

ANNUAL ACTION PLAN OF M.A. SECTION

SL. NO.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL- JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Allotment of bungalows/flats/servant quarters/motor garages to:- (i) newly elected MPs (ii) existing MPs	(i) 5 (ii) 3	(i) 34 (ii) 3	(i) 36 (ii) 3	(i) __ (ii) 3
2.	Transit accommodation to newly elected/ nominated Members of Rajya Sabha	5	34	36	--
3.	Allotment/extension of guest accommodation for Members of Rajya Sabha:- (i) in V.P House/North Avenue/South Avenue/Meena Bagh (ii) in Western Court Hostel	(i) 41 (ii) 200	(i) 41 (ii) 200	(i)41 (ii) 200	(i) 41 (ii) 200
4.	Maintenance of accommodation (i) Renovation (ii) Addition/alteration	(i) 2 (ii) 5	(i) 5 (ii) 7	(i) 6 (ii) 8	(i) -- (ii) 1
5.	Telephone facilities to Members of Rajya Sabha	30	204	216	---

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6.	Medical facilities to Members of Rajya Sabha:- (i) Plastic Lamination Cards (ii) Referral Letters for treatment-	(i) 20 (ii) 20	(i) 136 (ii) 15	(i) 144 (ii) 15	(i) -- (ii) 20
7.	Forwarding of eviction cases to Director of Estates	1	1	4	4
8.	Forwarding of requests for surplus defence vehicles from Members of Rajya Sabha	5	10	5	10
9.	Quarterly/Monthly Reports & References prepared/forwarded : (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
10.	Preparation of Annual Report - 2015	1	--	--	--
11.	Annual Action Plan (AAP). (i) Preparation of Annual Action Plan -2017 (ii) Review of Annual Action Plan	(i) -- (ii) 1- Annual Action Plan,2015	(i) -- (ii) 1	(i) -- (ii) 1	(i) 1 (ii) 1
12.	Record Management/				

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		JANUARY-MARCH	APRIL- JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
	Weeding Out of old Records				
	- Number of files to be Recorded/Weeded Out	--	--	--	50
13.	(i) Computerized Diary	(i) 450	(i) 450	(i)450	(i)450
	(ii) Files opened in DMIS	(ii) 10	(ii) 34	(ii) 36	(ii) --
14.	Meetings of the House Committee	1	2	2	2
15.	Annual Office Inspection; ATR on observation of Inspecting Officer	In February	ATR	--	--
16.	Work in Hindi				
	(i) Replies to be sent in Hindi for the Hindi receipts	(i) 6	(i) 6	(i) 6	(i) 6
	(ii) No. of Registers to be maintained bilingually	(ii) 16	(ii) 16	(ii) 16	(ii) 16
	(iii) No. of Files opened with Subjects written bilingually	(iii) 10	(iii) 34	(iii) 36	(iii) --
	(iv)No. of Notices/ Agenda/Minutes in Hindi.	(iv) 3	(iv) 6	(iv) 6	(iv) 6
	(v) Quarterly Report on work done in Hindi	(v) 1	(v) 1	(v) 1	(v) 1
17.	Work relating to Information sought under RTI Act, 2005 :	15	15	15	15

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	- Processing of Applications				
18.	New initiatives(s) proposed	-	--	--	--