

## ANNUAL ACTION PLAN OF PRINTING SECTION – I

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Sessional Jobs i.e. Bulletins Part-I &amp; II, List of Business, PLOT, Amendments etc.</b> <i>*(TABLE OFFICE)</i>	238 <sup>th</sup> Session (Ist Part) • <b>No. of Jobs to be executed: 350</b> (Including Part-II Bulletins to be received in this quarter)	238 <sup>th</sup> Session (IInd Part) • <b>No. of Jobs to be executed: 350</b> (Including Part-II Bulletins to be received in this quarter)	239 <sup>th</sup> Session • <b>No. of Jobs to be executed: 350</b> (Including Part-II Bulletins to be received in this quarter)	240 <sup>th</sup> Session • <b>No. of Jobs to be executed: 350</b> (Including Part-II Bulletins to be received in this quarter)
2.	<b>Govt. Bills (GBs) and Private Members' Bills (PMBs)</b> (at different stages) <i>*(BILL OFFICE)</i>	238 <sup>th</sup> Session (Ist Part) • <b>No. of Jobs to be executed:</b> GBs-10 Nos. PMBs-20 Nos.	238 <sup>th</sup> Session (IInd Part) • <b>No. of Jobs to be executed:</b> GBs-10 Nos. PMBs-20 Nos.	239 <sup>th</sup> Session • <b>No. of Jobs to be executed:</b> GBs-20 Nos. PMBs-50 Nos.	240 <sup>th</sup> Session • <b>No. of Jobs to be executed:</b> GBs-20 Nos. PMBs-50 Nos.
3.	<b>Resume of the Business Transacted by Rajya Sabha</b> <i>*(TABLE OFFICE)</i>	237 <sup>th</sup> Session • <b>No. of Jobs to be executed: 1 No.</b>	-	238 <sup>th</sup> Session • <b>No. of Jobs to be executed: 1 No.</b>	239 <sup>th</sup> Session • <b>No. Jobs to be executed: 1 No.</b>
4.	<b>Index of Debates</b> <i>*[EDITING (E) SECTION]</i>	234 <sup>th</sup> & 235 <sup>th</sup> Session • <b>No. of Jobs to be executed: 2 Nos.</b>	236 <sup>th</sup> Session • <b>No. of Jobs to be executed: 1 No.</b>	237 <sup>th</sup> Session • <b>No. of Jobs to be executed: 1 No.</b>	238 <sup>th</sup> Session • <b>No. of Jobs to be executed: 1 No.</b>

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5.	<b>Appendix</b> * <i>[EDITING (E) SECTION]</i>	234 <sup>th</sup> Session • <b>No. of Jobs to be executed:</b> 1 No.	235 <sup>th</sup> Session • <b>No. of Jobs to be executed:</b> 1 No.	236 <sup>th</sup> Session • <b>No. of Jobs to be executed:</b> 1 No.	237 <sup>th</sup> Session • <b>No. of Jobs to be executed:</b> 1 No.
6.	<b>Journal</b> * <i>(LOBBY OFFICE)</i>	237 <sup>th</sup> Session • <b>No. of Jobs to be executed:</b> 1 No.	--	238 <sup>th</sup> Session • <b>No. of Jobs to be executed:</b> 1 No.	239 <sup>th</sup> Session • <b>No. of Jobs to be executed:</b> 1 No.
7.	<b>Who's Who—2014</b> <b>(English &amp; Hindi Version)</b> * <i>(LARRDIS)</i>	Execution of English version is in progress • <b>No. of Jobs to be executed:</b> 1 No.	Execution of Hindi version will be taken up • <b>No. of Jobs to be executed:</b> 1 No.	--	--
8	<b>Rajya Sabha at Work—3rd Edition (Hindi &amp; English)</b> * <i>(LARRDIS)</i>	--	Printing of English version will be completed • <b>No. of Jobs to be executed:</b> 1 No.	--	Printing of Hindi version will be completed • <b>No. of Jobs to be executed:</b> 1 No.
9.	<b>Rajya Sabha &amp; Its Secretariat- A Performance Profile – 2015</b> <b>(English &amp; Hindi)</b> * <i>(LARRDIS)</i>	--	--	--	Action to be taken immediately on receipt of the Mss. • <b>No. of Jobs to be executed:</b> 2 No.
10.	<b>List of Members – 2016</b> <b>(English &amp; Hindi )</b> <i>(Generally printed twice in a</i>	• <b>No. of Jobs to be executed:</b> 2 Nos. 1 <sup>st</sup> Edition will be printed,	--	• <b>No. of Jobs to be executed:</b> 2 Nos.	--

