

## ANNUAL ACTION PLAN OF ESTABLISHMENT (G) SECTION

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Pay fixation</b>	<p>Pay fixation cases of Officials appointed/promoted during this quarter will be put up for approval within 7 working days of issue of promotion/appointment order and receipt of pay fixation option, wherever required.</p> <p><b>Target:40</b></p>	<p>Pay fixation cases of Officials appointed/promoted during this quarter will be put up for approval within 7 working days of issue of promotion/appointment order and receipt of pay fixation option, wherever required.</p> <p><b>Target:40</b></p> <p>Pay revision of all the employees (about 1400) of the Secretariat on the basis of 7<sup>th</sup> Central Pay Commission/the Parliamentary Pay Committee recommendations.</p>	<p>Pay fixation cases of Officials appointed/promoted during this quarter will be put up for approval within 7 working days of issue of promotion/appointment order and receipt of pay fixation option, wherever required.</p> <p><b>Target:40</b></p>	<p>Pay fixation cases of Officials appointed/promoted during this quarter will be put up for approval within 7 working days of issue of promotion/appointment order and receipt of pay fixation option, wherever required.</p> <p><b>Target:40</b></p>
2.	<b>Annual increment certificate</b>	-	-	<p>Approximately <b>1400</b> Annual increment certificates in respect of all the eligible employees would be sent to the Estt. (A/Cs) &amp; Budget Section by 10<sup>th</sup> July.</p> <p>Necessary entry in this regard would also be made in the respective service books of all the</p>	-

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				employees.	
3.	<b>Pension/ Retirement Benefits</b>  (i) Forwarding of pension papers to the employees	The pension papers of 4 employees retiring between June and August, 2016 would be forwarded to the concerned employee six months before the date of retirement for completing the same and action would also be initiated to determine government dues, if any, outstanding against them.  <b>Target: 4</b>	The pension papers of 1 employee retiring between September and November, 2016 would be forwarded to the concerned employee six months before the date of retirement for completing the same and action would also be initiated to determine government dues, if any, outstanding against them.  <b>Target: 1</b>	The pension papers of 4 employees retiring between December, 2016 and February, 2017 would be forwarded to the concerned employee six months before the date of retirement for completing the same and action would also be initiated to determine government dues, if any, outstanding against them.  <b>Target: 4</b>	The pension papers of 1 employee retiring between March and May, 2017 would be forwarded to the concerned employee six months before the date of retirement for completing the same and action would also be initiated to determine government dues, if any, outstanding against them.  <b>Target : 1</b>
	(ii) Forwarding of pension papers to P&AO	The pension papers of 2 employees retiring between March and May, 2016 would be processed and sent to P&AO two months before the date of retirement.  <b>Target: 2</b>	The pension papers of 4 employees retiring between June and August, 2016 would be processed and sent to P&AO two months before the date of retirement.  <b>Target: 4</b>	The pension papers of 1 employee retiring between September and November, 2016 would be processed and sent to P&AO two months before the date of retirement.  <b>Target: 1</b>	The pension papers of 4 employees retiring between December, 2016 and February, 2017 would be processed and sent to P&AO two months before the date of retirement.  <b>Target: 4</b>
4.	<b>Verification of Service Records</b>	-	-	Service verification up to 31.3.2016 in respect of approx. 1400 employees	-

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				<p>would be completed and necessary entry would be made in their service books.</p> <p>Target: 1400</p> <p>A Circular would be issued requesting officers/ staff to inspect their Service Books and put their signature thereon, as a token of having inspected it, to their satisfaction.</p>	
5.	<p><b>Record Management/ Weeding out of old records</b></p> <p>(i) Number of files pertaining to the year(s) to be recorded/ weeded out</p>	-	-	-	<p>Weeding out of personal files in respect of 19 officials who retired in 2011 would be taken up. Their pension files would be consigned to records.</p> <p>Besides, other miscellaneous files/registers (around 20 approx) that have become due for weeding out as per the retention period prescribed</p>

