

ADMINISTRATIVE CALENDER 2018
AGRICULTURAL MARKETING DEPARTMENT

Period / Month	Activity	Target for the Month	Achievement	Remarks
January 2018	Monitoring Meeting by the Department	Administrative Review Meeting with District and Directorate officers		
	Opening of Sufal Bangla Outlet	Opening of 11 no. of Sufal Bangla Retail Outlets as per feasibility		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	Accomplishment of 75% of the total sanctioned amount for 2017-18		
	Post Harvest Schemes and trainings	Accomplishment of 80% of the total target for 2017		
	Participation in Block Level Krishi Mela	90% participation		
	Cold Storage Disinfection Programme	60 % accomplishment for the year 2018-19		
	Monitoring of Markets, Data Collection and Record	Daily		
	Board Meeting of WBSAMB	Meeting to be held with Hon'ble Members of the Board regarding (i) Acceptance of Budget (ii) Other matters		
	Advance Planning of developmental works for 2018-19	Preparation of Cost Estimate, floating of e tender etc worth 10.00 Crores		
	Meeting with Engineers of WBSAMB	Meeting with AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of South Bengal viz. Murshidabad, Nadia, North 24 Parganas, South 24 Parganas, Howrah & Hooghly.		
January 2018	Visit to RMC	Visit of CEO/Other Officers of the WBSAMB to 3(Three) RMCs and Krishak Bazars		
	Completion of Construction of Paddy Auction Shed	2 Nos.		
	Completion of Construction of Market Complex	2 Nos.		
	Advanced Computer training at NSTIAM	30 number of Departmental officials in 2 batches		
	Commencement of Post-Harvest Management Training for (14 days)	30 number of participants from FPO/FPC/SHGs		
	Participation in KrishiMela for display and sale of aromatic rice by PAMCL	Depending on the no of such proposals received and approved		
	Procurement of Paddy by PAMCL	5500MT		
February 2018	Monitoring Meeting by the Department	Administrative Review Meeting with RMC and WBSAMB officials		
	Opening of Sufal Bangla Outlet	Opening of 11 no. of Sufal Bangla Retail Outlets as per feasibility		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	Accomplishment of 85% of the total sanctioned amount for 2017-18		
	Post Harvest Schemes and trainings	Accomplishment of 90% of the total target for 2017		
	Mati Mela (Tentative)	100% Participation		
	Cold Storage Disinfection Programme	100 % accomplishment for the year 2018-19		

Period / Month	Activity	Target for the Month	Achievement	Remarks
February 2018	Monitoring of Markets, Data Collection and Record	Daily		
	RMC Meeting	Administrative Review Meeting with all RMCs		
	Meeting with Engineers of WBSAMB	Meeting with AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of South Bengal viz. Purba Burdwan, Paschim Burdwan, Birbhum, Bankura, Purulia, Purba Medinipur, Paschim Medinipur & Jhargram		
	Visit to RMC	Visit of CEO/Other Officers of the WBSAMB to 3(Three) RMCs Krishak Bazars		
	Advance Planning of developmental works for 2018-19	Preparation of Cost Estimate, floating of e tender etc worth 10.00 Crores		
	Completion of Construction of Shed	1 Nos.		
	Completion of Construction of Link Road	4 Nos		
	Repairing work of Market Yard	1 nos		
	Completion of Construction of Auction Shed	1 no		
	Computer Hardware Management Training at NSTIAM	15 number of Departmental officials in 1 batch		
	Basic Computer training at NSTIAM	15 number of Departmental officials in 1 batch		
	Tally Training at NSTIAM	30 number of Departmental officials in 2 batches		
	Training at NSTIAM on Entrepreneurship and Marketing Chain Development (90 days) for 2017-18	Completion of Training on Entrepreneurship and Marketing Chain Development continuing from Nov-2017 (4 Batches)		
February 2018	Participation in KrishiMela and Agri Horti Fest for display and sale of aromatic rice By PAMCL	Participation		
	Procurement of Paddy by PAMCL	5500 MT		
	Commissioning of Rice and Dal Mill	Completion of civil structure and electrical installation for 3 Rice Mills at Ranaghat, Singur and Raiganj Krishak Bazars and 1 Pulse Mill at Ranaghat Krishak Bazar.		
March 2018	Monitoring Meeting by the Department	Administrative Review Meeting with District and Directorate officers		
	Opening of Sufal Bangla Outlet	Opening of 10 no. of Sufal Bangla Retail Outlets as per feasibility		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	Accomplishment of 100% of the total target, evaluation of execution, submission of UC for 2017-18		
	Post Harvest Schemes and trainings	Accomplishment of 100% of the total target, evaluation of execution, submission of UC for 2017-18		
	Cold Storage Disinfection and loading	100% Completion of loading in South Bengal Districts and at least 80% completion of loading in North Bengal Districts for the year 2018-19		
	Cold Storage License Renewal	70% for the year 2017-18		
	Monitoring of Markets, Data Collection and Record	Daily		

