

## ANNUAL ACTION PLAN OF THE COMMITTEE SECTION (MPLADS)

Sl.No.	ITEM	ACTIVITY			
		JANUARY – MARCH	APRIL – JUNE	JULY – SEPTEMBER	OCTOBER - DECEMBER
1.	<b>Memoranda on various issues/ proposals.</b>	Memoranda on <b>2 to 4 proposals</b> to be taken up by the Committee in its meetings to be held upto 31 <sup>st</sup> March will be prepared five working days before the scheduled meeting (s) of the Committee.	Memoranda on <b>2 to 4 proposals</b> to be taken up by the Committee in its meetings to be held upto 30 <sup>th</sup> June will be prepared five working days before the scheduled meeting (s) of the Committee.	Memoranda on <b>2 to 4 proposals</b> to be taken up by the Committee in its meetings to be held upto 30 <sup>th</sup> September will be prepared five working days before the scheduled meeting (s) of the Committee.	Memoranda on <b>2 to 4 proposals</b> to be taken up by the Committee in its meetings to be held upto 30 <sup>th</sup> December will be prepared five working days before the scheduled meeting (s) of the Committee.
2.	<b>Preparation and updation of list of Nodal Districts of Rajya Sabha Members under MPLADS and forwarding the same to all Union Ministries/ Departments for inviting the Member(s) to the functions organized by the Ministry/Deptt. in his/her Nodal District.</b>	(i) Intimation of change in the Nodal District of Sitting Member(s) /opting of Nodal District by newly elected Member(s) received upto 23 <sup>rd</sup> March will be forwarded to all Ministries/Deptts. of Govt. of India within 5 working days of receipt of such intimation.  (ii) Newly elected/ nominated Member(s) will be requested to indicate choice of their Nodal District under	(i) Intimation of change in the Nodal District of Sitting Member(s) /opting of Nodal District by newly elected Member(s) received upto 23 <sup>rd</sup> June will be forwarded to all Ministries/Deptts. of Govt. of India within 5 working days of receipt of such intimation.  (ii) Newly elected/ nominated Member(s) will be requested to indicate choice of their Nodal District under	(i) Intimation of change in the Nodal District of Sitting Member(s) /opting of Nodal District by newly elected Member(s) received upto 23 <sup>rd</sup> September will be forwarded to all Ministries/Deptts. of Govt. of India within 5 working days of receipt of such intimation.  (ii) Newly elected/ nominated Member(s) will be requested to indicate choice of their Nodal District under MPLAD	(i) Intimation of change in the Nodal District of Sitting Member(s) /opting of Nodal District by newly elected Member(s) received upto 23 <sup>rd</sup> December will be forwarded to all Ministries/Deptts. of Govt. of India within 5 working days of receipt of such intimation.  (ii) Newly elected/ nominated Member(s) will be requested to indicate choice of their Nodal District under MPLAD Scheme.

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		MPLAD Scheme. <b>(Continuing initiative)</b>	MPLAD Scheme. <b>(Continuing initiative)</b>  (iii) <b>One complete list</b> of Nodal Districts opted by Members of Rajya Sabha under MPLAD Scheme will be updated and forwarded to all Ministries/Departments of the Government of India in the last week of May.	Scheme. <b>(Continuing initiative)</b>	<b>(Continuing initiative)</b>  (iii) <b>One complete list</b> of Nodal Districts opted by Members of Rajya Sabha under MPLAD Scheme will be updated and forwarded to all Ministries/ Departments of the Central Government of India in the last week of November.
3.	<b>Furnishing of information to various sections of the Secretariat including R&amp;L Section, O&amp;M Section and Committee Co-ordination Section etc.</b>	Information sought <b>(approximately 5 to 6 times)</b> upto 31 <sup>st</sup> March will be furnished to the concerned Section within the due date prescribed in each case.	Information sought <b>(approximately 5 to 6 times)</b> upto 30 <sup>th</sup> June will be furnished to the concerned Section within the due date prescribed in each case	Information sought <b>(approximately 5 to 6 times)</b> upto 30 <sup>th</sup> September will be furnished to the concerned Section within the due date prescribed in each case.	Information sought upto <b>(approximately 5 to 6 times)</b> 31 <sup>st</sup> December will be furnished to the concerned Section within the due date prescribed in each case.

