

ANNUAL ACTION PLAN OF I. T. SECTIONS (HARDWARE & SOFTWARE)

Sl. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Committee on Provision of Computer Equipment to Members of Rajya Sabha.	Meeting of the Committee to consider the issues that may arise during the period, if any.	Implementation of decisions taken by the Committee.	Meeting of the Committee to consider the issues that may arise during the period, if any.	Implementation of decisions taken by the Committee.
2.	Meetings of Computerization Coordination Committee	Review of progress made on the decisions taken in the Computerization Coordination Committee and other computerization activities at level of JS.	Follow up action initiatives at the level of Director. Review of progress made on the decisions taken in the Computerization Coordination Committee and other computerization activities at level of JS. Status Report on decisions for information of JS.	Meeting of Computerization Coordination Committee. Implementation of decisions taken in the meeting of the Computerization Coordination Committee.	Review of progress made on the decisions taken in the Computerization Coordination Committee and other computerization activities at level of JS.
3.	Procurement of Computer Equipment for the Secretariat	Meeting of the Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE) to consider	Follow up action on the decisions taken by the Committee	Meeting of the Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE) to consider	Follow up action on the decisions taken by the Committee

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		the requests from Officers/Sections for new/additional Computer Equipment, if any.		the requests from Officers/Sections for new/additional Computer Equipment, if any.	
4.	IT Plan (2016-18)	Preparation of the IT Plan (2016-18) by 15 th January, 2016. Action Plan for monitoring of various initiatives as per the IT Plan to be prepared with approval of JS.	Continuous Review of the actions envisaged under the IT Plan as per the monitoring mechanism prepared by Director/JS.	Continuous Review of the actions envisaged under the IT Plan as per the monitoring mechanism prepared by Director/JS.	Continuous Review of the actions envisaged under the IT Plan as per the monitoring mechanism prepared by Director/JS.
5.	MANTRA Phase-II Project	Review of progress of the Project by the Project Review Committee. The matter of submission of a feasibility Report by C-DAC regarding using MANTRA for preparing Hindi Version of Parliamentary Questions to be taken up.	Review of progress of the Project by the Project Review Committee. Examining of the feasibility Report submitted by C-DAC in consultation with E&T and Questions Branch.	Review of progress of the Project by the Project Review Committee. Further action as per decision of the use of MANTRA for Parliamentary Questions to be taken.	Review of progress of the Project by the Project Review Committee. Further action as per decision of the use of MANTRA for Parliamentary Questions to be taken

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6.	Rajya Sabha Website/ Intranet site of Rajya Sabha Secretariat	Review of Status of Rajya Sabha Websites in coordination with NIC in respect of their content, updation position, monitoring mechanism and need for upgradation at the level of JS. Template software application for Rajya Sabha INTRANET site to be implemented.	Actions as per decisions regarding review, upgradation, monitoring, etc. to be taken.	Status of Website updation to be monitored as per the Website manual and decisions taken.	Status of Website updation to be monitored as per the Website manual and decisions taken.
7.	Annual Maintenance Contract (AMC) for Computer Hardware	Inclusion in the AMC of equipment that is going out of warranty and exclusion of obsolete equipment from AMC. Review of performance of present AMC vendor	Process of renewal/open tendering to award AMC for computer equipment shall be undertaken. Inclusion in the AMC of equipment that is going out of warranty and exclusion of obsolete equipment from AMC. Review of performance of present AMC vendor	Inclusion in the AMC of equipment that is going out of warranty and exclusion of obsolete equipment from AMC. Review of performance of present AMC vendor	Inclusion in the AMC of equipment that is going out of warranty and exclusion of obsolete equipment from AMC. Review of performance of present AMC vendor.
8.	Obsolescence of Computer Equipment	Meeting of ODC to consider the obsolescence	Follow up action on the decisions taken by the	Meeting of ODC to consider the	Follow up action on the decisions taken by the

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		of the computer equipment, if required. The computer equipment already declared obsolete would be replaced as and when the request received.	Committee.	obsolescence of the computer equipment, if required.	Committee.
9.	Weeding out of old records	Classification of 12 nos. of files of the Section, into various categories for the year 2013, will be carried out.	Classification of 12 nos. of files of the Section, into various categories for the year 2013, will be carried out.	Classification of 12 nos. of files of the Section, into various categories for the year 2013, will be carried out.	Classification of 12 nos. of files of the Section, into various categories for the year 2013, will be carried out.
10.	Computerised Diary; Updation of records on website and Maintenance of Registers, etc.	<p>Receipts received in the Section would be diarised through DMIS.</p> <p>All files created (opened) in the Section would be placed on website (Indexing of files).</p> <p>Registers of the Section like Inventory, Expenditure register, Sanction Order Register etc. will be updated on regular basis</p>	<p>Receipts received in the Section would be diarised through DMIS.</p> <p>All files created (opened) in the Section would be placed on website (Indexing of files).</p> <p>Registers of the Section like Inventory, Expenditure register, Sanction Order Register etc. will be updated on regular basis</p>	<p>Receipts received in the Section would be diarised through DMIS.</p> <p>All files created (opened) in the Section would be placed on website (Indexing of files).</p> <p>Registers of the Section like Inventory, Expenditure register, Sanction Order Register etc. will be updated on regular basis</p>	<p>Receipts received in the Section would be diarised through DMIS.</p> <p>All files created (opened) in the Section would be placed on website (Indexing of files).</p> <p>Registers of the Section like Inventory, Expenditure register, Sanction Order Register etc. will be updated on regular basis</p>

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11.	Annual Report and Annual Action Plan	Preparation of Annual Report on the activities/work done by the Section in the year 2015	--	(i) Preparation of Annual Action Plan 2017. (ii) Submission of Status of Annual Action Plan 2016 (<i>i.e.</i> from January to September, 2016) to O&M Section.	
12.	Annual Office Inspection Report	Annual Office Inspection Report for the year 2015 and ATR on the observation of the Inspecting Officer to be prepared and sent to O&M Section. Implementation of Annual Office Inspection Report.	Implementation of Annual Office Inspection Report.	Implementation of Annual Office Inspection Report.	Implementation of Annual Office Inspection Report.
13.	Information sought under RTI Act, 2005	As and when information is sought by RTI Cell under RTI Act, 2005, the same would be provided in stipulated time.	As and when information is sought by RTI Cell under RTI Act, 2005, the same would be provided in stipulated time.	As and when information is sought by RTI Cell under RTI Act, 2005, the same would be provided in stipulated time.	As and when information is sought by RTI Cell under RTI Act, 2005, the same would be provided in stipulated time.
14.	New Initiatives	(i) Setting up of e-training activities for Members and employees of the Secretariat with various Organizations under Deity	Follow up action would be taken on points mentioned in the first quarter <i>i.e.</i> January – March, 2016.	Follow up action would be taken on points mentioned in the first quarter <i>i.e.</i> January – March, 2016.	Follow up action would be taken on points mentioned in the first quarter <i>i.e.</i> January – March, 2016.

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		<p>as per feedback received from Secretary, Deity.</p> <p>(ii) Creation of NDSAP Cell as per NDSAP Policy of the Department of Electronics and Information Technology (DeITY) and taking further action as per Open Data Policy.</p> <p>(iii) Action to be taken as per decisions taken to further the Project on Digitization of Office files.</p>			
15.	Promotion of Hindi in Official work	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible, besides replying in Hindi to all communications received in Hindi.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible, besides replying in Hindi to all communications received in Hindi.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible, besides replying in Hindi to all communications received in Hindi.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible, besides replying in Hindi to all communications received in Hindi.