

ANNUAL ACTION PLAN OF COMMITTEE SECTION (PETITIONS)

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Petitions before the Committee	<ul style="list-style-type: none"> Examination of 6 petitions 	<ul style="list-style-type: none"> To prepare report on one petition Further examination of petitions 	<ul style="list-style-type: none"> Further examination of petitions 	<ul style="list-style-type: none"> To prepare report on one petition Further examination of petitions
2.	Petitions under Secretariat's examination	<ul style="list-style-type: none"> Examination of new petitions (20 anticipated) 	<ul style="list-style-type: none"> Examination of new petitions (15 anticipated) 	<ul style="list-style-type: none"> Examination of new petitions (10 anticipated) 	<ul style="list-style-type: none"> Examination of new petitions (10 anticipated)
3.	Processing of representation received	<ul style="list-style-type: none"> Processing of 150 representations anticipated during the first quarter 	<ul style="list-style-type: none"> Clear back log of Representations, if any Processing of 150 representations anticipated during the second quarter 	<ul style="list-style-type: none"> Clear back log of Representations, if any Processing of 150 representations anticipated during the third quarter 	<ul style="list-style-type: none"> Clear back log of Representations, if any Processing of 150 representations anticipated during the fourth quarter
4.	Consideration of ATRs	<ul style="list-style-type: none"> Examination of ATR on one Report (Report No.146th) 	<ul style="list-style-type: none"> Examination of ATR on two Reports (149th and 152nd Reports) 	—————	<ul style="list-style-type: none"> Examination of ATR on one Report
5.	General Purposes Committee	<ul style="list-style-type: none"> To take action in case memorandum is received from any Branch/Section 	<ul style="list-style-type: none"> To take action in case memorandum is received from any Branch/Section 	<ul style="list-style-type: none"> To take action in case memorandum is received from any Branch/Section 	<ul style="list-style-type: none"> To take action in case memorandum is received from any Branch/Section

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6.	Printing/Circulation of Committee Reports	_____	<ul style="list-style-type: none"> • Printing of one report 	_____	<ul style="list-style-type: none"> • Circulation of one report
7.	Annual Action Plan, 2016	_____	<ul style="list-style-type: none"> • Review of first quarter activity 	<ul style="list-style-type: none"> • Review of second quarter activity 	<ul style="list-style-type: none"> • Review of Action Plan 2016 • Preparation of Action Plan 2017
8	Annual Administrative Report, 2015	<ul style="list-style-type: none"> • Finalization of Annual Administrative Report, 2015 	_____	_____	_____
9.	Updation of Website.	<ul style="list-style-type: none"> • Use of Committee software for Meetings, Attendance for Members, Notices, SMS, Tour Programme, etc. • To add information on website on Reports, Press Release and other important Committee's Information etc. 	<ul style="list-style-type: none"> • Use of Committee software for Meetings, Attendance for Members, Notices, SMS, Tour Programme, etc. • To add information on website on Reports, Press Release and other important Committee's Information etc. 	<ul style="list-style-type: none"> • Use of Committee software for Meetings, Attendance for Members, Notices, SMS, Tour Programme, etc. • To add information on website on Reports, Press Release and other important Committee's information etc. 	<ul style="list-style-type: none"> • Use of Committee software for Meetings, Attendance for Members, Notices, SMS, Tour Programme, etc. • To add information on website on Reports, Press Release and other important Committee's Information etc.
10.	Supply of Sessional information to LARRDIS.	<ul style="list-style-type: none"> • Furnish details of Reports Submitted, Meetings held, etc. to LARRDIS 	<ul style="list-style-type: none"> • Furnish details of Reports submitted, Meetings held, etc. to LARRDIS 	<ul style="list-style-type: none"> • Furnish details of Reports submitted, Meetings held, etc. to LARRDIS 	<ul style="list-style-type: none"> • Furnish details of Reports submitted, Meetings held, etc. to LARRDIS
11.	Recording, review and weeding out of files	<ul style="list-style-type: none"> • Weeding out of 150 files of 2013. 	<ul style="list-style-type: none"> • Weeding out of 100 Files of 2013. 	<ul style="list-style-type: none"> • Weeding out of 100 Files of 2014. 	<ul style="list-style-type: none"> • Weeding out of 100 Files of 2014.

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12.	Computerised Diary	<ul style="list-style-type: none"> Computerised Diary of 350 receipt (approx.) to be done on DMIS software 	<ul style="list-style-type: none"> Computerised Diary of 350 receipt (approx.) to be done on DMIS software 	<ul style="list-style-type: none"> Computerised Diary of 350 receipt (approx.) to be done on DMIS software 	<ul style="list-style-type: none"> Computerised Diary of 350 receipt (approx.) to be done on DMIS software
13.	Updation of records as per Manual (10 registers)	<ul style="list-style-type: none"> Make necessary entries in the registers. 	<ul style="list-style-type: none"> Make necessary entries in the registers. 	<ul style="list-style-type: none"> Make necessary entries in the registers. 	<ul style="list-style-type: none"> Make necessary entries in the registers.
14.	Annual Office Inspection; ATR on observation of Inspecting Officer	<ul style="list-style-type: none"> Annual Office inspection for the year 2015 would be undertaken in consultation with the Inspecting Officer, as per schedule of the O&M Section. 	_____	<ul style="list-style-type: none"> Action on ATR on observations of the Inspecting Officer 	_____
15.	Progress of work conducted in Hindi	<ul style="list-style-type: none"> Examination of new Petitions/Representations received in Hindi (75 anticipated) 	<ul style="list-style-type: none"> Examination of new Petitions/Representations received in Hindi (75 anticipated) 	<ul style="list-style-type: none"> Examination of new Petitions/Representations received in Hindi (50 anticipated) 	<ul style="list-style-type: none"> Examination of new Petitions/Representations received in Hindi (50 anticipated)
16.	Implementation of RTI Act	<ul style="list-style-type: none"> Response to RTI requests received from RTI Cell:10 (anticipated) 	<ul style="list-style-type: none"> Response to RTIs received from RTI Cell: 10 (anticipated) 	<ul style="list-style-type: none"> Response to RTI requests received from RTI Cell: 10 (anticipated) 	<ul style="list-style-type: none"> Response to RTI requests received from RTI Cell: 10 (anticipated)
17.	New Initiative	<ul style="list-style-type: none"> To take measures to strengthen the mandate of the Committee on Petitions 	_____	<ul style="list-style-type: none"> To present Report on Representations to the Rajya Sabha as per the Directions of Hon'ble Chairman, Rajya Sabha. 	_____