

## ANNUAL ACTION PLAN OF COMMITTEE SECTION (GOVERNMENT ASSURANCES)

Sl. No.	ITEM	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Entry of assurances into the software</b>	Data entry of all assurances (250 approximately) culled out during 237 <sup>th</sup> Session and to be linked to website.	Data entry of assurances (250 approximately) culled out during first part of 238 <sup>th</sup> Session (first part of Budget Session) and to be linked to website.	Data entry of all assurances (200 approximately) culled out during second part of 238 <sup>th</sup> Session (second part of Budget Session) and to be linked to website.	Data entry of all assurances (200 approximately) culled out during 239 <sup>th</sup> Session and to be linked to website.
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2.	<b>Committee's Report</b>	--	--	--	70 <sup>th</sup> Report of the Committee to be drafted by 10 <sup>th</sup> November, 2016
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3.	<b>Review of pending assurances.</b>	Review of pending assurances (980 approximately) pertaining to the Ministries of Agriculture, Power, Atomic Energy, Railways, Heavy Industries & Public Enterprises, Law & Justice, Micro Small and Medium Enterprises, Information & Broadcasting, Planning,	Review of pending assurances (990 approximately) pertaining to the Ministries of Communications & IT, Tribal Affairs, Steel, Personnel, Public Grievances and Pensions, Housing & Urban Poverty Alleviation, Labour and Employment, Urban Development, Mines,	Review of pending assurances (980 approximately) pertaining to the Ministries of Agriculture, Power, Atomic Energy, Railways, Heavy Industries & Public Enterprises, Law & Justice, Micro Small and Medium Enterprises, Information & Broadcasting, Planning, Environment and Forests,	Review of pending assurances (990 approximately) pertaining to the Ministries of Communications & IT, Tribal Affairs, Steel, Personnel, Public Grievances and Pensions, Housing & Urban Poverty Alleviation, Labour and Employment, Urban Development, Mines, Women and Child Development, , Petroleum and Natural Gas,

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		Environment and Forests, Coal, Commerce and Industry, External Affairs, Consumer Affairs, Food & Public Distribution, Shipping, Civil Aviation, Culture, Defence, Human Resource Development, Corporate Affairs, Science & Technology, Earth Science, Youth Affairs & Sports to be completed by March, 2016.	Women and Child Development, , Petroleum and Natural Gas, Finance, Health & Family Welfare, Road Transport, Social Justice, Chemicals & Fertilizers, Home Affairs, Rural Development, Minority Affairs, Panchayati Raj, Water Resources, Tourism, Skill Development, Statistics be completed by June, 2016.	Coal, Commerce and Industry, External Affairs, Consumer Affairs, Food & Public Distribution, Shipping, Civil Aviation, Culture, Defence, Human Resource Development, Corporate Affairs, Science & Technology, Earth Science, Youth Affairs & Sports to be completed by March, 2016.	Finance, Health & Family Welfare, Road Transport, Social Justice, Chemicals & Fertilizers, Home Affairs, Rural Development, Minority Affairs, Panchayati Raj, Water Resources, Tourism, Skill Development, Statistics be completed by June, 2016.
4.	<b>Record Management</b>				
	<b>(i) Categorization of files</b>	200 Files pertaining to assurances dropped or laid on the Table of the House in 2014 to be categorized.	200 Files pertaining to assurances dropped or laid on the Table of the House in 2014 to be categorized.	225 Files pertaining to assurances dropped or laid on the Table of the House in 2014 to be categorized.	225 Files pertaining to assurances dropped or laid on the Table of the House in 2014 to be categorized.
	<b>(ii) Weeding out of old records</b>	200 Files relating to assurances dropped or laid during 2013 to be reviewed.	200 Files relating to assurances dropped or laid during 2013 to be reviewed.	225 Files relating to assurances dropped or laid during 2013 to be reviewed.	800 files relating to assurances dropped or laid during 2013 to be weeded out.
5.	<b>Review and Preparation of Annual Action Plan</b>	Review of compliance of Annual Action Plan in March, 2016 for the period January-March, 2016.	Review of compliance of Annual Action Plan in June, 2016 for the period April - June, 2016.	(i) Review of compliance of Annual Action Plan in September, 2016 for the period July-September, 2016. (ii) Preparation of Annual action Plan for the year	Review of compliance of Annual Action Plan in November, 2016 for the remaining period of the year 2016 and submission of status of Annual Action Plan-2016, to O&M Section.

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				2017.	
6.	<b>Annual report</b>	Preparation of Annual Report on the activities/work done by the Section in 2015.	--	--	--
7.	<b>Updation of Website and Records.</b>	<p>Updation of Website and records pertaining to new assurances received/culled, statements regarding fulfillment of assurances laid during the 237<sup>th</sup> Session and assurances dropped by the Committee during the period.</p> <p>Updation of Website in respect of meetings, tours and recommendations of the Committee, is to be done immediately as and when required.</p>	<p>Updation of Website and records pertaining to new assurances received/culled, statements regarding fulfillment of assurances laid during the 238<sup>th</sup> Session (first part of Budget Session) and assurances dropped by the Committee during the period.</p> <p>Updation of Website in respect of meetings, tours and recommendations of the Committee, is to be done immediately as and when required.</p>	<p>Updation of Website and records pertaining to new assurances received/culled, statements regarding fulfillment of assurances laid during the 238<sup>th</sup> Session (second part of Budget Session) and assurances dropped by the Committee during the period.</p> <p>Updation of Website in respect of meetings, tours and recommendations of the Committee, is to be done immediately as and when required.</p>	<p>Updation of Website and records pertaining to new assurances received/ culled, statements regarding fulfillment of assurances laid during the 239<sup>th</sup> Session and assurances dropped by the Committee during the period.</p> <p>Updation of Website in respect of meetings, tours and recommendations of the Committee, is to be done immediately as and when required.</p>
8.	<b>Annual Office Inspection</b>	Annual office inspection to be held in February, 2016.	ATR will be prepared on the observations made by the Inspecting Officer	Follow up of ATR, if needed.	Follow up of ATR, if needed.
9.	<b>Work relating to information sought under RTI Act, 2005 No. of Receipt received/dealt/</b>	Approximately 2-3 receipts seeking information under RTI Act, 2005 will be processed.	Approximately 2-3 receipts seeking information under RTI Act, 2005 will be processed.	Approximately 2-3 receipts seeking information under RTI Act, 2005 will be processed.	Approximately 2-3 receipts seeking information under RTI Act, 2005 will be processed.

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	<b>pending.</b>				
10.	<b>Computerized Diary and Updation of Register</b>	The centralized computer diary, already in operation, will be continued and various registers like file register, meeting details register, etc. shall be updated on a regular basis.	The centralized computer diary, already in operation, will be continued and various registers like file register, meeting details register etc. shall be updated on a regular basis.	The centralized computer diary, already in operation, will be continued and various registers like file register, meeting details register, etc. shall be updated on a regular basis.	The centralized computer diary, already in operation, will be continued and various registers like file register, meeting details register, etc. shall be updated on a regular basis.