

ANNUAL ACTION PLAN OF LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE (LARRDIS)

A. General Research Unit (Unit I)

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Speeches, messages, articles, research notes, background papers, factsheets and collection of reference material for the use of Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General, Rajya Sabha	7	7	7	7
2.	Background Papers on Bills pending in the Rajya Sabha for its consideration and passage for use of Members of Rajya Sabha	3	3	3	3
3.	Documentation of Acts of National Importance passed by the Parliament which would include an executive summary of the Bill along with the copy of the Bill as introduced, report of the DRPSC, debates in Rajya Sabha and Lok Sabha (as reproduced from synopsis of debates), copy of the Bill as passed and a reading list of reference.	1	1	1	1
4.	Background/ Research notes on the points included in the Agenda of the following Conferences: (i) Presiding Officers/ Secretaries of	10**	10**	10**	10**

** Includes brief notes on the items of agenda giving India-specific information, selected by the Secretary-General for making intervention.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
	Legislative Bodies in India (ii) Association of Secretaries General of Parliaments (ASGP) (iii) Society of Clerks-at-the-Table in Commonwealth Parliaments (iv) Commonwealth Speakers and Presiding Officers for the use of Hon'ble Deputy Chairman and Secretary-General, Rajya Sabha.				
5.	Questionnaires received from International parliamentary bodies like Inter-Parliamentary Union (IPU), Commonwealth Parliamentary Association (CPA), Association of Secretaries General of Parliaments (ASGP) and Society of Clerks-at-the-Table in Commonwealth Parliaments (SOCATT).	01	01	01	01
6.	Comparative notes on foreign Parliaments <i>vis-à-vis</i> India for the use of the Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General, Rajya Sabha during the visits of Foreign Parliamentary Delegations	05	05	05	05
7.	Sessional Review for being published in the Journal of Parliamentary Information (JPI) (a quarterly journal) brought out by the Lok Sabha Secretariat.	-	01	01	01

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8	Sessional Letter from Secretary-General to the Secretary-General, Lok Sabha.	-	01	01	01
9.	Issues likely to be raised in the Rajya Sabha during the session.	Approximately 10 brief notes on issues likely to be raised in the Rajya Sabha during the Session issues are prepared for each session	-	Approximately 10 brief notes on issues likely to be raised in the Rajya Sabha during the Session issues are prepared for each session	Approximately 10 brief notes on issues likely to be raised in the Rajya Sabha during the Session issues are prepared for each session
10.	Frequently Asked Questions (FAQs) on the Internet	Out of total 99 entries 21 entries contain information requiring constant monitoring and updation. Besides, the FAQs prepared in simple language will be printed and provided to visiting students as fliers cum visitors' pass.			
11.	Dr. S. Radhakrishnan Chair and Rajya Sabha Fellowships	Meeting of Search and Advisory Committee-1 and official correspondence in relation to it.	Meeting of Search and Advisory Committee-1 and official correspondence in relation to it.	Meeting of Search and Advisory Committee-1 and official correspondence in relation to it.	Meeting of Search and Advisory Committee-1 and official correspondence in relation to it.

B. Publications and Who's Who Unit (Unit II)

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Rajya Sabha Who's Who 2016	<p>245 bio-data and also the bio-data of the Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary – General, Rajya Sabha will be compiled/ updated.</p> <p>Compilation of bio-data of newly elected/re-elected members as well as the continuing members will be initiated.</p> <p>Bio-data are edited based on the approved format to provide the important information on legislative career and other significant achievements of the members.</p> <p>As per the direction of Hon'ble Chairman, Rajya Sabha, the bio-data is restricted to three pages in printed form. The bio-data are also updated as per the additional information</p>	<p>Members will retire on the expiration of their term of office in March, April, June, July and August. Bio-data of newly elected /nominated / re-elected and the continuing members will be compiled/ updated.</p> <p style="text-align: center;">-</p>	<p>Bio-data of newly elected / nominated / re-elected and the continuing members will be compiled/ updated.</p> <p style="text-align: center;">-</p>	<p>The manuscript of the publication will be finalized after receiving all the approved bio-data of members.</p>