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					in the Manual of Office Procedure would be taken up for weeding out.  <b>Target: 39</b>
6.	<b>HBA/Conveyance/Computer Advance</b>	All applications received in the Section during this quarter, complete in all respects, including relevant appendices required, would be put up for obtaining sanction within 7 working days of their receipt.  <b>Target: 10</b>	All applications received in the Section during this quarter, complete in all respects, including relevant appendices required, would be put up for obtaining sanction within 7 working days of their receipt.  <b>Target: 10</b>	All applications received in the Section during this quarter, complete in all respects, including relevant appendices required, would be put up for obtaining sanction within 7 working days of their receipt.  <b>Target:10</b>	All applications received in the Section during this quarter, complete in all respects, including relevant appendices required, would be put up for obtaining sanction within 7 working days of their receipt.  <b>Target:10</b>
7.	<b>Forwarding of Applications for outside posts</b>	Applications received during this quarter, complete in all respects, of eligible employees for direct recruitment in other organization would be processed within 7 working days of their receipt.  <b>Target: 15</b>	Applications received during this quarter, complete in all respects, of eligible employees for direct recruitment in other organization would be processed within 7 working days of their receipt.  <b>Target:15</b>	Applications received during this quarter, complete in all respects, of eligible employees for direct recruitment in other organization would be processed within 7 working days of their receipt.  <b>Target:15</b>	Applications received during this quarter, complete in all respects, of eligible employees for direct recruitment in other organization would be processed within 7 working days of their receipt.  <b>Target:15</b>

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8	<b>Leave Cases</b>	Applications for grant of leave, received complete in all respects with necessary enclosures etc. would be disposed off within 7 working days from their receipt.  <b>Target: 2500</b>	Applications for grant of leave, received complete in all respects with necessary enclosures etc. would be disposed off within 7 working days from their receipt.  <b>Target: 2500</b>	Applications for grant of leave, received complete in all respects with necessary enclosures etc. would be disposed off within 7 working days from their receipt.  <b>Target: 2500</b>	Applications for grant of leave, received complete in all respects with necessary enclosures etc. would be disposed off within 7 working days from their receipt.  <b>Target: 2500</b>
9.	<b>LTC Cases</b>	Applications for grant of LTC, received during this quarter, complete in all respects with necessary enclosures etc., would be put up for sanction within 7 working days of their receipt in the Section.  <b>Target: 150</b>	Applications for grant of LTC, received during this quarter, complete in all respects with necessary enclosures etc., would be put up for sanction within 7 working days of their receipt in the Section.  <b>Target: 150</b>	Applications for grant of LTC, received during this quarter, complete in all respects with necessary enclosures etc., would be put up for sanction within 7 working days of their receipt in the Section.  <b>Target: 150</b>	Applications for grant of LTC, received during this quarter, complete in all respects with necessary enclosures etc., would be put up for sanction within 7 working days of their receipt in the Section.  <b>Target: 150</b>
10.	<b>Reimbursement of Children Education Allowance (CEA)/Hostel Subsidy</b>	CEA/Hostel subsidy claims received during this quarter with necessary receipts etc., would be put up for sanction within 7 working days of their receipt in the Section. 1% of the claims for the academic year 2015-	CEA/Hostel subsidy claims received during this quarter with necessary receipts etc., would be put up for sanction within 7 working days of their receipt in the Section. 1% of the claims for the academic year 2015-2016 will be got	CEA/Hostel subsidy claims received during this quarter with necessary receipts etc., would be put up for sanction within 7 working days of their receipt in the Section. 1% of the claims for the	CEA/Hostel subsidy claims received during this quarter with necessary receipts etc., would be put up for sanction within 7 working days of their receipt in the Section. 1% of the claims for the academic year 2015-

