

ANNUAL ACTION PLAN OF TRANSLATION SECTION-II

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Starred and Unstarred Question Lists	Expected Starred and Unstarred Questions for translation and vetting are likely to be in the range of 315 and 3360 respectively.	Expected Starred and Unstarred Questions for translation and vetting are likely to be in the range of 225 and 2300 respectively.	Expected Starred and Unstarred Questions for translation and vetting are likely to be in the range of 330 and 3600 respectively.	Expected Starred and Unstarred Questions for translation and vetting are likely to be in the range of 330 and 3600 respectively.
2.	Parliamentary Bulletin Part II relating to Question Branch	Expected number of pages of Parliamentary Bulletins likely to be taken up for translation and vetting are likely to be around 42 during the period.	Expected number of pages of Parliamentary Bulletins likely to be taken up for translation and vetting are likely to be around 20 during the period.	Expected number of pages of Parliamentary Bulletins likely to be taken up for translation and vetting are likely to be around 40 during the period.	Expected number of pages of Parliamentary Bulletins likely to be taken up for translation and vetting are likely to be around 40 during the period.
3.	Errata to Question Lists	Expected number of Errata to Question Lists are likely to be 42 pages (21+21 for starred and unstarred questions respectively) during the period.	Expected number of Errata to Question Lists are likely to be 28 pages (14+14 for starred and unstarred questions respectively) during the period.	Expected number of Errata to Question Lists are likely to be 44 pages (22+22 for starred and unstarred questions respectively) during the period.	Expected number of Errata to Question Lists are likely to be 42 pages (21+21 for starred and unstarred questions respectively) during the period.
4.	Checking of proof of Question Lists	The expected number of Question Lists to be checked for proof are likely to be 42 (21+21 for starred	The expected number of Question Lists to be checked for proof are likely to be 28 (14+14 for starred and	The expected number of Question Lists to be checked for proof are likely to be 44 (22+22 for	The expected number of Question Lists to be checked for proof are likely to be 42 (21+21 for starred

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		and unstarred questions respectively) during the period	unstarred questions respectively) during the period	starred and unstarred questions respectively) during the period	and unstarred questions respectively) during the period
5.	Statistical Information	25 pages of Statistical Information are likely to be taken up for translation and vetting and preparation of CRC during the period	25 pages of Statistical Information are likely to be taken up for translation and vetting and preparation of CRC during the period	25 pages of Statistical Information are likely to be taken up for translation and vetting and preparation of CRC during the period	25 pages of Statistical Information are likely to be taken up for translation and vetting and preparation of CRC during the period
6.	Subject Pamphlet, 2015	210 Pages of Subject Pamphlet, 2015 are likely to be taken up for translation and vetting as and when received from Question Branch			
7.	Preparation of Hindi Version of ballot	84 pages are likely to be taken up for preparation of Hindi version of ballot	56 pages are likely to be taken up for preparation of Hindi version of ballot	92 pages are likely to be taken up for preparation of Hindi version of ballot	92 pages are likely to be taken up for preparation of Hindi version of ballot
8.	OIHs, Debates, Committee Reports, Speeches and other miscellaneous items of work received from sister sections of the E&T Service	Expected number of pages of debate taken up for translation, vetting and review are likely to be 750 pages, 500 pages and 520 pages respectively during the period	Expected number of pages of debate taken up for translation, vetting and review are likely to be 780 pages, 610 pages and 525 pages respectively during the period	Expected number of pages of debate taken up for translation, vetting and review are likely to be 760 pages, 540 pages and 500 pages respectively during the period	Expected number of pages of debate taken up for translation, vetting and review are likely to be 610 pages, 405 pages and 400 pages respectively during the period
9.	Work related to information sought	This Section does not deal with this work.			

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
	under RTI Act, 2005				
10.	Annual Report	Annual Report for the year 2015 was prepared and sent to O&M Section on 12.01.2015. Annual Report for the year 2015 will be prepared in January, 2016			
11.	Preparation of Annual Action Plan	Action Plan for the year 2016 will be prepared in November, 2015. However, Status of Action Plan will be prepared every month.			
12.	Mid Year Review of Annual Action Plan	Mid Year Review of Annual Action Plan, 2016 will be prepared in the month of July, 2016. Mid Year Review of Annual Action Plan, 2015 was sent.			
13.	Record Management/ Weeding out of old records	Manuscripts of Question Lists of only two Sessions are retained. Exercise of weeding out of old records is undertaken at short gaps whenever a need for the same arises.			
14.	Computerized Diary: Updation of Records on Website and maintenance of registers etc.	Computerized diary of Listed Question received from Question Branch will be done during every Session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time	Computerized diary of Listed Question received from Question Branch will be done during every Session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time	Computerized diary of Listed Question received from Question Branch will be done during every Session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time	Computerized diary of Listed Question received from Question Branch will be done during every Session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time
15.	Annual Office Inspection	Inspection of the Section is done once every two years. So next inspection will be done in the year 2017. Inspecting Officer in the inspection conducted on 30.07.2015 gave following suggestions: The room needs to be remodeled immediately for better working conditions. Final Question Lists of both Starred and Unstarred which are, at present, sent to Translation Section-II in the night should be made available in the Section early in the morning so that the final lists could be sent to the Printing Section by the evening. There is need to review the facility of transportation provided to			

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		Officers and members of Staff detailed on late duty to avoid inconvenience. This should be planned according to requirement. Vacant posts of 6 Translators and 3 Sr./Jr. Clerks should be filled up at the earliest for smooth functioning.			
16.	New Initiatives	Software is being developed by the NIC through which we will receive Starred and Unstarred listed Questions online from Question Branch and we will provide them Hindi Version of the Starred and Unstarred Questions in CRC format.			
17.	Work related to Hindi	Quarterly Report on the progressive use of Hindi shall be sent to the Raj Bhasha Prabhag on quarterly basis.			