

**ANNUAL ACTION PLAN OF CONFERENCE & PROTOCOL SECTION**

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Formation of Parliamentary Friendship Groups (PFGs) with other Countries.</b>	Action in relation to new PFGs/vacancies on its constitution during the 16 <sup>th</sup> Lok Sabha	Action in relation to new PFGs/vacancies, and related work.	Attend to work that spills over from the second quarter plus action to be taken in relation to new PFGs/vacancies, if any	Attend to work that spills over from the third quarter plus action to be taken in relation to new PFGs/vacancies, if any
2.	<b>Annual Report and Annual Action Plan of the Section</b>	Preparation of Annual Report of the Section for the year 2015.	Review of Action Plan 2016 (first quarter)	Review of Action Plan 2016 (second quarter)	(i) Final review of Action Plan 2016  (ii) Preparation of Annual Action Plan of the Section for the year 2017
3.	<b>Visit of Indian Parliamentary Delegations (IPDs) to foreign countries.</b>	Take necessary action on Indian Parliamentary Delegation to 23 <sup>rd</sup> CSPOC, Malaysia from 9-14 January, 2016, 134 <sup>th</sup> Assembly and related meetings, Lusaka, Zambia from 19-23 March, 2016;; and Goodwill visits (2 anticipated)	Attend to work that spills over from the first quarter plus action to be taken in relation to 2 anticipated delegations	Take necessary action on Indian Parliamentary Delegation to 62 <sup>nd</sup> Commonwealth Parliamentary Conference; and Goodwill visits (2 anticipated)	Take necessary action on Indian Parliamentary Delegation to 135 <sup>th</sup> IPU Assembly in Geneva in October, 2015 ; and Goodwill visits (2 anticipated)
4.	<b>Visits of Foreign Parliamentary Delegations (FPD) to India.</b>	Take action in respect of 2 anticipated visits	Take action in respect of 3 anticipated visits	Take action in respect of 2 anticipated visits	Take action in respect of 2 anticipated visits

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5.	<b>Issue of Bulletins Part – II relating to functions in the Parliament House on the birth anniversaries of national leaders/former Speakers, Lok Sabha.</b>	Bulletins for 6 events	Bulletins for 6 events	Bulletins for 6 events	Bulletins for 13 events
6.	<b>Republic Day/ Independence Day Celebrations</b>	Procurement and distribution of invitation cards for Republic Day and Beating Retreat Ceremonies 2016 for officers of the rank of Assistant Director and above	-----	Procurement and distribution of invitation cards for Independence Day Ceremony 2016 for officers of the rank of Assistant Director and above	Forwarding list of officers of the rank of Assistant Director and above to the Ministry of Defence for issuance of the invitation cards for Republic Day and Beating Retreat Ceremonies, 2017
7.	<b>Issue of Diplomatic/Official Passports/Visa Notes/Surrender Certificates etc. for MPs, Spouse of MPs and Officers of Rajya Sabha.</b>	Handling of approx 50 cases of MPs and Officers of Rajya Sabha	Handling of approx 50 cases of MPs and Officers of Rajya Sabha	Handling of approx 50 cases of MPs and Officers of Rajya Sabha	Handling of approx 50 cases of MPs and Officers of Rajya Sabha
8.	<b>Conferences to be held in India</b>	Action will be taken on participation of Rajya Sabha in the Presiding Officers Conference to be held at Gandhinagar from 21-24 January, 2016	Will be taken up as and when organized	Will be taken up as and when organized	Will be taken up as and when organized
9.	<b>Private visits of Members to foreign countries –</b>  (a) Sending tour	(a) Approx. 25 cases	(a) Approx. 35 cases	(a) Approx. 20 cases	(a) Approx. 30 cases

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	programmes to Indian Missions abroad for extending usual courtesies  (b) Forwarding cases to MEA/MHA for political clearance and permission to accept foreign hospitality under FCRA	(anticipated)  (b) Approx. 10 cases (anticipated)	(anticipated)  (b) Approx. 10 cases (anticipated)	(anticipated)  (b) Approx. 10 cases are (anticipated)	(anticipated)  (b) Approx. 10 cases (anticipated)
10.	<b>Record Management /Weeding out of Files</b>	-----	-----	-----	Review and weeding out of files upto the year 2014
11.	<b>Lunch/Dinner/Iftar hosted by Hon'ble Chairman</b>	Arrangements to be made for dinner as and when proposed to be hosted by Hon'be Chairman, Rajya Sabha for MPs (Rajya Sabha)	Arrangements to be made for dinner as and when proposed to be hosted by Hon'be Chairman, Rajya Sabha for MPs (Rajya Sabha)	Arrangements to be made for dinner as and when proposed to be hosted by Hon'be Chairman, Rajya Sabha for MPs (Rajya Sabha)	Arrangements to be made for dinner as and when proposed to be hosted by Hon'be Chairman, Rajya Sabha for MPs (Rajya Sabha)
12.	<b>RTI Matters</b>	All RTI matter will be replied to	All RTI matter will be replied to	All RTI matter will be replied to	All RTI matter will be replied to
13.	<b>Computerised Diary; Updation of Records on website and Maintenance of Register(s) etc.</b>	(a) all the receipts are maintained in the computer  (b) Updation of records of the Section on website	(a) all the receipts are maintained in the computer  (b) Updation of records of the Section on website	(a) all the receipts are maintained in the computer  (b) Updation of records of the Section on website	(a) all the receipts are maintained in the computer  (b) Updation of records of the Section on website

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14.	<b>Annual Office Inspection; ATR on observations of Inspecting Officer</b>	To be carried out in January, 2016	ATR on observations of Inspecting Officer to be sent to O&M Section	-----	-----
15	<b>Indian Parliamentary Group</b>	Matters pertaining to areas concerning IPG will be taken up as and when communicated by the Lok Sabha Secretariat.	Matters pertaining to areas concerning IPG will be taken up as and when communicated by the Lok Sabha Secretariat.	Matters pertaining to areas concerning IPG will be taken up as and when communicated by the Lok Sabha Secretariat.	Matters pertaining to areas concerning IPG will be taken up as and when communicated by the Lok Sabha Secretariat.
16.	<b>New Initiative(s) proposed</b>	MEA will be pursued to offer their comments on the stand alone visits of Rajya Sabha to the Upper Houses of Parliaments from where invitations are pending	MEA will be pursued to offer their comments on the stand alone visits of Rajya Sabha to the Upper Houses of Parliaments from where invitations are pending	MEA will be pursued to offer their comments on the stand alone visits of Rajya Sabha to the Upper Houses of Parliaments from where invitations are pending	MEA will be pursued to offer their comments on the stand alone visits of Rajya Sabha to the Upper Houses of Parliaments from where invitations are pending