

**ANNUAL ACTION PLAN OF COMMITTEE SECTION (COMMERCE)**

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Reconstitution of the Committee; Nomination(s)/Vacancies</b>			The Committee would be reconstituted. 31 Members (10 Members of Rajya Sabha and 21 Members of Lok Sabha) are nominated. PS: If any vacancy exists or arises in future, Committee Coordination Section intimates about the nomination made against such vacancies.	
2.	<b>Consideration of Demand For Grants (DFG) 2016-17; Reports on DFG's; ATR on DFG's</b> i) Number of Ministries/Departments with the Committee ii) Number of Questionnaire to be prepared iii) Number of meetings to be held iv) Number of Reports to	(i) 02 ➤ Department of Commerce ➤ Department of Industrial Policy and Promotion (ii) 02 sets for each Department. (iii) 03 meetings (iv) NIL	(i) 02  (ii) NIL (iii) 02 meetings (iv) 02 Reports on	(i) 02  (ii) NIL (iii) 02 meetings (iv) NIL	

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	<p>be prepared, adopted and presented</p> <p>v) Number of Reports to be forwarded to Ministries/ Departments for necessary action.</p> <p>vi) Number of ATR's to be prepared, considered and presented</p> <p>vii) Number of ATR's to be forwarded to Ministries/Departments</p>	<p>(v) NIL</p> <p>(vi) NIL</p> <p>(vii) NIL</p>	<p>Demands for Grants of both the Departments.</p> <p>(v) 02 Reports</p> <p>(vi) NIL</p> <p>(vii) NIL</p>	<p>(v) NIL</p> <p>(vi) 02 ATRs</p> <p>(vii) 02 ATRs</p>	
3.	<p><b>Bills, if any, referred to the Committee (including Bills forwarded from previous year)</b></p> <p>i) Number of Bills referred to the Committee;</p> <p>ii) Number of meeting/oral evidences to be held.</p> <p>iii) Number of Reports to be prepared/presented.</p>	<p>(i); (ii) and (iii)</p> <p>When a bill is referred to the Committee for examination and Report by the Hon'ble Chairman, Rajya Sabha, meetings are held to take oral evidences and consider and adopt draft Reports, after which they are presented to the Parliament.</p>	<p>(i); (ii) and (iii)</p> <p>When a bill is referred to the Committee for examination and Report by the Hon'ble Chairman, Rajya Sabha, meetings are held to take oral evidences and consider and adopt draft Reports, after which they are presented to the Parliament.</p>	<p>(i); (ii) and (iii)</p> <p>When a bill is referred to the Committee for examination and Report by the Hon'ble Chairman, Rajya Sabha, meetings are held to take oral evidences and consider and adopt draft Reports, after which they are presented to the Parliament.</p>	<p>(i); (ii) and (iii)</p> <p>When a bill is referred to the Committee for examination and Report by the Hon'ble Chairman, Rajya Sabha, meetings are held to take oral evidences and consider and adopt draft Reports, after which they are presented to the Parliament.</p>

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4.	<b>Subject(s) taken up by Committee and Sub-committee(s)</b> i) Number of subject(s) to be selected by Committees/Sub-Committees ii) Number of meeting to be held and oral evidences taken. iii) Number of Reports to be prepared/ adopted/ presented	(i) 02 (likely)  (ii) 04  (iii) 01	(i) Number cannot be specified  (ii) 02  (iii) 01	(i) Number cannot be specified  (ii) 04  (iii) NIL	(i) Number cannot be specified  (ii) 04  (iii) 01
5.	<b>Minutes of the Committee:</b> Number of the Minutes of meetings of the Committee to be prepared and submitted for perusal of the Hon'ble Chairman, Rajya Sabha	07	04	06	04
6.	<b>Printing and circulation of Reports :</b> Number of Reports to be printed in English and Hindi and circulated.	02	03	02	01
7.	<b>Press Conference(s) likely to be organized</b>	Number cannot be specified.	Number cannot be specified.	Number cannot be specified.	Number cannot be specified.

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8	<b>Quarterly Reports &amp; References likely to be Prepared/ forwarded :</b>  (i) To R&L Section  (ii) To Committee Coordination Section	(i) 01  (ii) 10	(i) 01  (ii) 10	(i) 01  (ii) 10	(i) 01  (ii) 10
9.	<b>Work to be done in Hindi</b>	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in Hindi  (ii) Processing of files in Hindi in respect of Hindi receipts and if required will be replied in Hindi (Number cannot be specified).	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in Hindi  (ii) Processing of files in Hindi in respect of Hindi receipts and if required will be replied in Hindi (Number cannot be specified).	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in Hindi  (ii) Processing of files in Hindi in respect of Hindi receipts and if required will be replied in Hindi (Number cannot be specified).	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in Hindi  (ii) Processing of files in Hindi in respect of Hindi receipts and if required will be replied in Hindi (Number cannot be specified).
10.	<b>Work relating to Information sought under RTI Act, 2005:</b> (i) Number of Receipt received/dealt/pending	Number cannot be specified.	Number cannot be specified.	Number cannot be specified.	Number cannot be specified.
11.	<b>Annual Report</b>	Preparation of Annual Report on the activities/work done by Committee Section in			

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		2015.			
12.	<b>Annual Action Plan</b>			i) Preparation of Annual Action Plan- 2017 ii) Submission of Status of Annual Action Plan- 2016 (i.e. from January to June, 2016) to O&M Section	
13.	<b>Record Management/ Weeding out of old Records :</b> Number of files pertaining to year(s) to be Recorded/Weeded out				Year 2011-07 files Year 2012-02files Year 2013-17 files Year 2014-12 files
14.	<b>Computerised Diary; Updation of Records on website and Maintenance of Register(s) etc.:</b> Details of records updated/uploaded, as per office Manual and orders issued from time to time	11 Registers will be updated regularly  Other information as and when received would be updated on real time basis.	11 Registers will be updated regularly  Other information as and when received would be updated on real time basis.	11 Registers will be updated regularly  Other information as and when received would be updated on real time basis.	11 Registers will be updated regularly  Other information as and when received would be updated on real time basis.
15.	<b>Annual Office Inspection; ATR on observation of Inspecting Officer</b>	Date on which Annual Office Inspection 2016 is held; Important suggestions given by Inspecting Officer			
16.	<b>New Initiative(s) proposed by the</b>				

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N.B *Any other detail/information may be supplied as Annexure*