

**ANNUAL ACTION PLAN OF MS&A BRANCH**

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Preparation of monthly Salary bills of HC, HDC &amp; LoP, Rajya Sabha</b>	<ul style="list-style-type: none"> <li>• 9 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 9 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 9 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 9 bills</li> </ul>
2.	<b>Preparation of monthly Salary bills of Members, Rajya Sabha and PAs to MPs, Rajya Sabha</b>	<ul style="list-style-type: none"> <li>• 3 bills of appx. 224 Members Rajya Sabha</li> <li>• 3 bills of appx. 340 PAs to the Members, Rajya Sabha</li> </ul>	<ul style="list-style-type: none"> <li>• 3 bills of appx. 224 Members Rajya Sabha</li> <li>• 3 bills of appx. 340 PAs to the Members, Rajya Sabha</li> </ul>	<ul style="list-style-type: none"> <li>• 3 bills of appx. 224 Members Rajya Sabha</li> <li>• 3 bills of appx. 340 PAs to the Members, Rajya Sabha</li> </ul>	<ul style="list-style-type: none"> <li>• 3 bills of appx. 224 Members Rajya Sabha</li> <li>• 3 bills of appx. 340 PAs to the Members, Rajya Sabha</li> </ul>
3.	<b>Preparation of TA/DA bills of HDC, LoP and Members, Rajya Sabha</b>	<ul style="list-style-type: none"> <li>• 9 bills of HDC, LoP</li> <li>• 1400 bills of Members, Rajya Sabha</li> </ul>	<ul style="list-style-type: none"> <li>• 20 bills of HDC, LoP</li> <li>• 1550 bills of Members, Rajya Sabha</li> </ul>	<ul style="list-style-type: none"> <li>• 15 bills of HDC, LoP</li> <li>• 1500 bills of Members, Rajya Sabha</li> </ul>	<ul style="list-style-type: none"> <li>• 15 bills of HDC, LoP</li> <li>• 1500 bills of Members, Rajya Sabha</li> </ul>
4.	<b>Medical Reimbursement</b>	<ul style="list-style-type: none"> <li>• 50 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 60 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 80 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 60 bills</li> </ul>
5.	<b>Printing and Publication bills</b>	<ul style="list-style-type: none"> <li>• 25 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 10 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 20 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 15 bills</li> </ul>
6.	<b>Water &amp; Electricity Bills</b>	<ul style="list-style-type: none"> <li>• 10 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 10 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 15 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 16 bills</li> </ul>
7.	<b>Telephone Bills of MPs received from MTNL/ BSNL, Committee Chairmen</b>	<ul style="list-style-type: none"> <li>• 35 bills (consolidated)</li> </ul>	<ul style="list-style-type: none"> <li>• 35 bills (consolidated)</li> </ul>	<ul style="list-style-type: none"> <li>• 35 bills (consolidated)</li> </ul>	<ul style="list-style-type: none"> <li>• 30 bills (consolidated)</li> </ul>

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	<b>and Individual MPs.</b>				
8	<b>Issue of Exchange Orders to Members</b>	<ul style="list-style-type: none"> <li>• 900 Exchange Orders</li> </ul>	<ul style="list-style-type: none"> <li>• 900 Exchange Orders</li> </ul>	<ul style="list-style-type: none"> <li>• 900 Exchange Orders</li> </ul>	<ul style="list-style-type: none"> <li>• 800 Exchange Orders</li> </ul>
9.	<b>Settlement of Air India invoices received from Air India pertaining to domestic and foreign travels and Railway debit claims.</b>	<ul style="list-style-type: none"> <li>• 400 invoices</li> <li>• 5 Debit Claim</li> <li>• 10 Foreign Travel</li> </ul>	<ul style="list-style-type: none"> <li>• 200 invoices</li> <li>• 6 Debit Claim</li> <li>• 2 Foreign Travel</li> </ul>	<ul style="list-style-type: none"> <li>• 200 invoices</li> <li>• 3 Debit Claim</li> <li>• 5 Foreign Travel</li> </ul>	<ul style="list-style-type: none"> <li>• 200 invoices</li> <li>• 2 Debit Claim</li> <li>• 5 Foreign Travel</li> </ul>
10.	<b>Budget Estimates and Revised Estimate under budgetary heads of the Hon'ble Chairman, HDC, L.O.P., and MPs, Rajya Sabha.</b>	<ul style="list-style-type: none"> <li>• Allocation of Revised Estimates (RE) under 20 Heads for 28 Sections</li> <li>• Re-appropriation under different heads as per need.</li> <li>• Monitoring of expenditure and tally of accounts with the reports of P&amp;AO.</li> </ul>	<ul style="list-style-type: none"> <li>• Allocation of Budget Estimates (BE) under 20 Heads for 28 Sections</li> <li>• Monitoring of expenditure and tally of accounts with the reports of P&amp;AO.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of Proposal for RE and BE for current and next year respectively based on information received from 28 Sections</li> <li>• Monitoring of expenditure and tally of accounts with the reports of P&amp;AO.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring of expenditure and tally of accounts with the reports of P&amp;AO.</li> </ul>
11.	<b>Refreshment bills in respect of HC, HDC and LoP, Rajya Sabha</b>	<ul style="list-style-type: none"> <li>• 9 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 8 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 6 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 6 bills</li> </ul>
12.	<b>Settlement of Computer purchase</b>	<ul style="list-style-type: none"> <li>• 10</li> </ul>	<ul style="list-style-type: none"> <li>• 60</li> </ul>	<ul style="list-style-type: none"> <li>• 25</li> </ul>	<ul style="list-style-type: none"> <li>• 25</li> </ul>