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March 2018	Meeting with Engineers of WBSAMB	AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of North Bengal viz. Cooch Behar, Jalpaiguri, Alipurduar, Kalimpong, Darjeeling, Uttar Dinajpur, Dakshin Dinajpur & Malda		
	Visit to RMC	Visit of CEO/Other Officers of the WBSAMB to 3(Three) RMCs and Krishak Bazars		
	Infrastructure Development by Renovation of Agricultural Farms & Research Station	3 nos		
	Advance Planning of developmental works for 2018-19	Preparation of Cost Estimate, floating of e tender etc worth 10.00 Crores		
	Completion of Construction of Link Road	2 Nos		
	Completion of Construction of Administrative Building of Agricultural Marketing Department	1 no		
	E-connectivity	Initiation of e-connectivity project with all RMCs & other markets		
	Training at NSTIAM on Entrepreneurship and Marketing Chain Development (90 days) for 2017-18	Completion of Training on Entrepreneurship and Marketing Chain Development continuing from Nov-2017 (2 Batches)		
	Workshop with the Trained members of Young Members of Farm Family groups and FPO/FPC/SHGs at NSTIAM	1 workshop with selected 30 trainees		
	Procurement of Paddy by PAMCL	5500 MT		
March 2018	Commissioning of Rice and Dal Mill	Completion of installation of machinaries for 3 Rice Mills at Ranaghat, Singur and Raiganj Krishak Bazars and 1 Pulse Mill at Ranaghat Krishak Bazar.		
April 2018	Monitoring Meeting by the Department	Administrative Review Meeting with RMC and WBSAMB officials		
	Opening of Sufal Bangla Outlet	Opening of 5 no. of Sufal Bangla Retail Outlets as per feasibility		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	Preparation and submission of the schemes for 2018-19		
	Completion of formalities for Developmental works to be undertaken in 2018-19	completion of tender formalities and issuance of work order worth 10.00 Crores		
	Post Harvest Schemes and trainings	Preparation and submission of the schemes for 2018-19		
April 2018	Cold Storage loading	100% completion of loading in North Bengal Districts for the year 2018-19.		
	Cold Storage License Renewal	80% for the year 2018-19		
	Estimation of stock of potato in Cold Storage	80% accomplishment		
	Monitoring of Markets, Data Collection and Record	Daily		
	Board Meeting of WBSAMB	Meeting to be held with Hon'ble Members of the Board		
	RMC Meeting	Administrative Review Meeting with all RMCs		

