

ANNUAL ACTION PLAN OF EDITING (ENGLISH) SECTION

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	(i) Editing of Debates of 237th Session and vetting of Debates of 235th Session.	Editing, of approximately 15 Debates of 237 th Session will be completed in the month of January and February, 2016 and vetting of 13 Debates of 235 th Session will be completed by March, 2016.			
	(ii) Editing of Debates of 238th Session (Budget Session) and vetting of Debates of 236th Session.	Editing of approximately 32 Debates of 238 th Session and vetting of approximately 15 Debates of 236 th Session are likely to be completed.			
	(iii) Editing of Debates of 239th Session (Monsoon Session) and vetting of Debates of 237th Session.			Editing of approximately 20 Debates of 239 th Session and vetting of 20 debates of 237 th Session are likely to be completed.	
	(iv) Editing of Debates of 240th Session (Winter Session) and vetting of Debates of 237th Session.				Editing, of approximately 22 Debates of 240 th Session and vetting of 20 debates of 238 th Session are likely to be taken up.
2.	Preparation of Indices	Indices to Debates of	Indices to Debates of Session	Indices to Debates of	Indices to Debates of

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		Session No. 234 th is likely to be prepared and sent to Printing Section by the end of March, 2016.	No. 235 th is likely to be prepared and sent to Printing Section by the end of June, 2016.	Session No. 236 th is likely to be prepared and sent to Printing Section by the end of September, 2016.	Session No. 237 th is likely to be prepared and sent to Printing Section by the end of December, 2016.
3.	Miscellaneous work relating to solving queries in Debates received from Printing Section, issuance of Parliamentary Bulletins, letters to MPs/Ex-MPs etc. for granting permission and letters to Ministries etc.	Approximately 50 Debates may be received from Printing Section for solving queries. Six Part-II bulletins will be issued and approximately 16 letters may be received from MPs/Ex-MPs and individuals for granting permission to use material from Rajya Sabha Debates.			
4.	Assistance to other Sections of E&T Service - urgent Parliamentary work received from other Sections.	As and when assistance in respect of urgent Parliamentary work is required by other Sections of the E&T Service, it will be provided.			
5.	Weeding out of old records/ files	The manuscripts and helping material of Debates of 234 th , 235 th , 236 th and forthcoming Sessions would be destroyed as soon as the Printed Debates are received in the Section. So far, the spare copies of Debates upto 233 rd Session have been weeded out as the printed Debates of the same have been received in the Section.			
6.	Annual Report	Preparation of Annual Report, 2015 is likely to be completed by 15 th January 2016.			
7.	Annual Action Plan			Mid-year review of Annual Action Plan, 2016.	Preparation of Annual Action Plan, 2017

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8.	Updation of Records on website and Maintenance of Register(s) etc. (i) Details of records updated/uploaded, as per office Manual and orders issued from time to time	The registers will be updated upto 237 th Session and the records on website will be uploaded as per office Manual and orders issued from time to time.	The registers will be updated upto 238 th Session and the records on website will be uploaded as per office Manual and orders issued from time to time.	The registers will be updated upto 239 th Session and the records on website will be uploaded as per office Manual and orders issued from time to time.	The registers will be updated upto 240 th Session and the records on website will be uploaded as per office Manual and orders issued from time to time.
9.	Annual Office Inspection and ATR on observation of Inspecting Officer	Annual Office Inspection of this Section was held in the year 2015 on 30.07.2015 and next Annual Office Inspection is expected to be held in the year 2017.			
10.	Work to be done in Hindi	As the Section deals with Editing of Debates and related work, hence editing of the speeches delivered in Hindi as well as in English is carried out. Apart from this, Hindi Timahi Pragati Report is furnished on quarterly basis on time.			
11.	Work relating to Information sought under RTI Act, 2005 Number of Receipt received/ dealt/pending	If any Information is sought under RTI Act during the year 2016, it would be provided according to the prescribed norms. Constant vigil will be maintained on online RTI Portal.			
12.	New Initiative(s) (ongoing/continuing initiatives)	Work on e-editing of the debates is underway, though some issues are to be overcome which are likely to be suitably dealt with in due course by all the stakeholders connected with this exercise.			

- Figures given in respect of debates which are likely to be completed are presumptive.