

## ANNUAL ACTION PLAN OF EDITING (HINDI) SECTION

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Translation, Vetting/Review of Debates</b>	Translation, Vetting/Review of Debates of 230 <sup>th</sup> Session likely to be continued.	Translation, Vetting/Review of Debates of 230 <sup>th</sup> Session likely to be completed.	Translation, Vetting/Review of Debates of 231 <sup>st</sup> and 232 <sup>nd</sup> Session likely to be undertaken.	Translation, Vetting/Review of Debates of 231 <sup>st</sup> and 232 <sup>nd</sup> Session likely to be completed.
2.	<b>Preparation, Vetting/Review of Mastercopies in Hindi from English Version Debates</b>	Work relating to 232 <sup>nd</sup> Session likely to be undertaken.	Work relating to 232 <sup>nd</sup> Session likely to be completed.	Work relating to 233 <sup>rd</sup> Session likely to be undertaken.	Work relating to 234 <sup>th</sup> Session likely to be undertaken.
3.	<b>Preparation of Alphabetical List of Members of Rajya Sabha and List of Council of Ministers in Hindi</b>	These two items of work will be undertaken at the commencement of every Session of the Rajya Sabha. These Lists will be circulated to all Officers and Sections of E&T Service, Reporters' Section, Printing Section-I and II.			
4.	<b>Assistance provided to other Sections of E&amp;T Service</b>	During Session times, all the Translators including A.D.(I/c) are deputed for disposal of work of Parliamentary Question Lists with the Translation II Section. The Section also provide its services to the Translation (Committees) Sections as and when required.			
5.	<b>Weeding out of old records/ files.</b>	The manuscripts and helping material of Debates of 226 <sup>th</sup> and 227 <sup>th</sup> Sessions would be weeded out as soon as the Printed Debates are received in the Section. So far, the helping material related to the Debates upto 225 <sup>th</sup> Session has been weeded out.			
6.	<b>Annual Report</b>	Annual Report, 2015 will be sent by 15 <sup>th</sup> January 2016.			

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
7.	<b>Annual Action Plan</b>			Mid year review of Annual Action Plan-2016 will be undertaken.	(i) Status of Annual Action Plan-2016 (January to October, 2016) will be submitted to O & M Section.  (ii) Annual Action Plan-2017 will be prepared and sent to O&M Section.
8	<b>Updation of Records on website and Maintenance of Register(s) etc.</b>	Master Register of Debates and other Register pertaining to the Section will be updated and maintained regularly.			
9.	<b>Annual Office Inspection</b>	Annual Office Inspection of this Section was undertaken on 22.7.15 and next Annual Office Inspection is expected to be held in the year 2017.			
10.	<b>Work to be done in Hindi</b>	This Section prepares Hindi Version of Parliamentary Debates alongwith the Hindi Version of Alphabetical Lists of Members of Rajya Sabha and List of Council of Ministers. Progressive use of Hindi Report is also submitted on quarterly basis to Raj Bhasha Prabhag.			
11.	<b>Work relating to Information sought under RTI Act, 2005</b>	If any Information is sought under RTI Act during the year 2016, it would be provided according to the prescribed norms.			
12.	<b>New Initiative(s) (ongoing/continuing initiatives)</b>	-----			

\*Out of the sanctioned strength of 14 Translators, only two Translators are posted in the Section owing to Translators crunch (Total staff complement is 3 in the Section including Incharge). The Annual Action Plan-2016 is based on the existing strength of Translators in the Section.