

## ANNUAL ACTION PLAN OF COMMITTEE SECTION (ETHICS)

Sl. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Form-I</b> <b>[Under the Members of Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004]</b>	<ul style="list-style-type: none"> <li>• To receive Form-I from Members of Rajya Sabha in whose case it becomes due during this period.</li> <li>• To acknowledge the receipt of declaration of assets and liabilities received from the Members.</li> <li>• To remind Members and individually pursue with those Members who do not furnish information in Form-I by due date.</li> <li>• To intimate the Members, infirmities noticed in the declaration of assets and liabilities filed by them.</li> <li>• Bulletin Part-II in this regard will be issued on the eve of Budget Session.</li> </ul>	<ul style="list-style-type: none"> <li>• To receive Form-I from Members of Rajya Sabha in whose case it becomes due during this period.</li> <li>• To acknowledge the receipt of declaration of assets and liabilities received from the Members.</li> <li>• To remind Members and individually pursue with those Members who do not furnish information in Form-I by due date.</li> <li>• To intimate the Members, infirmities noticed in the declaration of assets and liabilities filed by them.</li> </ul>	<ul style="list-style-type: none"> <li>• To receive Form-I from Members of Rajya Sabha in whose case it becomes due during this period.</li> <li>• To acknowledge the receipt of declaration of assets and liabilities received from the Members.</li> <li>• To remind Members and individually pursue with those Members who do not furnish information in Form-I by due date.</li> <li>• To intimate the Members, infirmities noticed in the declaration of assets and liabilities filed by them.</li> <li>• Bulletin Part-II in this regard will be issued on the eve of Monsoon</li> </ul>	<ul style="list-style-type: none"> <li>• To receive Form-I from Members of Rajya Sabha in whose case it becomes due during this period.</li> <li>• To acknowledge the receipt of declaration of assets and liabilities received from the Members.</li> <li>• To remind Members and individually pursue with those Members who do not furnish information in Form-I by due date.</li> <li>• To intimate the Members, infirmities noticed in the declaration of assets and liabilities filed by them.</li> <li>• Bulletin Part-II in this regard will be issued on the eve of Winter Session.</li> </ul>

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				Session.	
2.	<b>Form-II [Under the Members of Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004].</b>	<ul style="list-style-type: none"> <li>To make entries in Form-II on the basis of the information furnished by the Members in Form-I.</li> </ul>	<ul style="list-style-type: none"> <li>To make entries in Form-II on the basis of the information furnished by the Members in Form-I.</li> </ul>	<ul style="list-style-type: none"> <li>To make entries in Form-II on the basis of the information furnished by the Members in Form-I.</li> </ul>	<ul style="list-style-type: none"> <li>To make entries in Form-II on the basis of the information furnished by the Members in Form-I.</li> </ul>
3.	<b>Examination of complaints concerning alleged breach of Code of Conduct/Rules by Members and also cases concerning allegations of other ethical misconduct of Members.</b>	<ul style="list-style-type: none"> <li>To examine complaints as and when received in accordance with the rules concerning the Committee.</li> </ul>	<ul style="list-style-type: none"> <li>To examine complaints as and when received in accordance with the rules concerning the Committee.</li> </ul>	<ul style="list-style-type: none"> <li>To examine complaints as and when received in accordance with the rules concerning the Committee.</li> </ul>	<ul style="list-style-type: none"> <li>To examine complaints as and when received in accordance with the rules concerning the Committee.</li> </ul>
4.	<b>Register of Members' Interests and Declaration of Interests.</b>	<ul style="list-style-type: none"> <li>To receive Declarations from Members of Rajya Sabha regarding their pecuniary interests in the prescribed form and to maintain a Register thereof.</li> <li>To acknowledge the receipt of declaration of pecuniary interests received from the Members.</li> <li>To remind Members</li> </ul>	<ul style="list-style-type: none"> <li>To receive Declarations from Members of Rajya Sabha regarding their pecuniary interests in the prescribed form and to maintain a Register thereof.</li> <li>To acknowledge the receipt of declaration of pecuniary interests received from the Members.</li> <li>To remind Members</li> </ul>	<ul style="list-style-type: none"> <li>To receive Declarations from Members of Rajya Sabha regarding their pecuniary interests in the prescribed form and to maintain a Register thereof.</li> <li>To acknowledge the receipt of declaration of pecuniary interests received from the Members.</li> <li>To remind Members</li> </ul>	<ul style="list-style-type: none"> <li>To receive Declarations from Members of Rajya Sabha regarding their pecuniary interests in the prescribed form and to maintain a Register thereof.</li> <li>To acknowledge the receipt of declaration of pecuniary interests received from the Members.</li> <li>To remind Members and pursue with those</li> </ul>

