

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
	and presented vii) Number of ATR's to be forwarded to Ministries/Departments			(vii) - 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 meeting/oral evidences to be held. iii) Number of Reports to be prepared/presented.	(i); (ii) and (iii) As per the direction of the Hon'ble Chairman, Rajya Sabha	(i); (ii) and (iii) As per the direction of the Hon'ble Chairman, Rajya Sabha	(i); (ii) and (iii) As per the direction of the Hon'ble Chairman, Rajya Sabha	(i); (ii) and (iii) As per the direction of the Hon'ble Chairman, Rajya Sabha
4.	Subject(s) taken up by Committee and Sub-committee(s) i) Number of subject(s) to be selected by Committees/Sub-Committees ii) Number of meeting to be held and oral evidences taken. iii) Number of Reports to be prepared/adopted/	(i) 2 (ii) 4 (iii) 1	(ii) 6	(i) 3 (ii) 6 (iii) 1	(ii) 5 (iii) 2

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
	presented				
5.	Minutes of the Committee i) Number of the Minutes of meetings of the Committee to be prepared and submitted for perusal of the Hon'ble Chairman, Rajya Sabha	4	6+4 (DFG)	6	5
6.	Printing and circulation of Reports i) Number of Reports to be printed in English and Hindi and circulated.		3	2	4
7.	Press Conference(s) organized i) Number along with subject on which press conference was called.	As per requirement	As per requirement	As per requirement	As per requirement
8	Quarterly Reports & References Prepared/forwarded: (i) To R&L Section (ii) To Committee Coordination Section	Date on which Information sent -do- (As per the queries	Date on which Information sent -do-	Date on which Information sent -do-	Date on which Information sent -do-

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		received from both the Sections)			
9.	Work relating to Information sought under RTI Act, 2005 (i) Number of Receipt received/dealt/pending	(i) As per number of queries received	(i) As per number of queries received	(i) As per number of queries received	(i) As per number of queries received
10.	Annual Report	Preparation of Annual Report for the year 2015 on the activities/ work done by the Committee Section			
11.	Annual Action Plan			i) Submission of Mid year Status of Annual Action Plan- 2016 (i.e. from January to June, 2016) to O&M Section	i) Submission of Mid year Status of Annual Action Plan- 2016 (i.e. from July to December, 2016) to O&M Section ii) Preparation of Annual Action Plan- 2017
12.	Record Management/ Weeding out of old Records (i) Number of files pertaining to year(s) to be Recorded/Weeded out		15		15
13.	Computerised Diary; Updation of Records on website and	Computerised Records (i) Receipts; (ii) Exchange orders;	Computerised Records (i) Receipts; (ii)Exchange orders;	Computerised Records (i) Receipts; (ii)Exchange orders;	Computerised Records (i) Receipts; (ii)Exchange orders;

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
	Maintenance of Register(s) etc. (i) Details of records updated/uploaded, as per office Manual and orders issued from time to time	(iii) Committee's Minutes Record uploaded (i)File Registers; (ii)Committee's Meetings; and (iii)Committee's Reports	(iii) Committee's Minutes Record uploaded (i)File Registers (ii)Committee's Meetings; and (iii)Committee's Reports	(iii) Committee's Minutes Record uploaded (i)File Registers; (ii) Committee's Meetings; and (iii)Committee's Reports	(iii) Committee's Minutes Record uploaded (i)File Registers; (ii)Committee's Meetings; and (iii)Committee's Reports
14.	Annual Office Inspection; ATR on observation of Inspecting Officer	Date on which Annual Office Inspection for the year 2015 will be held as per the schedule decided by the O&M Section	An Action Taken reply will be submitted as per the suggestions/ Observations made by the inspecting officer.		
15.	New Initiative(s) proposed by the Committee	Greater emphasis on IT and reduce the usage of paper			