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		2016 will be got verified from the respective educational institutions for ascertaining their genuineness.  <b>Target: 170</b>	verified from the respective educational institutions for ascertaining their genuineness.  <b>Target: 400</b>	academic year 2015-2016 will be got verified from the respective educational institutions for ascertaining their genuineness.  <b>Target: 30</b>	2016 will be got verified from the respective educational institutions for ascertaining their genuineness.  <b>Target: 30</b>
11.	<b>Grant of permission and issuance of IC for acquisition of Indian Passport and NOC for renewal of Indian passport and acquiring Visa of various countries.</b>	Applications for IC/NOC for acquiring/renewal of Indian Passport received during this quarter in the prescribed format through proper channel would be put up for orders after obtaining necessary disciplinary/ vigilance clearance, within 7 working days of their receipt in the Section. Applications for NOC for acquiring Visa would be processed similarly.  <b>Target: 13</b>	Applications for IC/NOC for acquiring/ renewal of Indian Passport received during this quarter in the prescribed format through proper channel would be put up for orders after obtaining necessary disciplinary/vigilance clearance, within 7 working days of their receipt in the Section. Applications for NOC for acquiring Visa would be processed similarly.  <b>Target: 13</b>	Applications for IC/NOC for acquiring/renewal of Indian Passport received during this quarter in the prescribed format through proper channel would be put up for orders after obtaining necessary disciplinary/ vigilance clearance, within 7 working days of their receipt in the Section. Applications for NOC for acquiring Visa would be processed similarly.  <b>Target: 13</b>	Applications for IC/NOC for acquiring/renewal of Indian Passport received during this quarter in the prescribed format through proper channel would be put up for orders after obtaining necessary disciplinary/ vigilance clearance, within 7 working days of their receipt in the Section. Applications for NOC for acquiring Visa would be processed similarly.  <b>Target: 13</b>
12.	<b>Adoption of Govt. of India orders including pension orders.</b>	O.Ms. regarding modification/ amendment of an existing Government	O.Ms. regarding modification/ amendment of an existing Government of India's Order	O.Ms. regarding modification/ amendment of an existing Government	O.Ms. regarding modification/ amendment of an existing Government

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		of India's Order issued by the concerned Ministry/ Department of the Government received during this quarter would be put up for the orders of Secretary-General for its adoption for applicability to the employees of the Secretariat, with or without further modification. After adoption, a circular would be uploaded on the website for information of all Officers/ staff.  <b>Target: 5</b>	issued by the concerned Ministry/ Department of the Government received during this quarter would be put up for the orders of Secretary-General for its adoption for applicability to the employees of the Secretariat, with or without further modification. After adoption, a circular would be uploaded on the website for information of all Officers/ staff.  <b>Target: 5</b>	of India's Order issued by the concerned Ministry/ Department of the Government received during this quarter would be put up for the orders of Secretary-General for its adoption for applicability to the employees of the Secretariat, with or without further modification. After adoption, a circular would be uploaded on the website for information of all Officers/ staff.  <b>Target: 5</b>	of India's Order issued by the concerned Ministry/ Department of the Government received during this quarter would be put up for the orders of Secretary-General for its adoption for applicability to the employees of the Secretariat, with or without further modification. After adoption, a circular would be uploaded on the website for information of all Officers/ staff.  <b>Target: 5</b>
13.	<b>Data Entry in the PAMS software</b>	Personal details, family particulars, educational/ professional qualifications of new recruits who join during this quarter would be entered in the PAMS Software within 7 working days of receipt of the relevant forms from the new recruit.	Personal details, family particulars, educational/ professional qualifications of new recruits who join during this quarter would be entered in the PAMS Software within 7 working days of receipt of the relevant forms from the new recruit.  This apart, updation of such	Personal details, family particulars, educational/ professional qualifications of new recruits who join during this quarter would be entered in the PAMS Software within 7 working days of receipt of the relevant forms from the new recruit.	Personal details, family particulars, educational/ professional qualifications of new recruits who join during this quarter would be entered in the PAMS Software within 7 working days of receipt of the relevant forms from the new recruit.

