

ANNUAL ACTION PLAN OF DISTRIBUTION SECTION

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Mailing list	Updation of Master mailing list.	As in Column 3.	As in Column 3.	As in Column 3.
2.	Summons	Issue of 242 Summons to Members	As in Column 3.	As in Column 3.	As in Column 3.
3.	Issue of Dak	Circulation of Debates/papers/Issue of Dak-40,000	As in Column 3.	As in Column 3.	As in Column 3.
4.	Receipts of Dak	Receipt/distribution of Papers/Dak- 30,000.	As in Column 3.	As in Column 3.	As in Column 3.
5.	Circulation of Parliamentary Papers	Circulation of Parliamentary and other papers to Members-2,00,000.	As in Column 3.	As in Column 3.	As in Column 3.
6.	Proper upkeep of Machine	Proper upkeep of all 7 Photocopier Machines & 1 Copy printer machine	As in Column 3.	As in Column 3.	As in Column 3.
7.	Weeding out of old record	—	Review and weeding out of old records upto year- 2013.	—	—
8	Preparation of Annual Action Plan	Review of Annual Action Plan 2016 by Branch Officer.	As in Column 3.	Review of Annual Action Plan 2016 by Divisional Head. Preparation of Annual Action Plan 2017 and	Review of Annual Action Plan 2016.

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				forwarding it to O&M Section.	
9.	Preparation of Annual Report	---	---	---	Preparation of Annual Report of the Section and transmission to O&M Section
10.	Updation of records and Registers as per Manual	Updation of records and 12 registers will be done as per Manual	As in Column 3.	As in Column 3.	As in Column 3.
11.	DMIS	Updation of files in the software	As in Column 3.	As in Column 3.	As in Column 3.
12.	Inspection Report	Inspection of Section	Follow up action on Inspection Report once it is received from O&M Section	---	---
13.	Hindi	Processing of 10 receipts in Hindi .	As in Column 3.	As in Column 3.	As in Column 3.
14.	RTI	Processing of 1 application	As in Column 3.	As in Column 3.	As in Column 3.