

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
1.	Prepare file for the course and course profile	D-90			CD and CA	
2.	Identify nominating authorities and Prepare list of their address	D-90			CD	
3.	Identify Training Needs and Design of Training	D-90 to D-70		01 & 02	CD	
4.	Seek advice from TMC and approval from DDG (P) & DG	D-70 to D-60		03	CD	
5.	Intimate as per format to the Course Cell (through LAN) that they have initiated the process as per D – 90/ D – 60 & that they are going to conduct the course as per schedule (Course Cell Circular dated 10/5/2004)	D-60 th Day		O4	CD	
Obtaining Nominations						
6.	1.Draft the letters requesting nomination of officers with prescribed designations 2.Send soft copy of 'requesting nomination' to CIT for publishing on YASHADA website 3.Receive Correspondence from Nominating Authorities	D-60 to D-30+			CA CD	
Correspondence with Nominees						
7.	Prepare list of participants with name and addresses	D-30 to D-10			CA	
8.	Send letter to nominated officers				CA	
9.	Send soft copy of accepted nominations to CIT for publishing on web. Receive Correspondence from Nominated officers				CD	
Design course schedule						
10.	Prepare course schedule /timetable on the basis of approved design in the tabular form	D-60 to D-40			CD	

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Correspondence with resource persons						
11.	Send letter to resource persons	D-40 to			CD	
12.	Finalise the course schedule	D-10			CD	
Identify and compilation of reading materials						
13.	Identify reading materials for the course as suggested by TMC. Ensure that Course structure and course material are synchronized and there is no disruption of flow. All PPTs and PPT slides are made part of the reading material	D-60 to D-30			CD	
Duplicating and binding of reading materials						
14.	Prepare cover pages and content for the reading materials.	D-30 to D-05			CA	
15.	Print desired copies of reading materials				CA	
Administrative Arrangement						
16.	Prepare budget and seek approval of the authority for cash advances	D-10 to D-1			CD	
17.	Obtain stationery required for the course				CA	
18.	Apply for cash advance					
19.	Confirm the classroom				CD	
20.	Prepare office note and send it to all concerned persons				CA	
21.	Confirm the faculty				CD	
22.	Check classroom and name plates etc.	D-1			CA	
Conducting training programme						
23.	Registration of participants	D to D+5			CA	
24.	Inform DoPT by fax if Training Programme is sponsored by DoPT					
25.	Meet classroom requirements like duster, writing pens, LCD, computer etc.	D to D+5				

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26.	Distribute reading materials before the course begins. Do the course introduction. Course structure and objectives to be clearly outlined at the beginning of the course. It should be clearly mentioned that 'Continual Improvement' is a permanent objective of the Academy. All participants should be properly introduced.				CA CD	
27.	Receive faculty				CD	
28.	Offer honorarium				CA	
29.	Appoint Participants Representatives				CD	
30.	Administer evaluation / feedback forms				CD	
31.	Prepare certificate				CA	
32.	Prepare relieving report				CA	
33.	Ensure return of library books				CA	
Settling administrative matters						
34.	Prepare course expenses statement	D+5 to D+20				
35.	Settle advance taken				CA	
Prepare evaluation report						
36.	Prepare course expenses statement	D+5 to D+20			CA	
37.	Prepare CDs report for course				CD	
38.	Send evaluation report to TMC and DDG (P) for information				CD	
39.	Provide course information Proforma to course cell				CA	
40.	Arrange file properly and send for preservation in a booklet form				CA	

PURCHASES

1. Item less than Rs. 5,000/- (Single purchase) such items to be directly purchased from co-opt. Stores or from the market directly.
2. Item costing up to Rs/ 50,000/- by calling 3 quotations
3. Item costing more than 50,000/- to be purchased by inviting tenders.

CONTRACT

- **Fixing of Quantity Contract / Rate Contract shall be done as per existing Govt. procedure laid down in**

GR dated 2nd January 1992 & manual of office procedure for purchase of stores for Govt. depts. (CSPO)

Time Frame for Purchase Activity

Sr No	Activity	Time frame
01	Receipt of Demand / Indent	D – 45 days
02	Scrutiny of papers	D – 30 days
03	Classification	D – 30 days
04	News Paper advertisement	D – 15 days
05	Receipt of Sealed tender	Day (D)
06	Opening of tender/ Technical bids & Commercial bids	D + 1 day
07	Comparative Statement	D + 1 day
08	Award of works	D + 7 days
09	Issue work order	D + 8 days

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10	Receive Goods Services	As per terms in tender say R
11	Entry in dead stock register	R + 1
12	Payment to party	R + 7