

ANNUAL ACTION PLAN OF THE COMMITTEE CO-ORDINATION SECTION

Sl. No	ITEM	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Re-constitution of the Department - related Parliamentary Standing Committees (DPSCs)			<p><u>24 Committees</u> Re-constitution of 24 Department-related Parliamentary Standing Committees and appointment of Chairmen of 8 such Committees being serviced by the Rajya Sabha Secretariat. (240 Nominations)</p>	<p><u>24 Committees</u> Re-constitution of 24 Department-related Parliamentary Standing Committees and appointment of Chairmen of 8 such Committees being serviced by the Rajya Sabha Secretariat. (240 Nominations) (If not completed in July-September, quarter)</p>
2.	Re-constitution of the Standing Committees			<p><u>09 Standing (House) Committees:-</u> 1. Committee on Rules; 2. Committee on Subordinate Legislation; 3. Committee on Petitions; 4. Committee on Government Assurances; 5. Committee on Papers Laid on the Table; 6. House Committee; 7. Business Advisory Committee; 8. Committee of Privileges. (90 Nominations) 9. General Purposes</p>	<p><u>09 Standing (House) Committees:-</u> 1. Committee on Rules; 2. Committee on Subordinate Legislation; 3. Committee on Petitions; 4. Committee on Government Assurances; 5. Committee on Papers Laid on the Table; 6. House Committee; 7. Business Advisory Committee; 8. Committee of Privileges. (90 Nominations) (If not completed in July-</p>

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				<p>Committee. [45 Nominations (approx)] {Action to be initiated for GPC after the re-constitution of the DPSCs and Parliamentary Standing Committees (House Committees) of Rajya Sabha is over}</p>	<p>September, quarter) 9. General Purposes Committee. [45 Nominations (approx)] {Action to be initiated for GPC after the re-constitution of the DPSCs and Parliamentary Standing Committees (House Committees) of Rajya Sabha is over}</p>
3.	Election/Nomination of Members of Rajya Sabha to various Parliamentary Committees/Statutory Bodies.	<p><u>Nominations-9</u></p> <p>1. Haj Committee. (January)</p> <p>2. General Body of the Central Social Welfare Board. (January)</p> <p>3. Court of the Manipur University. (January)</p> <p>4. Court of the North - Eastern Hill University. (January)</p>	<p><u>Nominations-12</u></p> <p>1. Court of the University of Hyderabad. (April)</p> <p>2. Court of the Jawaharlal Nehru University. (April)</p> <p>3 Joint Committee on Salaries and Allowances of Members of Parliament. (April)</p> <p>4. Library Committee. (April)</p>	<p><u>Nominations-15</u></p> <p>1. General Assembly of the Indian Council for Cultural Relations. (July)</p> <p>2. Railway Convention Committee. (2 Nominations) (July)</p> <p>3. Committee on Installation of Portraits/Statues of National Leaders and Parliamentarians in the Parliament House Complex. (July)</p> <p>4. Committee on Food Management in Parliament House Complex. (July)</p>	<p><u>Nominations-2</u></p> <p>1. Joint Committee on Salaries and Allowances of Members of Parliament. (October)</p> <p>2. Library Committee (November)</p> <p><u>Election-1</u></p> <p>1. Election to the National Welfare Board for Seafarers (December)</p>

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		<p>5. General Council of the Netaji Subhash Institute of Technology, Delhi. (February)</p> <p>6. National Council for Teacher Education. (March)</p> <p>7. Board of Management of Babasaheb Bhimrao Ambedkar University, Lucknow. (March)</p> <p>8. Nomination to Samsad (Court) of Visva Bharati. (March)</p> <p>9. Board of Governors of the National Institute of Fashion Technology. (March)</p> <p style="text-align: center;"><u>Elections-2</u></p> <p>1. Election to the Central Advisory Committee constituted under the</p>	<p>5. Committee on Empowerment of Women. <u>2 Nominations</u> (April)</p> <p>6. Railway Convention Committee. (April)</p> <p>7. Joint Parliamentary Committee on Security in Parliament House Complex. <u>(2 Nominations and also re-constitution of the Committee)</u> (April)</p> <p>8. Nomination to Court of Indian Maritime University. (June)</p> <p>9. Railway Convention Committee. (June)</p> <p>10. Committee on Empowerment of Women. (June)</p>	<p>5. Joint Committee on Salaries and Allowances of Members of Parliament. (July)</p> <p>6. Committee on Empowerment of Women. (July)</p> <p>7. Nomination to Indian Council of World Affairs (ICWA). <u>(2 Nominations)</u> (July)</p> <p>8. Joint Committee on Salaries and Allowances of Members of Parliament. (July)</p> <p>9. Court of the Jawaharlal Nehru University. (July)</p> <p>10. Nomination to Samsad (Court) of Visva Bharati. (July)</p> <p>11. Joint Committee on Maintenance of Heritage Character and Development of Parliament House Complex. (July)</p> <p>12. Committee on</p>	

