

ANNUAL ACTION PLAN OF PRINTING SECTION-II

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	QUESTIONS LISTS Oral & Written (Eng. & Hindi) (Question Branch)	20 days' Lists expected. (Budget Session)	15 days' Lists expected. (Budget Session)	20 days' Lists expected. (Monsoon Session)	20 days' Lists expected. (Winter Session)
		(will be completed on day-to-day basis)			
2.	SYNOPSIS OF DEBATES (Eng. & Hindi) (Synopsis Section)	20 days' Synopsis expected. (Budget Session)	15 days' Synopsis expected. (Budget Session)	20 days' Synop. expected. (Monsoon Session)	20 days' Synopsis expected. (Winter Session)
		(will be completed on day-to-day basis)			
3.	CONTENTS OF SYNOPSIS (Eng. & Hindi) (Synopsis Section)	---	2 Contents	2 Contents	2 Contents
		(Action will be taken on receipt of CRC/Mss.)			
4.	STATISTICAL INFORMATION RELATING TO QUESTIONS (Eng. & Hindi) (Question Branch)	2 Booklets (Winter Session)	2 Booklets (Budget Session)	2 Booklets (Monsoon Session)	---
		(Action will be taken on receipt of CRC/Mss. from Question Branch)			
5.	DEBATES (Floor version) [Editing (Eng.) Section]	54* Debates *Budget Session and 234th to 237th Sessions included.	15 Debates (Budget Session)	20 Debates (Monsoon Session)	20 Debates (Winter Session)

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		(Action will be taken on receipt of CRC/Mss.)			
6.	DEBATES (Hindi version) [Editing Section] (Hindi)	165* Debates *Budget Session and 229 th to 237 th Sessions included.	15 Debates (Budget Session)	20 Debates (Monsoon Session)	20 Debates (Winter Session)
		[Action will be taken on receipt of Mss. from the Editing (Hindi) Section]			
7.	CONTENTS OF DEBATES (English version) (Sales & Archives)	30 Sessions	15 Sessions	15 Sessions	15 Sessions
		Contents of 233 rd Session onwards and 101 st Session to 171 st Sessions (old record) are expected. (Action will be taken on receipt of Mss. from the Sales and Archives Section)			
8.	CONTENTS OF DEBATES (Hindi version) (Sales & Archives)	45 Sessions	15 Sessions	15 Sessions	15 Sessions
		Contents of 229 th Session onwards are expected. [Contents of 128 th Session to 210 th Sessions (old record) are also expected.] (Action will be taken on receipt of Mss. from the Sales and Archives Section)			
9.	DEPARTMENT-RELATED PARLIAMENTARY STANDING COMMITTEE REPORTS (Eng. and Hindi) (Committee Sections)	40 Reports	40 Reports	40 Reports	40 Reports
		(Action will be taken on receipt of Mss./CRC from the concerned Committee Sections)			

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10.	PARLIAMENTARY STANDING COMMITTEE REPORTS (Eng. and Hindi) (Committee Sections)	20 Reports	20 Reports	20 Reports	20 Reports
		(Action will be taken on receipt of Mss./CRC from the concerned Committee Sections)			
11.	SUBJECT PAMPHLET (Eng. and Hindi) (Question Branch)	---	2	---	---
		Biennial Publication – <i>expected in 2016.</i> (Action will be taken on receipt of Mss./CRC from the Question Branch))			
12.	COMMITTEE PAMPHLET (Committee Co- ordination Section)	---	2	---	---
		Expected after re-constitution/formation of Standing Committees. (Action will be taken on receipt of Mss./CRC. from the Committee Co-ordination Section)			
13.	AD-HOC PUBLICATIONS)	4	4	4	4
		(Action will be taken on receipt of Mss./CRC from various sections)			
14.	BILLS (PAYMENT) (Government Presses)	60 Bills	80 Bills	100 Bills	60 Bills
		Bills of Govt. of India Presses will be processed for payments for the years 2015-16 and 2016-17.			
15.	BILLS (PAYMENT) (Private Printers)	40 Bills	60	50	50
		Bills of Pvt. Printers will be processed for payments for the years 2015-16 and 2016-17.			
16.	WEEDING OF OLD	10 Files	10 Files	10 Files	10 Files

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	RECORDS	Records of 2011 is planned to weed out in 2016			
17.	ANNUAL REPORT	Annual Report 2015 will be prepared and completed.	---	---	---
18.	ANNUAL ACTION PLAN	---	Submission of Status of Annual Action Plan (Jan. to Mar., 2016) to O&M Section	Submission of Status of Annual Action Plan (Jan. to Sept., 2016) to O&M Section	Action Plan for the year 2017 will be prepared.
19.	INFORMATIONS UNDER RTI ACT	---	2 RTI expected.	---	---
		Information will be provided after receiving any application under RTI Act, 2005.			
20.	COMPUTERISATION	Computerisation of processing and payment of Bills of Govt. and Pvt. printers, diary-dispatch and file movement is planned in 2016 after getting required training and software. Approx. 50 files to be updated/uploaded, as per Office Manual and Orders issued from time to time.			
21.	MAINTAINING REGISTERS	Entries will be made in the registers maintained for receipts.	Entries will be made in the registers maintained for receipts.	Entries will be made in the registers maintained for receipts.	Entries will be made in the registers maintained for receipts.
		Various registers are maintained for entering the receipts of Questions Lists, Synopsis, Debates, Committee Reports, Bills from Govt. Presses and Private Printers etc.			

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22.	ANNUAL INSPECTION	Annual Inspection is expected in 2017. (ATR on observations of inspecting Officer will be submitted after Annual Inspection)			
23.	WORK IN HINDI	Action will be taken to process more official files, notes and applications in Hindi language.	Action will be taken to process more official files, notes and applications in Hindi language.	Action will be taken to process more official files, notes and applications in Hindi language.	
		Mss. of various publications is dealt with in both languages (English and Hindi). Registers of Hindi version Committee Reports will be maintained in Hindi.			
24	INCOMPLETE TASK	NIL	NIL	NIL	NIL
25.	CONVERSION OF OLD RECORDS INTO CDs	As jobs are received in the form of Mss./CRC from concerned sections so no action is planned.			
.26.	NEW INITIATIVES	Meetings with Govt. of India Press officials will be conducted before and after Session of Parliament for better co-ordination.			