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4.	<b>Annual Report</b>	The work on preparation of the Annual Report for the year 2015 will be started by 20 <sup>th</sup> December, 2015 and the approved report will be sent to the O & M Section by the prescribed date.	-	-	-
5.	<b>Annual Office Inspection</b>	The Annual Office Inspection would be undertaken in consultation with the Inspecting officer within the schedule prescribed for the purpose by the O&M Section. Action required, if any, on observations of the inspecting officer would be taken and an ATR would be sent to O&M Section for information.			
6.	<b>Furnishing of minutes of meetings of the Committee to Hon'ble Chairman, Rajya Sabha for his perusal.</b>	(i) Minutes of the meetings ( <b>approx. 2</b> ) of the Committee finalised upto 29 <sup>th</sup> March will be submitted to Hon'ble Chairman, Rajya Sabha for his perusal.  (ii) The Minutes will be prepared within 7 working days of the date of the meeting and furnished to the Hon'ble Chairman within 3 working days of their approval.	(i) Minutes of the meetings ( <b>approx. 2</b> ) of the Committee finalised upto 28 <sup>th</sup> June will be submitted to Hon'ble Chairman, Rajya Sabha for his perusal.  (ii) The Minutes will be prepared within 7 working days of the date of the meeting and furnished to the Hon'ble Chairman within 3 working days of their approval.	(i) Minutes of the meetings ( <b>approx. 2</b> ) of the Committee finalised upto 28 <sup>th</sup> September will be submitted to Hon'ble Chairman, Rajya Sabha for his perusal.  (ii) The Minutes will be prepared within 7 working days of the date of the meeting and furnished to the Hon'ble Chairman within 3 working days of their approval.	(i) Minutes of the meetings ( <b>approx. 2</b> ) of the Committee finalised upto 28 <sup>th</sup> December will be submitted to Hon'ble Chairman, Rajya Sabha for his perusal.  (ii) The Minutes will be prepared within 7 working days of the date of the meeting and furnished to the Hon'ble Chairman within 3 working days of their approval.

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7.	<b>Rehabilitation works in Natural Calamity affected areas of</b> (i) Bihar, (ii) Leh (Jammu & Kashmir), (iii) Sikkim, (iv) Darjeeling (West Bengal) (v) Uttarakhand, (vi) Sri Nagar and (vii) Tamil Nadu, Andhra Pradesh & Puducherry from contributions by Members of Rajya Sabha out of their MPLADS funds.	(i) Follow-up action on the decisions taken by the Committee upto 15 <sup>th</sup> March.  (ii) The Ministry will be pursued, if need be, at least <b>twice</b> during the quarter to furnish information regarding progress of works being undertaken in the affected areas. The information obtained will be placed before the Hon'ble Chairman of the Committee.	(i) Follow-up action on the decisions taken by the Committee upto 15 <sup>th</sup> June.  (ii) The Ministry will be pursued, if need be, at least <b>twice</b> during the quarter to furnish information regarding progress of works being undertaken in the affected areas. The information obtained will be placed before the Hon'ble Chairman of the Committee.	(i) Follow-up action on the decisions taken by the Committee upto 15 <sup>th</sup> September.  (ii) The Ministry will be pursued, if need be, at least <b>twice</b> during the quarter to furnish information regarding progress of works being undertaken in the affected areas. The information obtained will be placed before the Hon'ble Chairman of the Committee.	(i) Follow-up action on the decisions taken by the Committee upto 15 <sup>th</sup> December.  (ii) The Ministry will be pursued, if need be, at least <b>twice</b> during the quarter to furnish information regarding progress of works being undertaken in the affected areas. The information obtained will be placed before the Hon'ble Chairman of the Committee.
8.	<b>Weeding out of old records.</b>	-	-	-	Files and records up to the year 2014 will be reviewed and those having no retention value destroyed.
9.	<b>Updation of website data.</b>	(i) Reports presented to the Rajya Sabha upto 28 <sup>th</sup> March will be uploaded on the website.  (ii) The Reports will be	(i) Reports presented to the Rajya Sabha upto 28 <sup>th</sup> June will be uploaded on the website.  (ii) The Reports will be	(i) Reports presented to the Rajya Sabha upto 28 <sup>th</sup> September will be uploaded on the website.  (ii) The Reports will be	(i) Reports presented to the Rajya Sabha upto 28 <sup>th</sup> December will be uploaded on the website.  (ii) The Reports will be

