

Gorkhaland Territorial Administration

Darjeeling

Administrative Calendar, 2014

1. Policy Matters

S.No.	Policy formulation
1.	Completion of Rules of Business for the conduct of Executive and GTA Sabha meetings.
2.	Completion of draft Financial Rules for the utilization of GTA's Own Revenue Resource Fund.
3.	Completion of Draft Rules for appointment under Died-in-harness cases
4.	Completion of Draft Rules for Pension & Provident Fund scheme for GTA employees.
5.	Draft Leave, Transfer & Service Rules for Pay Band employees of GTA.
6.	Proposal for incentive/subsidies and Tax waiver policy
7.	Draft By-laws for enlistment of contractors.
8.	Policy regarding regulation of Cable Network in GTA areas.
9.	Policy regarding pattern of remuneration of elected office bearers and other members of GTA.
10.	Constitution of College Service Commission and School Service Commission

2. Monthly/Quarterly Review Meetings

A - Monthly

1. Monthly meeting of Executive Sabha
2. Monthly meeting of MNREGA, Minority Affairs, Welfare issues of ST/SC/OBC, ARD and Food & Supplies and other development schemes.
3. Monthly meeting to review RGGVY, Water Supply Schemes, PMGSY, RIDF, package of Additional Central Assistance.
4. Monthly meeting with all the Executive Directors/Jt. Directors with their Sub-ordinates.
5. Monthly meeting on expenditure of funds received from Central Govt. And State Govt.

B - Quarterly

6. Quarterly meeting of GTA Sabha.
7. Quarterly meeting of Budget.
8. Quarterly review of NRHM.
9. Quarterly review of SSM.

3. Milestones

January, 2014

S.No.	Milestone for the month
1.	Organization of Krishi, Health Mela and Flower Show in GTA Areas.
2.	Construction of 16 newly set of Upper Primary schools.
3.	Submit DPR's of Water Supply Schemes in GTA areas.
4.	Finalization for selection of architects & consultants for tourism related projects, GTA.
5.	Completion of 50% of GIS Survey, BPL List and identification of land for 33 KV substations in Kalimpong and Mungpoo.
6.	Completion of reconciliation of accounts through outsourcing
7.	Participation in State level Handicraft Expo.
8.	Training on e-tender to all Executive Directors & Executive Engineers.
9.	Preparation of Annual Action Plan 2013-14.
10.	Holding of handicap camps.
11.	Preparation of Annual Action Plan along with budget estimate.
12.	Preparation of AAP for 8 Blocks based on Labour Budget being prepared now.
13.	Preparation of DPR for construction of Three Additional Block Animal Health Centre in Mirik, Kpg-II and Gorubathan and Preparation of DPR for construction of District Vetenary Hospital in Darjeeling.
14.	Completion of preparation of DPR for Institute for Nepali Language Dev and Research Centre & Cultural Institute.
15.	Digitization of Ration Card including uploading of data in server.

February, 2014

S.No.	Milestone for the month
1.	Laying of Foundation Stone for the construction of Krishi Bhawan at Darjeeling and CC Unit at District Hospital.
2.	Organization of workshop on Horticulture and medicinal plant through DCOMP
3.	Procurement of NCERT Books for Class I to V.
4.	Execution of PWS Schemes & preparation of AAP 2014-15.
5.	Organising Block and District Students & Youth Festival.
6.	Finalisation and procuring of digital signature for Exe-cutive Directors and Executive Engineers for E-tender and GTA Website to be finalized.
7.	Review meeting on Kanyashree with concerned departments and Special emphasis on 42 under Kanyashree
8.	Preparation of budget to be sent to Government for the year 2014-15.
9.	Formation of Governing body for Institute for Nepali Language Dev and Research Centre and Cultural Institute.
10.	Engagement of third Party for quality monitoring of RGGVY.
11.	Finilazation of selection of agencies for setting up of passenger Ropeways from Giddhapahar to Rohini tourist complex and Submission of DPR for further deveop-ment of tourism related projects for State Plan fund for the year 2013-14.

