

ANNUAL ACTION PLAN – 2023-2024

S. No.	Items of work	Quarterly target to be achieved				Steps involved to achieve the target	Action to be taken to achieve the target
		(Apr. to June 23)	(July to Sep 23)	(Oct. to Dec. 23)	(Jan. to Mar. 24)		
1.	Publication in Gazette of India Part IV for change of name, religion etc.	6675 -	8726 2769	9200 -	9500 -	<p>(i) To receive the request from the individuals complete in all respect .</p> <p>(ii) Scrutiny of the documents.</p> <p>(iii) If any discrepancy found contacting the party for providing the missing documents.</p> <p>(iv) Issuing Print order to the Govt. of India Press, Maya Puri for e-publishing and uploading.</p>	<p>(i) Timely sub-mission of Print Order to the concerned Govt. of India Press, Maya puri.</p> <p>ii)Issuing instructions to the applicants to download the e-published Gazette from our website i.e. egazette.nic.in</p>

2.	Publication in Gazette of India Part III Section 4 relating to various Universities/ Banks/Insurance Companies and Govt. Statutory bodies etc.	248	240	250	260	<p>(i) Ensuring that the printing matter is complete in all respect and duly forwarded by the competent authority of Admn. Ministry.</p> <p>(ii) If any discrepancy is found, contacting the party for correcting the same.</p> <p>iii) Issuing advance payment Bills for making payment through NEFT to the parties concerned.</p> <p>(iv) Sending Printing materials to the Concerned press in hard & soft copies for e-publishing the same and uploading in the e-gazette website.</p>	(i) Printing material is sent to the concerned GIP at Mayapuri for e-publishing and uploading.
----	---	-----	-----	-----	-----	---	--

3.	(a) Preparing of Advance bills.	Amount from 01 April,23 to 30 June, 2023 Advance Bill 148 and amount Rs. 9681000/-	Amount from 01 July ,23 to September, 2023 Advance Bill 138 and amount Rs. 15234000/-	Amount from 01 Oct.,23 to 31 Dec, 2023 Advance Bill 140 and amount Rs. 11500000/- Approximate	Amount from 01 Jan., 24 to 31 March, 2024 Advance Bill 145 and amount Rs. 11800000/- Approximate	---	-----
4.	(a) Issuing reminders for recovery of outstanding dues and to take follow up action. (b) Recovery of amounts of pending bills of I.T.J.	355 45858/-	181 9108/-	356 55,77,574/-	356 55,77,574/-	To issue reminders from time to time to the Ministries/ Deptts. for remitting the due amount. (ii) Enlisting the payment recovered from the Ministries/Deptt	Promptly taking into account the payment received. Constantly sorting of parties from whom the outstanding dues are to be received.

5.	Recovery of amounts of pending bills of Gazette of India .	Nil	Nil	Rs.50,000/- approx. expected against pending bills.	Rs. 1,00,000/- approx. expected against pending bills	Regular correspondence for recovery of pending bills.	Timely issuing reminders and enlisting the amount received.
6. (a)	Conducting MACP/DPC /15 point programme	Process for Preparation of cases due for MACP/ promotion from January to June.	Finalization of cases for placing before DPC/DSC meeting.	Process for preparation of cases due for MACP/ promotion from July to December.	Finalization of cases for placing before DPC/DSC meeting.	<p>(i) To put-up file along with necessary document.</p> <p>(ii) Process for convening DPC/DSC meeting.</p> <p>(iii) Submitting the proposal to AC(A).</p> <p>(iv) Timely Submission of reports to the Ministry on policy matter.</p> <p>Preparation of pension papers at least 3 months before retirement from S/Book by</p>	<p>1. Timely Enlistment of incumbents to be considered for MACP/ DPC.</p> <p>2. Compiling the lists of incumbents for promotion/ MACP.</p> <p>3. Preparing the proposal for DPC/DSC twice in the Calendar year.</p> <p>To put up all the cases in time. Take up the old</p>

6 (b)	Preparation of pension, DCRG, Commutation and Leave Salary cases . .	3	3	4	1	checking the Service particulars and service Verification. Submission of the pension papers to PAO through Bhavishya Portal , preparing the DCRG & Comm.& also preparing the leave salary bills after receiving the authority letter from PAO & also revision of pension, if any etc.	pensioner's cases immediately for finalization.
6 (c).	Circulating the APAR forms to the employees for self appraisal by 31 st March.	Submission of self appraisal by 15 th April. Reporting Officer to submit to Reviewing Officer by 30 th June.	Completion of Reports by Reviewing Officer up to 31 st July. Appraisal by Accepting Authority by	Forwarding of representation if any to the Accepting Authority by 06 th October. Disposal of representation by the Competent	----	Consulting the S.Bs. for the requisite entry in the APAR forms e.g. Service Particular and leave accounts by Estt. Section.	Submission of reports by 15 th April, 2024.