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		This apart, updation of such records of all employees, which are within the jurisdiction of the Estt.(G) Section, would be done on regular basis.  <b>Target:20</b>	records of all employees, which are within the jurisdiction of the Estt.(G) Section, would be done on regular basis.  <b>Target:20</b>	This apart, updation of such records of all employees, which are within the jurisdiction of the Estt.(G) Section, would be done on regular basis.  <b>Target:20</b>	This apart, updation of such records of all employees, which are within the jurisdiction of the Estt.(G) Section, would be done on regular basis.  <b>Target:20</b>
14.	<b>Permission/intimation under CCS (Conduct) Rules, 1964</b>	Applications for grant of permission/acceptance of intimation of financial transactions under CCS (Conduct) Rules, 1964 received during this quarter in prescribed format and complete in all respects with necessary enclosures would be put up for approval after scrutiny, within 7 working days of their receipt in the Section.  <b>Target: 50</b>	Applications for grant of permission/acceptance of intimation of financial transactions under CCS (Conduct) Rules, 1964 received during this quarter in prescribed format and complete in all respects with necessary enclosures would be put up for approval after scrutiny, within 7 working days of their receipt in the Section.  <b>Target:50</b>	Applications for grant of permission/acceptance of intimation of financial transactions under CCS (Conduct) Rules, 1964 received in prescribed format during this quarter in prescribed format and complete in all respects with necessary enclosures would be put up for approval after scrutiny, within 7 working days of their receipt in the Section.  <b>Target:50</b>	Applications for grant of permission/acceptance of intimation of financial transactions under CCS (Conduct) Rules, 1964 received in prescribed format during this quarter in prescribed format and complete in all respects with necessary enclosures would be put up for approval after scrutiny, within 7 working days of their receipt in the Section.  <b>Target:50</b>
15.	<b>Annual Return of immovable property under CCS (Conduct)</b>	<ul style="list-style-type: none"> <li>• Circular would be issued on 01.01.16, followed by reminder</li> </ul>			



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	<b>Rules, 1964.</b>	<p>in 3<sup>rd</sup> week of January, 2016 to Officers/Staff belonging to Group A &amp; B to furnish their Annual Returns of immovable property by the prescribed date, i.e. 31.01.2016. Returns would be filed in respective Personal files.</p> <ul style="list-style-type: none"> <li>Follow up action would be initiated to obtain Annual Returns from remaining officials, if any and the names of defaulting officials would be forwarded to the Personnel Section.</li> </ul> <p><b>Target: 970</b></p>			
16.	<b>Computerised Diary</b>	<p>All receipts would be diarised in the DMIS Software.</p> <p><b>Target: 3500</b></p>	<p>All receipts would be diarised in the DMIS Software.</p> <p><b>Target: 3500</b></p>	<p>All receipts would be diarised in the DMIS Software.</p> <p><b>Target: 4500</b></p>	<p>All receipts would be diarised in the DMIS Software.</p> <p><b>Target: 3500</b></p>

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17.	<b>Preparation of Annual Action Plan</b>	Status of different items of the last quarter Oct. – Dec., 2015 of Annual Action Plan-2015 would be reviewed and pending tasks, if any, would be completed.	Status of different items of the first quarter Jan.–Mar., 2016 of Annual Action Plan-2016 would be reviewed and pending tasks, if any, would be completed.	Status of different items of the second quarter April – June, 2016 of Annual Action Plan-2016 would be reviewed and pending tasks, if any, would be completed.  Status of Annual Action Plan, 2016 from January to June, 2016 would be submitted to O&M Section.	Status of different items of the third quarter July–Sept., 2016 of Annual Action Plan -2016 would be reviewed and pending tasks, if any, would be completed.  Annual Action Plan, 2017 would be prepared and forwarded to O&M Section after a Circular in this regard is issued by O&M Section
18.	<b>Updation of records.</b>	Entries in the HBA Register would be updated whenever an employee is granted HBA and on subsequent release of installments.  <b>Target: 1</b>	Entries in the HBA Register would be updated whenever an employee is granted HBA and on subsequent release of installments.  <b>Target:1</b>	Entries in the HBA Register would be updated whenever an employee is granted HBA and on subsequent release of installments.  <b>Target:1</b>	Entries in the HBA Register would be updated whenever an employee is granted HBA and on subsequent release of installments.  <b>Target:1</b>
		Entries in Loans/Advances Register would be updated at the time of forwarding applications of eligible employees to Estt. (A/Cs)	Entries in Loans/ Advances Register would be updated at the time of forwarding applications of eligible employees to Estt. (A/Cs) &	Entries in Loans/ Advances Register would be updated at the time of forwarding applications of eligible employees to Estt.	Entries in Loans /Advances Register would be updated at the time of forwarding applications of eligible employees to Estt. (A/Cs)