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		received from the Members and uploaded on the Rajya Sabha website.			
		45 bio-data will be processed.	73 bio-data will be processed.	83 bio-data will be processed.	45 bio-data will be processed.
2.	Rajya Sabha Who's Who 2014 (English and Hindi version)	Printed copies of the publication will be received and distributed as per the approved list.			-
3.	Rajya Sabha Members Biographical Sketches 1952-2003 (New assignment)	<p>Secretary-General has directed that the publication titled 'Rajya Sabha Members Biographical Sketches 1952-2003' may be updated.</p> <p>The publication contains brief bio-data of all the members of Rajya Sabha from 1952-2003 alongwith their photographs. It is updated till November 2003.</p> <p>There are more than 1,800 entries in the publication. The work involves updating of the existing entries and addition of new entries relating to the Members</p>	The brief bio-data will be processed	The brief bio-data will be processed.	The manuscript of the publication will be finalized and put up for approval of the Secretary - General.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		elected/ nominated after November 2003, till date. The brief biographical sketches of the Members will be updated on the basis of information published in the biennial editions of the 'Rajya Sabha Who's Who'.			
		450 entries of brief bio-data will be processed.	450 entries of brief bio-data will be processed.	450 entries of brief bio-data will be processed.	450 entries of brief bio-data will be processed.
4.	<p>(i) Rajya Sabha and its Secretariat: A Performance Profile 2015</p> <p>An annual publication containing about 80 pages. Concerned Sections will be requested to provide the information/feedback for 2015 edition of the publication.</p> <p>It contains information about the work transacted by Rajya Sabha, its Committees and Rajya Sabha Secretariat during the calendar year.</p>	<p>Information received from Sections will be compiled and cross-checked/ compared with the figures given in Annual Report to avoid discrepancies in the information provided by the Sections. Final manuscript will be submitted for approval.</p> <p>Approved manuscript will be sent for printing. Proofs of the publication received from the Printing Section will be cross-checked.</p>	<p>Final proof of the English version will be sent to the Translation Section for Hindi translation. Hindi translated version will be sent to the Printing Section.</p> <p>Printed copies of the publication in English will be received for distribution.</p>	<p>Proofs in Hindi will be cross-checked and returned to Printing Section.</p> <p>Printed copies in Hindi will be distributed as per approved list.</p>	
	<p>(ii) Rajya Sabha and its Secretariat: A Performance Profile</p>	Printed copies of the 2014 edition (English) will be received for distribution.	Printed copies of the Hindi version of the publication will be distributed as per approved		

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	2014	Final proof of the English version of 2014 edition of the publication will be sent to the Translation Section for Hindi translation. Proofs in Hindi will be cross - checked and returned to the Printing Section.	list.		
5.	Updating/revision of the publication titled 'Rajya Sabha at Work' (New assignment)	<p>The publication contains 27 chapters, one appendix, subject index and contents pages (Total 870+31 pages).</p> <p>Secretary-General has directed that the publication may be updated till 2014.</p> <p>Out of 27 Chapters, 17 Chapters have been approved by the Secretary-General, remaining 10 Chapters <i>i.e.</i> Chapter Nos 10, 12, 14 - 18, and 25 - 27 will be put up to Secretary - General for approval. Corrections, additions and modifications made by the Secretary- General will be incorporated. Final manuscripts will be sent for printing. Proof copies will</p>	Printed copies (both Hindi and English versions) will be received and distributed as per the distribution list approved by Secretary -General.		

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		received from the Printing Section. Queries raised will be resolved and will be sent to Printing Section for final printing. All the chapters will be simultaneously translated and will be sent for printing.			
6.	Making Publications available on the Rajya Sabha Website and the Rajya Sabha Secretariat intranet site. (New assignment)	<p>At present, 57 publications are available at the internet /intranet sites</p> <p>All the publications brought out by the Sections of the Secretariat shall be made available to the LARRDIS for maintaining and updation of the link 'Publications' on the Rajya Sabha Website.</p> <p>The Publications which are not available in electronic version, the Unit will take steps to convert those publications in electronic format through the O & M Section and upload the same.</p>	-	-	-

