at Zonal Godowns	
	4	Review of Relief Articles stock	
	5	Functioning of State EOC round the clock	
	6	Review of Multipurpose Cyclone Shelter Projects (Progress of Digha Under ground Cabling - 5 Km HT & 8 KM LT)	
	7	20 - Siren mounted tower installation for Early Warning Dissemination	
	8	Conducting Training Programme on Disaster Management & DRR - 7 trainings at state & district level ; Target - 200 Participants	Change subject to occurrence of actual calamity
	9	Monthly review meeting	
	10	Monitoring of Daily Incident Report	
	11	Review of Ex-gratia / Compensation	
	12	Awareness Campaign on Disaster Management	
	13	Website updation	
	14	Conducting Mock drill / FAMEX - 7 locations target population -1000	
May	1	Pre Monsoon Preparedness Meeting at State Level	
	2	Awareness Campaign on Disaster Management	
	3	Functioning of State EOC round the clock & Activation of DEOCs for round the clock	
	4	20 Siren mounted tower installation for Early Warning Dissemination	
	5	Conducting Training Programme on Disaster Management & DRR - 9 trainings at state & district level ; Target - 270 Participants	Change subject to occurrence of actual calamity

Months		Target Description	Target Remarks
	6	Monthly review meeting	
	7	Monitoring of Daily Incident Report	
	8	Review of Ex-gratia / Compensation	
	9	Review of Multipurpose Cyclone Shelter Projects	
	10	Placement of NDRF & SDRF	
	11	Website updation	
June	1	Expenditure Report of SDRF for the year 2020-21	
	2	Monitoring Flood Preparedness	
	3	Functioning of State EOC round the clock	
	4	Conducting Training Programme on Disaster Management & DRR - 6 trainings at state level ; Target - 180 Participants	Change subject to occurrence of actual calamity
	5	20 - Siren mounted tower installation for Early Warning Dissemination	
	6	Monthly review meeting	
	7	Monitoring of Daily Incident Report	
	8	Review of Ex-gratia / Compensation	
	9	Allotment of Relief articles	
	10	Conducting Mock drill / FAMAX - 7 locations target population -1000	
	11	Awareness Campaign on Disaster Management	
	12	Review of Multipurpose Cyclone Shelter Projects	
	13	Website updation	
July	1	Monitoring Flood Preparedness	
	2	Review of Relief Article stock	
	3	Review - Construction of Flood Shelter, Relief Godown, Administrative Building, QRT	
	4	Functioning of State EOC round the clock	
	5	Conducting Training Programme on Disaster Management & DRR - 6 trainings at state & district level ; Target - 180 participants	Change subject to occurrence of actual calamity
	6	20 - Siren mounted tower installation for Early Warning Dissemination	
	7	Monthly review meeting	
	8	Monitoring of Daily Incident Report	
	9	Review of Ex-gratia / Compensation	
	10	Conducting Mock drill / FAMAX - 7 locations target population -1000	
	11	Awareness Campaign on Disaster Management	
	12	Review of Multipurpose Cyclone Shelter Projects	
	13	Website updation	

Months		Target Description	Target Remarks
August	1	Monitoring Flood Preparedness	
	2	Awareness Campaign on Disaster Management	
	3	Monthly review meeting	
	4	Functioning of State EOC round the clock	
	5	Conducting Training Programme on Disaster Management & DRR - 3 trainings at state & district level ; Target - 100 Participants	Change subject to occurrence of actual calamity
	6	20 Siren mounted tower installation for Early Warning Dissemination	
	7	Monitoring of Daily Incident Report	
	8	Review of Ex-gratia / Compensation	
	9	Conducting Mock drill / FAMAX - 7 locations target population -1000	
	10	Allotment of MLA Quota Relief articles to districts	
	11	Website updation	
September	1	Monitoring Flood Preparedness	
	2	Awareness Campaign on Disaster Management	
	3	Monthly review meeting	
	4	Functioning of State EOC round the clock	
	5	Conducting Training Programme on Disaster Management & DRR - 3 trainings at state & district level ; Target - 90 Participants	Change subject to occurrence of actual calamity
	6	20 - Siren mounted tower installation for Early Warning Dissemination	
	7	Monitoring of Daily Incident Report	
	8	Review of Ex-gratia / Compensation	
	9	Review of Multipurpose Cyclone Shelter Projects	
	10	Website updation	
October	1	Monitoring Flood Preparedness	
	2	Awareness Campaign on Disaster Management	
	3	Monthly review meeting	
	4	Functioning of State EOC round the clock	
	5	Conducting Training Programme on Disaster Management & DRR - 3 trainings at state & district level; Target - 90 Participants	Change subject to occurrence of actual calamity
	6	20 - Siren mounted tower installation for Early Warning Dissemination	
	7	Monitoring of Daily Incident Report	
	8	Review of Ex-gratia / Compensation	

Months		Target Description	Target Remarks
	9	Review of Multipurpose Cyclone Shelter Projects	
	10	Special Control Room for Durga Puja and Kali Puja at Nabanna	
	11	Website updation	
November	1	Procurement of Relief Articles	
	2	Monthly review meeting	
	3	Verification of Relief Articles at Zonal Godowns	
	4	Functioning of State EOC round the clock	
	5	Conducting Training Programme on Disaster Management & DRR - 9 trainings at state & district level ; Target - 270 Participants	Change subject to occurrence of actual calamity
	6	Monitoring of Daily Incident Report	
	7	Review of Ex-gratia / Compensation	
	8	Review of Multipurpose Cyclone Shelter Projects	
	9	Conducting Mock drill / FAMEX - 7 locations target population -1000	
	10	Website updation	
	11	Printing of Diary & Calendar	
December	1	Monthly review meeting	
	2	Functioning of State EOC round the clock	
	3	Conducting Training Programme on Disaster Management & DRR - 9 trainings at state & district level ; Target - 270 Participants	Change subject to occurrence of actual calamity
	4	Monitoring of Daily Incident Report	
	5	Review of Ex-gratia / Compensation	
	6	Review of Relief Articles stock	
	7	Review of Multipurpose Cyclone Shelter Projects	
	8	Conducting Mock drill / FAMEX - 7 locations target population -1000	
	9	Website updation	

Department of Environment

Month	Sl. No.	Name of the Scheme	Executive Agency	Target		
January	01	Surveillance on Industries (number of units)	WBPCB	300		
	02	Emission and effluent monitoring from Industrial sources		270		
	03	Consent administration (number of industrial units)		740		
	04	Authorization to health care facilities for bio-medical waste management		85		
	05	Authorization to hazardous waste generating units for hazardous waste management		15		
	06	Monitoring of Sewage treatment plants of municipal towns		14		
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		79 different locations		
	08	Workshop / Training program for industry representative students and police authorities		02		
	09	Awareness Program against use of loud speaker and banned firecracker		03		
	10	PBR Initiatives / Post PBR Initiative / Workshop / Monitoring		WBBB	50	
	11	Awareness generation and capacity building activities			2	
		12		Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District North 24 Parganas	IESWM	50
February	01	Surveillance on Industries (number of units)	WBPCB	300		
	02	Emission and effluent monitoring from Industrial sources		270		
	03	Consent administration (number of industrial units)		740		
	04	Authorization to health care facilities for bio-medical waste management		85		
	05	Authorization to hazardous waste generating units for hazardous waste management		15		
	06	Monitoring of Sewage treatment plants of municipal towns		14		
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		79 different locations		
	08	Workshop / Training program for industry representative students and police authorities		02		
	09	Awareness Program against use of loud speaker and banned firecracker		03		
	10	Publication of newsletter, annual report and awareness materials		WBBB	01	
	11	PBR Initiatives / Post PBR Initiative / Workshop / Monitoring			50	
		12		Awareness generation and capacity building activities		2
		13		Celebration of World Wetlands Day	EKWMA	1
		14		Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District North 24 Parganas	IESWM	50

Month	Sl. No.	Name of the Scheme	Executive Agency	Target	
March	01	Surveillance on Industries (number of units)	WBPCB	300	
	02	Emission and effluent monitoring from Industrial sources		270	
	03	Consent administration (number of industrial units)		740	
	04	Authorization to health care facilities for bio-medical waste management		85	
	05	Authorization to hazardous waste generating units for hazardous waste management		15	
	06	Monitoring of Sewage treatment plants of municipal towns		16	
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		79	
	08	Workshop / Training program for industry representative students and police authorities		02	
	09	Awareness Program against use of loud speaker and banned firecracker		03	
	10	PBR Initiatives / Post PBR Initiative / Workshop / Monitoring		WBBB	5
	11	Awareness generation and capacity building activities			2
	12	Assessment of Heavy Metals present in Fishes and Vegetables grown in the East Kolkata Wetlands		EKWMA	1
	13	Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District North 24 Parganas		IESWM	50
April	01	Surveillance on Industries (number of units)	WBPCB	300	
	02	Emission and effluent monitoring from Industrial sources		270	
	03	Consent administration (number of industrial units)		740	
	04	Authorization to health care facilities for bio-medical waste management		85	
	05	Authorization to hazardous waste generating units for hazardous waste management		15	
	06	Monitoring of Sewage treatment plants of municipal towns		14	
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		79	
	08	Workshop / Training program for industry representative students and police authorities		02	
	09	Awareness Program against use of loud speaker and banned firecracker		03	
	10	Publication of newsletter, annual report and awareness materials			01
	11	PBR Initiatives / Post PBR Initiative / Workshop / Monitoring		WBBB	5
	12	Awareness generation and capacity building activities			2
	13	Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District North 24 Parganas		IESWM	50

Month	Sl. No.	Name of the Scheme	Executive Agency	Target	
May	01	Surveillance on Industries (number of units)	WBPCB	300	
	02	Emission and effluent monitoring from Industrial sources		270	
	03	Consent administration (number of industrial units)		740	
	04	Authorization to health care facilities for bio-medical waste management		85	
	05	Authorization to hazardous waste generating units for hazardous waste management		15	
	06	Monitoring of Sewage treatment plants of municipal towns		14	
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		79	
	08	Workshop / Training program for industry representative students and police authorities		2	
	09	Awareness Program against use of loud speaker and banned firecracker		3	
	10	PBR Initiatives / Post PBR Initiative / Workshop / Monitoring		WBBB	2
	11	Awareness generation and capacity building activities			2
	12	Celebration for Biodiversity Heritage Site declaration			1
	13	Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District North 24 Parganas		IESWM	50
June	01	Surveillance on Industries (number of units)	WBPCB	300	
	02	Emission and effluent monitoring from Industrial sources		270	
	03	Consent administration (number of industrial units)		740	
	04	Authorization to health care facilities for bio-medical waste management		85	
	05	Authorization to hazardous waste generating units for hazardous waste management		15	
	06	Monitoring of Sewage treatment plants of municipal towns		16	
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		79	
	08	Celebration of World Environment Day		6	
	09	Workshop / training program for industry representatives students and police authorities		2	
	10	Awareness Program against use of loud speaker and banned firecracker		3	
	11	Publication of newsletter, annual report and awareness materials		1	
	12	Installation of rainwater harvesting units in schools / Institution		25	
	13	Installation of solar energy exploitation units in school and other institutions		50 (10 kwp each)	
	14	PBR Initiatives / Post PBR Initiative / Workshop / Monitoring		WBBB	6
	15	Awareness generation and capacity building activities			2
	16	Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District North 24 Parganas		IESWM	50

Month	Sl. No.	Name of the Scheme	Executive Agency	Target
July	01	Surveillance on Industries (number of units)	WBPCB	01
	02	Emission and effluent monitoring from Industrial sources		02
	03	Consent administration (number of industrial units)		03
	04	Authorization to health care facilities for bio-medical waste management		04
	05	Authorization to hazardous waste generating units for hazardous waste management		05
	06	Monitoring of Sewage treatment plants of municipal towns		06
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		07
	08	Workshop / training program for industry representative students and police authorities		08
	09	Awareness Program against use of loud speaker and banner firecracker		09
	10	PBR Initiatives / Post PBR Initiative / Workshop / Monitoring	WBBB	6
	11	Awareness generation and capacity building activities		2
	12	Documentation of faunal diversity of East Kolkata Wetlands Area	EKWMA	1
	13	Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District North 24 Parganas	IESWM	50
August	01	Surveillance on Industries (number of units)	WBPCB	300
	02	Emission and effluent monitoring from Industrial sources		270
	03	Consent administration (number of industrial units)		740
	04	Authorization to health care facilities for bio-medical waste management		85
	05	Authorization to hazardous waste generating units for hazardous waste management		15
	06	Monitoring of Sewage treatment plants of municipal towns		14
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		79
	08	Workshop / Training program for industry representative students and police authorities		2
	09	Awareness Program against use of loud speaker and banned firecracker		3
	10	Publication of newsletter, annual report and awareness materials	1	
	11	PBR Initiatives / Post PBR Initiatives / Workshop / Monitoring	WBBB	6
	12	Awareness generation and capacity building activities		2
	13	Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District South 24 Parganas	IESWM	50
	14	Determination of Heavy metals in vegetables, soil and irrigation water in Paschim Bardhaman and Paschim Medinipur district.		1

Month	Sl. No.	Name of the Scheme	Executive Agency	Target	
September	01	Surveillance on Industries (number of units)	WBPCB	300	
	02	Emission and effluent monitoring from Industrial sources		270	
	03	Consent administration (number of industrial units)		740	
	04	Authorization to health care facilities for bio-medical waste management		85	
	05	Authorization to hazardous waste generating units for hazardous waste management		15	
	06	Monitoring of Sewage treatment plants of municipal towns		16	
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		79	
	18	Workshop / training program for industry representative students and police authorities		2	
	09	Awareness Program against use of loud speaker and banned firecracker		3	
	10	PBR Initiatives / Post PBR Initiative / Workshop / Monitoring		WBBB	6
	11	Awareness generation and capacity building activities			2
	12	Documentation of Amphibians, Reptiles and Mammals found in East Kolkata Wetlands		EKWMA	1
	13	Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District South 24 Parganas		IESWM	50
October	01	Surveillance on Industries (number of units)	WBPCB	120	
	02	Emission and effluent monitoring from Industrial sources		100	
	03	Consent administration (number of industrial units)		360	
	04	Authorization to health care facilities for bio-medical waste management		55	
	05	Authorization to hazardous waste generating units for hazardous waste management		15	
	06	Monitoring of Sewage treatment plants of municipal towns		14	
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		79	
	08	Workshop / training program for industry representative students and police authorities		2	
	09	Awareness Program against use of loud speaker and banned firecracker		3	
	10	Publication of newsletter, annual report and awareness materials		1	
	11	PBR Initiatives / Post PBR Initiative / Workshop / Monitoring		WBBB	1
	12	Awareness generation and capacity building activities			1
	13	Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District South 24 Parganas		IESWM	50

Month	Sl. No.	Name of the Scheme	Executive Agency	Target	
November	01	Surveillance on Industries (number of units)	WBPCB	300	
	02	Emission and effluent monitoring from Industrial sources		270	
	03	Consent administration (number of industrial units)		740	
	04	Authorization to health care facilities for bio-medical waste management		85	
	05	Authorization to hazardous waste generating units for hazardous waste management		15	
	06	Monitoring of Sewage treatment plants of municipal towns		14	
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		79	
	08	Workshop / training program for industry representative students and police authorities		2	
	09	Awareness Program against use of loud speaker and banned firecracker		3	
	10	PBR Initiatives / Post PBR Initiative / Workshop / Monitoring		WBBB	2
	11	Awareness generation and capacity building activities		1	
	12	Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District South 24 Parganas		IESWM	50
December	01	Surveillance on Industries (number of units)	WBPCB	300	
	02	Emission and effluent monitoring form Industrial sources		270	
	03	Consent administration (number of industrial units)		740	
	04	Authorization to health care facilities for bio-medical waste management		85	
	05	Authorization to hazardous waste generating units for hazardous waste management		15	
	06	Monitoring of Sewage treatment plants of municipal towns		16	
	07	Ambient air quality monitoring stations (AAQMS) in all districts of West Bengal		79	
	08	Workshop / training program for industry representatives students and police authorities			
	09	Awareness Program against use of loud speaker and banned firecracker			
	10	Publication of newsletter, annual report and awareness materials		1	
	11	Installation of rainwater harvesting units in schools / Institution		25	
	12	Installation of solar energy exploitation units in school and other institutions		50 (10 kwp each)	
	13	PBR Initiatives / Post PBR Initiatives / Workshop / Monitoring		WBBB	6
	14	Awareness generation and capacity building activities		2	
	15	Board Meeting / Expert committee meeting/ participation from the board in various programmes / meetings		1	
	16	Preparation of Management plan for East Kolkata Wetlands		EKWMA	1
	17	Completion of Coastal zone management plan (CZMP), West Bengal (1:4000) maps of District South 24 Parganas		IESWM	50

Department of Finance

JANUARY	
Sl. No.	Department/Directorates
Budget	
1	Preparation of Supplementary Estimates for FY 2019-2020
2	Resource planning for budget
3	Finalising the Budget size for State Development Schemes and State Development Schemes (Including Central Share)
4	Meeting with all the Departments for finalising the budget for State Development Schemes and State Development Schemes (Including Central Share)
5	Placement of budget for 2020-2021 in the WBLA
6	Preparation of Draft Medium Term Fiscal Policy Statement & Fiscal Policy Strategy Statement
7	Review of RIDF, Externally Aided Projects (EAP) & expenditure in CSS / State Development Schemes
8	Review of CSS / CN schemes with Nodal Officers
Commercial Tax Directorate	
1	Review of Assessment Status for 2017-2018 Q1
2	Monthly Review of Collection of Revenue
3	Inspection of two charges to review performance
4	Review of LTU Service Sector
5	Training of Officers on changes in GST Law
6	Review of Progress of Bureau of Investigation
Directorate of Treasuries & Accounts, WB	
1	Inspection of 4 Treasuries
2	Quarterly Review Meeting of the Treasury Performance
Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 31.01.2020
2	Disposal of all family pension cases received in this office within 31.12.2019
3	Disposal of GPF Balance as on 01.04.2018 of Gr. D State Govt. Employees
4	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 25.01.2020
e-Governance & IFMS	
1	Seamless Integration between IFMS with portal of SHG&SE Department for payment of Loan / Interest subsidies of WBSCL
2	Rollout & Implementation of Digital Life Certificate of Pensioners / family pensioners of Treasuries
3	Implementation of New ROPA, 2019 for all Pensioners / Family Pensioners
4	Option Form and Pay Fixation as per ROPA 2019 in HRMS
5	Work Flow Chain Management as per Official hierarchy for flow of request in HRMS

6	Additional 3 MIS Reports for Monitoring ROPA 2019 Pay fixation
7	Revised Integration with remaining Banks for GRIPS
8	Introduction of GPF Balance Capture for State Government Employees maintained at AGWB
Directorate of Registration & Stamp Revenue	
1	Introduction of Concurrent jurisdiction for the offices of the 3 (three) District Sub-Registrars of the district of North 24 Parganas
2	Georeferencing of mouza maps for GIS based automation, part of the district of Dakshin Dinajpur
3	Review of 12(twelve) inspection reports submitted by Deputy Inspector Generals of Registration in Ranges/District Registrars
4	Periodic Review of work on Scientific framework for Market valuation by the engaged Consultants
Excise	
1	Quarterly review meeting with Superintendents of Excise on revenue collection and enforcement activities
2	Development and Testing of software for the re-engineered procedure related to Misc. Case Monitoring System Module
3	Refresher training for ASIs of Excise from different Excise Districts
4	Inspection of 2 (two) Foreign Liquor Manufactories by Addl. Excise Commissioner / Jt. Commissioner
FEBRUARY	
Sl. No.	Department/Directorates
Budget	
1	Finalization of Supplementary Estimates for FY 2019-2020
2	Preparation for Appropriation (Supplementary) Bill
3	Preparation of draft Vote on Account, if required
4	Preparation of draft Appropriation Bill No. 2
5	Publication of all 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 2018-2019
Commercial Tax Directorate	
1	Review of status of Adjudication Cases
2	Monthly meeting on Revenue mobilisation
3	Review of appeal and revision cases
4	Inspection of two Charges to review performance
5	Review of Progress of Enforcement in Circles
6	Survey of Unregistered dealers under GST
Directorate of Treasuries & Accounts, WB	
1	Inspection of 4 Treasuries
2	Implementation of Cheque Truncation System in 6 Treasuries

Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 29.02.2020
2	Disposal of all family pension cases received in this office within 31.01.2020
3	Disposal of GPF Balance as on 01.04.2018 of Gr.D State Govt. Employees
4	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 22.02.2020
5	Issuance of e-PPO of Special Category Family Pension Sub-Module under E-Pension received through e-mode upto 31/01/2020
6	Development of Pension Revision Module in E-Pension Portal in respect of ROPA 2019
e-Governance & IFMS	
1	Seamless Integration between IFMS with SSY Portal of Labour Department
2	Integration with Portal of Labour Dept. with GRIPS
3	E-Service Book in HRMS
4	3 MIS Reports for monitoring implementation of e-Service Book
5	Preparation and Sanction of bills for Multiple Projects generated in AAFS through e-billing
6	Agency registration in SBMS Module
Directorate of Registration & Stamp Revenue	
1	Inspection of 3(three) Registration Offices of different districts by DoRSR and its review
2	Georeferencing of mouza maps for GIS based automation, part of the district of Dakshin Dinajpur
3	Review of 12(twelve) inspection reports submitted by Deputy Inspector Generals of Registration in Ranges/District Registrars
4	Administrative cum Revenue meeting with Deputy Inspector Generals of Registration in Ranges & District Registrars
5	Provision of few Additional datasets by DoRSR to Consultants for Scientific framework on Market Valuation project
Excise	
1	Roll out of software for the re-engineered procedure related to Misc. Case Monitoring System Module
2	Development and testing of software for Warehouse Daily Monitoring System
3	Training of new batch of Revenue Service officers allotted to the Excise Directorate
MARCH	
Sl. No.	Department/Directorates
Budget	
1	Re-appropriation and release of funds to Administrative Departments including final receipts of balance CSS funds
2	Review of resources including raising of resources for Administrative Expenditure & State Development Schemes
3	Review & Monitoring of Administrative Expenditure & State Development Schemes of all Departments
4	Implementation of Centralised Budget Monitoring System under IFMS

Commercial Tax Directorate	
1	Training of DDOs on GST
2	Review of status of Audit
3	Review of GST refund position
4	Monthly Review on Collection with Circles
5	Review meeting on performance of Appellate Authorities
6	Survey of Unregistered dealers under GST
Directorate of Treasuries & Accounts, WB	
1	Infrastructure Upgradation of 3 treasuries
2	Implementation of Cheque Truncation System in 6 Treasuries
Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 31.03.2020
2	Disposal of all family pension cases received in this office within 29.02.2020
3	Disposal of GPF Balance as on 01.04.2018 of Gr.D State Govt. Employees
4	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 25.03.2020
5	Issuance of e-PPO of Special Category Family Pension Sub-Module under E-Pension received through e-mode upto 29.02.2020
6	Deployment & piloting of Pension Revision Module and in E-Pension Portal in respect of ROPA 2019
e-Governance & IFMS	
1	Development of Payment Recall Functionality for Reschedulement of Online Payment
2	Single Debit Multiple Credit facility in GRIPS
3	Full functionalities of Exit Management integrated with E-Service Book in HRMS
4	Additional 3 MIS Reports on Exit Management
Directorate of Registration & Stamp Revenue	
1	Completion of planning of requirements for GIS based automation model along with NIC team
2	Review of 12(twelve) inspection reports submitted by Deputy Inspector Generals of Registration in Ranges/District Registrars
3	Georeferencing of mouza maps for GIS based automation , Part of the district of Dakshin Dinajpur
Excise	
1	Development and testing of software for Export for packaged country spirit
2	Roll out of software for Warehouse Daily Monitoring System
3	Training of officers detailed from other directorates on Excise related matters
4	Inspection of 2 (two) Country Spirit Bottling Plants by Addl. Excise Commissioner / Jt. Commissioner
APRIL	
Sl. No.	Department/Directorates
Budget	
1	Release of 1st instalment of budgetary funds for FY 2020-2021 to Administrative Departments

2	Review of resources including raising of resources for Administrative Expenditure & State Development Schemes for 2020-2021
Commercial Tax Directorate	
1	Annual Review of performance of the CTD
2	Review of anti-evasion activities with units Bureau and IIU
3	Training of officers on Case Studies of Service Tax
4	Outreach programme for small dealers
5	Training of Officers on changes in GST Law
6	Review of LTU Anti Evasion Unit
Directorate of Treasuries & Accounts, WB	
1	Inspection of 4 Treasuries
2	Implementation of Cheque Truncation System in 6 Treasuries
Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 30.04.2020
2	Disposal of all family pension cases received in this office within 31.03.2020
3	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 25.04.2020
4	Issuance of Revised authority of Pension under ROPA 2019 received upto 29.02.2020
5	Issuance of e-PPO of Special Category Family Pension Sub-Module under E-Pension received through e-mode upto 31.03.2020
6	Implementation of e-PPO received through e-mode in respect of P&RD non-Government employees where date of retirement is within 30.04.2020
e-Governance & IFMS	
1	Implementation of paperless treasury initiative (Authentication of Bill / Documents by e-Signing)
2	Introduction of revised modalities of Failed Transaction Cancellation
3	Transfer Order generation and its integration with existing system of Transfer in HRMS
4	Remaining Functionalities of Deputation in HRMS
5	Additional 3 MIS Reports on Transfer and Deputation
6	Year end activities in AAFS
7	Dashboard facilities in SBMS Module
8	Starting Development of PF Module for Non-Government Organisations
Directorate of Registration & Stamp Revenue	
1	Introduction of Concurrent jurisdiction of the offices of the 2(two) District Sub-Registrars of the district of Purba Bardhaman
2	Administrative cum Revenue meeting with Deputy Inspector Generals of Registration in Ranges & District Registrars
3	Georeferencing of mouza maps for GIS based automation, part of the district of Paschim Bardhaman
4	Periodic Review of work on Scientific framework for Market valuation by the engaged Consultants
5	e-Deed based registration to be made compulsory for property value of Rs. 2 Crore and above

Excise	
1	Annual Review meeting with Superintendents of Excise on revenue collection and enforcement activities
2	Initiation for Publishing updated West Bengal Excise Acts, 1909 and Rules under the said Act
3	Piloting of software for Export of packaged country spirit
4	Development and testing of software for automated renewal of retail Excise licenses
MAY	
Sl. No.	Department/Directorates
Budget	
1	Review of resources including raising of resources for Administrative Expenditure & State Development Schemes for 2020-2021
2	Review & Monitoring of CSS/ RIDF Expenditure of all Departments
3	HPC Meeting with NABARD and Departmental Secretaries under the Chairmanship of Chief Secretary
Commercial Tax Directorate	
1	Survey of dealers for registration in GST and PT
2	Monthly review meeting on Revenue collection
3	Monitoring of assessment for 2017-2018 Q1
4	Review of appeal and revision cases
5	Review of anti-evasion activities with units Bureau and IIU
6	Review of Progress of Enforcement in Circles
Directorate of Treasuries & Accounts, WB	
1	Inspection of 5 Treasuries
2	Implementation of Cheque Truncation System in 6 Treasuries
Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 31.05.2020
2	Disposal of all family pension cases received in this office within 30.04.2020
3	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 24.05.2020
4	Issuance of Revised authority of Pension under ROPA 2019 received upto 31.03.2020
5	Issuance of e-PPO of Special Category Family Pension Sub-Module under E-Pension received through e-mode upto 30.04.2020.
6	Implementation of e-PPO received through e-mode in respect of P&RD non-Government employees where date of retirement is within 31.05.2020
e-Governance & IFMS	
1	MIS Dashboard Reports of Employee data of External Integrated Portals
2	Recruitment and Manpower Planning in HRMS
3	Employee Confirmation Management in HRMS
4	Generation of different MIS Reports in AAFS
5	GPF Account Statment generation for Group-D Employees
6	Completion of remaining 7 functionalities of GPF Module

Directorate of Registration & Stamp Revenue	
1	Inspection of 3(three) Registration Offices of different districts and its review
2	Georeferencing of mouza maps for GIS based automation, part of the district of Paschim Bardhaman
3	Periodic Review of performance of PPP mode operation of Computerised facilities in Registrar offices, including Facilitation centres
4	Formation of a Training Cell at Directorate's Headquarter for regular training of probationary Officers and for existing Officers
5	Provision of few Additional datasets by DoRSR to Consultants for Scientific framework on Market Valuation project
Excise	
1	Piloting of software for automated renewal of retail Excise licenses
2	In service training of Officers of the newly developed eAbgari & eBevco modules already deployed
3	Roll out of software for Export of packaged country spirit
4	Inspection of 1 (one) distillery by Addl. Excise Commissioner / Jt. Commissioner
JUNE	
Sl. No.	Department/Directorates
Budget	
1	Start of preparation of administrative report of Finance Department with data collection and compilation from different Directorate of the Finance Department and data from the Statistic & PI Department
2	Review & Monitoring of Administrative Expenditure & Expenditures of State Development Schemes for 2020-2021
3	Review of Externally Aided Projects (EAP)
Commercial Tax Directorate	
1	Review meeting with Circles and Large Taxpayers' Unit on Revenue Collection
2	Completion of Assessments for 2017-2018 Q1
3	Review of status of Audit
4	Review of status of Adjudication Cases
5	Inspection of two charges to review performance
6	Review of LTU Service Sector
Directorate of Treasuries & Accounts, WB	
1	Inspection of 5 Treasuries
2	Implementation of Cheque Truncation System in 6 Treasuries
Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 30.06.2020
2	Disposal of all family pension cases received in this office within 31.05.2020
3	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 25.06.2020
4	Issuance of Revised authority of Pension under ROPA 2019 received upto 30.04.2020

5	Issuance of e-PPO of Special Category Family Pension Sub-Module under E-Pension received through e-mode upto 31.05.2020.
6	Implementation of e-PPO received through e-mode in respect of P&RD non-Government employees where date of retirement is within 30.06.2020
e-Governance & IFMS	
1	Seamless Integration between IFMS-WBHS for Payment of Medical Bill
2	Introduction of revised modalities of processing of Objected bills
3	Functional Promotion for Govt. Employees in HRMS
4	Non Functional Promotion for Govt. Employees in HRMS
5	Integration of AAFS Module with RIDF portal
6	Issuance of Revised GPF Rules for State Government Employees
Directorate of Registration & Stamp Revenue	
1	Introduction of Concurrent jurisdiction of the offices of the 2(two) District Sub-Registrars of the district of Paschim Medinipur
2	Georeferencing of mouza maps for GIS based automation , part of the district of Paschim Bardhaman
3	Review of 12(twelve) inspection reports submitted by Deputy Inspector Generals of Registration in Ranges/District Registrars
4	Administrative cum Revenue meeting with Deputy Inspector Generals of Registration in Ranges & District Registrars
5	Improvement/addition of few features to Mobile App
6	To introduce Centralised payment from DR office for PPP service providers for maintenance of computerised systems of registration at Registry offices
Excise	
1	Development and testing of software for grant of digitally signed demat Excise licenses
2	Roll out of software for automated renewal of retailer Excise Licenses
3	Development and testing of software for Vehicle Bill Management
4	Refresher training for SIs of Excise from different Excise Districts
5	Deployment of electronic Supplier Agreement Module for WBSBCL
JULY	
Sl. No.	Department/Directorates
Budget	
1	Reappropriation of funds as per requirement of Administrative Departments
2	Review of resources including raising of resources for Administrative Expenditure & State Development Schemes for 2020-2021
3	Review & Monitoring of CSS/ RIDF Expenditure of all Departments
Commercial Tax Directorate	
1	Monthly Review Meeting with Circles and Charges on Revenue Collection
2	Inspection of two charges to review performance
3	Review of anti-evasion activities with units Bureau and IIU

4	Review of status of Audit
5	Review meeting on performance of Appellate Authorities
6	Training of Officers on changes in GST Law
Directorate of Treasuries & Accounts, WB	
1	Inspection of 5 Treasuries
2	Infrastructure Upgradation of 2 treasuries
Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 31.07.2020
2	Disposal of all family pension cases received in this office within 30.06.2020
3	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 25.07.2020
4	Issuance of Revised authority of Pension under ROPA 2019 received upto 31.05.2020
5	Issuance of e-PPO of Special Category Family Pension Sub-Module under E-Pension received through e-mode upto 30.06.2020
6	Implementation of e-PPO received through e-mode in respect of P&RD non-Government employees where date of retirement is within 31.07.2020
e-Governance & IFMS	
1	Online Payment to the Service Provider for payment of Bills of BSNL, Power Utility, etc. from the deposit accounts
2	Integration with Portal of Housing Dept. with GRIPS
3	Seamless Integration between IFMS-Government e-Marketplace (GeM)
4	Mobile Apps of WBIFMS (2nd phase) for GRIPS
5	Departmental Proceedings
6	Beneficiary list entry facilities in SBMS Module
Directorate of Registration & Stamp Revenue	
1	Bifurcation of administrative jurisdiction of one Registration Office
2	Georeferencing of mouza maps for GIS based automation, part of the district of Malda
3	Periodic Review of work on Scientific framework for Market valuation by the engaged Consultants
4	Formation of a Law cell setup at Directorate's Headquarters
Excise	
1	Quarterly review meeting with Superintendents of Excise on revenue collection and enforcement activities
2	Piloting of software for grant of digitally signed demat Excise licenses
3	Training of Excise Constables from different Excise districts
4	Development and testing of software for Warehouse Breakage Analysis
AUGUST	
Sl. No.	Department/Directorates
Budget	
1	Release of second instalment of budgetary funds to all Administrative Departments
2	Re-appropriation of funds as per the requirement of Administrative Departments

Commercial Tax Directorate	
1	Monthly Review of Collection of Revenue
2	Review of status of Adjudication Cases
3	Inspection of two charges to review performance
4	Review of Progress of Enforcement in Circles
5	Survey of Unregistered dealers under GST
6	Review of LTU Service Sector
Directorate of Treasuries & Accounts, WB	
1	Inspection of 5 Treasuries
2	Quarterly Review Meeting of the Treasury Performance
Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 31.08.2020
2	Disposal of all family pension cases received in this office within 31.07.2020
3	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 26.08.2020
4	Issuance of Revised authority of Pension under ROPA 2019 received upto 30.06.2020
5	Issuance of e-PPO of Special Category Family Pension Sub-Module under E-Pension received through e-mode upto 31.07.2020
6	Implementation of e-PPO received through e-mode in respect of P&RD non-Government employees where date of retirement is within 31.08.2020
e-Governance & IFMS	
1	Introduction of new Bill Form TR-68C & TR-31A for IFMS-WBHS introduction
2	Restrictions in transfer of funds to the accounts registered in SBMS through e-billing at Treasury end
3	Payment of Salary of Parastatals where salary is paid through Deposit Accounts(LF) like GTA
4	Development of Balance capture Functionality of Non Gov PF Module
Directorate of Registration & Stamp Revenue	
1	Concurrent jurisdiction of the offices of the 2(two) District Sub-Registrars of the district of Hooghly
2	Administrative cum Revenue meeting with Deputy Inspector Generals of Registration in Ranges & District Registrars
3	Implementation of Model Facilitation Center through PPP mode at one location
4	Georeferencing of mouza maps for GIS based automation, part of the district of Malda
5	Digitization of legacy records of 1984 (part)
6	Review of 12(twelve) inspection reports submitted by Deputy Inspector Generals of Registration in Ranges/District Registrars
7	e-Deed based registration to be compulsory for property value of Rs. 1.5 Crore and above
Excise	
1	Publication of Administrative Report
2	Politing of software for Vehicle Bill Management
3	Development of software for digital registers for spirit accounting at F.L Manufactories and C.S Bottling Plants

4	Inspection of 2 (two) F.L Manufactories by Addl. Excise Commissioner / Jt. Commissioner
5	Roll out of software for grant of digitally signed demat Excise licenses
SEPTEMBER	
Sl. No.	Department/Directorates
Budget	
1	Re-appropriation of funds as per the requirement of Administrative Departments
2	Review of utilization of funds received under the 14th Finance Commission
3	Review of resources including raising of resources for Administrative Expenditure & State Development Schemes for 2020-2021
4	Mid-Year Review of Release of Funds by Administrative Departments as released to them by Finance Department 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
7	Review & Monitoring of CSS/ RIDF Expenditure of all Departments
Commercial Tax Directorate	
1	Monthly Review of Collection of Revenue
2	Review of anti-evasion activities with units Bureau and IIU
3	Review meeting on performance of Appellate Authorities
4	Survey of Unregistered dealers under GST
5	Review of status of Audit
Directorate of Treasuries & Accounts, WB	
1	Inspection of 5 Treasuries
2	Organisation of In Service Training of PAO/APAO/TO/ATOs
Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 30.09.2020
2	Disposal of all family pension cases received in this office within 31.08.2020
3	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 25.09.2020
4	Issuance of Revised authority of Pension under ROPA 2019 received upto 31.07.2020
5	Issuance of e-PPO of Special Category Family Pension Sub-Module under E-Pension received through e-mode upto 31.08.2020
6	Implementation of e-PPO received through e-mode in respect of P&RD non-Government employees where date of retirement is within 30.09.2020
e-Governance & IFMS	
1	Introduction of Bulk beneficiary approval facility in Deposit Accounts
2	Facility for GISS Payment through GRIPS
3	Integration of Exit Management with AGWB for PPO generation
4	Upgradation of User Interface of HRMS
5	Opening balance capture and e-Sanction generation facility in SBMS Module

Directorate of Registration & Stamp Revenue	
1	Georeferencing of mouza maps for GIS based automation, remaining part of the district of Malda
2	Setting up of G.I.S. Platform and its integration with e-Nathikaran
3	Digitization of legacy records of 1984 (part)
4	Review of 12(twelve) inspection reports submitted by Deputy Inspector Generals of Registration in Ranges/District Registrars
Excise	
1	Piloting of software for Warehouse Breakage Analysis
2	Review of eGovernance initiatives and achievements by Excise Commissioner / Addl. Excise Commissioner
3	Training of officers from different district on Government eMarketplace
4	Roll out of software for Vehicle Bill Management
5	Coordination meeting on NDPS with all units on preparedness to ensure Zero cultivation of contraband Opium and Cannabis
OCTOBER	
Sl. No.	Department/Directorates
Budget	
1	Collection and Compilation of Budget Material from all the Administrative Departments
2	Re-appropriation of funds as per the requirement of Administrative Departments
3	Review of Externally Aided Projects & RIDF
4	Entry of Actual expenditure figure of 2019-2020 as provided by A.G.(A&E), West Bengal
5	Entry/ Exit Conference with the Office of A.G. (A&E), West Bengal
Commercial Tax Directorate	
1	Monthly Review of Collection of Revenue
2	Inspection of two charges to review performance
3	Review of status of Adjudication Cases
4	Review of Progress of Enforcement in Circles
5	Training of Officers on changes in GST Law
Directorate of Treasuries & Accounts, WB	
1	Inspection of 2 Treasuries
2	Infrastructure Upgradation of 2 treasuries
Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 31.10.2020
2	Disposal of all family pension cases received in this office within 30.09.2020
3	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 25.10.2020
4	Issuance of Revised authority of Pension under ROPA 2019 received upto 31.08.2020
5	Issuance of e-PPO of Special Category Family Pension Sub-Module under E-Pension received through e-mode upto 30.09.2020
6	Implementation of e-PPO received through e-mode in respect of P&RD non-Government employees where date of retirement is within 31.10.2020

e-Governance & IFMS	
1	Introduction of revised accounting modalities upon Cancellation of Security Deposit payment
2	Facility of GPF Subscription payment through GRIPS
3	Payment of Salary of Parastatals where salary is paid through Bank Account
Directorate of Registration & Stamp Revenue	
1	Bifurcation of administrative Jurisdiction of one Registration Office
2	Administrative cum Revenue meeting with Deputy Inspector Generals of Registration in Ranges & District Registrars
3	Georeferencing of mouza maps for GIS based automation, part of the district of N24 Parganas
4	Digitization of legacy records of 1984 (rest of part)
5	Review of 12(twelve) inspection reports submitted by Deputy Inspector Generals of Registration in Ranges/District Registrars
6	Making available few layers (maps) for the GIS based automation project in the system
Excise	
1	Roll out of software for Warehouse Breakage Analysis
2	Pre-puja review with Superintendents of Excise on revenue collection and enforcement activities
3	Review meeting with Depot Managers & Nodal Officers of FL Depots of WBSBCL
4	Development and testing of software for Destruction of unfit and expired packaged liquor
NOVEMBER	
Sl. No.	Department/Directorates
Budget	
1	Re-appropriation of funds as per the requirement of Administrative Departments
2	Collection and Compilation of Budget Material from all the Administrative Departments
3	Review of File Disposal Rate
4	Completion of incorporation of actual data for the Financial Year 2019-2020, including receipts and expenditure, as received from A.G., West Bengal for Budget Publication
5	Review of Taxes Collection by various Directorates
Commercial Tax Directorate	
1	Monthly Review of Collection of Revenue
2	Review of status of Audit
3	Review of anti-evasion activities with units Bureau and IIU
4	Review of status of Adjudication Cases
5	Review meeting on performance of Appellate Authorities
6	Review of LTU Service Sector
7	Publication of Annual Administrative Report
Directorate of Treasuries & Accounts, WB	
1	Inspection of 5 Treasuries

Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 30.11.2020
2	Disposal of all family pension cases received in this office within 31.10.2020
3	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 25.11.2020
4	Issuance of Revised authority of Pension under ROPA 2019 received upto 30.09.2020
5	Issuance of e-PPO of Special Category Family Pension Sub-Module under E-Pension received through e-mode upto 31.10.2020
6	Implementation of e-PPO received through e-mode in respect of P&RD non-Government employees where date of retirement is within 30.11.2020
e-Governance & IFMS	
1	Online UO No. generation facility for advance drawal of funds through IFMS
2	Online Physical Progress monitoring facility in IFMS
3	Introduction of HRMS for other Govt aided Institutions like Universities etc.
4	Remaining MIS Reports and Dash Board Development in HRMS
Directorate of Registration & Stamp Revenue	
1	Concurrent jurisdiction of the offices of the 2(two) District Sub-Registrars of the district of Murshidabad
2	Inspection of 3(three) Registration Offices of different districts and its review
3	Georeferencing of mouza maps for GIS based automation, part of the district of N24 Parganas
4	Digitization of legacy records of 1983 (part)
5	Implementation of Model Facilitation Center through PPP mode at one location
6	e-Deed based registration to be compulsory for property value of Rs. 1 Crore and above
Excise	
1	Review meeting with Superintendents of Excise on revenue collection and enforcement activities
2	Pioluting of software for digital registers for spirit accounting at F.L Manufactories and C.S Bottling Plants
3	Coordination meeting on NDPS with all units
4	Piloting of software for Destruction of unfit and expired packaged liquor
DECEMBER	
Sl. No.	Department/Directorates
Budget	
1	Release of 3rd instalment of budgetary funds to all the Administrative Departments
2	Preparation & publication of administrative report of Finance Department
3	Re-appropriation of funds as per the requirement of Administrative Departments
4	Review of resources including raising of resources for Administrative Expenditure & State Development Schemes for 2020-2021
5	Review of Taxes Collection by various Directorates
6	HPC Meeting with NABARD and Departmental Secretaries under the Chairmanship of Chief Secretary for RIDF projects
7	Start preparation of Budget 2021-2022
8	Review & Monitoring of CSS/ RIDF Expenditure of all the Departments

Commercial Tax Directorate	
1	Monthly Review of Collection of Revenue
2	Inspection of two charges to review performance
3	Review of status of Adjudication Cases
4	Review of Progress of Enforcement in Circles
5	Training of Officers on changes in GST Law
Directorate of Treasuries & Accounts, WB	
1	Inspection of 5 Treasuries
2	Infrastructure Upgradation of 2 treasuries
Directorate of Pension, Provident Fund & Group Insurance	
1	Disposal of all pension cases, where date of retirement is within 31.12.2020
2	Disposal of all family pension cases received in this office within 30.11.2020
3	Issuance of Final Payment Authority of GPF in favour of Gr. D State Govt. Employees received up to 26.12.2020
4	Issuance of Revised authority of Pension under ROPA 2019 received upto 31.10.2020
5	Issuance of e-PPO of Special Category Family Pension Sub-Module under E-Pension received through e-mode upto 30.11.2020
6	Implementation of e-PPO received through e-mode in respect of P&RD non-Government employees where date of retirement is within 31.12.2020
e-Governance & IFMS	
1	Online Cash Book facility for DDOs and Operator of Government Offices-1st Phase
2	DDO Transfer Module- transfer of DDO with all legacy data from one Treasury to another
3	Start exploring new areas of improvements of HRMS
4	Project closure facility in AAFS Module
5	Generation of different MIS Reports in SBMS Module
6	Development of Loan and Final payment Withdrawal of Non-Govt PF Module
Directorate of Registration & Stamp Revenue	
1	Concurrent jurisdiction of the offices of the 2(two) District Sub-Registrars of the district of Howrah
2	Administrative Revenue meeting with Deputy Inspector Generals of Registration in Ranges & District Registrars
3	Georeferencing of mouza maps for GIS based automation, rest of part of the district of N24 Parganas
4	Digitization of legacy records of 1983 (rest of part)
5	Review of 12(twelve) inspection reports submitted by Deputy Inspector Generals of Registration in Ranges/District Registrars
6	Improvement/addition of few features to Mobile App
Excise	
1	Roll out of software for digital registers for spirit accounting at F.L Manufactories and C.S Bottling Plants
2	Inspection of 2 (two) Breweries by Addl. Excise Commissioner / Jt. Commissioner
3	Roll out of software for Destruction of unfit and expired packaged liquor
4	In Service training of Range level officers

Department of Fire & Emergency Services

JANUARY – 2020

Sl.No.	Target
1	Fire Service Mechanised Contingent will participate at Indira Gandhi Sarani in connection with Republic Day Parade on 26th January, 2020 and at district and sub-division level.
2	1st Batch of External Sub-Officer Course, National Fire Service College, Nagpur shall be conducted at Institute of Fire Service.
3	Stand-by duty at Ganga Sagar Mela, 2020.
4	Construction work of one new Fire station building to be completed.
5	Stand-by duty at Book Fair, 2020.
6	Review Meeting with Senior Officers of the Directorate, Department and Financial Advisor to monitor different issues including Court Cases.
7	Refresher Course for AFO, F.O., FEOD and Leader will be conducted.
8	Candidates will be deputed for undergoing Divisional Officers/Station Officers/Sub-Officers Course at NFSC from various ranks.
9	Fire Audit will be conducted in the vulnerable places throughout the state.
10	Welfare Board Meeting will be conducted centrally at the conference hall in the Directorate Office.

FEBRUARY – 2020

Sl.No.	Target
1	Professional Duty-cum-Athletic Meet-2020 (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	Review Meeting with Senior Officers of the Directorate, Department and Financial Advisor to monitor different issues including Court Cases.
4	Refresher Course for Sub-Officer and Station Officer will be conducted.
5	Fire Audit will be conducted in the vulnerable places throughout the state.

MARCH – 2020

Sl.No.	Target
1	Mock Drill Exercise and Fire Awareness Programme to be organized in the area under North Kolkata, South Kolkata, North 24-Pgs. & South 24-Pgs. Divisions.
2	Meeting with all Divisional Fire Officers to be conducted.
3	Repair & renovation work of 1 (one) No. existing F.S. To be completed.
4	Review Meeting with Senior Officers of the Directorate, Department and Financial Advisor to monitor different issues including Court Cases.
5	Refresher Course for AFO, F.O., FEOD and Leader will be conducted.
6	Fire Audit will be conducted in the vulnerable places throughout the state.

APRIL – 2020

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 14th April to 20th April, 2020.

2	Review Meeting within Directorate and with Senior Field Officers, to examine financial performance in the past financial year.
3	Repair & renovation work of 1 (one) No. existing F. S. To be completed.
4	Condemnation process of old and unserviceable fire appliances and fire equipments to be sent to Administrative Department for approval.
5	Fire Audit will be conducted in the vulnerable places throughout the state.
6	Refresher Course for Sub-Officer and Station Officer will be conducted.
7	Welfare Board Meeting will be conducted centrally at the conference hall in the Directorate Office.

MAY- 2020

Sl.No.	Target
1	Refresher Course for AFO, F.O., FEOD and Leader will be conducted.
2	Mock Drill Exercise and Fire Awareness Programme to be organized in the area under Nadia, Bankura, Purulia, Purba Bardhaman & Paschim Bardhaman Divisions.
3	Review Meeting with Senior Officers of the Directorate, Department and Financial Advisor to monitor different issues including Court Cases.
4	Repair & renovation work of 1 (one) No. existing F.S. To be completed.
5	Meeting with all Divisional Fire Officers to be conducted.
6	Fire Audit will be conducted in the vulnerable places throughout the state.

JUNE- 2020

Sl.No.	Target
1	Refresher Course for Sub-Officer and Station Officer will be conducted.
2	1st Batch of External Sub-Officer Course, National Fire Service College, Nagpur will be completed.
3	Process of recommendation for President's Fire Service Medal on the Occasion of Independence Day-2020 to be started.
4	Repair & renovation work of 1 (one) No. existing F.S. To be completed.
5	Review Meeting with Senior Officers of the Directorate, Department and Financial Advisor to monitor different issues including Court Cases.
6	Construction work of one new Fire station building to be completed.
7	Special Meeting will be conducted to review the Court Cases.
8	Fire Audit will be conducted in the vulnerable places throughout the state.

JULY- 2020

Sl.No.	Target
1	2nd Batch of External Sub-Officer Course, National Fire Service College, Nagpur will be commenced at Institute of Fire Service.
2	Review Meeting with Senior Officers of the Directorate, Department and Financial Advisor to monitor different issues including Court Cases.
3	Meeting with all Divisional Fire Officers to be conducted.
4	Recommendation for President's Fire Service Medal on the Occasion of Independence Day-2020 to be completed.
5	Refresher Course for AFO, F.O., FEOD and Leader will be conducted.
6	Fire Audit will be conducted in the vulnerable places throughout the state.

7	Candidates will be deputed for undergoing Divisional Officers/Station Officers/Sub-Officers Course at NFSC from various ranks.
8	Welfare Board Meeting will be conducted centrally at the conference hall in the Directorate Office.

AUGUST– 2020

Sl.No.	Target
1	Fire Service Contingent will participate at Indira Gandhi Sarani in connection with Independence Day Parade on 15th August 2020.
2	Refresher Course for Sub-Officer and Station Officer will be conducted.
3	Review Meeting with Senior Officers of the Directorate, Department and Financial Advisor to monitor different issues including Court Cases.
4	Repair & renovation work of 1 (one) No. existing F.S. To be completed.
5	Fire Audit will be conducted in the vulnerable places throughout the state.

SEPTEMBER– 2020

Sl.No.	Target
1	Fire Awareness Programme will be conducted in all public places for coming festive season.
2	Meeting with all Divisional Fire Officers to be conducted.
3	Review Meeting with Senior Officers of the Directorate, Department and Financial Advisor to monitor different issues including Court Cases.
4	Repair & renovation work of 1 (one) No. existing F.S. To be completed.
5	Refresher Course for AFO, F.O., FEOD and Leader will be conducted.
6	Fire Audit will be conducted in the vulnerable places throughout the state.
7	Construction work of 1(one) no. new Fire Station building to be completed.
8	Construction work of one new Fire station building to be completed.

OCTOBER– 2020

Sl.No.	Target
1	NOC under Section 23A of The West Bengal Fire Services Act, 1950 regarding erection of temporary structures or pandals in connection with Durga Puja, Kali Puja, etc. would be issued following Single Window System (Aasaan).
2	Fire Service stand-by duty will be performed during Durga Puja at different Police Stations and big Puja Pandals.
3	Fire Service stand-by duty will be performed during Kali Puja & Jagatdhatri Puja at different Police Stations and big Puja Pandals.
4	Construction of Main Gate at Head Quarter compound to be completed.
5	Review Meeting with Senior Officers of the Directorate, Department and Financial Advisor to monitor different issues, including Court Cases.
6	Fire Audit will be conducted in the vulnerable places throughout the state.
7	Welfare Board Meeting will be conducted centrally at the conference hall in the Directorate Office.
8	Refresher Course for Sub-Officer and Station Officer will be conducted.

NOVEMBER– 2020

Sl.No.	Target
1	Review Meeting with Senior Officers of the Directorate, Department and Financial Advisor to monitor different issues including Court Cases.
2	Meeting with all Divisional Fire Officers to be conducted.
3	Refresher Course for AFO, F.O., FEOD and Leader will be conducted.
4	Repair & renovation work of 1 (one) No. existing F.S. To be completed.
5	Refresher Course for Departmental Station Officers will be conducted at Institute of Fire Service.
6	Fire Audit will be conducted in the vulnerable places throughout the state.
7	Construction work of one new Fire station building to be completed.

DECEMBER– 2020

Sl.No.	Target
1	2nd Batch of External Sub-Officer Course, National Fire Service College, Nagpur shall be completed.
2	Refresher Course for Sub-Officer and Station Officer will be conducted.
3	Special Appliances and Modern Equipments Training Programme will be conducted at Institute of Fire Service for departmental candidates.
4	Fire Audit will be conducted in the vulnerable places throughout the state.
5	Review Meeting with Senior Officers of the Directorate, Department and Financial Advisor to monitor different issues including Court Cases.