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		<p>Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996. (January)</p> <p>2. Election to the Indian Institutes of Science Education and Research (IISERs) Council. (March)</p>	<p><u>Elections-9</u></p> <p>1. Election to the Committee on Official Language. (April)</p> <p>2. Election to the Rubber Board. (April)</p> <p>3. Election to the Committee on Public Accounts. (May)</p> <p>4. Election to the Committee on Public Undertakings. (May)</p> <p>5. Election to the Committee on the Welfare of SCs & STs. (May)</p> <p>6. Election to the Committee on Welfare of OBCs. (June)</p> <p>7. Election to the All India Institutes of</p>	<p>Empowerment of Women (September)</p> <p>13. Joint Committee on Food Management in Parliament House Complex (September)</p> <p><u>Elections-10</u></p> <p>1 Election to the Committee on Official Language. (2 Elections) (July)</p> <p>2. Election to the Court of the Aligarh Muslim University. (2 Elections) (July)</p> <p>3. Election to the Committee on Welfare of OBCs, and also re-constitution of the Committee (3 Elections) (July)</p> <p>4. Election to the Agricultural and Processed Food Products Export Development Authority (APEDA)</p>	

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			Medical Sciences (AIIMS) Bhopal. (June) 8. Election to the Indian Nursing Council. (June) 9. Election to the Central Supervisory Board. (June)	(July) 5. Joint Committee on Offices of Profit. (July) 5. Election to the National Shipping Board (August)	
4.	Annual Action Plan	-	-	i) Preparation of Annual Action Plan 2017. ii) Submission of Status of Annual Action Plan-2016 (i.e. from January to June, 2016) to O&M Section.	Preparation of Annual Action Plan 2017. (If not prepared in previous quarter.)
5.	Laying of Report(s)/Statement(s) of JPCs received from the Lok Sabha Secretariat on the Table of Rajya Sabha/Presentation of such Reports to Hon'ble Chairman, Rajya Sabha during the inter-session period.	80 Reports and 20 Statements are likely to be received for laying/presentation based on year 2015 data.	75 Reports and 10 Statements are likely to be received for laying/presentation based on year 2015 data.	40 Reports and 25 Statements are likely to be received from the Lok Sabha Secretariat for laying/presentation based on year 2015 data.	50 and Reports 10 Statements are likely to be received from the Lok Sabha Secretariat for laying/presentation based on information available till date, for this quarter.
6.	Monitoring /implementation of the Committee Software	Being an ongoing activity cannot be quantified.			

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	and MIS Software, output of which is reflected on the Rajya Sabha website.				
7.	Record Management/ Weeding out of old records. (i)Number of files pertaining to years(s) to be Recorded/ Weeded out.	(Target of 10 old files for weeding out has been set on the basis of previous year)			
8.	Computerised Diary; Updation of Record on website and Maintenance of Register(s) Details of records to be updated/uploaded, as per office Manual and orders issued from time to time	100-110 (expected)	90-100 (expected)	70-75 (expected)	60-70 (expected)
9.	Annual Office Inspection, ATR on observation of Inspecting Officer	Inspection will be held as per the Circular of O&M Section. ATR will be given after the Inspection Report is received by the Section.			
10.	Updation of records as per Manual	As per SMOP Para 5.7.2, nomination/election to the Committees/Statutory Bodies will be updated.	Records of Nomination to the Statutory Bodies/Committees being maintained in the form of Committee Software, the output of which is also available on the Rajya Sabha website as well as Master copies in respect of all the Parliamentary Committees.		
11.	Work done in Hindi	3-4 receipts are likely to be received/disposed	4-5 receipts are likely to be received/disposed	1-2 receipts are likely to be received/disposed based on previous	1-2 receipts are likely to be

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		based on previous year's data.	based on previous year's data.	year's data.	received/disposed.
12.	Work relating to information sought under RTI Act, 2005. (i) Number of Receipt received/dealt/pending	Based on the data of 2015, during this quarter, 4 RTI applications are likely received and disposed.	Based on the data of 2015, during this quarter, 1-2 RTI application is likely to be received and disposed.	Based on the data of 2015, during this quarter in 2015, 6 RTI applications are likely to be received and disposed.	Based on the data of 2015, during this quarter 2 RTI applications are likely to be received and disposed.
13.	New Initiative(s) proposed by the Committee				

N.B.: 1. All tasks pending for 2015 (excluding those scheduled to be undertaken after 15th December, 2015), are indicated in ANNEXURE.

ANNEXURE

Pending tasks from AAP-2015 on account of delay/pendency with the concerned Ministries/Departments etc.

Election /Nomination of specified number of Members of Rajya Sabha to the following bodies could not be completed due to the reasons indicated against each:-

(a) Nomination to the Court of the Banaras Hindu University.

(Request has not been received from the Ministry of Human Resource Development (Department of Higher Education) for filling up the vacancy in the said Court).

(b) Election of the Coir Board

(Notice of Motion has been received from the Ministry of Micro, Small and Medium Enterprises. However, there were certain ambiguities regarding the term of the Board/ Member for which election was sought. Hence, clarifications have been sought from them).

(c) Election to the Court of the Aligarh Muslim University

(Notice of Motion has been received from the Ministry of Human Resource Development for filling up the vacancy in the said University. Election programme issued in PB-II, dated 15.12.2015).

(e) Election to the National Social Security Board for unorganized Workers.

(Notice of Motion has not been received from the Ministry of Labour for filling up the vacancies in the said Board).

(f) Election to the Central Advisory Committee for the National Cadet Corp.

(Notice of Motion has been received from the Ministry of Defence. However, the same has been forwarded to JCOP for their views/comments thereon on 15.12.2015.

(g) Election to the Court of the University of Delhi.

(Notice of Motion has not been received from the Ministry of Human Resource Development for filling up the vacancy in the said University).

(j) Election to the Council of the Indian Institute of Science, Bangalore.

((Notice of Motion has not been received from the Ministry of Human Resource Development for filling up the vacancy in the said Institute).