

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
	iii) Number of Reports to be prepared / adopted / presented	----	----	(iii) 2	(iii) 2
5.	Minutes of the Committee Meeting: 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	2	2
6.	Printing and circulation of Reports: Number of Reports to be printed in English and Hindi and circulated.	----	5	1	6
7.	Press Conference(s) likely to be organized	Nil	Nil	Nil	Nil
8	References likely to be Prepared/ forwarded: (i) To R&L Section (ii) To Committee Coordination Section	(i) 1 (ii) 6	(i) 1 (ii) 6	(i) 1 (ii) 6	(i) 1 (ii) 6
9.	Annual Report	Preparation of Annual Report on the activities/work done by			

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		Committee Section in 2015.			
10.	Annual Action Plan	---	---	Submission of Status of Annual Action Plan- 2016 (i.e. from January to June, 2016 to O&M Section)	Preparation of Annual Action Plan- 2017
11.	Record Management/Weeding out of old Records: Number of files pertaining to year(s) to be Recorded/Weeded out.	---	---	Weeding out of records will be done in August, 2016.	---
12.	Computerized Diary; Up-dation of Records on website and Maintenance of Register(s) etc.: Details of records updated/uploaded, as per office Manual and orders issued from time to time.	Computerized diary and updation of Website will be done as and when need arises. 7 registers will be updated regularly. All receipts would be recorded and dealt with.	Computerized diary and updation of Website will be done as and when need arises. 7 registers will be updated regularly. All receipts would be recorded and dealt with.	Computerized diary and updation of Website will be done as and when need arises. 7 registers will be updated regularly. All receipts would be recorded and dealt with.	Computerized diary and updation of Website will be done as and when need arises. 7 registers will be updated regularly. All receipts would be recorded and dealt with.
13.	Annual Office Inspection; ATR on observation of Inspecting Officer	Compliance Report to O&M Section.			
14.	Work to be done in Hindi	5	5	5	5

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15.	Work relating to Information sought under RTI Act, 2005: (i) Number of Receipt received/dealt/pending	2	2	2	2
16.	New Initiative(s) proposed by the Committee	-----			

N.B Any other detail/information may be supplied as Annexure.