DEPARTMENT OF FISHERIES, AQUACULTURE, AQUATIC RESOURCESS & FISHING HARBOURS

Month	Sl. No.	NAME OF THE SCHEME	TARGET
January	1	Distribution of inputs (accessories) (in unit)	700
	2	Training of Fish Farmers (no)	500
	3	Production Of Fish in Fresh, Brackish Water, Sewage Fed Fish Farms. (Traditional & New Technology)	1045 MT
	4	Re-excavation of ponds at Junput Fish Technological Station (Project cost-92.59 lakh)	50% work to be completed.
	5	Stocking of high yield Species	20.20 Lakh
	6	Developmental work at Beel balli, at Swarup Nagar, North 24 Pgs (Project cost-1304.03 lakh)	25%
February	1	HCRC: Awareness programmes (no.)	20
	2	Stocking in Indian major Carp Seed for culture	6 lakh
	3	Enhancement of Freezing facility at 200 MT capacity cold storage at Deshopran Fishing Harbours Petuaghat Purba Medinipur.	100%
	4	Stocking of L.vannamei & shrimp	22.04 Lakh
	5	Innovative new species culture	7.39 Lakh
	6	Construction of Extension work of Dry Dock at Deshapran Fishing Harbour, Petuaghat in the District Purba Medinipur.	Tender Completion by end of February
	7	Enhancement of Freezing facilities at 200 MT capacity cold storage at Deshapran Fishing Harbour Petuaghat, Purba Medinipur..	Tender Completion by end of February
March	1	Construction of Extension work of Dry Dock at Deshapran Fishing Harbour, Petuaghat in the District Purba Medinipur.	Tender Completion by March
	2	Enhancement of Freezing facilities at 200 MT capacity cold storage at Deshapran Fishing Harbour, Petuaghat, Purba Medinipur..	Tender Completion by March
	3	Construction of road from Dakshin Kuchaipur (Kababi Banth) to Nandaram (via Abdulla Hari Mandir) within 8 no. Pindrui Gram Panchayet under Pingla Block, District-Paschim Medinipur.	Completion of work by the end of March
	4	Developmental work at barasagar dighi Model fish Farm (project cost-647.26 Lakh)	40%

Month	Sl. No.	NAME OF THE SCHEME	TARGET
	5	Re-excavation and fish culture in the waterbody of Bonhooghly Fishermen's Co operative Society Ltd., B.T. Road, North 24 Parganas.	Tender Completion by March
	6	Re-excavation and fish culture in the waterbody of Behala Matsayajibi Samabay Samity Ltd., 240, Diamond Harbour Road, Kolkata -700060.	Tender Completion by March
	1	Re-excavation of ponds at Junput Fish Technological Station (Project cost-92.59 lakh)	85%
	2	Distribution of inputs (accessories) (in unit)	2200
	3	Training of Fish Farmers (no)	2000
	4	Production Of Fish in Fresh, Brackish Water, Sewage Fed Fish Farms. (Traditional & New Technology)	732 MT
April	5	Stocking of Big Fish advance Fingerlings For Big Fish culture	3:9 Lakh
	6	Stocking of high yield Species	30.5 Lakh
May	1	Re-excavation and fish culture in the waterbody of Bonhooghly Fishermen's Co operative Society Ltd., B.T. Road, North 24 Parganas.	70% work to be completed
	2	Re-excavation and fish culture in the waterbody of Behala Matsayajibi Samabay Samity Ltd., 240, Diamond Harbour Road, Kolkata -700060.	70% work to be completed
	3	Construction of Fish landing Jetty at Freserjenj, Namkhana, South 24 Parganas.	45% work to be completed
	4	Re-excavation of ponds at Junput Fish Technological Station (Project cost-92.59 lakh)	90% work to be completed.
	5	Re-excavation and fish culture in the waterbody of Bonhooghly Fishermen's Co operative Society Ltd., B.T. Road, North 24 Parganas.	40% work to be completed
	6	Re-excavation and fish culture in the waterbody of Behala Matsayajibi Samabay Samity Ltd., 240, Diamond Harbour Road, Kolkata -700060.	40% work to be completed
	1	HCRC: Awareness programmes (no.)	55
	2	Construction of 250 MT Multipurpose Cold Storage at Rai Dighi, South 24 Parganas	40% work to be completed

Month	Sl. No.	NAME OF THE SCHEME	TARGET	
June	3	Construction of Wholesale & Retail Fish Market Complex at Digha Mohana, Purba Medinipur	30% work to be completed	
	4	Construction of Wholesale & Retail Fish Market at Gol'oazar, Ashokenagar, North 24 Parganas.	50% work to be completed	
	5	Re-excavation and fish culture in the waterbody of 4 no. Bhery Fishermen's Co-operative Society Ltd., P.O.- Nowbhanga, Bidhannagar. North 24 Parganas	50% work to be completed	
	6	Construction of 250 MT Multipurpose Cold Storage at Uday Rampur, Amtala South 24 Parganas.	Tender Completion by June	
	7	Re-excavation of ponds at Junput Fish Technological Station (Project cost-92.59 lakh)	100% work to be completed.	
	July			
	1	Developmental work at Beel balli (Project cost-1304.03 lakh). At Swarup Nagar, North 24 Parganas.	55% work to be completed.	
2	Developmental work at Barasagar Dighi Model Fish Farm in Malda (project cost-647.26 Lakh).	55% work to be completed.		
3	Construction of Extension work of Dry Dock at Deshapran Fishing Harbour, Petuaghat in the District Purba Medinipur.	40% work to be completed.		
4	Enhancement of Freezing facilities at 200 MT capacity cold storage at Deshapran Fishing Harbour, Petuaghat, Purba Medinipur.	40% work to be completed.		
5	Review Meeting (No.) (State, Directorate, Zonal, Miscellaneous)	17		
August				
1	Stocking of L.vannamei & shrimp	22.04 Lakh		
2	Innovative new species culture	11.95 Lakh		
3	Re-excavation and fish culture in the waterbody of 4 no. Bhery Fishermen's Co-operative Society Ltd., P.O.- Nowbhanga, Bidhannagar. North 24 Parganas	70% work to be completed by 15th December		
4	Construction of 250 MT Multipurpose Cold Storage at Uday Rampur, Amtala South 24 Parganas.	30% work to be completed by 15th December		

Month	Sl. No.	NAME OF THE SCHEME	TARGET
November	1	Construction of 250 MT Multipurpose Cold Storage at Rai Dighi, South 24 Parganas	70% work to be completed
	2	Construction of Wholesale & Retail Fish Market Complex at Digha Mohana, Purba Medinipur	60% work to be completed
	3	Construction of Wholesale & Retail Fish Market at Gol'oazar, Ashokenagar, North 24 Parganas.	90% work to be completed
	4	Re-excavation and fish culture in the waterbody of 4 no. Bheri Fishermen's Co-operative Society Ltd., P.O.- Nowbhanga, Bidhannagar. North 24 Parganas	90% work to be completed
	5	Construction of 250 MT Multipurpose Cold Storage at Uday Rampur, Amtala South 24 Parganas.	70% work to be completed
	6	Developmental work at Beel balli (Project cost-1304.03 lakh). At Swarup Nagar, North 24 Parganas.	90% work to be completed.
	7	Developmental work at Barasagar Dighi Model Fish Farm in Malda (project cost-647.26 Lakh).	90% work to be completed.
	8	Construction of Extension work of Dry Dock at Deshapran Fishing Harbour, Petuaghat in the District Purba Medinipur.	90% work to be completed
	9	Enhancement of Freezing facilities at 200 MT capacity cold storage at Deshapran Fishing Harbour, Petuaghat, Purba Medinipur.	90% work to be completed
December	1	Developmental work at Beel balli (Project cost-1304.03 lakh). At Swarup Nagar, North 24 Parganas.	100% work to be completed by 15th December
	2	Developmental work at Barasagar Dighi Model Fish Farm in Malda (project cost-647.26 Lakh).	100% work to be completed by 15th December
	3	Construction of Extension work of Dry Dock at Deshapran Fishing Harbour, Petuaghat in the District Purba Medinipur.	100% work to be completed by 15th December

Month	Sl. No.	NAME OF THE SCHEME	TARGET
December	4	Enhancement of Freezing facilities at 200 MT capacity cold storage at Deshapran Fishing Harbour, Petuaghat, Purba Medinipur.	100% work to be completed by 15th December.
	5	Review Metting (No.)	25
	6	Construction of 250 MT Multipurpose Cold Storage at Rai Dighi, South 24 Parganas	100% work to be completed by 15th December
	7	Construction of Wholesale & Retail Fish Market Complex at Digha Mohana, Purba Medinipur	100% work to be completed by 15th December
	8	Construction of Wholesale & Retail Fish Market at Gol'oazar, Ashokenagar, North 24 Parganas.	100% work to be completed by 15th December
	9	Re-excavation and fish culture in the waterbody of 4 no. Bheri Fishermen's Co-operative Society Ltd., P.O.- Nowbhanga, Bidhannagar. North 24 Parganas	100% work to be completed by 15th December
	10	Construction of 250 MT Multipurpose Cold Storage at Uday Rampur, Amtala South 24 Parganas.	100% work to be completed by 15th December
	11	Distribution of inputs (accessories) (in unit)	5200
	12	Training of Fish Farmers (no)	4600
	13	Production Of Fish in Fresh, Brackish Water, Sewage Fed Fish Farms. (Traditional & New Technology)	1839 MT
	14	Stocking of Big Fish advance Fingerlings For Big Fish culture	11.2 Lakh
	15	Stocking of high yield Species	139.7 Lakh
	16	Review Metting (No.) (State, Directorate, Zonal, Miscellaneous)	29
	17	HCRC: Awareness programmes (no.)	110
	18	Innovative new species culture	15.89 Lakh
	19	Stocking of L.vannamei & shrimp	24.04 Lakh

Department of Food & Supplies

Sl. No.	Activity	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Yearly target	Nodal Monitoring officer
Sub-Activity															
A. Year-long programme of review meetings, districts tours by Ministers/Secretaries/other senior officers															
(i)	MIC, Food & Supplies Department Actual Achievement	2	2	2	2	2	2	2	2	2	2	2	2	24	Secretary, F&S Deptt.
(ii)	District visit by Principal Secretary Actual Achievement	2	2	2	2	2	2	2	2	2	2	2	2	0	Secretary, F&S Deptt.
(iii)	District visit by Director, DDP&S Actual Achievement	4	4	4	4	4	4	4	4	4	4	4	4	48	Director DDP&S
(iv)	District visit by Director, Rationing Actual Achievement	2	2	2	2	2	2	2	2	2	2	2	2	0	Director of Rationing
(v)	District visit by Director of finance, F&S Department Actual Achievement	2	2	2	2	2	2	2	2	2	2	2	2	0	Director of Finance
(vi)	District visit by Director of Consumer goods Actual Achievement	1	1	1	0	0	1	1	1	1	0	1	1	9	Director of Consumer goods
(vii)	MD, WBECSC Ltd. Actual Achievement	2	2	2	2	2	2	2	2	2	2	2	2	24	Director of Consumer goods MD, WBECSC

Sl. No.	Activity	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Yearly target	Nodal Monitoring officer	
	Sub-Activity															
(viii)	MD, WBSCWC Ltd. Actual Achievement	2	2	2	2	2	2	2	2	2	2	2	2	24	MD, WBSCWC	
(ix)	Video Conference & Others Actual Achievement	4	4	4	4	4	4	4	4	4	4	4	4	48	Director DDP&S Director DDP&S	
B. Procurement & PDS																
(i)	Paddy (in LMT) 2020 (Proposed) Actual Achievement	9.00	9.50	9.50	8.00	2.60	2.60	0.00	0.00	0.00	0.00	1.60	3.20	46.00	Director DDP&S Director DDP&S	
(ii)	CMR (in lakh MT) 2020 (Proposed) Actual Achievement	2.19	4.69	4.69	4.69	4.69	4.69	2.82	1.56	0	0	0.32	0.94	31.28	Director DDP&S Director DDP&S	
(iii)	Camps (No.s in days) 2020 (Proposed) Actual Achievement	4000	4500	4500	3500	1320	1320	240	0	0	0	860	1600	21840	Director DDP&S Director DDP&S	
(iv)	Preparation & compilation of Annual Accounts 2015-16 & 2016-17	Preparation & compilation of Annual Accounts 2015-16			Preparation & compilation of Annual Accounts 2016-17			Preparation & compilation of Annual Accounts 2016-17			Update of Annual Accounts 2015-16 & 2016-17			Director of Finance		
	Actual Achievement														Director of Finance	
(v)	Introduction of Non-PD Items through PDS network Actual Achievement														8 items	Director of Textile & PDS -Do-

Sl. No.	Activity	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Yearly target	Nodal Monitoring officer	
Sub-Activity																
C. Infrastructural Upgradation																
	Construction of Khadya Bhavan for accommodating DCF&S, SCF&S & RO offices															
i.	Construction of two Khadya Bhavan as on going projects (Bolpur & Raghunathpur)		50% to 65%				65% to 80%				80% to 100%			2 Units (on scheme) complete	Spl. Secy (GE&EM), F&S	
	Actual Achievement														Spl. Secy (GE&EM), F&S	
ii.	Construction of inspection Bungallow 3 Units (on going) Bidhannagar, Digha, Silliguri													3 Units complete	Spl. Secy (GE&EM), F&S	
	Actual Achievement														Spl. Secy (GE&EM), F&S	
	Construction of Food storage godown (On going)														Director of Storage	
iii.	4 numbers of godowns of 1000MT capacity each	2	1	0	1	0	0	0	0	0	0	0	0	Total capacity 4000 MT	Director of Storage	
	Actual Achievement														Director of Storage	
iv.	4 Nos godowns of 2000 MT capacity each (to be completed)	1	1	0	2	0	0	0	0	0	0	0	0	Total capacity 8000 MT	Director of Storage	
	Actual Achievement														Director of Storage	

Sl. No.	Activity	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Yearly target	Nodal Monitoring officer
	Sub-Activity														
v.	1 No. Godowns of 3000 MT capacity each (to be completed) Actual Achievement	0	0	0	1	0	0	0	0	0	0	0	0	Total capacity	Director of Storage 3000 MT
vi.	7 Nos of godowns of 5000 MT capacity (to be completed) Actual Achievement	1	0	1	1	3	1	0	0	0	0	0	0	Total capacity 35000 MT	Director of Storage
vii.	3 Nos. godowns of 10000 MT capacity each (to be completed) Actual Achievement	0	1	0	0	1	1	0	0	0	0	0	0	Total capacity 30000 MT	Director, Storage Director, Storage
viii.	New Project Undertaken 3 Nos. larger godowns of total capacity 75000MT Actual Achievement												3	Total capacity 75000 MT	Director of Storage Director of Storage Director of Storage
ix.	3 Nos. of larger godowns of total capacity 61700 MT Actual Achievement													Physical Progress at least 70%	Director of Storage
x.	1 No. of larger godowns of total capacity 40000 MT Actual Achievement													Physical Progress at least 70%	Director of Storage
														Preparation of DPR and Administrative Approval of project subject to availability of land	Director of Storage
														Identification and inter departmental transfer of land	Director of Storage
														Tendering and issue of work order	Director of Storage
															Director of Storage

Sl. No.	Activity	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Yearly target	Nodal Monitoring officer
xi.	Sub-Activity														
	Construction of new godowns under RKVY [Executing agency PWD] Tarakeswar (Capacity: 1000 MT)	85%	90%	95%	100%									1	MD, WBSWC
	Actual Achievement														MD, WBSWC
	Renovations of SWC Warehouses [2 : Alipurduar and Garbeta]														MD, WBSWC
	<25%	2	1	0	0	0	0	0	0	0	0	0	0		
	25% - <50%	0	1	1	1	0	0	0	0	0	0	0	0		
xii.	50% - <75%	0	0	0	0	1	1	1	1	1	0	0	0	2	
	75% to 100%	0	0	0	1	0	0	0	0	0	1	1	0		
	100%	0	0	0	0	1	1	1	1	1	1	1	2		
	Actual Achievement														
	Repairing / renovation of RIDG Godowns at different locations [Execution by SWC]														MD, WBSWC
	[12 godowns out of 39 godowns of previous years 2019]														
xiii.	<25%	0	0	0	0	0	0	0	0	0	0	0	0		
	25% - <50%	0	0	0	0	0	0	0	0	0	0	0	0		
	50% - <75%	7	4	3	0	0	0	0	0	0	0	0	0	12	
	75% to 100%	3	3	2	5	1	0	0	0	0	0	0	0		
	100%	2	5	7	7	11	12	12	12	12	12	12	12		
	Actual Achievement														

Sl. No.	Activity	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Yearly target	Nodal Monitoring officer	
xiv.	Sub-Activity															
	Repairing / renovation of RIDF Godowns at different locations [Execution by SWC] 9 godowns	1	1	0	0	0	0	0	0	0	0	0	0		MD, WBSWC	
	<25%															
	25% - <50%	2	0	1	0	0	0	0	0	0	0	0	0			
	50% - <75%	3	2	0	1	1	0	0	0	0	0	0	0	9		
	75% to 100%	2	3	4	2	0	1	0	0	0	0	0	0			
	100%	1	3	4	6	8	8	9	9	9	9	9	9			
Actual Achievement																
xv.	Construction of New godowns [5 godowns]														MD, WBSWC	
	<25%	3	2	1	0	0	0	0	0	0	0	0	0			
	25% - <50%	2	2	2	2	1	1	0	0	0	0	0	0			
	50% - <75%	0	1	2	3	3	1	2	2	2	1	0	0	5		
	75% to 100%	0	0	0	0	1	3	3	3	3	4	5	1			
	100%	0	0	0	0	0	0	0	0	0	0	0	4			
	Actual Achievement															
D. IT																
i	Online allocation of Superior Kerosene Oil to Dealers	Will be taken up shortly														Director of Consumer Goods
	Actual Achievement															Director of Consumer Goods
ii	SAMBADNAMA BI-MONTHLY BENGALI NEWS LETTER	1			1		1		1		1		1	6	Director of NCEC	
	Actual Achievement														Director of NCEC	

Sl. No.	Activity	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Yearly target	Nodal Monitoring officer
Sub-Activity															
E. Vigilance & Monitoring of PDS & Procurement															
i.	Inspection SKO depots of Agents and shops of Dealers Actual Achievement	20	20	20	20	20	20	20	20	20	10	20	20	230	Director of Consumer Goods Director of Consumer Goods
iii.	Flour Mill Inspection by officials Actual Achievement	2	2	2	2	2	2	2	2	2	2	2	2	24	Director DDP&S
F. Training of different category of staff															
i.	Training of officials Actual Achievement	Training of 30 official in each batch from Jan '20 to Aug '20												300	Commissioner in the Department Commissioner in the Department
ii.	Training of Superintendents/QC Inspectors Actual Achievement	1st batch training												3	MD, WBSWC
iii.	Training of staff Actual Achievement	1st batch training												2	MD, WBSWC
iv.	Training of Group B and Group C staff on HRMS Actual Achievement	2nd batch training													MD, WBSWC
Completion of Training of all staff by Dec '20.															
															Director of Consumer Goods Director of Consumer Goods

Sl. No.	Activity	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Yearly target	Nodal Monitoring officer
	Sub-Activity														
v.	Practical Training of the Inspecting staff of his Department regarding Quality Control measures in every quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Training of 4 Quarters									Director, I&QC
	Actual Achievement														Director, I&QC
G.	Opening of retail outlets (Roudra Bristi)														
i.	Introduction of retail outlets (Roudra Bristi) in municipality areas	2				2						1		5	MD, WBECS
	Actual Achievement														MD, WBECS
ii.	Introduction of New Companies in Roudra Bristi													5	MD, WBECS
	Actual Achievement														MD, WBECS
H.	Misc.														
i.	Amendment of Control Orders													Amendment of Control Orders	Director of Consumer Goods
	Actual Achievement														Director of Consumer Goods
ii.	Finalisation of Draft Account for financial year 2019-20									To be finalised					MD SWC
	Actual Achievement														MD SWC

Forest Department

Month	Item of Works	Sub office
January	Organizing Banabandhob Utsab-2 nos., at Bankura & Jhargram	DTE
	Plantation Advance Work (Start)- 6000 Hectares	
	Sabujshree seedling distribution	
	Flower show/ Exhibition at Parks & Gardens of Forest Directorate-9 nos.	P & G
	Community Development Works-Cattle Immunization around fringe areas in Gorumara WL, Buxa Tiger Reserve- 2500 nos.	WL
	RCC Jetty, 2 nos. at Ramganga & Namkhana under SBR-24 Pgs (S) Division.	
	Irrigation canal-8.5 km at Matla, Ramganga, Raidighi, Bhagabatpur, Namkhana, Bakkhali Ranges under Sundarban Biosphere Reserve -24 Pgs (S) Division.	
	Installation of Solar power station-2 nos. at Raidighi & Ramganga Ranges in Sundarban Biosphere Reserve-24 Pgs (S) Division	
	Community Infrastructure Development over 600 JFMCs under JICA	
	Income Generation Activity over 1200 Self Help Group (SHGs)	WB FBCP
	Start of Harvesting as per the working plan of Forest Divisions: 7750 ha approx.	WBFDC
	Afforestation work of 2019 completed in Over Burden Areas of Eastern Coal Fields- over 100 ha (approx)	
	Inauguration of Trackless Toy Train in Bengal Safari, Siliguri	
February	Organizing Banabandhob Utsab-2 nos., at Paschim Medinipur & Cooch Behar	DTE
	Flower show/Exhibition at Parks & Gardens of Forest Directorate-6 nos.	P & G
	Cattle Immunization around fringe areas in Gorumara WL, Jaldapara WL & BTR -2500 nos.	WL
	Installation of solar light-20 nos. at Raidighi, Ramganga, Bhagabatpur & Matla Ranges under Sundarban Biosphere Reserve (SBR)-24 Pgs (S) Division.	
	Sweet Water Pond-8 nos. at Matla, Ramganga, Bhagabatpur, Raidighi, Bakkhali Ranges under Sundarban Biosphere Reserve-24 Pgs (S) Division.	
	Deep tube well-12 nos. at Matla, Raidighi, Ramganga, Bhagabatpur, Bakkhali Ranges in Sundarban Biosphere Reserve-24 Pgs (S) Division	
	Completion of construction work of Nature Interpretation Centre at Illambazar	
	Construction of New Twin Cottage at Jhargram Eco Tourism Centre	WB FDC
March	Organizing Banabandhob Utsab-2 nos. at Darjeeling & Jalpaiguri Districts	DTE
	Cattle Immunization around fringe areas at Gorumara WL, Jaldapara WL, BTR-2500 nos.	WL
	Completion of Brick path-15 km community development- at Bhagabatpur, Namkhana, Bakkhali, Ramganga, Matla, Raidighi Ranges under Sundarban Biosphere Reserve (SBR)-24 Pgs (S) Division.	

Month	Item of Works	Sub office
	Completion of Irrigation Canals of 8 km at Matla, Ramganga, Raidighi, Bhagabatpur, Namkhana, Bakkhali Ranges under SBR-24 Pgs (S) Division.	WL
	Publication of Forest Monitoring Report	RM & D
	Upgradation of Ticket Issue System (5 nos.) at Zoological garden, Alipore, Kolkata	WBZA
April	Floral inventORIZATION in 7 new Medicinal Plant Conservation Areas	RM & D
	Construction of Aviary (1 no) at Bengal Safari, Siliguri	WBZA
	Completion of 2 nos. jetty at Ramganga & Namkhana Ranges under Sundarban Biosphere Reserve (SBR)-24 Pgs (S) Division.	WL
	Completion of Sweet Water Ponds-13 nos. at Matla, Ramganga, Bhagabatpur, Raidighi, Bakkhali Ranges under SBR-24 Pgs (S) Div.	
	Completion of Deep Tube Wells-17 nos. at Matla, Raidighi, Ramganga, Bhagabatpur, Bakkhali Ranges in Sundarban Biosphere Reserve-24 Pgs(S) Div	
May	Completion of Plantation advance work as per Annual Target-6000 ha.	DTE
	Completion of Installation of Solar light-30 nos. in Raidighi, Ramganga, Bhagabatpur & Matla Ranges under SBR-24 Pgs (S) Division.	WL
June	Plantation creation work-6000 ha.(start)	DTE
	Completion of Raising of seedlings under Decentralised Public Nursery over 3900 ha (78 lakhs seedlings).	
	Celebration of World Environment Day	
	Development of Visitor's Pathway and Internal Road at Gorchumuk Deer Park, Howrah	WBZA
July	Observation of Ban Mahotsav.	DTE
	Distribution of 20 Lakhs seedlings on the occasion of Ban Mahotsav	
	Development of crocodile Pond at Bardhaman Zoological Park, Bardhaman	WBZA
August	Celebration of "Save Green Stay Clean" Day	DTE
	Construction of treatment room for animals at Rasikbill Mini Zoo, Coochbehar	WBZA
September	Completion of Plantation Creation work 6000 ha.	DTE
	Quarantine enclosure for deer at Adina Deer Park, Malda	WBZA
October	Deep Tube Well-3 nos. at Matla, Raidighi, Ramganga Ranges under Sundarban Biosphere Reserve, 24 Pgs (S) Division.	WL
	Tiger Estimation in Sundarban Tiger Reserve (STR)	
	Publication of Draft Monitoring report by Monitoring Wing	RM & D
	Construction of enclosure for Hyena at Surulia Mini Zoo, Purulia	WBZA
November	Tiger Estimation-4 Ranges (2km Grid) (also in Jan'21) in Sunderban Tiger Reserve (STR)	WL

Month	Item of Works	Sub office
	Tiger Estimation in Sunderban Tiger Reserve (STR)	WL
	Celebration of Wildlife Day in all districts	
	Organising Zoo Festival at Zoological Garden, Alipore for Awareness Generation	WBZA
December	Sabujshree seedling distribution	DTE
	Cattle immunization around fringe areas - Gorumara, STR (3000 nos.)	WL
	Tiger Estimation combined 4 Ranges (2 km Grid) (also in Jan'21)	
	Completion of Deep Tube Wells at Matla, Raidighi, Ramganga, Bhagabatpur, Bakkhali Ranges under Sundarban Biosphere Reserve, 24 Pgs (S) Div.-6 nos.	
	Floral inventorization in 7 new Medicinal Plant Conservation Areas	RM & D
	Induction Training of frontline staff	
	Community Infrastructure Development over 600 JFMCs	WBFBCP
	Income Generation Activity (IGA) over 1200 Self Help Groups (SHGs)	
	Afforestation in over Burden Areas of Eastern Coal Fields over 100 ha (approx)	WB FDC
	Completion of Harvesting as per working plan of Forest Divisions : 7750 Ha approx.	
	Timber harvesting and disposal of plantations on Private Land in Bankura and Purulia Dist. over 350 ha (approx.)	
Translocation of surplus Chital Deer from Zoos (to Forest area and other zoos).	WBZA	

Department of Food Processing Industries & Horticulture

Period/ Month	Office	Activities	Target for the month
Jan-20	FPI	Inspection of Food Processing Industries	4
	Horticulture	Capacity building of farmers through training (nos.)	30
		Mobilisation of farmers into Farmers' Interest Group (no. of FIGs)	20
		Cultivation of Hybrid Vegetables (area in ha.)	50
Cinchona	Training of farmers for implementation of the scheme "Promotion of Cymbidium and Tropical Orchids Cultivation" for employment and income generation	Imparting training to 100 farmers	
Feb-20	FPI	Inspection of Food Processing Industries	4
	Horticulture	Capacity building of farmers through training (nos.)	30
		Mobilisation of farmers into Farmers' Interest Group (no. of FIGs)	20
		Quarterly Review Meeting with District Officials of Horticulture and Food Processing Directorates (no.)	1
		Cultivation of Hybrid Vegetables (area in ha.)	50
	Cinchona	Construction of Poly houses of size 150 Sq. mtr in individual farmers fields for cultivation of Cymbidium and Tropical Orchids	25 polyhouses
		Setting up of model and small nurseries for cultivation of Medicinal Plants	1 unit
		Training of farmers for implementation of the scheme "Promotin of Medicinal plants" for employment and income generation	Imparting training to 100 farmers
Mar-20	FPI	Inspection of Food Processing Industries	4
		Training of FPDO's for Model Detailed Project Reports for potential entrepreneurs	3 FPDO's
	Horticulture	Planting of flower (area in ha.)	50
		Cultivation of Hybrid Vegetables (area in ha.)	60
		Capacity building of farmers through training (nos.)	20
	Cinchona	Construction of Poly houses in individual farmers fields of 150 Sq.mtr	25 polyhouses
		Setting up of nurseries for production of disease free planting materials for production of mandarin orange	0.5 ha
Construction of Vermi Compositing Unit for production of FYM in Farmers fields as well as in Directorate		30 nos.	
Apr-20	FPI	Publication of 3rd Edition of booklet on "Food Processing Industries in West Bengal" (Infrastructure/Potential and opportunities)	Publication of booklet on Bengali New Year

Period/ Month	Office	Activities	Target for the month
	Horticulture	Planting of non perennial fruit (area in ha.)	100
		Construction of vermicompost unit*2 - permanent/polythene	100
		Capacity building of farmers through training (nos.)	30
		Mobilisation of farmers into Farmers' Interest Group (no. of FIGs)	50
		Distribution of power tiller/power machine (nos.)	20
		Cultivation of Hybrid Vegetables (area in ha.)	60
	Cinchona	Construction of Poly houses in individual farmers fields of 150 Sq.mtr for cultivation of Cymbidium and Tropical Orchids	25 polyhouses
		Organization of motivation camp and training programme on cultivation of exotic vegetables and temperate fruits	2 training
		Cultivation of "Temperate Fruits" in the farmers fields as well as in Directorate area in Pilot mode	15 acres
		Construction of Vermi Compositing Unit for production of FYM in Farmers fields as well as in Directorate	30 nos.
May-20	FPI	Inspection of Food Processing Industries	5
	Horticulture	Capacity building of farmers through training (nos.)	20
		Quarterly Review Meeting with District Officials of Horticulture and Food Processing Directorates (no.)	1
		Cultivation of Hybrid Vegetables (area in ha.)	80
	Cinchona	Construction of Poly houses in individual farmers fields of 150 Sq.mtr for cultivation of Cymbidium and Tropical Orchids	25 polyhouses
		Distribution of seed of medicinal plants to the farmers	150 farmers
Training of farmers for implementation of the scheme "Cultivation of Aromatic plants" for employment and income generation		1 training (200 farmers)	
Jun-20	FPI	Seminar on "Packaging of Food"	1
	Horticulture	Completion of construction of poly/shade net house (Unit*1)	50
		Construction of vermicompost unit*2- permanent/polythene	200
		Cultivation of Hybrid Vegetables (area in ha.)	100
		Capacity building of farmers through training (nos.)	20
	Cinchona	Construction of Poly Houses of size 150 Sq.mtr in individual farmers fields for cultivation of exotic vegetables	100 poly houses
		Construction of Vermi Compositing Unit for production of FYM in Farmers fields as well as in Directorate	55 nos.
	WBSFPHDCL	Raising of different fruit plants/ Horticultural plants at the Nurseries owned by the Corporation - (Jalpaiguri farm)	5 lakh
Raising of different fruit plants/ Horticultural plants at the Nurseries owned by the Corporation - (Ayeshpur Farm)		6 lakh	

Period/ Month	Office	Activities	Target for the month
		Raising of fruit plants/ Horticultural plants at the vacant land of Ayeshpur	7 lakh
		Production of exotic vegetables in 4 nos. (500 sq. mtr.) Poly House (colored capsicum, cherry tomato) at the vacant land of Ayeshpur	1000 kg
		Raising of Fruit plants including forestry plants at the Nurseries to be handed over to the Corporation (Jalpaiguri Farm)	3 lakh
		Raising of Fruit plants including forestry plants at the Nurseries to be handed over to the Corporation (Krishnanagar Farm)	7 lakh
		Production of seeds (Barjora Farm)	5 MT (gourd varieties)
		Production of planting materials (Barjora Farm)	30000
		Production of processed fruits products	30000 bottles
		Production of Organic Manure (Ayeshpur farm)	500 MT
		Production of Organic Manure (Krishnanagar Farm)	500 MT
		Supply of Agri inputs on agency basis	Rs. 50 lakh
		Raising of applications under Banglar rasogolla	250 nos.
Jul-20	FPI	Inspection of Food Processing Industries	4
		Training of FPDO's for Model Detailed Project Reports for potential entrepreneurs	3 FPDO's
		EDP training on Food Prcessing	1
	Horticulture	Planting of perennial fruit (area in ha.)	200
		Distribution of power tiller/power machine (nos.)	20
		Capacity building of farmers through training (nos.)	30
	Cinchona	Setting up of nucleus farm at Mungpoo and Munsong for propagation and cultivation of Aromatic Plants	2 acres
Construction of Vermi Compositing Unit for production of FYM in Farmers fields as well as in Directorate		30 nos.	
Aug-20	FPI	Publication of Model Detailed Project Reports for potential entrepreneurs	40 Nos
	Horticulture	Planting of perennial fruit (area in ha.)	200
		Construction of vermicompost unit ² - permanent/polythene	300
		Capacity building of farmers through training (nos.)	20
		Planting of non perennial fruit (area in ha.)	100
		Quarterly Review Meeting with District Officials of Horticulture and Food Processing Directorates (no.)	1
	Cinchona	Setting up of nucleus farm at Latpanchor and Rongo for propagation and cultivation of Aromatic Plants	2 acres
		Cultivation of Aromatic Plants in the farmers field and within the Directorate as well.	50 farmers

Period/ Month	Office	Activities	Target for the month
Sep-20	FPI	Inspection of Food Processing Industries	5
		Seminar on fruits and beverages (new outlook)	1
	Horticulture	Planting of perennial fruit (area in ha.)	350
		Planting of non perennial fruit (area in ha.)	100
		Capacity building of farmers through training (nos.)	20
	Cinchona	Construction of Poly Houses for cultivation of Tropical and Cymbidium Orchids of size 15 mtr × 20 mtr	6 nos.
Starting of Model Nurseries and Small Nurseries of Medicinal Plants		2 unit	
Oct-20	FPI	Publication of Model Detailed Project Reports for potential entrepreneurs	20 nos.
	Horticulture	Capacity building of farmers through training (nos.)	40
		Distribution of power tiller/power machine (nos.)	20
		Planting of non perennial fruit (area in ha.)	150
	Cinchona	Organizing motivation camp and training programme on cultivation of medicinal plants, other horticulture crops, orchids etc.	2 training
Cultivation of Strawberry		10 units	
Nov-20	FPI	Publication of Model Detailed Project Reports for potential entrepreneurs	20 nos.
		Inspection of Food Processing Industries	5
	Horticulture	Planting of non perennial fruit (area in ha.)	200
		Planting of flower (area in ha.)	100
		Capacity building of farmers through training (nos.)	20
		Quarterly Review Meeting with District Officials of Horticulture and Food Processing Directorates (no.)	1
Cinchona	Pilot scale cultivation of saffron at Directorate compound	2 acres	
Dec-20	FPI	Seminar on Export Potential with assistance of Federation of Indian Export Organizations, Kolkata	1
	FPI&H	Participation in BGBS 2020	Maximization of Investment proposals
		Remodelling of Departmental website	Hosting of new webportal
	Horticulture	Planting of flower (area in ha.)	50
		Completion of construction of poly/shade net house (Unit* ¹)	150
		Construction of vermicompost unit* ² - permanent/polythene	400
Capacity building of farmers through training (nos.)		20	
	Mobilisation of farmers into Farmers' Interest Group (no. of FIGs)	60	

Period/ Month	Office	Activities	Target for the month
	Cinchona	Procurement of seedling of temperate fruits	20000 nos.
		Selection of farmers for cultivation of temperate fruits and Organizing training programme on cultivation of temperate fruits.	2 training (200 farmers)
	WBSFPHDCL	Raising of different fruit plants/ Horticultural plants at the Nurseries owned by the Corporation - (Jalpaiguri farm)	1 lakh
		Raising of different fruit plants/ Horticultural plants at the Nurseries owned by the Corporation - (Ayeshpur Farm)	2 lakh
		Raising of fruit plants/ Horticultural plants at the vacant land of Ayeshpur	3 lakh
		Production of exotic vegetables in 4 nos. (500 sq. mtr.) Poly House (colored capsicum, cherry tomato) at the vacant land of Ayeshpur	1000 kg
		Raising of Fruit plants including forestry plants at the Nurseries to be handed over to the Corporation (Jalpaiguri Farm)	1 lakh
		Raising of Fruit plants including forestry plants at the Nurseries to be handed over to the Corporation (Krishnanagar Farm)	3 lakh
		Production of seeds (Barjora Farm)	5 MT (winter seeds)
		Production of planting materials (Barjora Farm)	70000
		Production of processed fruits products	30000 bottles
		Production of Organic Manure (Ayeshpur farm)	500 MT
		Production of Organic Manure (Krishnanagar Farm)	500 MT
		Supply of Agri inputs on agency basis	Rs. 1.5 crore
Raising of applications under Banglar rasogolla	250 nos.		

***1 One unit of Poly/ Shade Net House is 200 sq. mt.**

***2 Average size of one unit of vermicompost permanent/polythene (7'×3'×1')**

DEPARTMENT OF HEALTH & FAMILY WELFARE

January

Branch	Training / Meeting
WBSAPCS	Training of Trainers (TOT) of Gynaecologists, Surgeons, Pathologists, Paediatricians, and Medicines from each Medical College across the state regarding Rational Use of Blood.
WBSAPCS	Rolling out of 1 new IDU-TI NGO at North 24 Parganas
Swasthya Sathi	Enrolment of left out beneficiaries (if any) and the newly added/identified category (if any) through Permanent Enrolment Centre or in Camp Mode
Swasthya Sathi	Stakeholders Meet at district level (clubbing at least 2 districts per meeting) every month with the Insurance Companies, Third Party Administrators (TPA), District Administration, Health Administration, Implementation Support agency (ISA) and the empanelled hospitals with a aim to resolve the issues/ grievances (if any) on the spot
Swasthya Sathi	Extensive publicity fortnight (15 days at a stretch) in every quarter in all the districts
NHM	Training of 40 Managerial Staffs (at CPMU, DPMU & ULB level) under NUHM on CPHC with special emphasis on NPCDCS
NHM	Training of 20-PHC Medical Officers on DMHP activities in all the 10 DMHP districts
NHM	Training of 1 st batch of 50 ASHAs from each DMHP district on Screening of Common Mental Illnesses
MERT	Conducting a Research Methodology workshop for DNB Teachers

Branch	Event/Observance of Days
Food Safety	Organizing Registration Mela and collection of food samples in districts
NHM	Observation of SPARSH Leprosy Awareness Campaign on 30 th January
AYUSH	Starting of AYUSH Gram activities in 11 districts . 1.Darjeeling, 2.Coochbehar, 3.Uttar Dinajpur, 4.Purulia, 5.Bankura, 6.Jhargram, 7.Kalimpong, 8.Howrah, 9.Purba Medinipur, 10.North 24 Parganas, 11.Purba Bardhaman.

Branch	Infrastructure works/ Foundation stones/ Operationalisation
WBMSCL	Completion of infrastructure work of Medical College at Diamond Harbour
WBMSCL	Completion of MGPS projects and O&M services at Basirhat DH, Bangaon SDH, Chandannagar SDH, Arambagh SDH, Basirhat SSH and Islampur SSH
MERT	Submission of application to WBHRB for recruitment of Clinical Tutor/Demonstrator in different Medical Colleges

February

Branch	Training / Meeting
WBSAPCS	Training programme on “E-Licensing” of Blood Banks at State Level
WBSAPCS	Training of newly appointed STI Counsellor & Regional Lab. Training on STI components
WBSAPCS	Rolling out of Training Programme of Programme Managers, Counsellors & M&E of TIs/LWS on Revamping TI Strategy Guideline of NACO- 1st Phase training.
Food Safety	Awareness and Training programme for Food Business Operators and collection of Food Samples
Swasthya Sathi	Enrolment of left out beneficiaries (if any) and the newly added/identified category (if any) through Permanent Enrolment Centre or in Camp Mode
Swasthya Sathi	Stakeholders Meet at district level (clubbing at least 2 districts per meeting) every month with the Insurance Companies, Third Party Administrators (TPA), District Administration, Health Administration, Implementation Support agency (ISA) and the empanelled hospitals with a aim to resolve the issues/ grievances (if any) on the spot

NHM	Initiation of Home Based Care for Young Child activities by ASHAs in select blocks of Malda, Coochbehar, Murshidabad and Uttar Dinajpur
NHM	Observation of World Glaucoma Week from 08.03.2020 to 14.03.2020 in all MCH, District & Sub District Hospital with Ophthalmology unit
PHP	Observance of World Hearing Day on 3 March
Branch	Infrastructure works/ Foundation stones/ Operationalisation
WBMSCL	Completion of infrastructure work of Mother & Child Hub at Canning, South 24 Parganas
WBMSCL	Completion of infrastructure work of Mother & Child Hub at Chittaranjan Seva Sadan, Kolkata (including vertical extension of two floors)
WBMSCL	Completion of MGPS projects and O&M services at Raigunj SSH
NHM	Operationalization of 1600 Sub Centre- Su-Swasthya kendras
MERT	Beginning of online counseling for PG Medical and Dental seats 2020
AYUSH	Operationalization of auditorium at Mahesh Bhattacharya Homoeopathic Medical College & Hospital
AYUSH	Operationalization of e-library at D.N.De Homoeopathic Medical College & Hospital
DENTAL	Implementation of e-Prescription facility at Dr. R Ahmed Dental College & Hospital
April	
Branch	Training/Meeting
Food Safety	Awareness and Training Programme for Food Business Operators
Swasthya Sathi	Enrolment of left out beneficiaries (if any) and the newly added/identified category (if any) through Permanent Enrolment Centre or in Camp Mode
Swasthya Sathi	Stakeholders Meet at district level (clubbing at least 2 districts per meeting) every month with the Insurance Companies, Third Party Administrators (TPA), District Administration, Health Administration, Implementation Support agency (ISA) and the empanelled hospitals with a aim to resolve the issues/ grievances (if any) on the spot
Swasthya Sathi	Extensive publicity fortnight (15 days at a stretch) in every quarter in all the districts.
WBMSCL	In service refresher training of 42 Civil Engineers
IT	Rollout of on-line diagnostic reports of IPD patients at Burdwan Medical College & Hospital
NHM	Workshop on Management of Morbidity & Disability Prevention of Elephantiasis patients in Purulia, Bankura, Paschim Bardhaman and Birbhum District
MERT	Medical Teachers Training for WBMES Faculties
PHP	House to House Survey for Dengue prevention in all the ULBs (round 5,6)
Branch	Events/Observance of Days
AYUSH	Observance of National Homoeopathy Day
Branch	Infrastructure works/ Foundation stones/ Operationalisation
WBMSCL	Completion of infrastructure work of Medical College at Coochbehar
WBMSCL	Completion of infrastructure work of Belda SSH
MERT	Completion of process of Bi-annual Departmental Promotions of WBMES officers with cut-off date as on 31.12.2019
Dental	Initiation of construction of foot over-bridge between old & new campuses at Dr. R Ahmed Dental College & Hospital

May

Branch	Training/Meeting
WBSAPCS	TOT for Doctors (Training of Trainer) on STI components
Food Safety	Special Awareness and Training Programme for Food Business Operators
Swasthya Sathi	Enrolment of left out beneficiaries (if any) and the newly added/identified category (if any) through Permanent Enrolment Centre or in Camp Mode
Swasthya Sathi	Stakeholders Meet at district level (clubbing at least 2 districts per meeting) every month with the Insurance Companies, Third Party Administrators (TPA), District Administration, Health Administration, Implementation Support agency (ISA) and the empanelled hospitals with a aim to resolve the issues/ grievances (if any) on the spot
Swasthya Sathi	Extensive publicity fortnight (15 days at a stretch) in every quarter in all the districts.
IT	Rollout of on-line diagnostic reports of IPD patients at Suri District Hospital
MERT	Induction training to newly recruited Medical Officers
PHP	House to House Survey for Dengue prevention in all the ULBs (round 7,8)

Branch	Events/Observance of Days
WBMSCL	In service refresher training of 29 Electrical Engineers
NHM	State Internal Evaluation on RNTCP of districts of Coochbehar and North 24 Parganas
NHM	Celebration of World Thalassaemia Day on 8 th May
NHM	Observation of World No Tobacco Day on 31 st May
DENTAL	Observance of No tobacco Day on 31 st May

Branch	Infrastructure works/ Foundation stones/ Operationalisation
WBMSCL	Fire Safety Mock Drill at SwasthyaSathi Building
MERT	Completion of counseling for PG Medical and Dental seats 2020 and admission process

June

Branch	Training/Meeting
WBSAPCS	Training Staff Nurses (attached with DSRC) on STI components
Swasthya Sathi	Enrolment of left out beneficiaries (if any) and the newly added/identified category (if any) through Permanent Enrolment Centre or in Camp Mode
Swasthya Sathi	Stakeholders Meet at district level (clubbing at least 2 districts per meeting) every month with the Insurance Companies, Third Party Administrators (TPA), District Administration, Health Administration, Implementation Support agency (ISA) and the empanelled hospitals with a aim to resolve the issues/ grievances (if any) on the spot
Swasthya Sathi	Extensive publicity fortnight (15 days at a stretch) in every quarter in all the districts
WBMSCL	In service refresher training of 15 Mechanical Engineers
IT	Launching of on-line availability of diagnostic reports at Rampurhat Medical College & Hospital
NHM	Capacity Building of 600 ANMs on ANC and PNC
MERT	Medical Teachers Training for WBMES Faculties
PHP	House to House Survey for Dengue prevention in all the ULBs (round 9, 10)

Branch	Events/Observance of Days
WBSAPCS	“World Blood Donor Day” observance on 14th June
AYUSH	Observance of Yoga Day on 21 st June

NHM	Biannual Vitamin A supplementation programme
NHM	First round IRS for Kala Azar
NHM	Transmission Assessment Survey (TAS) at Murshidabad, Paschim Bardhaman, Bankura & Bishnupur

Branch	Infrastructure works/ Foundation stones/ Operationalisation
WBMSCL	Completion of Medical Gas Pipeline System(MGPS) work at eight (8) facilities at Egra SDH, Contai SDH, Diamond Harbour DH, Uluberia SDH, Siliguri DH, Jalpaiguri DH, Purulia DH and Dinhata SDH
NHM	Operationalisation of 6 DEICs at Purulia Govt. MCH, Burdwan MCH, Balurghat DH, North Bengal MCH, Bankura Sammilani MCH and B.C.Roy PGIPS
MERT	Beginning of counseling of UG Medical and Dental seats 2020
AYUSH	Commencement of OPD services at Yoga & Naturopathy Hospital, Belur
Food Safety	Special drive for sampling of milk and spices/ other Food Samples

July

Branch	Training/Meeting
WBSAPCS	Training of 60 Medical Officer of Blood Banks/BCSUs
WBSAPCS	Medical Officers Training on Syndromic case management
WBSAPCS	Training of 200 ICTC Counsellors
Swasthya Sathi	Enrolment of left out beneficiaries (if any) and the newly added/identified category (if any) through Permanent Enrolment Centre or in Camp Mode
Swasthya Sathi	Stakeholders Meet at district level (clubbing at least 2 districts per meeting) every month with the Insurance Companies, Third Party Administrators (TPA), District Administration, Health Administration, Implementation Support agency (ISA) and the empanelled hospitals with a aim to resolve the issues/ grievances (if any) on the spot
Swasthya Sathi	Extensive publicity fortnight (15 days at a stretch) in every quarter in all the districts.
WBMSCL	Orientation training of Bio-Medical Engineers (BMEs) & Manager (Quality Assurance)
IT	Roll out of diagnostic reports at Midnapore MCH
MERT	Induction training to newly recruited Medical Officers
PHP	House to House Survey for Dengue prevention in all the ULBs (round 11, 12, 13)

Branch	Events / Observance of Days
Food Safety	Collection of Food Samples
NHM	First round IRS for Malaria
NHM	State Internal Evaluation on RNTCP of districts of Purulia and Birbhum
DENTAL	Observance of Doctor's Day on 1 st July

August

Branch	Training/Meeting
Food Safety	Awareness and Training programme for Food Business Operators
Swasthya Sathi	Enrolment of left out beneficiaries (if any) and the newly added/identified category (if any) through Permanent Enrolment Centre or in Camp Mode
Swasthya Sathi	Stakeholders Meet at district level (clubbing at least 2 districts per meeting) every month with the Insurance Companies, Third Party Administrators (TPA), District Administration, Health

	Administration, Implementation Support agency (ISA) and the empanelled hospitals with a aim to resolve the issues/ grievances (if any) on the spot
Swasthya Sathi	Extensive publicity fortnight (15 days at a stretch) in every quarter in all the districts.
NHM	Hands on training on updated guidelines of DoT administration for 3000 Treatment supporters
MERT	Medical Teachers Training for WBMS Faculty
PHP	House to House Survey for Dengue prevention in all the ULBs (round 14, 15)
Branch Events/Observance of Days	
WBSAPCS	Folk workshop among empanelled folk troupes
WBMSCL	Orientation programme with O&M Supervisors and the Facility Managers
NHM	State Internal Evaluation on RNTCP of districts of East Medinipur and Nandigram.
NHM	Observation of National Eye Donation Fortnight on 25.08.2020 in all MCH, District and Sub District Hospital with Ophthalmology unit
DENTAL	Observance of National Oral Hygiene Day on 1 st August
Branch Infrastructure works/ Foundation stones/ Operationalisation	
MERT	Completion of counseling of UG Medical and Dental seats 2020 and admission process
September	
Branch Training/Meeting	
WBSAPCS	Training of 60 MT(Lab) of Blood Banks/BCSUs
Swasthya Sathi	Enrolment of left out beneficiaries (if any) and the newly added/identified category (if any) through Permanent Enrolment Centre or in Camp Mode
Swasthya Sathi	Stakeholders Meet at district level (clubbing at least 2 districts per meeting) every month with the Insurance Companies, Third Party Administrators (TPA), District Administration, Health Administration, Implementation Support agency (ISA) and the empanelled hospitals with a aim to resolve the issues/ grievances (if any) on the spot
Swasthya Sathi	Extensive publicity fortnight (15 days at a stretch) in every quarter in all the districts
IT	Rollout of online availability of Diagnostic reports at Balurghat District Hospital
NHM	Capacity Building of 1200 ANMs on ANC & PNC
MERT	Induction training to newly recruited Medical Officers
PHP	House to House Survey for Dengue prevention in all the ULBs (round 16, 17)
Branch Events/Observance of Days	
Food Safety	Awareness cum Help Desk programme for Food Business Operator
NHM	Second round IRS for Malaria
AYUSH	Behavioural Change Communication Programme (BCC) (1st Phase)
PHP	National Eye Donation Fortnight between 25 Aug-9 Sept
Branch Infrastructure works/ Foundation stones/ Operationalisation	
WBMSCL	Completion of Medical Gas Pipeline System (MGPS) work at four (4) facilities at Barasat DH, Coochbehar DH, Durgapur SDH and Tufanganj SDH
HS	Inventorization of Bio-Medical Waste at Government Health Facilities by September 2020
DENTAL	Initiation of construction of Boy's and Girl's hostel at Burdwan Dental College & Hospital

October	
Branch	Training/Meeting
WBSAPCS	Rolling out of Folk Media campaign across the state
Swasthya Sathi	Enrolment of left out beneficiaries (if any) and the newly added/identified category (if any) through Permanent Enrolment Centre or in Camp Mode
Swasthya Sathi	Stakeholders Meet at district level (clubbing at least 2 districts per meeting) every month with the Insurance Companies, Third Party Administrators (TPA), District Administration, Health Administration, Implementation Support agency (ISA) and the empanelled hospitals with a aim to resolve the issues/ grievances (if any) on the spot
Swasthya Sathi	Extensive publicity fortnight (15 days at a stretch) in every quarter in all the districts
MERT	Medical Teachers Training for WBMES Faculties
MERT	Dental Teachers Training for WBDES Faculties
PHP	House to House Survey for Dengue prevention in all the ULBs (round 18, 19)
Events/Observance of Days	
WBSAPCS	“National Voluntary Blood Donation Day” observance on 1st October
Food Safety	Collection of Food Samples
NHM	Initiation of Population Based Screening of Diabetes, Hypertension and Common Cancer (Breast, Cervical and Oral) in 4 out of 8 remaining districts i.e. Bishnupur, Darjeeling, Kalimpong, Hooghly
PHP	Observance of World Mental Health Day on 10 October
November	
Branch	Training/Meeting
WBSAPCS	Training of 60 Counsellor of Blood Banks/BCSUs
Swasthya Sathi	Enrolment of left out beneficiaries (if any) and the newly added/identified category (if any) through Permanent Enrolment Centre or in Camp Mode
Swasthya Sathi	Stakeholders Meet at district level (clubbing at least 2 districts per meeting) every month with the Insurance Companies, Third Party Administrators (TPA), District Administration, Health Administration, Implementation Support agency (ISA) and the empanelled hospitals with a aim to resolve the issues/grievances (if any) on the spot
Swasthya Sathi	Extensive publicity fortnight (15 days at a stretch) in every quarter in all the districts.
IT	Launch of online OPD ticket Booking at North Bengal based District Hospitals
PHP	House to House Survey for Dengue prevention in all the ULBs (round 20, 21)
Events/Observance of Days	
Food Safety	Organizing 10 numbers of meeting of District Level Advisory Committee
AYUSH	Behavioural Change Communication Programme (BCC) (2nd Phase)
NHM	Multi Drug Administration (MDA) for Filariasis
NHM	Initiation of Population Based Screening of Diabetes, Hypertension and Common Cancer (Breast, Cervical and Oral) in another 4 out of 8 remaining districts i.e. Malda, Murshidabad, Bankura and Nandigram.
Branch	Infrastructure works/ Foundation stones/ Operationalisation
WBMSCL	Completion of infrastructure work of Medical College at Raiganj
MERT	Completion of process of Bi-annual Departmental Promotions of WBMES officers with cut-off date as on 30.06.2020
AYUSH	Operationalization of 30 Model AYUSH OPD in different districts

December

Branch	Training/Meeting
Swasthya Sathi	Enrolment of left out beneficiaries (if any) and the newly added/identified category (if any) through Permanent Enrolment Centre or in Camp Mode
Swasthya Sathi	Stakeholders Meet at district level (clubbing at least 2 districts per meeting) every month with the Insurance Companies, Third Party Administrators (TPA), District Administration, Health Administration, Implementation Support agency (ISA) and the empanelled hospitals with a aim to resolve the issues/ grievances (if any) on the spot
Swasthya Sathi	Extensive publicity fortnight (15 days at a stretch) in every quarter in all the districts
NHM	Capacity Building of 600 ANMs on ANC & PNC
MERT	Medical Teachers Training for WBMES Faculties
Branch	Events/Observance of Days
WBSAPCS	Observation of World AIDS Day on 1 st December
Food Safety	Collection of Food Samples
NHM	State Internal Evaluation on RNTCP
PHP	House to House Survey for Dengue prevention in all the ULBs (round 22,23)
Branch	Infrastructure works/ Foundation stones/ Operationalisation
WBMSCCL	Completion of Medical Gas Pipeline System (MGPS) work at four (4) facilities at Katwa SDH, Kalna SDH, Raiganj DH and Asansol DH
AYUSH	Completion of Orientation of 520 AYUSH Medical Officers on prevention and control of Diabetes and Hypertension
WBSAPCS	Operationalization of new Blood Bank at Belda SSH
NHM	Operationalisation of Cooch Behar UPHC 2 Ward No. 4 East Kameswari Road BidhanSangha
NHM	Operationalisation of Purulia UPHC 1 Ward No. 12 Namopara Durgamondir

Department of Higher Education

January – 2020	
1	Holding Inter College State Sports & Game Championship, 2019 at State Level.
2	Initiation of Inter Departmental Transfer of Land for Hindi University in favour of Higher Education Department, at Arupara, Howrah.
3	Request to the PWD (Northern Region) for re-submission of the DPR for establishment of Darjeeling Hills University at Mungpoo, Darjeeling District.
4	Monitoring the process of Inter Departmental Transfer of Land of Alipurduar College in favour of Higher Education Department, including existing Buildings through Collector, Alipurduar District, by Gift Deed for establishment of Alipurduar University by upgradation of Alipurduar College.
5	Preparatory activities towards conduct of the West Bengal Joint Entrance Examination (WBJEE) – 2020 for admission to degree level engineering & technology courses.
6	Conduct of Quarterly Review Meeting of the Directorate with all Govt. Engineering & Technology Colleges.
7	Review of status of allotment of Fund and Utilization in respect of Govt. Engg. & Technology Colleges in the Financial Year 2019-20.
8	Initiation of proposals for Infrastructure Development (Building Construction) and other different activities towards establishment of Government Engineering and Management College at Bakla in the Alipurduar District.
9	Field visit to check and verify the progress of work under RUSA Project in concerned Universities and Colleges.
10	Holding of 22nd State Eligibility Test (SET) examination for recruitment of teachers in Govt. aided colleges.
February – 2020	
1	Release of Scholarship to students under Swami Vivekananda Merit-Cum-Means Scholarship Scheme for academic year 2019-20.
2	Participation in Kolkata Book Fair 2020 by the West Bengal State Book Board.
3	Monitoring and Review of construction of buildings of Hill Campus (3rd Campus) of Presidency University at Kurseong, Darjeeling District.
4	Holding of quarterly review meeting with the Govt. Colleges by Director of Public Instruction, West Bengal.
5	Publication of Information Brochure for the Joint Entrance Examination for Computer Application (JECA), the Common Entrance Examination for admission to Master in Computer Application (MCA) program -2020 by the West Bengal Joint Entrance Examinations Board.
6	Conduct of State Joint Entrance Examination – 2020 (WBJEE-2020) towards admission to UG Level Engineering and Technology / Pharmacy / Architecture courses. Meeting with the Universities and Colleges funded under RUSA Project to review progress of work and utilisation of fund.
March – 2020	
1	Release of Scholarship under Hindi Scholarship Scheme for the Academic year 2019-20.
2	Publication of Gazette Notification for enactment of Hindi University, State-aided University at Arupara, Howrah.
3	Publication of Gazette Notification for enactment of Swami Vivekananda University, a Private University at Barackpore, North 24 Parganas.
4	Monitoring and Review of construction of Alipurduar Government Engineering and Management College at Bakla, Alipurduar District by North Bengal Development Department.

5	Publication of Information Brochure for the Joint Entrance Examination for Lateral Entry (JELET) Scheme (Lateral Entry-2020) by the West Bengal Joint Entrance Examinations Board.
6	Initiation of process through the Administrative Department towards conduct of Separate Common Entrance Examination for admission to Un-aided Minority Professional Technical Colleges (both Sikh and Christian Minority) i.e. Common Entrance Examination for Association of Minority Professional Academic Institutes (CEE-AMPAI)-2020 and Common Entrance Examination for St. Marys'(CEE-St. Marys')-2020 respectively.
7	Recommendation of names for recruitment of assistant professors and librarians in Govt. aided colleges by College Service Commission.
April – 2020	
1	Commencement of admission process in B. Ed colleges.
2	Commissioning of Admissions Helpline for 2020-21.
3	Initiation of process for constitution of Search Committee to be appointed by the State Government, for recommendation in connection with appointment of First Vice Chancellor at Hindi University, Howrah.
4	Monitoring and Review of construction of buildings of Biswa Bangla University at Bolpur, Birbhum District; Jhargram University at Jhargram, Jhargram District and Mahatma Gandhi University at Mahishadal, Purba Medinipur District.
5	Meeting with the Chancellors/ Vice-Chancellors of the Private Universities of the State.
6	Initiation of the process of On-Line Application for conduct of Joint Entrance Examination for Master of Computer Application (MCA)-2020 through the West Bengal Joint Entrance Examinations Board.
7	Conduct of Quarterly Review Meeting of the Directorate with all Govt. Engineering & Technology Colleges.
8	Initiation of On-Line Application for JELET (Lateral Entry)-2020 through the West Bengal Joint Entrance Examinations Board.
9	Review of status of accreditation of colleges and universities by National Assessment and Accreditation Council.
May – 2020	
1	Review of preparatory arrangements for starting Online Admission into Under Graduate and Post Graduate Courses for the Academic year 2020-2021.
2	Monitoring and Review of construction of buildings of Darjeeling Hills University at Mongpoo, Darjeeling District.
3	Monitoring the process of Inter Departmental Transfer of Government Land at Gaighata, Bangaon Sub-Division, North 24 Parganas District in favour of Higher Education Department for establishment of Harichand-Guruchand University.
4	Review of accreditation of colleges and universities by National Assessment and Accreditation Council.
5	Holding of quarterly review meeting with the Govt. Colleges by Director of Public Instruction, West Bengal.
6	Holding of separate Common Entrance Examination for admission to Un-aided Minority Professional Technical Colleges (both Sikh and Christian Minority) i.e. CEE-AMPAI-2020 and CEE-St. Marys'-2020 respectively.
7	Issuance of circular to all participating Institutions/Universities for detailed seat distribution (including reserve categories) towards Preparation of Seat Matrix for U.G. Engineering/Technology/Pharmacy/Architecture Courses-2020 from the Directorate of Technical Education.
8	Collection of the Institution wise and Course wise Affiliation from the Affiliating University, Maulana Abul Kalam Azad University of Technology (MAKAUT) towards preparation of Seat Matrix-2020.
9	Meeting with the Universities and Colleges funded under RUSA Project to review progress of work utilisation of fund.

June – 2020	
1	Starting of the process for release of grant to colleges.
2	Initiation of Online Admission process for Under Graduate and Post Graduate Courses held for the Academic year 2020-2021.
3	Monitoring the process of Inter Departmental Transfer of Land of Krish Nath College in favour of Higher Education Department, including existing Buildings through Collector, Murshidabad District, by Gift Deed for establishment of Murshidabad University by upgradation of Krish Nath College along with further Inter Departmental Transfer of Government land in favour of Higher Education Department for establishment of the said University.
4	Publication of Result, Conduct of counselling, allotment, admission in respect of CEE-AMPAI-2020 and CEE-St. Marys'-2020.
5	Preparation of Seat Matrix-2020 for U.G. Level of Engineering & Technology, Pharmacy, Architecture, etc. Courses by the Directorate of Technical Education.
6	Preparation of Seat Matrix-2020 for admission to Post Graduate (P.G.) Level MCA Course (JECA) by the Directorate of Technical Education.
7	Conduct of JECA-2020 (for MCA) and JELET-2020 (Lateral Entry) by the West Bengal Joint Entrance Examinations Board.
8	Review of Fee-Structure of U.G. Level Professional Technical Courses and initiation for Govt. Order.
9	Field visit to check and verify the progress of work under RUSA Project in concerned Universities and Colleges.
10	Publication of result of 22nd SET examination for recruitment of teachers in Govt. aided colleges.
11	Interview for recruitment to the posts of Principals in Govt. aided colleges by College Service Commission.
July – 2020	
1	Completion of admission process in B.Ed colleges.
2	Commencement of admission process in under graduate courses in the colleges of this state.
3	Monitoring and Review of construction of buildings of Biswa Bangla University at Bolpur, Birbhum District; Jhargram University at Jhargram (near Lodhasuli), Jhargram District; and Mahatma Gandhi University at Mahishadal, Purba Medinipur District.
4	Meeting with the Registrar and/or Finance Officers of the State-aided Universities of the State.
5	Reviewing of performance of Swami Vivekananda Merit-Cum-Means Scholarship Scheme for academic year 2020-21.
6	Initiation of On-Line Counselling, allotment and admission for U.G. Level Engineering & Technology/ Pharmacy/Architecture Courses in 2020 and Publication of Vacancy List by the West Bengal Joint Entrance Examinations Board.
7	Issuance of Government Order on guidelines of Decentralized Counselling (Institution Level) for U.G. Level Engineering & Technology / Pharmacy / Architecture Courses.
8	Conduct of Quarterly Review Meeting of the Directorate with all Govt. Engineering & Technology Colleges.
9	Preparation of Seat Matrix-2020 for the Lateral Entry Scheme (JELET).
10	Recommendation of names for recruitment to the posts of Principals in Govt. aided colleges by College Service Commission.
August – 2020	
1	Holding of quarterly review meeting with the Govt. Colleges by Director of Public Instruction, West Bengal.
2	Monitoring and Review of construction of buildings of Dakshin Dinajpur University at Balurghat, Dakshin Dinajpur District
3	Monitoring and Review of construction of buildings of Alipurduar Government Engineering and Management College at Bakla, Alipurduar District by North Bengal Development Department.

4	Conduct of Decentralized Counselling (institutional Level) for admission to U.G. Level professional Technical Courses.
5	Conduct of Centralized Counselling, allotment of seat and admission in respect of 'JELET-2020' by the West Bengal Joint Entrance Examinations Board.
6	Conduct of Centralized Counselling and allotment of seat in respect of 'JECA-2020' by the West Bengal Joint Entrance Examinations Board.
7	Meeting with the Universities and Colleges funded under RUSA Project to review progress of work and utilisation of fund.
8	Review of status of accreditation of colleges and universities by National Assessment and Accreditation Council.
September – 2020	
1	Commencement of online application under Swami Vivekananda Merit -Cum -Means Scholarship Scheme.
2	Starting of help line for Swami Vivekananda Merit-Cum-Means Scholarship Scheme.
3	Monitoring and Review of construction of buildings of Hill Campus of Presidency University at Kurseong, Darjeeling District.
4	Monitoring and Review of construction of Alipurduar Government Engineering and Management College at Bakla, Alipurduar District by North Bengal Development Department.
5	Conduct of Decentralized Counselling (institutional level) for admission to MCA Course.
6	Conduct of Decentralized Counselling (institutional level) for Lateral Entry.
7	Field visit to check and verify the progress of work under RUSA Project in concerned Universities and Colleges
8	Meeting with the Universities and Colleges to review the progress of NAAC Accreditation.
9	Accreditation of subsequent State Eligibility Test (SET) examination for recruitment of teachers in Govt. aided colleges by UGC.
October – 2020	
1	Preparatory steps for holding State level Sports Championship 2020 events.
2	Monitoring and Review of construction of buildings of Biswa Bangla University at Bolpur, Birbhum District; Jhargram University at Jhargram (near Lodhasuli), Jhargram District and Mahatma Gandhi University at Mahishadal, Purba Medinipur District.
3	Meeting with the Registrar and/or Finance Officers of the State-aided Universities of the State.
4	Initiation of registration for 1st. Year of U.G. Level professional technical courses under the MAKAUT in respect of the Academic Session of 2020 - 21.
5	Initiation of registration for 2nd. Year of U.G. Level (Lateral Entry) professional technical courses under the MAKAUT in respect of the Academic Session 2020-21.
6	Initiation of registration for P.G. Level MCA Course under the MAKAUT in respect of the Academic Session of 2020-21.
7	Conduct of Quarterly Review Meeting of the Directorate with all Govt. Engineering & Technology Colleges.
8	Preparation of next State Eligibility Test (SET) examination for recruitment of teachers in Govt. aided colleges after accreditation by UGC.
November – 2020	
1	Preparation of revised Non-Plan budget estimate for 2019-20 and Non-Plan budget estimate for 2020-21.
2	Completion of online application under Swami Vivekananda Merit -Cum -Means Scholarship Scheme.
3	Meeting with the Chancellors/ Vice-Chancellors of the Private Universities of the State.
4	Monitoring and Review of construction of buildings of Rani Rashmoni Green University at Hooghly
5	Initiation of proposal for Govt.Order/Guidelines by the Department regarding West Bengal Free-Ship Scheme (WBFS)-2020 for all professional technical courses.

6	Review of the status of implementation of the WBSVMCM Scholarship Scheme in respect of Technical Education.
7	Meeting with the Universities and Colleges funded under RUSA Project to review progress of work and utilisation of fund.
December – 2020	
1	Holding of review meeting with the Govt. Colleges by Director of Public Instruction, West Bengal.
2	Review of status of Fund allotment and utilization in respect of Govt. Engg. & Technology Colleges in the Financial Year 2020-21.
3	Field visit to check and verify the progress of work under RUSA Project in concerned Universities and Colleges.
4	Advertisement for recruitment to the post of assistant professors and librarians in Govt. aided colleges by WBCSC.
5	Monitoring and Review of construction of buildings of Darjeeling Hills University at Mongpoo, Darjeeling District, and Hill Campus of Presidency University at Kurseong, Darjeeling District.
6	Celebration of Archive Week and organization of Annual Archive Exhibition.

Department of Home and Hill Affairs

Sl.No.	Activities
January – 2020	
1	75% plan fund release for ongoing police projects.
2	Framing of MPF SAP 2020-21 for submission to MHA.
3	Review of utilization of funds released to the West Bengal Police Housing & Infrastructure Development Corporation Ltd. (WBPHIDCL).
4	Completion of Construction of Composite Bus terminus at Haldibari in the district of Cooch Behar.
5	Completion of Construction of permanent Rehabilitation Housing at Mekhliganj in the district of Cooch Behar.
6	Submission of UCs for BADP. Target of Rs. 30.00 cr.
7	Sanction and release up to 75% of Plan Fund against FD's release for 2019-20.
8	Head wise allocation of Plan Fund after receiving Plan size from the Finance Department for the year 2020-21.
9	Submission of inputs for incorporation in the Budget speech of Hon'ble Finance Minister, West Bengal for 2020-21.
10	Submission of Draft Budget Speech of Hon'ble Chief Minister and Minister-in-Charge of Home and Hill Affairs Department, West Bengal for 2020-21.
11	Reviewing the progress of RIDF - XVII, XVIII & XXII.
12	Preparatory arrangement for smooth conduct of Madhyamik Pariksha.
13	Holding of intra-departmental meeting for reviewing progress of work.

February – 2020

1	Completion of Construction of 3 new Police Station (PS) buildings.
2	Out of 16 piped water supply schemes, 11 have been completed. Completion of remaining 05 piped water supply schemes in 51 erstwhile Bangladeshi enclaves in Cooch Behar.
3	Completion of renewal of AMC with GRSE, Kolkata for maintenance of 18 nos. Fast Interceptor Boats (FIBS) as per existing terms and conditions.
4	Release of 2nd and final instalment of fund for 2019-20 estimated Rs. 36.00 Cr for Border Area Development Programme.
5	Preparatory measures for smooth conduct of Higher Secondary Examination.
6	Holding of intra-departmental meeting for reviewing progress of work.