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		<p>and pursue with those Members who do not furnish information by due date.</p> <ul style="list-style-type: none"> <li>Bulletin Part-II in this regard will be issued on the eve of Budget Session.</li> </ul>	<p>and pursue with those Members who do not furnish information by due date.</p>	<p>and pursue with those Members who do not furnish information by due date.</p> <ul style="list-style-type: none"> <li>Bulletin Part-II in this regard will be issued on the eve of Monsoon Session.</li> </ul>	<p>Members who do not furnish information by due date.</p> <ul style="list-style-type: none"> <li>Bulletin Part-II in this regard will be issued on the eve of Winter Session.</li> </ul>
5.	<b>Code of Conduct for Members of Rajya Sabha.</b>	<ul style="list-style-type: none"> <li>To publish the Code of Conduct for Members of Rajya Sabha in Parliamentary Bulletin Part-II on the eve of Budget Session.</li> </ul>	—	<ul style="list-style-type: none"> <li>To publish the Code of Conduct for Members of Rajya Sabha in Parliamentary Bulletin Part-II on the eve of Monsoon Session.</li> </ul>	<ul style="list-style-type: none"> <li>To publish the Code of Conduct for Members of Rajya Sabha in Parliamentary Bulletin Part-II on the eve of Winter Session.</li> </ul>
6.	<b>Supply of information from the Register of Members' Interests maintained under Rule 293(3) of the Rules of Procedure and Conduct of Business in the Council of States</b>	<ul style="list-style-type: none"> <li>To process the applications received under Rule 293(3) of the Rules of Procedure for supply of information from the Register of Members' Interests after obtaining approval of the Chairman, Committee on Ethics.</li> </ul>	<ul style="list-style-type: none"> <li>To process the applications received under Rule 293(3) of the Rules of Procedure for supply of information from the Register of Members' Interests after obtaining approval of the Chairman, Committee on Ethics.</li> </ul>	<ul style="list-style-type: none"> <li>To process the applications received under Rule 293(3) of the Rules of Procedure for supply of information from the Register of Members' Interests after obtaining approval of the Chairman, Committee on Ethics.</li> </ul>	<ul style="list-style-type: none"> <li>To process the applications received under Rule 293(3) of the Rules of Procedure for supply of information from the Register of Members' Interests after obtaining approval of the Chairman, Committee on Ethics.</li> </ul>
7.	<b>Minutes of the Committee</b>	<ul style="list-style-type: none"> <li>Minutes of the meeting of the Committee on Ethics will be prepared</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of the meeting of the Committee on Ethics will be prepared</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of the meeting of the Committee on Ethics will be prepared</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of the meeting of the Committee on Ethics will be prepared</li> </ul>

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		whenever meetings are held during the quarter.	whenever meetings are held during the quarter.	whenever meetings are held during the quarter.	whenever meetings are held during the quarter.
8.	<b>Annual Report</b>	—	—	—	<ul style="list-style-type: none"> <li>As prescribed in the Manual of Office Procedure, the work relating to preparation of Annual Report of the Section for the year 2016 will be taken up during the month of December, 2016.</li> </ul>
9.	<b>Annual Office inspection of the Committee Section (Ethics) and ATR on the recommendations of the Inspecting Officer</b>	<ul style="list-style-type: none"> <li>The work relating to Annual Office Inspection of the Committee Section (Ethics) for the year 2015 will be taken up as per the schedule intimated by the O&amp;M Section.</li> </ul>	<ul style="list-style-type: none"> <li>An Action Taken Report (ATR) on the observations/ suggestions made by the Inspecting Officer will be prepared as and when received from the O&amp;M Section.</li> </ul>	—	—
10.	<b>Updating of information on the Rajya Sabha website.</b>	<ul style="list-style-type: none"> <li>Information relating to meetings, attendance of Members in the meetings and Reports of the Committee would be updated by the Committee Section (Ethics).</li> </ul>	<ul style="list-style-type: none"> <li>Information relating to meetings, attendance of Members in the meetings and Reports of the Committee would be updated by the Committee Section (Ethics).</li> </ul>	<ul style="list-style-type: none"> <li>Information relating to meetings, attendance of Members in the meetings and Reports of the Committee would be updated by the Committee Section (Ethics).</li> </ul>	<ul style="list-style-type: none"> <li>Information relating to meetings, attendance of Members in the meetings and Reports of the Committee would be updated by the Committee Section (Ethics).</li> </ul>