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7.	Updation of the publication titled 'Rulings and Observations from the Chair (1952-2008)	The Rulings are being culled out from the corrected debates on a regular basis.			
8.	Updation of ten booklet series for Orientation Programme for newly elected / nominated Members of Rajya Sabha (new assignment).	<p>The work relating to the updation of the following ten booklets has been transferred from the Training Cell to the LARRDIS.</p> <p>i. The Law- Making Process</p> <p>ii. Rajya Sabha – Its Contribution to Indian Polity</p> <p>iii. How to be an Effective Legislator.</p> <p>iv. Information Management for Legislators ‘A Background Note’</p> <p>v. Executive – Its Accountability to Parliament</p> <p>vi. Members –Dos & Don'ts</p>			

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		<p>vii. Information At a Glance</p> <p>viii. Committee System in Rajya Sabha</p> <p>ix. Role of the Leader of the House, Leader of the Opposition and Whips and</p> <p>x. Parliamentary Privileges.</p> <p>The booklets will be updated and printed for distribution to newly elected / nominated Members during the Orientation Programme.</p>			
9.	Proposal for bringing out a journal titled ‘Legislative Perspective’ (New assignment).	<p>JS(LR) proposed that a journal titled ‘ Legislative Perspective’ might be brought out by the LARRDIS Service, Rajya Sabha Secretariat which would inter alia contain detailed developments concerning the Session of Rajya Sabha and articles from Parliaments of the Commonwealth, Lok</p>			

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		Sabha and Rajya Sabha Secretariats and State Assemblies of India File is under consideration.			
10.	Proposal for bringing out publication on Dr. B.R. Ambedkar on the occasion of his 125th Birth Anniversary(New initiative)	JS(LR) proposed that a publication on B.R. Ambedkar on the occasion of his 125 th Birth Anniversary may be brought out by the LARRDIS. Secretary-General has approved the proposal with instruction that manuscript may be prepared by LARRDIS .			

C. Library and Reference Unit (Unit III)

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Processing of requests for purchase of publications received from the Office of the Hon'ble Chairman, Deputy Chairman, Chairmen of various Committees, LOP, Secretary General, Officers and different	6	6	6	6

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
	sections of the Secretariat.				
2.	Processing of bills regarding books purchased.	7	7	7	7
3.	Accessioning and entry of books purchased (stamping and entry in respective registers).	20	20	20	20
4.	Books issued to the officers and staff of the Secretariat.	30	30	30	30
5.	Preparation of Catalogue Cards for books added to the Library.	As per the number of books added in the library.	As per the number of books added in the library.	As per the number of books added in the library.	As per the number of books added in the library.
6.	Entry of issues of magazines/ journals of different frequencies in register. (22 magazines/journals)	140	140	140	140
7.	Issuing of magazines/ journals to the officers of the Secretariat on requisition	50	50	50	50
8.	Newspaper clippings culled out from various newspapers subscribed by the Unit are sent for perusal of the Deputy Chairman and the Secretary-General, after their cutting, pasting and sorting. E-clippings (being subscribed for the Hon'ble Chairman, Deputy Chairman, Secretary-General, Secretary, Additional Secretaries,	Daily basis On an average 35 news items/ editorials/ articles from various newspapers are culled out regularly. 140 news items/ editorials/ articles of English e-	Daily basis On an average 35 news items /editorials/ articles from various newspapers are culled out regularly. 140 news items/	Daily basis On an average 35 news items /editorials/ articles from various newspapers are culled out regularly. 140 news items/ editorials/ articles of	Daily basis On an average 35 news items /editorials/ articles from various newspapers are culled out regularly. 140 news items/ editorials/ articles of