			31 st August. Disclosure of APAR to the Officer reported upon by 01 st September.	Authority up to 6 th November. Communication of the decision of the Competent Authority on representation by 15 th November. End of APAR process by 30 th November			
07.	Allotment of symbol number to all the periodicals.	<u>APR-JUN,23</u> Released 19 issues of different periodicals received from the Presses and supply to the subscribers and 10 symbol nos. issued.	<u>JUL-SEP,23</u> Released 21 issues of different periodicals received from the Presses and supply to the subscribers and 30 symbol nos. issued..	<u>OCT-DEC,23</u> To be released 25 issues of different periodicals received from the Presses and supply to the subscribers and 40 symbol nos. to be issued.	<u>Jan. to Mar 24</u> To be released 28 issues of different periodicals received from the Presses and supply to the subscribers and 50 symbol nos. to be issued.	(i) Issuing renewal notices. (ii). Enlistment of subscription. (iii). Supply of the periodicals to the subscribers.	Timely issuance of renewal notices and prompt action in releasing the issues of periodicals received from the Presses.

8.	Allotment of symbol number, publishing of books. Correspondence with the sponsoring Departments.	Released 03 issues of different periodicals received from the Presses and supply to the subscribers and 05 symbol nos. issued.	Released 03 issues of different periodicals received from the Presses and supply to the subscribers and 11 symbol nos. issued.	Released 15 issues of different periodicals received from the Presses and supply to the subscribers and 20 symbol nos. issued.	Released 25 issues of different periodicals received from the Presses and supply to the subscribers and 30 symbol nos. issued.	(i) To allot symbol number on receipt of requisition letter from the sponsoring Departments immediately. (ii) To release the books on receiving from the Presses/Sponsoring Departments immediately.	To issue print order to the Presses/ Sponsoring Departments with the approval of the Competent Authority. To prepare vouchers for supplying books to the Sale Counters, Agents & Public Libraries. Regular correspondence with the sponsoring Departments for supply and printing of books.
09.	Uploading and Approving of Delhi Gazette w.e.f. 1962 to April 2015.						Available Delhi Gazette from 1962 to April 2015 is uploaded on e-Gazette website.

9 (b)	e-publication of Supreme Court Report (SCR)			.		Portal was not approved by the supreme court.	
9(c)	NIC networking					SNA is already working in Department.	SNA extension has been approved upto 30/10/2023 until the new tender is floated.
9(d)	Redesigning and Redevelopment of website that i.e. www.deptpub.nic.in	<p>S3WaaS request received from NIC cloud services on 12/04/2023</p> <p>Website has been approved and ready for customization on 28/04/2023.</p> <p>URL(http://s3eab.....gov.in) received from Senior Technical Director Sh. H.K. Gupta .</p> <p>The account has been</p>					

		<p>created in website by using as http://s3waas.gov.in</p> <p>OTP received on 02/05/2023 for login in S3WaaS.</p>					
9(e)	Bilingual of e-gazette website						S3WaaS is under process and the bilingual facilities will be available soon.
9(f)	Hiring of Three Tech. Manpower for e-gazette website.	<p>Hiring of one IT Consultant</p> <p>Under point no. 5.4 of the minutes of meeting taken by the Secretary (H&UA) on 17/12/2022 and minutes of meeting held on 11/04/23 held the chairmanship of AS(PSP) on 18/04/2023.</p> <p>The of IT Consultant was</p>					The one IT consultant will join on 25/09/2023.

		<p>published on 04/05/2023 vide bid no. GEM/2023/B/3370973.</p> <p>Hiring of two Senior Developers</p> <p>The bid was floated on 16/05/2023 vide Bid no. GEM/2023/B/3410341.</p>						<p>The virtual interview for Two Senior Developers of four candidate are to be conducted on 20/09/2023 at 3.00 P.M at Nirman Bhawan, Delhi.</p>
		<p>Hiring of Business Development Manager</p>	<p>The bid was floated on 27/07/2023 vide bid no. GEM/2023/B/3 750890.</p>					<p>Only one firm participated in bid process and Finalization is under process with Ministry.</p>

		Hiring of Senior Network Administrator	The bid was floated on 11/07/2023 vide bid no. GEM/2023/B/3 442813.				The Technical Evaluation Committee recommended the present bid may be cancelled due to disqualification of all the participatory firms and expedite the process of retendering.
9(g)	Computerization in Deptt. of Publication work i.e. Name change and sale of Publications etc.	--				The work of computerization will be undertaken by the IT Consultant as soon as he joins the Department.	Computerization work will be initiated in Deptt. Of Publication after the appointment of IT Consultant.
10	Disposal / weeding out of waste material / papers.	nil	390 Quintal of waste papper have been weighed and noting in this regard has already been sent to AC(A).	Remaining weight of waste paper/books/mat erial (which is not countable) will be done.	Remaining weight of waste paper/books/ material (which is not countable will be done.	Weighing of the remaining waste papers/books materials will be done whenever the vacant space for storage of the above said material will be provided.	Weighing of the remaining waste papers/books materials will be done whenever the vacant space for storage of the above said material will be provided.

11 .	Despatch of Army Gazettes & Army Orders.	481 pkt.	327 pkt.	500 pkt.	700 pkt.	To prepare the labels, EPP list, weighing of Packets, vouchers and sending publications as per address.	Timely delivery of dak /bundles to the Post Office.
------	--	----------	----------	----------	----------	---	---

(Lucy Jyoti Beck)
Asstt. Controller (Admn.)