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	<i>calendar year</i> *(TABLE OFFICE)	if Mss. is received from the nodal Section/ Translation Section.		II <sup>nd</sup> Edition will be printed, if Mss. is received from the nodal Section/Translation Section.	
11.	<b>Nutan Pratibimb, 11<sup>th</sup> Issue – 2016</b> *(RAJ BHASHA PRABHAG)	--	--	<ul style="list-style-type: none"> <li><b>No. of Jobs to be executed: 1</b> No. Will be completed on receipt of Mss.</li> </ul>	--
12.	<b>10 Booklet Series (English &amp; Hindi)</b> (Printed Biennially) (TRAINING UNIT)	Printed on the occasion of Orientation Programme for newly elected Members after each biennial election to the House. Such Orientation Programme is likely to be held in 2016.			
		--	<ul style="list-style-type: none"> <li><b>No. of Jobs to be executed: 20</b> Nos.</li> </ul>	--	--
13.	<b>Proceedings of 17<sup>th</sup> Orientation Programme for newly elected Members</b> (Printed Biennially) (TRAINING UNIT)	Printed after conclusion of Orientation Programme for new Members elected to the House in biennial elections. Such Orientation Programme is likely to be held in 2016. Action to be taken immediately on receipt of the Mss.			
				<ul style="list-style-type: none"> <li><b>No. of Jobs to be executed: 1</b> No.</li> </ul>	
14.	<b>Printing of Notice Forms of Starred &amp; Unstarred Questions for 2017</b> *(QUESTIONS BRANCH)	--	--	--	<ul style="list-style-type: none"> <li><b>No. of Jobs to be executed: 2</b> Nos.</li> </ul>

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15.	<b>Hindi Pakhwara Pramanpatras - 2016</b> <i>*(RAJ BHASHA PRABHAG)</i>	--	--	<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 2 Nos.</li> </ul>	--
16.	<b>R.S. Sectt. Desk Calendar – 2017</b> <i>*(STORES SECTION)</i>	--	--	<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 1 No.</li> </ul>	--
17.	<b>Important Ad-hoc /New publications</b>	Action is taken from time to time on receipt of the Mss. from respective author Sections			
		<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 5 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 5 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 5 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 5 No.</li> </ul>
18.	<b>Telephone Table Chart – 2016 (in English &amp; Hindi)</b> <i>*(G.A. SECTION)</i>	--	--	--	<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 2 Nos.</li> </ul> <p>Action to be taken immediately on receipt of Mss.</p>
19.	<b>Miscellaneous items e.g. Registers/Forms/Passes/ I Cards etc.</b>	Action is taken from time to time on receipt of the Mss. from respective author/nodal Section			
		<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 30 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 15 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 15 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 15 Nos.</li> </ul>

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
20.	Report on Mid-term Appraisal & Review of Annual Action Plan-2016*(O & M SECTION)	--	Will be prepared & submitted	--	--
21.	Parking Labels – 2017 Series *(NOTICE OFFICE/ MEDIA UNIT)				<ul style="list-style-type: none"> <li>No. of Jobs to be executed: 7 Nos.</li> </ul>
22.	Annual Action Plan*(O&M SECTION)	--	--	Preparation of Annual Action Plan – 2017	Submission of Status of Action Plan - 2016 (i.e. from January to October, 2016) to O&M Section
23.	Annual Report *(O&M SECTION)	Annual Report 2015 will be submitted	--	--	Annual Report- 2016 will be compiled
24.	Computerised Diary; Updation of records on website etc. Details of records updated uploaded, as per office manual and orders issued from time to time.	215 files uploaded till date.			
		<ul style="list-style-type: none"> <li>No. of files to be uploaded: 15 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of files to be uploaded: 15 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of files to be uploaded: 15 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of files to be uploaded: 10 Nos.</li> </ul>
25.	Record Management/ Weeding out of old records	Weeding out of old record upto 2012 has been done. 30 Files pertaining to the year 2013 will be weeded out during this year.			

