

Annual Action Plan of Administration (2020-21)

Sl. No.	Subject/Area	Sl. No.	Goal/ Annual Action Plan	Total Physical Achievement	Remarks	Monthly Targets and Summary			
						July Target	July Achiev	August Target	August Achi
1	PAR	1	Verification & Evaluation of PAR			100%			
		2	Extension of Contract			100%			
					Vacancy				
2	Filling up Vacancies	1	Chief Operating Officer		1			100%	
		2	Program Officers		2			100%	
		3	DMC		3			100%	
		4	ADMC		11			100%	
		5	OSS		16				
		6	DPM		11				
		7	City Mission Manager NULM		2				
		8	MTP, NULM		6				
		9	BC		50			100%	
		10	C.O. NULM		10				
		11	CDS Accountant		22				
		12	ST Animator		44				
		13	Legal Consultant NRLM		1			100%	
		14	SAPM NRLM		3				
		15	Manager NRLM		3				
		16	Program Manager		10				
		17	Snehitha Counsellor		7	100%			
		18	Snehitha Service Provider		13	100%			
			TOTAL		215				
3	Administrative Report	1	2011-12	Prepared					Scrutiny and Verifica
		2	2012-13						tion
		3	2013-14						
		4	2014-15						
		5	2015-16						
		6	2016-17						
		7	2017-18						
		8	2018-19	To be					
		9	2019-20	Prepared					
4	CM Portal G-Number Petitions	1	Appointment of Authorised User & Monitoring Officer	Appointed					
		2	141 Cases Pending			50%		50%	

5 E-file Implemen tation Progress	<ol style="list-style-type: none"> 1 Smooth transition from physical file to e-file 2 Improving digital infrastructure facility 3 Providing laptop to all staff through Vidyasree at their own expense 	Policy decision	30%
6 Delegation of Power	<ol style="list-style-type: none"> 1 Fixing duties and responsibilities attached to each post 2 A Committee to study & draft the duties and responsibilities 3 Circular delegating duties & responsibilities 		
7 Norms for internal transfer	<ol style="list-style-type: none"> 1 A Committee to formulate norms for internal transfer & extension of deputation 2 Formulation of Guidelines 		
8 Asset Register	<ol style="list-style-type: none"> 1 Proper maintenance of Asset register 2 Checking status of register 3 Updation of register 		100%
9 Condemnation of two cars of Kudumbashree	<ol style="list-style-type: none"> 1 Certificate from AE PWD 2 Auction 	Lr addressed to AE	100%
10 Implementing GB decision on 25/06/2020	<ol style="list-style-type: none"> 1 Approval of minutes of the GB 2 GB Decisions taken will be 		100%

updated with time line
for the action to be
taken within 5 months

11 Expediting Purchase Process through GeM	1 A permanent Purchase Committee to be formed	100%	
	2 A Nodal Officer to be posted for updating registration in GeM and handling technicalities involved in Purchase	100%	
12 Conducting EC & GB at regular intervals	1 Planning and Preparing Agenda's for EC		100%
	2 Convening EC		
	3 Planning and Preparing Agenda's for GB		
	4 Convening GB		
13 Policies for better administration	1 Solving problems in urban areas		
	2 Appointment of PO Urban	100%	
	3 Monthly Meetings by PO		100%
	4 Knowledge Transfer of Programme Experts		100%
	5 One months prior notice for relieving, appointment of substitute and hand over programme documents to State team	100%	

CONVERGENCE (STATE PROJECT TEAMS, NI

14 Project Monitoring	1 Monthly project monitoring by State team with DPM's and BC's via Video Conferencing		100%
	2 Monitoring MIS with		

	minuted monthly report by PO		
	3 Extension of contract of BC's & PO's based on PO's monthly report	Policy Decision by ED	
15 Audit Monitoring Committee	1 A Committee to discuss to various audit queries of AG & CA		100%
	2 An Internal Audit Control Team to be formulated for inspection in District Mission Offices		100%
	3 DMC Office inspection		
16 Registration Renewal of Kudumbashree	1 Approval of Annual Accounts 2018-19 by G.B		
	2 Application for renewal of registration 2019-20		
17 Skill mapping & training	1 Constitution of a Committee to identify various skill training programmes & framing training policy		100%
	2 Approval of training policy by EC		
	3 Conducting proposed Skill training programme to staff		
18 Monitoring other registered entities (KFMC & Humen Arm etc)	1 Monthly meeting with registered entities by PO and Team leader NULM		100%
	i KFMC		
	ii Humen Arm		
	2 Furnishing minutes/report		100%

of the meeting including
major discrepancies

1)

ary of Monthly achievements before 5th of every month

Sept.	Sept.	Oct.	Oct.	Nov.	Nov	Dec	De	Jan.	Jan	Feb.	Feb	March	March
Target	Achie	target	achiev	Target	Achi	Target	Achi	target	Ach	Target	Ach	Target	Achievement

100%
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100%

50%

70%

100%

100%

100%

Committee
Decision

100%

100%

Committee
Decision

100%

100%

100%

100%

100%

100%

100%

100%

100%

100%

100%

100%

ULM & ACCOUNTS)

100%

7% 14% 21% 28% 35%

100%

100%

100%

100%

100%

100%