

ANNUAL ACTION PLAN OF ESTABLISHMENT (A/Cs) & BUDGET SECTION

S. No.	ITEMS	ACTIVITY			
		JANUARY- MARCH	APRIL- JUNE	JULY- SEPTEMBER	OCTOBER-DECEMBER
1.	Salaries	(i) Preparation of 23 Salary bills every month in r/o approximately 1400 employees of Rajya Sabha Secretariat, Secretariat of LOP, Sectt. of Leaders/Dy. Leaders & Chief Whips of Recognised Parties/Groups & RSTV.	(i) Preparation of 23 Salary bills every month in r/o approximately 1400 employees of Rajya Sabha Secretariat, Secretariat of LOP, Sectt. of Leaders/Dy. Leaders & Chief Whips of Recognised Parties/Groups & RSTV.	(i) Preparation of 23 Salary bills every month in r/o approximately 1400 employees of Rajya Sabha Secretariat, Secretariat of LOP, Sectt. of Leaders/Dy. Leaders & Chief Whips of Recognised Parties/Groups & RSTV.	(i) Preparation of 23 Salary bills every month in r/o approximately 1400 employees of Rajya Sabha Secretariat, Secretariat of LOP, Sectt. of Leaders/Dy. Leaders & Chief Whips of Recognised Parties/Groups & RSTV.
2.	TA/DA/LTC & Leave Encashment on LTC	<p>(i) Preparation of approx. 290 Advance/Adjustment/Final/ Revised LTC, EL Encashment on LTC & Travelling Allowance bills in r/o employees, as and when received, as per the extant rules and order on the subject.</p> <p>(ii) Settlement of approx. 70 invoices received from the Indian Airlines in respect of the Official tours undertaken by the employees, as per the extant rules and orders on the subject.</p> <p>(iii) Settlement of approx. 20 Committee Tour expenditure Bills received from various Committees as per the extant</p>	<p>(i) Preparation of approx. 220 Advance/Adjustment/ Final/Revised LTC, EL Encashment on LTC & Travelling Allowance bills in r/o employees, as and when received, as per the extant rules and order on the subject.</p> <p>(ii) Settlement of approx. 40 invoices received from the Indian Airlines in respect of the Official tours undertaken by the employees, as per the extant rules and orders on the subject.</p> <p>(iii) Settlement of approx. 15 Committee Tour</p>	<p>(i) Preparation of approx. 250 Advance/Adjustment/ Final/Revised LTC, EL Encashment on LTC & Travelling Allowance bills in r/o employees, as and when received, as per the extant rules and order on the subject.</p> <p>(ii) Settlement of approx. 25 invoices received from the Indian Airlines in respect of the Official tours undertaken by the employees, as per the extant rules and orders on the subject</p> <p>(iii) Settlement of approx. 15 Committee Tour</p>	<p>(i) Preparation of approx. 300 Advance/Adjustment/ Final/Revised LTC, EL Encashment on LTC & Travelling Allowance bills in r/o employees, as and when received, as per the extant rules and order on the subject.</p> <p>(ii) Settlement of approx. 15 invoices received from the Indian Airlines in respect of the Official tours undertaken by the employees, as per the extant rules and orders on the subject.</p> <p>(iii) Settlement of approx. 20 Committee Tour</p>