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		<ul style="list-style-type: none"> <li>No. of files to be weeded out: 8 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of files to be weeded out: 8 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of files to be weeded out: 4 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of files to be weeded out: 10 Nos.</li> </ul>
26.	<b>Annual Office Inspection; ATR on observations of Inspecting Officer</b>	<ul style="list-style-type: none"> <li>Done in alternate years. Last inspection was conducted in 2015. Next inspection due in 2017.</li> </ul>			
27.	<b>Incomplete Tasks, if any</b>	<ul style="list-style-type: none"> <li>The set targets are achieved and all the tasks are completed well within the time.</li> </ul>			
28.	<b>Conversion of old records in CDs</b>	<ul style="list-style-type: none"> <li>The jobs are received either in the form of CRC or Mss which are transmitted to the printers for further action. As only liaison work is being done here so, no such conversion of records is required.</li> </ul>			
29.	<b>Work in Hindi</b>	Hindi versions of various forms used in the Section have been prepared and these are being used. Inter-departmental and intra-departmental communications received in Hindi are compulsorily responded to in Hindi. Entire correspondence with Raj Bhasha Prabhag (including the file relating to printing of Annual Hindi magazine 'Nutan Pratibimb') is done in Hindi exclusively. Wherever it is possible this Section tries its best to make use of Hindi language to contribute actively in its progression and promotion.			
		<ul style="list-style-type: none"> <li>No. of communications to be made/responded in Hindi :5 Nos</li> </ul>	<ul style="list-style-type: none"> <li>No. of communications to be made/responded in Hindi :5 Nos</li> </ul>	<ul style="list-style-type: none"> <li>No. of communications to be made/responded in Hindi :10 Nos</li> </ul>	<ul style="list-style-type: none"> <li>No. of communications to be made/responded in Hindi :5 Nos.</li> </ul>
30.	<b>Work related to Information sought under RTI Act, 2005 No. of receipts received/dealt/ Pending</b>	Replies to the queries will be furnished well within the specified time-frame as and when required. Received in 2015 – Nil			
		<ul style="list-style-type: none"> <li>No. of complaints to be dealt with: 1 No.</li> </ul>	<ul style="list-style-type: none"> <li>No. of complaints to be dealt with: 4 No.</li> </ul>	<ul style="list-style-type: none"> <li>No. of complaints to be dealt with: 1 No.</li> </ul>	<ul style="list-style-type: none"> <li>No. of files to be weeded out: 1 No.</li> </ul>

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31.	<b>Maintenance of Registers</b>	At present 9 registers are being maintained in the Section for maintenance of the record in physical/written form.			
		<ul style="list-style-type: none"> <li>No. of entries to be made in different registers : 600 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of entries to be made in different registers : 600 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of entries to be made in different registers : 600 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>No. of entries to be made in different registers : 600 Nos.</li> </ul>
32.	<b>New Initiative(s) proposed by the Section</b>	In order to streamline the process of printing of publications of the Secretariat, meeting with Officers of Government of India Press/Directorate of Printing, Government of India are organized from time to time for planning the strategy. However, in future also it will be the endeavour of the Section to work with new ideas and thoughts as per requirement of the hour in the interest of the Secretariat. Request for inclusion of the task of developing a computer software as per requirement of this service in the IT Policy Plan of the Secretariat for the period of 2016-2019 has been made.			

*\*Sections mentioned within parentheses under 'ITEM' column are the originating Sections.*