March – 2020

1	Completion of Construction of 4 more new PS buildings.
2	Completion of Construction of permanent Rehabilitation Housing at Dinhata in the district of Cooch Behar.
3	Completion of Construction of Composite Bus terminus at Dinhata in the district of Cooch Behar.
4	Completion of work for upgradation of infrastructure of Mathabhanga sub divisional hospital.
5	Finalisation of Annual Action Plan, 2020-21 for BADP. Estimated Plan size Rs. 190.00 Cr.
6	Sanction and release 100% of Plan Fund against FD's release for 2019-20.
7	Launching of APPLICATION SOFTWARE for authentication of documents prior to apostille.
8	Holding of intra-departmental meeting for reviewing progress of work.

April – 2020

1	Completion of new SP office of Alipurduar District.
2	Completion of Construction of Composite Bus terminus at Mathabhanga in the district of Cooch Behar.
3	Procurement of 02 nos. Rescue Speed Boats for Coastal Security.
4	Submission of UCs of BADP. Target of Rs. 40.00 cr.
5	Release of 1st instalment of Administrative Expenditure Fund (Erstwhile Non-Plan) released by the Finance Department to the Directorates/ Offices for the financial year 2020-21.
6	Review of progress for RIDF-XX,XXI & XXII.
7	Review of status of FSL issues.
8	Integration with Department of Women & Child Development & Social Welfare for Online Information Management System on Rescue, Repatriation, Restoration and Integration of foreign inmates.
9	Procurement of books and making them available to readers in West Bengal Secretariat Library (WBSL) - Phase 1.
10	Preparatory arrangement for peaceful celebration of Id-Ul-Fitar.
11	Holding of intra-departmental meeting for reviewing progress of work.

May – 2020

1	Overall review of Crime and Criminal Tracking Networks and Systems(CCTNS) and utilization of funds.
2	Completion of construction of 8 new L.S. Quarters for West Bengal police.
3	Completion of annex buildings of Kolkata Police Law Institute at BG Line, Kolkata.
4	Procurement of 15 Motor Cycles for Coastal Police Stations.
5	Reconciliation of Departmental Annual Accounts for 2019-20 with A.G (A&E), WB.
6	Inter-action with GTA on actions regarding pre-monsoon cyclone activities.
7	Hosting of all already scanned books of WBSL in NIC/SDC.
8	Completion of WBSL's first physical audit of books.
9	Holding of intra-departmental meeting for reviewing progress of work.

June – 2020

1	Megacity Policing Project (2 nd year): a review of progress to be made, and submission of UC of 75% central fund.
2	Submission of UC of 60% central fund of Safe City Project (under Nirbhaya Fund) for the 1st year, and review of funds for the 2nd year.
3	Target to complete the scheme out of sanctioned schemes of 2018-19 and 2019-20: (a) 100 nos. of rural roads (b) 15 nos. of Toilet Blocks (c) 10 nos. of Anganwari Centres (d) 10 nos. of Additional Class Rooms (e) 20 nos. of Community Centres for BADP.
4	Holding of intra-departmental meeting for reviewing progress of work.

July – 2020

1	Review of the progress made on new DNA Section of FSL, WB.
2	Completion of 80% construction work under Special Infrastructure Scheme(SIS).
3	Completion of construction work of Diamond Harbour Coastal Police Station.
4	Submission of UCs of BADP. Target of Rs. 50.00 cr.
5	Assessment of utilisation of fund sanctioned during 1 st quarter of financial year 2020-21 to ensure utilisation of 25% of FD's release.
6	Holding of Departmental Audit Committee (DAC) meeting with the officials of A.G(W.B) for settlement of pending audit paras.
7	Review of 'Clean and Green Darjeeling' project.
8	Preparatory measures for peaceful celebration of Id-Ud-Zoha.
9	Holding of intra-departmental meeting for reviewing progress of work.

August – 2020

1	Meeting on physical progress of Watch Tower/CCTV projects in LWE Districts.
2	Completion of construction of 16 new U.S. Quarters for West Bengal police.
3	Procurement of additional 08 Jet Ski for coastal Police Stations.
4	Target to complete following schemes out of sanctioned schemes of 2018-19 and 2019-20:(a) 20 nos. of rural Roads (b) 40 Drinking Water Schemes (c) 10 nos. of Kishan Sheds/ Rain Shelters (d) 2 nos. of Mini Open Stadium (e) Procurement of 5 nos. of Ambulance for BADP.
5	Review of the position of land matters for PSs.
6	Review of filling up of vacancies.
7	Preparatory measures for peaceful observation of Muharram and Mahalaya.
8	Holding of intra-departmental meeting for reviewing progress of work.

September – 2020

1	Completion of new building for residential accommodation of SI/Inspector of Kolkata Police at Belghoria PHE.
2	Completion of new District Police Line of Alipurduar District.
3	Completion of 50% work of upgradation of Digha Mohana Coastal Police Station.
4	Release of 1 st instalment of fund for 2020-21 as 90% of Annual Allocation. Estimated release Rs.170 Cr.
5	Release of 2 nd instalment of fund for Administrative Expenditure (Erstwhile Non-Plan) to the Directorates/ Offices according to the order of the Finance Department.
6	Completion of Housing and House-listing Census, and NPR update, related to Census 2021.
7	Holding of intra-departmental meeting for reviewing progress of work.
8	Preparatory measures for peaceful celebration of Durga Puja.

October – 2020

1	Completion of District Police Lines at Jhargram (Phase-I to V).
2	Completion of 10 new Barrack buildings and Canteens.
3	Procurement of additional 06 Four-Wheelers for Coastal Police Stations.
4	Submission of UCs of BADP. Target of Rs. 40.00 cr.
5	Assessment of utilisation of fund sanctioned upto 2 nd quarter of financial year 2020-21 to ensure utilisation of 50% of FD's release.
6	Preparation of Revised Estimates 2020-21 and Budget Estimates 2021-22 on receipt from GTA under Major Head '2551'.
7	Preparation of Revised Estimates 2020-21 and Budget Estimates 2021-22 for HADLO and Hill Affairs Branch under Major Head '3451'.
8	Procurement of books and making them available to readers in WBSL-Phase 2.
9	Holding of intra-departmental meeting for reviewing progress of work.
10	Preparatory arrangement for peaceful celebration of Kali Puja / Jagadhatri Puja.

November – 2020

1	Completion of 60% construction of Specialized Indian Reserve Battalion at Rajnagar, Birbhum (Phase-I).
2	Completion of 5 more new PS buildings.
3	Preparatory work for Administrative Calendar 2021.
4	Preparation and online submission of revised budget estimate for 2020-21 and budget estimate for 2021-22.
5	Holding of intra-departmental meeting for reviewing progress of work.
6	Preparation for annual data on Police Establishment.

December – 2020

1	100% utilization of Central fund under Safe City Project (Nirbhaya Fund) of KP, for 1st year of the project.
2	80% utilization of Central fund under MPF SAP 2018-19.
3	Review of Plan fund position and assessment of quantum of fund which may be released within January 2021.
4	Commencement of the work for preparation of Budget.
5	Completion of 50%work of upgradation of Mandarmoni Coastal Police Station.
6	Target to complete following schemes out of sanctioned schemes of 2019-20: (a) 40 nos. of rural Roads (b) 10 nos. of Toilet blocks (c) 20 nos. of Boundary Walls around Health Centres and Schools (d) 2 nos. of Tourist Guest Houses (e) 20 nos. of Bridges/ Foot Bridges/ Culverts for BADP.
7	Analysis of Plan Fund release vis-à-vis utilisation thereof upto 70% of Budget Provision and to ascertain the requirement of fund for last quarter of financial year 2020-21.
8	Holding of Departmental Audit Committee (DAC) meeting with the officials of A.G(W.B) for settlement of pending audit paras.
9	Finalisation of annual date on Police Establishment.
10	Holding of intra-departmental meeting for reviewing progress of work.
11	Completion of the project “Digitisation of Old and Rare Books in West Bengal Secretariat Library”.

Department of Housing

Reporting Month	Target
JANUARY, 2020	
1. Gitanjali :- Review of the schemes and Release of fund to districts.	
2. RHE :- a) Commencement of Work at Bachurdoba RHE of 72 flats (Atype-24, Btype-16, Ctype-16 & D type- 16) and Milanpally, Siliguri of 8 flats(B-type)b) Approval and Commencement of Work at two sites.	
3. Night Shelter : Commencement of Work at Bankura Sammiloni Medical College and Hospital (100 seated), Sagar Dutta Medical College and Hospital (50 seated), Balurghat Hospital (50 seated) and Contai Sub-Division Hospital (50 seated), Deben Mahato Sadar Hospital, Purulia(100 seated)	
4. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes.	
5. 1 st Quarterly Review Meeting on Nijashree Housing Schemes.	
FEBRUARY, 2020	
1. RHE :- Approval and Commencement of Work at one site.	
2. Night Shelter :- Completion of Night Shelter at R.G. Kar Medical College and Hospital (54 seated).	
3. Night Shelter :- Completion of Night Shelter at Suri District Hospital (100 seated).	
4. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes.	
MARCH, 2020	
1. RHE :- Approval and Commencement of Work at two sites.	
2. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes.	
APRIL, 2020	
1. NIJASHREE :- Approval and Commencement of Work at one site.	
2. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes.	
3. 2 nd Quarterly Review Meeting on Nijashree Housing Schemes.	
MAY, 2020	
1. WWH :- Completion of WWH at Haldia (48 bedded single occupancy).	
2. Night Shelter :- Completion of Night Shelter at Uluberia Sub-Divisional Hospital (50 seated).	
3. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes.	
JUNE, 2020	
1. Night Shelter :- Completion of Night Shelter at Medinipur Medical College and Hospital (100 seated).	
2. Night Shelter :- Completion of Night Shelter at Jalpaiguri District Hospital (100 seated).	
3. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes.	
JULY, 2020	
1. NIJASHREE :- Completion of Nijashree Project at Ashoke Nagar.	
2. Night Shelter :- Completion of Night Shelter at Jhargram District Hospital (100 seated).	
3. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes.	
4. 3 rd Quarterly Review Meeting on Nijashree Housing Schemes.	
AUGUST, 2020	
1. NIJASHREE :- Approval, lottery & commencement of work at two sites.	
2. Night Shelter :- Completion of Night Shelter at Malda District Hospital (100 seated).	
3. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes.	

Reporting Month	Target
SEPTEMBER, 2020	<ol style="list-style-type: none"> 1. NIJASHREE :- Approval, lottery & commencement of work at two sites. 2. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes.
OCTOBER, 2020	<ol style="list-style-type: none"> 1. RHE :- Completion of work at Diamond Harbour RHE 16 flats (Type-III Building for C-type-16 flats). 2. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes. 3. 4th Quarterly Review Meeting on Nijashree Housing Schemes.
NOVEMBER, 2020	<ol style="list-style-type: none"> 1. NIJASHREE:- Completion of Construction of Nijashree Project at Narampur-Medinipur. 2. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes.
DECEMBER, 2020	<ol style="list-style-type: none"> 1. RHE :- Completion of work for vertical extension at Buniyadpur RHE. 2. RHE : Completion of work at Karnajora RHE, Raiganj 12 flats (A-type). 3. Monthly Project Review Meeting with field engineers on RCFA & other major development schemes.

Department of Information and Cultural Affairs

Month-wise Programme Details			
Month	Sl. No.	Name of the Department / Organisation	Programmes
January	1	Information Directorate	Observance of Birth anniversary of Swami Vivekananda, Nellie Sengupta, Shyamal Mitra, Netaji Subhash Chandra Bose and Michael Madhusudan Dutt as State Ceremonies
	2	Information Directorate	Observance of death anniversary of Mahatma Gandhi, Masterda Surya Sen and Rash Behari Bose as State Ceremonies
	3	Akademi	Jatra Utsav at Barasat and also at Bagbazar by Paschimbanga Jatra Akademi
	4	Akademi	Kolkata International Children Film Festival organised by Shisu Kishore Akademi
	5	Akademi	Classical Music Conference by Rajya Sangeet Akademi
	6	Akademi	Sahitya Utsav & Little Magazine Mela by Paschimbanga Bangla Akademi
	7	Information Directorate	Observance of Republic Day throughout West Bengal including State level programme at Red Road
	8	Information Directorate	Observance of Martyrs' Day throughout West Bengal including State level programme at Gandhi Ghat
	9	Information Directorate	Participation in Ganga Sagar Mela in South 24 Parganas
	10	Culture Directorate	Kenduli Baul Mela at Kenduli, Birbhum
	11	Culture Directorate	Observation of Birthday of Netaji Subhas Chandra Bose at Darjeeling
	12	Archaeology Directorate	Participation at Kolkata Pustak Mela
February	1	Information & Culture Directorate	Observance of Bhasha Divas throughout West Bengal
	2	Information & Culture Directorate	Observance of Vernacular Day as State Ceremony
	3	Information Directorate	Observance of death anniversary of Bhabani Bhattacharya, Dr. Meghnad Saha, Hemanta Bose and Sharat Chandra Bose as State Ceremonies
	4	Information Directorate	Observance of Birth anniversary of Binode Bihari Mukhopadhaya, Poet Subhash Mukhopadhaya, Poet Jibanananda Das, Jatindra Mohon Sengupta and Girish Chandra Ghosh as State Ceremonies
	5	Culture Directorate	National Drama Festival by Minerva Natya Sanskriti Charcha Kendra
	6	Culture Directorate	A tribute to the famous singers and musicians
	7	Culture Directorate	Adibasi Kabiyal Mela

Month	Sl. No.	Name of the Department / Organisation	Programmes
	8	Akademi	Observance of Birthday celebration of Poet Subhas Mukhopadhyay at Paschimbanga Bangla Akedemi
	9	Akademi	Observance of Birthday celebration of Thakur Panchanan Barma by Rajbanshi Bhasa Akademi
	10	Akademi	Observance of Birthday celebration of Jibanananda Das by Paschimbanga Bangla Akademi
	11	Akademi	Celebration of Foundation day of Kamtapuri Bhasa Akademi
	12	Culture Directorate	Observance of Birthday celebration of Girish Chandra Ghosh at Girish Mancha
March	1	Culture Directorate	Lalan Utsab and Kabiyal Mela with exhibition by Folk & Tribal Cultural Centre
	2	Akademi	Kabita Utsav by Paschim Banga Kabita Akademi
	3	Akademi	Observance of foundation day of Sangeet Akademi at Rajya Sangeet Akademi
	4	Akademi	Seminar and workshop on Rajbanshi language by Rajbanshi Bhasa Akademi
	5	Akademi	Art workshops in districts by Rajya Charukala Parshad
	6	Information Directorate	Observance of Birth anniversary of Martyr Surya Sen and Leslie Claudius as State Ceremonies
	7	Information Directorate	Observance of death anniversary of Martyr Bhagat Singh and Satin Sen as State Ceremonies
	8	Akademi	Observance of Biswa Natya Divas by Paschim Banga Natya Akademi
	9	Information Directorate	Observance of Janma Tithi of Sri Sri Ramkrishna as State Ceremony
	10	Archaeology Directorate	Archaeological Excavation Work at Haraktore, Purulia
April	1	Information Directorate	Observance of Birth anniversary of Ustad Bade Ghulam Ali Khan, Suchitra Sen, Pt. Ravi Shankar, Acharya Prafulla Chandra Roy, Jamini Roy, Dr. B. R. Ambedkar, Satin Sen and Henry Louis Vivian Derozio as State Ceremonies
	2	Information Directorate	Observance of National Maritime Day as State Ceremony
	3	WB Heritage Commission	Observation of World Heritage Day and Seminar by West Bengal Heritage Commission
	4	Archaeology Directorate	Archaeological Exploration Work at different Archaeological sites at Kalimpong.
May	1	Information Directorate	Observance of Rabindra Janmotsav with exhibition throughout West Bengal including State Level programme in Kolkata
	2	Information Directorate	Observance of Birthday of Rabindranath Tagore (25e Baishak)
	3	Information Directorate	Celebration of Birth anniversary of Preetilata Waddedar
	4	Culture Directorate	Celebration of Birth anniversary of Rabindranath Tagore

Month	Sl. No.	Name of the Department / Organisation	Programmes	
June	5	Information Directorate	Celebration of Birth anniversary of Kazi Nazrul Islam as State Ceremony	
	6	Culture Directorate	Kabi Pranam at Rabindra Sadan	
	7	Akademi	Celebration of Birth anniversary of Kazi Nazrul Islam by Paschimbanga Kazi Nazrul Islam Akademi	
	8	Information Directorate	Observance of Kazi Nazrul Islam Janmotsav with exhibition throughout West Bengal including State Level programme in Kolkata	
	9	Information Directorate	Observance of Birth anniversary of Manna Dey, Satyajit Ray, Pankaj Kumar Mullick, Gurusaday Dutta, Upendrakishore Ray Chowdhury, Manik Bandyopadhyay, Raja Rammohan Roy, Ramkinkar Baij and Rash Behari Bose as State Ceremonies	
	10	Information Directorate	Observance of death anniversary of Prafulla Chaki and Sir Asutosh Mukhopadhyaya as State Ceremonies	
	11	Archaeology Directorate	Celebration of World Museum Day on 18th May and Photographic Exhibition & Awareness Programme at State Archaeological Museum.	
	1	Culture Directorate and Information Directorate	Observance of Hool Divas with exhibition.	
	2	Information Directorate	Observance of Birth anniversary of Hemanta Mukhopadhyay, Bankim Chandra Chattopadhyay, R.D. Burman, Sir Asutosh Mukhopadhyay and Dr. Prasanta Chandra Mahalanabis as State Ceremonies	
	3	Information Directorate	Observance of death anniversary of C.R Das, Martyr Anil Kumar Das, Dr. Shyamaprasad Mukherjee and Michael Madhusudan Dutta as State Ceremonies	
	4	Information Directorate	Observance of Death anniversary of Leela Roy	
	5	Information Directorate	Observance of Hool Divas	
	6	Akademi	“Notun Juger Bhore”- a programme with young artists by Rajya Sangeet Akademi	
	7	Akademi	Observance of Birth anniversary of Bankim Chandra Chattopadhyay at Paschimbanga Bangla Akademi	
	8	Culture Directorate	A tribute to the famous singers and musicians	
	9	Archaeology Directorate	Photographic Exhibition & Awareness Programme at School level students at Baharampur, Murshidabad.	
	10	Archaeology Directorate	Proposed Conservation and Restoration Works of Antpur Temple complex, Antpur, Jangipara, Hooghly.	
	11	Film Directorate	Film Appreciation Course at Cinema Centenary Building	
	July	1	Akademi	Workshop on Jatra by Paschimbanga Jatra Akademi
		2	Information Directorate	Observance of Birth anniversary of Nepali Poet Bhanubhakt in Darjeeling district as well as WBLA as State ceremonies

Month	Sl. No.	Name of the Department / Organisation	Programmes	
July	3	Information Directorate	Observance of Death anniversary of Asit Ranjan Bhattacharya, Jatindra Mohon Sengupta, Uttam Kumar, Kanailal Bhattacharya and Iswar Chandra Vidyasagar as State Ceremonies	
	4	Information Directorate	Observance of Birth anniversary of Dr. Shyamaprasad Mukherjee, Satya Ranjan Bakshi, K.C. Nag, Dwijendralal Ray, Tarasankar Bandopadhyay, Rajanikanta Sen and Kalpana Dutta as State Ceremonies & Dr. Bidhan Chandra Roy	
	5	Culture Directorate	Observance of Birth anniversary of Nepali Poet Bhanubhakt in Darjeeling	
	6	Culture Directorate	Kothai o Gaane - Remembering Dwijendralal, Rajanikanta, Atulprasad at Rabindra Sadan	
	7	Akademi	Observance of Birth Anniversary of Tarashankar Bandyopadhyay by Paschimbanga Bangla akademi	
	8	Akademi	Barsha Mangal by Rajya Sangeet Akademi	
	9	Akademi	Jatra Darpan Prakash o Pradarshani and Jatra Pala by Paschimbanga Jatra Akademi	
	10	Akademi	Kabita Corner by Paschimbanga Kabita Akademi	
	11	Akademi	Workshop on Classical Music by Rajya Sangeet Akademi	
	12	Akademi	Art appreciation Course by Rajya Charukala Parshad	
	13	Archaeology Directorate	Setting up of Memorial Gallery of Sahid Matangini Hazra at Sahid Matangini Block, Purba Medinipur	
	14	Culture Directorate	Observance of Birth and Death anniversary of Dr. Bidhan Chandra Roy at Mahajati Sadan	
	15	Film Directorate	Organising Mahanayaker Swarane: Uttam kumar Award Ceremony	
	August	1	Information and Culture Directorate	Observance of Independence Day throughout the State including State level programme at Red Road, Gandhi Ghat, Kolkata Information Centre with exhibition.
		2	Culture Directorate	Observance of Rabindra Prayan Divas throughout the State including State Level programme and Barsha Mangal Programme with exhibition
3		Akademi	Observance of Nazrul Prayan Dibas by Paschimbanga Kazi Nazrul Islam Akademi	
4		Culture Directorate	A tribute to the famous singers and musicians	
5		Akademi	Workshop on Abanindranath Tagore "Mati Niye Khela" by Sishu Kishore Akademi	
6		Culture Directorate	Observance of death anniversry of Rabindranath Tagore at Rabindra Sadan	
7		Akademi	Nritya Natya Utsav by West Bengal Dance Akademi	
8		Akademi	Memorial lecture on Kajuo Azuma at Paschimbanga Bangla Akademi	
9		Akademi	Memorial lecture on Lila Roy at Paschimbanga Bangla Akademi	
10		Akademi	Kabita Corner at Paschimbanga Kabita Akademi	

Month	Sl. No.	Name of the Department / Organisation	Programmes
August	11	Information Directorate	Birth anniversary of Acharya Prafulla Chandra Roy, Kishore Kumar, Abanindranath Tagore, Rishi Aurobinda, Sukanta Bhattacharya, Rajiv Gandhi, Jyotirindra Nandy, Gostha Pal, Debabrata Biswas, Sambhu Mitra, Beena Das, Mother Teresa, Rituparno Ghosh and Birendra Krishna Bhadra as State Ceremonies
	12	Information Directorate	Death anniversary of Rabindranath Tagore, Martyr Khudiram and Kazi Nazrul Islam as State Ceremonies
	13	Culture Directorate	Foundation Day celebration by Mahajati Sadan
	14	Archaeology Directorate	Photographic Exhibition and Awareness Programmes at Alipurduar and Cooch Behar Districts.
	15	Archaeology Directorate	Preparatory activity towards installation of Audio Visual Kiosk for Museum Visitors at State Archaeological Museum.
September	1	Information Directorate	Observance of Birth anniversary of Sailen Manna, Uttam Kumar, Dr. S. Radhakrishnan, Sarat Chandra Bose, Sunil Gangopadhyaya, Bibhutibhusan Bandyopadhyaya, Sarat Chandra Chattopadhyaya, Gour Khyapa, Gaganendranath Tagore, Suchitra Mitra, Iswar Chandra Vidyasagar and Rani Rashmoni as State Ceremonies
	2	Information Directorate	Death anniversary of Ustad Alauddin Khan, Bagha Jatin, Jatin Das, Pritilata Waddedar and Raja Ram Mohan Roy as State Ceremonies
	3	Information Directorate	Observance of Baleswar Day at Hedua Park as State Ceremony
	4	Information Directorate	Commemoration of David Hare Day
	5	Information Directorate	Observance of Hijli Day
	6	Information Directorate	Observance of death anniversary of Matangini Hazra
	7	Akademi	Observance of death anniversary of Thakur Panchanan Barma at Rajbanshi Bhasa Akademi
	8	Akademi	Observance of Birth anniversary of Bibhutibhusan Bandyopadhyay by Paschim Bango Bangla Akademi
	9	Akademi	Tele Akademi Award Ceremony
	10	Akademi	Observance of Birth anniversary of Sarat Chandra Chattopadhyay by Paschim Banga Bangla Akademi
	11	Culture Directorate	National Theatre Seminar at Minerva Natya Charcha Kendra
	12	Archaeology Directorate	Proposed Conservation and Restoration Works of Kamteswari Temple at Gosanimari, Dinhata, Cooch Behar.
	13	Archaeology Directorate	Opening of a new temporary Gallery at State Archaeological Museum
October	1	Information Directorate	Birth anniversary of Dr. Nilratan Sarkar, Sachin Dev Burman, Mahatma Gandhi, Leela Roy, Hemanta Bose, Dr. Meghnad Saha, Chhabi Bandyopadhyaya, Begum Akhtar, Jaiprakash Narayan, Atulprasad Sen, Sister Nivedita and Sukumar Roy as State Ceremonies

Month	Sl. No.	Name of the Department / Organisation	Programmes
October	2	Information Directorate	Observance of INA Day as State Ceremony
	3	Information Directorate	Observance of death anniversary of Hemchandra Ghosh as State Ceremony
	4	Culture Directorate	Biswa Bangla Sharod Samman in Kolkata and different districts of the State
	5	Information and Culture Directorate	Red Road Carnival
	6	Culture Directorate	Prize distribution of Biswa Bangla Sharod Samman in Kolkata and different districts of the State
	7	Akademi	Observance of Rajbanshi Bhasa Divas at Rajbanshi Bhasa Akademi
	8	Culture Directorate	A tribute to the famous singers and musicians
	9	Akademi	Seminar by Manbhum Cultural Akademi
	10	Archaeology Directorate	Setting up of Memorial Gallery at the Birth place of Birendra Nath Sasmal, Chandibheti, Purbo Medinipur
	11	Archaeology Directorate	Proposed Conservation and Restoration Works of Buddhist Monastery at Jagjibanpur, Malda.
	12	Archaeology Directorate	Development works of State Archaeological Museum and District Museums at Uttar Dinajpur, Dakshin Dinajpur & Bankura
	November	1	Akademi
2		Akademi	Paschimbanga Charukala Utsav by Rajya Charukala Parshad
3		Information Directorate	Observance of Birth anniversary of Ritwik Ghatak, C.R. Das, Haradhan Bandyopadhyaya, Abul Kalam Azad, Jawaharlal Nehru, Indira Gandhi, Salil Chowdhury, Debaki Kumar Basu and Acharya Jagadish Chandra Bose as State Ceremonies
4		Information Directorate	Observance of Remembrance Day as State Ceremony
5		WB Heritage Commission	Observance of Birsha Munda Dibas by West Bengal Heritage Commission
6		Information and Culture Directorate	Participation in India International Trade Fair (IITF), New Delhi.
7		Film and Culture Directorate	26th Kolkata International Film Festival
8		WB Heritage Commission	Observation of World Heritage week by West Bengal Heritage Commission
9		Akademi	Seminar by Kamtapuri Bhasa Akademi
10		Akademi	Birthday celebration of Poet Sakti Chattopadhyay at Paschimbanga Bangla Akademi

Month	Sl. No.	Name of the Department / Organisation	Programmes
December	1	Akademi	Uday Shankar Nritya Utsav by West Bengal Dance Akademi
	2	Information Directorate	Observance of Birth anniversary of Khudiram Bose, Martyr Jatindranath Mukherjee, Jatileswar Mukhopadhyay, Uday Shankar and Prafulla Chaki as State Ceremonies
	3	Information Directorate	Observance of death anniversary of Dr. B.R. Ambedkar and Henry Louis Vivian as State Ceremonies
	4	Information Directorate	Observance of Benoy Badal Dinesh Day as State Ceremony
	5	Information Directorate	Janma Tithi of Sree Sree Ma Sarada Moni as State Ceremony
	6	Culture Directorate	District Folk Festival and Jatra Utsav in different districts
	7	Culture Directorate	Annual Function of Loko Sanskriti Kendra at Loko Sanskriti o Adivasi Sanskriti Kendra
	8	Culture Directorate	Bangla Sangeet Mela and conferring of Sangeet Samman & Sangeet Mahasamman Award
	9	Culture Directorate	Biswa Bangla Lok Sanskriti Utsav - 2020
	10	Culture Directorate	Poush Utsav
	11	Akademi	Workshop on local Folk Form by Manbhum Cultural Akademi
	12	Akademi	Rajya Sishu Kishore Utsav by Sishu Kishore Akademi
	13	Akademi	Financial assistance to Jatra Artists in distressed condition.
	14	Akademi	Memorial lectures by Paschimbanga Natya Akademi, Rajya Charukala Parsad, Shishu Kishore Akademi
	15	Akademi	Seminars, Workshops by Natya Akademi, Rajya Sangeet Akademi, Rajya Charukala Parsad, Kabita Akademi, Kazi Nazrul Islam Akademi, Paschimbanga Baul Akademi
	16	Archaeology Directorate	Preparatory activity towards installation of a New Pre & Proto Historic Gallery at 2 nd Floor of the State Archaeological Museum
	17	Archaeology Directorate	Proposed Conservation and Restoration Works of the following State Protected Monuments at different Districts in West Bengal : 1. Durga Temple, Baly Dewanganj, Goghat, Hooghly. 2. Ruined Mosque, Bajua Santoshpur, Goghat, Hooghly. 3. Temple of Jadhav Rai, Onda, Bankura. 4. Temple of Jagrai Chandi, Jaipur, bankura. 5. Temple of Hakanda, Moyna, Jaipur, Bankura. 6. Stone Sculpture Shed, Suissa, Bagmundi, Purulia. 7. Rash Mandir at Begunkodor, Jhalda, Purulia.
	18	Archaeology Directorate	Publication of Directorate's Annual Journal "Puravritto" and Reprint / Publication of "Jelar Pura Kirti" series.

Department of Information Technology & Electronics

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Department/ Dte. Districts with whom co-ordination is required	Design- ated Person/ Agency	Remarks
1	Rajarhat IT Park (Ph II)	To complete (balance portion) Civil Structural Work To complete (balance portion) Service works Completion of Finishing work													UD & MA, WBSEDCL, Fire & Emergency Services, Environment and Forest	DGM (ID & M), WEBEL	On going works
2	Kalyani IT Park (Ph II)	To complete (balance portion) Civil Structural Work To complete (balance portion) Service works Completion of Finishing work													UD & MA, WBSEDCL, Fire & Emergency Services, Environment and Forest	DGM (ID & M), WEBEL	On going works
3	BN-9 IT Park (Sector-V)	To complete (balance portion) Civil Structural Work. To complete (balance portion) Service works. Completion of Finishing work													UD & MA, WBSEDCL, Fire & Emergency Services, Environment and Forest	DGM (ID & M), WEBEL	On going works
4	BN-4/1 IT Park (Sector-V)	To complete (balance portion) Civil Structural Work. To complete (balance portion) Service works. Completion of Finishing work													UD & MA, WBSEDCL, Fire & Emergency Services, Environment and Forest	DGM (ID & M), WEBEL	On going works

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Department/ Dte. Districts with whom co-ordination is required	Design- ated Person/ Agency	Remarks
5	BN-6 IT Park (Sector-V)	Approval of vetted DPR/estimate													UD & MA, WBSEDCL, Fire & Emergency Services, Environment and Forest	DGM (ID & M), WEBEL	New works
		Completion of Contractor Selection process & Civil Structural Work incl foundation 80% to complete . Service Work 25 % to complete															
6	Belur IT Park	Approval of vetted DPR/estimate.													Howrah District Administration, PWD, WBSEDCL, Fire & Emergency Services, Environment and Forest.	DGM (ID & M), WEBEL	New works
		Completion of Contractor Selection process & Civil Structural Work. To complete 85 % of Service works. Completion of 40 % Finishing work.															
7	Durgapur IT Park (Ph-III)	Approval of vetted DPR/estimate													UD&MA, ADDA, WBSEDCL, Fire & Emergency Services, Environment and Forest.	DGM (ID & M), WEBEL	New works
		Preliminary works, soil test survey, scheme finalisation Completion of Contractor Selection process & Civil Structural Work to complete 80% Service works to complete 25 % Completion of Finishing Works															

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Department/ Dte. Districts with whom co-ordination is required	Design- ated Person/ Agency	Remarks
8	Darjeeling IT Park	Approval of vetted DPR/estimate from IT&E Deptt. Completion of Contractor Selection process & Civil Structural Work incl foundation 60% to complete. Service Work 15 % complete													Darjeeling District Administration, WBSEDCL, Fire & Emergency Services, Environment and Forest.	DGM (ID & M), WEBEL	New works
9	Kalimpong IT Park	Possession formalities for balance portion of land Approval of vetted DPR/estimate from IT&E Deptt. Completion of Contractor Selection process & Civil Structural Work incl foundation 50% to complete . Service Work 15 % complete													Kalimpong District Administration, WBSEDCL, Fire & Emergency Services, Environment and Forest.	DGM (ID & M), WEBEL	New works
10	EMC, Naihati	Completion of Main Entry Gate (balance portion) To complete (balance portion of Road/ drainage/culvert/cable trench/UGR/Pump House etc.)													MEITY(GoI), WBSEDCL, L&LR, WBIDC, Fire & Emergency Services, Environment and Forest.	DGM (ID & M), WEBEL	On going works

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Department/ Dte. Districts with whom co-ordination is required	Design- ated Person/ Agency	Remarks
		Infrastructure Development work.															
		To complete (balance portion) of finishing works (civil & allied) in facility buildings.															
		To complete (balance portion) of finishing works (electrical & fire fighting) in facility buildings.															
		To complete 20% plot filling work subject to approval.															
		To complete (balance portion) Infrastructure Development work.															
11	EMC, Falta	To complete (balance portion) of finishing works (civil & allied) in facility buildings													MEITY (GoI), WBSEDCL, L&LR, WBIIDC, Fire & Emergency Services, Environment and Forest	DGM (ID & M), WEBEL	On going works
		To complete 70 % Plot filling work subject to approval.															
		Culmination of Bengalathon 2019-20															
12	Bengalathon	Plan of Action for Bengalathon 2020-21													WEBEL	Advisor ITP (DIT&E)	
		Rollout of Bengalathon 2020-21															

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Department/ Dte. Districts with whom co-ordination is required	Design- ated Person/ Agency	Remarks	
13	Cyber Security Centre of Excellence (CS-CoE)	<p>First Responder Training (FRT) for 3000 in-service Police officials from WB Police and Kolkata Police from different IT Parks across the State</p> <p>Detailed Responder Training (DRT) for 500 in-service Police Officers (of Inspector & above rank) from WB Police and Kolkata Police at CS-CoE premises</p> <p>On the Job Training (OJT) for 5000 in-service Government employees from all Departments, Directorates and district administrative units</p> <p>Cyber Security Orientation Training (CSoT) for 2000 Direct Recruit Police officers of WB Police at CS-CoE training centre</p> <p>Auditing of vulnerable Government web-portals</p> <p>Inspection of Government ICT Infrastructure for vulnerability assessment</p>														Police Commissionerates, Home (Police), District Administration, Other State Govt. Departments	JS - IT&E Dept and Head-SeMT	

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Department/ Dte. Districts with whom co-ordination is required	Designated Person/ Agency	Remarks
14	West Bengal e-District	Launch of additional 8 e-Services (in addition to existing 145 Online Services)													Fire & Emergency Services - Revamping from SSDG platform, NKDA, UDMA, Co-operation Department	DGM (e-Gov), WTL	
		Launch of additional 5 e-Services															
		Launch of additional 5 e-Services															
		Launch of additional 5 e-Services															
15	WBSWAN	WBSWAN Link Upgrade to OFC & higher bandwidth at 50% BDO Offices													Respective BDO offices, respective Departments and Directorates	DGM (WBSWAN), WTL	
		Upgrade of WBSWAN email system from 5,000 users to 50,000 users capacity															
		WBSWAN connectivity of 200 new horizontal offices															
		WBSWAN connectivity of Directorates for accessing e-Office under Phase-II															
16	CCTV Surveillance Systems at SDO & BDO offices	CCTV at SDO/BDO Offices to be maintained												All SDO and BDO offices	DGM (WBSWAN), WTL		

Sl No.	Project Name	Project Milestone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Department/ Dtc. Districts with whom co-ordination is required	Designated Person/ Agency	Remarks
17	Comprehensive revamping and expansion of State Data Centre (SDC) with enhanced scope	Migration of Computing Infrastructure from 1st Floor Server Farm area to 2nd Server farm expansion area															
		Setting up of remaining computing infrastructure for the Disaster Recovery site of SDC at NDC														DR site of SDC (Primary Site)	DGM (e-Gov), WTL
18	Single Mobile Platform	Development and Setting up of Single Mobile Platform															
		Launching of initial 30 services on Single Mobile Platform														SeMT, WTL, Stake holder Departments	JS - IT&E Dept and DGM (e-Gov), WTL
		Launching of initial 50 services on Single Mobile Platform (subject to approval & provisioning of additional fund)															

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
19	Service Plus Platform	Development and Setting up of Service Plus Platform- Integrated Service Delivery Platform at SDC Identification & implementation of additional 10 e-services (G2C/G2B) on Service Plus Platform													ScMT, WTL, Stake holder Departments	JS - IT&E Dept and DGM (e-Gov), WTL	
20	Capacity Building	Specialized Training on e-Governance for Departmental/ District Core Teams Trainings set by MeitY, NEGD													Specialized training on Data Science, Block Chain and training scheduled by NeGD	JS - IT&E Dept and Head-ScMT	

Department of Irrigation & Waterways

Irrigation & Waterways Department is responsible for management and development of surface water irrigation from reservoirs / barrages or through canal networking creating an irrigation potential of 16.27 lakh Hectares, as well as for upkeep and improvement of around 10,400 km length of flood protective embankments and improvement of 8,244 km drainage channels.

Major achievements of Irrigation & Waterways Department during the year 2019 are:

- Restoration of 12,145 Hectare of lost Irrigation Potential under old major & medium irrigation schemes;
- Completed strengthening of flood protective embankments including anti-erosion work for a total length of 142 km;
- Completed re-sectioning of rivers and drainage channels for a length of 136 km;
- Seven Departmental 'Quality Control & Testing Laboratories' were made functional at Haringhata in Nadia, Bankura, Contai in Purba Medinipur, Galsi in Purba Bardhaman, Coochbehar, Salt Lake and Berhampore;
- Construction of 11 new RCC road bridges on irrigation and drainage channels;
- 600 km of drainage channels have been kept free of water hyacinth, floating debris and other solid wastes round the year through Annual Maintenance Contracts in Kolkata and adjoining districts;
- Out of 81 Departmental activities included in Administrative Calendar of 2019, 80 activities / events have been completed on target;
- A major milestone has been crossed in the journey of the Department through successful completion of tripartite loan negotiation for the externally aided West Bengal Major Irrigation and Flood Management Project (US \$ 413 Million). Field work is likely to commence with eight tender packages from December 2019 onwards.
- A monumental quantum of unserviceable articles, junk machineries and vehicles, scrap tools & plants lying dumped in various Departmental yards & Go-downs for decades have been sold through e-auction using MSTCL e-auction platform fetching the State Government a revenue of approximately Rs 11 crore.
- Through reconstruction of a century old Anicut structure over Kangsabati River and the defunct Midnapore Canal system, 38,000 Ha of land have been brought under irrigation in Kharagpur-II, Debra, Narayangarh, Panskura and Pingla blocks.
- Capital voted budget fund utilisation during financial year of 2018-19 stood at 99% of the fund released by the Finance Department which was 16.7% more than that in previous financial year.

January-2020

Brief name of work scheduled to be completed during the month	Length (km)/No.	District
1 Construction of a RCC Road bridge at Boxispur over Panipia Khal in Block Contai-I, P.S Junput Coastal	1 No.	Purba Medinipur
2 Strengthening of Dussaspur Circuit Embankment along the right bank of river Old Cossye in Block Daspur-I, P.S. Daspur	5.0 km	Paschim Medinipur
3 Improvement of Distributory no.10 of Bishnupur Branch Canal, and Distributory no.3 of Simlapal Branch Canal within Block & P.S Onda and Taldanga	7.2 km	Bankura
4 Improvement of Distributory no. 13 of Khatra Main Canal (Upper) in Blocks & P.Ss Sarenga and Simlapal	4.9 km	Bankura
5 Improvement of Khatra Main Canal (Lower) within Block & P.S Sarenga	0.91 km	Bankura
6 Improvement of Midnapore Branch Canal at Bhangadali in Block & P.S Salboni	0.52 km	Paschim Medinipur
7 Renovation of Tarafeni Barrage including downstream apron of spillway bay in Block Binpur-II, P.S Belpahari	1 No.	Paschim Medinipur
8 Improvement of Tarafeni South Main Canal (S) in Block & P.S Jhargram	0.49 km	Jhargram
9 Protection work to the eroding Left embankment of river New Cossye within Block & P.S Panskura	0.28 km	Purba Medinipur
10 Re-excavation of Kababi Main Khal from Kalukhara to Chandipur Sluice including Tributary-I & II along with improvement of inspection path for a length of 7.225 km in Block & P.S Pingla	11.60 km	Paschim Medinipur

Other Activities & Time Schedule :

- 1 District tours of Minister-in-charge with senior Officers for reviewing progress of works in the field.
- 2 Departmental review meeting on utilization of budgetary allocation of 2019-20 and preparation of detailed budget for next financial year of 2020-21.

February-2020

Brief name of work scheduled to be completed during the month	Length (km)/No.	District
1 Strengthening & widening of TE3H2 embankment along left bank of river New Cossye in Block & P.S Debra	9.0 km	Paschim Medinipur
2 Improvement of Minor-I of Dy-6L of Ghatal Branch Canal in Block & P.S Joypur	3.33 km	Bankura
3 Construction of a single lane RCC road bridge over Gangakhali Khal near Harashankar Hari Temple within Block & P.S Tamluk	1 No.	Purba Medinipur
4 Improvement of Fakidih Irrigation Scheme within Block Jhalda-I, P.S Jhalda	3.20 km	Purulia
5 Improvement of Karior Irrigation Scheme within Block & P.S Jhalda	2.39 km	Purulia
6 Improvement of Rupai Irrigation Scheme within Block Jhalda-I, P.S Jhalda	3.24 km	Purulia
7 Modernisation of the 9-vent and 10-vent outfall sluices of Lower Bagjola Khal at Kulti, Block & P.S Kulti	2 Nos.	North 24-Parganas
8 Modernisation of the 16-vent and 20-vent sluices at the outfall of diversion to strong weather flow channel at Ghosighata, Block & P.S Haroa	2 Nos.	North 24-Parganas
9 Improvement of Parga Irrigation Scheme in Blocks Jhalda-II & Jaipur, P.S Kotsila & Jaipur	5.35 km	Purulia
10 Improvement of Kulbera Irrigation Scheme in Block & P.S Bagmundi	2.44 km	Purulia

Other Activities & Time Schedule :

- 1 District tours of Minister-in-charge with senior Officers for reviewing progress of works in the field.
- 2 Departmental meeting on internal allocation of fund (1st round) for routine pre-monsoon maintenance work of 2019-20, sanction and invitation of tenders.

March 2020

Brief name of work scheduled to be completed during the month	Length (km) /No.	District
1 Improvement of Dussapur Circuit Embankment along the right bank of river Old Cossye within Block Daspur-I, P.S Daspur	2.50 km	Paschim Medinipur
2 De-siltation of Udaypur Khal within North Dum Dum, Kamarhati, Baranagar and South Dum Dum Municipalities under P.S Belghoria and Dum Dum	3.50 km.	North 24-Parganas
3 Construction of a RCC Bridge over New Monikhali Khal near Jalalibaba Mazar on Metiabruz Road under Maheshtala Municipality, P.S Rabindra Nagar	1 No.	South 24-Parganas
4 Raising & Strengthening of Sundarban Embankment along left bank of river Dansa in Block Hingalganj, P.S Hasnabad	0.55 km	North 24-Parganas
5 Improvement of Hingai Jore & Ghoresali Jore Irrigation Schemes under Block & P.S Onda & Chhatna	3 Nos.	Bankura
6 Protection to the eroding right embankment of Cossye at Gobindanagar of Block & P.S Panskura	0.5 km	Purba Medinipur
7 Construction of a Cement Concrete Road from Sharaighat to Nilmaniramchak in Block & P.S Panskura	2.0 km	Purba Medinipur

Other Activities & Time Schedule :

- 1 District tours of Minister-in-charge with senior Officers for reviewing progress of works in the field.
- 2 Departmental meeting for 2nd round of internal allocation of maintenance fund for 2020-21 and commencement of pre-monsoon maintenance works of 2020-21.
- 3 Administrative approval of 1st Phase of schemes to be taken up in 2020-21 under Advance Work Plan Cycle out of SDS budget.

April 2020

Brief name of work scheduled to be completed during the month	Length (km) /No.	District
1 Protection of the left bank of river Mahananda near Alinagar High School in Block and P.S Gazole	0.45 km	Malda
2 Protection of Dwarka right embankment at Bajitpur in Block Mayureswar-I, P.S Mayureswar	0.87 km	Birbhum
3 Resuscitation of River Palaspai from Banskhal to Mahishghata along with raising & strengthening of both left & right embankments within Block Daspur-I & II, PS Daspur	19.0 km	Paschim Medinipur
4 Construction of a Single lane RCC Road Bridge over Sealdah Gong Main Channel at Shibchandrapur within Block Basirhat-II, P.S Basirhat	1 No.	North 24-Parganas
5 Improvement of Midnapore Branch Canal within Block & P.S Salboni	0.60 km	Paschim Medinipur
6 Construction of a R.C.C. Bridge over Pairatungi Khal near Bahichair Sishu Niketan School in Block & P.S Tamluk	1 No.	Purba Medinipur

Other Activities & Time Schedule :

- 1 Routine pre-monsoon maintenance of embankments, barrages, sluices etc. (entire month)

May 2020

Brief name of work scheduled to be completed during the month	Length (km) /No.	District
1 Protection along the eroding right bank of river Tangon at Bagcha under Block and P.S Kaliyaganj	1.0 km	Uttar Dinajpur
2 Protection along the eroding left bank of river Atrai at Beltara in Block and P.S Kumarganj	0.70 km	Dakshin Dinajpur
3 Protection along the eroding left bank of river Bhairab at Fatepur and Tartipur in Block & P.S Domkol and Hariharpara	0.89 km	Murshidabad
4 Raising & strengthening of Sehalai Thakurani Chak Circuit embankment at Sabitrinagar in Block & P.S Kandi	1.35 km	Murshidabad
5 Protection to eroding left bank of river Ajoy and strengthening of Ajoy left Ex-zamindary embankment upstream of railway line within Block Bolpur-Sriniketan, P.S Bolpur	4.72 km	Birbhum
6 Protection along the eroding right bank of River Manja at Bhajanjote, on the left bank of river Manjha at Rupajote within Block & P.S Phansidewa, on the left bank of river Khemchi at Khalbasti, on the right bank of river Chenga at Mahasing Jote in Block & P.S Naxalbari, on the right bank of river Swarnamati at Banchavita in Block & P.S Kharibari and on the left bank of River Chenga at Malagoch in Block & P.S Phansidewa	4.30 km	Darjeeling
7 Protection along the eroding right bank of river Jarda at Jalpesh melar Math under Block & P.S Maynaguri, on river Dharla at Panditpara & Daburipara in Block & P.S Mal, on the right bank of river Diana at Kherkata in Block & P.S Nagrakata and along the right bank of river Gathiya at Sulkapara in Block & P.S Nagrakata	4.93 km	Jalpaiguri
8 Protection along the eroding right bank of river Angrabhasa under Block Dhupguri, P.S Banarhat and Sheema Surakha Ball 10th battalion head quarters along the eroding right bank of river Neora under Bidhannagar G.P in Block & P.S Mateily	1.8 km	Jalpaiguri

Other Activities & Time Schedule :

1. Departmental meeting on flood preparedness, along with the 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 2020

Brief name of work scheduled to be completed during the month	Length (km) /No.	District
1 Strengthening of Hatichara ex-zamindary ring bundh in Block Harishchandrapur-II, P.S Harishchandrapur	0.76 km	Malda
2 Improvement of Mahananda embankment Barsoi Branch at Ashapur in Block Chanchal-I, P.S Chanchal	0.70 km	Malda
3 Protection along the eroding right bank of river Punarbhaba at Purba Mandapara in Block and P.S Tapan and on the right bank of river Atrai at Parbotipur in Block and P.S Balurghat	1.1 km	Dakshin Dinajpur
4 Protection along the eroding right bank of river Ganga at Khodabandapur, in Block and P.S Farakka	0.25 km	Murshidabad
5 Construction of regulator gate of Dwarka Brahmani Main Canal under Block Rampurhat-I, P.S Rampurhat	1 No.	Birbhum
6 Protection along the eroding right bank of river Silabati at Gangra, in Block Garbeta-I, P.S Garbeta	0.81 km	Paschim Medinipur
7 Resuscitation of Nowi Khal within Amdanga, Barasat-I, Barrackpore-II Blocks, Madhayamgram and New Barrackpore Municipalities under P.S Barasat, Khardah, Madhayamgram & New Barrackpore	15.15 km	North 24-Parganas
8 Raising, Strengthening & Improvement of Sundarban Embankment in Laskhmipur Abad in Block Namkhana, P.S Frezergang Coastal and at Gobardhanpur facing Bay of Bengal in Block Patharpratima, P.S Gobardhanpur Coastal at left bank of river Muriganga at Baliara	2.22 km	South 24- Parganas
9 Modernization of Patbundh Irrigation Scheme in Block Gopiballavpur-I, P.S Gopiballavpur	1.43 km	Jhargram
10 Construction of a single lane R.C.C Bridge over River Nona Gong within Block Barasat-I & Deganga, P.S Barasat & Deganga	1 No.	North 24-Parganas

Other Activities & Time Schedule :

- 1 Starting functions of Control Rooms for flood management in all districts and also at the Kolkata headquarter.
- 2 Completion of routine pre-monsoon maintenance work related to flood management activities.
- 3 Patrolling of flood protective embankments, regulating sluice gate operations throughout the month with close monitoring of North Bengal rivers considering early arrival of monsoon there.

July 2020

Brief name of work scheduled to be completed during the month	Length (km) /No.	District
1 Strengthening of Ajoy Right Embankment including its inspection path in Block & P.S Mongolkote	5.50 km	Purba Bardhaman
2 Strengthening of the Ex-zamindari embankment including its inspection path on the left bank of river Cossye at Pathra & Mahatap Nagar in Block Midnapore Sadar, P.S Kotwali	4.80 km	Paschim Medinipur
3 Construction of a cross regulator over Guniagachhi Branch Channel including de-siltation for 0.89 km length under KMC ward no. 109 within P.S Sonarpur & Purba Jadavpur	1 No.	South 24-Parganas
4 Construction of a single lane R.C.C Bridge over Tolly's Nullah near Dhalua within Rajpur-Sonarpur Municipality, P.S Sonarpur	1 No.	South 24-Parganas
5 Improvement of Tarafeni South Main Canal (N) within Block Binpur-II, P.S Belpahari	1.53 km	Jhargram
6 Improvement of Bhaluka Jore Irrigation Scheme at Pangia and Nayekhir under Block & P.S Indpur	1 No.	Bankura
7 Improvement of Kumari Irrigation Scheme under Block & P.S Barabazar & Balarampur	15.78 km	Purulia
8 Improvement of Bandhu Irrigation Scheme in Block & P.S Arsha	11.63km	Purulia

Other Activities & Time Schedule :

1. Patrolling of flood protective embankments, regulating sluice gate Operations throughout the month and undertaking emergent restoration work in case of damage due to flood, cyclones, heavy discharge passage etc.
2. Keeping constant liaison with DVC, DVRRRC and Government of Jharkhand to moderate flood water release from reservoirs during the entire month.

August 2020

Brief name of work scheduled to be completed during the month	Length (km) /No.	District
1 Protection of ex-zamindari embankment at Mansuka on the left bank of river Dwarakeswar / Jhumi in Block & P.S Ghatal	0.40 km	Paschim Medinipur
2 Improvement of Garbeta Branch Canal under Block Garbeta-II, P.S Goaltore	1.2 km	Paschim Medinipur
3 Improvement of Golamara Irrigation Scheme in Block Purulia-II in P.S Purulia	13.72 km	Purulia
4 Improvement of Turga Irrigation Scheme at Block and P.S Bagmundi	3.46 km	Purulia
5 Re-construction of a single lane road bridge over Bhairab banki Tarafeni Main Canal at Hamirpur under Block Binpur-II, P.S Belpahari	1 No.	Jhargram

Other Activities & Time Schedule :

1. Patrolling of flood protective embankments, regulating sluice gate operations throughout the month and undertaking emergent restoration work in case of damage due to flood, cyclones, heavy discharge passage etc.
2. Keeping constant liaison with DVC, DVRRRC and Government of Jharkhand to moderate flood water releases from reservoirs during the entire month.

September 2020

Brief name of work scheduled to be completed during the month	Length (km) /No.	District
1 Protection of Dharma Ex-Zamindary embankment on the left bank of Bhasra Khal at Dharmma, within Block Daspur-I, P.S Daspur	3.0 km	Paschim Medinipur
Other Activities & Time Schedule :		
<ol style="list-style-type: none"> 1 Patrolling of flood protective embankments, regulating sluice gate operations throughout the month and undertaking emergent restoration work in case of damage due to flood, cyclones, heavy discharge passage etc. 2 Keeping constant liaison with DVC, DVRRRC and Government of Jharkhand to moderate flood water releases from reservoirs during the entire month. 		

October 2020

Brief name of work scheduled to be completed during the month	Length (km) /No.	District
1 Construction of a single lane RCC bridge over Ghatua Khal at Madhya Khar in Block Patashpur-II, P.S Patashpur	1 No.	Purba Medinipur
2 Protection of Ex-zamindary embankment over left bank of river Shilabati at Shimulia (Dalberapara & Bagpara) within Block Dewanchak-II, P.S Ghatal	0.85 km	Paschim Medinipur
3 Construction of cement concrete road over right Ex-zamindary embankment of Sundarpur Khal from Kharika RCC bridge to Sundarpur wooden bridge at Kharika in Block & P.S Sabang	3.50 km	Paschim Medinipur
4 Protection of slope in right bank of Dy.4 of Bishnupur Branch Canal by VETIVER grass in Digsuli and Beriakhamar under Block & P.S Onda	0.21 km	Bankura
Other Activities & Time Schedule :		
<ol style="list-style-type: none"> 1 Patrolling of flood protective embankments, regulating sluice gate operations throughout the month and undertaking emergent restoration work in case of damage due to flood, cyclones, heavy discharge passage etc. 2 Keeping constant liaison with DVC, DVRRRC and Government of Jharkhand to moderate flood release from reservoirs during the entire month. 3 Half yearly departmental review meeting on capacity voted budgetary allotment utilization. 		

November 2020

Brief name of work scheduled to be completed during the month	Length (km) /No.	District
1 Protection to the eroding left bank of river Silabati at Sonakara within Block Garbeta-I, P.S Garbeta	1.0 km	Paschim Medinipur
2 Rehabilitation of Bhairab Banki Barrage under Blocks Ranibundh & Raipur, P.S Barikul	1 No.	Bankura
3 Desiltation along with cement concrete block pitching of the 2 Main khal of Midnapore Main Canal under Panskura & Tamluk Municipalities in P.S Panskura & Tamluk	2.95 m	Purba Medinipur
4 Cement Concrete block and boulder pitching on the sea coast adjoining Shankarpur Bus stand to Jamra SSK Primary School under Ramnagar-I Block, P.S Ramnagar	1 km	Purba Medinipur
5 Improvement of Right Bank Main Canal of Kangsabati Reservoir Project its distributaries and minors within Block & P.S Raipur & Ranibundh	80.42 km	Bankura
6 Protection along the eroding left bank of river Tangon from Dakshin para upto Borkhair, Dakshin Karai in Block and P.S Banshihari	1.2 km	Dakshin Dinajpur
7 Protection to the eroding left bank of river Silabati at Kankrasol, Block Garbeta-I, P.S Garbeta	0.75 km	Paschim Medinipur
8 Protection to the eroding right bank of River Rupnarayan within Tamluk Municipality, P.S Tamluk	1.13 km	Purba Medinipur
9 Protection of the eroding left bank of river Basra at Rangamati within Block Kalchini, P.S. Jaigoan	3.0 km	Alipurduar
<i>Other Activities & Time Schedule :</i>		
1 District tours of Minister-in-charge with senior Officers for reviewing progress of works in the field.		
2 Preliminary screening of new proposals for creation of capital assets to be taken up in 2020-21 under Advance Work Plan Cycle.		

December 2020

Brief name of work scheduled to be completed during the month	Length (km) /No.	District
1 Construction of a 7-vent sluice cum bridge of carriage width of 4.25 m at Chotopathari over Ashuni channel in Block and P.S Bamongola	1 No.	Malda
2 Reconstruction of a 3-vent sluice on Lykol embankment at Balughat within Block Ratua-II, P.S Pukuria	1 no	Malda
3 Re-construction of a single lane RCC bridge at Ghera on Burimondal canal in Block and P.S Itahar	1 No.	Uttar Dinajpur
4 Re-construction of a sluice at Ghera on Burimandol canal in Block and P.S Itahar	1 No.	Uttar Dinajpur
5 Cement Concrete block slope lining along the both banks of Lower Bagjola Khal within NKDA notified area in between Jatragachhi and downstream end of Naskarhati under P.S Newtown	14.0 km	North 24 Parganas
6 Improvement of Berai Main Canal and Berai Weir with 16 nos. structures at Mouleswar and Khamarberia under Block & P.S Onda	1.60 km	Bankura
7 Improvement of Distributory 7L of Tarafeni South Main Canal (N) within Block Binpur-I & P.S Binpur	3.90 km	Jhargram
8 Improvement of Dy-1L of Bhairab Banki Tarafeni Main Canal at Fulkusuma and three other villages in Block Raipur & P.S Barikul	2.40 km	Bankura
9 Resuscitation of Khadal Gobra Canal from Digha By-pass Rail Crossing upto Digha Mohana in Block Ramnagar-I, P.S Ramnagar and Ghatua Canal from Khar to Chak Bhabani including improvement of inspection path in Block Egra-II & Patashpur-II, P.S Egra & Patashpur	13.0 km	Purba Medinipur
10 Re-excavation of Kamarda (Kulta) Khal in Block Khejuri-I, P.S Khejuri and Singda khal from Singda More to Pratapdighi in Block Patashpur-I & II, P.S Patashpur	19.50 km	Purba Medinipur

Other Activities & Time Schedule :

- 1 State level meeting for distribution of Rabi / Boro irrigation water in South Bengal districts.
- 2 District tours of Minister-in-charge with senior Officers for reviewing progress of works in the field.
- 3 Internal allocation of fund (1st round) for capital asset development projects to be taken up in 2020-21, and finalisation of DPR of the schemes.

Department of Judicial

Targets for January, 2020	
●	Completion of works amounting to Rs.634.65 lakh for construction of composite Court Building and Judicial Officers' quarters at Tehatta, Nadia
●	Completion of the works amounting to Rs 739.48 lakh towards construction of three Fast Track Courts in the District Judge's Court Compound at Berhampore
●	Review of Plan Fund and assessment of Fund availability for pending proposals/ongoing projects
●	Review on civil construction works of Asansol, North 24 Parganas, Howrah and Hooghly
●	Drawing up of draft litigation policy
●	Meeting on High Court Budget/Infrastructure.
●	Review meeting on broadening the access of Justice to common people.
Targets for February, 2020	
●	Review on construction projects of Purulia, Bankura, Paschim Bardhaman and Purba Bardhaman and Birbhum
●	Review on the progress of Centrally Sponsored Schemes
●	Review of functioning of Murshidabad Estate
●	Review on the progress of computerization, e-Office etc. of LR Office.
●	Completion of works amounting to Rs 458.30 lakh for Construction of eight numbers of Type-I quarters at Khatra sub-divisional Court Compound, Bankura
●	Setting up of five numbers of Gram Nyayayas on a pilot-project basis in the State.
Targets for March, 2020	
●	Completion of the works amounting to Rs 189.61 lakh for construction of six residential quarters for Judicial Officers at District Judge's bungalow, Bankura
●	Completion of the works amounting to Rs. 1265.13 lakh towards construction of Court Building at Bishnupur, Bankura
●	Completion of works amounting to Rs. 474.95 lakh towards construction of criminal Court Building within the premises of Bolpur Court at Birbhum
●	Completion of works amounting to Rs. 1330.73 lakh for construction of new Court Building at Tamluk, Purba Medinipur
●	Review on civil construction works of Murshidabad, Dakshin Dinajpur, Uttar Dinajpur and Alipurduar.
●	Review with Director of Prosecution on training programme and performance of lawyers representing the State
●	Meeting with State Legal Services Authority underscoring the need to include Right to Services Act in its awareness programmes.
●	Meeting with the Administrator General and Official Trustee, W.B.
●	Review on digitization of Service Books of Judicial Officers.
●	Completion of Fund allotment for 2019-20 as per availability.
●	Review of LR Manual
Targets for April, 2020	
●	Review on construction works of Nadia, Malda, Paschim Medinipur, Purba Medinipur, Jalpaiguri and Jhargram.

●	Review on W.B. National University of Juridical Sciences.
●	Review on progress of CBI Courts.
●	Completion of balance works of construction of ACJM Court at Dantan, Paschim Medinipur amounting to Rs. 583 lakh.
Targets for May, 2020	
●	Completion of balance works amounting to Rs 686.13 lakh in the Court Building at Buniadpur, Dakshin Dinajpur
●	Review on civil construction works of Darjeeling, Coochbehar and Kalimpong.
●	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, 2020	
●	Completion of works of composite Court building at Malda, amounting to Rs 766.94 lakh
●	Completion of construction of proposed four-storied residential quarters at Domkal, Murshidabad for Rs. 584.73 lakh
●	Completion of construction of two-storied Family Court within the campus of Midnapore District Judge's Court for Rs. 185.03 lakh
●	Completion of balance construction works amounting to Rs. 28 lakh for POCSO Court at Barasat, North 24 Parganas
●	Completion of construction of three-storied building for Garage and Library Room within the District Judge Court Compound at Balurghat, Dakshin Dinajpur amounting to Rs. 58.24 lakh
●	Completion of development of LAN and Voice connectivity for New Court Complex at Barrackpore amounting to Rs. 46.26 lakh
●	Completion of construction works of four-storied Court Building at Coochbehar amounting to Rs. 780.66 lakh
●	Review on progress of repair and renovation work at Bijan Bhaban.
●	Review on digitization of Service Books of Judicial Officers.
Targets for July, 2020	
●	Review on broadening the access to Justice of citizens
●	Review meeting on making functional 123 numbers of Fast Track Courts in the State.
●	Meeting on High Court Budget/Infrastructure.
●	Review meeting on ground improvement for construction of Gangway connecting of Centenary Building & Sesquicentenary Building of High Court.
Targets for August, 2020	
●	Completion of the works of construction of ADJ Court Room at Mathabhanga for an amount of Rs. 25.47 lakh
●	Meeting on Revised Budget Estimate of the Department/High court subordinate Courts etc.

