

## ANNUAL ACTION PLAN OF O&M SECTION

| S. No.    | ITEM  | ACTIVITY      |            |                |  |
|-----------|---|---------------|------------|----------------|--|
|           |   | JANUARY-MARCH | APRIL-JUNE | JULY-SEPTEMBER | OCTOBER-DECEMBER   |
| <b>1.</b> | <b>ANNUAL ACTION PLAN (AAP) OF THE SECRETARIAT</b>      |               |            |                |  |
|           | (i) <b>Annual Action Plan 2016, of the Secretariat</b>  | ---           | ---        | ---            | <ul style="list-style-type: none"> <li>- Review of Annual Action Plan-2016 by concerned Divisional Heads and review by Secretary-General.</li> <li>- Circulation of Secretary-General's observations (after the review of AAP-2016) to the concerned Divisional Heads for compliance.</li> </ul>   |
|           | (ii) <b>Annual Action Plan 2017, of the Secretariat</b> | ---           | ---        | ---            | <ul style="list-style-type: none"> <li>-Issue of circular for Annual Action Plan 2017.</li> <li>-Preparation of Action Plan for O&amp;M Section for the year 2017.</li> <li>-Receipt of first draft of Annual Action Plan 2017 from all Sections.</li> <li>-Scrutiny and compilation of Annual Action Plan 2017, received from different Sections of the Secretariat.</li> <li>- Submission of Annual Action Plan 2017 for approval of Secretary-General.</li> <li>- Circulation of Annual Action</li> </ul> |

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|  |      |   | JANUARY-MARCH   | APRIL-JUNE | JULY-SEPTEMBER | OCTOBER-DECEMBER  |
|  |      |   |   |            |                | Plan 2017 to all Officers/Sections.   |
| <b>2. ANNUAL REPORT OF THE SECRETARIAT</b> |      |   |   |            |                |   |
|  | (i)  | <b>Compilation of Annual Report-2015 of Rajya Sabha Secretariat.</b>          | -Receipt of draft Annual Report - 2015 from Sections (January).<br>-Compilation and submission for approval of Secretary-General & circulation of Annual Report-2015 (March 2016).  | ---        | ---            | ---   |
|  | (ii) | <b>Annual Report-2016</b>   | ---   | ---        | ---            | -Issue of circular asking for draft Annual Report-2016 from Sections of Secretariat (December).   |
| <b>3. INSPECTION OF THE SECRETARIAT</b>    |      |   |   |            |                |   |
|  | (i)  | <b>Inspection of specified Sections of the Secretariat for the year 2016.</b> | - Inspection of Sections of the Secretariat, as per Office Manual.<br>- Monitoring Inspections and receipt of Inspection Report-2016 and scrutinizing them.<br>- To circulate the observations/ suggestions of inspecting officers to all concerned and request for action taken report for the same. | ---        | ---            | -Consolidated Section wise summary report of points arising out of Inspection Reports-2016 and action taken by various Sections, to be prepared and submitted for information of Secretary-General. |

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|           | (ii)   | Inspection of specified Sections of the Secretariat for the year 2017. | ---   | ---   | ---   | -Issue circular indicating Inspecting Officers for Inspection-2017. (December)                              |
| <b>4.</b> | <b>JOB ANALYSIS OF THE SECRETARIAT</b>   |  |   |   |   |   |
|           | (i)  | Work-study   | - Work study of RTI Cell.<br>- Other work study to be taken up as and when a request/direction is received. | - Work study of RTI Cell.<br>- Other work study to be taken up as and when a request/direction is received. | - Work study of RTI Cell.<br>- Other work study to be taken up as and when a request/direction is received. | - Work study of RTI Cell.<br>- Other work study to be taken up as and when a request/direction is received. |
| <b>5.</b> | <b>DIGITIZATION OF OLD RECORDS OF THE SECRETARIAT</b>  |  |   |   |   |   |
|           | (i)  | Digitization   | Approximately 85,000 to 1 lakh pages to be digitized.   |   |   |   |
| <b>6.</b> | <b>ANNUAL REPORT OF O&amp;M SECTION</b>  |  |   |   |   |   |
|           | (i)  | Preparation of Annual Report -2015                                     | Preparation of Chapter of Annual Report 2015 on activities/work done by O&M Section during the year 2015.   | ---   | ---   | ---   |
| <b>7.</b> | <b>ANNUAL ACTION PLAN OF O&amp;M SECTION</b>   |  |   |   |   |   |
|           | (i)  | Annual Action Plan - 2016  | Review of Annual Action Plan - 2016.  | Review of Annual Action Plan - 2016   | Submission of status of Annual Action Plan - 2016   | Final review by Divisional Head   |
|           | (ii)   | Annual Action Plan – 2017  | ---   | ---   | ---   | Preparation of Annual Action Plan -2017.  |
| <b>8.</b> | <b>RECORD MANAGEMENT/ WEEDING OUT OF OLD RECORDS OF O&amp;M SECTION</b>  |  |   |   |   |   |
|           | (i)  | Recording and weeding out of files                                     | ---   | Review of 60 files from 2011 - 2012 and weeding out   | ---   | ---   |
| <b>9.</b> | <b>COMPUTERISED DIARY, UPDATION OF RECORDS ON WEBSITE AND MAINTENANCE OF REGISTER(S) ETC. OF O&amp;M SECTION</b> |  |   |   |   |   |

