

ANNUAL ACTION PLAN OF SALES AND ARCHIVES SECTION

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Souvenir Items Procurement/Sale	Targets Items worth Rs.3,50,000/-/ Rs.6,00,000/-.	Targets Items worth Rs.3,00,000/- Rs.6,60,000/- .	Targets Items worth Rs.5,00,000/- Rs.6,00,000/-.	Targets Items worth Rs.3,50,000/- Rs.6,40,000/-.
2.	M.Ps. D.O. Stationery Item Procurement/Sale	Targets Nil (Previous stock is available)/ Rs.10,000/-.	Targets Rs.60,000/- Rs.7,000/- .	Targets Rs.20,000/- Rs.5,000/-.	Targets Nil/Rs.6,000/-.
3.	New Year's Greeting Cards Procurement/sale	Targets Nil / 1,500 cards	Targets Nil/ 500 cards	Targets Approx 10,000 New Year Greeting cards/ Nil	Targets Distribution and sale of cards would be done and balance to be carried forward to next year/8,000 cards.
4.	Sale of Parliamentary Publications / Parliamentary Papers Publications/ papers	Targets Rs.14,000/-	Targets Rs.12,000/-	Targets Rs.13,000/-	Targets Rs.18,000/-
5.	Circulation of Debates	Targets	Targets	Targets	Targets

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		4,500 Debates	3,000 Debates	4,000 Debates	4,700 Debates
6.	Supply of Bound Debates	Targets 170 Debates	Targets 120 Debates	Targets 100 Debates	Targets 70 Debates
7.	Sale of Debates	Targets Rs.8,000/-	Targets Rs.6,000/-	Targets Rs.7,500/-	Targets Rs.7,000/-
8	Annual Report	Preparation of Annual Report, 2015	-	-	-
9.	Annual Action Plan	-	-	.	(i) Submission of Status of Annual Action Plan- 2016 (ii) Preparation of Annual Action Plan- 2017
10.	Record Management/ Weeding out of old Records	-	Targets 30 Receipt Books upto year 2010.	Targets Recording/Weeding out approximately 10 Files upto year 2010.	-
11.	Computerised Diary	Diarising 100 receipts	Diarising 80 receipts	Diarising 80 receipts.	Diarising 70 receipts
12.	Updation of website	Updation of 3 items on websites.	As in column III	As in column III	As in column III
13.	Maintenance of Registers	Updation of 9 Registers .	As in column III	As in column III	As in column II

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14.	Annual Office Inspection/ ATR on observations	Annual Office Inspection for the year 2015	Preparation of Action Taken Report (ATR) on the observations, if any	-	-
15.	Work Done in Hindi	Processing 6 receipts in Hindi	Processing 4 receipts in Hindi	Processing 4 receipts in Hindi	Processing 6 receipts in Hindi
16.	Applications under RTI Act, 2005	Processing 1 application.	Processing 1 application.	Processing 1 application.	Processing 1 application.
17.	New Initiative(s)	Rationalizations of souvenir items			