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	<b>bills of MPs.</b>				
13.	<b>Pension to former Members of Rajya Sabha including family pension.</b>	<ul style="list-style-type: none"> <li>• 5 cases</li> </ul>	<ul style="list-style-type: none"> <li>• 50 cases</li> </ul>	<ul style="list-style-type: none"> <li>• 10 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 20 bills</li> </ul>
14.	<b>RTI Applications</b>	<ul style="list-style-type: none"> <li>• 40 RTI Applications</li> </ul>	<ul style="list-style-type: none"> <li>• 50 RTI Applications</li> </ul>	<ul style="list-style-type: none"> <li>• 70 RTI Applications</li> </ul>	<ul style="list-style-type: none"> <li>• 40 RTI Applications</li> </ul>
15.	<b>Contingent Bills relating to refreshments from the office of Hon'ble Chairman, Committee Sections, Table Office, Training Cell, Lobby Office, Legislative Section etc., Computer facilities to Members, car ferry bills (MA Section), and the bills pertaining to Mobile, Diaries and binding charges etc..</b>	<ul style="list-style-type: none"> <li>• 75 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 25 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 70 bills</li> </ul>	<ul style="list-style-type: none"> <li>• 50 bills</li> </ul>
16.	<b>Weeding out of old records.</b>	--	--		<ul style="list-style-type: none"> <li>• Sorting out of old records according to their retention period.</li> <li>• Around 150 Files/ Register would be weeded out.</li> </ul>

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17.	<b>Computerised diarising of receipts.</b>	<ul style="list-style-type: none"> <li>• 2100 receipts</li> </ul>	<ul style="list-style-type: none"> <li>• 2000 receipts</li> </ul>	<ul style="list-style-type: none"> <li>• 2400 receipts</li> </ul>	<ul style="list-style-type: none"> <li>• 2000 receipts</li> </ul>
18.	<b>Annual Action Plan</b>	--	<ul style="list-style-type: none"> <li>• Review of 1<sup>st</sup> Quarter's Action Plan by the Joint Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Review of 2<sup>nd</sup> Quarter's Action Plan by the Joint Secretary and to send the mid-year review report to O&amp;M Section.</li> </ul>	<ul style="list-style-type: none"> <li>• Review of 3<sup>rd</sup> Quarter's Action Plan by the Joint Secretary and to send the same to O&amp;M Section.</li> <li>• Preparation of Annual Action plan 2017.</li> </ul>
19.	<b>Updating of records as per Manual.</b>	<ul style="list-style-type: none"> <li>• Updation of all records as per the Office Manual as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Updation of all records as per the Office Manual as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Updation of all records as per the Office Manual as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Updation of all records as per the Office Manual as and when required.</li> </ul>
20.	<b>Annual Report</b>	<ul style="list-style-type: none"> <li>• Annual report of the year 2015 will be prepared and sent to O&amp;M Section.</li> </ul>	--	---	-----
21.	<b>Annual Office Inspection</b>	<ul style="list-style-type: none"> <li>• Office Inspection to be done by Inspecting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation &amp; forwarding of Action Taken Report to O&amp;M Section on receipt of Inspection Report.</li> </ul>	---	-----
22.	<b>Updation of Section related information on website</b>	<ul style="list-style-type: none"> <li>• Information pertaining to the Branch available on the Website will be reviewed periodically and updated whenever required.</li> </ul>	<ul style="list-style-type: none"> <li>• Information pertaining to the Branch available on the Website will be reviewed periodically and updated whenever required.</li> </ul>	<ul style="list-style-type: none"> <li>• Information pertaining to the Branch available on the Website will be reviewed periodically and updated whenever required.</li> </ul>	<ul style="list-style-type: none"> <li>• Information pertaining to the Branch available on the Website will be reviewed periodically and updated whenever required.</li> </ul>

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				required.	
23.	<b>Maintenance of Register</b>	<ul style="list-style-type: none"> <li>Registers/Folders will be maintained properly.</li> </ul>	<ul style="list-style-type: none"> <li>Registers/Folders will be maintained properly.</li> </ul>	<ul style="list-style-type: none"> <li>Registers/Folders will be maintained properly.</li> </ul>	<ul style="list-style-type: none"> <li>Registers/Folders will be maintained properly.</li> </ul>
24.	<b>Promotion of Hindi Language</b>	<ul style="list-style-type: none"> <li>The function of the Branch is Accounts based. However all the correspondence received in Hindi will be replied in the same language.</li> </ul>	<ul style="list-style-type: none"> <li>The function of the Branch is Accounts based. However all the correspondence received in Hindi will be replied in the same language.</li> </ul>	<ul style="list-style-type: none"> <li>The function of the Branch is Accounts based. However all the correspondence received in Hindi will be replied in the same language.</li> </ul>	<ul style="list-style-type: none"> <li>The function of the Branch is Accounts based. However all the correspondence received in Hindi will be replied in the same language.</li> </ul>
25.	<b>New initiatives, if any.</b>	-----	--		