●	Meeting on Advocate Welfare Trust Fund/W.B. Advocates Welfare Corporation.
●	Meeting on construction works of Calcutta High Court and other sub-ordinate courts
Targets for September, 2020	
●	Completion of the construction of seven-storied building for 12 numbers of Type-I residential quarters for Judicial Officers at Bishnupur, Bankura amounting to Rs 527.73 lakh
●	Completion of vertical extension of Judicial Magistrate's Court at Dubrajpur, Birbhum amounting to Rs. 55.12 lakh
●	Completion of construction works of three numbers of four-storied buildings for 18 numbers of Type-I residential quarters for Judicial Officers in Purulia amounting to Rs. 799.67 lakh
●	Meeting on recruitment of APP through PSC.
●	Meeting with A.G.O.T. Office
●	Meeting with Bar Association members
Targets for October, 2020	
●	Completion of construction works of three numbers of Judicial quarters at Nabadwip Court Complex for an amount of Rs 106.57 lakh.
●	Review on civil construction works of Darjeeling and Coochbehar.
●	Review on progress of Central Sponsored Schemes.
●	Review on workings of four Commercial Courts
Targets for November, 2020	
●	Review on civil construction works of South 24 Parganas.
●	Meeting on State legal Services Authority.
●	Review on the progress of construction works of new Judicial Academy at Rajarhat.
●	Meeting on works of Circuit Bench of Calcutta High Court at Jalpaiguri
●	Completion of construction works of three Fast Track Courts at Berhampore, Murshidabad for an amount of Rs. 539 lakh
Targets for December, 2020	
●	Completion of construction of B,C,D Group Office staff quarters at Jangipur, Murshidabad for and amount of Rs. 189 lakh
●	Completion of construction of Court compound including residential quarters for Judicial Officers at Kakdwip, South 24 Parganas for an amount of Rs. 145 lakh
●	Completion of the works of construction of District and Sessions Judges Court at Asansol amounting to Rs. 1100 lakh
●	Meeting on creation of posts for various relevant Offices under Judicial Department
●	Meeting on Juvenile Justice Boards and other related matters.
●	Completion of construction of Circuit Bench of Calcutta High Court at Jalpaiguri
●	Completion of construction of Court Buildings at Kalimpong, Jhargram and Alipurduar Districts
●	Construction of 40 numbers of Family Courts

Department of Labour

Month	Proposed Target	Implementing Authority under this Department	Remarks
January	Organisation of Shramik Mela and observance of social security month.	Labour Commissionerate (Including State Labour Institute)	
	Release of Bengali Quarterly Magazine “Shramik Barta”.		
	Training Programme on Basic Computer Application		
	Training Programme on Occupational Safety, Health & Welfare in Globalization Economy		
	Prasikshan Shibir for Domestic Workers	Directorate of Employment	
	Mock test (Online)		
	EDP training / Motivation Camp		
	A new 100mm water line connection for a 2nd underground reservoir at Durgapur ESIH	ESI (MB) Scheme	
	Swastha Mela at Serampore ESIH		
	Commissioning of upgraded Dialysis unit at Manicktala ESIH		
	NIL	Directorate of Boilers	
	NIL	Directorate of Factories	
February	Camps and door to door campaign - Benefit Distribution for unorganised workers.	Labour Commissionerate (Including State Labour Institute)	
	Meeting of West Bengal Building and Other Construction Workers’ Welfare Board.		
	Training Programme on Behavioural Skill for Inspectors		
	Career Talk in Schools / Colleges / Institutions.	Directorate of Employment	
	Mock test (Online).		
	Commissioning of modular kitchen at Durgapur ESIH	ESI (MB) Scheme	
	Non-communicable disease prevention camp at factory campus by Durgapur ESIH		
	Commissioning of cathlab with 8 bedded ICU and 6 bedded HDU at Manicktala ESIH		
	NIL	Directorate of Boilers	
	Mock-drill of the Onsite Emergency Plan	Directorate of Factories	
Safety Awareness Programme/ Seminar			
March	Camps and door to door campaign - Benefit Distribution for unorganised workers.	Labour Commissionerate (Including State Labour Institute)	
	Meeting of West Bengal Unorganised Sector Workers’ Welfare Board.		
	Meeting of Executive Council of West Bengal Transport Workers Social Security Scheme		
	Training Programme on Behavioural Skill for Inspectors		
	Training Programme on Gender Sensitivity & Women Empowerment		

Month	Proposed Target	Implementing Authority under this Department	Remarks
	NIL	Directorate of Employment	
	Commissioning of ICCU at Asansol, BudgeBudge, Serampore, Kamarhati ESIH	ESI (MB) Scheme	
	Opening of new Tie-up Service Dispensary at Kalimpong Town by AMO Office		
	Certification of 400 registered Boilers	Directorate of Boilers	
	Observation of National Safety Day by National Safety Council, W.B. Chapter	Directorate of Factories	
	Mock-drill of the Onsite Emergency Plan		
April	Camps and door to door campaign - Benefit Distribution for unorganised workers.	Labour Commissionerate (Including State Labour Institute)	
	Meeting of West Bengal State Social Security Board.		
	Training programme for CKCOs & SLOs		
	Training Programme on Basic Computer Application		
	Release of Bengali Quarterly Magazine “Shramik Barta”.		
	Training Programme on DDO Functioning		
	Training Programme on Advanced Computer Application		
	Quarterly review meeting.		
	Special Coaching for Competitive Exams.	Directorate of Employment	
	Mock test (Online)		
	Career Talk in Schools / Colleges / Institutions.	ESI (MB) Scheme	
	Commissioning of mechanized laundry at Durgapur ESIH		
	Opening of new BSc Nursing College at Asansol ESIH		
	Renovation of OPDs at Kamarhati ESIH	Directorate of Boilers	
	NIL		
	Safety Awareness Programme/ Seminar		Directorate of Factories
Mock-drill of the Onsite Emergency Plan			
May	Camps and door to door campaign - Benefit Distribution for unorganised workers.	Labour Commissionerate (Including State Labour Institute)	
	Meeting of West Bengal Building and Other Construction Workers’ Welfare Board.		
	Training on Implementation of West Bengal Health Scheme		
	Training on Effective labour laws Enforcement		
	Training Programme on Effective implementation of SSY		
	Prasikshan Shibir for Domestic Workers	Directorate of Employment	
	Career Talk in Schools / Colleges / Institutions		
	Mock test (Online)		
	Opening of Recovery Room with O.T. complex at Baltikuri ESIH	ESI (MB) Scheme	
	Commissioning of Medical Gas pipeline system at Durgapur ESIH		

Month	Proposed Target	Implementing Authority under this Department	Remarks
	NIL	Directorate of Boilers	
	Safety Awareness Programme/ Seminar	Directorate of Factories	
	Mock-drill of the Onsite Emergency Plan		
June	Camps - Benefit Distribution for unorganised workers.	Labour Commissionerate (Including State Labour Institute)	
	Meeting of West Bengal Unorganised Sector Workers' Welfare Board.		
	Meeting of Executive Council of West Bengal Transport Workers Social Security Scheme		
	Training Programme on RTI Act & WBRTPS Act		
	Training Programme on Change Management with emphasis on Changes in Labour Administration in West Bengal		
	Training Programme on Advanced Computer Application		
	Observation of World Day against Child Labour on 12th June		
	Prasikshan Shibir for Domestic Workers	Directorate of Employment	
	Mock test (Online)		
	EDP training / Motivation Camp		
	Career Talk in Schools / Colleges /Institutions		
	Shifting of Nursing Training School of Sealdah ESIH to old Directorate Office	ESI (MB) Scheme	
	Full upgradation of hospital kitchen at Kamarhati ESIH		
	Installation of 315 KVA, 6KV/415 Volt new transformer at Gourhati ESIH		
	Non-communicable disease prevention camp at factory campus by Durgapur ESIH		
	Certification of 400 registered Boilers	Directorate of Boilers	
	Safety Awareness Programme/ Seminar	Directorate of Factories	
Mock-drill of the Onsite Emergency Plan			
July	Camps and door to door campaign - Benefit Distribution for unorganised workers.	Labour Commissionerate (Including State Labour Institute)	
	Meeting of West Bengal State Social Security Board.		
	Quarterly Review/Monitoring of Performance		
	Training Programme on DDO functioning		
	Collaborative Training programme with V.V. Giri National Labour Institute		
	Training Programme on Stress management		
	Release of Bengali Quarterly Magazine "Shramik Barta".		
	Special Coaching for competitive exams.	Directorate of Employment	
	Career Talk in Schools / Colleges / Institutions.		
	Mock test (online).		
	Setting up an enquiry booth at Kamarhati ESIH as "MAY I HELP YOU" Counter		

Month	Proposed Target	Implimenting Authority under this Department	Remarks
	CCTV facility extension at Durgapur ESIH	ESI (MB) Scheme	
	Commissioning of new 26 SDs by AMO Office		
	NIL	Directorate of Boilers	
	Safety Awareness Programme/ Seminar	Directorate of Factories	
	Mock-drill of the Onsite Emergency Plan		
August	Camps - Benefit Distribution for unorganised workers.	Labour Commissionerate (Including State Labour Institute)	
	Meeting of West Bengal Building and Other Construction Workers' Welfare Board.		
	Training Programme on HRMS Module		
	Training Programme on Quasi-judicial authorities – Role & Responsibilities		
	Training Programme on DDO functioning		
	Training on Good Governance through Labour Administration		
	Career Talk in Schools / Colleges / Institution.	Directorate of Employment	
	Mock test (Online).		
	Prasikshan Shibir for Domestic Workers.		
	Reorganization of Electrical wiring system at Serampore ESIH	ESI(MB) Scheme	
	Renovation of Male Medical Ward at Serampore ESIH		
	CCTV Camera installation at Baltikuri ESIH	Directorate of Boilers	
	NIL		
	Safety Awareness Programme/ Seminar		Directorate of Factories
	Mock-drill of the Onsite Emergency Plan		
September	Camps - Benefit Distribution for unorganised workers.	Labour Commissionerate (Including State Labour Institute)	
	Meeting of West Bengal Unorganised Sector Workers' Welfare Board.		
	Meeting of Executive Council of West Bengal Transport Workers Social Security Scheme		
	Training for Officials of Employment Directorate		
	Training for Officials of Factories Directorate		
	Training Programme on “ West Bengal Govt. Health Scheme “ Module		
	Special Coaching for competitive exams.	Directorate of Employment	
	Mock test (online)		
	Career Talk in schools / colleges / institutions.		
	Reconstruction of roads inside hospital campus at Serampore ESIH	ESI(MB) Scheme	
	Commissioning of 3 Modular O.T. at Durgapur ESIH		
	Opening of Tie-up Service Dispensary at Purulia Town by AMO Office		
	Certification of 400 registered Boilers	Directorate of Boilers	
Mock-drill of the Onsite Emergency Plan	Directorate of Factories		
Safety Awareness Programme/ Seminar			

Month	Proposed Target	Implimenting Authority under this Department	Remarks
October	Camps - Benefit Distribution for unorganised workers.	Labour Commissionerate (Including State Labour Institute)	
	Meeting of West Bengal State Social Security Board.		
	Release of Bengali Quarterly Magazine “Shramik Barta”.		
	Sensitization & Awareness Generation programme on Prevention, Identification, Rescue & Rehabilitation of Child Labour		
	Quarterly Review/Monitoring of Performance.		
	NIL	Directorate of Employment	
	Opening of Tie-up Service Dispensary at Alipurduar Town, Balurghat Town, Raiganj Town, Raghunathpur Town by AMO Office	ESI (MB) Scheme	
	CME and Training programmes on Dengue management at Kamarhati ESIH		
	NIL	Directorate of Boilers	
	NIL	Directorate of Factories	
November	Camps - Benefit Distribution for unorganised workers.	Labour Commissionerate (Including State Labour Institute)	
	Meeting of West Bengal Building and Other Construction Workers’ Welfare Board.		
	Meeting of Observance of Social Security Month.		
	Training Programme on Capacity Building of Women workers		
	Training on Good Governance		
	Special Coaching for competitive exams.	Directorate of Employment	
	EDP training / Motivation Camp		
	Extension of bed number at Manicktala & Sealdah ESIH	ESI(MB) Scheme	
	Renovation of General O.T. & Eye O.T. at Kamarhati ESIH		
	Commissioning of two 25 bed ward at 2nd floor of Durgapur ESIH		
	NIL	Directorate of Boilers	
	Mock-drill of the Onsite Emergency Plan	Directorate of Factories	
	Safety Awareness Programme/ Seminar		
December	Camps - Benefit Distribution for unorganised workers.	Labour Commissionerate (Including State Labour Institute)	
	Meeting of West Bengal Unorganised Sector Workers’ Welfare Board.		
	Training on Labour Administration in Trade Union perspective		
	Training Programme on “Towards Effective Conciliation”		
	Training on Behavioural Skill Programmes		
	Culmination of sporting events by organisation of meet at Kolkata NCLP School.		
	Prasikshan Shibir for Domestic Workers		

Month	Proposed Target	Implimenting Authority under this Department	Remarks
	Mock test (Online)	Directorate of Employment	
	EDP training / Motivation camp		
	Career Talk in Schools / Colleges /Institutions.		
	Increase of bed strength from existing 350 at Kamarhati ESIH		
	Non-communicable disease prevention camp at factory campus by Durgapur ESIH	ESI(MB) Scheme	
	Electronic token system at SD & OPD at Serampore ESIH		
	Face lifting of the hospital building at Serampore ESIH		
	Certification of 400 registered Boilers	Directorate of Boilers	
	NIL	Directorate of Factories	

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

January 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs. 90 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 21 days	DLR&S
3	Distribution of Agri Patta (60 acre)	DLR&S
4	Disposal of 175000 no. of Mutation petitions	DLR&S
5	Traverse Survey/ Re-survey of 2 Mouzas	DLR&S
6	Detail Survey (Kistwar) of 1 Mouza	DLR&S
7	Digitisation of 500 CS Maps (Scanning)	DLR&S
8	Amalgamation of stages and Final publication of LR ROR of 6 Mouzas	DLR&S
9	Disposal of 11,000 no. of Conversion petitions	DLR&S
10	Land to be freed from Court Cases (10 acre)	DLR&S
11	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
12	Monitoring of lease of tea garden whose land is retained under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953: Renewal, fresh lease, resumption, proceeding for lease determination etc.	LP Branch
13	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
14	Long term settlement of land	GE(M) Branch
15	Inter Departmental Transfer of land	GE(M) Branch
16	Government of India related transfer of land	GE(M) Branch
17	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
18	Issuance of 1,571 Free Hold Title Deeds	RR&R Branch
19	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

February 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs. 90 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 18 days	DLR&S
3	Distribution of Agri Patta (60 acre)	DLR&S
4	Disposal of 180000 no. of Mutation petitions	DLR&S
5	Traverse Survey/ Re-survey of 2 Mouzas	DLR&S
6	Digitisation of 500 CS Maps (Scanning)	DLR&S
7	Amalgamation of stages and Final publication of LR ROR of 6 Mouzas	DLR&S
8	Disposal of 7,000 no. of Conversion petitions	DLR&S
9	Land to be freed from Court Cases (11 acre)	DLR&S
10	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
11	Monitoring of lease of tea garden whose land is retained under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953: Renewal, fresh lease, resumption, proceeding for lease determination etc.	LP Branch
12	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
13	Long term settlement of land	GE(M) Branch
14	Inter Departmental Transfer of land	GE(M) Branch
15	Government of India related transfer of land	GE(M) Branch
16	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
17	Issuance of 2,095 Free Hold Title Deeds	RR&R Branch
18	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

March 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs. 90 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 22 days	DLR&S
3	Distribution of Agri Patta (40 acre)	DLR&S
4	Disposal of 190000 no. of Mutation petitions	DLR&S
5	Traverse Survey/ Re-survey of 2 Mouzas	DLR&S
6	Detail Survey (Kistwar) of 1 Mouza	DLR&S
7	Digitisation of 500 CS Maps (Scanning)	DLR&S
8	Amalgamation of stages and Final publication of LR ROR of 5 Mouzas	DLR&S
9	Disposal of 8,000 no. of Conversion petitions	DLR&S
10	Land to be freed from Court Cases (12 acre)	DLR&S
11	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
12	Monitoring of lease of tea garden whose land is retained under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953: Renewal, fresh lease, resumption, proceeding for lease determination etc.	LP Branch
13	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
14	Long term settlement of land	GE(M) Branch
15	Inter Departmental Transfer of land	GE(M) Branch
16	Government of India related transfer of land	GE(M) Branch
17	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
18	Issuance of 3,442 Free Hold Title Deeds	RR&R Branch
19	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch
20	Quarterly Review Meeting with District Officials for monitoring progress of implementation of Different schemes of the Department.	DLR&S

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

April 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs. 50 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 12 days	DLR&S
3	Disposal of 120000 no. of Mutation petitions	DLR&S
4	Traverse Survey/ Re-survey of 2 Mouzas	DLR&S
5	Detail Survey (Kistwar) of 1 Mouza	DLR&S
6	Digitisation of 500 CS Maps (Scanning)	DLR&S
7	Amalgamation of stages and Final publication of LR ROR of 5 Mouzas	DLR&S
8	Disposal of 7,000 no. of Conversion petitions	DLR&S
9	Land to be freed from Court Cases (8 acre)	DLR&S
10	Construction of 2 nos. of Modern Record Room	DLR&S
11	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
12	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
17	Long term settlement of land	GE(M) Branch
18	Inter Departmental Transfer of land	GE(M) Branch
19	Government of India related transfer of land	GE(M) Branch
20	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
21	Issuance of 4,073 Free Hold Title Deeds	RR&R Branch
22	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

May 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs. 45 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 12 days	DLR&S
3	Distribution of Agri Patta (10 acre)	DLR&S
4	Disposal of 125000 no. of Mutation petitions	DLR&S
5	Traverse Survey/ Re-survey of 2 Mouzas	DLR&S
6	Digitisation of 500 CS Maps (Scanning)	DLR&S
7	Amalgamation of stages and Final publication of LR ROR of 5 Mouzas	DLR&S
8	Disposal of 6,000 no. of Conversion petitions	DLR&S
9	Land to be freed from Court Cases (9 acre)	DLR&S
10	Construction of 4 nos. of Modern Record Room	DLR&S
11	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
12	Monitoring of lease of tea garden whose land is retained under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953: Renewal, fresh lease, resumption, proceeding for lease determination etc.	LP Branch
13	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
14	Long term settlement of land	GE(M) Branch
15	Inter Departmental Transfer of land	GE(M) Branch
16	Government of India related transfer of land	GE(M) Branch
17	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
18	Issuance of 3,017 Free Hold Title Deeds	RR&R Branch
19	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

June 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs. 45 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 12 days	DLR&S
3	Distribution of Agri Patta (10 acre)	DLR&S
4	Disposal of 150000 no. of Mutation petitions	DLR&S
5	Digitisation of 500 CS Maps (Scanning)	DLR&S
6	Amalgamation of stages and Final publication of LR ROR of 5 Mouzas	DLR&S
7	Disposal of 8,000 no. of Conversion petitions	DLR&S
8	Land to be freed from Court Cases (8 acre)	DLR&S
9	Construction of 3 nos. of Modern Record Room	DLR&S
10	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
11	Monitoring of lease of tea garden whose land is retained under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953: Renewal, fresh lease, resumption, proceeding for lease determination etc.	LP Branch
12	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
13	Long term settlement of land	GE(M) Branch
14	Inter Departmental Transfer of land	GE(M) Branch
15	Government of India related transfer of land	GE(M) Branch
16	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
17	Issuance of 2,573 Free Hold Title Deeds	RR&R Branch
18	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch
19	Quarterly Review Meeting with District Officials for monitoring progress of implementation of Different schemes of the Department.	DLR&S

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

July 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs. 55 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 15 days	DLR&S
3	Distribution of Agri Patta (40 acre)	DLR&S
4	Disposal of 170000 no. of Mutation petitions	DLR&S
5	Digitisation of 500 CS Maps (Scanning)	DLR&S
6	Amalgamation of stages and Final publication of LR ROR of 5 Mouzas	DLR&S
7	Disposal of 9,000 no. of Conversion petitions	DLR&S
8	Land to be freed from Court Cases (10 acre)	DLR&S
9	Construction of 2 nos. of Modern Record Room	DLR&S
10	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
11	Monitoring of lease of tea garden whose land is retained under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953: Renewal, fresh lease, resumption, proceeding for lease determination etc.	LP Branch
12	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
13	Long term settlement of land	GE(M) Branch
14	Inter Departmental Transfer of land	GE(M) Branch
15	Government of India related transfer of land	GE(M) Branch
16	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
17	Issuance of 3,529 Free Hold Title Deeds	RR&R Branch
18	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

August 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs. 65 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 15 days	DLR&S
3	Distribution of Agri Patta (45 acre)	DLR&S
4	Disposal of 175000 no. of Mutation petitions	DLR&S
5	Digitisation of 500 CS Maps (Scanning)	DLR&S
6	Amalgamation of stages and Final publication of LR ROR of 5 Mouzas	DLR&S
7	Disposal of 11,000 no. of Conversion petitions	DLR&S
8	Land to be freed from Court Cases (12 acre)	DLR&S
9	Construction of 3 nos. of Modern Record Room	DLR&S
10	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
11	Monitoring of lease of tea garden whose land is retained under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953: Renewal, fresh lease, resumption, proceeding for lease determination etc.	LP Branch
12	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
13	Long term settlement of land	GE(M) Branch
14	Inter Departmental Transfer of land	GE(M) Branch
15	Government of India related transfer of land	GE(M) Branch
16	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
17	Issuance of 2,493 Free Hold Title Deeds	RR&R Branch
18	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

September 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs. 65 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 15 days	DLR&S
3	Distribution of Agri Patta (45 acre)	DLR&S
4	Disposal of 180000 no. of Mutation petitions	DLR&S
5	Digitisation of 500 CS Maps (Scanning)	DLR&S
6	Amalgamation of stages and Final publication of LR ROR of 5 Mouzas	DLR&S
7	Disposal of 12,000 no. of Conversion petitions	DLR&S
8	Land to be freed from Court Cases (12 acre)	DLR&S
9	Construction of 2 nos. of Modern Record Room	DLR&S
10	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
11	Monitoring of lease of tea garden whose land is retained under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953: Renewal, fresh lease, resumption, proceeding for lease determination etc.	LP Branch
12	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
13	Long term settlement of land	GE(M) Branch
14	Inter Departmental Transfer of land	GE(M) Branch
15	Government of India related transfer of land	GE(M) Branch
16	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
17	Issuance of 2,688 Free Hold Title Deeds	RR&R Branch
18	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch
19	Quarterly Review Meeting with District Officials for monitoring progress of implementation of Different schemes of the Department.	DLR&S

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

October 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs. 20 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 10 days	DLR&S
3	Distribution of Agri Patta (5 acre)	DLR&S
4	Disposal of 125000 no. of Mutation petitions	DLR&S
5	Digitisation of 500 CS Maps (Scanning)	DLR&S
6	Amalgamation of stages and Final publication of LR ROR of 2 Mouzas	DLR&S
7	Disposal of 5,000 no. of Conversion petitions	DLR&S
8	Land to be freed from Court Cases (2 acre)	DLR&S
9	Construction of 2 nos. of Modern Record Room	DLR&S
10	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
11	Monitoring of lease of tea garden whose land is retained under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953: Renewal, fresh lease, resumption, proceeding for lease determination etc.	LP Branch
12	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
13	Long term settlement of land	GE(M) Branch
14	Inter Departmental Transfer of land	GE(M) Branch
15	Government of India related transfer of land	GE(M) Branch
16	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
17	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

November 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs.65 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 21 days	DLR&S
3	Distribution of Agri Patta (45 acre)	DLR&S
4	Disposal of 150000 no. of Mutation petitions	DLR&S
5	Traverse Survey/ Re-survey of 3 Mouzas	DLR&S
6	Digitisation of 500 CS Maps (Scanning)	DLR&S
7	Amalgamation of stages and Final publication of LR ROR of 5 Mouzas	DLR&S
8	Disposal of 9,000 no. of Conversion petitions	DLR&S
9	Land to be freed from Court Cases (14 acre)	DLR&S
10	Construction of 1 no. of Modern Record Room	DLR&S
11	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
12	Monitoring of lease of tea garden whose land is retained under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953: Renewal, fresh lease, resumption, proceeding for lease determination etc.	LP Branch
13	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
14	Long term settlement of land	GE(M) Branch
15	Inter Departmental Transfer of land	GE(M) Branch
16	Government of India related transfer of land	GE(M) Branch
17	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
18	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch

Department of Land & Land Reforms and Refugee Relief & Rehabilitation

December 2020

Sl. No.	Administrative Activity	Nodal Branch / Office
1	Collection of Rs. 70 Cr Revenue	DLR&S
2	In-Service Training of SRO-II/RO/RI/Amin for 21 days	DLR&S
3	Distribution of Agri Patta (40 acre)	DLR&S
4	Disposal of 160000 no. of Mutation petitions	DLR&S
5	Traverse Survey/ Re-survey of 3 Mouzas	DLR&S
6	Digitisation of 500 CS Maps (Scanning)	DLR&S
7	Amalgamation of stages and Final publication of LR ROR of 6 Mouzas	DLR&S
8	Disposal of 12,000 no. of Conversion petitions	DLR&S
9	Land to be freed from Court Cases (12 acre)	DLR&S
10	Construction of 1 no. of Modern Record Room	DLR&S
11	Process proposal for Long Term Lease of land retained under Sec 6(1)(g) read with Sec 6(3) of the WBEA Act, 1953 in terms of Section 4B(2) of the WBLR Act, 1955 as and when received from DLR & S, W.B.	LP Branch
12	Monitoring of lease of tea garden whose land is retained under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953: Renewal, fresh lease, resumption, proceeding for lease determination etc.	LP Branch
13	Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch
14	Long term settlement of land	GE(M) Branch
15	Inter Departmental Transfer of land	GE(M) Branch
16	Government of India related transfer of land	GE(M) Branch
17	STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch
18	Monthly Intra-Departmental Review Meeting with all branches of the L&LR&R&RR Dept.	Estt Branch
19	Quarterly Review Meeting with District Officials for monitoring progress of implementation of Different schemes of the Department.	DLR&S

SYNOPSIS

Subject	Section/ Office	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Cumulative	Remarks
Collection of 750 Cr Revenue (in Rs.)	DLR&S	90	90	90	50	45	45	55	65	65	20	65	70	750	
In-Service Training of SRO-II/RO/RU/Amin (in days)	DLR&S	21	18	22	12	12	12	15	15	15	10	21	21	194	
Distribution of Agri Patta (in acre)	DLR&S	60	60	40	0	10	10	40	45	45	5	45	40	400	
Disposal of Mutation petitions	DLR&S	175000	180000	190000	120000	125000	150000	170000	175000	180000	125000	150000	160000	1900000	
Traverse Survey/ Re-survey of Mouza	DLR&S	2	2	2	2	2	0	0	0	0	0	3	3	16	
Detail Survey (Kistwar)	DLR&S	1	0	1	1	0	0	0	0	0	0	0	0	3	
Digitisation of CS Map (Scanning)	DLR&S	500	500	500	500	500	500	500	500	500	500	500	500	6,000	
Amalgamation of stages and Final publication of LR ROR	DLR&S	6	6	5	5	5	5	5	5	5	2	5	6	60	
Disposal of Conversion petitions	DLR&S	11,000	7,000	8,000	7,000	6,000	8,000	9,000	11,000	12,000	5,000	9,000	12,000	105,000	
Land to be freed from Court Cases (in acre)	DLR&S	10	11	12	8	9	8	10	12	12	2	14	12	120	
Construction of Modern Record Room	DLR&S	0	0	0	2	4	3	2	3	2	2	1	1	20	
Monitoring of lease under Sec 6(1)(f) read with Sec 6(3) of the WBEA Act, 1953:	LP Branch														As per proposal received
Process application for Tea Tourism and or Allied Business Activity within Tea Garden Land	LP Branch														As per proposal received
Long term settlement of land	GE(M) Branch														As per proposal received
Inter Departmental Transfer of land	GE(M) Branch														As per proposal received
Government of India related transfer of land	GE(M) Branch														As per proposal received
STL of Tanks, Fisheries, Ferries etc.	GE(M) Branch														As per proposal received
Issuance of Free Hold Title Deeds	RR&R Branch	1,571	2,095	3,442	4,073	3,017	2,573	3,529	2,493	2,688	0	0	0	25,481	As per proposal received

Law Department

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 Annual Volumes 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) and State Law Commission, West Bengal and Registration of Marriages and Appointment of Notaries are within the administrative control of this Department.

Date & Time	Subject / Programme / Meeting	Remarks
02-01-2020 to 10-01-2020	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.
13-01-2020 to 29-01-2020	Settlement, framing and publications of Ordinances	On the basis of the proposals forwarded by various Departments when the Assembly is not in session.
03-02-2020 to 28-02-2020	Vetting of various rules, regulations, statutes etc. & settlement and framing of DraftBills	On the basis of the proposals forwarded by various Departments
02-03-2020 to 31-03-2020	Attending Select Committee / Standing Committee meetings conducted by WBLA and vetting of various rules, regulations, statutes etc. & settlement and framing of DraftBills	On the basis of the proposals forwarded by various Departments
01-04-2020 to 15-04-2020	Finalisation and publication of Bills	Probable Budget Session (Phase I) of W.B.L.A.
16-04-2020 & 17-04-2020	Review meeting of SARTHAC*	On developmental works
20-04-2020 to 06-05-2020	Settlement, framing and publications of Ordinances	On the basis of the proposals forwarded by various Departments when the Assembly is not in session.
11-05-2020 & 12-05-2020	Review meeting of Marriage and Notary Cell*	On developmental works
13-05-2020 to 29-05-2020	Select Committee / Standing Committee meetings conducted by WBLA and vetting of various rules, regulations, statutes etc. & settlement and framing of DraftBills / visit to the Official Language Branch (Nepali) at Darjeeling	On the basis of the proposals forwarded by various Departments.
01-06-2020 to 30-06-2020	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
01-07-2020 to 24-07-2020	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.
27-07-2020 to 12-08-2020	Finalisation and publication of Bills	Probable Budget Session (Phase II) of W.B.L.A.
13-08-2020 & 14-08-2020	Review meeting of SARTHAC*	On developmental works
17-08-2020 to 31-08-2020	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.
01-09-2020 to 18-09-2020	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.
21-09-2020 to 01-10-2020	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
05-10-2020 to 16-10-2020	Select Committee / Standing Committee meetings conducted by WBLA and settlement, framing and publications of Ordinances	On the basis of the proposals forwarded by various Departments when the Assembly is not in session.
02-11-2020 to 13-11-2020	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.
18-11-2020 to 25-11-2020	Settlement, framing and publications of Ordinances /settlement and framing of Draft Bills	On the basis of the proposals forwarded by the various Departments
26-11-2020 & 27-11-2020	Review meeting of SARTHAC*	On developmental works
01-12-2020 & 02-12-2020	Review meeting of Marriage and Notary Cell*	On developmental works
03-12-2020 to 11-12-2020	Finalisation and publication of Bills	Probable Winter Session of the W.B.L.A.
14-12-2020 to 31-12-2020	Settlement, framing and publications of Ordinances	On the basis of the proposals forwarded by various Departments during the Assembly is not in session.

Note.—*The afore-mentioned dates and subjects/program may be varied depending upon the program declared by the West Bengal Legislative Assembly (WBLA).

Department of Industry, Commerce , Enterprises and Department of Public Enterprises & Industrial Reconstruction

SI No.	Activity/Target
January – 2020	
1	General review of progress of Rejuvenation of Milan Mela Complex.
2	Quarterly Staff Training on Noting/Drafting/Office Procedures.
3	Publication of Provisional District Survey Report for Purulia, Bankura, Paschim Bardhaman & Jhargram.
4	Approval of Mine Plans on Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits.
5	Supervision of preparation of District Survey Report of Mineral Deposit.
6	Ph-I -DPR for infrastructure Development works Haldia Industrial Park (Temporary site office, road & drainage works, boundary wall and entry gate structure).
7	Floating of Request For Proposal for selection of contractor and Project Management Consultant for the construction of Architectural Gate at NH06 entry point to Vidyasagar Industrial Park.
8	Floating of Request For Proposal for selection of contractor and Project Management Consultant for the construction of another access road from NH 60 to Vidyasagar Industrial Park.
9	Completion of internal road works in Northern Portion of Panagarh Industrial Park. (Rd.No.s 2,3 &7, together ~4KM).
10	Execution of lease Deed Agreement for 0.35acres of allotted land in favour of Techon India Pvt. Ltd. at Poly Park, Howrah.
11	Execution of lease Deed Agreement for 10 acres of allotted land in favour of Ashirvad Pipes Pvt. Ltd. at Panagarh Industrial Park.
12	Execution of lease Deed Agreement for allotment of land in favour of R.K. Group & Industries at Paridhan Garment Park.
13	Handing over Possession of 2.50 acres of land in favour of Prasad Seeds Pvt. Ltd. at Vidyasagar Industrial Park.
14	Commencement of Development of Web Application for Human Resource Management Module.
15	Floating tender for construction of 2.5 lakh litre capacity Underground fire storage reservoir at Malda, Falta Sector III & IV Industrial Growth Centre of WBIIDC.
16	Execution of Lease Deed at Mokdumnagar China & Fire Clay deposit, Birbhum.
February – 2020	
17	Selection of Agency by WBMDTCL for preparation of DSR for 17 districts and giving work order.
18	Approval of Mine Plans of Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits.
19	Approval of project proposal of National Mineral Exploration Trust (NMET) for exploration of Gorubathan Lead-Zinc-copper deposit, Kalimpong district.
20	Supervision of preparation of District Survey Report of Mineral Deposit.
21	Finalization of Schedule of Exploration item(s).
22	Demonstration of progress on Web-portal Development of DMM, WB for Automation of mining regulatory process.
23	Commencement of NH-60 access connectivity works at Vidyasagar Industrial Park.
24	Execution of lease Deed Agreement for 2.5 acres of allotted land in favour of Prasad Seeds Pvt. Ltd. at Vidyasagar Industrial Park.

25	Commencement of Development of Web Application for Engineering and Construction Management module.
26	Floating tender for construction of 1.5 lakh litre capacity Underground fire storage reservoir at Raninagar, Bishnupur, Kalyani Phase I & III, and Kharagpur Industrial Growth Centre of WBIIDC.

March – 2020

27	Review of assets /shares of loss making PSUs/ JVCs and winding up of the same thereof.
28	Review Meeting on website functions.
29	Approval of Mine Plans on Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits.
30	Floating Tender for 06 areas for exploration of minor minerals through outsourcing, based on schedule.
31	Supervision of preparation of District Survey Report of Mineral Deposit.
32	Completion of infrastructural works-roads, utility corridor (sewerage pipeline,water pipeline,electric cable trench) and drainage system at Food Park Ph-III.
33	Commencement of entry gate structure works from NH-6 to Vidyasagar Industrial Park.
34	Completion of boundary wall works around Social Infra project at Vidyasagar Industrial Park.
35	Commissioning of water supply to units at Barjora Plasto Steel Park (Ph-I & II).
36	Commencement of Development of Web Application for Asset Management Modules.

April – 2020

37	Quarterly Staff Training on Noting/Drafting/Office Procedures.
38	Approval of Mine Plans on Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits.
39	Supervision of preparation of District Survey Report of Mineral Deposit.
40	Approval of project proposal of National Mineral Exploration Trust (NMET) for exploration of Apatite deposits, Purulia district.
41	Commencement of construction of 2.5 lakh litre capacity Underground fire storage reservoir at Malda, Falta Sector III & IV Industrial Growth Centre of WBIIDC and commencement of Development of Web Application for Industrial Performance Monitoring Module.
42	Commencement of Pre-mining activities at Mokdumnagar China & Fire Clay deposit, Birbhum.

May – 2020

43	Approval of Mine Plans on Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits.
44	Supervision of preparation of District Survey Report of Mineral Deposit.
45	Selection of agencies for geological exploration through tender process.
46	Commencement of construction of 1.5 lakh litre capacity Underground fire storage reservoir at Raninagar, Bishnupur, Kalyani Phase I & III, and Kharagpur Industrial Growth Centre of WBIIDC and commencement of Development of Web Application for Industrial Growth Centre Promotion Module.
47	Commencement of First Phase of land procurement of Gourandih ABC Coal Mines, Paschim Bardhaman.

June – 2020

48	2nd Quarter meeting on winding up of Loss Making PSUs/JVCs.
49	Approval of Mine Plans on Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits.
50	Supervision of preparation of District Survey Report of Mineral Deposit.
51	Work order to be issued to agencies for undertaking geological exploration work.
52	Renovation of main arterial road through PWD at Rishi Bankim Shilpaudyan, Naihati.
53	Completion of architectural entry gate structures (3 No.s) at Panagarh Industrial Park.
54	Commencement of Development of Web Application for Land Management Module.

July – 2020

55	Review meeting on e-governance and e-office.
56	Approval of Mine Plans on Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits .
57	Inspection and Supervision of exploration work undertaken by outsourced agencies.
58	Supervision of preparation of District Survey Report of Mineral Deposit.
59	Completion of Electrical Rectification works in Southern portion of Panagarh Industrial Park.
60	Completion of Development of Web Application for Human Resource Management Module.
61	Execution of lease deed at Hatgacha-Jethia Blackstone Project, Birbhum.

August – 2020

62	Quarterly Staff Training on Noting/Drafting/Office Procedures.
63	Approval of Mine Plans on Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits.
64	Inspection and Supervision of exploration work undertaken by outsourced agencies.
65	Selection of Specific Geographic Information System software to convert geological database into Geographic Information System platform.
66	Supervision of preparation of District Survey Report of Mineral Deposit.
67	Establishing (Temporary) site office of WBIDC at Goaltore Industrial Park.
68	Floating of Request For Proposal for selection of Contractor and Project Management Consultant for Ph-I infrastructure development works of Haldia Industrial Park.
69	Completion of Development of Web Application for Engineering and Construction Management module.
70	Exploration of Silica Sand, Apatite, Fire Clay and Blackstone.

September – 2020

71	Staff training on e-governance.
72	3rd Quarter Review Meeting on winding up of Loss Making PSUs/JVCs including valuation of shares.
73	Review Meeting on website functions.
74	Approval of Mine Plans on Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits.
75	Inspection and Supervision of exploration work undertaken by outsourced agencies.
76	Interaction with Mineral Exploration Corporation Ltd. (MECL) regarding National Mineral Exploration Trust (NMET) project at Gorubathan.
77	Approval of project proposal to National Mineral Exploration Trust (NMET) for exploration of Pollusite deposits, Purulia district.
78	Completion of construction of 2.5 lakh litre capacity Underground fire storage reservoir at Malda, Falta Sector III & IV Industrial Growth Centre of WBIIDC and completion of Development of Web Application for Asset Management Modules.

October – 2020

79	Departmental Budget Review Meeting
80	Approval of Mine Plans on Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits.
81	Inspection and Supervision of exploration work undertaken by outsourced agencies.
82	Completion of renovation works for entry gates (2 No.s) at Shilpangan Industrial Park, Salt Lake.
83	Completion of construction of 1.5 lakh litre capacity Underground fire storage reservoir at Raninagar, Bishnupur, Kalyani Phase I & III, and Kharagpur Industrial Growth Centre of WBIIDC and completion of Development of Web Application for Industrial Performance Monitoring Module.
84	Pre-mining activities at Hatgacha Jethia Blackstone mines at Birbhum.

November – 2020

85	Quarterly Staff Training on Noting/Drafting/Office Procedures.
86	Approval of Mine Plans on Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits .
87	Inspection and Supervision of exploration work undertaken by outsourced agencies.
88	Floating of tender for purchase of Geographic Information System (GIS) software to store, manage and present the Geological database and for mapping of mineral resources in different Districts.
89	Finalization of Web Portal of DMM, WB.
90	Replacing Fire Hydrant system and repairing and painting works of SDF-I & II of Shilpangan Salt Lake.
91	Completion of Development of Web Application for Industrial Growth Centre Promotion Module.

December – 2020

92	4th Quarter Review Meeting on winding up of Loss Making PSUs/JVCs including valuation of shares.
93	Approval of Mine Plans on Riverbed Sand, Brick Earth materials and in-situ minor mineral deposits.
94	Inspection and Supervision of exploration work undertaken by outsourced agencies.
95	Interaction with Mineral Exploration Corporation Ltd. (MECL) regarding National Mineral Exploration Trust (NMET) project at Gorubathan.
96	Supervision of preparation of District Survey Report of Mineral Deposit.
97	DPR for Ph-I of NH-34 access connectivity to Haringhata Industrial Park.
98	Completion of boundary wall works at Goaltore Industrial Park.
99	Completion of Development of Web Application for Land Management Module.
100	Commencement of Pre-mining Activities at Gourangdih ABC Coal Mine, Paschim Bardhaman.

OFFICE OF THE LEGAL REMEMBRANCER WEST BENGAL

Month	Activities
January	Conduct of training programme of the Government Pleaders, Assistant Government Pleaders, Senior Government Advocates, Junior Government Advocates, including Government Panel Lawyers of different districts.
February	Payment of pending bills of Government Panel Lawyers, including Retainers. Collection of Fund utilization report from all districts.
March	Review of status of the cases pending in Supreme Court and National Green Tribunal.
April	Ascertaining performance of Public Prosecutors and Government Pleaders of all districts. Meeting with District Magistrates.
May	Holding training programme of Public Prosecutors and Government Pleaders of all districts. Monitoring of status of different cases pending before Hon'ble High Court, Calcutta and early disposal of cases.
June	Holding Special Lok Adalat regarding Death-cum-Retirement Benefit matters. Special Drive for payment of professional fees of the State advocates.
July	Review regarding the payment made to ascertain the dues with reference to the budgetary provision.
August	Special training programme of the Public Prosecutors and / or Assistant Public Prosecutors regarding POCSO Act at district level.
September	Meeting with District level officers of all districts.
October	Legal Awareness Camps at different districts with the help of local administration. To follow up the direction of Hon'ble High Court in different cases.
November	Ascertaining performances of Public Prosecutors of all districts.
December	Holding Awareness Camps with the help of recognized N.G.O.s who work for the juvenile orphans / destitute women / physically handicapped persons. Monitoring of the status of different cases pending before Hon'ble High Court, Calcutta, as well as Hon'ble Supreme Court of India and early disposal of cases.

Department of Mass Education & Library Services
Proposed Activities of Directorate of Mass Education Extension

JANUARY-2020	
1	Sports for the inmates of Social Welfare Homes at State Level.
2	Proposal for Non-Recurring (NR) Grant to 4 Special Schools to be processed.
3	Inspection of 5 Special Schools.
4	Allotment of Fund towards Hostel Subsidy and Contingency for the disabled students to 15 Sponsored Special Schools.
5	Proposal for NR grant for 3 Social Welfare Homes to be Processed.
6	Educational Tour for the inmates of Welfare Home will be organized.
7	Process for release of Maintenance Grants under the Sector, State Development Scheme(erstwhile State Plan Head) for 51 Welfare Homes.
FEBRUARY-2020	
1	Organization of Sports for the students with special needs at district level.
2	Release of grants towards Hostel Subsidy and Contingency for the disabled students of 18 Sponsored Special School.
3	Release of NR grant to 4 Special Schools.
4	Process for releaseing non recurring grants for 4 Social Welfare Homes.
5	Inspection of 4 Social Welfare Homes and 2 Special Schools by the Directorate.
MARCH- 2020	
1	Release of Maintanance Grants towards reference book for the students with special need.
2	Grant for scholarship for about 2700 students with special need studying in Class IX and onwards to be released under the Sector, State Development Scheme(erstwhile State Plan Head).
3	Educational Tour for the students of Sponsored Special Schools to be organized.
4	Release of grants towards Hostel Subsidy and Contingency for the disabled students of 25 Sponsored Special School.
APRIL- 2020	
1	Collection of proposal for Non recurring Grants for Sponsored Special Schools.
2	Inspection of 3 Sponsored Special Schools and 3 Welfare Homes by the Directorate.
3	Release of maintenance grants under the Sector, State Development Scheme (erstwhile State Plan Head) for the inmates of 51 Welfare Homes for the first quarter.
4	Allotment of fund towards Hostel Subsidy and Contingency for disabled students of 70 Sponsored Special Schools.
MAY- 2020	
1	Review meeting with the District Mass Education Extension Officers.
2	Review meeting with Superintendent of Homes of 5 districts.
3	Inspection of 4 Special Schools and 2 Welfare Homes for the students with special need by the Directorate.
4	Compilation of Administrative Report.
5	Advertisement inviting proposals from NGOs towards recognition for Special Schools.

JUNE- 2020	
1	5 proposals Non-recurring Grant for Special School to be processed.
2	Inspection of 4 Social Welfare Homes and 2 Special Schools by the Dte.
3	Advertisement inviting applications from eligible students with disabilities and inmates of Social Welfare Homes for Felicitation Programme to be published.
4	4 proposals for non recurring Grants for Welfare Homes to be processed.
5	Updation of Database of the employees of Sponsored Special Schools and Social Welfare Homes for implementation of e-pension.
JULY- 2020	
1	5 proposals of Non-recurring Grant for Welfare Home to be processed.
2	Inspection of 4 Welfare Homes and 2 Special Schools by the Dte.
3	4 Proposals for NR Grant for Special Schools to be processed.
4	Updation of Data bank for Special Schools.
5	Advertisement inviting applications from non recognised, non sponsored institutions for specially abled students and Social Welfare Homes for release of Maintanance Grant to be published.
6	Felicitation programme for specially abled students and inmates of Social Welfare Homes who excelled in Madhyamik Pariksha & Higher Secondary Examination held in 2020.
AUGUST- 2020	
1	Release of Fund towards Maintanance Grant in favour of 51 Welfare Homes under the Sector, State Development Scheme (erstwhile State Plan Head)
2	Inspection of 2 Welfare Homes and 4 Special Schools by the Dte.
3	5 proposals for NR Grant for Special Schools to be processed.
4	Release of Fund for Hostels Subsidy and Contingency for 70 Special Schools.
5	Preparatory work for Observance of International Literacy Day, 2020.
6	Processing of proposal towards Grants for Festival garments and winter garments for student with special need and inmates of Welfare Homes.
SEPTEMBER- 2020	
1	Observance of International Literacy Day, 2020 at State, District Level etc.
2	Inspection of 4 Sponsored Special Schools and 2 Welfare Homes by the Dte.
3	Advertisement inviting application from eligible specially abled students, studying in class IX onwards for awarding Scholarship to be published.
4	5 proposals for releasing NR Grants for Special Schools to be procesed.
OCTOBER- 2020	
1	4 proposals for NR grant for Special Schools to be processed.
2	Review meeting with the District Mass Education Extension Officers.
3	Release of Fund to 15 Special Schools for Hostel subsidy & contingency.
4	4 proposals for non-recurring Grants for Welfare Homes to be processed.
5	Processing of proposals towards Recognition of Special Schools.

6	Release of Grants towards Festival garments and winter garments for the Students with special need under the Sector, State Development Scheme (erstwhile State Plan Head).
7	Release of Grants towards Festival garments and winter garments for the Inmates of Welfare Homes under the Sector, State Development Scheme (erstwhile State Plan Head).
NOVEMBER- 2020	
1	Release of Fund to 20 Special Schools for Hostels subsidy and contingency.
2	Inspection of 2 Welfare Homes and 4 Special Schools by the Dte.
3	4 proposals for Maintanance Grant for Special Schools to be processed.
4	Processing for release of Maintanance grant (financial assistance) for non recognised, Non Sponsored Special Schools and Social Welfare Homes under the Sector, State Development Scheme (erstwhile State Plan Head).
DECEMBER- 2020	
1	Inspection of 5 Sponsored Special Schools and 2 Welfare Homes by the Dte.
2	Finalization of proposals, towards recognition of Special Schools.
3	5 proposals for non recurring Grant for Welfare Homes to be processed.
4	Home wise sports and cultural competition amongst the inmates of Welfare Homes to be Organized.
5	Processing for release of Grants under the Sector, State Development Scheme (erstwhile State Plan Head) for Scholarship to the Specially abled students studying in Class IX & onwards.
6	Release of Grants towards School Shoes and Bags for the Inmates of Welfare Homes under the Sector, State Development Scheme (erstwhile State Plan Head)
7	Release of Grants towards School Shoes and Bags for the Students with special need under the Sector, State Development Scheme (erstwhile State Plan Head)

Department of Mass Education & Library Services

Proposed Activities of Directorate of Library services

JANUARY-2020	
1	Organising of District Book Fair in a few Districts.
2	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.
3	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
4	LLA Meeting in some Districts.
FEBRUARY-2020	
1	Completion of Selection process for financial assistance to Non Government and Non Sponsored Libraries.
2	Organising of District Book Fair in a some Districts.
3	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
4	Meeting with District Library Officers for Audit Report & Court Matter.
5	LLA Meeting in some Districts
MARCH- 2020	
1	Organising of District Book Fair in some Districts.
2	Review meeting with District Library Officers for Development Proposals
3	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
APRIL - 2020	
1	Meeting with District Library Officers for Budget Allocations for the year 2020-2021
2	LLA Meeting in some Districts.
MAY- 2020	
1	Processing of development proposals
2	Review meeting with District Library Officers on construction/Repair/Renovation work of the Government Sponsored and Government Aided Libraries, collection of U.C s and Reconciliation of accounts.
3	Organising awarnes programme to the organizers of CLICs.
JUNE- 2020	
1	LLA Meeting in some Districts
2	Review meeting with District Library Officers for Public Grievence and Court matters
3	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.

JULY- 2020	
1	LLA Meeting in some Districts
2	Organising Seminar, Workshop, awareness programme in Government , Government Sponsored Libraries.
3	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
4	Meeting with District Library Officers for Observance of Public Library Day on 31.08.20
AUGUST- 2020	
1	Observance of Public Library Day in all District and at the State Level on 31/08/2020.
2	Processing of Development proposals.
3	Review meeting with the District Library Officer and Librarians on Construction Repair Renovation work of the Govt., Govt. Sponsored and Govt. Aided Libraries, collection of U.Cs & Reconciliation of A/cs.
SEPTEMBER- 2020	
1	LLA meeting in some Districts
2	Processing of Development proposals.
3	Organising meeting with the Publishers and Book sellers Associations for District Book Fair Calender 2020-21.
OCTOBER- 2020	
1	Processing as well as release of Plan Fund to some Govt., Govt.Sponsored and Govt.Aided Libraries.
2	Meeting with the District Library Officers for District Book Fair.
3	Organising Seminar, Workshop, awareness programme in Government , Government Sponsored Libraries.
4	Organising meeting for the District Book fairs, 2020-21 with Publishers Associations.
5	LLA meeting in some Districts
NOVEMBER- 2020	
1	Processing as well as release of Plan Fund to some Govt., Govt.Sponsored and Govt.Aided Libraries.
2	Review meeting with the District Library Officer and Librarians on Construction Repair Renovation work of the Govt., Govt. Sponsored and Govt. Aided Libraries, collection of U.Cs & Reconciliation of A/cs.
3	Organising Seminar, Workshop, awareness programme in Government, Government Sponsored Libraries.
DECEMBER- 2020	
1	Organising of District Book Fairs in some Districts
2	Organising Seminar, Workshop, awareness programme in Government , Government Sponsored Libraries.
3	Processing as well as release of Plan Fund to some Govt., Govt.Sponsored and Govt.Aided Libraries.
4	Process for advertisement for admission in certificate course in Library and Information science at Peoples Janata College, Banipur, North 24 PGS.

Department of Minority Affairs and Madrasah Education

SI No.	Organisation Name	January	February	March	April
1.	West Bengal Minorities' Development & Finance Corporation	<ul style="list-style-type: none"> Review, scrutiny & distribution of scholarship. Distribution of Scholarship of Aikyashree (Pre-Matric, Post-Matric and Merit-cum-Means) directly to the Students. Distribution of TSP & SVMCM Scholarship for 2019-20. Sanction and distribution of 250 Students Education Loan, 1500 Term DLoan and Self Help Group Loan(DLS) to 10,000 SHG members. Organizing Recovery Camp and review of recovery of different loan schemes. Training on EDP for 160 candidates. 	<ul style="list-style-type: none"> Disbursement of residual scholarships under Aikyashree (Pre-Matric, Post-Matric and Merit-cum-Means scholarship). Distribution of residual TSP & SVMCM scholarship. Counselling of Students Education Loan. Sanction and distribution of 200 Students Education Loan, Sanction of residual cases of Term Loan & Self Help Group Loan(DLS) -15000 Members. Milan Utsav for 5 days with 5,00,000 visitors & 150 stalls. Training on EDP for 160 candidates. Coaching for Combined Competitive Examination -500 candidates. 	<ul style="list-style-type: none"> Release of scholarship to left out applicants of all scholarship (2019-20), if any. Finalizing the yearly Target of different Scholarship schemes for 2020-21. Preparation of Annual Action Plan of WBMDFC for 2020-21. Finalizing the yearly Target of different Loan schemes for 2020-21. Coaching for Pre-Recruitment Examination of Police Constable of 4000 candidates, Skill Training through NIFT-175 candidates. Sanction & Distribution of Students Education Loan - 200, Self Help Group (DLS)-residual of 2019-20. 	<ul style="list-style-type: none"> Action plan of "Aikyashree"(Pre-Matric, Post-Matric and Merit-cum-Means), TSP and SVMCM scholarships. Review meeting with School Education Deptt, Bank etc. for scholarship. Organizing 2 days' Orientation-cum-Training to all the staff-members of Education Section and Education Supervisors of WBMDFC. Training of Office Staff for office procedure and accounts etc. Training to all Field Staff for loan Schemes. Skill Development Programme through Indian Institute of Foreign Trade (IIFT)-25 candidates, Coaching for Army Jawan(GD)-100 candidate & Army Officer-50 candidates, Basic Tailoring-175 candidates. Review of previous years' achievements, documentation etc.: Sanction & distribution of Education Loan to 100 students.

Sl No.	Organisation	January	February	March	April
2.	Director of Madrasah Education	<ul style="list-style-type: none"> Games and sports of 615 Madrasahs & 497 MSKs & SSKs. Holding of Coaching Camps for Madrasah Students in (a) Football, (b) Swimming. Setting up of Smart Classes/ICT facilities in 150 Madrasahs. Distribution of Bags & Shoes to the students of class I to VIII of Aided Madrasahs/MSKs/SSKs. Distribution of Dress to all students of class I-VIII of 615 recognized aided Madrasahs & 497 MSKs/SSKs. 	<ul style="list-style-type: none"> Distribution of incentive to all female students (141293) of class IX-XII of 615 recognized aided Madrasahs. Holding of Coaching Camps in Badminton, Volleyball, Kabaddi & Khokho. 	<ul style="list-style-type: none"> Improvement of facilities in English Medium Model Madrasahs. 	<ul style="list-style-type: none"> Improvement of facilities in Residual English Medium Model Madrasahs.
3.	West Bengal Urdu Academy	<ul style="list-style-type: none"> To participate in the World Book fair organized by National Book Trust. To organize 13th All India Urdu Book Fair. Publication of Rooh-e-Adab, West Bengal Urdu Academy's literary Journal. Releasing of Published Books. Commencement of Teaching of Bengali as 	<ul style="list-style-type: none"> To invite application for Grant to Urdu Libraries. To invite application for the scheme of subsidy on manuscript. To invite the applications for manuscript to be published under the scheme of own publication. To invite applications for scholarship for class VI to X. 	<ul style="list-style-type: none"> Organizing functions of Shaam e Adab (Literary Evening) 	<ul style="list-style-type: none"> Disbursement of scholarship for class VI to X. Publication of Rooh-e-Adab, West Bengal Urdu Academy's literary Journal. Commencement of 1 yr Urdu Language course. Commencement of 1 yr Arabic Language course. Organizing Workshop on creative writing in Urdu.

Sl No.	Organisation	January	February	March	April
		<p>extracurricular activity in Junior High Classes of Urdu medium schools.</p> <ul style="list-style-type: none"> • Commencement of Free Coaching Centres. • To participate in the Kolkata Book Fair organized by Publishers and Book Sellers' guild. 			
4.	Aliah University	<ul style="list-style-type: none"> • Preparation of norms and regulations for conducting AUAT-2020 Examination. • Advertisement for selection of students for WBCS Coaching 2020-2021 	<ul style="list-style-type: none"> • Appointment of Chairman & Vice-Chairman for AUAT-2020 • Meeting of Academic Council • Meeting of Finance Committee • Meeting of Executive Council 	<ul style="list-style-type: none"> • Advertisement for admission to undergraduate and postgraduate courses. • Programmes through AUAT-2020 • Selection test for WBCS Coaching 2020-2021 	<ul style="list-style-type: none"> • Convocation • Online Application process of AUAT-2020 • Student Development Programme (soft-skill & aptitude) for pre-placement • Interview of shortlisted candidates and publication of list of selected candidates for WBCS coaching 2020-2021
5.	West Bengal Board of Madrasah Education	<ul style="list-style-type: none"> • Conduct of examination related preparatory meetings in different districts of West Bengal. • Distribution of Admit Cards for Alim, Fazil and High Madrasah Examination, 2020. • Review of Curriculum & Syllabus — One workshop to be organised. 	<ul style="list-style-type: none"> • Conduct of examination related preparatory meetings in different districts of West Bengal. • Conduct of High Madrasah, Alim & Fazil Examination, 2020. 	<ul style="list-style-type: none"> • Entry of answer scripts and distribution to the Head Examiners. • Training of 100 teachers on classroom learning, teaching & evaluation system. 	<ul style="list-style-type: none"> • Conduct of Fazil 1st year (11th class) Examination of 72 Senior Madrasahs. • Training of 100 teachers on classroom learning, teaching & evaluation system. • Evaluation of answer scripts of High Madrasah, Alim & Fazil Examination, 2020.

Sl No.	Organisation Name	January	February	March	April
6.	West Bengal State Haj Committee	<ul style="list-style-type: none"> • Training of 100 teachers on classroom learning, teaching & evaluation system. • Training of Trainers for Haj-2020 (Districtwise) at Kolkata. • Selection and Training of Khadimul Hujjaj for Haj-2020. • Submission of receipt of advance Haj amount from the selected pilgrims. 	<ul style="list-style-type: none"> • Submission of Passport/pay-in-slip/Medical Certificate to Haj Committee of India. • Facilitating of Application for Haj-2021. 	<ul style="list-style-type: none"> • Opening of Women Hostel at Kaikhali • District level Training Programme of Haj Pilgrims 	<ul style="list-style-type: none"> • Furniture installation at Madinat-ul-Hujjaj, New Town. • District Level Training Programme of Haj Pilgrims.
7.	Board of Auqaf, West Bengal	<ul style="list-style-type: none"> • Review of lease matters of the Waqf Estates. • Review of disbursement of honorarium of Imams & Moazzins. 	<ul style="list-style-type: none"> • Review of Administration, Protection, Supervision and Development of Auqaf Scheme 2013. • Review of legal matters of Board. 	<ul style="list-style-type: none"> • Organising Lok Adalat on Waqf matters in Kolkata. • Review of e-office working in the Board 	<ul style="list-style-type: none"> • Yearly review and performance meeting of the Board. • Organizing awareness Camp with Mutawallis, Imams & Moazzins.
8.	West Bengal Minorities Commission	<ul style="list-style-type: none"> • Study Tour at Murshidabad District • Study Tour at Hooghly District 	<ul style="list-style-type: none"> • Study Tour at North 24 Parganas District • Study Tour at South 24 Parganas District 	<ul style="list-style-type: none"> • Study Tour at Malda District • Study Tour at Dakshin Dinajpur District • Study Tour at Uttar Dinajpur District 	<ul style="list-style-type: none"> • Study Tour at Darjeeling District • Study Tour at Jalpaiguri District • Study Tour at Kalimpong District
9.	Department & Directorate, MDW	<ul style="list-style-type: none"> • Review of implementation of Madrasah schemes including distribution of text books. • Review meeting with Districts for proper utilization of funds. 	<ul style="list-style-type: none"> • Review of MsDP Schemes with District level Officers. • Review of computer aided learnings & ICT in Madrasahs. 	<ul style="list-style-type: none"> • Review of the functioning of women Hostels under Waqf Board. • Review of status of Audit of accounts of Department, Directorate and Parastatal Organisation 	<ul style="list-style-type: none"> • Preparation of Plan of IMDP, MsDP, DMWPR, Boundary Wall & MDW Schemes.

