

COMPUTERISATION OF SENIORITY LIST/CHARGE-SHEETS ETC.

Minutes of the Meeting
held on 3/9/2007

SN	Branch	Category of employees	Activity	Target Date	Comments
1	Computerisation DRDP/ SE		(1) SE Panchayati Raj to work out the details of computers required for Head Office and place orders with Punjab Infotech.	31/8/2007	Done. Payment made. Supply likely to be received.
			(2) DRDP to work out the requirement of Data Entry Operators and deploy them in a rational manner.	10/9/2007	No progress report received.
			(3) SE Panchayati Raj to work out requirement of computers and Data Entry Operators and internet connection in the offices of BDPOs and DDPOs and Xen Panchayati Raj. He will submit a detailed proposal to Department of IT and get this work done against the budget made available by them.	10/9/2007	To be submitted by 7/9/2007.
2	Pending Funds ADP		It was reported that we have un-spent amount in terms of interest income from various funds. There are other funds available. The following branches would submit the cases on file giving the exact details of funds available and where it can be spent -	10/9/2007	
			(1) ADP - Cattle funds etc.		Done.
			(2) Sh. Gurbax Singh - Health Dispensaries etc.		Not yet finalised. Expedite
			(3) Sh. Ashwani Kumar - 10th Finance Commission and Dhanis etc.		Reported
3	ADP, DDLDD, JD, DDWP, DDP		(1) All the officers would review the work of their subordinates and finalise the list of important items, which we should review every month. (2) 3-4 inspection teams be constituted for verifying the information being submitted by Field Officers to the Head Office.	10/9/2007	

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4	SE, Panchayati Raj	JE	(1) Existing Seniority List to be computerised	15/9/2007	No progress reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	No progress reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	No progress reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	No progress reported.
			(5) Promotions	15/9/2007	No progress reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	No progress reported.
		Clerk	(1) Existing Seniority List to be computerised	15/9/2007	No progress reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	No progress reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	No progress reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	No progress reported.
			(5) Promotions	15/9/2007	No progress reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	No progress reported.
		Draftsman	(1) Existing Seniority List to be computerised	15/9/2007	No progress reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	No progress reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	No progress reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	No progress reported.
			(5) Promotions	15/9/2007	No progress reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	No progress reported.

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5	DDL D	Panchayat Secretaries	(1) Existing Seniority List to be computerised	15/9/2007	No progress.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	No progress.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	No progress.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	No progress.
			(5) Promotions	15/9/2007	No progress.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	No progress.
6	DDWP	SEPOs	(1) Existing Seniority List to be computerised	15/9/2007	No progress.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	No progress.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	No progress.
			(5) Promotions	15/9/2007	No progress.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	No case pending.
		Drivers	(1) Existing Seniority List to be computerised	15/9/2007	Progress to be reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Progress to be reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Progress to be reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Progress to be reported.
			(5) Promotions	15/9/2007	Progress to be reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Progress to be reported.

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7	Joint Director	ADO	(1) Existing Seniority List to be computerised	15/9/2007	Progress to be reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Progress to be reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Progress to be reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Progress to be reported.
			(5) Promotions	15/9/2007	Progress to be reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Progress to be reported.
		Superintendent	(1) Existing Seniority List to be computerised	15/9/2007	Progress to be reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Progress to be reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Progress to be reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Progress to be reported.
			(5) Promotions	15/9/2007	Progress to be reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Progress to be reported.

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		OSD (P)	(1) Existing Seniority List to be computerised	15/9/2007	Progress to be reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Progress to be reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Progress to be reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Progress to be reported.
			(5) Promotions	15/9/2007	Progress to be reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Progress to be reported.
		OSD (C)	(1) Existing Seniority List to be computerised	15/9/2007	Progress to be reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Progress to be reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Progress to be reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Progress to be reported.
			(5) Promotions	15/9/2007	Progress to be reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Progress to be reported.
		Stenos	(1) Existing Seniority List to be computerised	15/9/2007	Progress to be reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Progress to be reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Progress to be reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Progress to be reported.
			(5) Promotions	15/9/2007	Progress to be reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Progress to be reported.