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April 2018	Meeting with Engineers of WBSAMB	AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of South Bengal viz. Murshidabad, Nadia, North 24 Parganas, South 24 Parganas, Howrah & Hooghly.		
	Completion of Construction of Auction Platform	1 no		
	Completion of Construction of concrete road	2 nos		
	Construction of the static outlet (7mx9.5m) of Sufal Bangla project	12 nos		
	Preparatory work for 2018-19 NSTIAM training – 6 batches (for 90 days training program of training on Entrepreneurship and Marketing Chain Development)	Submission of Training Proposals		
	Preparatory work for 2018-19 NSTIAM training – 6 batches (for 14/7 days' post harvest management training)	Submission of Training Proposals		
	Procurement of Paddy by PAMCL	5500 MT		
May 2018	Monitoring Meeting by the Department	Administrative Review Meeting with District and Directorate officers		
	Opening of Sufal Bangla Outlet	Opening of 5 no. of Sufal Bangla Retail Outlets as per feasibility		
May 2018	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	Receiving and processing of Applications for the year 2018-19		
	Post Harvest Schemes and trainings	Receiving and processing of Applications for the year 2018-19		
	Cold Storage License Renewal	80% for the year 2018-19.		
	Estimation of stock of potato in Cold Storage	100% accomplishment		
	Monitoring of Markets, Data Collection and Record	Daily		
	Meeting with Engineers of WBSAMB	AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of South Bengal viz. Purba Burdwan, Paschim Burdwan, Birbhum, Bankura, Purulia, Purba Medinipur, Paschim Medinipur & Jhargram		
	Completion of Construction of Retail and Wholesale Market	1 no		
May 2018	Preparatory work on selection of trainees for 2018-19 NSTIAM training – 6 batches – 1st phase (for 90 days training program of training on Entrepreneurship and Marketing Chain Development)	Selection of Blocks for trainees and Block Co-Ordinating Officers		
	Preparatory work on selection of trainees for 2018-19 NSTIAM training – 6 batches (for 14/7 days' post-harvest management training)	Selection of Blocks for trainees and Selection of Blocks coordinating officers		
	Procurement of Paddy by PAMCL	4000 MT		
	Completion of formalities for Developmental works to be undertaken in 2018-19	completion of tender formalities and issuance of work order worth 10.00 Crores		

Period / Month	Activity	Target for the Month	Achievement	Remarks
June-2018	Monitoring Meeting by the Department	Administrative Review Meeting with RMC and WBSAMB officials		
	Opening of Sufal Bangla Outlet	Opening of 3 no. of Sufal Bangla Retail Outlets as per feasibility		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	Commencement of Selection of Beneficiaries for the Year, i.e, 2018-19		
	Post Harvest Schemes and trainings	Commencement of Selection of Beneficiaries for the Year, i.e, 2018-19		
	Monitoring of Markets, Data Collection and Record	Daily		
	Meeting with Engineers of WBSAMB	AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of North Bengal viz. Cooch Behar, Jalpaiguri, Alipurduar, Kalimpong, Darjeeling, Uttar Dinajpur, Dakshin Dinajpur & Malda		
	Infrastructure Development by Renovation of Agricultural Farms & Research Station	6nos		
June 2018	Completion of formalities for Developmental works to be undertaken in 2018-19	completion of tender formalities and issuance of work order worth 10.00 Crores		
	Completion of Construction of Construction of Shopping Complex	1 no		
	Completion of Construction of 300 MT Godown	1 nos		
	Completion of Construction of Stalls & Auction Platform	1 no		
	Preparatory work on selection of Trainees for 2018-19 NSTIAM training – 6 batches – 1st phase (for 90 days training program of training on Entrepreneurship and Marketing Chain Development)	Selection of Training Provider, Trainees and Pre-training interactions with trainees at block		
	Preparatory work on selection of Trainees for 2018-19 NSTIAM training – 6 batches (for 14/ 7 days' post-harvest management training)	Selection of Trainees		
	Procurement of Paddy by PAMCL	4000 MT		
July 2018	Monitoring Meeting by the Department	Administrative Review Meeting with District and Directorate officers		
	Opening of Sufal Bangla Outlet	Opening of 3 no. of Sufal Bangla Retail Outlets as per feasibility		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	Commencement of Execution of schemes for the year 2018-19		

