

# Statement of files & letters

## 8. STATEMENT OF FILES AND LETTERS

### 8.1 STATEMENT OF FILES OPENED

This section opened and maintained the number of files but the files as under:

S.No.	Year	Total Files	Completed Files	Running Files	Weeding out files	Remarks
1	2012	115	115	0	-	Periodically review as per Office Procedure
2	2013	83	83	0	-	
3	2014	46	46	0	-	
4	2015	48	47	1	-	
5	2016	64	47	17	-	
6	2017	28	0	28	-	

### 8.2 INWARD LETTERS

Details of Letters received

S. No.	Period		No. of letters received
1.	1.1.2015	31.12.2015	850
2.	1.1.2016	31.12.2016	780
3.	1.1.2017	24.04.2017	447

### 8.3 DISPATCHED LETTERS

Details of Letters dispatched

S. No.	Period		No. of letters Dispatched
1.	1.1.2015	31.12.2015	800
2.	1.1.2016	31.12.2016	1332
3.	1.1.2017	24.04.2017	450

# **Calendar of Activities**

## 9. CALENDER OF ACTIVITIES OF CU-II

S.No.	Month	Activities
1	January	<ul style="list-style-type: none"> <li>• Budget Session of Parliament</li> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> <li>• Field visit /monitoring</li> </ul>
2	February	<ul style="list-style-type: none"> <li>• Budget Session of Parliament</li> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> </ul>
3	March	<ul style="list-style-type: none"> <li>• Budget Session of Parliament</li> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> </ul>
4	April	<ul style="list-style-type: none"> <li>• State Wise Fund Allocation of CDP</li> <li>• Communicating states for submission of Annual Action Plan</li> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> </ul>
5	May	<ul style="list-style-type: none"> <li>• Approval of Annual Action Plan of CDP</li> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> </ul>
6	June	<ul style="list-style-type: none"> <li>• Approval of Annual Action Plan of CDP, in case received late</li> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> </ul>
7	July	<ul style="list-style-type: none"> <li>• Monsoon Session of Parliament</li> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> </ul>

S.No.	Month	Activities
8	August	<ul style="list-style-type: none"> <li>• Monsoon Session of Parliament</li> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> </ul>
9	September	<ul style="list-style-type: none"> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> <li>• Field visit /monitoring</li> </ul>
10	October	<ul style="list-style-type: none"> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> <li>• Field visit /monitoring</li> </ul>
11	November	<ul style="list-style-type: none"> <li>• Winter Session of Parliament</li> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> </ul>
12	December	<ul style="list-style-type: none"> <li>• Winter Session of Parliament</li> <li>• Coordination, compilation &amp; preparation of material on the matter of IC, Directorate of E&amp;S, Extension, GC/PC, Policy, CACP, Agriculture Census Divisions of DAC&amp;FW &amp; other line Ministries</li> </ul>