

ANNUAL ACTION PLAN OF BILL OFFICE

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Bills Software	Data pertaining to Government and Private Members' Bills upto 237 th Session to be entered.	Data pertaining to Government and Private Members' Bills upto the first part of the 238 th Session to be entered.	Data pertaining to Government and Private Members' Bills upto the second part of the 238 th Session to be entered.	Data pertaining to Government and Private Members' Bills upto the 239 th Session to be entered.
2.	Precedents	Updating and recording of precedents after the 237 th Session.	Updating and recording of precedents after the first part of the 238 th Session.	Updating and recording of precedents after the second part of the 238 th Session.	Updating and recording of precedents after the 239 th Session.
3.	Updating of Website	<p>(i) Statements of Bills passed by the Houses and assented to by the President and Bills (Government and Private Members') pending at the end of 237th Session to be linked to the website.</p> <p>(ii) Weekly Progress of Legislative Business during 238th Session (first part) to be linked to website immediately on its publication in the Parliamentary Bulletin Part-II.</p>	<p>Weekly Progress of Legislative Business during 238th Session (second part) to be linked to website immediately on its publication in the Parliamentary Bulletin Part-II.</p>	<p>(i) Statements of Bills passed by the Houses and assented to by the President and Bills (Government and Private Members') pending at the end of 238th Session to be linked to the website.</p> <p>(ii) Weekly Progress of Legislative Business during 239th Session to be linked to website immediately on its publication in the Parliamentary Bulletin Part-II.</p>	<p>(i) Statements of Bills passed by the Houses and assented to by the President and Bills (Government and Private Members') pending at the end of 239th Session to be linked to the website.</p> <p>(ii) Weekly Progress of Legislative Business during 240th Session to be linked to website immediately on its publication in the Parliamentary Bulletin Part-II.</p>

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
4.	Updation of record	(i) Details of the Government Bills passed by the Houses during 237 th Session and assented to by the President will be entered in the Government Bill Register. (ii) Details of Private Members' Bills introduced and discussed during 237 th Session will be recorded in the Private Members' Bills Register.	(i) Details of the Government Bills passed by the Houses during the first part of 238 th Session and assented to by the President will be entered in the Government Bill Register. (ii) Details of Private Members' Bills introduced and discussed during the first part of 238 th Session will be recorded in the Private Members' Bills Register.	(i) Details of the Government Bills passed by the Houses during the second part of 238 th Session and assented to by the President will be entered in the Government Bill Register. (ii) Details of Private Members' Bills introduced and discussed during the second part of the 238 th Session will be recorded in the Private Members' Bills Register.	(i) Details of the Government Bills passed by the Houses during 239 th Session and assented to by the President will be entered in the Government Bill Register. (ii) Details of Private Members' Bills introduced and discussed during 239 th Session will be recorded in the Private Members' Bills Register.
5.	Record management/weeding out of old records/files.	(i) Files opened till 235 th Session to be categorised and recorded. (ii) Review of files pertaining to Government Bills closed in the year 2008 (January - June).	(i) Files opened till 236 th Session to be categorised and recorded. (ii) Review of files pertaining to Government Bills closed in the year 2008 (July-December).	(i) Files opened till 237 th Session to be categorised and recorded. (ii) Review of files pertaining to Private Members' Bills closed in the year 2012 (January - June).	(i) Files opened till first part of 238 th Session to be categorised and recorded. (ii) Review of files pertaining to Private Members' Bills closed in the year 2012 (July-December).
6.	Work relating to information sought under RTI Act, 2005	As per past experience 20 RTI applications will be disposed of within the prescribed time.	As per past experience 20 RTI applications will be disposed of within the prescribed time.	As per past experience 20 RTI applications will be disposed of within the prescribed time.	As per past experience 20 RTI applications will be disposed of within the prescribed time.
7.	Annual Report	Preparation of Annual Report on the activities done in the year 2015.			

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
8	Annual Action Plan	-----	-----	Submission of status of Annual Action Plan 2016 (January to September, 2016)	Preparation of Annual Action Plan-2017
9.	Annual Office Inspection and ATR on observation of Inspecting Officer	Annual Office Inspection, 2015 is likely to be done in January/February, 2016.	-----	Action will be taken on the observations of Inspecting Officer.	-----
10.	Progress of work conducted in Hindi	All communications/RTI applications received in Hindi will be replied in Hindi only.			
11.	New initiatives	Index of available files for the year 2004 will be entered into DMIS software.	Index of available files for the year 2003 will be entered into DMIS software.	Index of available files for the year 2002 will be entered into DMIS software.	Index of available files for the year 2001 will be entered into DMIS software.