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		<ul style="list-style-type: none"> <li>• Webpage concerning Committee on Ethics would be updated from time to time in coordination with NIC and Committee Co-ordination Section</li> </ul>	<ul style="list-style-type: none"> <li>• Webpage concerning Committee on Ethics would be updated from time to time in coordination with NIC and Committee Co-ordination Section.</li> </ul>	<ul style="list-style-type: none"> <li>• Webpage concerning Committee on Ethics would be updated from time to time in coordination with NIC and Committee Co-ordination Section.</li> </ul>	<ul style="list-style-type: none"> <li>• Webpage concerning Committee on Ethics would be updated from time to time in coordination with NIC and Committee Co-ordination Section.</li> </ul>
11.	<b>Printing and circulation of Reports</b>	<ul style="list-style-type: none"> <li>• Reports of the Committee on Ethics presented in the Council of States and adopted by it will be printed and circulated.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports of the Committee on Ethics presented in the Council of States and adopted by it will be printed and circulated.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports of the Committee on Ethics presented in the Council of States and adopted by it will be printed and circulated.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports of the Committee on Ethics presented in the Council of States and adopted by it will be printed and circulated.</li> </ul>
12.	<b>Furnishing of information to various sections of the Secretariat</b>	<ul style="list-style-type: none"> <li>• As per instructions information for inclusion in the newsletter from the Secretary-General would be sent during the Session of Rajya Sabha and at the conclusion of the Session</li> <li>• Details of Reports available on the website of Rajya Sabha and details of the meetings of the</li> </ul>	<ul style="list-style-type: none"> <li>• Information will be provided to R&amp;L Section for inclusion in the Journal of Parliamentary Information.</li> <li>• As per instructions information for inclusion in the newsletter from the Secretary-General would be sent during the Session of Rajya Sabha and at the conclusion of the</li> </ul>	<ul style="list-style-type: none"> <li>• Information will be provided to R&amp;L Section for inclusion in the Journal of Parliamentary Information.</li> <li>• As per instructions information for inclusion in the newsletter from the Secretary-General would be sent during the Session of Rajya Sabha and at the conclusion of the</li> </ul>	<ul style="list-style-type: none"> <li>• Information will be provided to R&amp;L Section for inclusion in the Journal of Parliamentary Information.</li> <li>• As per instructions information for inclusion in the newsletter from the Secretary-General would be sent during the Session of Rajya Sabha and at the conclusion of the</li> </ul>

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		Committee on Ethics will be sent to Committee Co-ordination Section on monthly basis.	Session <ul style="list-style-type: none"> <li>• Details of Reports available on the website of Rajya Sabha and details of the meetings of the Committee on Ethics will be sent to Committee Co-ordination Section on monthly basis.</li> </ul>	Session <ul style="list-style-type: none"> <li>• Details of Reports available on the website of Rajya Sabha and details of the meetings of the Committee on Ethics will be sent to Committee Co-ordination Section on monthly basis.</li> </ul>	Session <ul style="list-style-type: none"> <li>• Details of Reports available on the website of Rajya Sabha and details of the meetings of the Committee on Ethics will be sent to Committee Co-ordination Section on monthly basis.</li> </ul>
13.	<b>Record Management/ weeding out of old records</b>	<ul style="list-style-type: none"> <li>• To review the retention value of ten files/records of the Section upto year 2008. Files/records identified for weeding will be weeded out.</li> </ul>	<ul style="list-style-type: none"> <li>• To review the retention value of ten files/records of the Section upto year 2008. Files/records identified for weeding will be weeded out.</li> </ul>	<ul style="list-style-type: none"> <li>• To review the retention value of ten files/records of the Section upto year 2008. Files/records identified for weeding will be weeded out.</li> </ul>	<ul style="list-style-type: none"> <li>• To review the retention value of ten files/records of the Section upto year 2008. Files/records identified for weeding will be weeded out.</li> </ul>
14.	<b>Computerized Diary and updation of Records on website and Maintenance of Registers etc.</b>	<ul style="list-style-type: none"> <li>• 80 receipts will be diarised on computer in excel format as per the present practice.</li> <li>• The registers of the Section will be maintained as per the Rules and prevalent practice.</li> </ul>	<ul style="list-style-type: none"> <li>• 80 receipts will be diarised on computer in excel format as per the present practice.</li> <li>• The registers of the Section will be maintained as per the Rules and prevalent practice.</li> </ul>	<ul style="list-style-type: none"> <li>• 80 receipts will be diarised on computer in excel format as per the present practice.</li> <li>• The registers of the Section will be maintained as per the Rules and prevalent practice.</li> </ul>	<ul style="list-style-type: none"> <li>• 80 receipts will be diarised on computer in excel format as per the present practice.</li> <li>• The registers of the Section will be maintained as per the Rules and prevalent practice.</li> </ul>

