

ANNUAL ACTION PLAN OF REPORTERS' BRANCH

SL. NO.	ACTIVITIES	QUANTITATIVE TARGETS	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
I	II	III	IV	V	VI	VII
1.	House Proceedings	<p>a) Question Hour (12.00-1.00 p.m.) to be completed by 5.00 p.m.</p> <p>b) Proceedings other than Question Hour from 11.00 a.m. to 6.00 p.m. (except 12.00-1.00 p.m.- Question Hour) to be completed by 9.00 p.m.</p> <p>c) If the House sits beyond 6.00 p.m. (or 5.00 p.m. without lunch break) or committee meeting(s) is also held simultaneously, then supplement to debate will be issued the next day.</p>	<p>Same as column III</p> <p>Same as column III</p> <p>Same as column III</p> <p>Sittings (2015) - 19. Estimated sittings (2016) - 20.</p>	<p>Same as column III</p> <p>Same as column III</p> <p>Same as column III</p> <p>Sittings (2015) - 13. Estimated sittings (2016) - 15.</p>	<p>Same as column III</p> <p>Same as column III</p> <p>Same as column III</p> <p>Sittings (2015) - 17. Estimated sittings (2016) - 24.</p>	<p>Same as column III</p> <p>Same as column III</p> <p>Same as column III</p> <p>Sittings (2014) -22. Estimated sittings (2016) -25.</p>
2.	Transfer of proceedings to internet/website	<p>a) Question Hour (12.00-1.00 p.m.) to be uploaded by 5.00 p.m. on Internet/ website.</p> <p>b) Proceedings (other than Question Hour) from 11.00 a.m. till the House adjourns or</p>	<p>Same as column III</p> <p>Same as column III</p>	<p>Same as column III</p> <p>Same as column III</p>	<p>Same as column III</p> <p>Same as column III</p>	<p>Same as column III</p> <p>Same as column III</p>

SL. NO.	ACTIVITIES	QUANTITATIVE TARGETS	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
I	II	III	IV	V	VI	VII
		till the proceedings are issued to be ready by 9.00 p.m. for uploading on Internet/ website.	III			
3.	Supplement to the debate.	To be completed for putting it on internet/website and to be sent to Distribution Branch by 3.00 p.m.	Same as column III	Same as column III	Same as column III	Same as column III
4.	Culling 'Expunged'/'Not Recorded' data	'Expunged'/'Not Recorded' data to be sent to Lobby Office the next day.	Same as column III	Same as column III	Same as column III	Same as column III
5.	Committee Proceedings	Verbatim record to be sent to the concerned Committee Section within three days if there is one meeting. If more than one Committee meeting is held during a day, then the verbatim record would be sent within the next five working days from the date of meeting.	Same as column III Sittings (2015) -68. Estimated sittings (2016) - 70	Same as column III Sittings (2015) - 61. Estimated sittings (2016) -65.	Same as column III Sittings (2015) - 58. Estimated sittings (2016) - 60.	Same as column III Sittings (Till 10.12.2015) - 36. Estimated sittings (2016) - 50.
6.	New Initiatives	a) 'Expunged data' is being provided to the Media Unit, R.S. Secretariat daily.	Same as column III	Same as column III	Same as column III	Same as column III

SL. NO.	ACTIVITIES	QUANTITATIVE TARGETS	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
I	II	III	IV	V	VI	VII
		<p>b) Expunged/Not Recorded data (No. of places) will be culled out and reflected quarterly.</p> <p>c) Contribution to Newsletter from Secretary-General is being sent to LARDIS every Monday.</p>	<p>Same as column III</p> <p>Same as column III</p>	<p>Same as column III</p> <p>Same as column III</p>	<p>Same as column III</p> <p>Same as column III</p>	<p>Same as column III</p> <p>Same as column III</p>

COMMON POINTS

I	हिन्दी में कार्य	<p>क) अनुभाग में तैनात सभी अधिकारियों की मोहरें द्विभाषी बनवाई जाएंगी।</p> <p>ख) जहां तक संभव होगा प्रारूपण/लेखन व टिप्पण (नोटिंग-ड्राफ्टिंग) इत्यादि के क्षेत्र में अधिक से अधिक कार्य हिन्दी में किया जाएगा।</p> <p>ग) यह प्रयास किया जाएगा कि छुट्टी के लिए आवेदन व अन्य पत्र द्विभाषिक रूप में ही भरे जाएं।</p>
II	RTI	Dealt with, as and when received.
III	Annual Report	Report is being prepared and submitted every year well in time. Report for the previous year was submitted on 15.01.2015.
IV	Annual Action Plan	Annual Action Plan, as per Manual of Office Procedure, is being prepared and submitted every year. Annual Action Plan for the year 2015 was submitted on 04.09.2014.
V	<p>Record Management/ Weeding out of old records</p> <p>Computerized Diary, updation of Records on website and Maintenance of Registers</p>	<p>All the records are being managed properly. List of maintained files has been uploaded. Old files will be weeded out.</p> <p>Computerized Diary has already been started from May, 2014. Records are being updated regularly. Registers are being maintained properly. Updation of proceedings on internet has been mentioned in detail at Sl. No. 2 & 3.</p>
VI	<p>Annual office inspection; ATR on observation of Inspecting officer</p>	<p>Last annual inspection was done on 27.07.2015 by Joint Director (E&T). Annual office inspection would be done as per schedule. Assessment of inspecting officer in Inspection Report, at Serial No.11, is -- "despite inadequacies, the Service is giving excellent performance. To fill up the vacancies, Recruitment process should be speeded up and if possible, exam should be conducted every year till all the vacancies are filled up."</p>