Dear Madam/ Sir

Sub: Providing information for the Ministry Annual Report-reg.

Ref: Letter No F. No. Z.18011/01(i)/2020-CDN from the Ministry dated 29.10. 2020

With reference to the above, kindly provide the details of major achievements, success stories and new initiatives undertaken in your Department/Section from **1st January 2020 to 31st October 2020** and those which are planned to carry out by **31st March 2021**.

The details may be provided today by 5.30 pm as the last date of submission to the Ministry is 15th November 2020. The information already provided in the respective monthly reports need not be included as we are compiling data from the monthly reports.