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		& Budget Section for sanction and payment. <b>Target:10</b>	Budget Section for sanction and payment. <b>Target:10</b>	(A/Cs) & Budget Section for sanction and payment. <b>Target: 10</b>	& Budget Section for sanction and payment. <b>Target:10</b>
		Other records of the Sections viz., Personal File Number Register, File Opening Register, Precedent Register and Guard Files would be updated on constant and continuing basis. <b>Target:22</b>	Other records of the Sections viz., Personal File Number Register, File Opening Register, Precedent Register and Guard Files would be updated on constant and continuing basis. <b>Target:22</b>	Other records of the Sections viz., Personal File Number Register, File Opening Register, Precedent Register and Guard Files would be updated on constant and continuing basis. <b>Target:22</b>	Other records of the Sections viz., Personal File Number Register, File Opening Register, Precedent Register and Guard Files would be updated on constant and continuing basis. <b>Target:22</b>
19..	<b>Updation of Website</b>	As and when Circulars/ Office Orders are issued, copies would be uploaded on the website, with the assistance of NIC, wherever required. <b>Target:10</b>	As and when Circulars/ Office Orders are issued, copies would be uploaded on the website, with the assistance of NIC, wherever required. <b>Target:10</b>	As and when Circulars/ Office Orders are issued, copies would be uploaded on the website, with the assistance of NIC, wherever required. <b>Target:10</b>	As and when Circulars/ Office Orders are issued, copies would be uploaded on the website, with the assistance of NIC, wherever required. <b>Target:10</b>
20.	<b>Annual Report</b>	Annual Report on the activities/ work done by the Section in the year 2015 would be prepared.	--	--	--

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21.	<b>Annual Office Inspection; ATR on observation of Inspecting Officer</b>	Annual inspection of this Section was done on 29.07.2015 for the year 2014. Observation of Inspecting officer is yet to be received.	--	--	--
22.	<b>Uploading of index of files/records on Rajya Sabha portal</b>	Index of files opened in the Section during this quarter would be uploaded on Rajya Sabha portal through DMIS Software.  <b>Target: 15</b>	Index of files opened in the Section during this quarter would be uploaded on Rajya Sabha portal through DMIS Software.  <b>Target:15</b>	Index of files opened in the Section during this quarter would be uploaded on Rajya Sabha portal through DMIS Software.  <b>Target:15</b>	Index of files opened in the Section during this quarter would be uploaded on Rajya Sabha portal through DMIS Software.  <b>Target:15</b>
23.	<b>Work to be done in Hindi</b>	<ul style="list-style-type: none"> <li>▪ Communications to States/UTs in regions classified 'A' &amp; 'B' would be issued in Hindi.</li> <li>▪ Communications received from States/UTs in region classified as 'C' in Hindi would be replied in Hindi.</li> <li>▪ All communications received in Hindi would be replied in Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Communications to States/UTs in regions classified 'A' &amp; 'B' would be issued in Hindi.</li> <li>▪ Communications received from States/UTs in region classified as 'C' in Hindi would be replied in Hindi.</li> <li>▪ All communications received in Hindi would be replied in Hindi.</li> <li>▪ Circulars would be issued bilingual (English &amp;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Communications to States/UTs in regions classified 'A' &amp; 'B' would be issued in Hindi.</li> <li>▪ Communications received from States/UTs in region classified as 'C' in Hindi would be replied in Hindi.</li> <li>▪ All communications received in Hindi</li> </ul>	<ul style="list-style-type: none"> <li>▪ Communications to States/UTs in regions classified 'A' &amp; 'B' would be issued in Hindi.</li> <li>▪ Communications received from States/UTs in region classified as 'C' in Hindi would be replied in Hindi.</li> <li>▪ All communications received in Hindi would be replied in Hindi.</li> </ul>

