

**Government of India
National Commission for Minorities**

ANNUAL ACTION PLAN FOR THE YEAR 2010-11

S. N.	SUBJECT	ACTION PLAN PROGRESS			
		Ist Quarter	IInd Quarter	IIIrd Quarter	IVth Quarter
1.	Annual Report of the Commission for the year 2008-09	Printing of English version	Hindi Translation of the report and printing; submission of report to MOMA	-----	-----
2.	Annual Report of the Commission for the year 2009-10	Preparation of report, Receiving of recommendations from Members, printing of English & Hindi version.	Hindi Translation of the report & Printing, submission of report to MOMA by 31 st August.	-----	-----
3.	NCM Newsletter (Quarterly)	April 2010(Printing)	July 2010 (Printing)	October 2010 (Printing)	January2011 (Printing)
4.	NCM Annual Lecture scheduled for 5 th July	Identification of the guest to be invited for Lecture and selection of subject for the Lecture. Issuing of invitations, booking of venue & other related preparations.	Function to be held on 5 th July, 2010.	-----	-----
5.	Conference of Muslim Religious Heads & Ulemas	Preparation of list of invitees. Identifying the Chief Guest and selection and booking of venue.	Completion of preparations including invitations etc. and the Conference may be held in July-August	-----	-----
6.	Meeting of NCM with eminent personalities	Preparation of list of invitees. Identifying the Chief Guest and venue.	Completion of preparations including invitations etc. and the Conference may	-----	-----

			be held.		
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7.	Workshop on sensitization of Minority Community at Tijara, Rajasthan	Coordination with Rajasthan Mission on Livelihood (RMOL) for finalization of date & other arrangements for the workshop which is scheduled to be held in the last week of May 2010.			
8.	Workshop on sensitization of Minorities at Mangaldoi and Morigaon, in Assam	Obtaining F.A's approval, on the proposal	The workshop may be held at the end of the quarter (end of September as the climatic conditions (monsoon) may not allow before that.		
9.	Workshop for sensitization of Minorities in Tamil Nadu	Coordination with Tamil Nadu State Minority Commission	Finalizing the programme & obtaining approval of FA	Workshop may be held in Nov'- Dec' 2010	----
10.	Workshop for sensitization of Minorities in Uttar Pradesh	Coordination with Uttar Pradesh State Minority Commission	Finalizing the program & obtaining approval of FA	Workshop may be held in Dec'-Jan' 2011	
11.	Workshop on Police Sensitization	Seeking approval of MoMA and F.A. and Date from P.M for inauguration	To be held as per convenience of PM		
11 (a)	Workshop on credit flow to minority	Preparation of list of invitees. Identifying the Chief Guest and selection and booking of venue.	Completion of preparations including invitations etc. and the Conference may be held in September'		
12.	Minority Rights Day Award		Preparation of list of invitees. Identifying the Chief Guest and selection of awardee and booking of venue.	Completion of preparations including invitations etc. for the function to be held on 18.12.2010	

13.	Annual Conference of the State Minority Conference			Preparation of list of invitees. Identifying the Chief Guest/Special Guest and selection and booking of venue.	Completion of preparations including invitations etc. and the Conference may be held in Jan' 2011
14.	Monitoring and Evaluation of various beneficiary oriented schemes/ programmes for minorities	Identification of schemes/ programs	Monitoring of schemes during field visits by Members.	Monitoring & Evaluation by Members	Consideration of evaluation report by the Commission.
15.	Codification of Grievances/complaints of minorities on the lines of O/o Commissioner for Linguistic Minorities	Coordination with CLM and initiating the process for Codification of grievances	Codification & further action in the matter	Codification & further action in the matter	Codification & further action in the matter
16.	Monitoring of credit flow of minorities in consultation with RBI & D/o Financial Services.	1. Coordination with RBI & Deptt. of Financial Services. 2. Monitoring of the schemes	Monitoring of the schemes	Monitoring of the schemes	Monitoring of the schemes
17.	Establishment of Media Division in the Commission	Seeking approval of NCM reg. guidelines and strength for setting up of Media Division	Proposal to be sent to Staff Inspection Unit reg. sanction of posts		
18.	Research Studies	Request to Members for identification of subjects and Institutions	Seeking approval of NCM and F.A	Study to be given to institutions	Identification of subjects and institutions for next financial year
19.	Review of NCM Handbook (Rules & Regulations)	Preparation of Draft of Handbook. Seeking approval of NCM and Printing			
20.	NCM Brochure in Gurmukhi and Hindi	Preparation of draft and printing			
21.	Renovation of Conference	NIT floated. Seeking F.A's approval	Renovation may be carried		

	Room	if required	out		
22.	CMS on line registration and CMS status	Process for Security Audit underway. On completion, CMS would be made web-enabled			
23.	Digitization of Records	Digitization of Annual Reports along with ATRs available	Digitization of Research Studies	Digitization of other materials	
24.	Redesigning and updation of NCM website	NIT floated. Seeking F.A's approval	Updation may be done		
25.	Cum DDO IT Programme	Software downloading and execution will be completed.			
26.	IT Programme for Inventory	NIT will be floated and work outsourced and executed			
27.	Audit Report 2008-09	Preparation of reply, sending of reply			
28.	Audit Reports – earlier years	Preparation of reply, sending of reply			
29.	Finalization of Recruitment Rules for Group A & B posts	Follow up with MOMA			
30.	Revival of Posts	Follow up with MOMA			
31.	Roster for various posts	Preparation of Rosters for SC/ST/OBC's and obtaining of approval of Competent Authority.	Preparation of Rosters for disabled and obtaining of approval of Competent Authority		
32.	Training of NCM Staff	Preparation of time schedule of various training	Deployment of staff on training.	Deployment of staff on training.	Deployment of staff on training.
33.	Preparation of e-Bio data of NCM employees	Meeting with Technical Director, NIC for implementation of scheme and finalization of data to be put up on net	Sharing of experience with the Departments/ Ministries who are implementing such schemes and data entry of all the employees of NCM on net.	Sharing of experience with the Departments/ Ministries who are implementing such schemes and data entry of all the employees of NCM on net.	Making the scheme fully operational

34.	ACP Cases	Scrutiny of Service Book and other records.	Preparation of list of eligible employees and completion of their ACR dossiers	Convening of Departmental Screening Committees (DSCs)	
35.	Filling up of the various vacant posts	Subject to approval, filling up of all the vacant posts of Group 'D' as per RRs	Subject to approval, filling up of all the vacant posts of Group 'C' as per RRs	Subject to clearance of Recruitment Rules by Ministry of Minority Affairs filling up all the vacant posts of Group 'B' and Group 'A' (if any)	Filling up of all the remaining vacant posts of all groups as per respective Recruitment Rules