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		rules and orders on the subject.	expenditure Bills received from various Committees as per the extant rules and orders on the subject.	expenditure Bills received from various Committees as per the extant rules and orders on the subject.) expenditure Bills received from various Committees as per the extant rules and orders on the subject.
3.	Advances	(i) Preparation of approx. 90 GPF advances/non-refundable withdrawals bills as and when received, as per the extant rules and orders on the subject. (ii) Preparation of approx. 15 bills of Advances for Car, Computer, Scooter, Festival, HBA cases etc., as and when received, as per the extant rules and orders on the subject.	(i) Preparation of approx. 90 GPF advances/non-refundable withdrawals bills as and when received, as per the extant rules and orders on the subject. (ii) Preparation of approx. 15 bills of Advances for Car, Computer, Scooter, Festival, HBA cases etc., as and when received, as per the extant rules and orders on the subject.	(i) Preparation of approx. 90 GPF advances/non-refundable withdrawals bills as and when received, as per the extant rules and orders on the subject. (ii) Preparation of approx. 15 bills of Advances for Car, Computer, Scooter, Festival, HBA cases etc., as and when received, as per the extant rules and orders on the subject.	(i) Preparation of approx. 90 GPF advances/non-refundable withdrawals bills as and when received, as per the extant rules and orders on the subject. (ii) Preparation of approx. 15 bills of Advances for Car, Computer, Scooter, Festival, HBA cases etc., as and when received, as per the extant rules and orders on the subject.
4.	Income Tax	(i) Preparation of Final calculation of Income Tax in February, 2016 for 2015-16 in respect of approx. 1100 employees. (ii) Filing of quarterly TDS return(24Q & 26Q) for the period from 01.10.15 to 31.12.15 through e-filing	(i) Tentative calculation of Income-Tax in March for 2016-17 in respect of approx. 1400 employees on the basis of inputs received from them. (ii) Filling of quarterly TDS return (24Q & 26Q) for the period from 01.01.16 to 31.03.16 through e-	----- (i) Filling of quarterly TDS return (24Q & 26Q) for the period from 01.04.16 to 30.06.16 through e-	----- (i) Filling of quarterly TDS return (24Q & 26Q) for the period from 01.07.16 to 30.09.16 through e-

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		system by 31 st January 2016.	filing system by 15 th May 2016.	filing system by 31 st July 2016.	filing system by 31 st October 2016.
5.	Disbursement of Cash and Contingent Claims/Bills	(i) Preparation of approx 460 Contingent bills as and when received from various Sections, as per the extant rules and orders on the subject.	(i) Preparation of approx 350 Contingent bills as and when received from various Sections.	(i) Preparation of approx 425 Contingent bills as and when received from various Sections.	(i) Preparation of approx 325 Contingent bills as and when received from various Sections.
6.	Budget	(i) Re-appropriation of funds on the approved RE 2015-16. (ii) Surrender of funds, if any, by due date, as indicated by the Department of Expenditure, Ministry of Finance. (iii) Issue of final Re-appropriation Order, if any, by 31 st March, 2016.	(i) Allocation of the approved budget under the 'Grant of Rajya Sabha' for the financial year 2016-17 to all the Sections concerned. (ii) Allocation of funds under the head 'Loans & Advances'.	(i) Issuance of Circular seeking proposals for Revised Estimates 2016-17 & Budget Estimates 2017-18. (ii) Note to be issued to the MS&A, P&AO & Estt.(G) Section to furnish proposals for RE 2016-17 & BE 2017-18 under the head 'Loans & Advances'.	(i) Preparation of Revised Estimates (2016-17) & Budget Estimates(2017-18) and sending the same to M/o Finance. (ii) Preparation of RE 2016-17 & BE 2017-18 under the head 'loans & Advances' and forwarding the same to Ministry of Finance.
7.	Weeding out of Old Records	----	----	Categorization of records/files will be carried out.	Weeding out of appx. 200 old records/files of this Section as per the prescribed retention

