

ANNUAL ACTION PLAN OF TRANSLATION SECTION-I

S.NO	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<p>Papers Laid on the Table (PLOT), List of Business (LOB), Parliamentary Bulletin Part-I (PB Part-1) and Part-II, Notices for Calling Attention, Half-an-hour discussions, Short Duration discussions, Motions, No-day-yet-named Motions, Amendments & Errata to Government Bills.</p>	<p>2465 pages* are expected to be received for translation, which have to be disposed of within the prescribed time schedule.</p> <p>Generally, these items are to be taken up on day-to-day basis during Session period for translation/ vetting/ editing/ preparing MSS for printing/ preparing CRC for the Govt. Press and Rajya Sabha Home Page on the same day.</p> <p>Every effort will be made to provide simple, correct and unambiguous translation of each and every parliamentary paper within the prescribed time limit.</p> <p>MANTRA-Rajya Sabha package for translation will continue to be used for translating PLOT, LOB and</p>	<p>2607 pages* are expected to be received for translation, which have to be disposed of within the prescribed time schedule.</p> <p>Generally, these items are to be taken up on day-to-day basis during Session period for translation/ vetting/ editing/ preparing MSS for printing/ preparing CRC for the Govt. Press and Rajya Sabha Home Page on the same day.</p> <p>Every effort will be made to provide simple, correct and unambiguous translation of each and every parliamentary paper within the prescribed time limit.</p> <p>MANTRA-Rajya Sabha package for translation will continue to be used for translating PLOT, LOB and</p>	<p>1958 pages* are expected to be received for translation, which have to be disposed of within the prescribed time schedule.</p> <p>Generally, these items are to be taken up on day-to-day basis during Session period for translation/ vetting/ editing/ preparing MSS for printing/ preparing CRC for the Govt. Press and Rajya Sabha Home Page on the same day.</p> <p>Every effort will be made to provide simple, correct and unambiguous translation of each and every parliamentary paper within the prescribed time limit.</p> <p>MANTRA-Rajya Sabha package for translation will continue to be used for translating PLOT, LOB and</p>	<p>2405 pages* are expected to be received for translation, which have to be disposed of within the prescribed time schedule.</p> <p>Generally, these items are to be taken up on day-to-day basis during Session period for translation/ vetting/ editing/ preparing MSS for printing/ preparing CRC for the Govt. Press and Rajya Sabha Home Page on the same day.</p> <p>Every effort will be made to provide simple, correct and unambiguous translation of each and every parliamentary paper within the prescribed time limit.</p> <p>MANTRA-Rajya Sabha package for translation will continue to be used for translating PLOT, LOB and</p>

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		Parliamentary Bulletin Part-1&2.	Parliamentary Bulletin Part-1&2.	Parliamentary Bulletin Part-1&2.	Parliamentary Bulletin Part-1&2.
2.	Private Members' Bills and Amendments to Bills	<p>241 pages* are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>The Private Member's Bills and Amendments to Bills would be taken up for translation and sending MSS to the Bill Office for printing and timely circulation of the same to Members during session itself.</p> <p>To maintain the quality of translation, after vetting of the Bills, Super vetting is also done at senior level.</p> <p>The database created during previous years would continue to be enriched by adding new records to it.</p>	<p>273 pages* are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>The Private Member's Bills and Amendments to Bills would be taken up for translation and sending MSS to the Bill Office for printing and timely circulation of the same to Members during session itself.</p> <p>To maintain the quality of translation, after vetting of the Bills, Super vetting is also done at senior level.</p> <p>The database created during previous years would continue to be enriched by adding new records to it.</p>	<p>220 pages* are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>The Private Member's Bills and Amendments to Bills would be taken up for translation and sending MSS to the Bill Office for printing and timely circulation of the same to Members during session itself.</p> <p>To maintain the quality of translation, after vetting of the Bills, Super vetting is also done at senior level.</p> <p>The database created during previous years would continue to be enriched by adding new records to it.</p>	<p>350 pages* are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>The Private Member's Bills and Amendments to Bills would be taken up for translation and sending MSS to the Bill Office for printing and timely circulation of the same to Members during session itself.</p> <p>To maintain the quality of translation, after vetting of the Bills, Super vetting is also done at senior level.</p> <p>The database created during previous years would continue to be enriched by adding new records to it.</p>
3.	RTIs (Replies of RTIs received in English/Hindi)	As RTIs are being increasingly received in Hindi, replies thereto	As RTIs are being increasingly received in Hindi, replies thereto	As RTIs are being increasingly received in Hindi, replies thereto	As RTIs are being increasingly received in Hindi, replies thereto

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		<p>prepared in English are translated into Hindi and a number of times, text of RTIs received in Hindi are translated into English in this Section. There is no limit of number and size to these documents.</p> <p>237 pages* (English/Hindi) are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>RTIs are required to be disposed of within scheduled time. Hence, these would be taken up for disposal on urgent basis on receipt.</p>	<p>prepared in English are translated into Hindi and a number of times, text of RTIs received in Hindi are translated into English in this Section. There is no limit of number and size to these documents.</p> <p>278 pages* (English/Hindi) are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>RTIs are required to be disposed of within scheduled time. Hence, these would be taken up for disposal on urgent basis on receipt.</p>	<p>prepared in English are translated into Hindi and a number of times, text of RTIs received in Hindi are translated into English in this Section. There is no limit of number and size to these documents.</p> <p>255 pages* (English/Hindi) are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>RTIs are required to be disposed of within scheduled time. Hence, these would be taken up for disposal on urgent basis on receipt.</p>	<p>prepared in English are translated into Hindi and a number of times, text of RTIs received in Hindi are translated into English in this Section. There is no limit of number and size to these documents.</p> <p>239 pages* (English/Hindi) are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>RTIs are required to be disposed of within scheduled time. Hence, these would be taken up for disposal on urgent basis on receipt.</p>
4.	Notifications, Messages and Speeches of Hon'ble Vice President/Chairman, Resume and other miscellaneous items from all Sections except Questions Branch and Committee Sections.	<p>Generally, there is no limit as to number and size of these documents.</p> <p>1022 pages* in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.</p>	<p>Generally, there is no limit as to number and size of these documents.</p> <p>1247 pages* in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.</p>	<p>Generally, there is no limit as to number and size of these documents.</p> <p>911 pages* in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.</p>	<p>Generally, there is no limit as to number and size of these documents.</p> <p>850 pages* in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.</p>

