




Date identified;

Certified by; (name) (designation)

(signature)

### Instructions to identify actions/ programs

- Study actions proposed under the election manifesto and select relevant action areas to your department/ division
- Discuss with relevant sectors, officers to identify possible tasks to be completed within 100 days (end of April, 2015)
- Consider budget availability and other facilities needed to complete the tasks
- Review the progress continuously (at least by two weekly) and report the ministry end of the respective months
- Involve all your departments, agencies to under your purview and issue necessary instructions
- Submit your basic action plan as per the given format to the ministry on or before 26 January 2015 in 3 languages