Sl No.	Organisation Name	January	February	March	April
9.	Department & Directorate, MDW	<ul style="list-style-type: none"> • Review of implementation of DWS under MSDP. • Review of Budget of the current financial year. • Preparation of budget for next financial year. • Review of various issues of Aliah University. • Review of construction work of hostels by PWD(SS) & District authorities. • Review of IMDP Scheme and Loan Schemes. • Review of preparation of Alim/Fazil/High Madrasah Examination. • Review of implementation of Madrasah Schemes • Review of all schemes with the DMs, ADMs & DOMAs. 	<ul style="list-style-type: none"> • Review of scholarship schemes of WBMDFC. • Review of the functioning of Urdu Academy including operationalisation of Regional Office of Urdu Academy at Asansol. • Release of 2nd instalment of fund under IMDP, Boundary Wall around Graveyard, DMWRP & MDW Schemes. • Review of progress of KT's with PWD(SS) and other deptts. 	<ul style="list-style-type: none"> • Review of the progress of construction works in Madrasahs, including ACRs, Toilets, drinking water, Incentive grant and setting up of laboratories. • Release of fund under Scheme for infrastructure development through assistance to NGO. • Review of disbursement under Term Loans and DLS. • Review of Utkarsha Scheme. • Review of all schemes with the DMs, ADMs & DOMAs. 	<ul style="list-style-type: none"> • Preparation of action plan for scholarship & loan schemes. • Review of the working of Madrasah Board. • Action plan for waqf development projects.

Sl No.	Organisation	May	June	July	August
1.	West Bengal Minorities Development & Finance Corporation	<ul style="list-style-type: none"> Advertisement of different scholarship & Students Education Loan in important daily Newspapers & other important Places at District, Sub-division & Blocks and school level. Review meeting with district level Officers for scholarship & Students Education Loan. Awareness programme of scholarship and loan at State, District & Sub-Division level (all Districts). Sanction and distribution of 500 Term loans Review meeting with district level Officers for scholarship & loans. Sanction & Distribution of Education Loan - 100 Students, Self Help Group Loan(DLS) -2000 members. 	<ul style="list-style-type: none"> Intensive awareness campaign on scholarships at district level and block level. Holding meetings with Nodal teachers of minority dominated institutions along with concerned BDO/DI/SI of school education departments. Intensive awareness campaign of various loan schemes at district level and block level. Skill development training involving MSME for 250 candidates. Review of recovery of loans. Sanction & distribution of Self Help Group Loan (DLS) -9000 members and Education Loan-200 students. 	<ul style="list-style-type: none"> Awareness campaign of Scholarship at Block level Review of progress of different loan with district level officials. Organising special recovery camp at the Minority Concentrated Districts (MCDs). Sanction and distribution of Education Loan-200 Students , Term Loan - 1000 nos. & Self Help Group Loan(DLS) -4000 members. 	<ul style="list-style-type: none"> Distribution of scholarship of Haji Mohammed Mohsin to 100 nos. of Meritorious Students (of Madhyamik, High Madrasah and Alim Examination-2020) Review and monitoring on the progress of different scholarships. Pre-recruitment free coaching for 4000 candidate of Police Constable Exam. Sanction & distribution of Term Loan to 1000 persons. Self Help Group Loan (DLS) to 10,000 members, Education Loan to 250 Students. Training on EDP for 100 candidates.
2.	Director of Madrasah Education	<ul style="list-style-type: none"> Distribution of laboratory equipments/ instruments in aided Madrasahs . 	<ul style="list-style-type: none"> Review of infrastructure of 615 Madrasahs and MSKs/SSKs 	<ul style="list-style-type: none"> Allotment of girls' toilet & drinking water facilities to aided Madrasahs & MSKs/SSKs. 	<ul style="list-style-type: none"> Improvement of library & reading room & distribution of library books to all 615 Madrasahs.

SI No.	Organisation Name	May	June	July	August
3.	West Bengal Urdu Academy	<ul style="list-style-type: none"> Inviting applications of Book Grant for Madhyamik, High Madrasah and Higher Secondary Passed students Review of performance of free coaching centre. Review of performance of Bengali Language study centre. Inviting applications from Colleges & Universities for grant for seminar 	<ul style="list-style-type: none"> To felicitate the successful students from Free Coaching Centre. Functions of Shaam e Adab. (Literacy Evening) Disbursement of Grant for Seminars to 10 Educational Institutions. 	<ul style="list-style-type: none"> Disbursement of Book Grant to Madhyamik, High Madrasah and Higher Secondary Passed students Publication of Rooh-e-Adab, West Bengal Urdu Academy's Literary Journal. Commencement of Computer Training Course. Purchase of books for Central Urdu Library. Organizing National Level Seminar. 	<ul style="list-style-type: none"> Commencement of 2 year Kitabat Training Course. Inviting application for scholarship for Class XI to M.A. Starting the process of literary awards
4.	Aliah University	<ul style="list-style-type: none"> Conducting AUAT-2020 Examinations for admission to various academic programmes End-semester examinations Meeting of academic council Meeting of finance committee Meeting of executive council 	<ul style="list-style-type: none"> Declaration of AUAT - 2020 results Organising training programme for pre-placement for the students Declaration of end-semester results Commencement of classes for WBCS coaching 2020-2021 Advertisement for Ph.D programme 	<ul style="list-style-type: none"> Completion of admission procedure for undergraduate and postgraduate programmes Review of training & placement cell 	<ul style="list-style-type: none"> Orientation programme and fresher's welcome for new academic session Meeting of academic council Meeting of finance committee Meeting of executive council
5.	West Bengal Board of Madrasah Education	<ul style="list-style-type: none"> Publication of result of High Madrasah, Alim & Fazil Examination, 2020. Review of Curriculum & Syllabus — One workshop to be organised. 	<ul style="list-style-type: none"> Post Publication Review & Scrutiny, for High Madrasah Alim and Fazil Exam, 2020 	<ul style="list-style-type: none"> Registration for High Madrasah/Alim Examination (Approx. 75000 students). Training of 100 teachers on classroom learning, teaching & evaluation system. Conduct of Annual General Meeting of the Board. 	<ul style="list-style-type: none"> Training of 100 teachers on classroom learning, teaching & evaluation system.

Sl No.	Organisation	May	June	July	August
6.	West Bengal State Haj Committee	<ul style="list-style-type: none"> • Completion of Renovation of Baitul Hujjaj (Haj House), Park Circus. • First visit to Airport for infrastructure and other issues relating to Haj Operation-2020. • Preparation for City-Cheek-in at Madinat-ul-Hujjaj. • Facilitating of Passport Application for Haj-2021 	<ul style="list-style-type: none"> • Departure intimations to Pilgrims. • Haj preparedness meeting chaired by Chief Secretary. • Vaccination Programme for Haj Pilgrims-2020 • Receiving of Passport from Haj Committee of India with VISA 	<ul style="list-style-type: none"> • Departure of Haj Pilgrims to Saudi Arabia for Haj-2020. 	<ul style="list-style-type: none"> • Return of Hajjis from Saudi Arabia. • Facilitating of Passport Application for Haj-2021
7.	Board of Auqaf, West Bengal	<ul style="list-style-type: none"> • Disbursement of Eid grant and allowances to beneficiaries. • Preparation for felicitation of Imam & Moazzin by Hon'ble CM at Eid Festival. 	<ul style="list-style-type: none"> • Review of status of different hostels under Board of Auqaf, W.B. • Review of applications for registration of Waqf Estates. 	<ul style="list-style-type: none"> • Organizing Lok Adalat at Kolkata on Waqf matter. • Review & disbursement of honorarium to Imams and Moazzins. 	<ul style="list-style-type: none"> • Organizing awareness Camp with Mutawallis, Imams & Moazzins. • Review of development of Waqf Estates and preparation of action plan.
8.	West Bengal Minorities Commission	<ul style="list-style-type: none"> • Study Tour at Jhargram District 	<ul style="list-style-type: none"> • Study Tour at Nadia District 	<ul style="list-style-type: none"> • Study Tour at Birbhum District 	<ul style="list-style-type: none"> • Study Tour at Purba Bardhaman District • Study Tour at Paschim Bardhaman District
9.	Department & Directorate, MDW	<ul style="list-style-type: none"> • Review & Functioning of Karmatirtha with DOMAs. • Review of Fresh schemes for 2019-20 under IMDP. • Review of audit status & reply of parastatal organisations. 	<ul style="list-style-type: none"> • Review of implementation of Right to Public Service Delivery Act. • Action plan for various infrastructure related works of Aliah University • Release of budgetary fund to parastatal organisation. • Review of progress of works relating to ITIs/ 	<ul style="list-style-type: none"> • Review of the functioning of Sadbhav Mandaps. • Setting up the targets for construction of ACR, Drinking water facility, Toilets, Provision of computers in Govt aided Madrasahs/SSKs /MSKs • Review of all schemes with the DMs, ADMs & DOMAs. 	<ul style="list-style-type: none"> • Review of Loans and Scholarships, MSDP and IMDP and other schemes with district level officers. • Review of Madrasah matter including smart class rooms scheme. • Review of the functioning of Board of Auqaf.. • Review of Minority Dev & welfare schemes.

Sl No.	Organisation	May	June	July	August
10.	Department & Directorate, MDW	<ul style="list-style-type: none"> • Examination of proposals of new Hostels. • Examination of Schemes submitted under MSDP/IMDP by districts. • Review of functioning of Hostels including timely disbursement of Maintenance Allowance • Review of Action plan (2020-21) of Urdu Academy • Review of all schemes with the DMs, ADMs & DOMAs. 	<p>Polytechnics with TE&T Deptt.</p> <ul style="list-style-type: none"> • Target for Housing Scheme for Destitute Women. • Release of fund under IMDP. • Review of Coaching and Skill Dev. Schemes of WBMDFC. • Submission of proposals under MSDP to Govt. of India. • Review on Haj Operations-2020. • Review of the functioning of English Medium Madrasahs. 		<ul style="list-style-type: none"> • Review of the functioning of e-office in department and parastatal organizations.

Sl No.	Organisation	September	October	November	December
1.	West Bengal Minorities Development & Finance Corporation	<ul style="list-style-type: none"> Review and monitoring on the progress of different scholarships. Review of verification of different Scholarship Scheme. Review of recovery of loan. Disbursement of Self Help Group Loan(DLS) - 10000 Members, Term Loan to 1000 persons. Sanction & Distribution of Education Loan -250 Students. 	<ul style="list-style-type: none"> Review and monitoring of scrutiny of online scholarship application at Institution/district level for Aikyashree Scholarship and TSP & SVMCM Scholarship . Sanction & distribution of Term Loan (500 nos.), Self Help Group Loan(DLS) -5000 members & Education Loan -150 Students. Review and monitoring of the progress of different Loan scheme at district level. 	<ul style="list-style-type: none"> Review of scrutiny of different scholarships “Aikyashree” scholarship scheme, TSP and SVMCM. Planning of loan recovery camps at the Minority Concentrated Districts. Training on EDP for 160 candidates. Disbursement of Education Loan- 200 Students, Term Loan 1000 persons & Self Help Group Loan(DLS) - 15,000 members. Completion of Internal Audit of the Corporation for 2019-20. 	<ul style="list-style-type: none"> Disbursement of Pre-Matric, Post-Matric and Merit-cum-Means scholarship under Aikyashree Scheme and TSP & SVMCM Scholarships schemes. Awareness cum distribution of loan at the district (Term Loan-1000, Self Help Group Loan(DLS) 10,000 member & Education Loan-300 Students.) Recovery Camps at the poor recovery areas at different Blocks/Panchayets. Training on EDP for 160 candidates.
2.	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. 	<ul style="list-style-type: none"> Review of infrastructure of 497 MSKS/SSKS and improvement of infrastructure wherever required 	<ul style="list-style-type: none"> Distribution of Equipments & furniture in recognized aided Madrasahs & Up gradation of Jr. high Madrasahs. 	<ul style="list-style-type: none"> Printing/Distribution of Text Books to all students of Govt. Aided Madrasahs/MSKS/SSKS
3.	West Bengal Urdu Academy	<ul style="list-style-type: none"> Functions of Shaame Adab.(Literacy Evening) Review of performance of Free Coaching & Bengali language Course study centre. 	<ul style="list-style-type: none"> Publication of Rooh-e-Adab, West Bengal Urdu Academy's Literary Journal. 	<ul style="list-style-type: none"> Disbursement of scholarship for class XI to M.A. Starting the process for next All India Urdu Book Fair. Observe the Birth Anniversary of Allama Iqbal. To observe the Birth anniversary of Maulana Abul Kalam Azad. Inviting applications from Colleges and Universities for grant for Seminar 	<ul style="list-style-type: none"> Disbursement of books to Urdu Libraries under the scheme of Grant to Urdu Libraries. Functions of Shaame Adab.(Literary Evening) Disbursement of Grants for Seminar to 10 Educational Institutions.

Sl No.	Organisation	September	October	November	December
4.	Aliah University	<ul style="list-style-type: none"> • Completion of admission process for PhD. • Organising awareness programme for NET/GATE 	<ul style="list-style-type: none"> • Review of the performance of students particularly the weaker students and follow-up 	<ul style="list-style-type: none"> • Sports activities • End-semester examinations • Organising training programme for placement of students • Meeting of academic council • Meeting of finance committee • Meeting of executive council 	<ul style="list-style-type: none"> • Submission of report for AUAT-2020 • Declaration of end semester results
5.	West Bengal Board of Madrasah Education	<ul style="list-style-type: none"> • Training of 100 teachers on classroom teaching. • Review of curriculum & system related work-shop. 	<ul style="list-style-type: none"> • Distribution of Registration Certificates. • Review & publication of existing 64 text books upto class-VIII. • Preparation of 5 new text books. 	<ul style="list-style-type: none"> • Centre formation and appointment of Centre Superintendents/Custodians for High Madrasah Alim, Fazil Exam.. • Review & publication of existing 26 text books for classes IX & X. • Preparation of 5 new text books. • 132nd Birth Day celebration of Maulana Abul Kalam Azad. 	<ul style="list-style-type: none"> • Appointment of Examiners and Head Examiners. • Review of Curriculum & Syllabus — One meeting to be organised.
6.	West Bengal State Haj Committee	<ul style="list-style-type: none"> • Awareness Programme for Haj Pilgrimage-2021. • Facilitating of Passport Application for Haj-2021. 	<ul style="list-style-type: none"> • Awareness Programme for Haj Pilgrimage-2021. • Facilitating of Passport Application for Haj-2021. 	<ul style="list-style-type: none"> • Receiving of Haj Application Forms for Haj-2021. 	<ul style="list-style-type: none"> • Training of Trainers for Haj-2021 (Zone Wise) to be conducted by Haj Committee of India. • Selection and Training of Khadimul Hujjaj for Haj-2021.
7.	Board of Auqaf, West Bengal	<ul style="list-style-type: none"> • Resource mobilization meeting of the Board. • Review of the functioning of Waqf Hostels. 	<ul style="list-style-type: none"> • Organizing awareness Camp with Mutawallis, Imams & Moazzins. • Review of legal matters of Board. 	<ul style="list-style-type: none"> • Organising Lok Adalat at Kolkata on Wakf matters. • Inviting applications for stipend to the poor and meritorious muslim students. 	<ul style="list-style-type: none"> • Disbursement of stipend to the poor and meritorious Muslim students.

Sl No.	Organisation Name	September	October	November	December
8.	West Bengal Minorities Commission	<ul style="list-style-type: none"> • Study Tour at Bankura District • Study Tour at Purulia District 	<ul style="list-style-type: none"> • Study Tour at Howrah District • Study Tour at Kolkata District 	<ul style="list-style-type: none"> • Study Tour at Alipurduar District • Study Tour at Coochbehar District 	<ul style="list-style-type: none"> • Study Tour at Purba Medinipur District • Study Tour at Paschim Medinipur District • Observation of Minorities' Rights Day on 18th December, 2020
9.	Department & Directorate, MDW	<ul style="list-style-type: none"> • Review of the working of West Bengal Minorities Commission • Review of Court Cases. • Review of the progress of Housing scheme for destitute minority women submission of UC of 1st installment by district. • Review of English Medium Model Madrasahs. • Review of functioning of progress of online application of different scholarships • Review of functional Hostels. • Review of fund requirement of Parastatal Organisations. • Review of all schemes with the DMs, ADMs & DOMAs. 	<ul style="list-style-type: none"> • Review of progress of various infrastructural works in Madrasahs. • Review of Public Services Delivery Act. • Review of Computer Aided learning and ICT at Madrasahs. • Review of progress of IMDP/MSDP schemes with district officials. • Review of Term Loan & DLS. • Review of scholarship enrolment status. • Review of WBUA activities. • Review of the scheme for financial assistance to NGOs and sanctioning of new proposals. • Review of the functioning of Minority Hostels. 	<ul style="list-style-type: none"> • Review of the implementation of different schemes of the MAME Deptt. & Directorate of MDW . • Release of 2nd Instalment under MSDP/Hostels/KTs. • Review of the operationalization of KTs with other department and district administration • Review of all schemes with the DMs, ADMs & DOMAs. 	<ul style="list-style-type: none"> • Preparatory meeting on Madrasah Sports. • Review of court cases. • Review of Minorities Development and Welfare scheme. • Preparatory meeting for Budget. • Review of IMDP, MSDP schemes.

DEPARTMENT OF MICRO, SMALL & MEDIUM ENTERPRISES & TEXTILES

I. Major Trainings / Capacity Development Intervention

Directorate of MSME	
1.	Training of IDOs – June-July, 2020
2.	Training of Assistant Directors/Managers to Joint Directors– August- September, 2020
West Bengal Khadi and Village Industry Board	
1.	Training of the Staffs regarding Accounts & GST – January, 2020
2.	Training Programme on skill development of artisans under Project Muslin, Ready Made Garments - 24-Pgs (N), Mat, Sabai, Khes and Hand Gloves, E-Commerce/E-Marketing, Weaving etc. Project will be continuing throughout the year.

2. Monthly/Quarterly Review Meetings

Directorate of MSME	
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 last Friday of every month
4.	Digital synergy on 1st Thursday of every month
5.	Monthly review meeting with District Officers
Directorate of Textile (Handloom)	
1.	District level monthly review meeting in every district on 10th of every month
2.	Quarterly review meeting with the Zonal and field level officers of this Directorate at H.Q. – 2/3rd week of March, June, October and December
West Bengal Khadi and Village Industry Board	
1.	Monthly review meeting with District Officers.

3. Welfare Schemes: Targets and Plan

Directorate of MSME - Welfare Schemes for Handicraft Artisans	
1.	Old Age Pension @Rs 1000 p.m. to artisans: To be provided to 3200 artisans
Directorate of Textile (Handloom) - Welfare Schemes for Handloom, Handicrafts and Khadi	
1.	Old Age Pension @Rs 1000 p.m. to weavers: To be provided to 6,000 weavers per month
West Bengal Khadi and Village Industry Board - Welfare Schemes for Handloom, Handicrafts and Khadi	
1.	Janashree Beema Yojna 4000 Khadi artisans to be covered every quarter.
2.	Khadi and Polly Vastra Trust: 8500 Khadi artisans to be covered during the year.

4. Milestones (launches / inauguration)

January, 2020

Directorate of MSME

(a)	Distribution of Potter's Wheel at Kanthalia Pottery Cluster, Murshidabad
(b)	Launching of Karma Tirtha at Gangajalghati. Bankura

- (c) Launching of Karma Tirtha at Indpur, Bankura
- (d) Launching of Karma Tirtha at Bankura II, Bankura
- (e) Launching of Karma Tirtha at Taldangra, Bankura

Directorate of Textile (Handloom)

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West Bengal Khadi and Village Industry Board

- (a) Inauguration of CPC of Gour Gramin Silk Unnayan Samity, Sujapur, Dist. – Malda.
- (b) Foundation Stone to be laid for CPC on Mulberry Silk Project at Kalimpong District.
- (c) Foundation Stone to be laid for CPC on Kenjakura Weaver's Cluster at Bankura District.

West Bengal Small Industry Development Corporation (WBSIDCL)

- (a) Land Allotment Process for the applications received upto 31st December, 2019.
- (b) Handing over of maintenance of Phears Lane CC to Entrepreneurs Association.
- (c) Handing over of maintenance of Manicktala IE to Entrepreneurs Association.
- (d) Handing over of maintenance of Kalyani IE to Entrepreneurs Association.
- (e) GIS based Information System of all IEs/CEs.
- (f) Handing over of maintenance of Tangra IE to Entrepreneurs Association.
- (g) Handing over of maintenance of Behala IE to Entrepreneurs Association.
- (h) Handing over of maintenance of Howrah Maidan IE-cum-CE to Entrepreneurs' I Association.

February, 2020

Directorate of MSME

- (a) Launching of Karma Tirtha at Joypur., Bankura
- (b) Launching of Karma Tirtha at Hirbandh, Bankura
- (c) Launching of Karma Tirtha at Saltora, Bankura
- (d) Launching of Karma Tirtha at Rajnagar, Birbhum

Directorate of Textile (Handloom)

- (a) Inauguration of 850 mts link roads in weavers concentrated areas at Rajbalhat -I GP & 830 mts link roads in weavers concentrated areas at Rajbalhat-II GP under Jangipara Block, Hooghly

West Bengal Khadi and Village Industry Board

- (a) Inauguration of CFC Building for portray at Birnagar Uddharan Welfare Society Shed, Dist. – Nadia.
- (b) Foundation Stone to be laid for CPC on Date Palm Project at Punisoli, Dist. – Bankura.
- (c) Inauguration of CPC of Project Muslin at Lavpur, Dist. – Birbhum.

West Bengal Small Industry Development Corporation (WBSIDCL)

- (a) Commencement of the work of Upgradation of Infrastructure at Baruipur IE.
- (b) Completion of upgradation of infrastructure at Kalyani IE-I & II, Nadia.

March, 2020

Directorate of MSME

- (a) Launching of advanced training programme at Joypur Wooden Furniture Cluster, Howrah
- (b) Launching of Karma Tirtha at Shyampur I, Howrah
- (c) Launching of Karma Tirtha at Salanpur, Paschim Bardhaman

(d) Launching of Karma Tirtha at Barabani, Paschim Bardhaman
Directorate of Textile (Handloom)
(a) Inauguration of Display cum Exhibition Hall of Nutan Fulia TSS Ltd.at Fulia , Nadia
West Bengal Khadi and Village Industry Board
(a) Inauguration of CPC Building for Kantha Stitch at Bhedia, Dist. – Burdwan.
(b) Foundation Stone to be laid for CPC on Readymade Garments Project at Dist. – 24 Parganas (South).
(c) Inauguration of CPC of Sal Leaf Plate Project at Lavpur, Dist. – Birbhum.
West Bengal Small Industry Development Corporation (WBSIDCL)
(a) Commencement of Work of Mela Ground & Amenity Zone (Phase-III) at Biswa Khudra Bazar (BKB), Birbhum.
(b) Completion of setting up of new Industrial Estate at Dabgram I.E-II, Jalpaiguri and Khasjungle I.E, Paschim Medinipur under RIDF-XXII.
(c) Commencement of Work of Durgapur EPIP.
(d) Commencement of work of Signages, Gantry & Entrance Gate for all IE / CE.
(e) Completion of upgradation of infrastructure at Khidderpore IE, Kolkata.
(f) Completion of CFC Building at Baruipur Surgical Cluster.
(g) Completion of KARMA TIRTHA at Dubrajpur, Birbhum and Nandakumar, Purba Medinipore.

April, 2020

Directorate of MSME
(a) Distribution of Potter's Wheel at Pirganj-Ratua Pottery Cluster, Malda
(b) Distribution of Potter's Wheel at Raniganj Pottery Cluster, Malda
(c) Launching of Karma Tirtha at Kotulpur, Bankura
(d) Launching of Karma Tirtha at Sarenga, Bankura
Directorate of Textile (Handloom)
No target
West Bengal Khadi and Village Industry Board
a) Foundation Stone for 04 nos. of CPC buildings for Mat Project at Dist. – Purba Medinipur
b) Foundation Stone to be laid for CPC on Honey Processing Project at Dist. – 24 Paragnas (South).
West Bengal Small Industry Development Corporation (WBSIDCL)
(a) Commencement of the work of Upgradation of Infrastructure at Ashokenagar IE

May, 2020

Directorate of MSME
(a) Launching of training on uses of modern sewing machines at Shergram Kaliyagunj Jute diversified product Cluster, Uttar Dinajpur.
(b) Launching of Karma Tirtha at Khatra, Bankura
(c) Launching of Karma Tirtha at Karimpur II, Nadia
(d) Launching of Karma Tirtha at Hanskhali, Nadia
Directorate of Textile (Handloom)
(a) Foundation stone laying of CFC of Dakshinbati Handloom Cluster at Rahatpur, Purbasthali-I, Purba Bardhaman.

- (b) Foundation stone laying of CFC of Dakshin Dhatrigram Handloom Cluster at Dakshin Dhatrigram , Kalna-I, Purba Bardhaman.
- (c) Foundation stone laying of CFC of Stationpara Dhatrigram Handloom Cluster at Stationpara , Kalna-I, Purba Bardhaman
- (d) Foundation stone laying of CFC of Paschim Nasaratpur Handloom Cluster at Nasaratpur, Purbasthali-I, Purba Bardhaman.
- (e) Foundation stone laying of CFC of Ranibandha Kakuria Handloom Cluster at Ranibandha , Kalna-I, Purba Bardhaman
- (f) Foundation stone laying of CFC of Railbazar Samudragarh Handloom Cluster at Hatsimla, Purbasthali-I, Purba Bardhaman
- (g) Foundation stone laying of CFC of Khanpur Handloom Cluster at Khanpur, Kalna -I, Purba Bardhaman
- (h) Foundation stone laying of CFC of Hatsimla Diptiwelpara Handloom Cluster at Hatsimla, Purbasthali-I, Purba Bardhaman
- (i) Foundation stone laying of CFC of Baghdadanga Jalhati Handloom Cluster at Baghdadanga, Purbasthali-I, Purba Bardhaman
- (j) Foundation stone laying of CFC of Dakshin Hatsimla Basakpara Handloom Cluster at Nasaratpur, Purbasthali-I, Purba Bardhaman

West Bengal Khadi and Village Industry Board

- (a) Inauguration of CPC Building of Project Batasa & Kadma at Kalna, Dist. – Burdwan.
- (b) Foundation Stone to be laid for CPC on Sabai Grass Project at Chandabila, Nayagram, Dist. – Jhargram.

West Bengal Small Industry Development Corporation (WBSIDCL)

- (a) Commencement of the work of Upgradation of Infrastructure at Santoshpur IE.
- (b) Completion of upgradation of infrastructure at Kasba IE, Kolkata.
- (c) Commencement of work of Upgradation of Infrastructure at Bolpur Industrial Estate-I, Dabgram Industrial Estate-I & Shaktigarh Industrial Estate-I under IID scheme.

June, 2020

Directorate of MSME

- (a) Launching of training on uses of modern sewing machines at Kulatore Itahar Jute diversified product Cluster, Uttar Dinajpur.
- (b) Foundation stone laying programme for CFC of Brass & Bell Metal Cluster, Kashipur, Purulia.
- (c) Launching of Karma Tirtha at Nandakumar, Purba Medinipur

Directorate of Textile (Handloom)

- (a) Foundation stone laying of CFC of Lochanmata Handloom Cluster at Kalabagan, Purbasthali-I, Purba Bardhaman.
- (b) Foundation stone laying of CFC of Hatsimla Dhularasta Handloom Cluster at Hatsimla, Purbasthali-I, Purba Bardhaman.
- (c) Foundation stone laying of CFC of Dhatrigram Udbastu Handloom Cluster at Bibirjole, Kalna-I, Purba Bardhaman
- (d) Foundation stone laying of CFC of Kuthiedanga Handloom Cluster at Kutirdanga, Purbasthali-I, Purba Bardhaman.
- (e) Foundation stone laying of CFC of Dhatrigram Malotipur Handloom Cluster at Malotipur, Kalna-I, Purba Bardhaman

- (f) Foundation stone laying of CFC of Mirjapur Handloom Cluster at Mirjapur Kalna-I, Purba Bardhaman
- (g) Foundation stone laying of CFC of Nonarmath Handloom Cluster at Gopinathpur, Purbasthali-I, Purba Bardhaman
- (h) Foundation stone laying of CFC of Dhatrigram Handloom Cluster at Swarajpur, Kalna-I, Purba Bardhaman
- (i) Foundation stone laying of CFC of Badhagachi MSF Handloom Cluster at Badhagachi, Kalna-I, Purba Bardhaman.
- (j) Foundation stone laying of CFC of Sadhupara Samudragarh Handloom Cluster at Sadhupara, Purbasthali-I, Purba Bardhaman
- (k) Foundation stone laying of CFC of Nasaratpur Dangapara Handloom Cluster at Dangapara, Purbasthali-I, Purba Bardhaman
- (l) Foundation stone laying of CFC of Srirampur Kundupara Handloom Cluster at Srirampur, Madhya, Purbasthali-I, Purba Bardhaman
- (m) Foundation stone laying of CFC of Krishnadebpur Handloom Cluster at Nandagram, Kalna-I, Purba Bardhaman

West Bengal Khadi and Village Industry Board

- (a) Inauguration of CPC Building of RCCH Project (Bonbibir Pala, Jhumur & Bhatiyali) at Gosaba, Mouza – Pakhirala, Dist. – 24 Paragnas (South).
- (b) Foundation Stone to be laid for CPC on Readymade Garments Project at Habra, Dist. – 24 Paragnas (North)

West Bengal Small Industry Development Corporation (WBSIDCL)

- (a) Commencement of Fire Fighting Works at Udayan IE and Beliaghata IE.
- (b) Commencement of Fire Fighting Works at Khidderpore IE.
- (c) Commencement of Work of Durgapur IE-I.

July, 2020

Directorate of MSME

- a) Launching of training on uses of modern sewing machines at Karandighi Jute diversified product Cluster, Uttar Dinajpur
- b) Launching of Karma Tirtha at Dubrajpur, Birbhum
- c) Launching of Karma Tirtha at Ketugram II, Purba Bardhaman

Directorate of Textile (Handloom)

- (a) Inauguration of 24.67 kms link roads in weavers concentrated areas of 15 Wards under Nabadwip Municipality, Nadia .

West Bengal Khadi and Village Industry Board

- (a) Inauguration of CPC Building of RCCH Project at Jalangi, Block – Fakiri, Dist. – Murshidabad.
- (b) Foundation Stone to be laid for 2nd Phase of Khadi's Own Production Centre at Ashoknagar, Dist. – 24 Paragnas (North)

West Bengal Small Industry Development Corporation (WBSIDCL)

- (a) Commencement of Fire Fighting Works at Tangra IE-I & II.
- (b) Foundation Stone Laying for Industrial Estate at Balurghat, Dist.- Dakshin Dinajpur.
- (c) Commencement of Fire Fighting Works at Behala IE.

August, 2020

Directorate of MSME
(a) Operationalisation of Infrastructural facility of CFC of Vegetable Oil Cluster, Kaliagunj, Uttar Dinajpur
(b) Opening of CFC of Refractory Bricks Cluster, Kulti, Durgapur, Paschim Bardhaman
Directorate of Textile (Handloom)
(a) Inauguration of 28.39 kms link roads in weavers concentrated areas of 6 GPs under Nabadwip Block, Nadia
(b) Foundation stone laying of CFC & Dye House of Mega Carpet Cluster at Sattari, Malda
(c) Foundation stone laying of CFC of Mega Carpet Cluster at Malgaon, Uttar Dinajpur
(d) Foundation stone laying of CFC of Mega Carpet Cluster at Moyna, Purba Medinipur
West Bengal Khadi and Village Industry Board
(a) Inauguration of CPC for Project Muslin of Gramin Kutirshilpa Gramodyog Kutir at Simuliya, Salar, Dist. – Murshidabad.
(b) Foundation Stone to be laid for 2 nd Phase CPC on Kantha Stitch Project at Bhedia, Dist. – Burdwan
West Bengal Small Industry Development Corporation (WBSIDCL)
(a) Completion of upgradation of infrastructure at Howrah Maidan IE-cum-CE, Howrah.
(b) Completion of upgradation of infrastructure at Kharagpur IE.

September, 2020

Directorate of MSME
(a) Foundation stone laying programme for CFC of Brass & Bell Metal Cluster, LaalBazar, Bankura
(b) Launching of Karma Tirtha at Mayureswar II, Birbhum
Directorate of Textile (Handloom)
(a) Inauguration of CFC of Srirampur-II Handloom Cluster at Madanmohanchak, Tamluk, Block, Purba Medinipur
(b) Inauguration of 1450 mts link roads in weavers concentrated areas under Patashpur II Block, Purba Medinipur
West Bengal Khadi and Village Industry Board
(a) Inauguration of Khadi Production Centre Building at Mohandi, Dist. – Purulia.
(b) Foundation Stone to be laid at Market/Exhibition Complex at Lavpur, Dist. – Birbhum.
West Bengal Small Industry Development Corporation (WBSIDCL)
(a) Completion of Business Hub (Phase-II) at Biswa Khudra Bazar (BKB), Birbhum.
(b) Commencement of Upgradation Work at Berhampore IE.
(c) Commencement of Fire Fighting Works at Shilpa Bhavan CE.
(d) Commencement of Fire Fighting Works at Manicktala IE.

October, 2020

Directorate of MSME
(a) Foundation stone laying programme for CFC of Honey Processing Cluster, Bunkulung, Darjeeling.
(b) Launching of Karma Tirtha at Domjur, Howrah

Directorate of Textile (Handloom)

- (a) Inauguration of 900 mts link roads in weavers concentrated areas under Patashpur I Block, Purba Medinipur

West Bengal Khadi and Village Industry Board

- (a) Foundation Stone to be laid for RCCH Project (Bhawaiya) at Mouza – Barokodali, P.S. – Baxirhat, Dist. – Coochbehar.

West Bengal Small Industry Development Corporation (WBSIDCL)

- (a) e-Commerce website for Marketing Division

November, 2020**Directorate of MSME**

- a. Inauguration of Infrastructural facility of CFC Building of Brass & Bell Metal Cluster, Kalyanpur, Purba Medinipur
- b. Launching of Karma Tirtha at Galsi II, Purba Bardhaman

Directorate of Textile (Handloom)

- (a) Inauguration of CFC of Dakshinbati Handloom Cluster at Rahatpur, Purbasthali-I, Purba Bardhaman.
- (b) Inauguration of CFC of Dakshin Dhatrigram Handloom Cluster at Dakshin Dhatrigram, Kalna-I, Purba Bardhaman.
- (c) Inauguration of CFC of Stationpara Dhatrigram Handloom Cluster at Stationpara, Kalna-I, Purba Bardhaman
- (d) Inauguration of CFC of Paschim Nasaratpur Handloom Cluster at Nasaratpur, Purbasthali-I, Purba Bardhaman.

West Bengal Khadi and Village Industry Board

- (a) Inauguration of Khadi Production Centre at Mouza – Bari, J.L. No. – 186, P.S. – Boro, Dist. – Purulia.

West Bengal Small Industry Development Corporation (WBSIDCL)

- (a) Completion of Malda Silk Park in East & West Block.
- (b) Commencement of Upgradation Work at Bauria IE.
- (c) Commencement of work for setting up of new Industrial Estate at Shaktigarh IE-II & Bolpur IE-II.

December, 2020**Directorate of MSME**

- (a) Inauguration of Infrastructural facility of CFC building at Shellac Cluster, Jhalda, Purulia.
- (b) Launching of Karma Tirtha at Kolaghat, Purba Medinipur

Directorate of Textile (Handloom)

- (a) Inauguration of CFC of Lochanmata Handloom Cluster at Kalabagan, Purbasthali-I, Purba Bardhaman.
- (b) Inauguration of CFC of Hatsimla Dhularasta Handloom Cluster at Hatsimla, Purbasthali-I, Purba Bardhaman.
- (c) Inauguration of CFC of Dhatrigram Udbastu Handloom Cluster at Bibirjole, Kalna-I, Purba Bardhaman
- (d) Inauguration of CFC of Kuthiedanga Handloom Cluster at Kutirdanga, Purbasthali-I, Purba Bardhaman.
- (e) Inauguration of CFC of Dhatrigram Malotipur Handloom Cluster at Malotipur, Kalna-I, Purba Bardhaman
- (f) Inauguration of 3.42 kms link roads in weavers concentrated areas, under Krishnagar I Block, Nadia
- (g) Inauguration of 1.12 kms link roads in weavers concentrated areas, under Krishnagar II Block, Nadia

West Bengal Khadi and Village Industry Board

- (a) Foundation Stone to be laid for CPC Building on Project Mekhla at Boxirhat, Dist. – Coochbehar.

West Bengal Small Industry Development Corporation (WBSIDCL)

- (a) Completion of upgradation of infrastructure at Haldia IE.
- (b) Commencement of work for setting up of new Industrial Estate at Dharma Asansol, Gangajalghati Bankura, Jaralata Jhargram, Ethelbari Alipurduar, Jaigaon Alipurduar, Kalimpong-Khasmahal.
- (c) Commencement of Fire Fighting Works at Medinipur Sadar IE & Dabgram-II IE.
- (d) Commencement of Allotment of Stalls (Business Hub) at Biswa Khudra Bazar (BKB), Birbhum.

V. Events**a) Directorate of MSME**

1.	“Celebration of Handicrafts Week & District Level Handicrafts Competition” in all Districts – September, 20 to November, 20
2.	“Celebration of Handicrafts Week & State Level Handicrafts Competition” in Kolkata- October, 20 to November, 20

b) Directorate of Textile (Handloom)

MONTH	EVENTS	PLACE
January	Participation in Dooars Utsav, 2020	Alipurduar
February	Nil	
March	Participation in Jalpesh Mela, Jalpaiguri	Jalpaiguri
	Chaitra Tant Bastra Mela, Contai	Contai, Purba Medinipur
	Chaitra Tant Bastra Pradarshani O Mela, Tamluk	Tamluk, Purba Medinipur
April	Prak Nabobarsha Tant Bastra Mela, Burdwan	Burdwan
May	Nil	
June	Nil	
July	Nil	
August	Nil	
September	Banglar Tanter Haat	Milan Mela, Kolkata
	Handloom Fair, 2020, Chinsurah	Chinsurah Maidan, Hooghly
	Special Handloom Expo, 2020 Burdwan	Burdwan
	Tant Bastra Mela 2020, Bankura	Bankura
October	Tant Bastra Pradarshani O Mela, Medinipur	Zilla Parishad Complex, Paschim Medinipur
November	Participation in Rash Mela	Cooch Behar
December	Participation in Pous Mela	Santiniketan, Birbhum

c) West Bengal Khadi and Village Industry Board

Sl. No.	Name of the District	Type of Mela	Month
1	Kolkata	State Level Khadi Mela	December, 2020
2	Burdwan (Durgapur)	Zonal Level Khadi Mela	November, 2020
3	24 Parganas (North)	Zonal Level Khadi Mela	November, 2020
4	Murshidabad	Zonal Level Khadi Mela	December, 2020
5	Howrah	Zonal Level Khadi Mela	January, 2021
6	Bankura	Zonal Level Khadi Mela	January, 2021
7	Birbhum	Zonal Level Khadi Mela	February, 2021

Department of North Bengal Development

Sl. No.	Projected Targets
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January

1	Review meeting for last year's achievements and pending projects towards completion of the pending works.
2	Completion of the Construction of Second Floor of Gazole Mahavidyalaya, Gazole in the District of Malda.(Civil Portion)
3	Completion of the Construction of Black top Road from NH-31 to Nandajhar Bajar via Ekarchala under (Pokharia G.P.) Goalpokhor- I Block in the district of Uttar Dinajpur. (Length : 3.550 Km)
4	Completion of the Construction of Cement Concrete road from Kushida bus stand to Bihar border in Harishchandrapur- I block in the district of Malda.(Length : 8.20m , width : 5.5m)
5	Completion of the Construction of road from Birpara State General Hospital to Nepali High School at Birpara in the District of Alipurduar. (Length: 1250mtr road.)
6	Completion of the Grid interactive rooftop 200KWP Solar Photovoltaic Power Plants with Evacuation on LT side at Uttar banga Krishi Viswavidyalaya, Coochbehar - Agriculture faculty building (A,B) in the district of Cooch Behar.
7	Completion of the Construction of Road, Drain and Culvert at Madhya Santi Nagar near Santi Nagar Sporting Club via Lokenath Mandir at Dabgram-II, Dist.- Jalpaiguri. (Length : 800mtr)

February

1	Completion of the Construction of RSJ Bridge over River Kurondo of Nichulam and Lembutari near Bhoj Narayan Tea Estate, Phansidewa Block, P.S.- Phansidewa, Dist.- Darjeeling.(Length : 120mtr road with one RSJ Bridge and Protection work for few meter stretch)
2	Review meeting with different PSUs engaged by the Department as work agency.
3	Completion of the Construction of road and drain at different locations at East Chayan Para connecting to EM Bypass at Dabgram-II G.P. under Jalpaiguri district (Phase-II). (Length : 1200.00mtr)
4	Completion of the Construction of RSJ/Composite bridge on Kultijhora at Kodalbusty in Mendabari G.P. in Kalchini Block in the District of Alipurduar. (Length : 2×12m = 24m)
5	Completion of the Construction of Boundary Wall along with M.S Gate in connection of the Proposed Alipurduar Govt. Engg. College in Mouza (Bakla & Chepani) in the district of Alipurduar (PART-A RIVER SIDE EAST PORTION)
6	Completion of the Construction of Cement Concrete road from PWD road to Chandpur Bridge under Gangaprasad & Uttar Laxmipur GP of Malda District. (Length:1.300Km)
7	Completion of the Vertical extension to the newly constructed building (1st & 2nd Floor) of Boxirhat Mahavidyalaya at Boxirhat under Tufanganj-II block, Cooch Behar.
8	Completion of the Construction of CC Road with Drain from Junction Line to Bhanu Chowk and Bhanu Chowk to Renukoti and Renukoti to New School Line at Samsing Tea Garden (Top Line) P.O. Metelli in the District of Jalpaiguri. (Length : 1500.00m)
9	Completion of the Grid Interactive rooftop 170KWp solar photovoltaic power plants with evacuation on LT side at college of Agriculture Uttar Banga Krishi Viswavidyalaya, Majhian in the district of Dakshin Dinajpur.

Sl. No.	Projected Targets
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March

1	Completion of the Construction of road from Maharajpur to Chattar (Zero Point) via Kumarganj at Maharajpur GP & Sripur GP Ratua-II Block, Dist: Malda. (Length: 6.14 Km)
2	Review meeting with Tea Directorate Officials.
3	Completion of the Construction of School building (G+2) at Shikarpur high School (H.S.) within Mathabhanga-I Panchayat Samity in the district of Cooch Behar.
4	Completion of the Grid-Interactive (225 KWP) rooftop Solar Photovoltaic Power Plants with Evacuation on LT side at North Bengal University in the district of Darjeeling. (Phase-II)
5	Completion of the Construction of RSJ Bridge over river Bura Dharla at Rajener Ghat in Putimari Fuleswari G.P. under Coochbehar-I block in the district of Coochbehar. (6×12mtr span including 1100mtr approach road)
6	Completion of the Construction of (G+1) storied building of Siliguri Journalist's Club at Kawakhali (Siliguri) in the District of Darjeeling.
7	Completion of the Construction of Paver block road from Sripurpirtala (NH-34) to Nimai Bill (NH-34) via Kamalpur PMGSY road including Culvert under Itahar Block in the District of Uttar Dinajpur. (Length:- 5300 Mtr, Width: 3.75 Mtr.)
8	Completion of the Construction of new Paver Block Road from Jagadishpur Dalanbari More to Amtala Durgamandir via Kamarpara under Jagadishpur G.P., Raiganj Block in the District of Uttar Dinajpur. (Length 4.00 Km Width 3.75 mtr.)
9	Completion of the Construction of Black Top road from Erenda to Gopalnagar via Paschim Nimpur, Gurail G.P. under Tapan P.S. and Tapan Block in the district of Dakshin Dinajpur. (Length : 4.50Km)
10	Completion of the Construction of Gymnasium at Coochbehar Government Engineering College, in the District of Cooch Behar. (Civil & Electrical)
11	Completion of the Construction of Paver Block road from Chamarkali to Dhamja F.P. School via Dhamja forest under Bochadanga G.P., Kaliyaganj Block in the district of Uttar Dinajpur. (Length 1.65 Km Width 3.75 mtr.)
12	Completion of the Construction of Community Hall along with Boundary Wall and Public Toilet Block including S&P works at Patharghata G.P Under Matigara Block in the District of Darjeeling.

April

1	Completion of the Construction of Joist Bridge over river Talma at Hazir-Ghat in Kukurjan G.P in Rajganj block in the district of Jalpaiguri. (Length : 3×12=36.00mtr span including 352mtr approach road)
2	Completion of the Construction of joist bridge over river Khoraboi (Mora Torsa) at Naraddiner Matha at Cooch Behar-II Block in the district Cooch Behar. [(3×12= 36.00 mtr span including 150 mtr approach road (Both Side 72×2)]
3	Completion of the Construction of Blacktop Road from Putton Amtali more to Akcha Sukdevpur under Gangarampur P.S. in the district of Dakshin Dinajpur. (Length : 2.30Km)
4	Completion of the Construction of Road from Ramthanga Dhalai Road to Alipurduar Border (Dulaler Dokan) via Rasbihari Barman House at Boro Solmari GP, at Mathabhanga-II Block in the District Of Cooch Behar. (Length - 5500m bituminous road)

Sl. No.	Projected Targets
5	Completion of the New Construction of Black Top Road from Pouti High School to Madati via Moral Basti, Khikhibasti, Malipara Hat, Dighalgaon under Rasakhowa-I G.P, Karandighi Block, Uttar Dinajpur. (L- 6.50 Km)
6	Completion of the Construction of RSJ Bridge over Begunbari Chara at Petvata within Falimari G.P. under Coochbehar-I block in the District of Cooch Behar. (5×12 mtr span Joist Bridge including 500mtr on L/B and 400mtr on R/B approach road)
7	Completion of the Construction of RSJ Composite Bridge over Kashikhari on the route of Sree Rampur to Krishnabati under Tapan Block in the District of Dakshin Dinajpur. (4 nos. × 12.0 m span)
8	Completion of the Construction of Paver Block Road from Uttar Chakoakheti Forest Village to Nathuatari (PMGSY road) within Kalchini Block in the District of Alipurduar. (Length: 5.50km.)
9	Completion of the Construction of Paver Block Road From Chilapata to Deodanga (PMGSY Road) Within Kalchini Block in the District of Alipurduar. (Length : 3700 mtr road with 2Nos H.P. Culvert.)
10	Completion of the Construction of Paver Block road from Kantore (Mahipur G.P. Office) to Dasmile under Mahipur G.P. Raiganj Block in the District of Uttar Dinajpur. (Length:-3.65 Km, Width:- 3.75 mtr)
11	Completion of the Construction of RSJ Bridge at Paschim Nimpur Khari with approach road, Tapan Block in the District of Dakshin Dinajpur. [Length : 72m (6×12m)]
12	Meeting with MLAs & the District Magistrate to review the progress of schemes/ projects of the Department.
13	Completion of the Construction of Paver Block road from Baggaon Madrasa to Bochagiri via Gamari, Goti G.P. under Goalpokhar-I Block in the district of Uttar Dinajpur. (Length - 3.8 km, Width:- 3.75 mtr.)
14	Completion of the Construction of Paver Block road from Hatipaw L.K. Shil house to Simalia via Basatpur connecting Kanki Goagaon road under Goalpokhar-II Block in the district Uttar Dinajpur. (Length - 2.7 Km, Width: 3.75 mtr.)

May

1	Completion of the Construction of Joist Bridge over Kamini Jhora near Lataguri High School at Lataguri Block in the district of Jalpaiguri. (2×12 mtr span Joist Bridge including 75mtr on L/B and 75mtr on R/B approach road. Total Length of approach road 150mtr.)
2	Completion of the Construction of Joist Bridge over River Maneya at Dhaldabri at Bhanukumari-II GP under Tufanganj-II Block in the District of Cooch Behar.(4×10 = 40.00 mtr span including 150 mtr approach road.)
3	Completion of the Construction of RSJ Composite Bridge over Kashikhari on the route of Sree Rampur to Krishnabati under Tapan Block in the District of Dakshin Dinajpur. (4 nos.×12.0 m span)
4	Completion of the Construction of RSJ Bridge over Begunbari Chara at Petvata within Falimari G.P. under Coochbehar-I block in the District of Cooch Behar. (5×12 mtr span Joist Bridge including 500mtr on L/B and 400mtr on R/B approach road)
5	Completion of the Construction of Composite /RCC Bridge over River Bamnia (Saltia) at Uttar Kodalkheti (Manik Adhikary Ghat) at Nishiganj-II GP under Mathabhanga-II Block in the District of Cooch Behar. (Length of Bridge : 51.980m , Length of approach slab : 5.50mtr & approach road length : 102.80mtr. with 7.50m carriage way)
6	Construction of composite bridge over river Karala near Sunitibala Girls' School at Jalpaiguri, District Jalpaiguri. (35mtr. approach road with 1 Nos. Composite Bridge length: 54.83m)

Sl. No.	Projected Targets
7	Meeting with MLAs & the District Magistrate to review the progress of schemes/ projects of the Department.
8	Completion of the Construction of Joist bridge over river Dara at Chaodanga at Modok Para under Khapaidanga G.P. in the dist. of Cooch Behar. (2×12 = 24.00 mtr span including 150 mtr approach road)
9	Completion of the Construction of Ground Floor & First Floor of proposed (G+4) storied Science Block of Ananda Chandra College at College Para, P.O. & Dist. Jalpaiguri.

June

1	Completion of the Construction of Paver Block road from Nona Bridge to Malda para Tajpur via Ansari para pir more under Bhatol G.P., Raiganj Block in the district of Uttar Dinajpur. (Length 4.90 Km Width 3.75 M)
2	Completion of the Construction of Paver Block road from Chilapata to Dakshin Mendabari within Kalchini Block in the District of Alipurduar. (Length: 4km.)
3	Completion of the Construction of Road from NH-55 Near I.I.A.S School of Management at Dagapur, to Matigara Main road Near Hawa Sing Bridge via. Gyanjoti College and to Matigara Main road near Gyan Thapa House along with Drain (3550M), Protection work and 4 Nos. R.C.C Box Culvert under Patharghata G.P., Matigara Block in the district of Darjeeling. (Length: 3.250km.)
4	Completion of the Construction of Paver Block road from NH-31 Ramganj more to Dohra and Dohra more to Panchagachia village more under Ramganj- II G.P. of Islampur Block in the district of Uttar Dinajpur. (Length:- 4.50 Km, Width - 3.75 mtr.)
5	Review meeting with Terai Doors Development Boards. (Gorkha & Tribal).
6	Completion of the Construction of Joist Bridge over river Mora Torsa connecting Jhinaidanga to Saheb Colony and Panchanan Barma University at Guriahati-I and Dawaguri in the district of Cooch Behar.(Length: 4×12mtr span Joist Bridge including approach road 100m on L/B and 770m on R/B)
7	Completion of the Installation of new 12 Clusters of Hybrid. (Solar & Grid) Operated Shallow Tube Wells Hyb.STW (E) consisting of total 72 nos. STW (E) (depth: 50 m) within Jalpaiguri (Al) On. in the district of Alipurduar (Name of Block -Alipurduar II - Mouza - Talpara - No of Structure - 6, Village Code - 19020090031, Plot No - 351, 1106, 314, 327, 1112, 1108) (Name of Block -Alipurduar II - Mouza - Purba Chixliguri - No of Structure - 6, Village Code - 19020090040, Plot No - 1205/1406, 215, 616, 1865, 1433, 1762) (Name of Block - Alipurduar II- Mouza -Bhasardabri - No of Structure - 6, Village Code - 19020090022, Plot No - 46/295, 351/442, 241/342, 209, 826, 395)

July

1	Review meeting with the Tribal Board.
2	Review meeting with the Khas Development Board.
3	Completion of the Construction of Maruganj Hat (G+1) in the premises of Maruganj Market including construction of drain under Tufanganj-I Block in the district of Cooch Behar.
4	Completion of the Construction of Proposed Four Storied College Building of P. D. Women's College at Jalpaiguri, Dist. Jalpaiguri.
5	Completion of the Construction of Road from Khante Primary School to Malsabad village under sadlichak G.P., Harishchandrapur- II Block in the district of Malda. (Length - 5.80Km)

Sl. No.	Projected Targets
6	Completion of the Construction of Approach Road, both side of Jhumur Bridge (2.45 km + 0.70 km) from Railway under pass of Purba Altagram to Bagritala at Magurmari-II GP Dhupguri PS, in the district of Jalpaiguri.
7	Completion of the Installation of new 30 Clusters of Hybrid (Solar & Grid) operated Shallow Tube Wells Hyb STW (E) consisting of total 192 nos STW(E) (depth 60 m) within Cooch Behar (A-1) Division in the district of Cooch Behar. (Name of Block - HALDIBARI - Mouza - BARA HALDIBARI - No of Structure - 6, Village Code - 19030010001, Plot No- 4340, 6348, 3753, 4101, 956, 5637) (Name of Block - HALDIBARI - Mouza- BARA HALDIBARI (P) - No of Structure - 8, Village Code - 19030010001, Plot No - 2304, 6315, 18128, 18135, 6359, 2351, 2561, 6035) (Name of Block - HALDIBARI- Mouza - BIBIGANJ - No of Structure - 6, Village Code - 19030010032 Plot No - 56, 309, 300, 307, 126, 707)

August

1	Completion of the Construction of RCC Bored Pile Bridge over River Dolancha at Darivit under Islampur block in the district of Uttar Dinajpur.[Total Span of Bridge 72mtr (0.26km approach road)]
2	Completion of the Construction of RCC Bored Pile Bridge at Panikhuagach Ghat over River Dolancha on 2 nd km of Matikunda to Nachanakula under Matikunda GP- I, in P.S.- Islampur in the district of Uttar Dinajpur.(Total length of Bridge including the approach slab on both sides: 62.00mtr.)
3	Completion of the Construction of Marketing Complex at Durgabari Hatkhola in ward no 11 Alipurduar Municipality in the district of Alipurduar.
4	Review meeting with officials of the Department.
5	Completion of the Construction of Pundibari Hat (G+2) and Fish Stall Near Pundibari Hat, Harimandir at Pundibari, District Cooch Behar.
6	Completion of the Construction of Hostel Building (G+2) at Ramkrishna Mission within the Cooch Behar Municipality in the district of Cooch Behar.
7	Completion of the Construction of Two Storied Banarhat Market Complex With Foundation (G+2) at Banarhat in the District of Jalpaiguri.

September

1	Completion of the Construction of Bridge over Baromasia Khal between Sonapur and Paranpur under Harischandrapur-II and Chanchal -II block in Malda district. (Length : 7×12=84.00m bridge and 0.340km approach road.)
2	Completion of the Construction of RSJ / Composite bridge Chelo River at Uttar simlabari in Patlakhawa G.P. in Alipurduar I block in the district of Alipurduar. (Length: 3×13m=39m)
3	Completion of the Construction of Bridge at Norihat over river Srimati under Itahar P.S. in the district of Uttar Dinajpur. (Total length of Bridge: 42.00 mtr)

October

1	Completion of the Construction of RSJ / Composite bridge on Khatajani River at Rajadoba, Tatpara II G.P. in Alipurduar II Block in the district of Alipurduar. (Length: 3×12m=36m)
2	Completion of the Construction Of RSJ Bridge Over River Khutamara at Baman Para Under Gosairhat GP at Sitalkuchi Block In The District of Cooch Behar. (Length: 4×12mtr span Joist Bridge including 200mtr of approach road on both sides)

Sl. No.	Projected Targets
3	Completion of the Construction of road from Dhalpal Bazar to Tufanganj-Rasikbil road via Raidak-I bridge and Nagurhat Chowpathi under Tufanganj-II block in the district of Coochbehar. (Length:7588 mtr)
4	Completion of the Construction of Road from Kaljani Bazar To Gadadhar Joist Bridge via Balaram Temple and Natabari High School under Tufanganj-I Block in the District of Coochbehar. (Length : 8200.00 mtr.)

November

1	Completion of the Construction of New Boys Hostel (100 Double Seater Rooms) at Uttarbanga Krishi Viswavidyalaya, Pundibari, Cooch Behar. (Phase-I)
2	Completion of the Construction of Blacktop road from Deor Bazar to Saranjabari via Jharamore to Niren Tigga ST Para under Kumarganj Block in the District of Dakshin Dinajpur.(Length : 6.20 Km)
3	Completion of the Construction of Paver Block road from Kodol Basti Checkpost to NH-31 Shivmandir (Adivashi Village) Within Kalchini Block in the District of Alipurduar. (Length : 3500mtr road with 2Nos H.P Culvert.)
4	Completion of the Construction of Pile Bridge over Gamari river at Durlavpur under Itahar block in the district of Uttar Dinajpur. (Total Length of Bridge: 37 mtr.)
5	Completion of the Construction of bridge at Imamnagar of Salaidanga GP at Gazole block in the district of Malda. (Length: 4×12=48m Bridge and 0.712km approach road.)
6	Completion of the Construction of the proposed approach road including underpass on both sides of bridge near Kachua High Madrasah over river Gamari under Itahar block in the district of Uttar Dinajpur. [Length : 384 mtr (approx)]
7	Completion of the Construction of Paver Block Road From Chilapata Bamboo Village Via Panchu Barik's House Within Kalchini Block in the District of Alipurduar. [Length:2200mtr road with 2nos H.P. Culvert]
8	Completion of the SITC of area illumination with 35m Hot Dip Galvanised High Mast (4 No's), 2KW lighting luminaires with all accessories (64no's), for M.J.N Stadium in the district of Cooch Behar.
9	Completion of the Construction of Concrete Road with Drain from main road to Cooch Behar Government Engineering College at Harinchawra, in the District of Cooch Behar. (Length : 510Mtr Road)

December

1	Completion of the Construction of RCC Bore pile Bridge over river Kalindri at Nagharia Phulbarighat under English Bazar Block in the district of Malda. (Length:- 111.04 mtr.)
2	Completion of the Construction of RCC Bridge over Jorai River Near Volka High School Between Volka-I GP & Volka-II GP under Kumargram Block in the District of Alipurduar. (Span 39mtr and 240mtr approach road)
3	Completion of the Construction of Internal road with concrete Paver Block including Culvert & Car Parking area within the Uttar Banga Krishi Viswavidyalaya at Majhian Campus in the district of Dakshin Dinajpur under Phase-II.
4	Completion of the Construction of Marketing Complex at Falakata in the District of Alipurduar. (CIVIL & ELECTRICAL)
5	Completion of the Proposed G+2 Storied College Building of Jaigaon College Under Kalchini Block in The District of Alipurduar.
6	Completion of the Construction of Paver Block road from Sankartola Bundh to Bhutni PHC via BGVB under Manikchak Block of Malda district. (Length - 6.50 Km, Width:- 3.75 mtr.)

Sl. No.	Projected Targets
7	Completion of the Construction of R.C.C Bore pile Bridge over river Bhagirathi at Joth Priti under Narhatta G.P., English Bazar Block in the district of Malda. (Length :- 60.0 M)
8	Completion of the Construction of Auditorium at Malbazar in the District of Jalpaiguri.
9	Completion of the Modernization & Renovation of Rabindra Bhawan, Coochbehar in the district Cooch Behar. (CIVIL & ELECTRICAL)
10	Completion of the Construction of Proposed Auditorium at Dhupguri in the District of Jalpaiguri. (Civil & Electrical)
11	Completion of the Construction and Placing truss for Jalpaiguri Sports Complex Gallery A and Gallery B, Jalpaiguri.

