

## ANNUAL ACTION PLAN OF TRANSLATION (OIH) SECTION

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Notices of Questions received originally in Hindi (OIH)</b>	Expected no. of 1450 Notices of Questions originally in Hindi (OIH) are likely to be taken up for translation and vetting during the period.	Expected no. of 1125 Notices of Questions originally in Hindi (OIH) are likely to be taken up for translation and vetting during the period.	Expected no. of 1575 Notices of Questions originally in Hindi (OIH) are likely to be taken up for translation and vetting during the period.	Expected no. of 1500 Notices of Questions originally in Hindi (OIH) are likely to be taken up for translation and vetting during the period.
2.	<b>Notices of Half- an-Hour Discussion/ Short Notice Questions/Listed questions/ debates/committee reports etc.</b>	As far as the number of notices of Half - an – Hour Discussion/Short Notice Questions/ Listed questions/ debates/committee reports etc. are concerned, quantitative targets cannot be fixed because these items of work are received from other Sections and this Section only helps them to complete their task in time during times of exigency or during inter-sessions period, as the case may be.  Every effort would be made to render an accurate and exact English/Hindi version of the above mentioned items received from other sections.	As in column 3	As in column 3	As in column 3

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
3.	<b>Annual Report</b>	Annual Report for the year 2015 will be prepared in January, 2016.			
4.	<b>Annual Action Plan</b>			i) Preparation of Annual Action Plan-2017 ii) Preparation of Mid year Review of Annual Action Plan - from January to June, 2016.	
5.	<b>Record Management/ Weeding out of old records</b> (i) Number of files pertaining to years (s) to be Recorded /Weeded out	Records will be maintained and weeded out as per set norms.	Records will be maintained and weeded out as per set norms.	Records will be maintained and weeded out as per set norms.	Records will be maintained and weeded out as per set norms.
6.	<b>Computerised Diary; Updation of Records on website and Maintenance of Register(s) etc.</b> (i) Details of Records updated/uploaded, as per office Manual and orders issued from time to time	Computerised diaries of (OIH questions received from Question Branch) will be done during every session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time.	Computerised diaries of (OIH questions received from Question Branch) will be done during every session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time.	Computerised diaries of (OIH questions received from Question Branch) will be done during every session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time.	Computerised diaries of (OIH questions received from Question Branch) will be done during every session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time.
7.	<b>Annual Office Inspection</b>	Inspection of the Section is carried out once in every two years. Last Inspection was conducted in July, 2015. Hence, the next Annual Office Inspection will be held in 2017.	-	-	-

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8..	<b>Work related to information sought under RTI Act, 2005</b>	This Section does not deal with this work.			
9..	<b>Work related to Hindi</b>	Quarterly Report on the progressive use of Hindi shall be sent to the Raj Bhasha Prabhag on quarterly basis.			
10..	<b>New Initiatives</b>	---			