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GOVERNMENT OF MEGHALAYA
PERSONNEL & ADMINISTRATIVE REFORMS CELL

NO. PER/ANCIN/2007/11

Dated Shillong, the 5th February, 2009

From: **Shri. C. Buhroy** **FORMAT**

Deputy Secretary to the Govt. of Meghalaya,
Personnel & Adm. Reforms Cell.

ANNUAL ADMINISTRATIVE REPORT FOR THE YEAR -----

- I. FUNCTIONS AND OBJECTIVES.
- II. STRUCTURE AT THE SECRETARIAT LEVEL, DIRECTORATE AND DISTRICT LEVEL WITH NAMES OF IMPORTANT FUNCTIONARIES AND DATES OF THEIR INCUMBENCY.
- III. PLAN AND NON-PLAN ALLOCATION.
- IV. MAJOR PLAN SCHEMES WITH THEIR ALLOCATIONS, PLEASE MENTION THE AIMS AND OBJECTIVES OF THOSE ACTIVITY-WISE.
- V. ACTIVITIES AND ACHIEVEMENT -----
 - i) with particular reference to functions of the Department and
 - ii) with particular reference to the Plan Schemes in Financial and Physical terms -----
- VI. MENTION OTHER ACHIEVEMENT, INNOVATIONS, REFORMS ETC. OF SIGNIFICANT NATURES.

By order
(Signature)
C. BUHROY
Deputy Secretary to the Govt. of Meghalaya,
Personnel & Adm. Reforms Cell.