

ANNUAL ACTION PLAN OF COMMITTEE SECTION (COPLLOT)

Sr. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Reconstitution of the Committee			Reconstitution of the Committee	
2.	*Data feeding of laying of papers on the Table of Rajya Sabha in the 'Laying Software'.	150 entries	150 entries	150 entries	500 entries.
3.	Examination of laying of the Annual Reports / Audited Accounts / Review / Delay Statements by the Ministries/Departments.				
	*i) Number of Organisations appearing before the Committee.	(i) 04	(i) 04	(i) 04	(i) 04
	ii) Number of Questionnaires to be prepared	(ii) 04	(ii) 04	(ii) 04	(ii) 04
	*iii) Number of Meetings to be held.	(iii) 04	(iii) 04	(iii) 04	(iii) 04
	iv) Number of Reports to be prepared, adopted and presented.	(iv) 01	(iv) 01	(iv) 01	(iv) 01

* Figures are approximate.

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	v) Number of Reports forwarded to the Ministries/ Departments for necessary action.	(v) 01	(v) 01	(v) 01	(v) 01
4.	Minutes of the Committee	04	04	04	04
5.	*Granting of extension of time for laying of papers on the Table.	75 cases	75 cases	50 cases	50 cases
6.	Memoranda on Action Taken Notes (ATNs) to be taken up by the Committee.	03	03	03	03
7.	Printing and Circulation of Reports in Hindi and English Circulated as per Mailing List.	01	01	01	01
8.	Quarterly Reports & References likely to be Prepared/forwarded: (i) To R&L Section (ii)To Committee Coordination Section	01 06 (2 nos. on monthly basis)	01 06 (2 nos. on monthly basis)	01 06 (2 nos. on monthly basis)	01 06 (2 nos. on monthly basis)
9.	* Work relating to Information sought under RTI Act, 2005 (i) Number of Receipt received/dealt/pending	02	02	02	02

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
10.	Annual Report	Preparation of Annual Report on the activities/work done by Committee Section in 2015	-	-	-
11.	Annual Action Plan	-	-	Submission of Status of Annual Action Plan- 2016 (i.e. from January to October, 2016) to O&M Section	Preparation of Annual Action Plan- 2017
12.	Record Management/Weeding out of old Records Number of files pertaining to year(s) to be Recorded/Weeded out	Annual Reports and Audited Accounts of the year 2013 and 50 Spare Copies of the current Session will be weeded out.	50 Spare copies of the Annual Reports/ Audited Accounts of the current Session will be weeded out.	i) 50 Spare Copies of Annual Report/Audited Accounts of the current Session will be weeded out. ii) 15 files pertaining to the year 2008 will be weeded out.	50 Spare copies of the Annual Reports/Audited Accounts of the current Session will be weeded out.
13.	(i) Computerized Diary; (ii) Updation of Records on website; (iii) Maintenance of Register(s) etc. and	150 01 16	150 01 16	75 01 16	75 01 16
14.	Work to be done in Hindi (I) a) Proforma for		05	05	05

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
	Visitor entry Passes	05			
	b) Communication with other Sections	04	04	04	04
	c) Proforma for translation of Notice/Minutes/ Reports etc.	04	04	04	04
	d) Proforma for D Branch for circulation/Distribution of Reports/papers to Members/requisite copies of material	02	02	02	02
	e) Proforma for Store Section		04	04	04
	f) Proforma Application for Leave	04 02	02	02	02
	(II) Section has started writing / signing notes in Hindi, wherever possible.	07	07	07	07
15.	Annual Office Inspection; ATR on observation of Inspecting Officer	Annual Office Inspection 2016 is likely to be held; status of ATR or suggestions given by Inspecting Officer during the inspection for the year 2015 will be sent to O&M Section.	-	-	-
16.	New Initiative(s) proposed by	Section has started	Section has started	Section has started	Section has started

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER- DECEMBER
	the Committee	writing its notes and giving reply to Ministries/Departments of Government of India through O.M. in English and Hindi.	writing its notes and giving reply to Ministries/Department s of Government of India through O.M. in English and Hindi.	writing its notes and giving reply to Ministries/Departments of Government of India through O.M. in English and Hindi.	writing its notes and giving reply to Ministries/Departments of Government of India through O.M. in English and Hindi.