

## ANNUAL ACTION PLAN OF DIGITIZATION & HINDI WEB UPDATION CELL

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<p><b>This Cell has been entrusted with the work pertaining to</b></p> <p>(i) Digitization of official debates of Rajya Sabha (214<sup>th</sup> Session onwards); and</p> <p>(ii) Updation of Hindi website of Rajya Sabha</p>	<p>(i) 13 Debates of 235<sup>th</sup> Session would be taken up for digitization, depending on the availability of their CDs for that purpose from Printing Section.</p> <p>(ii) Apart from updating information and uploading of contents on regular basis on Hindi website of Rajya Sabha in synchronization with its English website, the Cell will also try to co-ordinate with the concerned Sections, in cases of delayed receiving of Hindi version of contents pertaining to them. Every effort shall be made to update the website on real-time basis.</p>	<p>(i) 17 debates of 236<sup>th</sup> Session would be taken up for digitization, depending on the availability of their CDs for that purpose from Printing Section.</p>	<p>(i) 20 debates of 237<sup>th</sup> Session would be taken up for digitization, depending on the availability of their CDs for that purpose from Printing Section.</p>	<p>(i) Around *16 Debates of the first part (i.e. before recess) of 238<sup>th</sup> (Budget) Session would be taken up for digitization, depending on the availability of their CDs for that purpose from Printing Section.</p>
2.	<b>Weeding out of old records/files</b>	Records categorized under Class I up to respective period of the year 2014 would be weeded out.		Records categorized under Class I up to respective period of the year 2014 would be weeded out.	
3.	<b>Updation of records</b>	All the necessary records/documents etc. would be maintained and updated as per the manual.			
4.	<b>Updation of Website</b>	Since the primary function of this Cell is pertaining to updation of the website, the targets have already been mentioned against the item at Sl. No. 1 above.			
5.	<b>Preparation/ Review of Annual Action Plan</b>	Fortnightly and Quarterly Status Reports will be submitted for review.	Fortnightly and Quarterly Status Reports will be submitted for review.	<ul style="list-style-type: none"> <li>• Fortnightly and Quarterly Status Reports will be submitted for review.</li> <li>• Mid-year Status Report on Annual Action Plan for the year 2016, if</li> </ul>	<ul style="list-style-type: none"> <li>• Fortnightly and Quarterly Status Reports will be submitted for review.</li> <li>• Action Plan for the year 2017 would be prepared in accordance with the timeframe given by O&amp;M</li> </ul>

\* Estimated figure based on the experience of previous years.

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				sought, would be prepared in accordance with the timeframe given by O&M Section.	Section.
6.	<b>Computerized Diary</b>	Computerized diary of all the receipts and dispatches would be maintained.			
7.	<b>Annual Report</b>	Annual Report for the year 2015 would be prepared as per the timeframe set by O&M Section.	-	-	-
8.	<b>Annual Office Inspection and ATR on observation of Inspecting Officer</b>	Annual Office Inspection of the cell would be got conducted as per the schedule set by O&M Section.	-	Action Taken Report on the observation/suggestion would be furnished as per the schedule set by O&M Section.	-
9.	<b>Work related to RTI</b>	Queries sought under RTI Act will be replied within stipulated time.			
10.	<b>Work related to Hindi</b>	Quarterly Reports on implementation of Official Language Policy in day-to-day working of the Cell will be submitted to Rajbhasha Prabhag. Guidelines of the Official Language Act and the related Rules will be complied with properly.			
11.	<b>(a) New Initiatives</b>	<ul style="list-style-type: none"> <li>An Intranet-based software application would be got developed for digitization of debates, in accordance with the proposed IT Plan for 2016-18, replacing the existing stand-alone software being used for digitization.</li> <li>Web-based MANTRA-Rajya Sabha translation system would be further customized, in consultation with other stakeholders, to explore the applicability of the software in a new area of translation of Bio-data of Members.</li> <li>The DMIS software for diary and dispatch would be got customized in view of the specific requirements of the Cell/E&amp;T Service.</li> </ul>			
	<b>(b) Continuing Initiatives</b>	<ul style="list-style-type: none"> <li>The web pages/data on Hindi website of Rajya Sabha, which are still in English, would be got translated and uploaded in Hindi in co-ordination with the concerned sections responsible for them.</li> <li>Review of database on the Portal of Debates and Hindi website of Rajya Sabha would be made to rectify errors on them.</li> </ul>			