

## ANNUAL ACTION PLAN OF LOBBY OFFICE

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Conversion of DVC Pro-126 minutes tape into DVD.</b>	DVC Pro-126 minutes tape for the 237 <sup>th</sup> Session to be sent to the vendor for conversion into DVDs.  (Approx. 120 tapes)		DVC Pro-126 minutes tape for the 238 <sup>th</sup> Session to be sent to the vendor for conversion into DVDs.  (Approx. 250 tapes)	DVC Pro-126 minutes tape for the 239 <sup>th</sup> Session to be sent to the vendor for conversion into DVDs.  (Approx. 100 tapes)
2.	<b>Journals</b>	Camera Ready Copy (CRC) of 237 <sup>th</sup> Session to be sent to Press.		Camera Ready Copy (CRC) of 238 <sup>th</sup> Session to be sent to Press.	Camera Ready Copy (CRC) of 239 <sup>th</sup> Session to be sent to Press.
3.	<b>Chamber Inspection.</b>	Chamber Rehearsal before Budget Session.		Chamber Rehearsal before Monsoon Session.	Chamber Rehearsal before Winter Session.
4.	<b>Record Management</b>		-----	Old files which have been retained as on date will be reviewed.  <i>(Files up to the year 2011 have been reviewed.)</i>	----
5.	<b>Updation of web-site</b>	(i) Up-load the Attendance of Members for the 237 <sup>th</sup> Session of Rajya Sabha on the Rajya Sabha website.  (ii) Up-load the Journal for the 237 <sup>th</sup> Session of Rajya Sabha on the Rajya Sabha website.		(i) Up-load the Attendance of Members for the 238 <sup>th</sup> Session of Rajya Sabha on the Rajya Sabha website.  (ii) Up-load the Journal for	(i) Up-load the Attendance of Members for the 239 <sup>th</sup> Session of Rajya Sabha on the Rajya Sabha website.

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		(iii) Up-load the DVDs containing the proceedings of 237 <sup>th</sup> Session of Rajya Sabha in SAN Disc on ftp Server.		the 238 <sup>th</sup> Session of Rajya Sabha on the Rajya Sabha website.  (iii) Up-load the DVDs containing the proceedings of 238 <sup>th</sup> Session of Rajya Sabha in SAN Disc on ftp Server.	(ii) Up-load the Journal for the 239 <sup>th</sup> Session of Rajya Sabha on the Rajya Sabha website.  (iii) Up-load the DVDs containing the proceedings of 239 <sup>th</sup> Session of Rajya Sabha in SAN Disc on ftp Server
6.	<b>Annual Report</b>	---	-----	-----	Preparation of Annual Report for the year 2016.
7.	<b>Annual Office Inspection</b>	Annual Office inspection for the year 2015 to be conducted in the month of February, 2016.	Take follow-up action on observation of Inspecting Officer, if received during the quarter.	Take follow-up action on observations of Inspecting Officer, if received during the quarter.	Take follow-up action on observations of Inspecting Officer, if received during the quarter.
8.	<b>Annual Action Plan</b>	----	Monitoring implementation of Action Plan 2016.	Monitoring implementation of Acton Plan 2016.	(i) Monitoring implementation of Action Plan 2016.  (ii) Annual Action Plan to be prepared for the year 2017.

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9.	<b>Computerized Diary</b>	An ongoing activity.			
10.	<b>Work done in Hindi</b>	Communications received in Hindi are responded in that language only.			
11.	<b>Information sought under RTI Act, 2005</b>	(i) Timely response to communications received from RTI Cell and through RTI request and Appeal and Management system (RTI-MIS).  (ii) Entry of current files in pursuance to CIC Order.	Timely response to communications received from RTI Cell and through RTI request and Appeal and Management system (RTI-MIS).	Timely response to communications received from RTI Cell and through RTI request and Appeal and Management system (RTI-MIS).	Timely response to communications received from RTI Cell and through RTI request and Appeal and Management system (RTI-MIS).
12.	<b>New initiatives</b>	Up-load the DVDs containing the Rajya Sabha Proceedings for the years 2007 and 2008 in SAN Disc on ftp Server.			