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		<ul style="list-style-type: none"> <li>▪ Circulars would be issued bilingual (English &amp; Hindi).</li> </ul> <p><b>Target: 20</b></p>	Hindi).	<ul style="list-style-type: none"> <li>▪ Circulars would be issued bilingual (English &amp; Hindi).</li> </ul> <p><b>Target: 20</b></p>	<ul style="list-style-type: none"> <li>▪ Circulars would be issued bilingual (English &amp; Hindi).</li> </ul> <p><b>Target: 20</b></p>
24.	<p><b>Work related to information sought under RTI Act, 2005</b></p> <p>(i) Number of receipts received/ dealt/ pending</p>	<p>Applications received under RTI Act, 2005, would be processed within the stipulated time.</p> <p><b>Target: 10</b></p>	<p>Applications received under RTI Act, 2005, would be processed within the stipulated time.</p> <p><b>Target: 10</b></p>	<p>Applications received under RTI Act, 2005, would be processed within the stipulated time.</p> <p><b>Target: 10</b></p>	<p>Applications received under RTI Act, 2005, would be processed within the stipulated time.</p> <p><b>Target: 10</b></p>
25.	<b>NEW INITIATIVES</b>				
	<b>(Ongoing / Continuing)</b>	<ol style="list-style-type: none"> <li>1. <b>Pay fixation:</b> Standardized proforma for pay fixation have been prepared and the same are being used/ would be utilized during the pay fixation.</li> <li>2. <b>Increment:</b> Standardized processing sheet in the Excel format have been prepared, which automatically adds 3% increment to the existing pay, rounding off to the next multiple of 10, and the same are being used/ would be used in processing of annual increments.</li> <li>3. <b>Pension:</b> Standardized notes have been prepared to deal with the pension cases, in order to facilitate speedy &amp; efficient processing and the same are being used/ would be used in processing pension cases. To check the correctness of the calculation, software available on DoP &amp; PW's website called 'Pensioners Portal' is being/would be utilized.</li> <li>4. <b>Advances:</b> Standardized notes have been prepared to deal with cases pertaining to Advances to facilitate quick processing of such cases and these are being used/ would be optimally used.</li> <li>5. <b>Leave/LTC/CEA cases:</b> These cases are being done/ would be dealt with the use of standardized notes to ensure quick processing.</li> </ol>			

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		<p>6. <b>Data Entry in the PAMS software:</b> Templates are being used/ would be used to obtain the required data from direct recruits. Random checking of the Software would be done at the level of JD on monthly basis, to ensure that updation is being carried out.</p> <p>7. <b>Permission/intimation under CCS (Conduct) Rules, 1964:</b> Ordinary and routine cases are being dealt/ would be dealt with the use of standardized notes to ensure quick processing.</p> <p>8. <b>Annual increment statements on Intranet:</b> The annual increment statements are being uploaded/would be uploaded on the intranet for greater transparency.</p> <p>9. <b>Digitization of Files:</b> Digitalization of pension files is being done and the same would be carried out in a phased manner.</p> <p>10. <b>Verification of service of retiring employees:</b> As per the provisions in the Pension Rules, service verification of the employees retiring in the next five years has been initiated and would be completed in a phased manner.</p> <p>11. <b>Measures for reduction of paper use:</b> For reduction in the use of paper in the Section, Circulars are being issued only through the Intranet and no hard copies are being circulated. Further, the leave sanction orders are not being issued in hard copy to the concerned employees as the relevant information is being made digitally available in the PAMS software, which can be accessed through the 'Employees Portal' on the intranet of Rajya Sabha Secretariat. Also, an initiative of <i>e-leave</i> has been taken up with the IT Section to minimize paper use and the same has also been included in the IT Plan of Rajya Sabha for 2013-15.</p>			
	(New)	<p>1. <b>Pay revision of all employees of the Secretariat will be carried out on the basis of 7<sup>th</sup> Central Pay Commission and Parliamentary Pay Committee recommendations.</b></p> <p>2. <b>A demo of e-leave software (part of e-office software) was organized by the IT Section in the month of May, 2015. This issue would be pursued for implementation in this Secretariat as soon as possible.</b></p>			