Department of Panchayats & Rural Development

January	<ul style="list-style-type: none"> ● Monthly review of SHG Bank Linkage & Application submission status of the districts (WBSRLM) ● Training of 50 New Pranimitra, SHG members Training on ARD - 2 Lac and formation of Goat Producer Organization - 6. (ANANDADHARA) (WBSRLM) ● Updation of verified data in both SEBA & NSAP - MIS software (NSAP) ● Identification of gap in the no. of beneficiaries under IGNOAPS after physical verification (NSAP) ● Initiation of DBT in some Blocks on pilot basis (NSAP) ● Weekly monitoring of target achievement. Completion of award of Phase - II of GSY (BGSY) ● State level Review Meeting on progress of SWM related to NGT compliance (NBM/SBM) ● Review on Mahatma Gandhi NREGA Annual Action Plan 2020-21 and Labour Budget with all the Districts (MGNREGA) ● Monthly Review with District Nodal Officers, Mahatma Gandhi NREGA through Video Conference / Meeting (MGNREGA) ● Training of district level technical personnel on plan preparation and estimates through SECURE soft (MGNREGA) ● Monitoring visit of State Quality Monitor to districts (MGNREGA) ● District Visit by State GIS co-ordinators for resolving district specific GIS issues, GEO-Mahatma Gandhi NREGA, GIS based plan preparation & entry etc. issues. (MGNREGA) ● Workshop on Mahatma Gandhi NREGA Annual Action Plan shared from Plan Plus to NREGA Soft and resolving of issues related to sharing. (MGNREGA) ● District Visit by State MIS co-ordinators for resolving district specific MIS, Plan Plus, GEO-Mahatma Gandhi NREGA etc. issues. (MGNREGA) ● Publication of Draft Gradation List of PDO/APO/PAAO ● Publication of Cadre wise Draft Gradation List for the employee of Directorate ● Intimation of process of Financial Audit of 2019-20 to DPRDOs ● Preparation of Annual Action Plan of RKVY, MGNREGS and Backward Village Initiatives to be implemented by WBCADC, for the year 2020-21 and State Level Review Meeting. (WBCADC)
February	<ul style="list-style-type: none"> ● Preparation of draft Annual SHG Bank Linkage - Credit plan for 2020 - 21 and discussion with districts & SLBC (WBSRLM) ● Release of last phase of CIF for 2019-20 (WBSRLM) - To send data base to the districts for field level verification of beneficiaries from SECC (NSAP) Weekly monitoring of target achievement. Video Conference with all PIUs (BGSY) Meeting to finalize the AIP for 2020-21 under MNB (NBM/SBM) Monthly review meeting with District Nodal Officers under Mahatma Gandhi NREGA through Video Conference / Workshop mode (MGNREGA) ● Monitoring visit of State Quality Monitor to districts (MGNREGA)

	<ul style="list-style-type: none"> ● State level Workshop with line departments on convergence with Mahatma Gandhi NREGA to finalize State Convergence plan. (MGNREGA) ● District Visit by State MIS co-ordinators and GIS co-ordinators for resolving district specific MIS, Plan Plus, GEO-Mahatma Gandhi NREG, GIS based plan preparation & entry etc. issues. (MGNREGA) ● Preparing state presentation of AAP 2020-21 to be presented before MORD. (MGNREGA) ● Monthly review meeting on NSAP/PROFLAL/AABY & other institutional issues with the District Panchayat & R.D. Officers ● Confirmation of PDO, APO & PAAO ● Preparation of budget of different development activities of WBCADC for the year 2020-21 and State Level Review Meeting. Preparation of Annual Action Plan of different development activities of WBCADC for 2020-21. (WBCADC)
March	<ul style="list-style-type: none"> ● Submission for Appraisal of draft Annual Action 2020-21 of WBSRLM to the Ministry of Rural Development, Government of India (WBSRLM) ● Allocation of Annual Credit Plan for 2020-21 for SHG Bank Linkage in SLBC and then in DCC (WBSRLM) ● Submission of claim to MORD for 1st instalment of fund under NSAP (NSAP) ● Review of result for DBT (NSAP) ● Expected achievement of target for construction of new roads of 2600 km of length (BGSY) ● Training cum planning workshop on SLWM (NBM/SBM) ● Monthly review meeting with District Nodal Officers under Mahatma Gandhi NREGA through Video Conference / Workshop mode (MGNREGA) ● District Visit by State MIS co-ordinators and GIS co-ordinators for resolving district specific MIS, Plan Plus, GEO-Mahatma Gandhi NREG, GIS based plan preparation & entry etc. issues. (MGNREGA) ● Monitoring visit of State Quality Monitor to districts (MGNREGA) ● Preparation of Annual Statement of NSAP & PROFLAL ● Submission of UC of NSAP for 2019-20 ● Preparation of Annual Action Plan of Backward Village Development Programme to be implemented by WBCADC, for the year 2020-21. (WBCADC)
April	<ul style="list-style-type: none"> ● Quarterly review of Micro Finance activities of Block Level Community Finance Institutions for the ended on March, 2020(WBSRLM) ● Review of Functioning of CBRM Committees and placement of CSP - Bank linkage in all rural Bank branches (WBSRLM) ● Commencement of Financial Audit for 2019 - 20 (NSAP) ● Preparation of Annual Statement of NSAP for 2019 - 20 (NSAP) ● Review of BGSY (PMGSY) work from State (HQ) (BGSY) ● Fixation of target for constructing PMGSY roads in the F.Y. 2020-21 (BGSY) ● Conference with all PIUs (BGSY) ● Monthly review meeting with District Nodal Officers under Mahatma Gandhi NREGA through Video Conference / Workshop mode (MGNREGA)

	<ul style="list-style-type: none"> ● Monitoring visit of State Quality Monitor to districts (MGNREGA) ● Training of GRS for quality improvement (phase 1) (MGNREGA) ● District Visit by State MIS co-ordinators, IEC co-ordinator, GIS co-ordinators for resolving district specific MIS, Plan Plus, GEO-Mahatma Gandhi NREG, GIS based plan preparation & entry etc. issues. (MGNREGA) ● Workshop on Good Governance & Gram Rojgar Divas with all District Training & IEC Coordinator (MGNREGA) ● State level Workshop on GIS planning and Implementations with all Districts (MGNREGA) ● Publication of Final Gradation List for APOs ● Commencement of Financial Audit with respect to the fund of NSAP at district & Block level ● Monthly review meeting on NSAP/PROFLAL/AABY & other institutional issues with the District Panchayat & R.D. Officers ● State Level Review Meeting. (WBCADC)
May	<ul style="list-style-type: none"> ● Livelihood regional workshop (WBSRLM) ● 4 days training of 50 New CRPs for farm based livelihoods (WBSRLM) ● Training of 100 New Pranimitra, SHG members on Training on ARD - 2.1 Lac (WBSRLM) ● Completion of Financial Audit (NSAP) ● Tally the Financial Audit Report with Annual Statement of 2019-20 (NSAP) ● Video Conference with PIUs during last fortnight (BGSY) ● State level review meeting on MNB/SBM (G) (MNB/SBM) ● Monthly review meeting with District Nodal Officers under Mahatma Gandhi NREGA through Video Conference / Workshop mode (MGNREGA) ● Monitoring visit of State Quality Monitor to districts (MGNREGA) ● Workshop of new modules released in NREGA Soft by MoRD (MGNREGA) ● Workshop on SECURE new modules released in NREGA Soft by MoRD (MGNREGA) ● Finalisation of State Auditor Farm and collection of details of district auditors as engaged by districts. (MGNREGA) ● District Visit by State MIS co-ordinators and GIS co-ordinators for resolving district specific MIS, Plan Plus, GEO-Mahatma Gandhi NREG, GIS based plan preparation & entry etc. issues. (MGNREGA) ● Finalisation of Time & Motion Study Progress report (PHASE 1) (MGNREGA) ● Publication of Final Gradation List for PDOs ● Tally of Financial Audit Report of NSAP with Annual Statement ● Finalization of Annual Action Plan of WBCADC for different development activities of 2020-21. (WBCADC)
June	<ul style="list-style-type: none"> ● Release of 1st phase of CIF under AAP for 2020-21 (WBSRLM) ● Exposure visit of Sangha Samabay BOD members on Training Management/Community Led Resource and Training Centre (CLRTC) (WBSRLM) ● Completion of DBT in 60% blocks of the State (NSAP)

	<ul style="list-style-type: none"> ● Video Conference with PIUs during last fortnight (BGSY) ● State level consultation on ODF sustainability and ODF plus (MNB/SBM) ● Monthly review meeting with District Nodal Officers under Mahatma Gandhi NREGA through Video Conference / Workshop mode (MGNREGA) ● Monitoring visit of NREGA State Quality Monitors to districts. (MGNREGA) ● Training of GRS for quality improvement (phase 2) (MGNREGA) ● Releasing Audio Visual documents on Mahatma Gandhi NREGA success stories (MGNREGA) ● District Visit by NREGA State MIS co-ordinators and GIS co-ordinators for resolving district specific MIS, Plan Plus, GEO-Mahatma Gandhi NREG, GIS based plan preparation & entry etc. issues. (MGNREGA) ● Finalisation of Time & Motion Study Progress report (PHASE 2) (MGNREGA) ● Monthly review meeting on NSAP/PROFLAL/AABY & other institutional issues with the District Panchayat & R.D. Officers ● Confirmation of PDO, APO & PAAO ● State Level Review Meeting and preparation of Performance Report of WBCADC for the year 2019-20. (WBCADC)
July	<ul style="list-style-type: none"> ● Review of progress of Organic clusters intervention with districts (WBSRLM) ● Review of Training of Pranimitra (WBSRLM) ● Review of result of DBT (NSAP) ● Video Conference with PIUs during last fortnight. Expected closure of Phase-I of BGSY work physically (BGSY) ● Monthly review meeting with District Nodal Officers under Mahatma Gandhi NREGA through Video Conference / Workshop mode (MGNREGA) ● Special campaign on Individual Benefit Works in Mahatma Gandhi NREGA (MGNREGA) ● submission of Time & Motion Study report to MORD. (MGNREGA) ● Monitoring visit of State Quality Monitor to districts (MGNREGA) ● Special campaign for building sustainable assets through Mahatma Gandhi NREGA (MGNREGA) ● Orientation of Panchayat representatives on Mahatma Gandhi NREGA (MGNREGA) ● Meeting with all districts on the issue of Financial Audit for previous FY 2019-20 and UC thereof. (MGNREGA) ● District Visit by NREGA State MIS co-ordinators, IEC co-ordinator & GIS co-ordinators for resolving district specific MIS, Plan Plus, GEO-Mahatma Gandhi NREG, GIS based plan preparation & entry etc. issues. (MGNREGA) ● Estimate of Vacancy of PDO, APO & PAAO subject to due requisition from PSC ● Preparation of Budget for current year ● Preparation of Annual Accounts for the year 2019-20. (WBCADC)
August	<ul style="list-style-type: none"> ● Training of BOD of Selected Model Sangha: 60 (WBSRLM) ● Documentation of success stories in livelihoods by SMMU staff & State level experts (WBSRLM) ● Identification of gap between disbursement of pension & actual no. of beneficiaries (NSAP)

	<ul style="list-style-type: none"> ● Video Conference with PIUs during last fortnight. Conference with all PIUs at State level (BGSY) ● State level consultation on IEC (MNB/SBM) ● Monthly review meeting with District Nodal Officers under Mahatma Gandhi NREGA through Video Conference / Workshop mode (MGNREGA) ● Monitoring visit of NREGA State Quality Monitor to districts (MGNREGA) ● Orientation of Panchayat representatives on Mahatma Gandhi NREGA (MGNREGA) ● District Visit by NREGA State MIS co-ordinators, IEC co-ordinator & GIS co-ordinators for resolving district specific MIS, Plan Plus, GEO-Mahatma Gandhi NREG, GIS based plan preparation & entry etc. issues. (MGNREGA) ● Special Convergence Week on Mahatma Gandhi NREGA (MGNREGA) ● Monthly review meeting on NSAP/PROFLAL/AABY & other institutional issues with the District Panchayat & R.D. Officers ● Publication of cadre wise Final Gradation List for the employees of Directorate ● State Level Review Meeting and finalization of Annual Accounts. (WBCADC)
September	<ul style="list-style-type: none"> ● Awareness campaign on Nutrition issues through meeting at Sangha and SHG level (WBSRLM) ● Review of Credit linkage in the SLBC meeting for the first quarter of 2020-21 (WBSRLM) ● Commencement of pension payment through DBT for entire State (NSAP) ● Video Conference with PIUs during last fortnight (BGSY) ● Special Campaign on MNB (MNB/SBM) ● Monthly review meeting with District Nodal Officers under Mahatma Gandhi NREGA through Video Conference / Workshop mode (MGNREGA) ● Submission of Time & Motion Study (Final Report) to MORD. (MGNREGA) ● Monitoring visit of State Quality Monitor to districts (MGNREGA) ● Orientation of Panchayat representatives on Mahatma Gandhi NREGA (MGNREGA) ● Meeting of the State Convergence Committee on Mahatma Gandhi NREGA to review progress (MGNREGA) ● District Visit by NREGA State MIS co-ordinators and GIS co-ordinators for resolving district specific MIS, Plan Plus, GEO-Mahatma Gandhi NREG, GIS based plan preparation & entry etc. issues. (MGNREGA) ● Preparation of presentation for Mid term Review at MORD. (MGNREGA) ● Submission of Award proposal from districts and state to Award Committee at Delhi (MGNREGA) ● Workshop on GPDP -Plan Plus on Mahatma Gandhi NREGA initiatives (MGNREGA) ● Confirmation of PDO, APO & PAAO ● Review Meeting of WBCADC. (WBCADC)
October	<ul style="list-style-type: none"> ● Awareness campaign on Child Health through meeting at Sangha and SHG level (WBSRLM) ● Assessment of District level Master Trainers (WBSRLM) ● Verification with data base for the gap between disbursement of data pension with actual beneficiaries (NSAP)

	<ul style="list-style-type: none"> ● Video Conference with PIUs during last fortnight (BGSY) ● Monthly review meeting with District Nodal Officers under Mahatma Gandhi NREGA through Video Conference / Workshop mode (MGNREGA) ● Monitoring visit of State Quality Monitor to districts (MGNREGA) ● Publications on Mahatma Gandhi NREGA success stories (MGNREGA) ● Special meeting with DNOs issuing guidance on AAP 2021-22 preparation from Gram Sabha and GIS planning thereof. ● FINALISATION AND SUBMISSION OF AUDITED REPORT WITH Utilisation certificate to MORD for 2nd tranche of Fund. ● Workshop with districts on entry of Mahatma Gandhi NREGA AAP in Plan Plus and other related process (MGNREGA) ● Monthly review meeting on NSAP/PROFLAL/AABY & other institutional issues with the District Panchayat & R.D. Officers ● Preparation of Draft Revised Budget of current year ● AG Audit (WBCADC)
November	<ul style="list-style-type: none"> ● Awareness campaign on Prevention of Domestic Violence issues through meeting at Sangha and SHG level (WBSRLM) ● Review of credit linkage with all districts along with other FI issues (WBSRLM) ● Review of credit linkage in the SLBC meeting for the second quarter of 2020-21 (WBSRLM) ● Physical verification of beneficiaries under NSAP ● Verification of wrongly referred beneficiaries in the data base of NSAP ● Video Conference with PIUs during last fortnight (BGSY) ● State level workshop on MNB (MNB/SBM) ● Preparation of state level and district level presentation before the award committee at Delhi (MGNREGA) ● District Visit by NREGA State MIS co-ordinators, IEC co-ordinator, GIS co-ordinators for resolving district specific MIS, Plan Plus, GEO-Mahatma Gandhi NREG, GIS based plan preparation & entry etc. issues. (MGNREGA) ● Monthly review meeting with District Nodal Officers under Mahatma Gandhi NREGA through Video Conference / Workshop mode (MGNREGA) ● Intensive Planning exercise for Mahatma Gandhi NREGA 2021-22 with District Nodal Officers. (MGNREGA) ● Preparation of Draft Budget estimate for 2021-22 ● Preparation or UC for 2nd instalment of fund under NSAP ● State Level Review Meeting. (WBCADC)
December	<ul style="list-style-type: none"> ● Supply of base line data on SHG formation and credit linkage to NABARD for preparing Annual Credit Plan for the State (WBSRLM) ● Celebration of Disability Day in convergence with other stakeholders (WBSRLM) ● Updation of verified data in both SEBA & NSAP - MIS software (NSAP)

- Video Conference with PIUs during last fortnight. Review of yearly target & required adjustment (BGSY)
- State level Review Meeting of MNB Chaired by the Hon'ble MIC, P&RDD with all DMs and Sabhadhipaties (MNB/SBM)
- Monthly review meeting with District Nodal Officers under Mahatma Gandhi NREGA through Video Conference / Workshop mode (MGNREGA)
- District Visit by NREGA State MIS co-ordinators ,IEC co-ordinator, GIS co-ordinators for resolving district specific MIS, Plan Plus, GEO-Mahatma Gandhi NREG, GIS based plan preparation & entry etc. issues. (MGNREGA)
- Monitoring visit of NREGA State Quality Monitor to districts (MGNREGA)
- Training of GRS for quality improvement (phase 3) under Mahatma Gandhi NREGA (MGNREGA)
- Review on Convergence initiatives under Mahatma Gandhi NREGA (MGNREGA)
- Revisiting the success stories under Mahatma Gandhi NREGA (MGNREGA)
- Monthly review meeting on NSAP/PROFLAL/AABY & other institutional issues with the District Panchayat & R.D. Officers
- Confirmation of PDO, APO & PAAO
- Preparation of DPR for different activities of WBCADC. (WBCADC)

PERSONNEL AND ADMINISTRATIVE REFORMS

Month	Important works to be done	Cell / Wing
January	Review of progress of various construction works being implemented in different districts under the supervision of the DMs.	Administrative Reforms Cell
	Complete release of Plan-fund received for the final phase of 2019-20.	
	a) Training of newly appointed OSDs/Registrars/Spl. Officers/Deputy Secretaries/Assistant Secretaries from WBSS Cadre.	General Cell
	b) Promotion and posting of officers under WBSS cadre.	
	c) Administrative functions of attached offices viz Office of the Hon'ble Lokayukta, West Bengal, WBIC, Gr.D Recruitment Board, Office of the RC at New Delhi.	
	Proposal for confirmation of vacancies for promotion of SCS and Non-SCS officers of the State to Indian Administrative Service to be sent to DOPT.	IAS Cell
	Promotion order of IAS officers to different grades of pay to be issued.	
	Prospective initiation for appointment of promotee/directly recruited WBCS(Exe.) officers belonging to the 2020 batch and commencement of induction level training of these officers. Sending requisition to Saraswati Press Ltd. for printing of Plastic Service Identity Cards to WBCS(Exe.) officers. Monthly monitoring of ACRs of WBCS(Exe.) officers	WBCS Cell
	Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 65 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell
	Updating of leave records in the service books of the employees. Review on the progress on the implementation of e-Office.	Establishment Cell
	Induction training of newly recruited LDAs.	Training Cell
	Conducting training programmes at ATI/RTCs.	
	Monthly review of the Departmental court cases	Law Cell
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance Cell
	Conducting 22 Training Programmes at ATI/RTCs	ATI
Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre. Updating of Service Books of the staff of CCW. Issuing NOCs for appearing at different examinations for employees under Secretariat Common Cadre.	C.C Wing	
February	Preparation of supplementary budget, if any	Administrative Reforms Cell.
	Road map to fill up the vacancies in the newly created districts.	Administrative Reforms Cell
	Land identification for Housing Scheme for the WBCS Officers.	
	Sending a report to the Hon'ble High Court and seeking concurrence on creation of newly carved districts/sub-divisions/blocks.	
	Review on the requirement of IT hardware for purchase in the next financial year.	Establishment Cell

Month	Important works to be done	Cell / Wing
	Payment of all pending bills related to stationery items, IT items and others.	
	a) Submission of report on employees who are not attending office for a long time.	General Cell
	b) Promotion and posting of officers under WBSS cadre.	
	c) Training of newly appointed OSDs/Registrars/Deputy Secretaries/ Assistant Secretaries from WBSS Cadre.	
	d) Administrative functions of attached offices viz Office of the Hon'ble Lokayukta, West Bengal, WBIC, Gr.D Recruitment Board, Directorate of Anti-corruption Branch.	
	Induction training of newly recruited LDAs.	Training Cell
	Conducting training programmes at ATI.	
	a) To obtain category-wise vacancies in basic grade Group-D posts, occurred up to 31 st December, 2019 in various offices under P & AR Deptt.	Group "D" Recruitment Board
	b) To take up follow-up action regarding updating of communication address and telephone no. of different provisionally eligible waitlisted candidates for onward transmission to P & AR Deptt. as and when required for filling up category-wise vacancies from waiting list.	
	Conducting 25 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 WBCS(Exe.) officers.	WBCS Cell
	Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 50 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell
	Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre. Issuing NOCs for purchasing and selling of movable and immovable properties for employees under Secretariat Common Cadre.	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.	
	Review of payment position regarding bills for the financial year 2019-2020 and arrangement of payment thereon.	Establishment Cell
	a) Preparation of panel for promotion to the post of Registrar/OSD etc. and Assistant Secretary on consultation with PSC, WB.	General Cell
	b) Promotion and posting of officers under WBSS cadre.	
	c) Administrative functions of attached offices viz Office of the Hon'ble Lokayukta, West Bengal, WBIC, Gr. D Recruitment Board, Office of the RC at New Delhi.	
	Conducting training programmes at ATI/RTCs.	ATI
	Induction training of newly recruited LDAs.	
	Monthly review of the Departmental court cases.	Law Cell
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance Cell
Finalisation of section I of PAR formats of the IAS officers for the	IAS	

Month	Important works to be done	Cell / Wing
	year 2019-2020 to be done. Monthly monitoring of ACRs of WBCS(Exe.) officers Awarding MCAS benefit to WBCS(Exe.) officers in scale No.17. Distribution of New Plastic Identity Cards to WBCS(Exe.) officers	WBCS Cell
	Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 60 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell
	Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre. Change of surname and residential address and up-gradation of qualification of employees of different Deptts. Issuing NOCs for obtaining International Passports for employees under Secretariat Common Cadre.	C.C Wing
April	Allotment of fund for 1 st quarters of Financial Year 2020-21	Administrative Reforms Cell
	Review of processing of medical reimbursement cases under WBHS.	Establishment Cell
	a) Promotion and posting of officers under WBSS cadre.	General Cell
	b) Administrative functions of attached offices viz Office of the Hon'ble Lokayukta, West Bengal, WBIC, Gr.D Recruitment Board, Directorate of Anti-corruption Branch.	
	On-line Performance Appraisal Reports (PAR) formats for the IAS officers of the State Cadre are to be sent to the concerned officers.	IAS Cell
	Sending the ACRs of WBCS(Exe.) officers to respective appropriate authorities. Monthly monitoring of ACRs of WBCS(Exe.) officers Awarding MCAS benefit to WBCS(Exe.) officers in scale No.18. Sending requisition to Saraswati Press Ltd. for printing of Plastic Service Identity Cards to WBCS(Exe.) officers. Publication of Service Directory, 2020 of WBCS(Exe.) officers.	WBCS Cell
	Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 50 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell
	Induction training of newly recruited LDAs.	Training Cell
	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
	Wanting APRs for preparation of panel for promotion of different cadres. Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre. Issuing NOCs for appearing at different examinations for employees under Secretariat Common Cadre.	C.C Wing
	May	Complete the process of release of Plan and Non-Plan funds for the 1 st phase (April-June) of 2020-21.
a) Training of newly appointed OSDs/Registrars/Deputy Secretaries/ Assistant Secretaries from WBSS Cadre.		General Cell
b) Promotion and posting of officers under WBSS cadre.		
c) Administrative functions of attached offices viz Office of the Hon'ble		

Month	Important works to be done	Cell / Wing	
	Lokayukta, West Bengal, WBIC, Gr.D Recruitment Board, Office of the RC at New Delhi.		
	Training programme for OSDs/Special Officers/Registrars. Refresher training of UDAs/Has.	Training Cell	
	Confirmation proposal for IAS officers appointed on promotion to be sent to DoPT.	IAS Cell	
	Monthly monitoring of ACRs of WBCS(Exe.) officers	WBCS Cell	
	Awarding MCAS benefit to WBCS(Exe.) officers in scale No.19.		
	Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 60 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell	
	Conducting 20 Training Programmes at ATI/RTCs.	ATI	
	Initialization of tender process for AMC of computers & IT peripherals and purchase of computers, IT peripherals and stationery items.	Establishment Cell	
	Monthly review of the Departmental court cases	Law Cell	
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets	Vigilance Cell	
	Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre. Publishing of updated Gradation Lists of different cadres. Issuing NOCs for purchasing and selling of movable and immovable properties for employees under Secretariat Common Cadre.	C.C. Wing	
	June	Review of the work of New Administrative Building of Alipurduar District HQ.	Administrative Reforms Cell
	Land allocation for Housing Scheme for the WBCS Officers		
a) Promotion and posting of officers under WBSS cadre. b) Review of Promotional process of Officers under WBSS cadre. c) Administrative functions of attached offices viz Office of the Hon'ble Lokayukta, West Bengal, WBIC, Gr.D Recruitment Board, Office of the RC at New Delhi.	General Cell		
Finalization of tender process for AMC of computers & IT peripherals and purchase of computers, IT peripherals and stationery items.	Establishment Cell		
Conducting training programme for newly appointed Assistant Secretaries. Conducting training programme for Section Officers. Updating of Service Records/APRs of employees.	Training Cell		
Conducting 25 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 WBCS(Exe.) officers Declaration of estimated vacancies for recruitment in the WBCS(Exe.) Service on promotion from SRO-II/Jt. BDO/ACROs. Awarding MCAS benefit to WBCS(Exe.) officers in scale No.21. Distribution of New Plastic Identity Cards to WBCS(Exe.) officers	WBCS Cell		
Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 55 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell		

Month	Important works to be done	Cell / Wing
	Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre. Issuing NOCs for obtaining International Passports for employees under Secretariat Common Cadre.	C.C. Wing
July	Continuation of work for creation of Infrastructure for setting up of newly created districts of Jhargram, Paschim Bardhaman and Kalimpong and new Sub-division of Mirik.	Administrative Reforms Cell
	Review of the work of Construction of Integrated Administrative Complex, Jhargram in the district of Jhargram.	
	a) Training of newly appointed OSDs/Registrars/Spl. Officers/Deputy Secretaries/Assistant Secretaries from WBSS Cadre.	General Cell
	b) Updating of Service Book of employees.	
	c) Promotion and posting of officers under WBSS cadre.	
	d) Administrative functions of attached offices viz Office of the Hon'ble Lokayukta, West Bengal, WBIC, Gr.D Recruitment Board, Office of the RC at New Delhi.	
	Communicative English Course for WBCS(Exe.) Officers in the districts for WBCS(Exe.) officers in the districts/for WBCS(Exe.) probationers in collaboration with British Council, British Deputy High Commission, Kolkata. Conducting training programme for newly appointed Deputy Secretaries.	Training Cell
	Conducting 25 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
	Complete proposal in prescribed formats for promotion of SCS officers of the State to Indian Administrative Service against the vacancies of 2019 is to be sent to UPSC and DoPT.	IAS Cell
	Monthly monitoring of ACRs of WBCS(Exe.) officers. Sending requisition to Saraswati Press Ltd. for printing of Plastic Service Identity Cards to WBCS(Exe.) officers	WBCS Cell
	Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 70 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell
	Updating of leave records in the service books of the employees.	Establishment Cell
Induction training programme for qualified fresh LDA candidates. Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre. Issuing NOCs for appearing at different examinations for employees under Secretariat Common Cadre.	C.C. Wing	
August	Review of the work of the New Hostel Building at ATI Complex, Salt Lake, Kolkata.	Administrative Reforms Cell
	a) Conducting training programme for newly appointed Assistant Secretaries promoted under WBSS cadre.	General Cell
	b) Promotion and posting of officers under WBSS cadre.	
	c) Administrative functions of attached offices viz Office of the Hon'ble	

Month	Important works to be done	Cell / Wing
	Lokayukta, West Bengal, WBIC, Gr.D Recruitment Board, Office of the RC at New Delhi.	
	Complete proposals in prescribed formats for promotion of Non-SCS officers of the State cadre to the IAS against the vacancies of 2019 are to be sent to UPSC and DoPT.	IAS Cell
	Monthly monitoring of ACRs of WBCS(Exe.) officers Awarding MCAS benefit to WBCS(Exe.) officers in scale No.17.	WBCS Cell
	Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 65 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell
	Review of progress of implementation of HRMS modules.	Establishment
	Training programme for OSDs/Special Officers/Registrars.	Training Cell
	Conducting 25 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
	Updating of Service Books of the staff of CCW. Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre. Issuing NOCs for purchasing and selling of movable and immovable properties for employees under Secretariat Common Cadre.	C.C.Wing
September	Preparation of Revised Budget.	Administrative Reforms Cell
	Review of the Construction of New Office Building and Residence of the Divisional Commissioner, Medinipur Division.	
	a) Preparation of panel for promotion to the post of Registrar/OSD etc. and Assistant Secretary on consultation with PSC, WB.	General Cell
	b) Promotion and posting of officers under WBSS cadre.	
	c) Administrative functions of attached offices viz Office of the Hon'ble Lokayukta, West Bengal, WBIC, Gr.D Recruitment Board, Office of the RC at New Delhi.	
	Meeting to be convened for Intensive Review of Service Records of IAS officers as per Rule 16(3) of AIS(DCRS) Rules, 1958.	IAS
	Monthly monitoring of ACRs of WBCS(Exe.) officers	WBCS Cell
	Collection of ACRs from the Department of feeder services and furnish the same to the PSC, WB for promotion to WBCS(Exe.) Cadre.	
	Awarding MCAS benefit to WBCS(Exe.) officers in scale No.18. Distribution of New Plastic Identity Cards to WBCS(Exe.) officers	
	Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 80 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell
	Processing the payment of Bonus & Festival Advance to the employees of this Department.	Establishment Cell
	Conducting training programmes for Section Officers. Updating of Service Books of employees.	Training Cell
	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
	Monthly review of pending DPs/Vigilance matters and status of Declaration of Assets.	Vigilance Cell
	Refresher training programme for the Section Officers. Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre. Change of surname and residential address and up-gradation of qualification of employees of different Deptts. Issuing NOCs for obtaining International Passports for employees under Secretariat Common Cadre.	C.C. Wing
October	Review of work of the New Administrative Building-II at Barasat, North 24-Parganas.	Administrative Reforms Cell
	a) Training of newly appointed Deputy Secretaries promoted under WBSS Cadre.	General Cell
	b) Promotion and posting of officers under WBSS cadre.	
	Training programme for OSDs/Special Officers/Registrars. In-service training of 20(Twenty) senior WBCS(Exe.) Officers at OPJGU, Haryana and abroad(USA/UK).	Training Cell
	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 WBCS(Exe.) officers.	WBCS Cell
	Awarding MCAS benefit to WBCS(Exe.) officers in scale No.19. Sending requisition to Saraswati Press Ltd. for printing of Plastic Service Identity Cards to WBCS(Exe.) officers	
	Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 25 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell
	Review of pension cases.	Establishment Cell
	Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre. Issuing NOCs for appearing at different examinations for employees under Secretariat Common Cadre.	C.C. Wing
	November	Review of the work of New Administrative Building of Kalimpong District HQ.
Release of Plan and Non-Plan funds for the 2 nd phase (August-December) of 2020-21		
a) Promotion and posting of officers under WBSS cadre.		General Cell
b) Conducting training programme for newly appointed Assistant Secretary promoted under WBSS cadre.		
c) Administrative functions of attached offices viz. WBIC, Gr.D Recruitment Board		
Conducting training programme for newly appointed Deputy Secretaries. In-service training of 20(Twenty) senior WBCS(Exe.) Officers at OPJGU, Haryana and abroad(USA/UK).		Training Cell
Conducting 25 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	

Month	Important works to be done	Cell / Wing
	Advance planning for the year 2020.	Establishment Cell
	Proposal for confirmation of vacancies in different grades of IAS in terms of Rule 3(2)(ii) & (iii) of IAS (Pay) Rule, 2016, to be sent to DoPT.	IAS Cell
	Monthly monitoring of ACRs of WBCS(Exe.) officers.	WBCS Cell
	Awarding MCAS benefit to WBCS(Exe.) officers in scale No.21.	
	Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 30 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell
	Refresher Training programme for Head Assistants/Upper Division Assistants. Wanting APRs for preparation of panel for promotion of different cadres. Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre. Issuing NOCs for purchasing and selling of movable and immovable properties for employees under Secretariat Common Cadre.	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.
	Review of the work of the Kakdwip Administrative Building and SDO Bungalow in South 24-Parganas.	
	Review of Construction of a new Administrative Building within Midnapore Collectorate Compound in the District of Paschim Medinipur.	
	a)) Promotion and posting of officers under WBSS cadre	General Cell
	b) Training of newly appointed OSDs/Registrars/Spl. Officers/Deputy Secretaries/Assistant Secretaries from WBSS Cadre.	
	c) Administrative functions of attached offices viz Office of the Hon'ble Lokayukta, West Bengal, WBIC, Gr.D Recruitment Board, Office of the RC at New Delhi.	
	Meeting of Departmental Promotion Committee (DPC) for promotion of IAS officers of the State Cadre to different scales of pay is to be convened.	IAS Cell
	Notifying the vacancies for WBCS(Exe.) officers to the PSC, WB for WBCS(Exe.) etc. Examination, 2021. Distribution of New Plastic Identity Cards to WBCS(Exe.) officers.	WBCS Cell
	Identification of missing service particulars in the Service Books of IAS and WBCS(Exe) Officers and updating of the Service Books of 40 nos. of such officers on the basis of availability of information.	Service Records & Accounts Cell
	Conducting training programme for newly appointed Assistant Secretaries.	Training Cell
	Conducting 25 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
	Promotion and posting of LDAs to SOs and Typist cadre under Secretariat Common Cadre.	C.C. Wing
	Issuing NOCs for obtaining International Passports for employees under Secretariat Common Cadre.	

Department of Parliamentary Affairs

Month (1)	Targeted/ Proposed Activity (2)
January, 2020	<ol style="list-style-type: none"> 1 Routine & Statutory works of the Department. 2 Dealing with West Bengal Legislative Assembly matters, if referred. 3 Holding of State level Youth Parliament Competition, 2019-20 for Schools/Colleges. 4 Felicitation of winner schools/colleges and winner students at a State level Function.
February, 2020	<ol style="list-style-type: none"> 1 Remittance of reward money to champion institutions and students. 2 Documentation of the work of Youth Parliament Competition, 2019-20. 3 Uploading of the result of Division / State 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. 5 Routine & Statutory works of the Department.
March, 2020	<ol style="list-style-type: none"> 1 Preparation of action plan for the next year work covering 4112nos. 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, 2020-21. 6 Dealing with the files which may be referred from West Bengal Legislative Assembly.
April, 2020	<ol 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. 4 Sending proposal to the Finance Department for financial approval of YPC, 2020-21. 5 Preliminary preparation for implementation of Youth Parliament Competition Scheme, 2020-21. 6 Meeting and consultation within and outside the Deptt. for State Level Workshop and Meeting for YPC, 2020-21. 7 Works related to W.B.L.A.
May, 2020	<ol style="list-style-type: none"> 1 Routine and statutory works of the Deptt. 2 Publication of Annual Report. 3 Persuasion with the District Authorities for pending Utilization Certificates. 4 Printing of books, guidelines, certificates for Youth Parliament Competition Scheme, 2020-21. 5 Notification of State Level Essay Competition, 2020-21. 6 Organizing State Level Meeting and Workshop on Youth Parliament Scheme, 2020-21. 7 Despatch of books, guidelines, certificates to districts. 8 Release of fund for the programme of the year.

Month (1)	Targeted/ Proposed Activity (2)
June, 2020	<ol style="list-style-type: none"> 1 Statutory and routine works of the Deptt. relating to West Bengal Legislative Assembly. 2 Despatch of books, guidelines, certificates to districts. 3 Release of fund for the programme of the year. 4 Holding of District Level Workshop on Youth Parliament Scheme for Schools, Colleges.
July, 2020	<ol style="list-style-type: none"> 1 Routine and statutory works of the Deptt. 2 Persuasion with the district authorities for implementation of the programme. 3 Holding of District Level Workshop on Youth Parliament Scheme for schools. 4 Holding of Youth Parliament Competition and Quiz Contest and Extempore Speech Competition at schools and colleges. 5 Holding of Youth Parliament Competition and Quiz Contest and Extempore Speech Competition at Block/Municipality/College level.
August, 2020	<ol style="list-style-type: none"> 1 Persuasion with the district authorities for implementation of the programme. 2 Work of State level Essay Competition. 3 Routine and statutory works of the Deptt. 4 Holding of District level Competitions for colleges/Schools. 5 Works related to W.B.L.A.
September, 2020	<ol style="list-style-type: none"> 1 Monitoring of implementation of programme at different levels. 2 Work of State Level Essay Competition. 3 Holding of District level Competitions for Colleges/Schools. 4 Collection and compilation of result of District level competitions for Colleges. 5 Routine and statutory work of the Deptt.
October, 2020	<ol style="list-style-type: none"> 1 Routine and statutory works of the Deptt. 2 Arranging for examination of the essays received in the State Level Essay Competition, 2020-21.
November, 2020	<ol style="list-style-type: none"> 1 Examination of essays received in State Level, Essay Competition. 2 Holding of Division level Youth Parliament Competitions for schools. 3 Holding of Division level Competitions for colleges. 4 Routine and statutory work of the Deptt.
December, 2020	<ol style="list-style-type: none"> 1 Holding of Division level Youth Parliament Competitions for schools. 2 Holding of Division level Competitions for colleges. 3 Collection and compilation of result of Division level Competitions for Colleges/Schools. 4 Preparation for final stage of State Level Youth Parliament Competition, 2020-21. 5 Routine and statutory work of the Deptt.

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 2020	<ul style="list-style-type: none"> ● Construction Of Road From Chourangi More To Bansabuni Via Kasthagora, Rajnagar, Birbhum. ● Construction Of Bituminous Road From Keshiapata Chawk To Nischinta, Sankrail G.P., Sankrail, Jhargram. ● Scheme-visit By Departmental Officers. ● Monitoring Meeting At District Level With All Implementing Agencies & Concerned Line Departments By All Concerned DMs. ● Field Level Inspection For Monitoring Projects And Assessment. ● Collection Of Schemes Under AAP, ZP Mega Schemes & JAP (34 Blocks) From The 74 Blocks Of 7 PUP Districts For Getting Approved By The CMO. ● Holding “Jungle Mahal Utsab 2019” Showcasing The Achievements Of State Government And Department Of Paschimanchal Unnayan Affairs.
MONTH	ACTIVITY CALENDAR
FEBRUARY 2020	<ul style="list-style-type: none"> ● Construction Of Karanjora To Chamkora Nadi Ghat Road, Bankura-II, Bankura. ● Construction Of PCC Road From Chamarbandh Gramin Road, Patina G.P., Nayagram, Jhargram. ● Scheme-visit By Departmental Officers. ● Preparation Of Budget Speech For 2020-21. ● Review Of Project Implementation & Fund Utilisation Status.
MONTH	ACTIVITY CALENDAR
MARCH 2020	<ul style="list-style-type: none"> ● Strengthening Of Bituminous Road From Chakadoba More To Chakadoba Primary School (Length-1.60 Km), Hirbandh, Bankura. ● Construction Of Bituminous Road From Fatepur To Bhaladiah To Bagalmari To Chilania, Nadiha Surulia G.P., Para, Purulia. ● Scheme-visit By Departmental Officers.
MONTH	ACTIVITY CALENDAR
APRIL 2020	<ul style="list-style-type: none"> ● Construction Of Auditorium Of Saldiha College Under Bramhandiha G.P., Indpur, Bankura. ● Construction Of Road From Purulia To Dhanbad Via Gunja Starting From Suvendu Mahato Cement Centre To Jharkhand Road, Purulia-I, Purulia. ● Scheme-visit By Departmental Officers. ● Monitoring Meeting With Departmental Officers And PUP Officials.
MONTH	ACTIVITY CALENDAR
MAY 2020	<ul style="list-style-type: none"> ● Construction Of Bituminous Road From Benegore More To Jamkiri Jore, Chhatna, Bankura. ● Construction Of Bituminous Road From Babui Danga P.H.C. To Puichara More Via Amlasuli Malpara (JL No. 180, 191, 193, 214, 194, 179), Garhbeta-II, Paschim Medinipur. ● Scheme-visit By Departmental Officers. ● Collection Of Up-to-date Utilization Certificates From All Concerned Implementing Agencies. ● Monitoring Meeting Of Administrative Calender By Hon’ble MIC With The Senior Departmental Officers & CEO PUP, Bankura.

MONTH	ACTIVITY CALENDAR
JUNE 2020	<ul style="list-style-type: none"> ● Construction Of Bituminous Road From Jamboni Chichra Main Road To Dulung River Via Kadopindra In Chichra G.P., Jamboni, Jhargram. ● Construction Of Community Hall & Library Hall At JL No. 941, Plot No. 313, Tilabad Mouza, Binpur-I, Jhargram. ● Scheme-visit By Departmental Officers. ● Review Meeting With DMs & BDOs Of 7 PUP Districts In Connection With Different Schemes Sanctioned To Them. ● Field-level Inspection By Departmental Officers.
MONTH	ACTIVITY CALENDAR
JULY 2020	<ul style="list-style-type: none"> ● Construction Of Boundary Wall Of Kanimohuli High School, JL No. 301, Kanimohuli Mouza, Jamboni, Jhargram. ● Construction Of Guard Wall From Back Side Of Singpur Jr. High School To Singpur Chak (Temathani More), Singpur Mouza, JL No. 921, Plot No. 197, Binpur-I, Jhargram. ● Review Meeting With DMs & BDOs Of 7 Districts In Connection With Different Schemes Sanctioned To Them.
MONTH	ACTIVITY CALENDAR
AUGUST 2020	<ul style="list-style-type: none"> ● Construction Of PCC Road From Baharadari Chawk To Katmundi Causeway, Sankrail, Jhargram. ● Construction Of Concrete Road At Bhalukasole To Badukpara Via Balarampur, Kustarboni, Saria No - 4 G.P., Gopiballavpur-I, Jhargram. ● Review Meeting With Both Departmental & PUP Officials.
MONTH	ACTIVITY CALENDAR
SEPTEMBER 2020	<ul style="list-style-type: none"> ● Construction Of Metal Road Inside Of CRPF Campus At Tangasole, Kharagpur-I, Paschim Medinipur. ● Construction Of Bituminous Road From Kanksa Sherpur Bypass Road To Rotui Tudu House, Kanksa, Paschim Bardhaman ● Scheme-visit By Departmental Officers. ● Scrutiny And Thereafter Sending The Proposals To Nabard Under RIDF 2020-21 As Per High Power Committee Allocation. ● Monitoring Meeting Of Administrative Calendar By Hon'ble Minister-in-Charge With The Senior Departmental Officers And CEO, PUP, Bankura.
MONTH	ACTIVITY CALENDAR
OCTOBER 2020	<ul style="list-style-type: none"> ● Construction Of Concrete Road At Jhatiara Paschimpara (Adibasipara), Kendugari No. 7 G.P., Gopiballavpur-I, Jhargram. ● Construction Of CC Road From Lachmapur Bus Stoppage To Pratap Khan House With A Vented Causeway, Kharagpur-II, Paschim Medinipur. ● Review Of Scheme Wise Allotment Of Fund From The Plan Budget 2020-21 And Utilization Thereof. ● Field Level Inspection By Departmental Officers.

MONTH	ACTIVITY CALENDAR
NOVEMBER 2020	<ul style="list-style-type: none"> ● Upgradation Of Manbhum Sports Association Football Ground, Purulia. ● Construction Of Bituminous Road From NH 60 (Vatmara) To Doldalia, Doldalia Mouza (JL No. 617, Plot No. 211), Garhbeta-I, Paschim Medinipur. ● Scheme-visit By Departmental Officers. ● Sending Proposal For Augmentation Of Budget 2020-21 For The Pending Projects If Any.
MONTH	ACTIVITY CALENDAR
DECEMBER 2020	<ul style="list-style-type: none"> ● Construction Of Boundary Wall Of Tilabaiya Primary High School, Bankura-II, Bankura. ● Construction of Box-Bridge over Kanajore new Sahapur Mukundapur Road, onda, Bankura ● Scheme-visit by Departmental officers. ● Review of fund release status for the year 2020-21. ● Monitoring meeting of Administrative Calendar by Hon'ble Minister-in-Charge with the Departmental officers and CEO, PUP, Bankura.

DEPARTMENT OF PLANNING & STATISTICS

A. Planning	
January	
●	Collection, compilation and submission of performance reports of BEUP from all districts to the Chairman, Assembly Committee, BEUP
●	Review and Monitoring of BEUP Progress
●	Collection and Compilation of Monthly Progress Report of MPLAD
●	Monitoring of MPLAD Scheme
●	State Level hands-on Training on MPLAD Web Portal
●	Monitoring conduct of District Level Development Monitoring Committee meetings
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including Software
February	
●	Collection, compilation and submission of performance reports of BEUP from all districts to the Chairman, Assembly Committee, BEUP
●	Departmental Inspection for BEUP works
●	Collection and Compilation of Monthly Progress Report of MPLAD
●	Monitoring of MPLAD Scheme
●	Departmental Inspection for MPLAD works
●	Monitoring submission of reports of Twenty Point Programme by the districts
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including Software
March	
●	Collection, compilation and submission of performance reports of BEUP from all districts to Chairman, Assembly Committee, BEUP
●	Collection and Compilation of Monthly Progress Reports of MPLAD
●	Monitoring of MPLAD Scheme
●	Monitoring conduct of District Level Development Monitoring Committee meetings
●	Review and Monitoring of State & District Spatial Data Centres Progress
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including Software
April	
●	Collection, compilation and submission of performance reports of BEUP from all districts to Chairman, Assembly Committee, BEUP
●	Review and Monitoring of BEUP progress
●	Departmental Inspection for BEUP works
●	Collection and Compilation of Monthly Progress Reports of MPLAD
●	Monitoring of MPLAD Scheme
●	Departmental Inspection for MPLAD works
●	Monitoring submission of reports of Twenty Point Programme by the districts
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including Software

May

●	Collection, compilation and submission of performance reports of BEUP from all districts to Chairman, Assembly Committee, BEUP
●	Collection and Compilation of Monthly Progress Reports of MPLAD
●	Monitoring of MPLAD Scheme
●	Monitoring conduct of District Level Development Monitoring Committee meetings
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including Software

June

●	Collection, compilation and submission of performance reports of BEUP from all districts to Chairman, Assembly Committee, BEUP
●	Departmental Inspection for BEUP works
●	Collection and Compilation of Monthly Progress Reports of MPLAD
●	Monitoring of MPLAD Scheme
●	Departmental Inspection for MPLAD works
●	Review and Monitoring of State & District Spatial Data Centres Progress
●	Monitoring submission of reports of Twenty Point Programme by the districts
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including Software

July

●	Collection, compilation and submission of performance reports of BEUP from all districts to Chairman, Assembly Committee, BEUP
●	Review and Monitoring of BEUP Progress
●	Collection and Compilation of Monthly Progress Reports of MPLAD
●	Monitoring of MPLAD Scheme
●	Monitoring conduct of District Level Development Monitoring Committee meetings
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including Software

August

●	Collection, compilation and submission of performance reports of BEUP from all districts to Chairman, Assembly Committee, BEUP
●	Departmental Inspection for BEUP works
●	Collection and Compilation of Monthly Progress Reports of MPLAD
●	Monitoring of MPLAD Scheme
●	Departmental Inspection for MPLAD works
●	Monitoring submission of reports of Twenty Point Programme by the districts
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including Software

September

●	Collection, compilation and submission of performance reports of BEUP from all districts to Chairman, Assembly Committee, BEUP
●	Collection and Compilation of Monthly Progress Reports of MPLAD

●	Monitoring of MPLAD Scheme
●	Monitoring conduct of District Level Development Monitoring Committee meetings
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including Software
●	Review and Monitoring of State & District Spatial Data Centres Progress

October

●	Collection, compilation and submission of performance reports of BEUP from all districts to Chairman, Assembly Committee, BEUP
●	Review and Monitoring of BEUP Progress
●	Departmental Inspection for BEUP works
●	Collection and Compilation of Monthly Progress Reports of MPLAD
●	Monitoring of MPLAD Scheme
●	Departmental Inspection for MPLAD works
●	Monitoring submission of reports of Twenty Point Programme by the districts
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including software

November

●	Collection, compilation and submission of performance reports of BEUP from all districts to Chairman, Assembly Committee, BEUP
●	Collection and Compilation of Monthly Progress Reports of MPLAD
●	Monitoring of MPLAD Scheme
●	Initiative for bank account closure of 16th Lok Sabha
●	Monitoring conduct of District Level Development Monitoring Committee meetings
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including Software

December

●	Collection, compilation and submission of performance reports of BEUP from all districts to Chairman, Assembly Committee, BEUP
●	Departmental Inspection for BEUP works
●	Collection and Compilation of Monthly Progress Reports of MPLAD
●	Monitoring of MPLAD Scheme
●	Follow-up action for bank account closure of 16th Lok Sabha
●	Departmental inspection for MPLAD works
●	Monitoring submission of reports of Twenty Point Programme by the districts
●	Review and Monitoring of State & District Spatial Data Centres Progress
●	Training will be arranged as and when required for Capacity Building of Employees through Administrative Training/ Technical Training including Software

Department of Planning and Statistics

B. Statistics

Sl.	Activity	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Release of Advance Estimate of 2019-20	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19
1.	Estimation of State Domestic Product (SDP)	Release of Report of October, 2019	Release of Report of November, 2019	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Release of Report of December, 2019	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Release of Report of January, 2020	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Release of Report of February, 2020	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Release of Report of March, 2020	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19
2.	Estimation of Index of Industrial Production (IIP)	Release of Report of October, 2019	Release of Report of November, 2019	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Release of Report of December, 2019	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Release of Report of January, 2020	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Release of Report of February, 2020	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Release of Report of March, 2020	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19
3.	Conducting Annual Survey of Industries (ASI)	Data Entry, Scrutiny for 2017-18 & Data collection for 2018-19	Data Entry, Scrutiny for 2017-18 & Data collection for 2018-19	Compilation for 2019-20 and Revision work for 2017-18 & 2018-19	Scrutiny and validation for 2017-18 & Data Collection, Data Entry & Scrutiny for 2018-19	Scrutiny & Validation for 2017-18 and Data Collection, Data Entry & Scrutiny for 2018-19	Scrutiny & Validation for 2017-18 and Data Collection, Data Entry & Scrutiny for 2018-19	Compilation, Scrutiny & Validation for 2017-18 and Data Collection, Data Entry & Scrutiny for 2018-19	Scrutiny & Validation for 2017-18 and Data Collection, Data Entry & Scrutiny for 2018-19	Compilation, Scrutiny & Validation for 2017-18 and Data Collection, Data Entry & Scrutiny for 2018-19	Scrutiny & Validation for 2017-18 and Data Collection, Data Entry & Scrutiny for 2018-19	Compilation, Scrutiny & Validation for 2017-18 and Data Collection, Data Entry & Scrutiny for 2018-19
4.	Estimation of Production and Yield Rate of 19 Major Insured Crops	Field work of Rabi crops, 2019-20. Compilation of Summer Crops, 2018-19 and Bhadui & Winter Crops, 2019-20.	Compilation of Summer Crops, 2018-19. Field work of Rabi Crops, 2019-20. Compilation of Bhadui and Winter Crops, 2019-20.	Field work of Rabi and Summer Crops, 2019-20. Compilation of Rabi Crops, 2019-20.	Submission of final estimate of Summer Crops, 2018-19 to Agriculture Department. Field work of Rabi Crops, 2019-20. Compilation of Bhadui and Winter Crops, 2019-20.	Submission of final estimate of Bhadui Crops, 2019-20 to Agriculture Department. Field work of Summer Crops, 2019-20.	Field work of Rabi and Summer Crops, 2019-20. Compilation of Rabi Crops, 2019-20.	Submission of final estimate of Winter Crops, 2019-20 to Agriculture Department. Field work of Rabi and Summer Crops, 2019-20.	Submission of final estimate of Rabi Crops, 2019-20. Field work of Bhadui Crops, 2019-20.	Submission of final estimate of Rabi Crops, 2019-20. Field work of Bhadui Crops, 2019-20.	Submission of final estimate of Rabi Crops, 2019-20. Field work of Bhadui Crops, 2019-20.	Submission of final estimate of Rabi Crops, 2019-20. Field work of Bhadui Crops, 2019-20.
5.	Statistical Abstract	Data Validation & Compilation for 2018	Data Validation & Compilation for 2018	Data Validation & Compilation for 2018	Data Validation & Compilation for 2018	Data Validation & Compilation for 2018	Data Validation & Compilation for 2018	Data Validation & Compilation for 2018	Data Validation & Compilation for 2018	Data Validation & Compilation for 2018	Data Validation & Compilation for 2018	Data Validation & Compilation for 2018

Activity	January	February	March	April	May	June	July	August	September	October	November	December
6 Publication of State Statistical Handbook	Data collection for 2019 & Scrutiny of collected data	Data collection for 2019 & Scrutiny of collected data	Data collection for 2019 & Scrutiny of collected data	Data collection for 2019 & Scrutiny of collected data	Data collection for 2019	Data collection for 2019	Data Validation & Compilation for 2019	Data Validation & Compilation for 2019	Data Validation & Compilation for 2019	Data Validation & Compilation for 2019	Draft Report Preparation for 2019	Publication for 2019
7 Publication of District Statistical Handbook	Consistency checking and compilation of DSHB,2018 and Collection & Compilation for 2019	Consistency checking and compilation of DSHB,2018 and Collection & Compilation for 2019	Consistency checking and compilation of DSHB,2018 and Collection & Compilation for 2019	Finalisation of DSHB, 2018 for all districts and collection & compilation for 2019	Collection & compilation for 2019	Collection & compilation for 2019	Collection & compilation for 2019	Collection & compilation for 2019	Collection & compilation for 2019	Consistency checking and compilation of DSHB,2019	Consistency checking and compilation of DSHB,2019	Consistency checking and compilation of DSHB,2019
8 Conducting National Sample Survey (NSS) and Pooling of Central and State sample survey data	Field work of 78h round. Data Entry of 77th round. Data validation of 76th round.	Field work of 78h round. Data Entry of 77th round. Data validation of 76th round.	Field work of 78h round. Data Entry of 77th round. Data validation of 76th round.	Field work of 78h round. Data Entry of 77th round. Data validation of 76th round.	Field work of 78h round. Data Entry of 77th round. Table generation of 76th round.	Field work of 78h round. Data Entry of 77th round. DraftReport preparation of 76th round.	Field work of 78h round. Data validation of 77th round. Finalisation of Report of 76th round.	Field work of 78h round. Data validation of 77th round.	Field work of 78h round. Data validation of 77th round.	Field work of 78h round. Data validation of 77th round.	Field work & Data entry of 78h round. Table generation of 77th round.	Field work of 78h round. Table generation of 77th round.
9 IT, e-Governance and Data Analytics												
i) IT & e-Governance Activities	Maintenance of existing Applications, Hardware and Software; Development of New Applications	Maintenance of existing Applications, Hardware and Software; Development of New Applications	Maintenance of existing Applications, Hardware and Software; Development of New Applications	Maintenance of existing Applications, Hardware and Software; Development of New Applications	Maintenance of existing Applications, Hardware and Software; Development of New Applications	Maintenance of existing Applications, Hardware and Software; Development of New Applications	Maintenance of existing Applications, Hardware and Software; Development of New Applications	Maintenance of existing Applications, Hardware and Software; Development of New Applications	Maintenance of existing Applications, Hardware and Software; Development of New Applications	Maintenance of existing Applications, Hardware and Software; Development of New Applications	Maintenance of existing Applications, Hardware and Software; Development of New Applications	Maintenance of existing Applications, Hardware and Software; Development of New Applications

Sl. No.	Activity	January	February	March	April	May	June	July	August	September	October	November	December
ii)	Data Analytics Work	Collection of Unit Level Data from different internal sources of Primary Data, viz.- Socio Economic Survey, Agriculture Statistics, ASI etc.	Data Analysis using advanced statistical methodologies	Data Analysis using advanced statistical methodologies	Preparation of Draft Report	Preparation of Draft Report	Preparation of Final Report	Collection of Unit Level Data from different internal sources of Primary Data, viz.- Socio Economic Survey, Agriculture Statistics, ASI etc.	Data Analysis using advanced statistical methodologies	Data Analysis using advanced statistical methodologies	Preparation of Draft Report	Preparation of Draft Report	Preparation of Final Report
10	Database on Environment and Forestry Statistics	Scrutiny & Validation for 2019	Scrutiny & Validation for 2019	Scrutiny & Validation for 2019	Preparation of Draft Report, 2019	Draft Report Finalisation, 2019	Publication of Report, 2019	Collection & Compilation of data for 2020	Collection & Compilation of data for 2020	Collection & Compilation of data for 2020	Collection & Compilation of data for 2020	Collection & Compilation of data for 2020	Collection & Compilation of data for 2020
11	Database on Electricity Production & Distribution	Data collection for 2019 & Scrutiny of collected data	Data collection for 2019 & Scrutiny of collected data	Data collection for 2019 & Scrutiny of collected data	Data collection for 2019 & Scrutiny of collected data, Data entry	Data collection for 2019 & Scrutiny of collected data, Data entry	Data collection for 2019 & Scrutiny of collected data, Data entry	Compilation of derived tables	Preparation of Report, 2019	Preparation of Report, 2019	Preparation of Report, 2019	Preparation of Report 2019, Correspondence for collection of data for 2020	Finalisation of Report 2019 Collection of data for 2020
12	Database on Literacy & Education.	Data collection for 2018-19	Data collection for 2018-19	Data collection for 2018-19	Data collection for 2018-19	Table Generation for 2018-19 Scrutiny of Generated tables	Table Generation for 2018-19 Scrutiny of Generated tables	Table Generation for 2018-19 Scrutiny of Generated tables	Table Generation for 2018-19 Scrutiny of Generated tables	Compilation of derived tables Preparation of Report, 2018-19	Compilation of derived tables Preparation of Report, 2018-19	Preparation of Report, 2018-19 Correspondence for collection of data, 2019-20	Finalisation of Report 2018-19 Collection of data for 2019-20

Department of Power & Department of Non-Conventional Energy Services.

