

ANNUAL ACTION PLAN OF WELFARE UNIT

Sr. No	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Farewell Functions in honour of retiring employees of Rajya Sabha Secretariat.	3 retirements	2 retirements	2 retirements	3 retirements
2.	Election to the Managing Committee of SBF	Election of the Managing Committee in March, 2016	-----	-----	-----
3.	Allotment/ Reservation of Guest/Circuit Houses in various cities of India for our employees.	5	25 (Summer Holidays)	4	15 (Winter Holidays)
4.	Redressal of Grievances of Employees with local authorities /Police authorities	As and when any employee approaches Welfare Unit with his/her grievance.			
5.	Visit to Hospitals/residence of the employees.	As per need/requirement.			
6.	Nomination of employees for all sports events to be organized at ministerial level.			8 (Most of the sport's event are held during this period)	

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7.	Grant of Meritorious Awards/ Scholarships to the wards of employees			Circular inviting nomination for Meritorious Awards and Scholarships	<ul style="list-style-type: none"> • Selection process for scholarships and meritorious awards by Screening Committee. • Presentation of Meritorious awards to the wards of employees & grant of scholarship.
8.	Health talks/Medical Check-ups/ Blood Donation Camps for the benefit of employees	As and when any hospital/agency offers for the same.			
9.	Health/ Service related matters with GA/ Personnel/ Estt.(G) Section/ Estt. (A/cs.)	As and when required.			
10.	Disposal of Bills of canteen and photographer etc.	10 (Approx)	6 (Approx)	6 (Approx)	6 (Approx)
11.	Annual Report				Annual Report will be prepared and submitted.
12.	Audit of Accounts of Staff Benefit Fund and filling of Income Tax return		Audit of accounts will be got done by an internal auditor	Filing of Income Tax Return	
13.	Annual Action Plan			Annual Action Plan 2017 will be prepared and sent to O. & M. Section	

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14.	Amendments to Staff Benefit Fund Rules	As and when required.			
15.	Raising of fund for National Foundation of Communal Harmony (NFCH)				Fund raising week to be organized from 19 th to 25 th November, 2016 to raise funds
16.	Right to Information	As and when sought.			
17.	Condolence	If required in case of sad demise of an employee in service.			
18.	Endorsement for reservation of Estate Office owned guest houses/admission in schools & crèche.	As and when required.			
19.	Appointment with Doctors in Govt./Private hospitals	As and when any employee approaches Welfare Unit.			
20.	Transport facility to the employees.	As and when any request received from retiree official or from an employee to attend cremation and visit to residence/hospital in case of death/illness.			