

7. CALENDER OF ACTIVITIES:

S. No.	Items	Calendar
1.	Submission of material for SOM	Friday of every week.
2.	Budget Estimate/Revised Estimate : Non-Plan	Compiled information of all CDDs to be furnished as and when the information is sought by Budget division of DAC&FW
3.	Regularization of excess and surrender of savings	When the same is sought by IFD/Budget
4.	Framing/Revision of RRs of technical & non-technical posts	Four set of RRs already notified and 1 set containing RRs for the AO and Accountant is pending with Law for final vetting. Once the vetting is done by RRs, the RRs would be notified after due approval of the Competent Authority. The notified RRs are also being uploaded on departmental website.
5.	Submission of proposals to UPSC for promotion to the post of Director/Joint Director	RRs are notified and roasters are sent for approval of LO and seniority list of Director circulated for comments of CDDs. Thereafter, UPSC would be approached for filling up the vacancy in JD grade and seniority list would be sent to Admn for promotion of eligible Directors to be considered for promotion as Addl Commissioner. Vacancy of Director, if any, would also be filled as per RRs.
6.	Permission to CDDs for filling up of posts with concurrence of the Liaison Officer	Within one month of the receipt of reference from CDDs.

7.	Roaster	Roaster for the post of Director/JD/AD/AO/STA are ready and have already been sent to Nodal officer for approval and confirmation of Roaster of STA to CDDs and seniority list of Director for the comments of CDDs. The remaining RRs are under preparation thereafter, if need be, would be circulated for comments and then to nodal officer for approval.
8.	Intimation of vacancies to SSC	As and when called for by SSC or the need arises.
9.	Completion of APARs of Group 'A' officers of the CDDs.	October of every year in r/o preceding reporting year.
10.	Quarterly report regarding progressive use of hindi	By 5 th of the month in r/o preceding quarter.
11.	Probation clearance of Group 'A' officers of the CDDs.	Within 02 months of the completion of probation as prescribed in the RRs.