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|            |  |  | JANUARY-MARCH  | APRIL-JUNE   | JULY-SEPTEMBER   | OCTOBER-DECEMBER   |
|            | (i)  | <b>Details of records updated/uploaded, as per office Manual and orders issued from time to time</b> | <ul style="list-style-type: none"> <li>- Diary work to be done in DMIS</li> <li>- Weekly monitoring at Assistant Director level.</li> <li>- Monthly monitoring at Branch Officer level and Quarterly monitoring at Divisional Head level through DMIS</li> <li>- Uploading/Updation of records like Annual Report, Inspection Proforma, Circulars, etc.</li> </ul> | <ul style="list-style-type: none"> <li>- Diary work to be done in DMIS</li> <li>- Weekly monitoring at Assistant Director level.</li> <li>- Monthly monitoring at Branch Officer level and Quarterly monitoring at Divisional Head level through DMIS</li> <li>- Uploading/Updation of records like Annual Report, Inspection Proforma, Circulars, etc.</li> </ul> | <ul style="list-style-type: none"> <li>- Diary work to be done in DMIS</li> <li>- Weekly monitoring at Assistant Director level.</li> <li>- Monthly monitoring at Branch Officer level and Quarterly monitoring at Divisional Head level through DMIS</li> <li>- Uploading/Updation of records like Annual Report, Inspection Proforma, Circulars, etc.</li> </ul> | <ul style="list-style-type: none"> <li>- Diary work to be done in DMIS</li> <li>- Weekly monitoring at Assistant Director level.</li> <li>- Monthly monitoring at Branch Officer level and Quarterly monitoring at Divisional Head level through DMIS</li> <li>- Uploading/Updation of records like Annual Report, Inspection Proforma, Circulars, etc.</li> </ul> |
| <b>10.</b> | <b>ANNUAL OFFICE INSPECTION, ATR ON OBSERVATION OF INSPECTING OFFICER FOR O &amp;M SECTION</b> |  |  |  |  |  |
|            | (i)  | <b>Inspection</b>  | Inspection by Inspecting Officer in January-February, 2016.  |  |  |  |
|            | (ii)   | <b>ATR</b>   |  | ATR on observation of Inspecting Officer made during Inspections in 2016 will be submitted.  |  |  |
| <b>11</b>  | <b>USAGE OF HINDI IN O&amp;M SECTION</b>   |  |  |  |  |  |
|            | (i)  | Work done in Hindi   | Any communication/ file received in Hindi, shall be replied in Hindi.  |  |  |  |
| <b>12</b>  | <b>RTI RELATED TO O&amp;M SECTION</b>  |  |  |  |  |  |
|            | (i)  | Furnishing Information sought  | Disposal of approximately 03 to 04 RTI requests for furnishing information under RTI Act, 2005 as and when received  |  |  |  |

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|           | under RTI Act, 2005   |               |            |                |                  |
| <b>13</b> | <b>NEW INITIATIVE</b> |               |            |                |                  |
|           |                       | ---           | ---        | ---            | ---              |