

ANNUAL ACTION PLAN OF QUESTION BRANCH

Sl. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Intimation to Members in respect of Disallowed and Lapsed notices of Questions	To send intimation totalling 5000 (approximately) to Members in respect of disallowed and lapsed notices of questions during the 237 th Session.	To send intimation totalling 7500 (approximately) to Members in respect of disallowed and lapsed notices of questions during the 238 th Session.	To send intimation totalling 5000 (approximately) to Members in respect of disallowed and lapsed notices of questions during the 239 th Session.	To initiate sending of intimation totalling 5000 (approximately) to Members in respect of disallowed and lapsed notices of questions during the 240 th Session.
2.	Compilation and printing of the pamphlet “Statistical Information relating to Questions”.	Compilation of Statistical Information of 237 th Session and printing 100 copies thereof in English and 50 copies in Hindi.	Compilation of Statistical Information of 238 th Session and printing 100 copies thereof in English and 50 copies in Hindi.	Compilation of Statistical Information of 239 th Session and printing 100 copies thereof in English and 50 copies in Hindi.	Initiating compilation of Statistical Information of 240 th Session.
3.	Parliament Question Answer Uploading System (PQARS)	To review progress of uploading of answers to 270 Starred and 2879 Unstarred Questions in respect of the 237 th Session on the Rajya Sabha website by the Ministries using PQARS software, and also to identify the missing answers/ annexures to the Questions in respect of the Session.	To review progress of uploading of answers to estimated 480 Starred and 5120 Unstarred Questions in respect of the 238 th Session on the Rajya Sabha website by the Ministries using PQARS software, and also to identify the missing answers/ annexures to the Questions in respect of the Session.	To review progress of uploading of answers to estimated 345 Starred and 3680 Unstarred Questions in respect of the 239 th Session on the Rajya Sabha website by the Ministries using PQARS software, and also to identify the missing answers/ annexures to the Questions in respect of the Session.	To review progress of uploading of answers to estimated 345 Starred and 3680 Unstarred Questions in respect of the 240 th Session on the Rajya Sabha website by the Ministries using PQARS software, and also to identify the missing answers/ annexures to the Questions in respect of the Session.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
4.	Updating of Website concerning Question Branch	Review of Rajya Sabha website relating to Questions and updating of information concerning Question Charts, Question Lists, Groupings of Ministries, Ministry-wise subjects, Question Calendar, Ballot Lists, Session-wise statistical information relating to questions, etc.	Review of Rajya Sabha website relating to Questions and updating of information concerning Question Charts, Question Lists, Groupings of Ministries, Ministry-wise subjects, Question Calendar, Ballot Lists, Session-wise statistical information relating to questions, etc.	Review of Rajya Sabha website relating to Questions and updating of information concerning Question Charts, Question Lists, Groupings of Ministries, Ministry-wise subjects, Question Calendar, Ballot Lists, Session-wise statistical information relating to questions, etc.	Review of Rajya Sabha website relating to Questions and updating of information concerning Question Charts, Question Lists, Groupings of Ministries, Ministry-wise subjects, Question Calendar, Ballot Lists, Session-wise statistical information relating to questions, etc.
5.	Computerised Diary system of all important receipts received in the Question Branch other than facts received from Ministries/Departments on notices of questions.	Operation of database. An estimated 13000 Notices are expected to be received during the 238 th Session.	Operation of database. An estimated 9000 Notices are expected to be received during the 239 th Session.	Operation of database. An estimated 9000 Notices are expected to be received during the 240 th Session.	Operation of database. An estimated 9000 Notices are expected to be received during the 240 th Session.

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6.	Printing of notices of Starred and Unstarred Questions.	Receipt of printed and serially numbered 65,000 Starred and 45,000 Unstarred Notices of questions for the Calendar Year 2016 and issue of Parliamentary Bulletin Part-II for the information of Members.	----		<ul style="list-style-type: none"> • Assessment of requirement of serially numbered notices of Starred and Unstarred Questions for printing for the Calendar Year 2017. • Receipt of printed forms of serially numbered notices of starred and Unstarred Questions for Calendar year 2016.
7.	Record Management and Weeding out of records	Review of files for recording/culling precedents in respect of 237 th Session.	Review of files for recording/culling precedents in respect of 238 th Session.	<ul style="list-style-type: none"> • Review of files for recording/culling precedents in respect of 239th Session. • Weeding out of original notices of Questions for the 230th* and 232nd Sessions. A total of 15755 notices of Starred and Unstarred questions (listed, disallowed, lapsed), 5 HAD (lapsed, disallowed) and 60 SNQ (lapsed, disallowed) will be weeded out. 	Initiating review of files for recording/culling precedents in respect of 240 th Session.

* There was no Question Hour in the 231st Session.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
8.	Preparation of Notes/documents/Papers	To prepare Notes/ documents/ Papers as per directions of Hon'ble Chairman/ Secretary-General, Rajya Sabha, relating to Questions.	To prepare Notes/ documents/ Papers as per directions of Hon'ble Chairman/ Secretary-General, Rajya Sabha, relating to Questions.	To prepare Notes/ documents/ Papers as per directions of Hon'ble Chairman/ Secretary-General, Rajya Sabha, relating to Questions.	To prepare Notes/ documents/ Papers as per directions of Hon'ble Chairman/ Secretary-General, Rajya Sabha, relating to Questions.
9.	Finalization of Annual Action Plan, 2017	-	-	-	Preparation of Annual Action Plan, 2017 will be started in the fourth week of November, 2016 and approved Plan will be sent to O&M Section by the due date.
10.	Annual Report, 2015	Finalization of Annual Report for the year 2015 and sending the approved Report to O&M Section by the prescribed date.	-	-	Initiating preparation of Annual Report for the year, 2016.
11.	Annual Office Inspection and ATR thereon	ATR on observations made by the Inspecting Officer, if any.	-	-	-
12.	Miscellaneous items of maintenance work required for the Branch	To review maintenance work/renovation of Question Branch.	To review maintenance work/renovation of Question Branch.	Review of left-over works, if any.	Review of left-over works, if any.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
13.	Printing of pamphlet entitled – “Classification of Subjects - Allocation of Business for various Ministries for answering questions in Rajya Sabha”, 2016 edition.	-	Collection of information from various Ministries/ Departments for compilation of the pamphlet.	Preparation of the manuscript of the pamphlet.	Printing and circulation of the pamphlet to Members and others.
14.	Hindi Timahi Pragati Report (Quarterly Review of works performed in Hindi)	Summary of works performed in Hindi during Oct-Dec, 2015	Summary of works performed in Hindi during Jan-March, 2016	Summary of works performed in Hindi during Apr-June, 2016	Summary of works performed in Hindi during July-Sept, 2016
15.	Work relating to information sought under RTI Act, 2005.	Approx. 10 applications are expected to be received and to be dealt with by the Branch.	Approx. 10 applications are expected to be received and to be dealt with by the Branch.	Approx. 10 applications are expected to be received and to be dealt with by the Branch.	Approx. 10 applications are expected to be received and to be dealt with by the Branch.