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		These items would be taken up for disposal on urgent basis on receipt.	These items would be taken up for disposal on urgent basis on receipt.	These items would be taken up for disposal on urgent basis on receipt.	These items would be taken up for disposal on urgent basis on receipt.
5.	Publications like Rules of Procedure and Conduct of Business in the Rajya Sabha, Who's Who, Performance Profile, List of MPs, Practice and Procedure Series booklets and Handbook for Members of Rajya Sabha, Occasional Papers, Reference Notes, SMOPs., Biographical data of Members, Sessional Resume, Direction by the Chairman, Rajya Sabha and other publications brought out by various sections etc.	Generally, there is no limit to number and size of these documents. 1301 pages* in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule. These items would be taken up for disposal on priority basis.	Generally, there is no limit to number and size of these documents. 885 pages* in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule. These items would be taken up for disposal on priority basis.	Generally, there is no limit to number and size of these documents. 607 pages* in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule. These items would be taken up for disposal on priority basis.	Generally, there is no limit to number and size of these documents. 1022 pages* in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule. These items would be taken up for disposal on priority basis.
6.	Weeding out of old records	Weeding out of manuscripts of 233 rd session would be taken up	Weeding out of manuscripts of 234 th session would be taken up.	Weeding out of manuscripts of 235 th session would be taken up	Weeding out of manuscripts of 236 th session would be taken up
7.	Annual Report	Annual Report -2015 on the activities/work done by the Section would be prepared and submitted to O&M Section	---	---	---

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8.	Annual Action Plan	Fortnightly Reports and Quarterly review of Action Plan- 2016 would continue to be prepared.	Fortnightly Reports and Quarterly review of Action Plan- 2016 would continue to be prepared.	Fortnightly Reports and Quarterly review of Action Plan- 2016 would continue to be prepared. Mid year review of Annual Action Plan- 2016 (January to June, 2016) to be prepared.	Fortnightly Reports and Quarterly review of Action Plan- 2016 would continue to be prepared. Annual Action Plan for the year 2017 would be prepared.
9.	Computerised Diary	Computerised Diary and Despatch would continue to be done.	Computerised Diary and Despatch would continue to be done.	Computerised Diary and Despatch would continue to be done.	Computerised Diary and Despatch would continue to be done.
10.	Updation of Records	Records would be updated on day-to-day basis.	Records would be updated on day-to-day basis.	Records would be updated on day-to-day basis.	Records would be updated on day-to-day basis.
11.	Updation of Website	H/V of Parliamentary Papers like LOBs, PLOTs, Bulletins Part-1 and Bulletins Part-2 would be published on the website during Session/ Intersession Period and day-to-day basis.	H/V of Parliamentary Papers like LOBs, PLOTs, Bulletin Part-1 and Bulletin Part-2 would be published on the website during Session/ Intersession Period and day-to-day basis.	H/V of Parliamentary Papers like LOBs, PLOTs, Bulletin Part-1 and Bulletin Part-2 would be published on the website during Session/ Intersession Period and day-to-day basis.	H/V of Parliamentary Papers like LOBs, PLOTs, Bulletin Part-1 and Bulletin Part-2 would be published on the website during Session/ Intersession Period and day-to-day basis.
12.	Work relating to information sought under RTI Act, 2005	If any information is sought under RTI Act, 2005, the same would be provided in accordance with the prescribed norms.	If any information is sought under RTI Act, 2005, the same would be provided in accordance with the prescribed norms.	If any information is sought under RTI Act, 2005, the same would be provided in accordance with the prescribed norms.	If any information is sought under RTI Act, 2005, the same would be provided in accordance with the prescribed norms.
13.	Annual Office Inspection	Annual Inspection will be held in the year, 2017.			
14.	Matter pertaining to	Relevant report would be	Relevant report would be	Relevant report would be	Relevant report would be

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	Newsletter from SG	submitted.	submitted.	submitted.	submitted.
15.	Continuing Initiatives: MANTRA Phase-II Project	Testing of Bulletins Part-2 in Unicode version would be done for R&D purpose in coordination with C-DAC. Progress of the Project to be reviewed by the Project Review Committee.	Mantra in Unicode version Software Phase II is expected to be implemented. Progress of the Project to be reviewed by the Project Review Committee.	Progress of the Project to be reviewed by the Project Review Committee.	Progress of the Project to be reviewed by the Project Review Committee.
16.	Record Management and maintenance of Registers	Proper and up-to-date maintenance of Records and Registers would be ensured.	Proper and up-to-date maintenance of Records and Registers would be ensured.	Proper and up-to-date maintenance of records and Registers would be ensured.	Proper and up-to-date maintenance of Records and Registers would be ensured.
17.	Work done in Hindi	Every work is done in Hindi.	Every work is done in Hindi.	Every work is done in Hindi.	Every work is done in Hindi.
18.	New Initiatives	--	--	--	--