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		uploaded on the website within 2 working days of the date of its presentation.	uploaded on the website within 2 working days of the date of its presentation.	uploaded on the website within 2 working days of the date of its presentation.	uploaded on the website within 2 working days of the date of its presentation.
10.	<b>MPLADS website of the Ministry of Statistics &amp; Programme Implementation</b>	<p>(i) The Ministry of Statistics and Programme Implementation will be apprised <b>twice</b> i.e. by 16<sup>th</sup> February and 31<sup>st</sup> March, regarding discrepancy and/or non-updation of data, if any, on MPLADS website.</p> <p>(ii) The information received from Table Office regarding election/nomination of new Members of Rajya Sabha and the resignation, demise, disqualification and change of name style etc. of sitting Members will be forwarded to the Ministry of S&amp;PI within 3 days of their receipt, to enable the Ministry to keep its website updated.</p>	<p>(i) The Ministry of Statistics and Programme Implementation will be apprised <b>twice</b> by 16<sup>th</sup> May and 30<sup>th</sup> June, regarding discrepancy and/or non-updation of data available on MPLADS website.</p> <p>(ii) The information received from Table Office regarding election/nomination of new Members of Rajya Sabha and the resignation, demise, disqualification and change of name style etc. of sitting Members will be forwarded to the Ministry of S&amp;PI within 3 days of their receipt, to enable the Ministry to keep its website updated.</p>	<p>(i) The Ministry of Statistics and Programme Implementation will be apprised <b>twice</b> by 16<sup>th</sup> August and 30<sup>th</sup> September, regarding discrepancy and/or non-updation of data available on MPLADS website.</p> <p>(ii) The information received from Table Office regarding election/nomination of new Members of Rajya Sabha and the resignation, demise, disqualification and change of name style etc. of sitting Members will be forwarded to the Ministry of S&amp;PI within 3 days of their receipt, to enable the Ministry to keep its website updated.</p>	<p>(i) The Ministry of Statistics and Programme Implementation will be apprised <b>twice</b> by 16<sup>th</sup> November and 30<sup>th</sup> December, regarding discrepancy and/or non-updation of data available on MPLADS website.</p> <p>(ii) The information received from Table Office regarding election/nomination of new Members of Rajya Sabha and the resignation, demise, disqualification and change of name style etc. of sitting Members will be forwarded to the Ministry of S&amp;PI within 3 days of their receipt, to enable the Ministry to keep its website updated.</p>

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11.	<b>Computerized diary system</b>	Diarizing of all the receipts ( <b>approx. 60</b> ) will be done on DMIS software on daily basis.	Diarizing of all the receipts ( <b>approx. 60</b> ) will be done on DMIS software on daily basis.	Diarizing of all the receipts ( <b>approx. 60</b> ) will be done on DMIS software on daily basis.	Diarizing of all the receipts ( <b>approx. 60</b> ) will be done on DMIS software on daily basis.
		To save the record, a back up of the Diary would be kept in hard copy.	To save the record, a back up of the Diary would be kept in hard copy.	To save the record, a back up of the Diary would be kept in hard copy.	To save the record, a back up of the Diary would be kept in hard copy.
12.	<b>Updation of records as per Manual</b>	(i) All the records maintained in the Section as per manual will be reviewed and updated by 18 <sup>th</sup> March.  (ii) The updation will be done the same day, as and when required.	(i) All the records maintained in the Section as per manual will be reviewed and updated by 20 <sup>th</sup> June.  (ii) The updation will be done the same day, as and when required.	(i) All the records maintained in the Section as per manual will be reviewed and updated by 20 <sup>th</sup> September.  (ii) The updation will be done the same day, as and when required.	(i) All the records maintained in the Section as per manual will be reviewed and updated by 20 <sup>th</sup> December.  (ii) The updation will be done the same day, as and when required.
13.	<b>Preparation of Annual Action Plan for the year 2017</b>	-	-	Annual Action Plan for the year 2017 will be prepared and sent to the O&M Section by the prescribed date.	
14.	<b>Work to be done in Hindi</b>	<ul style="list-style-type: none"> <li>• Communications to States/UTs in regions 'A' &amp; 'B' will be issued in Hindi.</li> <li>• Communications received from States/UTs in region 'C' in Hindi will be</li> </ul>	<ul style="list-style-type: none"> <li>• Communications to States/UTs in regions 'A' &amp; 'B' will be issued in Hindi.</li> <li>• Communications received from States/UTs in region 'C' in Hindi will be</li> </ul>	<ul style="list-style-type: none"> <li>• Communications to States/UTs in regions 'A' &amp; 'B' will be issued in Hindi.</li> <li>• Communications received from States/UTs in region 'C' in Hindi will be replied</li> </ul>	<ul style="list-style-type: none"> <li>• Communications to States/UTs in regions 'A' &amp; 'B' will be issued in Hindi.</li> <li>• Communications received from States/UTs in region 'C' in Hindi will be replied in Hindi.</li> </ul>