March, 2014

S.No.	Milestone for the month
1.	Inauguration of new Block of Maternity Ward and Paediatric Ward of Kalimpong Hospital
2.	Preparation of comprehensive project proposal for water supply scheme for (1) Kurseong town, (2) Tindharia, (3) 12 villages of Tingling Saureni areas, and (4) water pumping from Teesta River to Kalimpong Town.
3.	Preparation of comprehensive project for Gorkha Stadium, Mela Ground, Monteviot Ground.
4.	Training to all Department on use of Website.
5.	Preparation of priority list of applications for pension under different categories and submission of report to the department for enhancement of quota as per priority list of Blocks.
6.	Preparation of schemes on Jhora fisheries and convergence with NREGS.
7.	Sending of MOA of Institute for Nepali Language Dev and Research Centre and Cultural Institute for registration under societies Act and completion of DPR for preservation of Heritage Sites within GTA.
8.	Completion of supply of at least 25% (in value) of the total material, start of House hold wiring, meter & service connections, start of Pole Erection and commencement of sub-station construction activities.
9.	Completion of open air theater at Chowrasta, Darjeeling and submission of DPR for additional multilevel car park for four places.
10.	Online correction of digitized data of Food Supply.

April, 2014

S.No.	Milestone for the month
1.	Inauguration of new 30 bedded BPHC at Gorubathan block.
2.	Workshop and Expert talk on cultivation, harvesting and marketing of off season vegetables by Horticulture & FP Deptt..
3.	Introduction of handicap schemes in all the Block areas.
4.	Completion of atleast 10% BPL households connections and Internal Electrification of Gorkha Rangamancha Bhawan under RGGVY.
5.	Submission of all tourism related DPR and Conducting the survey for improvement of home stay & submission of report thereof (block wise)

May, 2014

S.No.	Milestone for the month
1.	Organizing workshop on water conservation and rainwater harvesting in all the 3 PHE Divisions.

June, 2014

S.No.	Milestone for the month
1.	Inauguration of SNCU, Maternity and Paediatric Ward at Victoria Hospital
2.	Distribution of Mushroom, tomato and capsicum minikits and training of farmers.
3.	Inspection of running schemes and Ashram Hostels/Central Hostel.
4.	Distribution of aids/appliances to the PH persons in two blocks.

July, 2014

S.No.	Milestone for the month
1.	Completion of Raidhap Water Reservoir at Mirik. Ready for inauguration.
2.	Inauguration of newly constructed 30 bedded BPHC at Sukhia Pokhri
3.	Proposal for IT Park to be finalised.
4.	All vacant post of AWH to be filled up.
5.	Process for release of funds of Educational Schemes and OAP and other schemes.

August, 2014

S.No.	Milestone for the month
1.	Inauguration of newly constructed 10 bedded PHC buildings at Takling and Pokhriabong
2.	Transfer of land to IT Department, GTA to be finalised.
3.	All vacant post of AWW to be filled up.
4.	Receiving and verification of online Application forms for Pre-Matric & Post-Matric to SC/ST/OBC
5.	Distribution of aids/appliances to the PH persons in two blocks.

September, 2014

S.No.	Milestone for the month
1.	Computerisation/Digitisation of GTA to begin.
2.	Total eradication of malnourishment and immunisation in AWC.

October, 2014

S.No.	Milestone for the month
1.	LAN Connectivity of all departments to be completed.
2.	All vacancies in offices to be completed and smooth functioning of the offices to start.

November, 2014

S.No.	Milestone for the month
1.	Inauguration of Diagnostic Block with High end equipments on PPP basis at Victoria Hospital.
	Preparation of Annual Plan for 2014-15.

3.	Distribution of aids/appliances to the PH persons (two Blocks).
4.	Training of fishermen on sustainable occupation on fisheries.
5.	Conduction of Fertility Camps in all Blocks

December, 2014

S.No.	Milestone for the month
1.	IT Park work to start.
	Training of all newly recruited AWW to be completed.
3.	To organize Dr. BR Ambedkar Medha Puraskar Award to SC/ST Students and release of the funds received for the different schemes, if any.