**Format-I**

| Sl. No |  | Details of Schemes / Works under the Department | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1. Ongoing Schemes/Works/Programmes/Projects (write up to be enclosed separately)** | | | | | | |
|  |  | **Deliverables** | **Steps to be undertaken** | **Timeline for Completion** | **Milestones (Quarterly / Monthly)** | | | |
|  |  | Q1 | Q2 | Q3 | Q4 |
| A | **Name of Work** | **Important & or Urgent** | | | | | | |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| B | **Name of Work** | **Important & Not Urgent** | | | | | | |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| C | **Name of Work** | **Other Works** | | | | | | |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
|  |  | **2. New Initiatives/ New Projects/ Adoption of Best Practices (write up to be enclosed separately)** | | | | | | |
|  |  | **Deliverables** | **Steps to be undertaken** | **Timeline for Completion** | **Milestones (Quarterly / Monthly)** | | | |
|  |  | Q1 | Q2 | Q3 | Q4 |
| Sl.No | **Name of Work** |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |