

**ANNUAL ACTION PLAN OF COMMITTEE SECTION (PERSONNEL, PUBLIC GRIEVANCES,  
LAW AND JUSTICE)**

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Reconstitution of the Committee; Nomination(s)/Vacancies</b>	Members nomination, if any, will be intimated	Same as in preceding column.	Members will be intimated as and when the Committee is reconstituted regarding their nomination to the Committee	Same as in 1 <sup>st</sup> column.
2.	<b>Consideration of Demand For Grants (DFG) 2015-16; Reports on DFG's; ATR on DFG's</b>	(i) Ministries/ Departments with the Committee - <b>2(Two)</b>  (ii) Questionnaire to be prepared- <b>6(Six)</b>  (iii) Meetings to be held - <b>2(Two)</b>	(i) Meetings to be held - <b>6(Six)</b>  (ii) Reports to be prepared, adopted and presented - <b>2(Two)</b>  (iii) Reports to be forwarded to Ministries/ Departments - <b>2(Two)</b>	---	(i) ATR's to be prepared, considered and presented - <b>2(Two)</b>  (ii) ATR's to be forwarded to Ministries/ Departments - <b>2(Two)</b>
3.	<b>Bills, if any, referred to the Committee (including Bills forwarded from previous year)</b>	Action subject to reference of new Bill.	Same as in the preceding column.	Same as in the preceding column.	Same as in the preceding column.
4.	<b>Subject(s) taken up by Committee and Sub-committee(s)</b>	(i) Subject(s) to be selected by Committee/ Sub-Committees: Carried forward -	(i) Subject(s) to be selected by Committee/Sub-Committees: Identified - <b>1(One)</b>	(i) Subject(s) to be selected by Committee/Sub-Committees: (a) Carried forward -	(i) Subject(s) to be selected by Committee/Sub-Committees: Carried forward -

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		3(Three)  (ii) Meeting / oral evidences to be held. (a) Meetings – 5 (Five) (b) Oral Evidence -4 (Four)  (iii) Reports to be prepared/ presented- 2(Two)	(ii) Meeting/oral evidences to be held. (a) Meetings – 5 (Five) (b) Oral Evidence -3 (Three)  (iii) Reports to be prepared/ presented- 1(one)	1(One) (b) Identified-1 (One)  (ii) Meeting/oral evidences to be held. (a) Meetings – 5 (Five) (b) Oral Evidence -3 (Three)  (iii) Reports to be prepared/presented- 1 (one)	2(Two)  (ii) Meeting/oral evidences to be held. (a) Meetings – 5 (Five) (b) Oral Evidence -3 (Three)  (iii) Reports to be prepared/presented- 1(One)
5.	Minutes of the Committee	7 (Seven)	7 (Seven)	9 (Nine)	7 ( Seven)
6.	Printing and circulation of Reports.	2 (Two) each in English and Hindi.	2 (Two) each in English and Hindi.	1 (One) each in English and Hindi.	2 (Two) each in English and Hindi.
7.	Press Conference likely to be organized	1 (One)	1 (One)	1 (One)	1 (One)
8	Quarterly Reports & References likely to be Prepared/ forwarded	(i) To R&L Section -07 (Seven)  (ii) To Committee (Co-ord) Section - 05 ( Five)	(i) To R&L Section -07 (Seven)  (ii) To Committee (Co-ord) Section - 05 ( Five)	(i) To R&L Section -07 (Seven)  (ii) To Committee (Co-ord) Section - 05 ( Five)	(i) To R&L Section -07 (Seven)  (ii) To Committee (Co-ord) Section - 05 ( Five)

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9.	<b>Work done in Hindi</b>	(i) To RajBhasha Prabhag - <b>03 (Three)</b>  (ii) Leave applications of some of the staff  (iii) Staff attendance register	(i) To RajBhasha Prabhag - <b>03 (Three)</b>  (ii) Leave applications of some of the staff  (iii) Staff attendance register	(i) To RajBhasha Prabhag - <b>03 (Three)</b>  (ii) Leave applications of some of the staff  (iii) Staff attendance register	(i) To RajBhasha Prabhag - <b>03 (Three)</b>  (ii) Leave applications of some of the staff  (iii) Staff attendance register
10.	<b>Work relating to Information sought under RTI Act, 2005</b>	<b>03 (Three)</b>	<b>03 (Three)</b>	<b>03 (Three)</b>	<b>03 (Three)</b>
11.	<b>Annual Report</b>	Preparation of Annual Report on the activities/work done by Committee Section in 2014 : <b>As per the dateline made by the O&amp;M Section</b>	...	...	...
12.	<b>Annual Action Plan</b>	...	...	i) Preparation of Annual Action Plan- 2017 : <b>As per the dateline made by the O&amp;M Section</b>  ii) Submission of Status of Annual Action Plan- 2016 (January to October, 2015) to O&M Section : <b>As per the dateline</b>	...

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				made by the O&M Section	
13.	<b>Record Management/Weeding out of old Records/ Number of files pertaining to year(s) to be Recorded/Weeded out</b>	Files pertaining to 2009 and 2010 to be Reviewed for Weeding	The following files for Recording – <b>13 (Thirteen):</b> <b>5 (Five) files of 2011</b> <b>6 (Five) files of 2012</b>	The following files for Recording – <b>15 (Fifteen):</b> <b>3 (Three) files of 2011</b> <b>6 (Six) files of 2012</b> <b>6 (Six) files of 2013</b>	Files Recorded in the preceding quarters will be reviewed – <b>28 (Twenty-eight)</b>  ...
14.	<b>Computerised Diary; Updation of Records on website and Maintenance of Register(s) etc.</b>	Receipts diarised- <b>150 **</b> Public Grievances - <b>20</b>	Receipts diarised - <b>200 **</b> Public Grievances - <b>20</b>	Receipts diarised - <b>150 **</b> Public Grievances - <b>20</b>	Receipts diarised - <b>100 **</b> Public Grievances - <b>20</b>
15.	<b>Annual Office Inspection; ATR on observation of Inspecting Officer</b>	Date(s) on which Annual Office Inspection 2015 is likely to be held  Important suggestions given by Inspecting Officer during the inspection for the year 2015 and status of ATR:  (i) The vacant posts of Sr. Clerk/Jr. Clerk may be filled up keeping in view of the workload in the Section.  (ii) The overall performance of the Section has been satisfactory. Given the constraints of manpower, the Section is doing its work quite well.		- <b>1<sup>st</sup> – 2<sup>nd</sup> Week of February, 2016</b>  } <b>Matter pursued by O&amp;M Section with concerned Sections.</b>	

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16.	<b>Miscellaneous work</b>	<p>The Select Committee of Rajya Sabha on the Prevention of Corruption (Amendment), 2013 referred to this Section for providing Secretarial assistance on the 11<sup>th</sup> December, 2015 (Carried forward) -<b>1(One)</b></p> <p>a) Meetings – 6 (<b>Six</b>)  b) Oral Evidence -<b>8 (Eight)</b>  c) Reports to be prepared/presented- <b>1(One)</b></p>			

N.B.- The figures of 2015 have been broadly applied in preparation of the Action Plan-2016

\*\* Includes Memoranda received in response to Press-Release on Bills/Subjects under consideration of the Committee.