



**GOVERNMENT OF WEST BENGAL**

**ADMINISTRATIVE  
CALENDAR**

**2018**



## Department of Mass Education Extension & Library Services

<b>JANUARY</b>	
1)	Sports for the inmates of Social Welfare Homes at State Level.
2)	LLA Meeting in some Districts
3)	Organizing of district book fair in a few districts.
4)	Completion of process of advertisement regarding financial assistance to Non Government Non Sponsored Libraries
<b>FEBRUARY</b>	
1)	Felicitation Programme for specially abled students and inmates of Social Welfare Homes who excelled in Madhyamik Pariksha & Higher Examination.
2)	LLA Meeting in some Districts
3)	Organizing of district book fair in same districts.
4)	Review meeting with District Library Officers on construction / Repair/Renovation work of the Government Sponsored and Government Aided Libraries, collection of U.C s and Reconciliation of accounts.
5)	Completion of Selection process for Financial Assistance to Non Govt. and Non Sponsored Libraries.
<b>MARCH</b>	
1)	Grant for scholarship for about 2000 students with disabilities studying in Class IX & onwards to be released.
2)	Organising Seminar, Workshop, awareness programme in Government, Government Sponsored Libraries.
3)	Organising the review meeting with WBEIDCL on the progress of modernization programme of Govt., Govt. Sponsored and Govt. Aided Libraries.
4)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
<b>APRIL</b>	
1)	Collection of proposals for Non recurring Grants for Sponsored Institutions.
2)	Steps to be taken for filling up of vacant posts for State Welfare Homes.
3)	LLA Meeting in some Districts
<b>MAY</b>	
1)	Meeting with the District Mass Education Extension Officers.
2)	Advertisement inviting proposals from NGOs towards recognition for Special Schools
3)	Processing of development proposals
4)	Review meeting with District Library Officers on construction/ Repair/Renovation work of the Government Sponsored and Government Aided Libraries, collection of U.C s and Reconciliation of accounts.
<b>JUNE</b>	
1)	Advertisement inviting applications from eligible students with disabilities and inmates of Social Welfare Homes to be published.
2)	Compilation of Administrative Report.
3)	Updation of data base of the employees of Sponsored Special Schools and Social Welfare Homes for implementation of e-Pension.
4)	LLA Meeting in some Districts
5)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.

<b>JULY</b>	
1)	Updation of data bank for Special Schools.
2)	Advertisement inviting application from Non Recognised, Non-Sponsored Institutions for Specially abled students and Social Welfare Homes for One Time Grants (OTG) to be published.
3)	LLA Meeting in some Districts
4)	Organising Seminar, Workshop, awareness programme in Government, Government Sponsored Libraries.
5)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
<b>AUGUST</b>	
1)	Preparatory work for Observance of International Literacy Day, 2018.
2)	Observance of Public Library Day in all District and at the State Level on 31/08/2018.
3)	Processing of development proposals
4)	Review meeting with the District Library Officer and Librarians on Construction Repair Renovation work of the Govt., Govt. Sponsored and Govt. Aided Libraries, collection of U.Cs & Reconciliation of A/cs.
<b>SEPTEMBER</b>	
1)	Observance of International Literacy Day on 08/09/2018
2)	Advertisement inviting application from eligible Specially abled students who studying in Class IX and onwards for awarding Scholarship to be published
3)	Release of fund for Festival Garments for students of Special Schools and inmates of Social Welfare Homes.
4)	Organising Seminar, Workshop, awareness programme in Government, Government Sponsored Libraries.
5)	Processing of development proposals
6)	Organising meeting for the District Book Fairs to be held in 2018-19
<b>OCTOBER</b>	
1)	Meeting with the district officials.
2)	Processing of proposals towards Recognition of Special Schools.
3)	Organising Seminar, Workshop, awareness programme in Government, Government Sponsored Libraries.
4)	Organising meeting for the District Book Fairs to be held in 2018-19 with Publishers Associations
5)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries
<b>NOVEMBER</b>	
1)	Processing for release of One Time Grants (OTG) for non-recognised, non Sponsored Special Schools and Social Welfare Homes.
2)	Updation of data base of the employees of Sponsored Special Schools and Social Welfare Homes for implementation of e-Pension.
3)	Organising Seminar, Workshop, awareness programme in Government, Government Sponsored Libraries.
4)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.
<b>DECEMBER</b>	
1)	Release of fund for Reference Book for the inmates of Social Welfare Homes.
2)	Home wise Sports of inmate under the control of MEE Dte. to be organized.
3)	Finalisation of proposals, towards recognition of Special Schools.
4)	Processing for release of grants for Scholarship to the Specially abled students who studying in Class IX & onwards.
5)	Organising Seminar, Workshop, awareness programme in Government, Government Sponsored Libraries.
6)	Organizing of district book fairs in few districts
7)	Processing as well as release of Plan Fund to some Govt., Govt. Sponsored and Govt. Aided Libraries.