January		2020
Utility	Description of the Work	District
WBSETCL	Moinaguri – Mathabhanga 132 kV D/C line from tapping point to Birpara – Moinaguri line	Jalpaiguri
	Salt Lake Stadium 132/33/11 kV GIS S/S	North 24 Parganas
	132 KV S/C line from Salt Lake 132 kV AIS to Salt Lake Stadium 132 KV GIS S/S	North 24 Parganas
	Capacity augmentation of 31.5 MVA, 132/33 kV Transformer by 50 MVA, 132/33 kV Transformer at Jangipara, Khanyan, Sonarpur & Subhasgram S/S	Hooghly & South 24 Parganas
	Installation of 20 MVAR & 10 MVAR Capacitor Bank at Arambag, Coochbehar, Ashokenagar, Bishnupur, New Bishnupur, Rampurhat, Mahachanda, Bighati & Samsi S/S	Hooghly, Coochbehar, North 24 Parganas, Bankura, Birbhum, Purba Burdwan & Malda
	Installation of 125 MVAR, 400 kV Reactor at Arambag 400 kV S/S	Hooghly
WBPDCCL	Opening of the Pachhwara (North) Coal Mine	Pakur, Jharkhand
	5 MW Floating Solar Power Plant at Sagardighi Thermal Power Plant	Murshidabad

February		2020
Utility	Description of the Work	District
WBSEDCL	33/11 kV S/S at Bhatpara (Naihati), IPDS	North 24 Parganas
	33/11 kV S/S at Dhulian, IPDS	Murshidabad
	33/11 kV S/S at South Wind Project, Chowhati, Sonarpur Block, IPDS	South 24 Parganas
WBSETCL	Gazole –Samsi 132 KV D/C line	Malda

February		2020
Utility	Description of the Work	District
	Capacity augmentation of 31.5 MVA, 132/33 kV Transformer by 50 MVA, 132/33 kV Transformer at Raiganj S/S	Uttar Dinajpur
	Installation of 20 MVAR & 10 MVAR Capacitor Bank at Midnapore, C.K. Road, Birsingha, Jhargram, Egra, Kharagpur WBIDC & New Town AA – I S/S	Purba & Paschim Midnapore, Jhargram & North 24 Parganas
WBPDCCL	AHP of Unit No. 3 & 4 (2X500MW) of Sagardighi Thermal Power Plant	Murshidabad
	Upgradation of ABT (Availability Based Tariff) System at Kolaghat, Bakreswar, Sagardighi, Bandel & Santaldih TPS	Purba Medinipur, Birbhum, Murshidabad, Hooghly, Purulia
	R&M OF Ash Handling Plant (AHP) Unit No. 3 of Kolaghat TPS	Purba Medinipur

March		2020
Utility	Description of the Work	District
WBSEDCL	33/11 kV S/S at Majilpur, IPDS	South 24 Parganas
	33/11 kV S/S at Sundalpur, SEEDN	Nadia
	73 KM HT line & 155 KM LT line in Digha	Purba Medinipur
WBSETCL	Gazole – Balurghat 132 kV D/C line	Malda & Uttar Dinajpur
	S/C LILO of Arambagh – Rishra 220 kV line at New Chanditala	Hooghly
	Capacity augmentation of 31.5 MVA, 132/33 kV Transformer by 50 MVA, 132/33 kV Transformer at Jangipara & Ujanu S/S	Hooghly & Uttar Dinajpur

March		2020
Utility	Description of the Work	District
	Installation of 20 MVAR & 10 MVAR Capacitor Bank at Kakdwip, Serakole, KLC Bantala, Uluberia, Domjur, Pingla & Hizli S/S	South 24 Parganas, Howrah & Paschim Midnapore
	Replacement of existing conductor by HTLS/ AL59 conductor i.r.o. different 132 kV (97.50 KM) Transmission line	Purba Midnapore, South 24 Parganas, North 24 Parganas, Murshidabad
WBPDC	Opening of Gangaramchak & Gangaramchak-Bhadulia Coal Mine	Birbhum
	Opening of the Tara (East & West) Coal Mine	Paschim Bardhaman
	R&M of EPS unit No.5 of Kolaghat TPS	Purba Medinipur
April		2020
Utility	Description of the Work	District
WBSEDCL	33/11 kV S/S at Putsuri, SEEDN.	Bardhaman
	33/11 kV S/S at Mankundu, IPDS.	Hooghly
	132 kV D/C UG cable line from Kasba 220 kV S/S to Salt Lake Stadium 132 KV GIS.	North 24 Parganas
	Subhasgram- Baruiapur 220 kV D/C line	North 24 Parganas
	Gokarna- Sagardighi 400 kV D/C line	Murshidabad
	Capacity augmentation of 31.5 MVA, 132/33 kV Transformer by 50 MVA, 132/33 kV Transformer at Mohishpota S/S	North 24 Parganas
WBSETCL	Capacity augmentation of 132/33 kV Transformer from 2 x 50 MVA to 3 x 50 MVA, 132/33 kV Transformer at New Town AA – I S/S	North 24 Parganas

April		2020
Utility	Description of the Work	District
	Installation of 20 MVAR & 10 MVAR Capacitor Bank at Berhampore, Adisaptagram, Raina, Mankar & Contai S/S	Murshidabad, Hooghly, Purba Burdwan & Paschim Midnapore
	Replacement of existing conductor by HTLS conductor i.r.o. different 220 kV (31.00 KM) transmission Line.	Hooghly

May		2020
Utility	Description of the Work	District
WBSEDCL	33/11 kV S/S at Panchmura, SEEDN	Bankura
	33/11 kV S/S at Hurmasra, SEEDN	Bankura
	33/11 kV S/S at Sankrail Industrial Park, (O&M).	Howrah
	33/11 kV S/S at Husludanga, SEEDN	Jalpaiguri
	32.56 KM HT line & 151.7 KM LT line in Coochbehar	Coochbehar
	32 KM HT line & 32.39 KM LT line in Nabadwip	Nadia
WBSETCL	Harischandrapur 132/33 kV GIS S/S	Malda
	D/C LILO of Malda-Samsi-Raiganj 132 kV D/C Transmission line at proposed Harischandrapur 132 kV GIS.	Malda
	Debra 132/33 kV GIS S/S	Paschim Medinipur
	Debra- Midnapur-Kharagpur WBIDC 132 kV D/C line	Paschim Medinipur
	Panagarh–Durgapur 132 kV D/C line	Paschim Burdwan
	D/C LILO of Amtola-Berhampore 132 kV D/C line at Rejinagar 220 kV S/S	Murshidabad
	Installation of 20 MVAR & 10 MVAR Capacitor Bank at Kalna, Satgachia, Barasat, Kalyani & Dharampur S/S	Purba Burdwan, North 24 Parganas, Nadia

June		2020
Utility	Description of the Work	District
WBSEDCL	10 MW Solar Power PV Project at Dhaka- Phase-I	Birbhum
	10 MW Solar Power PV Project at Dhaka- Phase-II	Birbhum
	10 MW Solar Power PV Project at Chalbapur, Raniganj	Paschim Burdwan
WBSETCL	D/C LILO of Gokarna-Katwa 132 kV D/C line at Salar 132 kV S/S	Murshidabad
	Salar 132/33 kV GIS	Murshidabad
	Installation of 20 MVAR & 10 MVAR Capacitor Bank at Gokarna, Lakshmikantapur, Sonarpur & Asansol S/S	Murshidabad, South 24 Parganas & Paschim Burdwan
WBPDC	R&M of Ash Handling Plant Unit No. 1 of Kolaghat TPS	Purba Medinipur
	R&M of ESP Unit No. 1 of Kolaghat TPS	Purba Medinipur

July		2020
Utility	Description of the Work	District
WBSEDCL	33/11 kV S/S at Baital, SEEDN	Bankura
	33/11 kV S/S at Moyna, SEEDN	Bankura
WBSETCL	132 kV D/C line from Keshiary 132 kV S/S to Pingla 132 kV S/S.	Paschim Medinipur

August		2020
Utility	Description of the Work	District
WBSEDCL	33/11 kV S/S at South City, Bhangar-I, (O&M)	South 24 Parganas
	33/11 kV S/S at Subhaspally, IPDS	Darjeeling
	33/11 kV S/S at Mohispota, IPDS	North 24 Parganas
	33/11 kV S/S at Bhabta, (O&M)	Murshidabad
WBSETCL	Burdwan 132/33 kV GIS S/S.	Purba Burdwan
	D/C LILO of 132 kV Satgachia -Mahachanda Transmission line at Burdwan 132 kV GIS using UG cable.	Purba Burdwan

September		2020
Utility	Description of the Work	District
WBSETCL	132 kV D/C line from Indus 132 kV S/S to Raina 132 kV S/S	Bankura
	Salt Lake Stadium – Salt Lake 132 kV GIS S/C UG XLPE cable line	North 24 Parganas

October		2020
Utility	Description of the Work	District
WBSETCL	Baruipur 220/132 kV GIS S/S	South 24 Parganas
	Serakol-Baruipur 132 kV D/C line	South 24 Parganas
	Installation of 20 MVAR Capacitor Bank at Mohishpota & Subhasgram S/S	North 24 Parganas & South 24 Parganas

November		2020
Utility	Description of the Work	District
WBSETCL	Tarakeswar – Jangipara 132 kV D/C line	Hooghly

December		2020
Utility	Description of the Work	District
WBSEDCL	33/11 kV S/S at Palshanda, SEEDN	Murshidabad
	153 KM HT line & 288 KM LT line in Chinsurah	Hooghly
	10 MW Solar Power PV Project at Kotaldih	Paschim Burdwan
	162 KM HT line & 219 KM LT line in Krishnanagar	Nadia
WBSETCL	New Town –II C 220 kV GIS S/S	North 24 Parganas
	D/C LILO of 132 kV Kasba – Sonarpur-Behala line at Renia 132 kV GIS S/S	South 24 Parganas
	Kona 132/33 kV GIS S/S	Howrah
	Bagula 132/33 kV GIS	Nadia
	D/C LILO of Krishnanagar – Bangaon at Bagula 132/33 kV S/S	Nadia
	Labhpur- Bolpur 132 kV D/C line	Birbhum
Capacity augmentation of 400/220 kV Transformer from 2 x 315 MVA to 3 x 315 MVA at Gokarna 400 kV S/S	Murshidabad	

Department of Public Health Engineering

Sl. No.	Event	January, 2020	February, 2020	March, 2020	April, 2020	May, 2020	June, 2020
1.	Commissioning of Rural Piped Water Supply Scheme / Bottling Plants / Deposit Works of Other Deptts.						
a)	No. of Schemes Commissioned	8	8	15	5	6	8
b)	Population to be benefitted by commissioned schemes	1,76,369	1,75,970	3,30,918	1,10,006	1,31,927	1,75,970
2.	Sinking of Hand Pumps / Rig Bored Tube Wells (Nos.)	130	120	140	130	135	120
3.	Provision of Drinking Water Supply in different Schools/Anganwadis(Nos.)	135	145	135	85	75	75
4.	Testing of Water Samples of different PWSS / Spot Sources through Water Testing Laboratories / Field Test Kits (Nos.)	25,000	25,000	25,000	25,000	25,000	25,000
5.	Capacity Building of Engineers / VWSC Members /GP Members / Grassroot Level Workers like ASHA, ICDS/SHG Members / NGOs and other Stakeholders related to Water, Sanitation and its Health issues (Persons to be trained)	552	694	887	82	85	95
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 Painting, Hoarding / Banner / Poster, Bus Panel, Kiosks etc. (Population coverage)	1,72,725	1,82,100	1,57,405	1,750	1,570	971
7.	Cumulative percentage (%) of utilization of fund under Planned Budget Allocation	82%	90%	95%	2%	8%	12%
8.	Review Meetings / District Tours by Senior Officers (Nos.)						
a)	Principal Secretary, PHE Deptt. (thrice in a month)	3	3	3	3	3	3
b)	Engineer-in-Chief, PHE Deptt. (thrice in a month)	3	3	3	3	3	3
c)	Chief Engineers, PHE Dte. (six in a month)	6	6	6	6	6	6
d)	Superintending Engineers, PHE Dte. (twelve in a month)	12	12	12	12	12	12

Department of Public Health Engineering

Sl. No.	Event	July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
1.	Commissioning of Rural Piped Water Supply Scheme / Bottling Plants / Deposit Works of Other Deptts.						
a)	No. of Schemes Commissioned	9	8	8	4	10	11
b)	Population to be benefitted by commissioned schemes	1,97,991	1,75,970	1,76,320	88,235	2,19,712	2,42,733
2.	Sinking of Hand Pumps / Rig Bored Tube Wells (Nos.)	90	95	90	70	80	120
3.	Provision of Drinking Water Supply in different Schools / Anganwadis(Nos.)	55	85	65	65	75	105
4.	Testing of Water Samples of different PWSS / Spot Sources through Water Testing Laboratories / Field Test Kits (Nos.)	25,000	25,000	25,000	25,000	25,000	25,000
5.	Capacity Building of Engineers / VWSC Members / GP Members / Grassroot Level Workers like ASHA, ICDS / SHG Members / NGOs and other Stakeholders related to Water, Sanitation and its Health issues (Persons to be trained)	105	84	512	372	94	742
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 Painting, Hoarding / Banner / Poster, Bus Panel, Kiosks etc. (Population coverage)	855	10,759	52,182	78,840	51,779	2,05,792
7.	Cumulative percentage (%) of utilization of fund under Planned Budget Allocation	20%	35%	45%	55%	65%	75%
8.	Review Meetings / District Tours by Senior Officers (Nos.)						
a)	Principal Secretary, PHE Deptt. (thrice in a month)	3	3	3	3	3	3
b)	Engineer-in-Chief, PHE Deptt. (thrice in a month)	3	3	3	3	3	3
c)	Chief Engineers, PHE Dte. (six in a month)	6	6	6	6	6	6
d)	Superintending Engineers, PHE Dte. (twelve in a month)	12	12	12	12	12	12

PUBLIC WORKS DEPARTMENT

Month	Activity	Target for the month
January	Commencement of the projects	4 (four) no. of projects
	Completion of the projects:- Bishnupur-Sonamukhi-Rangamati Road from 28.00 KMP to 38.60 KM, Strengthening work under RIDF XXIV of NABARD	Completion
	Haroa Auto Stand to Natunhat Road from 0.00 kmp to 9.50 km, Rigid Pavement work	Completion
	Bishnupur-Kotulpur road (SH-2)-Widening and Strengthening of Bishnupur-Kotulpur road (SH-2) (Erstwhile Bishnupur -Kotulpur - Arambagh road) from 0.00 kmp (Kumari Taki Cinema) to 18.00 kmp (Rajagram Girls High School) from 7.00 m carriage way to 10.00 m carriage way under Bishnupur Division P.W.Dte in the District of Bankura during the year 2017-2018.	Completion
	Review meeting with the Engineer officers for monitoring of projects	one meeting
February	Commencement of the projects	4 (four) no. of projects
	Completion of the projects:- Aherbelma-Pahalanpur Road, from 0.00 kmp to 13.00 kmp, widening & strengthening work	Completion
	Nimania – Kaikhali Road, from 0.00 Kmp. to 12.53 Kmp. Widening and Strengthening, under Diamond Harbour Highway Division in the District of South 24 Parganas.	Completion
	Shekdighi More on NH 34 towards east side via Pauli Kherur to Jugore More Road from 0.00 Km to 12.45 Km widening and strengthening work under Murshidabad Highway Division No.I in the District of Murshidabad	Completion
	“Widening & strengthening of Fatehpur-Falta Road from 0.00 kmp to 14.776 kmp under Diamond Harbour Division in the district of South 24 Parganas”.	Completion
	Review meeting with the Engineer officers for monitoring of projects	one meeting
	Visual Inspection of bridges by the Executive Engineers	All bridges under the Department
March	Commencement of the projects	4 (four) no. of projects
	Completion of the projects:- Sitalkuchi Gosanimari Road (from 0.00 KMP to 16.55 KMP) and Adabarighat Sitai Road (from 0.00 KMP to 8.23 KMP, Widening and Strengthening, from Intermediate Lane to standard 2 - Lane Carriageway, under Cooch Behar Highway Division in the district of Cooch Behar during the year 2017 - 18 (Under PLAN head)	Completion
	Bridge over Gouria Khal at 2nd KM of Gopiballavpur Nayagram Road; Construction of R.C.C. Bridge in replacement of the existing dilapidated bridge	Completion
	Poktapool to Dasagram Road from 0.00 km to 13.675 km, widening and strengthening work under Midnapore Highway Division in the district of Paschim Medinipur	Completion
	Narajole-Daspur Road Reconstruction of Vented pipe Causeway at 0.913 km (Balipota) & 2.937 km (Ramgarh) in place of existing damaged causeway	Completion

Month	Activity	Target for the month
	Egra-Ramnagar from 10.00 kmp to 27.10 km, widening & strengthening work	Completion
	“12th Mile to Nimbong Fatak Road-Chainage from 23.10 Kmp (Sinjee) to 32.10 Kmp (Nimbong Fatak) improvement works under Kalimpong Division, P.W.Dte. in the District of Kalimpong”.	Completion
	Berhampore - Kandi - Sultanpur Road - Strengthening and Improvement from 37.50 km to 50.30 km under Berhampore Division No.I.	Completion
	Widening & Strengthening of Auliapur- Uttarbhag- Dhosa Road (0.00 kmp to 25.00 kmp) under South 24 Parganas division in the district of South 24 Parganas.	Completion
	Nabanna Guest House (G + 2) at Howrah	Completion
	Review meeting with the Engineer officers for monitoring of projects	one meeting
April	Commencement of the projects	4 (four) no. of projects
	Completion of the projects:- “Construction of four storied Academic Building at the premises of Road and Building Research Institute, Pailan”.	Completion
	G.T. Road (SH-13) from 605.50 Km to 610.00 Km, widening & strengthening work	Completion
	Review meeting with the Engineer officers for monitoring of projects	one meeting
May	Commencement of the projects	4 (four) no. of projects
	Completion of the projects:- Makrampur - Temathani Road from 0.00 Kmp to 20.50 Km Strengthening work under Midnapore Highway Division in the district of Paschim Medinipur	Completion
	Arbetai to Sahapara Road from 0.00 kmp to 11.881 kmp Widening and Strengthening work under Nadia Highway Diviison No.-I in the District of Nadia	Completion
	Sikharpur-Kulti Canal Road from 3.500 km to 12.550 km, Widening and Strengthening work	Completion
	Jhorer More to Khuribhanga Pumping Station Road from 0.00 kmp to 10.00 kmp, widening & strengthening work	Completion
	Review meeting with the Engineer officers for monitoring of projects	one meeting
	Visual Inspection of bridges by the Executive Engineers	All bridges under the Department
June	Commencement of the projects	4 (four) no. of projects
	Completion of the projects:- Kaichor-Nandigram-Singhi Road (MDR) from 13.00 kmp. to 26.70 Kmp., strengthening work under Burdwan North Highway Division in the district of Purba Bardhaman	Completion
	Lauhati Bhangar Bajar Road from 0.00 kmp to 15.20 km and Bhangar Bazar to kulti Canal Road from 0.00 kmp to 2.431 km, widening and strengthening work under South 24 Parganas Highway Division in the Dist. of South 24 Parganas.	Completion
	Panskura - Durgachak Road from 0.00 Kmp to 5.00 Kmp, widening and strengthening work	Completion
	Bolpur-Palitpur Road from 1.2 kmp to 12.7 kmp widening and strengthening under Birbhum Division, PWD in the district of Birbhum.	Completion
	Review meeting with the Engineer officers for monitoring of projects	one meeting

Month	Activity	Target for the month
July	Completion of the projects:- Sptagram- Tribeni - Kalna- Katwa (STKK) Road from 83.00 kmp. to 102.34 km., widening & strengthening work under Burdwan North Highway Division in the district of Purba Bardhaman.	Completion
	Review meeting with the Engineer officers for monitoring of projects	one meeting
August	Review meeting with the Engineer officers for monitoring of projects	one meeting
	Visual Inspection of bridges by the Executive Engineers	All bridges under the Department
September	Commencement of the projects	2 (two) no. of projects
	Review meeting with the Engineer officers for monitoring of projects	one meeting
October	Commencement of the projects	2 (two) no. of projects
	Completion of the projects:- Bolgona-Guskara-Mankar Road (SH-14), from 5.00 kmp to 18.15 km, widening & strengthening (2 Lane) and from 21.40 km to 29.50 km, widening & strengthening (2-Lane with paved shoulder)	Completion
	Review meeting with the Engineer officers for monitoring of projects	one meeting
November	Commencement of the projects	6 (six) no. of projects
	Completion of the projects:- Bolgona-Jamtala-Kishorimohanpur Road via Petkulchand Road from 0.00 kmp to 15.700 kmp, Strengthening work and from 15.700 kmp to 31.950 kmp, widening & strengthening work	Completion
	Widening and Strengthening of the Dalgaon-Lankapara road (from km. 0.00 to km. 0.400 & from km. 1.500 to km. 18.100) under Alipurduar Highways Division in the District of Alipurduar, West Bengal (Job No. CRF-WB-2017-18-54)	Completion
	Satragachi Howrah Homes road from 0.00 kmp to 0.88 km, satragachi-Mohiary road from 0.00 kmp to 6.32 km and Makardah Mahiary road from 1.40 km to 2.80 km (Total project length 8.60 km), widening and strengthening work under Howrah Highway Division in the district of Howrah.	Completion
	Kaliachak - Niamatpur Road from 10.00 Kmp. to 19.00 Kmp., Strengthening work, under Malda Highway Division.	Completion
	Dahapara more to kiriteswari Mandir Road from 0.00 kmp to 7.833km, Widening & strengthening work	Completion
	“Proposed re-construction of bridges in replacement of old narrow weak bridges at 2nd km (At the end of two lane road), 3rd km (Kathpool Bridge), 14th km (Pahari Mata Bridge) & 18th km (Mora Khali Bridge) of Chandrakona-Ghatal Road (SH-4) in the district of Paschim Medinipur”.	Completion
	Dakshin Belepara More to Badkulla Palpara Road via Chapri, Mahendranagar, Purandarpur, Goruapota, Bolpukur from 0.00 kmp to 13.50 km, Widening & Strengthening	Completion
	Review meeting with the Engineer officers for monitoring of projects	one meeting
	Visual Inspection of bridges by the Executive Engineers	All bridges under the Department

Month	Activity	Target for the month
December	Commencement of the projects	4 (four) no. of projects
	Completion of the projects:- Construction Proposed Bridge over River Ajoy at 22nd Kmp. on Panagarh-Illambazar road SH-14 adjacent to the existing bridge under Birbhum Highway Division No.-II in the district of Birbhum, West Bengal	Completion
	Jaynagar-Jalaberia-Kultali Road from 7.40 km to 19.80 km, Widening & Strengthening work	Completion
	Widening and Strengthening of Keshpur – Chandrakona Town Road (SH-7) from 0.000 Kmp to 21.250 Km, under Midnapore Highway Division, in the district of Paschim Medinipur, West Bengal [CRF Job No. CRF-WB-2018-19/66]	Completion
	Churamon Itahar Kushmondi Road 7.15 km to 17.20 km and Natun Bazar More to Maddhabpurghat Road from 0.00 kmp to 4.00kmp Widening &strengthening work	Completion
	Widening and Strengthening of Memari Chakdighi Tarakeswar Road (SH-15) 0.00 kmp to 30.16 kmp under Burdwan East Sub Division of Burdwan Division in the district of Purba Bardhaman	Completion
	Widening & strengthening of Lodhasuli-Dahijuri-Kupannad Road from 27.000 kmp to 37.000 kmp under Jhargram Division in the district of Jhargram.	Completion
	Review meeting with the Engineer officers for monitoring of projects	one meeting

DEPARTMENT OF SCHOOL EDUCATION

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> • Start of classes for academic session 2020 on 2nd • Observance of Book Day on 2nd • Distribution of free text books – Pre-Primary to class XII students • Supply of School uniform to students • More than 112 lakh students to be covered in Cooked Mid-Day Meal programme • Construction of 5 Dining Halls for MDM • Library Grant to 10 Schools • Laboratory Grant to 20 Schools • Implementation of ICT programme • Construction of 60 ACRs • Upgradation of software systems • Management of e-Office • Preparatory work for Madhyamik Pariksha 2020 • Assessment for printing of Text Books • Preparation of Budget Speech for 2020-21 • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Monitoring of construction under BRGF • Monitoring of Court cases • Monitoring of SSA/RMSA/MDM • Review meetings at Secretariat 	<ul style="list-style-type: none"> • Supply of Braille Books for blind students • More than 112 lakh students to be covered in Cooked Mid-Day Meal programme • Construction of 5 Dining Halls for MDM • Library Grant to 20 Schools • Laboratory Grant to 20 Schools • Implementation of ICT programme • Construction of 60 ACRs • Upgradation of software systems • Orientation on e-Office • Conduct of Madhyamik Pariksha 2020 • Conduct of HS Examination 2020 • Printing of Budget Speech for 2020-21 • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Monitoring of construction under BRGF • Monitoring of Court cases Monitoring of SSA/RMSA/MDM • Review meetings at Secretariat 	<ul style="list-style-type: none"> • More than 112 lakh students to be covered in Cooked Mid-Day Meal programme • Construction of 5 Dining Halls for MDM • Transport allowance/ Escort allowance/ Aids and Appliances to CWSN students • Upgradation of 10 Schools • Construction of 25 new Schools • 40 additional toilets to schools • Construction of 60 ACRs • Library Grant to 10 Schools • Laboratory Grant to 10 Schools • Implementation of ICT programme • Management of e-Office • Conduct of HS Examination • Submission of Budget Speech for 2020-21 • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Monitoring of Court cases • Monitoring of SSA/RMSA/MDM • Review meetings at Secretariat

APRIL	MAY	JUNE
<ul style="list-style-type: none"> • Supply of Aids and Appliances to CWSN students • More than 112 lakh students to be covered in Cooked Mid-Day Meal programme • ‘Nirmal Vidyalaya Abhiyan’ in Schools • Arrangements for sanction of Swami Vivekananda scholarship • Upgradation of 10 Schools • Implementation of ICT programme • Management of e-Office • Monitoring of construction under BRGF • Monitoring of construction of ACRs • Printing of Text Books • Translation of Text Books and training materials • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Monitoring of Court cases • Monitoring of SSA/RMSA/MDM • Review of audit paras • Review meetings at Secretariat 	<ul style="list-style-type: none"> • More than 112 lakh students to be covered in Cooked Mid-Day Meal programme • ‘Nirmal Vidyalaya Abhiyan’ in Schools • Process of evaluation of performance of students • Upgradation of 10 Schools • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Implementation of ICT programme • Management of e-Office • Monitoring of construction of ACRs • Translation of Text Books and training materials • Printing of Text Books • Declaration of result of Madhyamik Examination • Declaration of result of HS Examination • Monitoring of Court cases • Monitoring of SSA/RMSA/MDM • Review meetings at Secretariat 	<ul style="list-style-type: none"> • Felicitation of toppers of class-X and XII • More than 115 lakh students to be covered in Cooked Mid-Day Meal programme • Construction of 5 Dining Halls for MDM • Construction of 60 ACRs • Transport allowance/ Escort allowance/ Aids and Appliances to CWSN students • Orientation of teachers regarding • Child Protection Policy • ‘Nirmal Vidyalaya Abhiyan’ in Schools • Implementation of ICT programme • Management of e-Office • Printing of Text Books • Conduct of Madhyamik Examination by the WB Council of Rabindra Open Schooling • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Monitoring of Court cases • Monitoring of SSA/RMSA/MDM • Review meetings at Secretariat

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> • More than 112 lakh students to be covered in Cooked Mid-Day Meal programme • Construction of 5 Dining Halls for MDM • Implementation of ICT programme • Management of e-Office • Library Grant to 10 Schools • Laboratory Grant to 10 Schools • Construction of 60 ACRs • Upgradation of 10 Schools • Orientation of teachers regarding • Child Protection Policy • ‘Nirmal Vidyalaya Abhiyan’ in Schools • Preparation of list of ‘Siksha Ratna’ awardees • Printing of Text Books • Translation of Text Books and training materials • Monitoring of construction under BRGF • Monitoring of construction of ACRs • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Audit of SSA/RMSA • Annual Report of SSA/RMSA • Monitoring of SSA/RMSA/MDM • Monitoring of Court cases • Review of audit paras • Review meetings at Secretariat 	<ul style="list-style-type: none"> • More than 112 lakh students to be covered in Cooked Mid-Day Meal programme • Construction of 5 Dining Halls for MDM • Implementation of ICT programme • Management of e-Office • Library Grant to 10 Schools • Laboratory Grant to 10 Schools • Construction of 60 ACRs • ‘Kala Utsav’ (District Level) • Orientation of teachers regarding • Child Protection Policy • ‘Nirmal Vidyalaya Abhiyan’ in Schools • Preparation of list of ‘Siksha Ratna’ awardees • Printing of Text Books • Translation of Text Books and training materials • Monitoring of construction of ACRs • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Audit report of SSA/RMSA • Monitoring of SSA/RMSA/MDM • Monitoring of Court cases • Review meetings at Secretariat 	<ul style="list-style-type: none"> • More than 112 lakh students to be covered in Cooked Mid-Day Meal programme • Construction of 5 Dining Halls for MDM • Transport allowance/ Escort allowance/ Aids and Appliances to CWSN students • Holding of assessment camps for CWSN students • ‘Nirmal Vidyalaya Abhiyan’ in Schools • Implementation of ICT programme • Management of e-Office • Construction of 60 ACRs • Upgradation of 10 Schools • Construction of 1000 ACRs • 30 additional toilets to Schools • Library Grant to 20 Schools • Laboratory Grant to 20 Schools • Celebrating ‘Teachers’ Day’ and awarding ‘Siksha Ratna’ ‘Kala Utsav’ (State Level) • Printing of Text Books • Translation of Text Books and training materials • Despatch of Text Books to Districts • Monitoring of construction of ACRs • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Monitoring of SSA/RMSA/MDM • Monitoring of Court cases • Review meetings at Secretariat

OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • More than 112 lakh students to be covered in Cooked Mid-Day Meal programme • Construction of 5 Dining Halls for MDM • 'Nirmal Vidyalaya Abhiyan' in Schools • Implementation of ICT programme • Management of e-Office • Library Grant to 10 Schools • Laboratory Grant to 10 Schools • Construction of 60 ACRs • Holding district level school games and sports • Holding of NTSE Examination • Despatch of Text Books to Districts • Steps for admission of students for the next academic year • UDISE Survey • Monitoring of construction of ACRs • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Monitoring of SSA/RMSA/MDM • Monitoring of Court cases • Review meetings at Secretariat 	<ul style="list-style-type: none"> • More than 112 lakh students to be covered in Cooked Mid-Day Meal programme • Construction of 5 Dining Halls for MDM • 'Nirmal Vidyalaya Abhiyan' in Schools • Implementation of ICT programme • Management of e-Office • Library Grant to 10 Schools • Laboratory Grant to 10 Schools • Construction of 60 ACRs • Holding State level school games and sports • Participation in National School Games & Sports • Despatch of Text Books to Districts • Steps for admission of students for the next academic year • UDISE data compilation • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Monitoring of SSA/RMSA/MDM • Monitoring of Court cases • Review meetings at Secretariat 	<ul style="list-style-type: none"> • More than 112 lakh students to be covered in Cooked Mid-Day Meal programme • Construction of 5 Dining Halls for MDM • Transport allowance/ Escort allowance/ Aids and Appliances to CWSN students • Holding of assessment camps for CWSN students • 'Nirmal Vidyalaya Abhiyan' in Schools • Implementation of ICT programme • Management of e-Office • Upgradation of 50 Schools • Construction of 50 ACRs • 30 additional toilets to Schools • Construction of 25 new Schools • Audit report of SSA • Annual report of SSA • Library Grant to 15 Schools • Laboratory Grant to 15 Schools • Despatch of Text Books to Districts • Publication of Test Papers of WBBSE • Conduct of Madhyamik Examination by the WB Council of Rabindra Open Schooling • Monitoring of construction of BRGF Schools • Training of DI/ADI/SI/AI • Training for D. El. Ed. • Monitoring of SSA/RMSA/MDM • Monitoring of Court cases • Review meetings at Secretariat

DEPARTMENT OF SCIENCE & TECHNOLOGY AND BIOTECHNOLOGY

January 2020

Sl. No.	Target	Achievement
1.	Online Call for submission of R&D Project Proposal for the year 2020-21	
2.	Administrative approval & Release of fund for 5 R&D projects	
3.	Administrative approval & Release of fund for 2 Science Popularisation Programmes	
4.	Organising one Bengal Science Lecture	
5.	Monitoring of R&D projects at Implementing Institutions	
6.	Monitoring of Science Popularisation Programmes	
7.	Short Term (Two weeks) Course on Remote Sensing & GIS (For Government Departments and Faculties)	
8.	Initiation of re-commissioning of Green House and PTC Laboratory	
9.	Commencement of Course on IPR with MAKAUT	
10.	Selection of 50 schools (H.S.) from scheduled caste, tribes dominated and backward regions of W.B. for setting up of Model Innovative Science Laboratory	
11.	Initiation of collaborative Science popularization programme with BITM, NCSM and District Science Centers	
12.	Initiation of engaging agency for preparation of audio - video clips and mobile app for science subjects of school students	

February 2020

Sl. No.	Target	Achievement
1.	Administrative approval & Release of fund for 10 R&D projects	
2.	Administrative approval & Release of fund for 2 Science Popularisation Programmes	
3.	Monitoring of R&D projects at Implementing Institutions	
4.	Monitoring of Science Popularisation Programmes	
5.	Organising 27 th West Bengal State Science & Technology Congress	
6.	Finalisation of State IP policy	
7.	Administrative approval and release of fund for initiation of new Batch of Research Fellowship Award and Research Grant Award	
8.	Administrative approval of new District Level Residential Science Camp Project proposal	

March 2020

Sl No	Target	Achievement
1.	Screening and evaluation of new R&D projects	
2.	Administrative approval & Release of fund for 15 R&D projects	
3.	Administrative approval & Release of fund for 2 Science Popularisation Programmes	
4.	Monitoring of R&D projects at Implementing Institutions	
5.	Monitoring of Science Popularisation Programmes	
6.	Completion of Renovation work at Kolkata Biotech Park	

Sl No	Target	Achievement
7.	G.I. Fair and Innovation Meet	
8.	Documentation of the Model Science Laboratory (phase III) running in 33 schools of Purulia, Bankura and Jhargram	
9.	Training of teachers of 33 selected schools for setting up of Model Science Laboratory	
10.	Call for advertisement for Research Fellowship Award and Research Grant Award	
11.	Coordination of pilot scale project on Women Sanitization, planning of program in Rishra Municipality and South Dum Dum Municipality (selection of slum areas)	

April 2020

Sl. No.	Target	Achievement
1.	Online Call for Science Popularisation Proposals for the year 2020-21	
2.	Monitoring of R&D projects at Implementing Institutions	
3.	Organising one Bengal Science Lecture	
4.	Documentation of G.I/IPR.	
5.	Funding of the Model Science Laboratory (phase IV) in 50 schools selected by PBSSM, WB	
6.	Preparation of audio - video clips and mobile app for science subjects of school students	
7.	Call for advertisement for new District Level Residential Science Camp in association with School Education Dept., Govt. of WB	

May 2020

Sl. No.	Target	Achievement
1.	Monitoring of R&D projects at Implementing Institutions	
2.	Certificate Course (Eight weeks) in Remote Sensing & GIS	
3.	Completion of BOOST Programme for 2019-20	
4.	Post G.I implementation study in national and international market and preparation of publication of relevant guidelines in line with State IP policy.	
5.	Training of teachers of 50 schools selected for setting up of Model Science Laboratory	
6.	Selection of Fellows for Research Fellowship Award and Research Grant Award and release of fund release to awardees	
7.	Preparation of scheme for collaborative project with BSI, GOI for making of Digital Herbarium and Compendium of Medicinal and Aromatic plants of West Bengal	

June 2020

Sl No	Target	Achievement
1.	Administrative approval & Release of fund for 5 R&D projects	
2.	Administrative approval & Release of fund for 2 Science Popularisation Programmes	
3.	Monitoring of R&D projects at Implementing Institutions	
4.	Monitoring of Science Popularisation Programmes	
5.	Re-commissioning of Green House and PTC Laboratory	
6.	Setting up of Infrastructure at Kolkata Biotech Park	

Sl. No.	Target	Achievement
7.	Initiation of Boost Programme for 2020-21	
8.	Workshop/Hackathon/ Techathon for technology/ prototype development	
9.	Selection of new Institutions for District Level Residential Science Camp and release of fund	
10.	Monitoring of the program on Women Sanitization	

July 2020

Sl. No.	Target	Achievement
1.	Administrative approval & Release of fund for 5 R&D projects	
2.	Administrative approval & Release of fund for 2 Science Popularisation Programmes	
3.	Organising one Bengal Science Lecture	
4.	Monitoring of R&D projects at Implementing Institutions	
5.	Completion of 1 year PG Diploma / 1 st year M.Tech. in Geoinformatics for 2019-20	
6.	Initiation of ABCD Programme 2020-21	
7.	Formation of core committee to work on the modalities of Technology Development and adaptation Centre.	
8.	Review of the progress of the video contents of audio - video clips and mobile app for science subjects of school students by expert committee	
9.	Organizing of District Level Residential Science Camp in schools	

August 2020

Sl. No.	Target	Achievement
1.	Administrative approval & Release of fund for 5 R&D projects	
2.	Administrative approval & Release of fund for 1 Science Popularisation Programmes	
3.	Monitoring of R&D projects at Implementing Institutions	
4.	Monitoring of Science Popularisation Programmes	
5.	Commencement of 1 year PG Diploma/ 2 years M.Tech. in Geoinformatics for 2020-21	
6.	Documentation of the Model Science Laboratory (phase IV) running in 50 schools of WB	
7.	Organizing of District Level Residential Science Camp in schools	

September 2020

Sl. No.	Target	Achievement
1.	Administrative approval & Release of fund for 10 R&D projects	
2.	Monitoring of R&D projects at Implementing Institutions	
3.	Monitoring of Science Popularisation Programmes	
4.	Advanced course (One week) in Geoinformatics	
5.	Operationalization of Kolkata Biotech Park	
6.	2 nd Workshop/Hackathon/ Techathon/ Training for technology/ prototype development and Innovation meet	

October 2020

Sl. No.	Target	Achievement
1.	Administrative approval & Release of fund for 15 R&D projects	
2.	Administrative approval & Release of fund for 2 Science Popularisation Programmes	
3.	Monitoring of R&D projects at Implementing Institutions	
4.	Brainstorming/ Awareness on IPR and Innovation and Technology Transfer	
5.	Publicity of the audio - video clips and mobile app for science subjects of school students through media	
6.	Monitoring of the program on Women Sanitization	

November 2020

Sl. No.	Target	Achievement
1.	Administrative approval & Release of fund for 5 R&D projects	
2.	Administrative approval & Release of fund for 2 Science Popularisation Programmes	
3.	Monitoring of R&D projects at Implementing Institutions	
4.	Monitoring of Science Popularisation Programmes	
5.	Proposal of Technology Development Centre with emphasis on Women Technology park	
6.	Selection of schools (H.S.) from scheduled castes and tribes dominated and backward regions of W.B. for setting up of Model Innovative Science Laboratory (phase V)	
7.	Evaluation of performance of new Batch of awardees of Research Fellowship Award and Research Grant Award and release of next year's grant	
8.	Monitoring of the program on Women Sanitization	

December 2020

Sl. No.	Target	Achievement
1.	Administrative approval & Release of fund for 10 R&D projects	
2.	Administrative approval & Release of fund 2 Science Popularisation Programmes	
3.	Organising three Regional Science & Technology Congress	
4.	Monitoring of R&D projects at Implementing Institutions	
5.	Monitoring of Science Popularisation Programmes	
6.	Completion of BOOST Programme for 2020-21	
7.	Completion of ABCD Programme for 2020-21	
8.	Initiation of G.I stakeholders market introduction	
9.	Organizing District Level Residential Science Camp in school	
10.	Final Report submission and monitoring of the Women Sanitization project	

Department of Self Help Group & Self Employment

January 2020

- State level review on the programmes of this Department with the district level officers.
- Releasing the first tranche of WBSSP interest subvention through online portal.
- Initiating a comprehensive study on convergence in SHG&SE activities.
- Notifying the State strategy on training in SHG & SE including training in Muktidhara.
- Complete distribution of Financial Assistance under JAAGO to all the eligible beneficiaries enlisted on the portal.

February 2020

- Review of departmental programmes with the districts.
- Interactive workshop with line departments on convergence.
- Initiating a comprehensive study on marketing.
- Meeting of the SLBC Sub Committee on SHG&SE.

March 2020

- Review of departmental programmes with the districts.
- Initiating the process of receiving SVSKP applications online through portal and its processing.
- Review of SamajSathi Scheme.
- Operationalization of the Training Portal of this Department.
- Year-end financial review of departmental programmes

April 2020

- Review of departmental programmes with the districts.
- Review of Budget provision for 2020-2021
- Completion of the study for development of model SVSKP projects and its operationalization.
- Review of Training interventions on SHGs and on SE.
- Special meeting with prospective partners on livelihood support to SHGs.
- Special issue of 'Swanirbhar' journal of the Department

May 2020

- Review of departmental programmes with the districts.
- EDP training for the unemployed youth seeking departmental support.
- Review meeting with the districts on convergence and other programmes.
- Release of one set of AV documentation on SHG & SE initiatives.
- Special meeting with all SHG & SE supervisors

June 2020

- Review of departmental programmes with the districts.
- Developing comprehensive study of SabalaMela
- Review of performance of all the portals of the Department.
- Declarations of awards on

(a) Best SHG product

(b) Most successful SVSKP entrepreneurs

- Review of data entry of groups and group members on JAAGO portal.
- Study of utilization of SVSKP support by the beneficiaries.

July 2020

- Review of departmental programmes with the districts.
- Quarterly financial review
- Workshop on product standardization
- Special issue of 'Swanirbhar'
- Release of AV documents on SHG & SE initiatives.

August 2020

- Review of departmental programmes with the districts.
- Regional review meeting on convergence and other programmes.
- Operationalization of online marketing mechanism for SHG & SE products.
- State marketing hub for SHG & SE products.

September 2020

- Review of departmental programmes with the districts.
- Meeting of the SHG & SE Sub Committee of SLBC
- Study on utilization of infrastructure created by this department.

October 2020

- Review of departmental programmes with the districts.
- Initiating a special campaign on the programmes of this department.
- Quarterly financial review.

November 2020

- Review of departmental programmes with the districts.
- Special training issue of 'Swanirbhar'
- SVSKP review
- Meeting with convergence partners

December 2020

- Review of programmes of this department with the districts.
- State SabalaMela.
- District SabalaMela and other awareness programmes in the districts.

Sundarban Affairs Department

Month	Intervention	Sub Head	Targets	
			Quantum (in k.m./ Numbers/ Hectares)	Indicator of Target achievement
January	Infrastructure Development	Brick Paved Roads	27 k.m.	Physical Completion
		Cement concrete Roads	38 k.m.	Physical Completion
		Bituminous Roads	7 k.m.	Physical Completion
	Agriculture Inputs	Distribution of Agriculture Implements (Number of Beneficiaries)	2000	Completion of distribution among Beneficiaries
		Distribution of Agriculture Inputs (Number of Beneficiaries)	11500	Completion of distribution among Beneficiaries
	Social Forestry Schemes	Regular maintenance of plantations created during the year 2019-20 (Watch and Ward)	960 Hac.	
Regular maintenance of plantations created during the year 2018-19 (Watch and Ward)		890 Hac.		
February	Infrastructure Development	Brick Paved Roads	35 k.m.	Physical Completion
		Cement concrete Roads	49 k.m.	Physical Completion
		Bituminous Roads	8 k.m.	Physical Completion
	Agriculture Inputs	Distribution of Agriculture Implements (Number of Beneficiaries)	1000	Completion of distribution among Beneficiaries
		Distribution of Agriculture Inputs (Number of Beneficiaries)	7000	Completion of distribution among Beneficiaries
	Social Forestry Schemes	Regular maintenance of plantations created during the year 2019-20 (Watch and Ward)	960 Hac.	
Regular maintenance of plantations created during the year 2018-19 (Watch and Ward)		890 Hac.		
March	Infrastructure Development	Brick Paved Roads	34 k.m.	Physical Completion
		Cement concrete Roads	64 k.m.	Physical Completion
		Bituminous Roads	11.5 k.m.	Physical Completion
	Agriculture Inputs	Distribution of Agriculture Implements (Number of Beneficiaries)	500	Completion of distribution among Beneficiaries
		Distribution of Agriculture Inputs (Number of Beneficiaries)	1000	Completion of distribution among Beneficiaries
	Social Forestry Schemes	Regular maintenance of plantations created during the year 2019-20 (Watch and Ward)	960 Hac.	
Regular maintenance of plantations created during the year 2018-19 (Watch and Ward)		890 Hac.		

Month	Intervention	Sun Head	Targets	
			Quantum (in k.m./ Numbers/ Hectares)	Indicator of Target achievement
April	Infrastructure Development	Brick Paved Roads	19 k.m.	Physical Completion
		Cement concrete Roads	39 k.m.	Physical Completion
		Bituminous Roads	6 k.m.	Physical Completion
	Social Forestry Schemes	Regular maintenance of plantations created during the year 2019-20 (Watch and Ward)	960 Hac.	
		Regular maintenance of plantations created during the year 2018-19 (Watch and Ward)	890 Hac.	
May	Infrastructure Development	Brick Paved Roads	16.5 k.m.	Physical Completion
		Cement concrete Roads	26 k.m.	Physical Completion
		Bituminous Roads	4.5 k.m.	Physical Completion
	Social Forestry Schemes	Regular maintenance of plantations created during the year 2019-20(Watch and Ward)	960 Hac.	
		Regular maintenance of plantations created during the year 2018-19 (Watch and Ward)	890 Hac.	
June	Infrastructure Development	Brick Paved Roads	8.5 k.m.	Physical Completion
		Cement concrete Roads	15 k.m.	Physical Completion
		Bituminous Roads	2 k.m.	Physical Completion
	Social Forestry Schemes	Advance Soil Work for creation of Plantation	1060 Hac.	Initiation of advance soil work
		Regular maintenance of plantations created during the year 2019-20 (Watch and Ward)	960 Hac.	
		Regular maintenance of plantations created during the year 2018-19 (Watch and Ward)	890 Hac.	
July	Infrastructure Development	Brick Paved Roads	8.5 k.m.	Physical Completion
		Cement concrete Roads	11.5 k.m.	Physical Completion
		Bituminous Roads	1 k.m.	Physical Completion
	Social Forestry Schemes	Advance Soil Work for creation of Plantation	1060 Hac.	Physical Completion
		Regular maintenance of plantations created during the year 2019-20 (Watch and Ward) & (Infilling of vacancies including repairing of plantation)	960 Hac.	
		Regular maintenance of plantations created during the year 2018-19 (Watch and Ward) & (Infilling of vacancies including repairing of plantation)	890 Hac.	

Month	Intervention	Sun Head	Targets	
			Quantum (in k.m./ Numbers/ Hectares)	Indicator of Target achievement
August	Infrastructure Development	Brick Paved Roads	11.5 k.m.	Physical Completion
		Cement concrete Roads	11.5 k.m.	Physical Completion
		Bituminous Roads	1 k.m.	Physical Completion
	Fishries	Distribution of Fish Fingerling, Feed (Number of Beneficiaries)	500	Completion of distribution among Beneficiaries
		Agri Fishery Training Units in Batches (1 Batch=50 Beneficiaries)	4	Completion of training of targeted beneficiaries
	Social Forestry Schemes	Creation of Plantation	1060 Hac.	Initiation of plantation
		Regular maintenance of plantations created during the year 2019-20 (Watch and Ward) & (Infilling of vacancies including repairing of plantation)	960 Hac.	
		Regular maintenance of plantations created during the year 2018-19 (Watch and Ward) & (Infilling of vacancies including repairing of plantation)	890 Hac.	
	September	Infrastructure Development	Brick Paved Roads	13 k.m.
Cement concrete Roads			19 k.m.	Physical Completion
Bituminous Roads			1 k.m.	Physical Completion
Pisciculture		Distribution of Fish Fingerling, Feed (Number of Beneficiaries)	6000	Completion of distribution among Beneficiaries
		Agri Fishery Training Units in Batches (1 Batch=50 Beneficiaries)	4	Completion of training of targeted beneficiaries
Social Forestry Schemes		Creation of Plantation	1060 Hac.	Completion of Plantation
		Regular maintenance of plantations created during the year 2019-20 (Watch and Ward) & (Infilling of vacancies including repairing of plantation)	960 Hac.	
		Regular maintenance of plantations created during the year 2018-19 (Watch and Ward) & (Infilling of vacancies including repairing of plantation)	890 Hac.	

Month	Intervention	Sun Head	Targets	
			Quantum (in k.m./ Numbers/ Hectares)	Indicator of Target achievement
October	Infrastructure Development	Brick Paved Roads	19 k.m.	Physical Completion
		Cement concrete Roads	35 k.m.	Physical Completion
		Bituminous Roads	2 k.m.	Physical Completion
	Agriculture Inputs	Distribution of Agriculture Implements (Number of Beneficiaries)	2000	Completion of distribution among Beneficiaries
		Distribution of Agriculture Inputs (Number of Beneficiaries)	7000	Completion of distribution among Beneficiaries
	Pisciculture	Distribution of Fish Fingerling, Feed (Number of Beneficiaries)	3000	Completion of distribution among Beneficiaries
		Agri Fishery Training Units in Batches (1 Batch=50 Beneficiaries)	2	Completion of training of targeted beneficiaries
	Social Forestry Schemes	Maintenance of Plantation	1060 Hac.	Initiation of maintenance
		Regular maintenance of plantations created during the year 2019-20 (Watch and Ward) & (Infilling of vacancies including repairing of plantation)	960 Hac.	
		Regular maintenance of plantations created during the year 2018-19 (Watch and Ward) & (Infilling of vacancies including repairing of plantation)	890 Hac.	
November	Infrastructure Development	Brick Paved Roads	29 k.m.	Physical Completion
		Cement concrete Roads	37 k.m.	Physical Completion
		Bituminous Roads	3 k.m.	Physical Completion
		R.C.C. Jetties	2 Nos.	Completion of construction
		R.C.C. Bridges	1 Nos.	Completion of construction
	Agriculture Inputs	Distribution of Agriculture Implements (Number of Beneficiaries)	3000	Completion of distribution among Beneficiaries
		Distribution of Agriculture Inputs (Number of Beneficiaries)	22000	Completion of distribution among Beneficiaries
	Pisciculture	Distribution of Fish Fingerling, Feed (Number of Beneficiaries)	6000	Completion of distribution among Beneficiaries
		Agri Fishery Training Units in Batches (1 Batch=50 Beneficiaries)	4	Completion of training of targeted beneficiaries
	Social Forestry Schemes	Regular maintenance of plantations created during the year 2019-20 (Watch and Ward)	960 Hac.	
		Regular maintenance of plantations created during the year 2018-19 (Watch and Ward)	890 Hac.	

Month	Intervention	Sun Head	Targets	
			Quantum (in k.m./ Numbers/ Hectares)	Indicator of Target achievement
December	Infrastructure Development	Brick Paved Roads	29 k.m.	Physical Completion
		Cement concrete Roads	45 k.m.	Physical Completion
		Bituminous Roads	3 k.m.	Physical Completion
		R.C.C. Jetties	3 Nos.	Completion of construction
		R.C.C. Bridges	1 Nos.	Completion of construction
	Agriculture Inputs	Distribution of Agriculture Implements (Number of Beneficiaries)	4000	Completion of distribution among Beneficiaries
		Distribution of Agriculture Inputs (Number of Beneficiaries)	26000	Completion of distribution among Beneficiaries
	Awariness Programmes	Awariness Programmes	Sundarban Divas, 2020 on 11.12.2020	Organizing of Programmes to commemorate the day in all the Sundarban area Blocks and at a central location in one of the Blocks.
	Pisciculture	Distribution of Fish Fingerling, Feed (Number of Beneficiaries)	2500	Completion of distribution among Beneficiaries
		Agri Fishery Training Units in Batches (1 Batch=50 Beneficiaries)	4	Completion of training of targeted beneficiaries
	Social Forestry Schemes	Maintenance of Plantation Regular maintenance of plantations created during the year 2019-20 (Watch and Ward)	1060 Hac. 960 Hac.	
		Regular maintenance of plantations created during the year 2018-19 (Watch and Ward)	890 Hac.	

Department of Technical Education & Training and Skill Development

SI No	Target Month	Target Description
1	January	Conducting VIII+ / X + Level STC Examinations
2	January	Conducting 56th State Skill Competition for ITI Trainees
3	February	Conducting All India Trade Test for ITI Trainees
4	February	Exhibition of models prepared at ITIs and Industry Institution Interaction Session
5	February	Operationalization of 165 Sector Schools under Centrally Sponsored Scheme - Vocationalisation of School Education
6	February	Madhyamik Examination, 2020 by WBBSE in vocational papers of Retail, Automotive, Security, Healthcare, IT & ITeS, Plumbing, Electronics, Hospitality and Tourism, Construction and Iron & Steel under Centrally Sponsored Scheme - Vocationalisation of School Education
7	March	Higher Secondary Examination, 2020 by WBBSE in vocational papers of Retail, Automotive, Security, Healthcare and IT & ITeS under Centrally Sponsored Scheme - Vocationalisation of School Education
8	March	Publication of result of VIII+ / X+ Level STC Examination
9	March	Publication of results of Odd Semester Examination of Polytechnics
10	March	Publication of results for NQR courses in AVTCs
11	April	Conducting Higher Secondary (Vocational) Examination, 2020
12	April	Conducting Entrance Examination for admission in Polytechnics (JEXPO-2020 & VOCLET 2020)
13	April	Felicitation Programme for successful candidates (2019) under Centrally Sponsored Scheme - Vocationalisation of School Education
14	May	Conducting examination under National Apprenticeship Training Scheme
15	May	Publication of result of JEXPO 2020 & VOCLET 2020
16	May	Commencement of Even Semester Examinations in Polytechnics
17	May	Commencement of counselling of students for admission in Polytechnics
18	May	Completion of infrastructure set-up for E-Office at Directorate of Industrial Training
19	June	Conducting examinations for STC (NQR courses) in AVTCs
20	June	Conducting Entrance Examination for ITIs - CET 2020
21	June	Publication of results of Higher Secondary (Vocational) Examination, 2020
22	June	Training under Skill Development Initiatives (Short Term) of 2,45,000 candidates
23	July	Publication of result of CET 2020
24	July	Conducting All India Trade Test for ITI Trainees
25	July	Conducting VIII+ / X+ Level STC Examinations
26	August	Completion of Counselling & Admission to ITIs
27	August	Completion of Counselling & Admission to Polytechnics
28	August	Commencement of Agriculture based Short Term Courses at Govt. ITI Howrah Homes, Siliguri & Alipurduar

Sl. No.	Target Month	Target Description
29	August	Publication of result of Even Semester Examinations of Polytechnics
30	August	Publication of results for STC (NQR courses) in AVTCs
31	September	Operationalization of 22 new ITIs
32	September	Skill Development Initiatives (Institutional) : Polytechnics- 28,000, ITI-30,000, HS Vocational & Centrally Sponsored Scheme - Vocationalisation of School Education- 54,000
33	September	Publication of results of VIII+ / X+ Level STC Examination
34	September	Conducting Supplementary Examination of Polytechnics
35	September	Initiation of training at Solar Technician & Bio-Technician Courses in ITIs under Dual mode
36	October	Completion of yearly inspection of all ITIs in the State
37	November	Conducting examination under National Apprenticeship Training Scheme
38	November	Enrolment of 3000 candidates under National Apprenticeship Promotion Scheme
39	November	Completion of yearly inspection of all Polytechnics
40	December	Conducting Odd Semester Examination of Polytechnics
41	December	Training under Skill Development Initiatives (Short Term) of 2,43,000 candidates
42	December	Industry Institution Interaction Event to enhance placement & prize distribution to best ITI trainees
43	December	Conducting Skill Assessment for Madhyamik and Higher Secondary 2021 under Centrally Sponsored Scheme - Vocationalisation of School Education
44	December	Conducting Prize Distribution Ceremony to the best students of Polytechnics

Department of Tourism

Month	Activities	Time Schedule	Status
January			
	IITM Kochi	First Week of the Month	
	TTB - Ranchi	Second Week of the Month	
	Participation in Bengal Travel Mart in Siliguri	Second Week of the Month	
	SATTE-NEW DELHI	Third Week of the Month	
	Publicity through social media	Throughout the Month	
	Participation of West Bengal Tourism in “Destination East”, Kolkata	Second Week of the Month	
	Participation in OTM, Mumbai	Last week of the Month	
	Making of Video Film for publicity and promotional purpose	Throughout the Month	
	Campaign at Kolkata Airport and Bagdogra Airport	Throughout the Month	
	Campaign through Hoardings and TV within Kolkata Metro Stations	Through out the month	
	Participation of West bengal Tourism at BLTM at New Delhi	Any Week of the Month	
	Erection of approx 50 nos. of illuminated gate on the occasion of Gangasagar Mela	Third week of the Month	
	Participation of West Bengal Tourism in Joydeb Mela	First week of the Month	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Through out the month	
	District Tourism Information Fair	Any Week of the Month	
February			
	Holiday Expo - Coimbatour	Second Week of the Month	
	Digha Beach Festival	2nd Week of the Month	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Publicity through social media	Throughout the Month	
	Making of Video Film for publicity and promotional purpose	Throughout the Month	
	ITM - Chandigarh	Third week of the Month	
	Participation in TTF CHENNAI	Second Week of the Month	
	VISHNUPUR MUSIC FESTIVEL as part of Cultural Tourism	1st week of this month	
	Campaign at Kolkata Airport and Bagdogra Airport	Throughout the Month	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Through out the month	
	Meeting with the District Level Officers	Any week of the month	
	District Tourism Information Fair	Any week of the Month	

Month	Activities	Time Schedule	Status
March			
	ITM - Goa	First Week of the Month	
	Participation in Isale Sawab at Furfura Sharif	5th to 7th March	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Publicity through social media	Throughout the Month	
	IITE - Bhubaneshwar	Third Week of the Month	
	Participation in Urs Utsav	23rd to 30th March, 2020	
	Making of Video Film for Publicity and Promotional Campaign of	Throughout the Month	
	Campaign at Kolkata Airport and Bagdogra Airport	Throughout the month	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Throughout the month	
April			
	Review Meeting with District Level Officer/ Other Implementing Agency	2nd Week	
	GITB - Jaipur	Third Week of the Month	
	Publicity through social media	Throughout the Month	
	Publicity through different magazines in domestic and international sector	Throughout the Month	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Making of Video Film for Publicity and Promotional purpose	Throughout the Month	
	Participation in TTF New Delhi	First Week of the Month	
	Outdoor Campaining	Throughout the Month	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Through out the month	
	Campaign at Kolkata Airport and Bagdogra Airport	Throughout the Month	
May			
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Publicity through social media	Throughout the Month	
	Co-ordination meeting with WBTDC	Last Week	
	Campaign at Kolkata Airport and Bagdogra Airport	Throughout the Month	
	TV Campaign - National, Regional & International Channels	Throughout the Month	
	Publicity through National Travel Magazine & Regional Magazine	Throughout the Month	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Throughout the month	
	Kabipakshya as publicity campaign venue	from 2nd week to last Week of the Month	

Month	Activities	Time Schedule	Status
June			
	Participation in Paryatan Mela organised by Travel Agents Association of Bengal, Kolkata	1st Week of the Month	
	Publicity through social media	Throughout the Month	
	Participation of West Bengal Tourism in Mango Festival	2nd Week	
	Participation of West Bengal Tourism in Ramkeli Mela, Malda	5th to 19th June	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Review of performance vis-a-vis Administrative Calendar - 2020	Last Week	
	SHARODOTSAV PUBLICITY Through Newspaper, FM Radio, Social Media & in international & national Newspaper	Throughout the Month	
	Campaign at Kolkata Airport and Bagdogra Airport	Throughout the Month	
	Capacity building training of Cooks and other staff of tourist resorts	Throughout the Month	
	Training of Tour Guide under Utkarsha Bangla	Through out the month	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Through out the month	
	Participation of West Bengal Tourism in the Bengal Tourism Fest organised by the ATSPB	Any Week of the Month	
July			
	Participation in IITM, Chennai	1st Week	
	Participation in IITM, Bangalore	2nd Week	
	Publicity through different magazines in domestic and international sector	Throughout the Month	
	Publicity through social media	Throughout the Month	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Participation in TTF, Kolkata	6th to 8th July	
	Making of Video Film for Publicity and Promotion of West Bengal Tourism	Throughout the Month	
	Campaign at Kolkata Airport and Bagdogra Airport	Throughout the Month	
	Capacity building training of Cooks and other staff of tourist resorts	Throughout the Month	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Through out the month	
	Investors Meet by FICCI at New Delhi		
	Training of Tour Guide under Utkarsha Bangla	Throughout the Month	
August			
	IITM - Chennai	First week of the Month	
	IITE - Indore	First week of the Month	

Month	Activities	Time Schedule	Status
	Review Meeting with District Level Officer/ Other Implementing Agency	1st Week	
	ITM - Ludhiana	10th to 12th August	
	Publicity through different magazines in domestic and international sector for Durga Puja	Throughout the Month	
	Publicity through social media	Throughout the Month	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Review of performance vis-a-vis Administrative Calendar - 2019	Last Week	
	SHARODOTSAV PUBLICITY Through Newspaper, FM Radio, Social Media & in international & national Newspaper	Throughout the Month	
	District Tourism Information Fair	Any week	
	Campaign at Kolkata Airport and Bagdogra Airport	Throughout the month	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Throughout the month	
	SHARODOTSAV PUBLICITY Through Newspaper, FM Radio, Social Media & in international & national Newspaper	Throughout the Month	
	Chau Festival as part of Cultural Tourism	Any week	
September			
	ITM - Agra	First Week of the Month	
	Observance of World Tourism Day	27th September	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Publicity through social media	Throughout the Month	
	Participation in IATO Convention	Second Week of the Month	
	TTF - Surat	Second Week of the Month	
	Holiday Expo - Vadodara	Third Week of the Month	
	ITM - Lucknow	Third Week of the Month	
	Participation in IITM , Guragaon	Third Week of the Month	
	Participation in TTF, Pune	Third Week of the Month	
	IITM-DELHI	Third Week of the Month	
	TTF-AHMEDABAD	First week of the Month	
	SHARODOTSAV PUBLICITY Through Newspaper , FM Radio, Social Media, Gate, Banners, Hoardings & in international & national Newspaper	Throughout the Month	
	Campaign at Kolkata Airport and Bagdogra Airport	Throughout the Month	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Throughout the month	
	SHARODOTSAV PUBLICITY Through Newspaper, FM Radio, Social Media & in international & national Newspaper	Throughout the Month	

Month	Activities	Time Schedule	Status
October			
	Installation of temporary signages for Durga Puja in association with Kolkata Police	During Durga Puja	
	Sharodotsab Puja packages by WBTDCL	During Durga Puja	
	Durga Puja Immersion Carnival at Red Road, Kolkata	During Durga Puja	
	Publicity through social media	Throughout the Month	
	District Tour for Scheme visit by the Senior Officers	Third Week of the Month	
	Uttarkhand - Travel Mart	Last Week of the Month	
	Holiday Expo - Vizag	Last week of the Month	
	Review of performance vis-a-vis Administrative Calendar - 2020	Last Week	
	Participation in ITM, Lucknow	Thrid Week of the Month	
	Making of Video Film Durga Puja for Publicity purpose of Deptt and TDCL	Throughout the Month	
	Publicity Campaign during Durga Puja, Kali Puja and Bhai phota across the State	Throughout the Month	
	Campaign at Kolkata Airport and Bagdogra Airport	Throughout the Month	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Through out the month	
	Participation in TTF-MUMBAI	First Week of the Month	
November			
	IITE - Mangalore	First week of the Month	
	Review Meeting with District Level Officer/Other Implementing Agency	First week of the Month	
	District Tour for Scheme visit by the Senior Officers	Third Week of the Month	
	Travel East by CII	Third Week of the Month	
	ITM - Jammu	Second Week of the Month	
	ITM - Amritsar	Last Week of the Month	
	TTB - Shillong	Last Week of the Month	
	Participation of West bengal Tourism in Kolkata International Film Festival	First and Second Week of the Month	
	Publicity through outstation FM Channels	Throughout the Month	
	Publicity through social media	Throughout the Month	
	Campaign through FM Radio	Throughout the Month	
	Participation in IITM-Hyderabad	Last Week of the Month	
	Publicity Campaign during Jagadhatri Puja, across the State	Throughout the Month	
	Campaign at Kolkata Airport and Bagdogra Airport	Throughout the Month	
	Meeting with the District Level Officers	Any week of the Month	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Through out the month	
	District Tourism Information Fair	Any week	

Month	Activities	Time Schedule	Status
December			
	Economic Review 19-20	1st week	
	Draft plan and Budget proposal 2020-2021		
	IITE - Nadia	First week of the Month	
	Publicity through social media	Throughout the Month	
	District Tour for Scheme visit by the Senior Officers	3rd Week	
	Review of performance vis-a-vis Administrative Calendar - 2020	Last Week	
	Participation in Dooars Utsav in Alipurduar	Last Week	
	Organization of Christmas Festival in Kolkata and across the State	3rd & 4th Week	
	Illumination in Siliguri on the occasion of Christmas & New Year	3rd & 4th Week	
	Publicity through Lcoal News Paper & National News paper	Throughout the Month	
	Publicity through International Travel Magazine & Regional Magazine	Throughout the Month	
	TV Campaign - National, Regional & International Channel	Throughout the Month	
	District Tourism Information Fair	Any week	
	Online Publicity through empannelled websites / social media portals of I&CA Department	Throughout the month	
	Special Journal Publication on quarterly basis	Last Week	
	Investors Meet by CII at Siliguri	Any week of the Month	

DEPARTMENT OF TRANSPORT

JANUARY

Sl. No.	Activity
1.	Completion of Gangway cum Pontoon Jetty at Dhamakhali, District North 24 Parganas by WBTIDCL.
2.	Introduction of 20 electronic ticketing machines by NBSTC
3.	Commencement of work for renovation of 90 Nos. Bus body by WBTC.
4.	Commencement of work for construction of 2 nos. Single Bogie AC Tram Car by WBTC.

FEBRUARY

Sl. No.	Activity
1.	Completion of Gangway cum Pontoon Jetty at Sandeshkhali, District North 24 Parganas by WBTIDCL.
2.	Completion of construction of 1 no. LCT Vessel by WBTC
3.	Commencement of construction of 5 no. 80 PAX Boat by WBTC
4.	Foundation stone laying for Khirpai Depot cum Terminus by SBSTC
5.	Inauguration of 15 nos. new buses by SBSTC.

