

ANNUAL ACTION PLAN OF LEGISLATIVE SECTION

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1	Record Management/weeding out of old records		Review of about 35 classified files of the year 2011.		Classification/weeding out of approximately 50 files pertaining to the year 2013.
2	Computrised Diary, updation of records on website and maintenance of registers, etc.				
(i)	Precedent Register	Will be updated upto the winter session, 2015 (237 th Session).	Will be updated upto first part of the Budget Session, 2016 (238 th Session)	Will be updated upto second part of the Budget Session, 2016 (238 th Session)	Will be updated upto the Monsoon Session, 2016 (239 th Session)
(ii)	Special Mention Register	Register will be updated upto the winter Session, 2015 (237 th Session).	Register will be updated after first part of Budget Session, 2016 (238 th Session)	Register will be updated after second part of Budget Session, 2016 (238 th Session)	Register will be updated after Monsoon Session, 2016 (239 th Session)
(iii)	Calling Attention Register	Register will be updated upto the winter Session, 2015 (237 th Session).	Register will be updated after first part of Budget Session, 2016 (238 th Session)	Register will be updated after second part of Budget Session, 2016 (238 th Session)	Register will be updated after Monsoon Session, 2016 (239 th Session)
(iv)	Short Duration Discussion Register	Register will be updated upto the winter Session, 2015 (237 th Session)	Register will be updated after first part of Budget Session, 2016 (238 th Session)	Register will be updated after second part of Budget Session, 2016 (238 th Session)	Register will be updated after Monsoon Session, 2016 (239 th Session)

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(v)	Private Members Resolution Register	Register will be updated upto the winter Session, 2015 (237 th Session)	Register will be updated after first part of Budget Session, 2016 (238 th Session)	Register will be updated after second part of Budget Session, 2016 (238 th Session)	Register will be updated after Monsoon Session, 2016 (239 th Session)
(vi)	Updation of Website	(i) Provisional Calendar of Sittings (238 th Session), Parliamentary Bulletin regarding Tentative Business to be transacted during 238 th Session to be linked. (ii) Special Mention Data upto 237 th Session will be entered in the Special Mention Software.	Special Mention Data upto the first part of Budget Session (238 th Session) will be entered in the Special Mention Software.	(i) Provisional Calendar of Sittings (239 th Session), Parliamentary Bulletin regarding Tentative Business to be transacted during 239 th Session to be linked. (ii) Special Mention Data upto the second part of Budget Session (238 th Session) will be entered in the Special Mention Software.	(i) Provisional Calendar of Sittings (240 th Session), Bulletin regarding Tentative Business to be transacted during 240 th Session to be linked. (ii) Special Mention Data upto Monsoon Session (239 th Session) will be entered in the Special Mention Software.
3.	Annual Report and Performance Profile	Preparation of Annual Report, 2015 and Performance Profile, 2015.			
4.	Annual Action Plan and Status of Annual Action Plan			(i) Preparation of Annual Action Plan – 2017. (ii) Submission of Status of Annual Action Plan-2015 (<i>i.e.</i> from January to June, 2016) to O&M Section.	

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5.	Annual Office Inspection and ATR on observations of Inspecting Officer	Annual office inspection, 2016 likely to be done.	ATR on Office Inspection, 2016 :- Action to be taken on the observations of Inspecting Officer., if any.		
6.	Work done in Hindi	All the receipts received in Hindi will be processed in Hindi and reply, if any, will also be sent in Hindi.	Quantity of work done in Hindi in respect of files opened, notings and number of receipts processed would be recorded separately.		
7.	Work relating to information sought under RTI Act, 2005	As per last year's experience, approximately ten (10) RTI applications may be disposed of within prescribed time limit.	As per last year's experience, approximately ten (10) RTI applications may be disposed of within prescribed time limit.	As per last year's experience, approximately ten (10) RTI applications may be disposed of within prescribed time limit.	As per last year's experience, approximately ten (10) RTI applications may be disposed of within prescribed time limit.
8.	New initiatives	Index of files of 2 years from 1983 backwards will be entered into DMIS Software.	Index of files of 2 years from 1981 backwards will be entered into DMIS Software.	Index of files of 2 years from 1979 backwards will be entered into DMIS Software.	Index of files of 2014 and 2015 (2 years) will be entered into DMIS Software.