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15.	<b>Digitization of old records</b>	<ul style="list-style-type: none"> <li>After review of the records during the quarter, the relevant records would be digitized.</li> </ul>	<ul style="list-style-type: none"> <li>After review of the records during the quarter, the relevant records would be digitized.</li> </ul>	<ul style="list-style-type: none"> <li>After review of the records during the quarter, the relevant records would be digitized.</li> </ul>	<ul style="list-style-type: none"> <li>After review of the records during the quarter, the relevant records would be digitized.</li> </ul>
16.	<b>Updation of records as per Manual</b>	<ul style="list-style-type: none"> <li>Updation of Records of the Section will be done as per Manual.</li> </ul>	<ul style="list-style-type: none"> <li>Updation of Records of the Section will be done as per Manual.</li> </ul>	<ul style="list-style-type: none"> <li>Updation of Records of the Section will be done as per Manual.</li> </ul>	<ul style="list-style-type: none"> <li>Updation of Records of the Section will be done as per Manual.</li> </ul>
17.	<b>Preparation of Annual Action Plan for the year 2017 and Review of Annual Action Plan of the Section for the year 2016</b>	—	—	<ul style="list-style-type: none"> <li>Review of the Annual Action Plan, 2016 according to the guidelines of O&amp;M Section.</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of Annual Action Plan for the year 2017.</li> </ul>
18.	<b>Work done in Hindi</b>	<ul style="list-style-type: none"> <li>RTI applications received in Hindi language will be replied in Hindi.</li> <li>Communications received in Hindi will be replied in Hindi if action is called for and a reply has been sought.</li> <li>Quarterly report on the working in Hindi</li> </ul>	<ul style="list-style-type: none"> <li>RTI applications received in Hindi language will be replied in Hindi.</li> <li>Communications received in Hindi will be replied in Hindi if action is called for and a reply has been sought.</li> <li>Quarterly report on the working in Hindi</li> </ul>	<ul style="list-style-type: none"> <li>RTI applications received in Hindi language will be replied in Hindi.</li> <li>Communication received in Hindi will be replied in Hindi if action is called for and a reply has been sought.</li> <li>Quarterly report on the working in Hindi</li> </ul>	<ul style="list-style-type: none"> <li>RTI applications received in Hindi language will be replied in Hindi.</li> <li>Communication received in Hindi will be replied in Hindi if action is called for and a reply has been sought.</li> <li>Quarterly report on the working in Hindi Language will be sent.</li> </ul>

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		Language will be sent.	Language will be sent.	Language will be sent.	
19.	<b>RTI applications</b>	<ul style="list-style-type: none"> <li>To process 10 applications and furnish information within the stipulated time, after obtaining approval of the competent authority.</li> </ul>	<ul style="list-style-type: none"> <li>To process 10 applications and furnish information within the stipulated time, after obtaining approval of the competent authority.</li> </ul>	<ul style="list-style-type: none"> <li>To process 10 applications and furnish information within the stipulated time, after obtaining approval of the competent authority.</li> </ul>	<ul style="list-style-type: none"> <li>To process 10 applications and furnish information within the stipulated time, after obtaining approval of the competent authority.</li> </ul>
20.	<b>INITIATIVES</b>	<ul style="list-style-type: none"> <li>To prepare memoranda on the following issues:               <ol style="list-style-type: none"> <li>Draft Memorandum to amend Rule 292 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya Sabha) to reflect provisions regarding declaration of Pecuniary Interests by Members of Rajya Sabha in the said Rules.</li> <li>Draft memorandum to amend the Members of Rajya Sabha (Declaration of Assets and Liabilities) Rules to bring the nominated Members of Rajya Sabha under the ambit of the Assets and Liabilities Rules and to extend the provisions for declaration of details of liabilities in respect of Members' spouse and dependent children.</li> </ol> </li> <li>To prepare a format to replace the existing format (Form for Declaration of Assets and Liabilities for Members of Rajya Sabha) in order to make the declaration more comprehensive.</li> </ul> <p>To amend rule 4 of the Members of Rajya Sabha (Declaration of Assets and Liabilities) Rules, 2004 and consequential changes therein wherever applicable so as to discontinue preparation of Form-II.</p>			