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		<p>replied in Hindi.</p> <ul style="list-style-type: none"> <li>All communications received in Hindi will be replied in Hindi</li> <li>Circulars will be issued bilingual (English &amp; Hindi).</li> </ul>	<p>replied in Hindi.</p> <ul style="list-style-type: none"> <li>All communications received in Hindi will be replied in Hindi</li> <li>Circulars will be issued bilingual (English &amp; Hindi).</li> </ul>	<p>in Hindi.</p> <ul style="list-style-type: none"> <li>All communications received in Hindi will be replied in Hindi</li> <li>Circulars will be issued bilingual (English &amp; Hindi).</li> </ul>	<ul style="list-style-type: none"> <li>All communications received in Hindi will be replied in Hindi</li> <li>Circulars will be issued bilingual (English &amp; Hindi).</li> </ul>
15.	<b>Information sought under RTI Act, 2005, indicating the number of receipts received/dealt/pending</b>	Information sought (approximately 4 to 5 times) under RTI Act, 2005 upto 31 <sup>st</sup> March will be furnished within the due date prescribed in each case to the RTI Cell.	Information sought (approximately 4 to 5 times) under RTI Act, 2005 upto 30 <sup>th</sup> June will be furnished within the due date prescribed in each case to the RTI Cell.	Information sought (approximately 4 to 5 times) under RTI Act, 2005 upto 30 <sup>th</sup> September will be furnished within the due date prescribed in each case to the RTI Cell.	Information sought (approximately 4 to 5 times) under RTI Act, 2005 upto 30 <sup>th</sup> December will be furnished within the due date prescribed in each case to the RTI Cell.
16.	<b>Informing the retiring Members about the status of utilization of their MPLADS fund.</b>	A list of Members retiring during the year 2016 would be procured from the Table Office and the Ministry would be requested by 7 <sup>th</sup> January, 2016 to furnish details of total funds not committed for recommended works under MPLADS in respect of those Members retiring upto 30 <sup>th</sup> April, 2016. The information so received, would be furnished to the concerned Members well	The Ministry would be requested by 7 <sup>th</sup> April 2016, to furnish details of total funds not committed for recommended works under MPLADS in respect of those Members retiring upto 31 <sup>st</sup> July, 2016. The information so received, would be furnished to the concerned Members well in advance to enable them to recommend works upto their full entitlement before their retirement.	The Ministry would be requested by 7 <sup>th</sup> July, 2016 to furnish details of total funds not committed for recommended works under MPLADS in respect of those Members retiring upto 31 <sup>st</sup> October, 2016. The information so received, would be furnished to the concerned Members well in advance to enable them to recommend works upto their full entitlement before their retirement.	The Ministry would be requested by 7 <sup>th</sup> October, 2016 to furnish details of total funds not committed for recommended works under MPLADS in respect of those Members retiring upto 31 <sup>st</sup> January, 2017. The information so received would be furnished to the concerned Members well in advance to enable them to recommend works upto their full entitlement before their retirement.

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		in advance to enable them to recommend works upto their full entitlement before their retirement.  <b>(Continuing initiative)</b>	<b>(Continuing initiative)</b>	<b>(Continuing initiative)</b>	<b>(Continuing initiative)</b>
17.	<b><u>New initiative:</u></b> Maintaining an up-to-date e-copy of the Guidelines on MPLADS for ready reference.	Modifications made in the existing Guidelines on MPLADS by way of Circulars issued from time to time by the Nodal Ministry i.e. Min. of S&PI would be suitably incorporated in an e-copy of the Guidelines for ready reference.	Modifications made in the existing Guidelines on MPLADS by way of Circulars issued from time to time by the Nodal Ministry i.e. Min. of S&PI would be suitably incorporated in an e-copy of the Guidelines for ready reference.	Modifications made in the existing Guidelines on MPLADS by way of Circulars issued from time to time by the Nodal Ministry i.e. Min. of S&PI would be suitably incorporated in an e-copy of the Guidelines for ready reference.	Modifications made in the existing Guidelines on MPLADS by way of Circulars issued from time to time by the Nodal Ministry i.e. Min. of S&PI would be suitably incorporated in an e-copy of the Guidelines for ready reference.