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	Joint Secretaries and LARRDIS) are downloaded from the NIC mail (both Hindi and English) and are sent to the Office of the Secretary-General on daily basis, as directed	clippings on an average. 70 news items/ editorials/ articles of Hindi e-clippings on an average.	editorials/ articles of English e-clippings on an average. 70 news items/ editorials/ articles of Hindi e-clippings on an average.	English e-clippings on an average. 70 news items/ editorials/ articles of Hindi e-clippings on an average.	English e-clippings on an average. 70 news items/ editorials/ articles of Hindi e-clippings on an average.
		Index page is prepared for news clippings folder and e-clippings folder.			
		News items relating to Parliament and State Legislatures are given priority in newspaper clippings.			
9.	Issue of NOCs to retiring persons. (Past record of the concerned officer/ staff is checked and accordingly reminders are given)	07	07	07	07
10.	Processing of receipts requesting to ‘Write off’ books or to ‘recover their cost’.	01	01	01	01
11.	Processing of newspapers/ magazines reimbursement bills/ claims of Hon’ble Chairman, Deputy Chairman and Chairmen of various Committees of Rajya Sabha, LOP, Secretary-General, Secretary and Additional Secretaries is done on monthly basis.	90	90	90	90
12.	Renewal of annual subscription of periodicals/e-clippings, magazines for the library.	01	02	02	04

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
13.	Processing of receipts regarding new subscriptions of periodicals/ magazines/ newspapers for the Hon'ble Chairman, Deputy Chairman and Chairmen of various Committees of Rajya Sabha, LOP, Secretary-General, Secretary, Additional Secretaries and Sections of the Secretariat.	02	02	02	02
14.	Processing of Budget allocation for the library	The Revised Estimate for the remaining part of the current financial year (2015-16) will be sent to Estt.(G) Section, after due assessment.	-	The Revised Estimates for the current financial year (2016-17) and Budget Estimates for the next financial year (2017-18) will be sent to Estt. (G) Section.	-
15.	Maintaining/ Updating Distribution Registers of in-house publications brought out by Publications and Who's Who Unit, LARRDIS. (As approved/directed, various in-house publications are supplied in response to requisitions received from different quarters and entry is done in distribution register)	Regular basis.	Regular basis.	Regular basis.	Regular basis.
16.	Binding of books/ publications (Various journals of long term value viz. All India Reporter, Journal of Parliamentary Information, Parliamentarian, and in-house publications added in the Library are bound every year)	10	10	10	10

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
17.	Miscellaneous Reference Work	7	7	7	7
18.		The Unit supplies information and material on the references received from the Office of the Chairman, Deputy Chairman, Secretary-General, Committees and other senior officers/sections of the Secretariat, State Legislatures, etc.			
19.	Letters/Notes/U.O. Notes/e-mails sent to different sections/officers/other organizations/distributors etc.	50	50	50	50
20.	Updation of 'List of books/publications' added in the Library	Regular basis.	Regular basis.	Regular basis.	Regular basis.
		As per the direction of the Secretary-General, a list has been prepared of all the books available in Library and is uploaded on the Rajya Sabha Website (Intranet), with search facility, through NIC. It is being updated on real time basis.			

Tasks Common to all Units i.e. GRU, PWW and LRU					
1.	Parliamentary Bulletins	07	07	07	07
		Bulletins are also received from the LARRDIS, Lok Sabha Secretariat and are put up as and when received.			
2.	Weeding out of old records	20	20	20	20
3.	Annual Report	Preparation of Annual Report of the LARRDIS			

		on the basis of activities/ work done by all Units during the year 2015.			
4.	Annual Action Plan	Review of the Annual Action Plan for the year 2015.		Preparation of Mid- term Review of the Annual Action Plan for the year 2016.	Preparation of Annul Action Plan for the year 2017.
5.	Computerised Diary; Updation of Records and Maintenance of Register (s) etc.	Done on regular basis.	Done on regular basis.	Done on regular basis.	Done on regular basis.
6.	Annual Office Inspection; ATR on observation of Inspecting Officer	Annual Office Inspection 2016 would be held during the period notified by O&M Section.		ATR: Observations/ suggestions of the inspecting Officer will be noted for compliance.	
7.	Digitization of old Records/Files	5	5	5	5
8.		Old Records/Files identified for the purpose, would be digitized through O&M Section after being arranged and numbered.			
9.	Work done in Hindi	07	07	07	07
		In the Section there are 17 record registers in which entry is made in Hindi also, apart from English. Some Leave applications are received in Hindi.			
10.	Work relating to Information sought under RTI Act, 2005	15	15	15	15
		As information sought under RTI is of time bound nature, it is responded on priority within the time frame.			