

GOVERNMENT OF ASSAM
OFFICE OF CHIEF SECRETARY ASSAM: DISPUR
MONITORING DIVISION

5 REPORTS- FORMATS

Quarterly Report giving information as on: 1st April/1st July/1st October/1st January

To be submitted within 15 days of the said date

S.No	Item	Page Number
1.	Format for M&E Nodal Officers- Administrative Department, HOD, Division/ Zone, District and Sub-District level.	
2.	Format for Scheme/Programme officers- Administrative Department, HOD, Division/ Zone, District and Sub-District level.	
3.	Re-submission of Schemes information as per Template- Error free and Complete in all respects- upon peer review- upon taking feedback from Sr.most secretaries of all the Administrative Departments	
4.	Annual Monthly calendar of Activities for the year 2020-21 & 2021-22 with the approval of Sr.most Secretary of Administrative Department.	
5.	Action taken report on 24 th September 2020 review meeting on items other than above 4,based on the proceedings already shared.	

1. List of M&E Nodal Officers- Administrative Department, HOD, Division/ Zone, District and Sub-District level along with designation-based email ids and social media group.
2. List of Scheme/Programme officers- Administrative Department, HOD, Division/ Zone, District and Sub-District level along with designation-based email ids and social media group.
3. Re-submission of Schemes information up to 31st March 2021 as per Template- Error free and Complete in all respects.
4. Annual Monthly calendar of Activities for the year 2021-22
5. Action taken report on 24th September 2020 review meeting on items other than above 4,based on the proceedings already shared.