

ANNUAL ACTION PLAN OF COMMITTEE SECTION (HEALTH AND FAMILY WELFARE)

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Reconstitution of the Committee; Nomination(s)/Vacancies			The Committee is likely to be re-constituted in September, 2016.	
2.	Consideration of Demand For Grants (DFG) 2014-15; Reports on DFG's; ATR on DFG's i) Number of Ministries/Departments with the Committee ii) Number of Questionnaires to be prepared iii) Number of meetings to be held iv) Number of Reports to be prepared, adopted and presented v) Number of Reports forwarded to Ministries/Departments for necessary action. vi) Number of ATRs to	3 6 2 - -	3 - 1 3 3 -	3 - - - -	3 - 1 - - 3

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	be prepared, considered and presented vii) Number of ATRs to be forwarded to Ministries/Departments	-	-	-	3
3.	Bills, if any, referred to the Committee (including Bills forwarded from previous year) i) Number of Bills referred to the Committee; ii) Number of meetings/oral evidences to be held. iii) Number of Reports to be prepared/presented.	Number of Bills is subject to decision of Hon'ble Chairman, Rajya Sabha to refer the same to the Committee for examination and Report. However, keeping in view the previous experience, the following is the anticipated number of Bills which may be referred to the Committee. - - -	Number of Bills is subject to decision of Hon'ble Chairman, Rajya Sabha to refer the same to the Committee for examination and Report. However, keeping in view the previous experience, the following is the anticipated number of Bills which may be referred to the Committee. 1 2 -	Number of Bills is subject to decision of Hon'ble Chairman, Rajya Sabha to refer the same to the Committee for examination and Report. However, keeping in view the previous experience, the following is the anticipated number of Bills which may be referred to the Committee. - 1 1	Number of Bills is subject to decision of Hon'ble Chairman, Rajya Sabha to refer the same to the Committee for examination and Report. However, keeping in view the previous experience, the following is the anticipated number of Bills which may be referred to the Committee. 1 2 -
4.	Subject(s) taken up by				

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	Committee and Sub-committee(s) i) Number of subject(s) to be selected by Committees/Sub-Committees ii) Number of meetings to be held and oral evidences taken. iii) Number of Reports to be prepared/adopted /presented	@2 (to be considered) 3 1	2 (to be considered) 2 --	2 (to be considered) 3 1	- 3 1
5.	Minutes of the Committee Number of the Minutes of meetings of the Committee to be prepared and submitted for perusal of the Hon'ble Chairman, Rajya Sabha	5	5	4	6
6.	Printing and circulation of Reports Number of Reports to be printed in English and Hindi and circulated.	1	3	2	4
7.	Press Conference(s) organized	As per direction of the Chairman of the	As per direction of the Chairman of the Committee	As per direction of the Chairman of the	As per direction of the Chairman of the Committee

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		Committee		Committee	
8	Quarterly Reports & References Prepared/forwarded: (i) To R&L Section (ii) To Committee Coordination Section	1 3	1 3	1 3	1 3
9.	Annual Report	Preparation of Annual Report on the activities/work done by Committee Section in 2015			
10.	Annual Action Plan	-	-		i) Preparation of Annual Action Plan- 2017 ii) Submission of Status of implementation of Annual Action Plan- 2016 (i.e. from January to December, 2016) to O&M Section
11.	Record Management/ Weeding out of old Records Number of files pertaining to year(s) to be Recorded/Weeded out	Files pertaining to the year 2005 to 2007 will be identified and segregated for weeding out.	Files pertaining to the year 2008 to 2009 will be identified and segregated for weeding out.	Files pertaining to the year 2010 to 2011 will be identified and segregated for weeding out.	10 files (approx.) as identified in previous three quarters will be weeded out in end December, 2016.

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12.	Computerised Diary; Updation of Records on website Maintenance of Register(s) etc. Details of records updated/uploaded, as per office Manual and orders issued from time to time.	Exact number of receipts cannot be anticipated. However, keeping in view the past trends, the following are the expected receipts in computerized Diary per quarter.			
		(i) 25 (Receipts); (ii) 1 (Report) (iii)5 (meetings); (iv) 6 (Registers)	(i)35 (Receipts); (ii) 3 (Reports); (iii) 5(meetings); (iv)6 (Registers)	(i) 20 (Receipts); (ii) 2 (Report); (iii) 4 (meetings); (iv)6 (Registers)	(i) 25 (Receipts); (ii) 4 (Reports); (iii) 6 (meetings); (iv) 6 (Registers)
13.	Annual Office Inspection; ATR on observation of Inspecting Officer	Inspection to be done by Inspecting Officer		Receipt of observations of Inspecting Officer and sending ATR thereon to O&M Section	
14.	Monitoring of expenditure	(i) Strict adherence to control expenditure within the allocated budget under following Heads:- (a) 02 Members-02 00 20-Other Administrative Expenses, (b) 02 Members-02 00 13-Office Expenses, (c) 01 105 Rajya Sabha Secretariat-010011-Domestic Travel Expenses (ii) Undertaking economy measures for compliance with guidelines of Ministry of Finance through rationalization of expenditure under above mentioned Heads.			
15.	Work to be done in Hindi	(i) Maintenance of Attendance of Register (ii) Leave Application (iii) Files, Headings and related details (iv) Section's Name Plate and stamps of Officer	(i) Maintenance of Attendance of Register (ii) Leave Application (iii) Files, Headings and related details	(i) Maintenance of Attendance of Register (ii) Leave Application (iii) Files, Headings and related details	(i) Maintenance of Attendance of Register (ii) Leave Application (iii) Files, Headings and related details

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16.	Work relating to Information sought under RTI Act, 2005	2	2	2	2
17.	New Initiative(s) proposed by the Committee		-	-	-

@ The Committee in its meeting held on 23rd September, 2015 had selected 12 subjects for detailed examination. Of these 12 subjects, two subjects, namely, the Functioning of Medical Council of India and India's Preparedness to check outbreak of Dengue are at advanced stage of examination.

N.B Implementation of Annual Action Plan will, however, depend on the decisions/directions of the Committee.