

ANNUAL ACTION PLAN OF TRANSLATION (COMMITTEE-II) SECTION

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Committee Reports	Approximately fifteen (15) Committee Reports of about 1400 pages are likely to be received for translation during 238 th Session (Budget Session). Apart from this, the pendency, if any, with regard to 237 th Session (Winter Session, 2015) will also be cleared in the month of January.	Remaining Reports out of the first quarter's target of about fifteen (15) Reports and seventeen (17) fresh Reports of about 1300 pages on Demands for Grants for the year 2016 are likely to be received and these will be disposed of during this quarter.	Approximately twelve (12) Committee Reports of about 800 pages are likely to be received for translation during 239 th Session (Monsoon Session). Apart from these, the remaining reports of the previous quarter's target if any, will also be disposed of during this period.	Approximately seventeen (17) Committee Reports of about 1300 pages are likely to be received for translation during 240 th Session (Winter Session). Apart from these, the remaining reports of the previous quarter's target if any, will also be disposed of during this period.
2.	Notices, Press Releases, Letters, Questionnaires, RTI, Tour Programme, Background Notes, Agenda Notes like Opening Remarks to be made by the Chairman of the Committee in the Meeting etc., Formulae, Draft LOB Items etc.	About 250 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of within the prescribed time schedule.	About 350 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of within the prescribed time schedule.	About 200 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of within the prescribed time schedule.	About 320 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of within the prescribed time schedule.

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3.	Miscellaneous Papers (Minutes, Notes, Memoranda, Study Notes, Representations, Suggestions etc.)	About 200 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of within the prescribed time schedule.	About 250 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of within the prescribed time schedule.	About 250 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of within the prescribed time schedule.	About 200 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of within the prescribed time schedule.
4.	Queries, additions/deletions in the reports at the proof reading stage	Approximately 10 reports are likely to be received for resolving the queries of Proof-Reading and effecting additions/deletions at the proof reading stage. All the work will be disposed of at the earliest.	--	Approximately 9 reports are likely to be received for resolving the queries of Proof- Reading and effecting additions/deletions at the proof reading stage. All the work will be disposed of at the earliest.	Approximately 8 reports are likely to be received for resolving the queries of Proof- Reading and effecting additions/deletions at the proof reading stage. All the work will be disposed of at the earliest.
5.	Publications pertaining to various Committees received from Committee Coordination Section like 'Rajya Sabha Committee Profile', 'Committee of Rajya Sabha and Other Parliamentary Committees and Bodies on Which Rajya Sabha is	--	Publication like 'Rajya Sabha Committee Profile' approximately of about 400 pages is likely to be received for translation. It has to be disposed of within the prescribed time schedule.	Publication like 'Committees of Rajya Sabha and Other Parliamentary Committees and Bodies on which Rajya Sabha is Represented' etc. approximately of 110 pages are likely to be received for translation. It has to be disposed of within the prescribed time schedule.	--

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	Represented' etc.				
6.	Weeding out of Old Records/Manuscripts	Weeding out of Old records/ Manuscripts of about 1000 parliamentary papers like Notices, Press Releases, Opening Remarks, Background Notes etc. of 234 th Session would be carried out during inter-session period as per requirement according to the prescribed procedure.	--	Weeding out of Old records/ Manuscripts of about 900 parliamentary papers like Notices, Press Releases, Opening Remarks, Background Notes etc. of 235 th and 236 th Sessions would be carried out during inter-session period as per requirement according to the prescribed procedure.	--
7.	Preparation of Annual Action Plan	Fortnightly Reports and Quarterly Reviews of Annual Action Plan would continue to be prepared.	Fortnightly Reports and Quarterly Reviews of Annual Action Plan would continue to be prepared.	Submission of mid-year status of Annual Action Plan - 2016 (i.e. from January to June, 2016) to O&M Section. Fortnightly Reports and Quarterly Reviews of Annual Action Plan would continue to be prepared.	Annual Action Plan for the year 2017 will be prepared and submitted to O&M Section. Fortnightly Reports and Quarterly Reviews of Annual Action Plan would continue to be prepared.
8	Annual Report	Annual Report for the year 2015 on the work done in the Section would be prepared and submitted to O&M Section.	--	--	

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9.	Updation of Records on website and Maintenance of Registers, etc.	The function of Updation of Records on Website is primarily the job of the concerned Committee Sections. It may be noted that this Section only provides translation of various items emanating from various Committee Sections. Hence, this Section has no role to play in the matter. Registers etc. of the Section will be maintained and updated regularly as per Office Manual.			
10.	Annual Office inspection; ATR on observation of Inspecting Officer	Annual Office Inspection for the year 2015 was held on 31.08.2015. The next Annual Office Inspection is due in the year, 2017.			
11.	Work done in Hindi	The Section is attached with 4 Department-related Committees, 1 Joint Parliamentary Committee and 6 Standing Committees of Rajya Sabha and provides Hindi translation of Committee Reports and other related miscellaneous items to all the attached Committee Sections. The mandate of the Section is to provide translation service to them as per Rajbhasha Act, 1963. A Quarterly Report is submitted as regards the use of official language in day-to-day working to the Rajbhasha Prabhag.			
12.	Work related to information sought under RTI Act, 2005	If any information is sought under RTI Act., 2005, the same will be supplied as per rules.			
13.	Ongoing/Continuing Initiatives	Before each Session a Circular under the heading 'Translation of Parliamentary Committee Reports' seeking co-operation and compliance by the Parliamentary Committees of Rajya Sabha on the guidelines contained therein and 'Outcome Circular' providing a report on the said compliance is being and will continue to be posted on Rajya Sabha Intranet.			

Remarks:- The estimated figures are based on previous records.

However, in respect of Committee Reports, the number may go up as the Report is counted only once and various revised versions containing additions, alterations and modifications defined as Draft, Revised Draft, Final Draft and Approved Draft of the same Report received in the same Session or another Session or Inter-Session, have not been included in the tentative figures of Committee Reports for the year 2016. Besides, Committee Reports likely to be prepared on relevant and contemporary issues or subjects and bills during the course of the year by the respective Committee Sections have also not been taken into consideration while making presumption about the Committee Reports likely to be received in the year 2016.