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July 2018	Post Harvest Schemes and trainings	Commencement of Execution of schemes for the year 2018-19		
	Monitoring of Markets, Data Collection and Record	Daily		
	WBSAMB Board Meeting	Meeting to be held with Hon'ble Members of the Board		
	RMC Meeting	Administrative Review Meeting with all RMCs		
	Meeting with Engineers	AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of South Bengal viz. Murshidabad, Nadia, North 24 Parganas, South 24 Parganas, Howrah & Hooghly.		
	Visit to RMC	Visit of CEO/Other Officers of the WBSAMB to Three RMCs and Krishak Bazars		
	Infrastructure Development by Renovation of Agricultural Farms & Research Station	4 Nos.		
Commencement of Training at NSTIAM on Entrepreneurship and Marketing Chain Development – 1st phase (90 days)	80 numbers of participants from Young Member of Farm families in 6 batches			
August 2018	Monitoring Meeting by the Department	Administrative Review Meeting with RMC and WBSAMB officials		
	Opening of Sufal Bangla Outlet	Opening of 5 no. of Sufal Bangla Retail Outlets as per feasibility		
August 2018	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	Finalisation of Beneficiary List and release of fund for 2018-19		
	Post Harvest Schemes and trainings	Finalisation of Beneficiary List and release of fund for 2018-19		
	Monitoring of Markets, Data Collection and Record	Daily		
	Meeting with Engineers	AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of South Bengal viz. Purba Burdwan, Paschim Burdwan, Birbhum, Bankura, Purulia, Purba Medinipur, Paschim Medinipur & Jhargram		
	Visit to RMC	Visit of CEO/Other Officers of the WBSAMB to Two RMCs and Krishak Bazars		
	Infrastructure Development by Renovation of Agricultural Farms & Research Station	1 No.		
	Training at NSTIAM	80 numbers of participants from Young Member of Farm families in 6 batches (continuing from previous month)		
	Commencement of NSTIAM Training on Post Harvest Management. (14/7 days)	30 numbers of participants from selected FPO/FPC/SHG in 2 batches		
Supervision of ongoing works by PAMCL	Monitoring meeting with officials of BCKV on RKVY Scheme			

Period / Month	Activity	Target for the Month	Achievement	Remarks
September 2018	Monitoring Meeting by the Department	Administrative Review Meeting with District and Directorate officers		
	Opening of Sufal Bangla Outlet	Opening of 6 no. of Sufal Bangla Retail Outlets as per feasibility		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	25% completion of the schemes		
	Post Harvest Schemes and trainings	25% completion of the schemes		
	Monitoring of Markets, Data Collection and Record	Daily		
	RMC Meeting	Administrative Review Meeting with all RMCs		
Sept 2018	Meeting with Engineers	AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of North Bengal viz. Cooch Behar, Jalpaiguri, Alipurduar, Kalimpong, Darjeeling, Uttar Dinajpur, Dakshin Dinajpur & Malda		
	Visit to RMC	Visit of CEO/Other Officers of the WBSAMB to Two RMCs and krishak Bazars		
	Training at NSTIAM	80 numbers of participants from Young Member of Farm families in 6 batches (continuing from previous month)		
	Commencement of NSTIAM Training on Post Harvest Management. (14/7 days)	30 numbers of participants from selected FPO/FPC/SHG in 2 batches		
October 2018	Monitoring Meeting by the Department	Administrative Review Meeting with RMC and WBSAMB officials		
	Opening of Sufal Bangla Outlet	Opening of 5 no. of Sufal Bangla Retail Outlets as per feasibility		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	50% completion of the schemes		
	Post Harvest Schemes and trainings	50% completion of the schemes		
	Monitoring of Markets, Data Collection and Record	Daily		
	Board Meeting	Meeting to be held with Hon'ble Members of the Board		
Oct2018	Meeting with Engineers	AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of South Bengal viz. Murshidabad, Nadia, North 24 Parganas, South 24 Parganas, Howrah & Hooghly.		
	Visit to RMC	Visit of CEO/Other Officers of the WBSAMB to Two RMCs and Krishak Bazars		
	Training at NSTIAM	Completion of 1st phase training of 90 days training program		
	Preparatory work on selection of Trainees for 2018-19 NSTIAM training – 6 batches – 2nd phase (for 90 days training program of training on Entrepreneurship and Marketing Chain Development)	Selection of Blocks for trainees Selection of Trainees		