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					schedule.
8.	Updation of Website	Appx. 5 Circulars/Orders (Bilingual) normally issued by this Section would be posted on the Website	Appx. 5 Circulars/Orders (Bilingual) normally issued by this Section would be posted on the Website	Appx. 5 Circulars/Orders (Bilingual) normally issued by this Section would be posted on the Website	Appx. 5 Circulars/Orders (Bilingual) normally issued by this Section would be posted on the Website
9.	Computerised Diary	Subject, File number, date of opening of all the files opened in the Section will be uploaded on the intranet of Rajya Sabha. The receipts received in this Section will also be diarized in the computer.			
10.	Annual Report	Annual Report for the year 2015 will be prepared and sent to O&M Section in January, 2016.	----	----	----
11.	Preparation/ Implementation of Annual Action Plan	----	Implementation of Annual Action Plan – 2016 will be reviewed in the first week of April.	(i) Implementation of Annual Action Plan – 2016 will be reviewed in the first week of July.	(i) Implementation of Annual Action Plan 2016 will be reviewed in the first week of October.
				(ii) Annual Action Plan 2017 in r/o Estt.(A/Cs) & Budget Section will be prepared and sent to O&M Section in September/October 2016.	
12.	Annual Office Inspection	(i) Inspection of the Section by the officer deputed by the O&M Section.	Actions will be taken on the suggestions and observations of the inspecting Officer.		

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		(ii) Observations made by the Inspecting officer on the Annual Inspection Report of 2015 will be taken up for implementation.			
13.	Misc.	Processing of approx. 900 claims of Reimbursement of Children Education Allowance, Medical Expenses, Honorarium, Special Incentive Scheme (SIS), CGEGIS payment, etc as and when received from the employees, as per the extant rules and orders on the subject.	Processing of approx. 950 claims of Reimbursement of Children Education Allowance, Medical Expenses, Honorarium, Special Incentive Scheme (SIS), CGEGIS payment, etc as and when received from the employees, as per the extant rules and orders on the subject.	Processing of approx. 700 claims of Reimbursement of Children Education Allowance, Medical Expenses, Honorarium, Special Incentive Scheme (SIS), CGEGIS payment, etc as and when received from the employees, as per the extant rules and orders on the subject.	Processing of approx. 700 claims of Reimbursement of Children Education Allowance, Medical Expenses, Honorarium, Special Incentive Scheme (SIS), CGEGIS payment, etc as and when received from the employees, as per the extant rules and orders on the subject.
14.	Work done in Hindi	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible.
15.	Work relating to information sought under RTI Act, 2005	Disposal of RTI queries as per statutory provisions.	Disposal of RTI queries as per statutory provisions.	Disposal of RTI queries as per statutory provisions.	Disposal of RTI queries as per statutory provisions.

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16.	New Initiatives a) Ongoing Initiatives	<p>(i) The officers/staff of the Section would be encouraged to take part in various training programmes/workshops conducted/organized by the Training Cell from time to time.</p> <p>(ii) A group discussion on a particular subject from the purview of the Section will be organized on regular basis for the overall improvement of the dealing hands in discharging their day –to-day activities on service matters.</p> <p>(iii) LTC module developed by the NIC is in its experimental stage. It would be introduced shortly for the benefits of the employees.</p>	<p>(i) The officers/staff of the Section would be encouraged to take part in various training programmes/workshops conducted/organized by the Training Cell from time to time.</p> <p>(ii) A group discussion on a particular subject from the purview of the Section will be organized on regular basis for the overall improvement of the dealing hands in discharging their day –to-day activities on service matters.</p> <p>(iii) LTC module, so introduced would be monitored for its practical operation. Changes required, if any, would be brought before the NIC for further improvement</p>	<p>(i) The officers/staff of the Section would be encouraged to take part in various training programmes/workshops conducted/organized by the Training Cell from time to time.</p> <p>(ii) A group discussion on a particular subject from the purview of the Section will be organized on regular basis for the overall improvement of the dealing hands in discharging their day –to-day activities on service matters.</p> <p>(iii) Progress in LTC module would be further monitored for its implementation.</p>	<p>(i) The officers/staff of the Section would be encouraged to take part in various training programmes/workshops conducted/organized by the Training Cell from time to time.</p> <p>(ii) A group discussion on a particular subject from the purview of the Section will be organized on regular basis for the overall improvement of the dealing hands in discharging their day –to-day activities on srvice matters.</p>
	b) New Initiative	Development of a Comprehensive ‘MIS’ on Excel System for easy compilation and retrieval of quantifiable data on the disposal of work of all dealing hands of this Section.	Monitoring for further improvement, if any.		