

ANNUAL ACTION PLAN OF TRAINING CELL

S. NO.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	In-house training Programmes.	Officials of the various services will be imparted training including newly recruited officials, if any.	Officials of the various services will be imparted training including newly recruited officials, if any.	Officials of the various services will be imparted training including newly recruited officials, if any.	Officials of the various services will be imparted training including newly recruited officials, if any.
2.	Training programmes conducted by BPST, Lok Sabha Secretariat.	'Legislative Drafting Programme' (1 month) generally held from mid - February to mid March. Nomination of one or two officials would be made after obtaining approval of Competent Authority.	Various Training Programmes at BPST, Lok Sabha Secretariat as per their calendar 2016-17 to be selected in due course.	Various Training Programmes at BPST, Lok Sabha Secretariat as per their calendar 2016-17 to be selected in due course.	Various Training Programmes at BPST, Lok Sabha Secretariat as per their calendar 2016-17 to be selected in due course.
3.	Overseas Training Programmes, Conferences and sponsored Study Programmes.	(i) On receipt of invitation from the Canadian Parliament , arrangements will be made for deputing a suitable officer from LAFEA Service for the 'Parliamentary Officers Study Program'. (ii) On receipt of invitation from the Australian Parliament arrangements will be made for deputing a suitable officer from LAFEA Service for the 'Inter-Parliamentary Study Program.'	Efforts would be made to organize a customized training programme abroad. To firm up the same, the matter would be taken up with various training Institutes in UK subject to the approval of the Secretary-General.	1 Officer from LARRDIS will be nominated for the annual International Federation of Library Associations (IFLA) Conference 2016.	—
4.	Orientation programme for Newly		Orientation Programme for newly elected/nominated	Settlement of various bills pertaining to the Orientation	—

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	Elected/Nominated Members of Rajya Sabha.		Members of Rajya Sabha would be held sometime between June -August 2016.	programme. Collection of feedback from the newly elected members and analyzing the same.	
5.	Refresher Course on IT Skills for Members and their personal staff.	—	Refresher course on IT Skills will be organized in the Budget Session. For the purpose, Computer Lab will be booked and NIC will be requested to depute faculty members for imparting training.	—	—
6.	Training Programmes for Parliament Security Officials.	Approval will be sought from the Secretary-General for the training programmes initiated by Parliament Security Service-ATP Wing.	Approval will be sought from the Secretary-General for the training programmes initiated by Parliament Security Service-ATP Wing.	Approval will be sought from the Secretary-General for the training programmes initiated by Parliament Security Service-ATP Wing.	Approval will be sought from the Secretary-General for the training programmes initiated by Parliament Security Service-ATP Wing.
7.	Training programme at Indian Red Cross Society, Red Cross Road, New Delhi	—	—	Three officials will be sent for One year Post Graduate Diploma course in 'Disaster Preparedness and Rehabilitation' (part time programme) 2016-17 at the Indian Red Cross Society, New Delhi.	—
8.	Training Programme at Institute of Secretariat Training and Management (ISTM) New Delhi.	Officials will be sent/nominated to some of the programmes to be selected from the calendar of ISTM during inter-session period.	Officials will be sent/nominated to some of the programmes to be selected from the calendar of ISTM during inter-session period.	Officials will be sent/nominated to some of the programmes to be selected from the calendar of ISTM during inter-session period.	Officials will be sent/nominated to some of the programmes to be selected from the calendar of ISTM during inter-session period.

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9.	Training Programme at Institute of Government and Accounts and Finance (INGAF) New Delhi.	Officials would be sent to the training programme identified from the INGAF calendar as per their schedule.	Officials would be sent to the training programme identified from the INGAF calendar as per their schedule.	Officials would be sent to the training programme identified from the INGAF calendar as per their schedule.	Officials would be sent to the training programme identified from the INGAF calendar as per their schedule.
10.	Work relating to weeding out of old records (i) Number of files pertaining to year(s) to be weeded out.	—	—	—	Files that are required to be weeded out as per their retention period will be listed and weeded out.
11.	Preparation of Annual Report 2015.	Annual Report for the activities/work done by Training Cell in the year 2015 will be prepared in accordance with guidelines provided by the O&M Section.	—	—	—
12.	Annual Action Plan.	Implementation of AAP-2016 will be reviewed.	Implementation of AAP-2016 will be reviewed.	Preparation of AAP 2017.	Submission of status of Annual Action Plan 2016 (from January-October 2016) to O&M Section.
13.	Computerized diary; Updation of records on website and maintenance of registers etc.	All receipts that are being diarized through the DMIS Software and indexing of files being done through DMIS would be reflected on the website. Besides, all records & circulars pertaining to this	All receipts that are being diarized through the DMIS Software and indexing of files being done through DMIS would be reflected on the website. Besides, all records & circulars pertaining to this	All receipts that are being diarized through the DMIS Software and indexing of files being done through DMIS would be reflected on the website. Besides, all records & circulars	All receipts that are being diarized through the DMIS Software and indexing of files being done through DMIS would be reflected on the website. Besides, all records & circulars

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		Section would be regularly updated on the website.	Section would be regularly updated on the website.	pertaining to this Section would be regularly updated on the website.	pertaining to this Section would be regularly updated on the website.
14.	Annual Office Inspection; ATR on observation of Inspecting Officer.	Details on the ATR will be provided after the O&M Section notifies the Inspection schedule.	—	—	—
15.	Work done in Hindi.	All leave applications will be submitted in Hindi. Receipts received in Hindi will be replied to in Hindi. The Quarterly Report on Work done in Hindi will be sent to Rajbhasha Prabhag.	All leave applications will be submitted in Hindi. Receipts received in Hindi will be replied to in Hindi. The Quarterly Report on Work done in Hindi will be sent to Rajbhasha Prabhag.	All leave applications will be submitted in Hindi. Receipts received in Hindi will be replied to in Hindi. The Quarterly Report on Work done in Hindi will be sent to Rajbhasha Prabhag.	All leave applications will be submitted in Hindi. Receipts received in Hindi will be replied to in Hindi. The Quarterly Report on Work done in Hindi will be sent to Rajbhasha Prabhag.
16.	Work related to Information sought under RTI Act-2005 (i) Number of receipts received/dealt/pending.	RTI applications received will be dealt with and appropriate replies will be provided.	RTI applications received will be dealt with and appropriate replies will be provided.	RTI applications received will be dealt with and appropriate replies will be provided.	RTI applications received will be dealt with and appropriate replies will be provided.
17.	New Initiatives	<i>A Training Programme on Legislative Drafting through Ministry of Law & Justice, New Delhi will be explored.</i>			