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SN	Branch	Category of employees	Activity	Target Date	Comments
		Clerk	(1) Existing Seniority List to be computerised	15/9/2007	Progress to be reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Progress to be reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Progress to be reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Progress to be reported.
			(5) Promotions	15/9/2007	Progress to be reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Progress to be reported.
		Senior Assistant	(1) Existing Seniority List to be computerised	15/9/2007	Progress to be reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Progress to be reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Progress to be reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Progress to be reported.
			(5) Promotions	15/9/2007	Progress to be reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Progress to be reported.
		Peon	(1) Existing Seniority List to be computerised	15/9/2007	Progress to be reported.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Progress to be reported.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Progress to be reported.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Progress to be reported.
			(5) Promotions	15/9/2007	Progress to be reported.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Progress to be reported.

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8	RD-I	BDPOs	(1) Existing Seniority List to be computerised	15/9/2007	Completed.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	To be circulated by 30/9/2007
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Completed.
			(5) Promotions	15/9/2007	Completed.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	No case of increment pending. 18 cases of setup being putup.
9	RD-II	Stenos	(1) Existing Seniority List to be computerised	15/9/2007	Yet to be completed.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Yet to be completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Yet to be completed.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Yet to be completed.
			(5) Promotions	15/9/2007	Yet to be completed.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Yet to be completed.
		Gram Seweak	(1) Existing Seniority List to be computerised	15/9/2007	Yet to be completed.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Yet to be completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Yet to be completed.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Yet to be completed.
			(5) Promotions	15/9/2007	Yet to be completed.

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SN	Branch	Category of employees	Activity	Target Date	Comments
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Yet to be completed.
		Mukh Sewak	(1) Existing Seniority List to be computerised	15/9/2007	Yet to be completed.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Yet to be completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Yet to be completed.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Yet to be completed.
			(5) Promotions	15/9/2007	Yet to be completed.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Yet to be completed.
			Clerk	(1) Existing Seniority List to be computerised	15/9/2007
		(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.		15/9/2007	Yet to be completed.
		(3) Seniority List be up-dated and revised as on 31/8/2007.		30/9/2007	Yet to be completed.
		(4) Charge-sheet for minor and major penalty be revised and updated and computerised.		15/9/2007	Yet to be completed.
		(5) Promotions		15/9/2007	Yet to be completed.
		(6) Annual Increment and Proficiency Stepup		15/9/2007	Yet to be completed.

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SN	Branch	Category of employees	Activity	Target Date	Comments
10	RD-III	DDPOs and above	(1) Existing Seniority List to be computerised	15/9/2007	Yet to be completed.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Yet to be revised.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Completed.
			(5) Promotions	15/9/2007	Completed.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	To be put up.
11	RD-IV	Accountants	(1) Existing Seniority List to be computerised	15/9/2007	Completed.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	To be circulated by 30/9/2007
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Yet to be completed.
			(5) Promotions	15/9/2007	Yet to be completed.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Yet to be completed.
		Employees at Headquarter (Investigator, Draftsman and other categories to be specified by RD-IV)	(1) Existing Seniority List to be computerised	15/9/2007	Yet to be completed.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Yet to be completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Yet to be completed.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Yet to be completed.
			(5) Promotions	15/9/2007	Yet to be completed.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Yet to be completed.

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12	RD-V	Xen	(1) Existing Seniority List to be computerised	15/9/2007	Yet to be completed.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Yet to be completed.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Completed.
			(5) Promotions	15/9/2007	Completed.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Audit dispute. Case being putup.
		SDO Panchayati Raj	(1) Existing Seniority List to be computerised	15/9/2007	Yet to be completed.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Yet to be completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Yet to be completed.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Yet to be completed.
			(5) Promotions	15/9/2007	Yet to be completed.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Yet to be completed.
		Panchayat Officer	(1) Existing Seniority List to be computerised	15/9/2007	Yet to be completed.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Yet to be completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Yet to be completed.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Yet to be completed.
			(5) Promotions	15/9/2007	Yet to be completed.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Yet to be completed.

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		Superintendent Panchayat Samities	(1) Existing Seniority List to be computerised	15/9/2007	Yet to be completed.
			(2) Place of posting - Two statements (1) Place of posting name wise and (2) Place of posting place wise.	15/9/2007	Yet to be completed.
			(3) Seniority List be up-dated and revised as on 31/8/2007.	30/9/2007	Yet to be completed.
			(4) Charge-sheet for minor and major penalty be revised and updated and computerised.	15/9/2007	Yet to be completed.
			(5) Promotions	15/9/2007	Yet to be completed.
			(6) Annual Increment and Proficiency Stepup	15/9/2007	Yet to be completed.