

**ANNUAL ACTION PLAN OF COMMITTEE SECTION (HOME AFFAIRS)**

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Reconstitution of the Committee; Nomination(s)/Vacancies</b>			Constitution of the Committee is likely to be in August, 2016	
2.	<b>Consideration of Demand For Grants (DFG) 2016-17; Reports on DFG's; ATR on DFG's</b> i) Number of Ministries/Departments with the Committee ii) Number of Questionnaire to be prepared iii) Number of meetings to be held iv) Number of Reports to be prepared, adopted and presented v) Number of Reports to be forwarded to Ministries/Departments for necessary action. vi) Number of ATR's to be prepared, considered and presented vii) Number of ATR's to be forwarded to Ministries/Departments	(i), (ii) and (iii)  (i) 2  (ii) 6  (iii) 2	(iii), (iv) and (v)   (iii) 2  (iv) 2  (v) 2	(vi)          (vi) 2	(iii), (vi) and (vii)          (iii) 1          (vi) 2          (vii) 2

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3.	<b>Bills, if any, referred to the Committee (including Bills forwarded from previous year):</b> 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.	(i) Nil  (ii) Nil  (iii) Nil	(i) 1  (ii) 1  (iii) Nil	(i) 1  (ii) 3  (iii) 1	(i) 1  (ii) 3  (iii) 1
4.	<b>Subject(s) taken up by Committee and Sub-Committee(s):</b> 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	(i), (ii) and (iii)  (i) 2  (ii) 3  (iii) Nil	(i), (ii) and (iii)  (i) Nil  (ii) 2  (iii) 1	(i), (ii) and (iii)  (i) 1  (ii) 3  (iii) 1	(i), (ii) and (iii)  (i) Nil  (ii) 3  (iii) 1
5.	<b>Minutes of the Committee:</b> 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	6	7

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6.	<b>Printing and circulation of Reports:</b> Number of Reports to be printed in English and Hindi and circulated.	Nil	3	2	2
7.	<b>Press Conference(s) likely to be organized:</b>	As per direction of the Chairman of the Committee	As per direction of the Chairman of the Committee	As per direction of the Chairman of the Committee	As per direction of the Chairman of the Committee
8	<b>Quarterly Reports &amp; References likely to be Prepared/ forwarded:</b>  (i) To R&L Section  (ii) To Committee Coordination Section	(i) 1  (ii) 3	(i) 1  (ii) 3	(i) 1  (ii) 3	(i) 1  (ii) 3
9.	<b>Work to be done in Hindi:</b>	(i) Maintenance of Attendance Register (ii) Leave Application (iii) Files Headings and related details (iv) Processing any receipt received in Hindi, if required, sending response thereto in Hindi	(i) Maintenance of Attendance Register (ii) Leave Application (iii) Files Headings and related details (iv) Processing any receipt received in Hindi, if required, sending response thereto in Hindi	(i) Maintenance of Attendance Register (ii) Leave Application (iii) Files Headings and related details (iv) Processing any receipt received in Hindi, if required, sending response thereto in Hindi	(i) Maintenance of Attendance Register (ii) Leave Application (iii) Files Headings and related details (iv) Processing any receipt received in Hindi, if required, sending response thereto in Hindi
10.	<b>Work relating to Information sought under</b>				

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	<b>RTI Act, 2005:</b> (i) Number of Receipts received/dealt/pending	(i) 1	(i) 2	(i) 1	(i) 2
11.	<b>Annual Report</b>	Annual Report to be prepared and sent.			
12.	<b>Annual Action Plan:</b>				(i) Preparation of Annual Action Plan-2017 (ii) Submission of Status of Annual Action Plan- 2016 (i.e. from January to October, 2015) to O&M Section - 1
13.	<b>Record Management/Weeding out of old Records:</b> Number of files pertaining to year(s) to be Recorded/Weeded out	(i) 41 (upto 2010)	(i) 48 (from 2011 to 2012)	(i) 48 (from 2013 to 2015)	(i) Nil
14.	(i) Computerised Diary;  (ii) Updation of Records on website;  (iii) Maintenance of Register(s) etc.; and	(i) 25 to 30  (ii) 2  (iii) 7	(i) 15 to 20  (ii) 8  (iii) 7	(i) 15 to 20  (ii) 2  (iii) 7	(i) 10 to 15  (ii) 2  (iii) 7

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	(iv)Details of records updated/uploaded, as per office Manual and orders issued from time to time	(iv) (a) Bills (b) Precedents (c) Reports (d) Tour (e) Indexing of files	(iv) (a) Bills (b) Precedents (c) Reports (d) Tour (e) Indexing of files	(iv) (a) Bills (b) Precedents (c) Reports (d) Tour (e) Indexing of files	(iv) (a) Bills (b) Precedents (c) Reports (d) Tour (e) Indexing of files
15.	<b>Annual Office Inspection; ATR on observation of Inspecting Officer:</b>	Office Inspection to be done by Inspecting Officer		ATR on Office Inspection report to be submitted.	
16.	<b>New Initiative(s) proposed by the Committee:</b>	Emphasis on reduction of paper wastage			
17.	<b>Monitoring of expenditure:</b>	(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 abovementioned Heads.			

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