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October 2018	Supervision of ongoing works by PAMCL	Monitoring meeting with officials of BCKV on RKVY Scheme		
November 2018 Nov 2018	Monitoring Meeting by the Department	Administrative Review Meeting with District and Directorate officers		
	Opening of Sufal Bangla Outlet	Opening of 9 no. of Sufal Bangla Retail Outlets as per feasibility		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	60% completion of the schemes		
	Post Harvest Schemes and trainings	60% completion of the schemes		
	Monitoring of Markets, Data Collection and Record	Daily		
	Meeting with Engineers	AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of South Bengal viz. Purba Burdwan, Paschim Burdwan, Birbhum, Bankura, Purulia, Purba Medinipur, Paschim Medinipur & Jhargram		
	Visit to RMC	Visit of CEO/Other Officers of the WBSAMB to Two RMCs and Krishak Bazars		
November 2018	Preparatory work on selection of Trainees for 2018-19 NSTIAM training – 6 batches – 2nd phase (for 90 days training program of training on Entrepreneurship and Marketing Chain Development)	Pre-training interactions with trainees at block Commencement of Training at NSTIAM on Entrepreneurship and Marketing Chain Development – 2nd phase (90 days) with 80 number of trainees		
	Commencement of NSTIAM Training on Post Harvest Management. (14/7 days)	30 numbers of participants from selected FPO/FPC/SHG in 2 batches		
	Extension work by PAMCL	Research and extension programme on Aromatic Rice Project jointly with BCKV.		
	Participation in Melas/Fairs by PAMCL	Participation in IITF at PragatiMaidan, New Delhi for promotion and sale of aromatic rice along with processed food products of Directorate of Agricultural Marketing.		
December 2018 Dec 2018	Monitoring Meeting by the Department	Administrative Review Meeting with RMC and WBSAMB officials		
	Opening of Sufal Bangla Outlet	Opening of 9 no. of Sufal Bangla Retail Outlets as per feasibility		
	Subsidy linked schemes like Amar Fasal Amar Gola, Amar Fasal Amar Gari, Amar Dhan Amar Chatal, Processing Devices under BGREI	80% completion of the schemes		
	Post Harvest Schemes and trainings	80% completion of the schemes		
	Monitoring of Markets, Data Collection and Record	Daily		
	Board Meeting	Meeting for Budget of WBSAMB for the Financial Year 2018-19		

Period / Month	Activity	Target for the Month	Achievement	Remarks
December 2018	Budget Meeting	Meeting for Budget of WBSAMB for the Financial Year 2019-20		
	RMC Meeting	Administrative Review Meeting with all RMCs		
	Meeting with Engineers	AEs/SAEs of the WBSAMB and Sr. SAE/ SAE of RMC relating to Progress of Development works and RMC works for the Districts of North Bengal viz. Cooch Behar, Jalpaiguri, Alipurduar, Kalimpong, Darjeeling, Uttar Dinajpur, Dakshin Dinajpur & Malda		
	Visit to RMC	Visit of CEO/Other Officers of the WBSAMB to Two RMCs.		
	Training at NSTIAM	80 numbers of participants from Young Member of Farm families in 6 batches (continuing from previous month)		
	Commencement of NSTIAM Training on Post Harvest Management. (14/7 days)	30 numbers of participants from selected FPO/FPC/SHG in 2 batches		
	Supervision of ongoing works by PAMCL	Monitoring meeting with officials of BCKV on RKVY Scheme		