MARCH

Sl. No.	Activity
1.	Completion of Gangway cum Pontoon Jetty at Tushkhali, District North 24 Parganas by WBTIDCL.
2.	To Cover about 6500 beneficiaries under Gatidhara Scheme from January to March 2020 by Gatidhara Cell of WBTIDCL.
3.	Completion of Rampurhat Depot by SBSTC.
4.	Completion of Training Centre at Digha by SBSTC.
5.	Completion of construction of Jetty at Manikpur by WBTC
6.	Completion of construction of Jetty at Sarenga by WBTC
7.	Commencement of work for renovation of additional 150 nos. Bus body by WBTC

APRIL

Sl. No.	Activity
1	Completion of Gangway cum Pontoon Jetty at Dulduli, North 24 Parganas by WBTIDCL.
2	Inauguration of 35 nos. new buses by SBSTC.
3	Commencement of work for infrastructure development of Sarsuna Bus Terminus by WBTC
4	Commencement of work for construction of 6 nos. Single Bogie non-AC Tram Car by WBTC
5	Commencement of construction of 2 nos. 300 PAX vessel by WBTC

MAY

Sl. No.	Activity
1	Commencement of Gangway cum Pontoon Jetty at Itinda in the District of North 24 Parganas by WBTIDCL.
2	Starting of Repair and Rehabilitation of 2nd Hooghly Bridge (Vidyasagar Setu), Kolkata, India including replacement of stay & holding down cables and bearings etc. by HRBC.
3	Completion of Crew Rest Room at Bankura Depot by SBSTC.
4	Roll-out of 30 new buses by NBSTC
5	Completion of construction of 5 nos. 80 PAX Boat by WBTC

JUNE

Sl. No.	Activity
1	Commencement of Gangway cum Pontoon Jetty at Taragunia in North 24 Parganas by WBTIDCL.
2	Commencement of Improvement of Canal East Road and Canal West Road from RG Kar Hospital to Maniktala Main Road by HRBC.
3	Inauguration of Crew Rest Room at Suri Depot by SBSTC
4	Commencement of work for infrastructure development of Belgachia Depot by WBTC

JULY

Sl. No.	Activity
1	Commencement of Gangway cum Pontoon Jetty at Ghojadanga, Basirhat in North 24 Parganas by WBTIDCL.
2.	Roll-out of 30 new buses by NBSTC
3.	Commencement of work for infrastructure development of Habra Depot by WBTC

AUGUST

Sl. No.	Activity
1	Commencement of Gangway cum Pontoon Jetty at Fatullapur in North 24 Parganas by WBTIDCL.
2	Commencement of work for infrastructure development of Lot-8 Terminus and Kachuberia Terminus by WBTC
3	Completion of work for infrastructure development of Kudghat, Ariadaha, Baruipur and Tikiapara Terminus (Phase-II) by WBTC

SEPTEMBER

Sl. No.	Activity
1	Commencement of renovation of Gangway cum Pontoon Jetty at Diamond Harbour in South 24 Parganas by WBTIDCL
2	Completion of Seat arrangement and lighting at Mayar Ghat, Bagbazar by HRBC.
3	Completion of Haldia Depot by SBSTC.
4	Commencement of work for infrastructure development of Tollygunge Depot by WBTC
5	Completion of work for renovation of 90 nos. Bus body by WBTC

OCTOBER

Sl. No.	Activity
1	Commencement of Renovation of Gangway cum Pontoon Jetty construction at Dakshineswar in North 24 Parganas by WBTIDCL.
2	Construction of a portion of boundary wall with two gates around the land of proposed public bus terminal (Himul Land) in Silliguri by NBSTC.
3	Publication of Administrative Report for 2019-2020 by Transport Directorate.

NOVEMBER

Sl. No.	Activity
1	Commencement of renovation of Gangway cum Pontoon Jetty at Mayapur Hulor Ghat in Nadia by WBTIDCL
2	Completion of work for construction of 2 nos. Single Bogie AC Tram Car by WBTC
3	Completion of construction of One Flyover at Kolkata Central Bus Terminus at Santragachi by HRBC.

DECEMBER

Sl. No.	Activity
1	Commencement of re-construction of Gangway cum Pontoon jetty at Janmosthan Ghat, Prachin Mayapur in Nadia by WBTIDCL.
2	Commencement of construction of a Steel Bridge over Circular Canal from Nirod Bihari Mullick Road to Canal East Road by HRBC
3	Construction of rigid pavement (part), drains, Entry & Exit gates, Workshop shed including ancillary civil works at Mathabhanga depot of NBSTC by NBSTC.
4	Completion of work for infrastructure development of Taratala Depot, Phase-II by WBTC
5	Completion of work for infrastructure development of Paikpara Depot, Phase-II by WBTC
6	Completion of work for construction of 3 nos. Single Bogie non-AC Tram Car by WBTC
7	Completion of work for renovation of additional 150 nos. Bus body by WBTC
8	Completion of construction of 2 nos. 300 PAX vessel by WBTC

Department of Tribal Development

January	February	March	April
1. Disbursement of Post-Matric Scholarship to 40,000 and Pre-Matric to 25,000 ST students.	1. Disbursement of Post-Matric Scholarship to 22,000 and Pre-Matric to 4,500 ST students.	1. Damphu Playing competition organized by WBTD&CB.	1. Release of TSS Scheme to 400 ST beneficiaries by WBTDCC.
2. Iman Singh Chemjong Birthday Celebration by WB Limbu DB.	2. Promotion of Self-help groups by WBTDCC.	2. Tamang Food Festival and Book fair	2. Disbursement of MCF Loan to 250 Groups by WBTDCC.
3. Limbu New year Celebration.	3. Benefits to 350 ST beneficiaries – TSS by WBTDCC.	3. Extending Benefits to 500 ST beneficiaries under TSS/MCF done by WBTDCC.	3. Skill Development Training for 180 Scheduled Tribe beneficiaries by WBTDCC.
4. Holding of Mukutmanipur Mela-2020.	4. Skill Development Training for - 180 beneficiaries done by WBTDCC.	4. Submission of quarterly report on implementation of FRA to MoTA, GoI.	4. Capacity Building Training for Employees of LAMPS issues related co-operative management for 30 ST beneficiaries by WBTDCC.
5) Annual Meeting and Sonam Lochar Celebration by WB Tamang Dev and Cultural Board.	5. Beauty care training 100 ST beneficiaries by WBTDCC.	5. Adivasi Samraddhi Rin Yojana (ASRY) Loan disbursement to the approved cases by WBTDCC.	5. Collection of Saal Leaves / Saal Seeds under Minimum Support Price Scheme by WBTDCC.
6. Release of Micro Credit Finance to 300 ST by WB Tribal Dev Coop. Corp. Ltd. (WBTDCC)	6. Sending MCF proposal to NSTFDC.	6. Release of benefits to registered beneficiaries of WBKLCSSS by WBTDCC.	6. Training-cum-Awareness training Programme on Prevention of atrocities Act (POA) by CRI.
7. Benefits Release under WB Kendu Leaves Collectors Social Security Scheme (WBKLCSSS)	7. Capacity Building for Employees of LAMPS issues related co-operative management for 30 ST beneficiaries organized by WBTDCC.	7. Disbursement of MCRF Loan done by WBTDCC.	7. Identification of SHG for sapling Plantation by WBMLLDB.
8. Skill Dev Training for 120 ST by WBTDCC.	8. Workshop on Research Methodology done by CRI.	8. Capacity Building for Board of directors (BOD) of LAMPS for 30 directors by WBTDCC.	8. Completion of skill training of 200 ST youths under TSS.
9. Release of fund to 10 LAMPS for construction of hall/toilet/drinking water by WBTDCC Ltd.	9. Skill Development for 250 ST Candidates organized by WBSCSTOBC Fin. Corp.	9. Extending benefit to 500 ST beneficiaries under TSS scheme.	9. Finalization of Annual Plan of WBSCSTOBC & DFC for 2020-21.
10. Capacity Building for Board of directors (BOD) of LAMPS for 30 directors by WBTDCC.	10. Livelihood scheme for 500 ST beneficiaries under TSS done by WBSCSTOBC Fin. Corp.	10. Completion of Skill Training for 250 ST youths by WBSCSTOBC & DFC.	10. Observance of Pavitra Din-2020 (Birthday anniversary of Dr. B.R. Ambedkar).
11. Collection of Kusum/LAC/Amla/Tamarind/ Haritaki to commence under Minimum Support Price (MSP), by WBTDCC, if required.	11. Holding of Chhou Festival-2020.	11. Holding Monthly Monitoring Meeting of District Tribal Officer.	11. Holding Monthly Monitoring Meeting of District Tribal Officer.
	12. Finalizing Budget Speech-2020-21.	12. Holding Camps for Collection of blood for Sickle Cell Aneamia Test.	

January	February	March	April
12. Celebrational of 105 th Birth Anniversary of Aathing K.P. Tamsang. (WBMLLDB).	13. Holding Monthly Monitoring Meeting of District Tribal Officer.	13. Collection of Utilization Certificate.	12. Holding Camps for Collection of blood for Sickle Cell Aneamia Test.
13. Holding Tribal One-Act Drama Competition-State Level.	14. Holding Camps for Collection of blood for Sickle Cell Aneamia Test.	14. Compilation of Monthly report of ST certificate of the District.	13. Collection of Utilization Certificate.
14. Skill Development for 250 ST Youths organized by WBSCSTOBC Fin. Corp.	15. Collection of Utilization Certificate.		14. Compilation of Monthly report of ST certificate of the District.
15. Extending benefit to 1,000 ST beneficiaries under TSS scheme by WBSCSTOBC & DFC.	16. Compilation of Monthly report of ST certificate of the District.		
16. Holding of Gunjian Sambardhana-2020.			
17. Holding of Tea & tribal Festival-2020 in North Bengal.			
18. Preparation of Draft Budget Speech -2020-21.			
19. Holding Monthly Monitoring Meeting of District Tribal Officer.			
20. Collection of Utilization Certificate.			
21. Compilation of Monthly report of ST certificate of the District.			

May	June	July	August
1. Updation of Hostel Data through Hostel Monitoring System (HMS).	1. Holding of Special Camps on Caste Certificates.	1. Disbursement of Shikshashree to 30,000 ST Students up to July, 2020.	1) Continuation of Tree plantation by WBLDB.
2. Buddhist Teachings and Spiritual training to the Tamang Youths by WBTD&CB.	2. Inviting applications from ST Students Post-Matric Scholarship.	2. Distribution of B.R. Ambedkar Medha Puraskar to 750 ST Students.	2) Tamang Folk Dance Competition (Male and Female).
3. Sending proposals of Micro Credit Finance to NSTFDC by WBTDCC.	3. Environment Day observation and Celebration by WBTD&CB.	3. Tree plantation field visit by WBLDB.	3) Skill Development Training for 200 ST Beneficiaries by WBTDCC.
4. Release of fund for Income Generating Schemes to LAMPS by WBTDCC.	4. Tree Plantation by WBTD&CB.	4. Extending benefits of Micro Credit Finance to 350 ST by WBTDCC.	4) Capacity Building Training for Newly elected Board Member of LAMPS by WBTDCC Ltd.
5. Capacity Building Training for Newly elected BOD members of LAMPS for 30 ST by WBTDCC.	5. Capacity Building Training for LAMPS staff by WBTDCC Ltd.	5. Skill Dev. Training for 100 beneficiaries by WBTDCC.	5) Benefits to 350 ST beneficiaries.
6. Release of benefit under WBKLCSSS by WBTDCC.	6. Quarterly report on implementation of FRA to MoTA, GoI WBTDCC.	6. Capacity Building Training for Newly elected BOD members of LAMPS for 30 ST Candidates done by WBTDCC.	6) Submission of quarterly report on implementation of FRA to MoTA.
7. Collection of Neem Seeds/Mahua Seeds.	7. Release of MCF loan to 400 ST beneficiaries by WBTDCC Ltd.	7. Training/Awareness on Handwash practices among the Tribal School Children of State organized by CRI.	7) Training cum awareness programme on POA done by CRI.
8. Training cum Awareness Programme on Handwash practices among the Tribal School Children of West Bengal organized by CRI.	8. Capacity Building Training for Employees of LAMPS issues related co-operative management for 30 ST beneficiaries by WBTDCC Ltd.	8. Tree Plantation by different boards.	8) Foundation Day Celebration of the WB Bhutia Dev. Board.
9. General Body Meeting of WBMLLDB.	9. Collection of Kusumi LAC/Kalmegh by WBTDCC National Seminar on Tribal Cultural & Medicinal Practices by CRI.	9. Mainwaring Birth Anniversary and promotion of Lepcha Language.	9) AGM of WBMLLDB.
10. Covering 500 ST families under livelihood Schemes of TSS by WBSCSTOBC & DFC.	10. Celebration of Hul Diwas -2020.	10. Skill Training of 200 youth under TSS by WBSCSTOBC & DFC.	10) Skill Training of 200 ST youth under TSS by WBSCSTOBC & DFC.
11. Inviting applications for Scholarships.	11. Holding Monthly Monitoring Meeting of District Tribal Officer.	11. Holding Monthly Monitoring Meeting of District Tribal Officer.	11) Holding Monthly Monitoring Meeting of District Tribal Officer.
12. Holding Monthly Monitoring Meeting of District Tribal Officer.	12. Collection of Utilization Certificate.	12) Holding Camps for Collection of blood for Sickle Cell Anaemia Test.	12) Holding Camps for Collection of blood for Sickle Cell Anaemia Test.
13. Collection of Utilization Certificate.	13. Compilation of Monthly report of ST certificate of the District.	13) Collection of Utilization Certificate.	13) Collection of Utilization Certificate.
14. Compilation of Monthly report of ST certificate of the District.	14. Benefits to 250 ST beneficiaries-TSS by WBTDCC Ltd.	14) Compilation of Monthly report of ST certificate of the District.	14) Compilation of Monthly report of ST certificate of the District.

September	October	November	December
1. Disbursement of Shikshashree Scholarship to 65,000 ST students upto September-2020.	1. Payment of Shikshashree Scholarship to 65,000 ST students upto October -2020.	1. Payment of Scholarship to 42,000 ST students upto November - 2020.	1. Payment of scholarship to 55,000 ST Students Dec.'20.
2. Payment of scholarship to 12,000 ST students upto September - 2020.	2. Selection of recipient for Pandit Raghunath Murmu Award, Lal Sukra Oraon Award and Ramcharan Murmu Award for the year 2020.	2. Completion of uploading of data of Hostel Monitoring System.	2. Archery Competition by WBTD&CB.
3. Holding of Special camps on Caste Certificates.	3. Release of fund for pruning and collection of Kendu Leaves to LAMPS by WBTDCC.	3. District/ Zonal competition for Tribal One Act Drama for 2020.	3. Extending benefits of ASRY loan to 50 beneficiaries by WBTDCC.
4. Sending 400 MCF application to NSTFDC by WBTDCC Ltd.	4. Initiation of skill Training for 200 ST youths under TSS by WBSCSTOBC & DFC.	4. Selection of 40 ST Candidates for WBCS Coaching by WBTDCC.	4. Celebration of State level competition on tribal dance, Song & Musical Instrument.
5. Capacity Building Training for Employees of LAMPS related co-operative management for 30 ST beneficiaries by WBTDCC Ltd.	5. State Level Adibasi cultural programme on dance/ songs/ musical instruments at LAMPS & district level by WBTDCC.	5. Capacity Building Training for newly elected BOD members of LAMPS for 30 ST Candidates by WBTDCC.	5. Quarterly report on FRA to MoTA by WBTDCC.
6. Observance of National Nutrition Month by CRI.	6. Food Fair and Seminar organized by CRI. Archery Tournament by WBDB.	6. Collection of Bahera/ Saal Leaves/ Saal Seeds to start if the Market price is less than declared MSP.	6. Capacity Building for Employees of LAMPS on Co-operative Management for 30 ST Candidates.
7. Initiation of skill Training for 300 ST youths under TSS done by WBSCSTOBC & DFC.	7. Damphu Competition Finals.	7. Livelihood scheme for 1,500 ST families under TSS.	7. Tribal Festival by CRI.
8. Observance of Karam Utsav- 2020.	8. Holding Monthly Monitoring Meeting of District Tribal Officer.	8. Initiation of Skill Training for 1500 ST youths.	8. Skill Training for 1,500 ST youths
9. Holding Monthly Monitoring Meeting of District Tribal Officer.	9. Compilation of Monthly report of ST certificate of the District.	9. Observation of Srijan Utsav-2020.	9. Livelihood scheme for 1,500 ST families under TSS.
10. Holding Camps for Collection of blood for Sickle Cell Aneamia Test.	10. Disbursement of 400 MCF loan by WBTDCC Ltd.	10. Holding Monthly Monitoring Meeting of District Tribal Officer.	10. Holding Bishnupur Mela-2020.
11. Collection of Utilization Certificate.		11. Holding Camps for Collection of blood for Sickle Cell Aneamia Test.	11. One time release of fund for Poramatir Hut (Bishnupur).
12. Compilation of Monthly report of ST certificate of the District.		12. Collection of Utilization Certificate.	12. Release of fund for Santali Academy.
13. Benefits to 200 ST beneficiaries- under TSS by WBTDCC Ltd.		13. Compilation of Monthly report of ST certificate of the District.	13. Holding Monthly Monitoring Meeting of District Tribal Officer.
		14. Benefits to 200 ST beneficiaries- under TSS by WBTDCC Ltd.	14. Collection of Utilization Certificate.
			15. Compilation of Monthly report of ST certificate of the District.

Department of Urban Development and Municipal Affairs

A. Urban Development, B. Municipal Affairs

A. Urban Development	
MONTH	ACTIVITY / PROJECT
JANUARY	DEPARTMENT
	Launching of e-anumati (online issuance of development permission by the Development Authorities) for ADDA, MKDA and BDA
	WBHIDCO [WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT COMPANY LTD.]
	EWS Building adjoining Gitobitan, Bolpur
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Construction of 6 storied school building at 4-B, Prince Dilwar Jah Lane, at Garden Reach Kolkata-24
	Construction of Animal Crematorium with provisions of 2nos. of Electrical Furnaces including site Development at Pramod Nagar Solid Waste dumping ground under South Dum Dum Municipality.
	Augmentation of Water Supply Scheme of Chandannagar Municipal Corporation under AMRUT
	BDA [BURDWAN DEVELOPMENT AUTHORITY]
	Construction of 20 feet wide Black Top Road from Hatchari Culvert/ Durhamondir to Pirtala at Kanainatshal under Bailunthapur II G.P. Burdwan Municipality.
	Construction of Concrete road and drain inside Indrokanan at Ward No. 12 under Burdwan Municipality.
	SSDA [SRINIKETAN SANTINIKETAN DEVELOPMENT AUTHORITY]
	Commencement of work:- 1."Proposed beautification works of Surotheswartala (including community hall) at Shibtala within Raipur-Supur Gram Panchaya, Bolpur, Birbhum."
	2. Development of Bituminous road with footpath at Prantik Township, Santiniketan Birbhum.
	3. Development of bituminous road from Sriniketan Palli Siksha Bhavana more to Binuria Adibasi para under Ruppur Gram Panchayat, Birbhum.
	Collection of Ground rent & Development /Maintenance charge of Prantik Township . Transfer fees for land of Prantik Township, selling of booklet, application fee for Development permission for change of use of land under SSDA jurisdiction.
	BKDA [BAKRESWAR DEVELOPMENT AUTHORITY]
Installation of 3 nos High Mast Light at Bakreswar Bus Stand, Bakreswar Crematorium, New Alambaba Majar.	
GBDA [GANGASAGAR BAKKHALI DEVELOPMENT AUTHORITY]	
Renovation of pond including floating fountain in front of Kapil Muni Temple, Gangasagar.	
HIT [HOWRAH IMPROVEMENT TRUST]	
Construction of Old Age Home at Ghusuri, Howrah.(2nd Phase)	

MONTH	ACTIVITY/PROJECT
FEBRUARY	DEPARTMENT
	Development of web based modules of Court Case monitoring system of UD & MA branches including NGT case matters
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Construction & Widening of Bituminous Road with Mastic Asphalt & Surface drain with cover slab from Elachi Gazi Baba Mazar to Nalgarahat via Ramchandrapur Sakti Sangha Club to Elachi Milan Sangha Club under Bonohoghly-I Grampanchayat, Sonarpur, South 24 Parganas.
	Augmentation of Water Supply Scheme at Uttarpara-Kotrung Municipality under AMRUT
	Augmentation of Water Supply Scheme at Dumdum Municipality under AMRUT
	ADDA [ASANSOL DURGAPUR DEVELOPMENT AUTHORITY]
	Plantation along the median of the Shastri Avenue, Durgapur under DMC area in the District of Paschim Bardhaman. (Rolled over from 2019)
	Construction of boundary wall of Swami Vivekananda Vani Prachar Samity at B-Zone, Durgapur-713205. (Rolled over from 2019)
	Construction of Road from Amrit Nagar to Shyamdanga more at Raniganj. (Rolled over from 2019)
	BDA [BURDWAN DEVELOPMENT AUTHORITY]
	Construction of Concrete road with Pucca Drain at Bidhannagar , Baranilpur under Ward No. 12 Burdwan Municipality.
	BKDA [BAKRESWAR DEVELOPMENT AUTHORITY]
	Installation of Safe Drinking water supply system through pipe line at Bakreswar.
	HDA [HALDIA DEVELOPMENT AUTHORITY]
	Construction of concrete road from Reapara Hospital More to Hanubhunias Sasan More under Nandigram- II Panchayet Samity.
GBDA [GANGASAGAR BAKKHALI DEVELOPMENT AUTHORITY]	
Construction of Structural Bridge with lighting arrangement over the canal behind Kapil Muni Temple.	
MARCH	DEPARTMENT
	Commencement of Online Building Plan Sanction (OBPS) for 55 AMRUT cities of the State
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Construction of Conventional Centre at Noapara Road, Ichapur under North Barrackpore Municipality.
	Construction of G+5 storied Logistic Hub at Garden Reach
	Construction of common effluent treatment plant (CETP) module V&VI and VII & VIII, 5 mld each for Calcutta Leather Complex, Bantala(in DBO mode)
	Expansion of effluent transport system (ETS) along with setting up of effluent pumping solution (EPS) in Calcutta Leather Complex
	House Connection and replacement of Old Dilapidated AC/DI Pipes (100 mm and 150 mm dia) with new K-7 DI Pipes within North Barrackpore Municipal Area, North 24 Parganas.
	Augmentation of Water Supply Scheme at Hooghly-Chinsurah Municipality under AMRUT

MONTH	ACTIVITY/PROJECT
	WBHIDCO [WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT COMPANY LTD.]
	Solar Dome Eco Park (Jointly with WBSSEDCL)
	HDA [HALDIA DEVELOPMENT AUTHORITY]
	Construction of concrete road from Muchipara Pakka bridge to Kamalpur Pakka bridge under Nandigram- II Panchayet Samity.
	GBDA [GANGASAGAR BAKKHALI DEVELOPMENT AUTHORITY]
	Installation of different statues of mythological characters, Narrative Mural (Relief) & allied works at Dala Arcade and High relief Murals (fibre-glass) near 3 No. Road in Gangasagar following the Classical & Folk dance of India.
	BKDA [BAKRESWAR DEVELOPMENT AUTHORITY]
Construction of stall on both sides of the Bus Stand at Bakreswar.	
APRIL	DEPARTMENT
	Launching of 2nd phase of web based DPR submission system (Rapid Scrutiny Protocol-RSP)
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Construction of underground drain coming from Chilkana road to BB Ghosh road up to Rly Subway no. 14 and 1 No. lifting station cum pump house under Serampore Municipality
	Storm Water drainage Project for Konnagar Municipality
	Storm water drainage project for Panihati Municipality
	Drainage project for Madhyamgram Municipality under AMRUT
	Construction of underground Drainage network with allied works like Roadways to improve the Storm Water Drainage System at Ward No-27 under Rajpur-Sonarpur Municipality
	BKDA [BAKRESWAR DEVELOPMENT AUTHORITY]
	Beautification of Park at Nil- Nirjan with amusement facility.
	SJDA [SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY]
	Beautification of BI-BA-DI Sangha Ground at Ward No. 35 Under SMC, Siliguri. (Civil and Electrical)
	Supply, erection testing and commissioning of 19 (nineteen) Nos. of 16mtrs mini high mast under Siliguri Mahakuma Parishad Area, Dist. Darjeeling (under green city mission)
	GBDA [GANGASAGAR BAKKHALI DEVELOPMENT AUTHORITY]
Construction of road, sitting arrangement, rest shed and plantation along with installation of statue of Rishi Aurobinda in the compound of Govt. (BCW) Ashram Hostel near Prabartak Ashram at Laxmipur Abad, Fresergunje (Bakkhali).	
NKDA [NEWTOWN KOLKATA DEVELOPMENT AUTHORITY]	
Barrier Free Pathway along Street No. 175 in AA-I under NKDA	
MAY	DEPARTMENT
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Storm water drainage project for Barrackpore Municipality
Construction of storm water Drains along Sodepur Madhaymgram Road within Barrackpore-II Block, under North 24 Parganas	

MONTH	ACTIVITY/PROJECT
	Augmentation of Water Supply Scheme of Howrah Municipal Corporation under AMRUT.
	DSDA [DIGHA SANKARPUR DEVELOPMENT AUTHORITY]
	Construction of concrete road from Sankarpur Fuel Pump to Marine Drive road at Sankarpur.
JUNE	DEPARTMENT
	Coverage of 60% of the ULBs in the web based property tax payment system (OPTICS-Online Property Tax Information & Collection System) Total target- 123 ULBS.
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Construction of 4 storied building of (32 dwelling unit) steel structure building on BPADP site for accommodation of KMDA staff from Rabindra Sarobar.
	Augmentation of Water Supply Scheme of Baruipur Municipality under State fund.
	Augmentation of Water Supply Scheme at Serampore Municipality under AMRUT.
	Augmentation of Water Supply Scheme at Bhadreswar Municipality under AMRUT.
	Water Supply Scheme for Bhadreswar Municipality under JNNURM.
	HDA [HALDIA DEVELOPMENT AUTHORITY]
	Development of public road infrastructure from Township to Durgachak Level Crossing under Haldia Municipality.
	ADDA [ASANSOL DURGAPUR DEVELOPMENT AUTHORITY]
	Construction, widening & Strengthening of bituminous road and cement concrete pavement including LED Street light at rest portion of Kalyanpur Satellite Township, Asansol in the District of Paschim Bardhaman.
	SJDA [SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY]
	Construction of Pathway by Paver Block including drain and RCC Slabs over drain near NCC office at Ward No. 4 under Jalpaiguri Municipality.
	NKDA [NEWTOWN KOLKATA DEVELOPMENT AUTHORITY]
	Construction of containerized Toilet at different location of New Town, Kolkata.
	HIT [HOWRAH IMPROVEMENT TRUST]
	Construction of Multi-facility Community Hall at Ichapur water Tank (Corner of 100 Ft. Road).
	DSDA [DIGHA SANKARPUR DEVELOPMENT AUTHORITY]
	Installation of Street light with High power LED from Dadanpatrabarh to Mandarmoni Police Station.
JULY	DEPARTMENT
	Completion of digitization of the land records of non-residential land cell (Salt Lake) and launching of the web based module land management system.
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Construction of 3 storied community hall at 92, Baithakkhana road under KMC ward no. 37, borough-V.
	Construction of 3 major RCC bridges at three locations Viz. Metropolitan (Ch KM 5+282), Laskharhat (Ch KM 9 +150), and Kalikapur(Ch KM 11+150) on EM Bye pass Kolkata.

MONTH	ACTIVITY/PROJECT
	Construction and Maintenance of Foot over Bridge with Stair Case & Provision of escalator facilities from Chaulpatty Road to Jala Vayu Vihar from West to East, extended up to Major Arterial adjacent to Eastern drainage Canal.
	Storm water drainage project for Naihati Municipality.
	Augmentation of Water Supply Scheme at Baidyabati Municipality under AMRUT.
	Augmentation of Water Supply Scheme of Bansberia Municipality under AMRUT.
	Augmentation of Water Supply Scheme at Bhatpara Municipality under AMRUT.
	Augmentation of Water Supply Scheme of Kanchrapara Municipality under AMRUT.
AUGUST	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Drainage project for Bhatpara Municipality under AMRUT.
	Housing Complex for Slum Dwellers at Jhoro Bustee in KIT Sch. 118.
SEPTEMBER	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Augmentation of Water Supply Scheme of Baranagar Municipality under AMRUT.
	GBDA [GANGASAGAR BAKKHALI DEVELOPMENT AUTHORITY]
	Bridge with approach road over Shankher Khal near Narendrapur F.P. School.
OCTOBER	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Construction of Town Hall adjacent to Ring Road in Nabadiganta Industrial Township under NDITA.
	HDA [HALDIA DEVELOPMENT AUTHORITY]
	Construction of pucca road from NH -6 Bypass Kansai Bridge to Mahapur Ganga Mandir under Panskura -I Panchayet Samity.
NOVEMBER	DEPARTMENT
	Coverage of 75% of the ULBs in the web based property tax payment system (OPTICS-Online Property Tax Information & Collection System).
	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Augmentation of Water Supply Scheme at Bidhannagar Municipal Corporation under AMRUT.
	HDA [HALDIA DEVELOPMENT AUTHORITY]
	Construction of concrete road from Satangabari K.S.K. HAD road to Kamalpur Adarsha Vidyabhaban via Saifullyachak PMGSY road under Nandigram - II Panchayet Samity.
	SJDA [SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY]
	Construction of Mastic Road of Udham Singh Sarani and Bhagat Sing Sarani with Two Nos. Shed for kids under Ward no.13 SMC, Siliguri.
	SSDA [SRINIKETAN SANTINIKETAN DEVELOPMENT AUTHORITY]
	Completion of work : Construction of bituminous road from Goalpara Village High School to Taltore connector road under the Planning Area of SSDA.

MONTH	ACTIVITY/PROJECT
DECEMBER	KMDA [KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY]
	Construction of Auditorium Hall (1000 capacity) at Amtala.
	10 MGD capacity WTP with 1 MG CWR with all electromechanical equipments at Padmapukur with Howrah Municipal Corporation area under Special Infrastructure Fund (State Fund)
	Augmentation of surface water supply for construction of Intake Jetty and installation of electro-mechanical equipment at 30 MGD capacity Jetty mounted pump house of Baranagar-Kamarhati Water Supply Project (Ph-I)
	Augmentation of Water Supply Scheme of Uluberia Municipality under AMRUT.
	Storm water drainage project Halisahar Municipality (Phase - II)
	SJDA [SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY]
	Implementation of LED street light project by EFSL in Siliguri Jalpaiguri Development Authority (SJDA) West Bengal under Green City Mission.
	HDA [HALDIA DEVELOPMENT AUTHORITY]
	Preparation of Land Use & Development Control Plan for Phase-I of Newly Added Haldia Planning Area comprising of Block Nandakumar, Block Chandipur, Moyna, Tamluk & Tamluk Municipality (area 512 Sq. Km.).
MUNICIPAL AFFAIRS BRANCH	
JANUARY	Completion of 20 Green Space Development Projects.
	Completion of construction of UPHC Building within 1(one) Municipalities.
	6000 Dwelling Units will be completed .
	Engagement of agency for removal of legacy waste through Biomining/Bioremediation of Mollar veri of Bidhannagar Municipal Corporation.
	Supply of 20% two coloured household waste bins to 8 Model cities/towns to be completed.
	Floating of tender for remaining 80% two coloured household waste bins to 8 Model cities/towns to be done.
	Initiate supply of two coloured household waste bins to 42 ganga towns.
	Floating of tender for removable of legacy waste through biomining/bioremediation of Promodnagar dumping site.
FEBRUARY	Completion of Water Supply Project within Serampore Municipality.
	Completion of Storm Water Drainage Project within Panihati Municipality.
	Completion of 20 Green Space Development Projects.
	5400 Dwelling Units will be completed.
	Engagement of agency for removable of legacy waste through biomining/bioremediation of Promodnagar dumping site.
MARCH	Completion of Water Supply Project within Uttarpara-Kotrung Municipality.
	Completion of Water Supply Project within Hooghly-Chinsurah Municipality.
	Completion of 30 Green Space Development Projects.

MONTH	ACTIVITY/PROJECT
	Completion of construction of UPHC Building within 2 (two) Municipalities.
	Preparation of Final Valuation List of the Municipalities -1(one).
	6600 Dwelling Units will be completed.
	Completion of ASHA induction training of all HHWs in liaison with DHFW.
	Preparation of DPR of SWM project of 50 ULBs.
	Initiate supply for remaining 80% two coloured household waste bins to 8 Model cities/towns to be done.
APRIL	Completion of 10 Green Space Development Projects.
	Completion of construction of UPHC Building within 1(one) Municipality.
	Completion of Shelter for Urban Homeless Project within 1(one) Municipality.
	3000 Dwelling Units will be completed.
	Completion of supply of two coloured household waste bins in 42 ganga towns.
	Preparation of DPR of SWM project of 20 ULBs.
	Engagement of agency for removal of legacy waste through biomining/bioremediation of the dumping site of Ashoknagar-Kalyangarh Municipality.
Start IEC and Capacity Building activities on SWM of 50 ULBs according to DPR in support of Microplanning organisation.	
MAY	Completion of Water Supply Project within Krishnanagar Municipality (Phase-I).
	Completion of Water Supply Project within Baidyabati Municipality.
	Completion of Water Supply Project within Uluberia Municipality .
	Completion of 15 Green Space Development Projects.
	4200 Dwelling Units will be completed.
	Functioning of Suswasthya Kendra in 6 MCs.
	Preparation of DPR of SWM project of 15 ULBs
Start IEC and Capacity Building activities on SWM of 20 ULBs according to DPR in support of Microplanning organisation.	
JUNE	Completion of Water Supply Project within Dum Dum Municipality.
	Completion of 22 Green Space Development Projects.
	Operation alization of Water Supply Project within 1(one) ULB.
	4800 Dwelling Units will be completed .
	Start IEC and Capacity Building activities on SWM of 15 ULBs according to DPR in support of Micro planning organisation.
JULY	Completion of Water Supply Project within Chandannagar Municipal Corporation.
	Part Operation alization of Water Supply Project within 1(one) ULB.
	Preparation of Final Valuation List of the Municipalities - 1(one).
	5400 Dwelling Units will be completed.
	Completion of Shelter for Urban Homeless Project in 2 ULBs (Bankura & Kalyani).

MONTH	ACTIVITY/PROJECT
	Functioning of Lab in all UPHCs in 6 MCs.
	Complete supply for remaining 80% two coloured household waste bins to 8 Model cities/towns to be done.
	Preparation of DPR of SWM project of 20 ULBs.
AUGUST	Completion of Water Supply Project within Krishnanagar Municipality (Phase-II).
	Completion of Water Supply Project within Bidhannagar Municipal Corporation.
	Operationalization of Water Supply Augmentation Project under STATE FUND within 1(one) ULB.
	Preparation of Final Valuation List of the Municipalities - 1(one).
	4800 Dwelling Units will be completed.
	Start implementation of DPR in 20 ULBs.
SEPTEMBER	Completion of Water Supply Project within Asansol Municipal Corporation (Phase-II).
	Rain Water Harvesting 1(one) Municipality.
	Preparation of Final Valuation List of the Municipalities - 1(one).
	6000 Dwelling Units will be completed.
	Completion of Shelter for Urban Homeless Project in Contai Municipality.
	Start implementation of DPR in 10 ULBs.
	Preparation of DPR of SWM project of 19 ULBs.
OCTOBER	Completion of Water Supply Project within Baranagar Municipality.
	Completion of Modernization of Abattoir Project within 1(one) Municipality.
	Operationalization of Water Supply Project within 1(one) ULB.
	Preparation of Final Valuation List of the Municipalities - 1(one).
	4800 Dwelling Units will be completed.
	Start implementation of DPR in 5 ULBs.
NOVEMBER	Completion of Water Supply Project within Kamarhati Municipality.
	Completion of Storm Water Drainage Project within Halisahar Municipality.
	Completion of Modernization of Abattoir Project within 1(one) Municipality.
	Preparation of Final Valuation List of the Municipalities - 1(one).
	4200 Dwelling Units will be completed.
	Completion of Shelter for Urban Homeless Project in 3 ULBs (Serampore, Ranaghat and Uluberia).
DECEMBER	Completion of Storm Water Drainage Project within Bhatpara Municipality.
	Completion of Storm Water Drainage Project within Berhampore Municipality.
	Operationalization of Water Supply Project within 1(one) ULB.
	Preparation of Final Valuation List of the Municipalities - 1(one).
	4800 Dwelling Units will be completed.
	Completion of Shelter for Urban Homeless Project in 3 ULBs (Sainthia, Nalhati and Gayeshpur).
	Completion of construction of all UPHCs (new construction in 4 MCs).

WATER RESOURCES INVESTIGATION & DEVELOPMENT DEPARTMENT

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 & water quality in different 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 7336 nos. Departmentally operated Minor Irrigation Installations to provide irrigation water to the Agricultural field on demand of farmers covering about 6.03 Lakh Hectare by WRDD											
State level meeting by Hon'ble Minister - in-Charge/ Addl. Chief Secretary/ Principal Secretary/ Engineer-in-Chief & Ex-Officio Secretary	District level meeting for 2/3 districts by each Chief Engineer/ Engineer-in-Chief & Ex-Officio Secretary/ Principal Secretary/ Secretary/ Addl. Chief Secretary/ Hon'ble Minister-in-Charge	District level meeting for 2/3 districts by each Chief Engineer/ Engineer-in-Chief & Ex-Officio Secretary/ Principal Secretary/ Secretary/ Addl. Chief Secretary/ Hon'ble Minister-in-Charge	District level meeting for 2/3 districts by each Chief Engineer/ Engineer-in-Chief & Ex-Officio Secretary/ Principal Secretary/ Secretary/ Addl. Chief Secretary/ Hon'ble Minister-in-Charge	District level meeting for 2/3 districts by each Chief Engineer/ Engineer-in-Chief & Ex-Officio Secretary/ Principal Secretary/ Secretary/ Addl. Chief Secretary/ Hon'ble Minister-in-Charge	State level meeting by Hon'ble Minister - in-Charge/ Addl. Chief Secretary/ Principal Secretary/ Secretary/ Engineer-in-Chief & Ex-Officio Secretary	District level meeting for 2/3 districts by each Chief Engineer/ Engineer-in-Chief & Ex-Officio Secretary/ Principal Secretary/ Secretary/ Addl. Chief Secretary/ Hon'ble Minister-in-Charge	District level meeting for 2/3 districts by each Chief Engineer/ Engineer-in-Chief & Ex-Officio Secretary/ Principal Secretary/ Secretary/ Addl. Chief Secretary/ Hon'ble Minister-in-Charge	District level meeting for 2/3 districts by each Chief Engineer/ Engineer-in-Chief & Ex-Officio Secretary/ Principal Secretary/ Secretary/ Addl. Chief Secretary/ Hon'ble Minister-in-Charge	State level meeting by Hon'ble Minister - in-Charge/ Addl. Chief Secretary/ Principal Secretary/ Secretary/ Engineer-in-Chief & Ex-Officio Secretary	District level meeting for 2/3 districts by each Chief Engineer/ Engineer-in-Chief & Ex-Officio Secretary/ Principal Secretary/ Secretary/ Addl. Chief Secretary/ Hon'ble Minister-in-Charge	District level meeting for 2/3 districts by each Chief Engineer/ Engineer-in-Chief & Ex-Officio Secretary/ Principal Secretary/ Secretary/ Addl. Chief Secretary/ Hon'ble Minister-in-Charge	State level meeting by Hon'ble Minister - in-Charge/ Addl. Chief Secretary/ Principal Secretary/ Secretary/ Engineer-in-Chief & Ex-Officio Secretary

Progra mme/ Activity	January	February	March	April	May	June	July	August	September	October	November	December
Creation of irrigation facilities under different programmes (viz- JALAIRTHA, WBADMIP, RIDF, CORE SECTOR, RKVY etc.) for Arid region (Birbhum, Bankura, Purulia, Jhargam & Paschim Medinipur Districts)	Construction/ Revival of Minor Irrigation(MI) Installation: 25 nos. including 25 Water Detention Structures; Creation of MI Potential: 456 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 50 nos. including 35 Water Detention Structures; Creation of MI Potential: 912 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 110 nos. including 47 Water Detention Structures; Creation of MI Potential: 2651 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 60 nos. including 28 Water Detention Structures; Creation of MI Potential: 987 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 61 nos. including 22 Water Detention Structures; Creation of MI Potential: 859 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 56 nos. including 21 Water Detention Structures; Creation of MI Potential: 611 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 25 nos. including 15 Water Detention Structures; Creation of MI Potential: 200 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 7 nos. Creation of MI Potential: 92 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 12 nos. Creation of MI Potential: 328 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 6 nos. Creation of MI Potential: 196 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 50 nos. including 33 Water Detention Structures; Creation of MI Potential: 1513 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 124 nos. including 65 Water Detention Structures; Creation of MI Potential: 3267 Hectare
	Construction/ Revival of Minor Irrigation(MI) Installation: 170 nos. including 2 Water Detention Structures; Creation of MI Potential: 2132 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 283 nos. including 2 Water Detention Structures; Creation of MI Potential: 3824 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 561 nos. including 27 Water Detention Structures; Creation of MI Potential: 10490 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 422 nos. including 1 Water Detention Structures; Creation of MI Potential: 5996 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 388 nos. including 1 Water Detention Structures; Creation of MI Potential: 7080 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 184 nos.; Creation of MI Potential: 2462 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 49 nos.; Creation of MI Potential: 864 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 59 nos.; Creation of MI Potential: 1100 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 69 nos.; Creation of MI Potential: 1974 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 41 nos.; Creation of MI Potential: 888 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 90 nos. including 7 Water Detention Structures; Creation of MI Potential: 1992 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 285 nos. including 36 Water Detention Structures; Creation of MI Potential: 5683 Hectare
Creation of irrigation facilities under different programmes (viz- WBADMIP, RIDF, CORE SECTOR, RKVY, JALAIRTHA etc.) for districts other than Arid region	Construction/ Revival of Minor Irrigation(MI) Installation: 170 nos. including 2 Water Detention Structures; Creation of MI Potential: 2132 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 283 nos. including 2 Water Detention Structures; Creation of MI Potential: 3824 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 561 nos. including 27 Water Detention Structures; Creation of MI Potential: 10490 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 422 nos. including 1 Water Detention Structures; Creation of MI Potential: 5996 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 388 nos. including 1 Water Detention Structures; Creation of MI Potential: 7080 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 184 nos.; Creation of MI Potential: 2462 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 49 nos.; Creation of MI Potential: 864 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 59 nos.; Creation of MI Potential: 1100 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 69 nos.; Creation of MI Potential: 1974 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 41 nos.; Creation of MI Potential: 888 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 90 nos. including 7 Water Detention Structures; Creation of MI Potential: 1992 Hectare	Construction/ Revival of Minor Irrigation(MI) Installation: 285 nos. including 36 Water Detention Structures; Creation of MI Potential: 5683 Hectare

Programme/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Water Users' Association, Demonstrations and Training programmes under WBADMIP	Formation of Water Users' Association/Beneficiary Committee : 20 nos. covering 600 beneficiaries.	Formation of Water Users' Association/Beneficiary Committee : 20 nos. covering 600 beneficiaries.	Formation of Water Users' Association/Beneficiary Committee : 20 nos. covering 600 beneficiaries.	Formation of Water Users' Association/Beneficiary Committee : 20 nos. covering 600 beneficiaries.	Formation of Water Users' Association/Beneficiary Committee : 20 nos. covering 600 beneficiaries.	Formation of Water Users' Association/Beneficiary Committee : 20 nos. covering 600 beneficiaries.	Formation of Water Users' Association/Beneficiary Committee : 20 nos. covering 600 beneficiaries.	Formation of Water Users' Association/Beneficiary Committee : 10 nos. covering 300 beneficiaries.	Formation of Water Users' Association/Beneficiary Committee : 10 nos. covering 300 beneficiaries.	Formation of Water Users' Association/Beneficiary Committee : 10 nos. covering 300 beneficiaries.		
	Demonstrations (Agri/Horti/Fishery) : 325 nos. covering 535 beneficiary-families	Demonstrations (Agri/Horti/Fishery) : 200 nos. covering 400 beneficiary-families	Demonstrations (Agri/Horti/Fishery) : 320 nos. covering 520 beneficiary-families	Demonstrations (Agri/Horti/Fishery) : 1200 nos. covering 1200 beneficiary-families	Demonstrations (Agri/Horti/Fishery) : 150 nos. covering 200 beneficiary-families	Demonstrations (Agri/Horti/Fishery) : 1200 nos. covering 1300 beneficiary-families	Demonstrations (Agri/Horti/Fishery) : 900 nos. covering 1700 beneficiary-families	Demonstrations (Agri/Horti/Fishery) : 1050 nos. covering 2100 beneficiary-families	Demonstrations (Agri/Horti/Fishery) : 1050 nos. covering 2100 beneficiary-families	Demonstrations (Agri/Horti/Fishery) : 1300 nos. covering 2000 beneficiary-families	Demonstrations (Agri/Horti/Fishery) : 900 nos. covering 1400 beneficiary-families	
	Training Programmes of Farmers : 25 nos. covering 750 trainees	Training Programmes of Farmers : 25 nos. covering 750 trainees	Training Programmes of Farmers : 25 nos. covering 750 trainees	Training Programmes of Farmers : 25 nos. covering 750 trainees	Training Programmes of Farmers : 25 nos. covering 750 trainees	Training Programmes of Farmers : 25 nos. covering 750 trainees	Training Programmes of Farmers : 25 nos. covering 750 trainees	Training Programmes of Farmers : 15 nos. covering 450 trainees	Training Programmes of Farmers : 20 nos. covering 600 trainees	Training Programmes of Farmers : 25 nos. covering 750 trainees	Training Programmes of Farmers : 25 nos. covering 750 trainees	Training Programmes of Farmers : 25 nos. covering 750 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 : 300 nos (Tank equivalent)	Excavation/ Re-excavation/ Creation of Water bodies under different programmes : 490 nos (Tank equivalent)	Excavation/ Re-excavation/ Creation of Water bodies under different programmes : 2000 nos (Tank equivalent)	Excavation/ Re-excavation/ Creation of Water bodies under different programmes : 450 nos (Tank equivalent)	Excavation/ Re-excavation/ Creation of Water bodies under different programmes : 550 nos (Tank equivalent)	Excavation/ Re-excavation/ Creation of Water bodies under different programmes : 400 nos (Tank equivalent)	Excavation/ Re-excavation/ Creation of Water bodies under different programmes : 150 nos (Tank equivalent)			Excavation/ Re-excavation/ Creation of Water bodies under different programmes : 220 nos (Tank equivalent)	Excavation/ Re-excavation/ Creation of Water bodies under different programmes : 550 nos (Tank equivalent)	Excavation/ Re-excavation/ Creation of Water bodies under different programmes : 940 nos (Tank equivalent)
			Rain Water Harvesting & Artificial Recharge to Ground Water, Roof Top Rain Water Harvesting - 7 no. Percolation Tank - 4 no								Rain Water Harvesting & Artificial Recharge to Ground Water, Roof Top Rain Water Harvesting - 2 no.	Rain Water Harvesting & Artificial Recharge to Ground Water, Roof Top Rain Water Harvesting - 2 no.
	Mass awareness campaign on water conservation: 9 nos	Mass awareness campaign on water conservation: 9 nos	Mass awareness campaign on water conservation: 7 nos					Mass awareness campaign on water conservation: 12 nos	Mass awareness campaign on water conservation: 12 nos		Mass awareness campaign on water conservation: 12 nos	Mass awareness campaign on water conservation: 11 nos

Program/Activity	January	February	March	April	May	June	July	August	September	October	November	December
Activities of West Bengal State Minor Irrigation Corporation Ltd.	<p align="center">Periodic maintenance of 445 nos. Departmentally operated Minor Irrigation Installations to provide irrigation water to the Agricultural field on demand of farmers covering about 0.32 Lakh Hectare</p>											
Activities of West Bengal Agro Industries Corporation Ltd.	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 10 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 10.5 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 11 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 0.85 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 1.2 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 2.2 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 2.5 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 6.5 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 7 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 7.5 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 8 Crore	Procurement and supply of Agricultural Inputs & Machineries (viz. Tractors, Power Tiller, Pump-sets, Seeds, Manure etc.) and different equipment & accessories for MI installations. Rs. 8.5 Crore

Department of Women Development & Child Development and Social Welfare

Month	Activities
January	
	Observance of World Braille day on 4th January
	Observance of National Girl Child Day on 24th January by WBCPCR
	Participation in Little Magazine Mela by WBCPCR
	Initiating a study on Situation of Mental Health in CCI and Observation Homes in West Bengal by WBCPCR
	Operating Child Friendly Corner at Kolkata international Book Fair by WBCPCR
	Operating Child Friendly Corner at Gangasagar Mela by WBCPCR
	Review meeting of Kanyashree with HOI under DPMU, Kolkata
	Review meeting on functioning of Shelter for Urban Homeless with officials and different stake holders
	Review meeting on functioning of Open Shelter with Officials and different stake holders
	Monitoring of Kanyashree Prakalpa and Rupashree Prakalpa with concerned Addl. District Magistrates & DPMUs through VC
	Operationalisation of G-SAA in Children Home for Girls, Uttarpara.
	Phase III (Batch II) training for newly recruited Chairperson and Members of CWC
	Seminar on Witch hunting (socio economic aspect) by WBCW
February	
	Phase III training of newly recruited Social Worker Members of JJB
	Operationalisation of G-SAA at Purulia.
	Training of Trainers on Child Protection Committee
	Orientation & Training programme of staff and Case Workers of Eradication & Control of Juvenile Beggary and Vagrancy
	Seminar on Domestic Violence and Law by WBCW
	Review meeting with police by WBCPCR
	Review meeting with NGOs by WBCPCR
	4 workshops on POCSO in Schools & Madrasah by WBCPCR
March	
	Observance of International Women's Day on 8th March
	Meeting of WBTF on RRRI
	Capacity building on Track CHILD/MIS
	Capacity building programme on RRRI
	Operationalisation of G-SAA at Howrah.
	Operationalisation of G-SAA at Alipurduar and Cooch Behar.
	Interstate Workshop on POCSO by WBCPCR
	1 Workshop on Child Marriage & Trafficking at BDO Office with Panchayat & Police by WBCPCR
	Hullor Release by WBCPCR

Month	Activities
April	
	Review meeting with Heads of Institutions on Kanyashree under DPMU, Kolkata
	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
	Coordination meetings with police authorities by WBCW
	Health Awareness Programme (1 Programme) by WBCPCR
	Workshop on Missing Children (1 Programme) by WBCPCR
	4 workshops on POCSO in Schools & Madrasah by WBCPCR
	Capacity Building of DPMU staff of Kanyashree Prakalpa and Rupashree Prakalpa through VC
	Training of Child Protection Committees
May	
	One day workshop with DSWOs and DCPOs on Child Protection
	Capacity building on Track CHILD/MIS
	Seminar on Victim Compensation Scheme of the police authorities by WBCW
	Workshop on Missing Children by WBCPCR
	Public hearing by WBCPCR
	Review meeting with Principals of Schools by WBCPCR
	Orientation of Managers of 10 vagrants' Home, on different issues related to Administration and smooth running of Homes
	Orientation & Training programme of Open Shelter staff, NGO personnel and Govt. officials for improved implementation of the scheme.
June	
	Observance of Deaf & Blind Day on 27th June
	Observance of World Elder Abuse Awareness Day on 15th June
	Observance of Drug Abuse Awareness Day on 26th June
	Observance of State Child Protection Day on 09th June
	Child Marriage & Trafficking Workshop at BDO Office with Panchayat & Police (1 Workshop) by WBCPCR
	Hullor Release by WBCPCR
	4 POCSO workshops in Schools & Madrasah by WBCPCR
	Launching a Game on Trafficking Activity by WBCPCR
	VC with Addl. District Magistrates & DPMUs regarding modalities for celebration of Kanyashree Day 2020
	Paribarik Mahila Lok Adalat (PMLA) by WBCW
	North Bengal Zonal Review Meeting on Adoption and Sponsorship.
	Meeting of SCPS Governing Body meeting
	State Advisory Committee Meeting on Prevention of Trafficking
	Orientation & Training programme of Shelter for Urban Homeless staff, NGO personnel and Govt. officials for improved implementation of the scheme

Month	Activities
July	
	Review meeting with Heads of Institutions on Kanyashree under DPMU, Kolkata
	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
	South Bengal Zonal review Meeting on Adoption and Sponsorship
	Accounts training for DCPU and CCI functionaries
	Meeting of WBTF on RRRI
	Outreach programme on Child Protection Issues
	Workshop on Missing Children (1 Programme) by WBCPCR
	POCSO workshop in Schools & Madrasah - (2 Workshops) by WBCPCR
	Health Awareness Programme (1 Programme) by WBCPCR
	Seminar on sexual harassment at workplace (Legal remediation) by WBCW
August	
	Observance of Breast Feeding Week (First week of August, 2020)
	Celebration of 7th Kanyashree Day
	Publication of Quarterly Sphuran
	Coordination meetings with police authorities by WBCW
	Training of Legal Cum Probationary Officers
	Capacity building on Track CHILD/MIS
	1 Workshop on Child Marriage by WBCPCR
	POCSO workshop in Schools & Madrasah - (2 Workshops) by WBCPCR
September	
	Review meeting with Heads of Institutions on Kanyashree under DPMU, Kolkata
	Performance review with DPMUs & Addl. District Magistrates looking after Kanyashree Prakalpa and Rupashree Prakalpa through VC
	Seminar on property right of women by WBCW
	Observance of National Nutrition Week (1st to 7th September)
	Hullor Release by WBCPCR
	Health Awareness Programme (1 Programme) by WBCPCR
	POCSO workshop in Schools & Madrasah - (2 Workshops) by WBCPCR
	Training of Child Protection Committees
October	
	Observance of International Day of Older Persons on 1st October
	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
	Puja Parikrama with Persons with Disabilities

Month	Activities
	Selection of Disabled Friendly Durga Puja Pandal
	Seminar on Cyber Crime against Women by WBCW
	Workshop on Missing Children by WBCPCR
	Review meeting with Principals — North Bengal by WBCPCR
	Outreach programme on Child Protection Issues
November	
	Celebration of Children's Day on 14th November
	Observance of ECCE Day
	Observance of Child Rights Week & Child Rights day Celebration by WBCPCR starting from 14th November and ending on 20th November.
	Health Awareness Programme (1 programme) by WBCPCR
	2 POCSO Workshops in Schools & Madrasah by WBCPCR
	VC with DSWO to review disposal of GIA proposals
	Selection of State Awardees for empowerment of persons with Disabilities
	Seminar on Human Trafficking by WBCW
	Accounts training for DCPU and CCI functionaries
	State Advisory Committee Meeting on Prevention of Trafficking
December	
	Observance of International Day for Persons with disabilities on 3rd December
	Rojgar Mela 2020-on 4th & 5th December
	Publication of Sphuran (Yearly compendium)
	Coordination meetings with police authorities by WBCW
	Adoptive Parents' Meet.
	Meeting of WBTF on RRRRI
	Training of Child Protection Committees
	Capacity building on Track CHILD/MIS
	Child Marriage & Trafficking Workshop at BDO Office with Panchayat & Police (1Workshop) by WBCPCR
	Workshop on Missing Children by WBCPCR
	Hullor Release by WBCPCR
	Fair with products made by inmates of Vagrants' Homes and trainee children under Eradication & Control of Juvenile Beggary and Vagrancy Scheme, Open Shelter and cultural programme
	Sports with children under Eradication & Control of juvenile beggary and vagrancy Scheme and open shelters

DEPARTMENT OF YOUTH SERVICES AND SPORTS

Month	Activities
January	<ol style="list-style-type: none"> 1. Distribution of grants to various clubs/organization 2. Felicitation of eminent sports persons 3. Meeting with State Level Sports Associations. 4. Review meeting with M.I.C., M.O.S., Secretary & all officers of the Department. 5. District visit of ongoing sports infrastructures by Departmental Officers. 6. Meeting of the Advisory Board and Working Committee of WBSCS. 7. Organizing Vivek Chetana Utsab at Block/Municipality, District level 8. Organizing Subhash Utsab at Block/Municipality, District level 9. Release of schematic fund for Mini Indoor Games Complex / Multigym/Playground 10. Selection of candidates for HMI Scholarship for the course of Basic, Advance, Method of Instruction and Search & Rescue 11. Adventure Camp with disabled students at Jaychandi Pahar, Purulia 12. Meeting of Project Implementation Committee of WBMASF 13. Online examination of Y.C.T.C
February	<ol style="list-style-type: none"> 1. Review meeting with M.I.C., M.O.S., Secretary & all officers of the Department. 2. District visit of ongoing sports infrastructures by Departmental officers. 3. Meeting of the Advisory Board and working Committee of WBSCS. 4. Schematic work of construction of Mini Indoor Games Complex/Multigym/Playground 5. Inauguration of Islampur Stadium 6. Inauguration of Kishore Bharati Stadium 7. Operationalization of Khatra Sports Complex 8. Meeting of Advisory Committee of VYBK. 9. Coastal Trekking Programme 10. Inauguration of Asansol Youth Hostel 11. Construction work of Chennai Youth Hostel to start 12. Inauguration of Gajoldoba Youth Hostel
March	<ol style="list-style-type: none"> 1. District visit of ongoing sports infrastructures by Departmental Officers. 2. Review meeting with M.I.C., M.O.S., Secretary & all officers of the Department. 3. Meeting of the Advisory Board and working Committee of WBSCS. 4. Commencement of Renovation work of Rabindra Sarovar Stadium. 5. Meeting of Project Implementation Committee of WBMASF 6. Sports Climbing competition of WBMASF 7. Commencement of work of Bandwan Archery Practice field 8. Inauguration of Surer Math Stadium 9. Inauguration of Bally Youth Hostel

Month	Activities
April	<ol style="list-style-type: none"> 1. Review meeting with M.I.C., M.O.S., Secretary & all officers of the Department. 2. District visit of ongoing sports infrastructures by Departmental Officers. 3. Meeting of the Advisory Board and working Committee of WBSCS. 4. Meeting of Advisory Committee of VYBK . 5. Mountaineering and Adventure programme – Survival Camp in Dooars 6. Schematic work of construction of Mini Indoor Games Complex / Multigym/ Playground 7. Online examination of Y.C.T.C 8. Inauguration of Bolpur Youth Hostel 9. Foundation work of Samsing Youth Hostel
May	<ol style="list-style-type: none"> 1. District visit of ongoing sports infrastructures by Departmental Officers. 2. Review meeting with M.I.C., M.O.S., Secretary & all officers of the Department 3. Meeting of the Advisory Board and Working Committee of WBSCS. 4. Schematic work of construction of Mini Indoor Games Complex / Multigym/ Playground 5. Meeting of Project Implementation Committee of WBMASF 6. Operationalization of newly renovated and extended Kishore Bharati Stadium 7. Completion of upgradation work of Bengal Football Academy. 8. Completion of upgradation work of Barasat Stadium.
June	<ol style="list-style-type: none"> 1. District visit of ongoing sports infrastructures by Departmental Officers. 2. Review meeting with M.I.C., M.O.S., Secretary & all officers of the Department 3. Meeting of the Advisory Board and working Committee of WBSCS. 4. Schematic work of construction of Mini Indoor Games Complex / Multigym/ Playground 5. Completion of construction work of Dumurjola Indoor Stadium 6. Completion of work of Santipur Stadium
July	<ol style="list-style-type: none"> 1. District visits of ongoing sports infrastructures by Departmental Officers. 2. Review meeting with M.I.C., M.O.S., Principal Secretary & all officers of the Department. 3. Meeting of the Advisory Board and Working Committee of West Bengal State Council of Sports. 4. Meeting of the Advisory Committee of Vivekananda Yuba Bharati Krirangan. 5. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground 6. Meeting of Project Implementation Committee of WBMASF 7. Slot booking for Rock Climbing
August	<ol style="list-style-type: none"> 1. Meeting with State Level Sports Associations. 2. 1st Meeting for inviting nomination for Khel Samman Awards. 3. District visit of ongoing sports infrastructures by Departmental Officers 4. Review meeting with M.I.C., M.O.S., Secretary & all Officers of the Department. 5. Meeting of the Advisory Board and Working Committee of West Bengal State Council of Sports. 6. Schematic work of construction of Mini Indoor Games Complex / Multigym/Playground 7. Celebration of Rakhibandhan Utsab at Block & State level 8. Organizing District level Student Youth Science Fair, 2019 9. WBMASF sponsored Mountaineering Expedition for male & female Mountaineers. 10. Inauguration of Balurghat Youth Hostel

Month	Activities
September	<ol style="list-style-type: none"> 1. District visit of ongoing sports infrastructures by Departmental Officers. 2. Review meeting with M.I.C., M.O.S., Secretary & all officers of the Department. 3. Meeting of the Advisory Board and Working Committee of WBSCS. 4. Organizing State level Student Youth Science Fair, 2019 5. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground 6. Meeting of Project Implementation Committee of WBMASF 7. Inauguration of Karnajora Youth Hostel
October	<ol style="list-style-type: none"> 1. Meeting of selection committee for scrutiny of nominations for Khel Samman Awards. 2. District visit of ongoing sports infrastructures by Departmental Officers. 3. Review meeting with M.I.C., M.O.S., Principal Secretary & all officers of the Department. 4. Meeting of the Advisory Board and Working Committee of West Bengal State Council of Sports. 5. Meeting of the Advisory Committee of Vivekananda Yuba Bharati Krirangan. 6. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground 7. Hosting of FIFA U-17 Women World Cup
November	<ol style="list-style-type: none"> 1. Meeting for finalization of Khel Samman Awardees. 2. District visit of ongoing sports infrastructures by Departmental Officers. 3. Review meeting with M.I.C., M.O.S., Secretary & all officers of the Department. 4. Meeting of the Advisory Board and Working Committee of W.B.S.C.S. & V.Y.B.K. 5. Review meeting with the Officers of the PWD regarding progress of various projects undertaken by Sports Department. 6. Radhanath Sikdar -Tenzing Norgay Adventure Award giving Ceremony 7. Block / Municipality / Municipal Corporation / Borough level Student Youth Festival, 2019 8. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground 9. Meeting of Project Implementation Committee of WBMASF 10. Hosting of FIFA U-17 Women World Cup 11. Orientation Camp of Rock Climbing for instructors at Susunia, Bankura
December	<ol style="list-style-type: none"> 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., Secretary & all officers of the 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. 6. Completion of Balurghat Stadium. 7. Organizing District level Student Youth Festival, 2020 8. Schematic work of construction of Mini Indoor Games Complex / Multigym / Playground



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