

## ANNUAL ACTION PLAN OF MEDIA, EDUCATION & AUDIO-VISUAL UNIT

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Accreditation of newspapers/ news agencies/ electronic media/ freelance journalists</b>				
	(i) Number of requests received from newspapers/ news agencies/ electronic media/ freelance journalists.	15 requests	15 requests	15 requests	15 requests
	(ii) Requests processed as per the guidelines	15 requests	15 requests	15 requests	15 requests
	(iii) Requests placed before the Media Advisory Committee	12 requests	12 requests	12 requests	12 requests
2.	<b>Media Advisory Committee meetings</b>				
	(i) Number of Meetings to be organized	1 meeting	2 meetings	1 meeting	2 meetings
	(ii) Memoranda to be prepared	1	2	1	2
	(iii) Minutes to be prepared	1	2	1	2

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3.	<b>Reconstitution of Media Advisory Committee</b>				File for reconstitution of Media Advisory Committee to be submitted.
4.	<b>Issuing/ Renewing Annual/ Sessional/ Temporary Rajya Sabha Press Gallery passes for journalists and also recommending their names to CPIC for issuance of R.F. Tags</b>				
	(i) Issuing/ renewing <b>Annual</b> Rajya Sabha Press Gallery passes and forwarding their names to CPIC for issuance of R.F. Tags	230 passes	5 passes	5 passes	5 passes
	(ii) Recommending to CPIC for issuance of <b>Sessional</b> Rajya Sabha Press Gallery passes	130		130	130
	(iii) Recommending to CPIC for issuance/ renewing of <b>Temporary</b> Rajya Sabha Press Gallery passes	110	110	110	110
5.	<b>Issuance annual and sessional parking labels to media persons</b>				
	(i) Number of <b>Annual</b> Parking	40 parking labels	20 parking labels	20 parking labels	

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	Labels to be issued				
	(ii) Number of <b>Sessional</b> Parking Labels to be issued	35	5	40	40
	(iii) File for printing of 200 Annual Parking Labels and 100 Parking Labels each for the 3 Sessions of year 2017 to be processed				File for printing of Parking Labels to be submitted in this quarter.
6.	<b>Liaison with print/ electronic media/ news agencies for the coverage of reports of the parliamentary committees and important events (Committee report presentations, Oath taking ceremonies, call on by foreign delegations, etc.) of Rajya Sabha</b>				
	(i) Number of anticipated events	5 events	5 events	5 events	5 events
	(ii) Number of media organizations/ media persons to be contacted:				
	(a) Telephonically	30	30	30	30
	(b) By E-mail	250	250	250	250
7.	<b>Issue of press releases/ communiqués</b>				

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	(i) Number of anticipated Press Releases	20 press releases	20 press releases	20 press releases	20 press releases
	(ii) Number of emails to be sent	250	250	250	250
	(iii) Number of major media organizations/ media persons to be contacted for follow up	30	30	30	30
8.	<b>Management of Press Counter</b>  (i) Number of parliamentary papers such as Bills, Lists of Business, Lists of Starred/ Unstarred Questions, Statements made by the Ministers, Reports of the various parliamentary Committees, Special Mentions etc. to be made available to the media persons during each day of the session.	60 parliamentary papers per day of the session (excluding committee reports)	60 parliamentary papers per day of the session (excluding committee reports)	60 parliamentary papers per day of the session (excluding committee reports)	60 parliamentary papers per day of the session (excluding committee reports)
9.	<b>Press Conferences by Committee Chairmen</b>				
	(i) Number of anticipated Press Conferences	5 Press Conferences	5 Press Conferences	5 Press Conferences	5 Press Conferences
	(ii) Number of e-mails to be sent to media persons	250	250	250	250

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	(iii) Number of media organizations/ media persons to be contacted telephonically	30	30	30	30
10.	<b>Arrangement of a photographer for covering important events/occasions</b>	10 events	10 events	10 events	20 events
11.	<b>Preparing Annual Action Plan</b>			Submission of Status of Annual Action Plan-2016 (i.e. from January to June, 2016) to O&M Section.	Annual Action Plan for the year 2017 to be prepared.
12.	<b>Weeding out of Old Records/ Files</b>  (i) Number of files pertaining to the year(s) to be weeded out			Weeding out of 5 files for records up to year 2012 to be done in this quarter.	
13.	<b>Updation of Website</b>	Information regarding the Media Advisory Committee of Rajya Sabha on the Rajya Sabha Webpage to be updated as and when required.	(i) Information regarding the Media Advisory Committee of Rajya Sabha on the Rajya Sabha Webpage to be updated as and when required.  (ii) Valedictory address of the Hon'ble Chairman, Rajya Sabha for the budget	(i) Information regarding the Media Advisory Committee of Rajya Sabha on the Rajya Sabha Webpage to be updated as and when required.  (ii) Valedictory address of the Hon'ble Chairman, Rajya	(i) Information regarding the Media Advisory Committee of Rajya Sabha on the Rajya Sabha Webpage to be updated as and when required.  (ii) Valedictory address of the Hon'ble Chairman, Rajya

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			session to be uploaded on the Rajya Sabha website.	Sabha for the monsoon session to be uploaded on the Rajya Sabha website.	Sabha for the winter session was to be uploaded on the Rajya Sabha website
14.	<b>Annual Report</b>	Preparation of Annual Report about the activities/ work done by this unit in 2015			
15.	<b>Annual Office Inspection; ATR on observation of Inspecting Officer</b>	(i) Date on which annual office inspection 2016 will be held will be finalised in consultation with the Inspecting Officer after the O&M Section issues the circular regarding the same  (ii) During the inspection for the year 2014 the inspecting officer suggested for Diary Register and File Movement Register. The same has been			

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		implemented.			
16.	<b>Work done in Hindi</b>	Hindi Timahi Report to be sent to 'Rajbhasha Prabhag'.	Hindi Timahi Report to be sent to 'Rajbhasha Prabhag'.	Hindi Timahi Report to be sent to 'Rajbhasha Prabhag'.	Hindi Timahi Report to be sent to 'Rajbhasha Prabhag'.
17.	<b>Work relating to Information sought under RTI Act, 2005</b>				
	(i) Number of Receipt received/ dealt/ pending	NIL			
	(ii) Anticipated receipts	1	1	1	1
18.	<b>Work related to vetting of advertisement issued to the newspapers through DAVP</b>	Advertisements received from various sections to be vetted and relevant entry to be made in the Budget Control Register.	Advertisements received from various sections to be vetted and relevant entry to be made in the Budget Control Register.	(i) Advertisements received from various sections to be vetted and relevant entry to be made in the Budget Control Register.  (ii) Budget estimate for the year 2017-18 and revised estimate for 2016-17 to be forwarded to the Estt.(A/c) & Budget Section.	Advertisements received from various sections to be vetted and relevant entry to be made in the Budget Control Register.