

ANNUAL ACTION PLAN OF PARLIAMENT SECURITY SERVICE

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Deployment & Supervision of Security Staff on daily basis and when required	<p>Deployment of Security Officials of the Parliament Security Service for</p> <p>1) Daily Deployment of staff in PH Complex during the Parliament Session as well as Inter-Session.</p> <p>2) Deployment of Personnel in ceremonial and National functions i.e. for Republic Day and Beating Retreat functions, At Home function at Rashtrapati Bhawan and functions at Hon'ble Chairman & Speaker's residence, Hyderabad House <i>etc.</i> as and when required.</p> <p>3) Preparation of "Weekly Duty Roster and "Holiday Duty Roster" to ensure equal distribution of official obligations.</p> <p>4) Any other functions</p>	<p>Deployment of Security Officials of the Parliament Security Service for</p> <p>1) Daily Deployment of staff in PH Complex during the Parliament Session as well as Inter-Session.</p> <p>2) Deployment of Personnel at Rashtrapati Bhawan and functions at Hon'ble Chairman & Speaker's residence, Hyderabad House <i>etc.</i> as and when required.</p> <p>3) Implementation of "Weekly Duty Roster" and Holiday Duty Roster"</p> <p>. 4) Any other functions</p>	<p>Deployment of Security Officials of the Parliament Security Service for</p> <p>1) Daily Deployment of staff in PH Complex during the Parliament Session as well as Inter-Session.</p> <p>2) Deployment of Personnel at Red Fort on 15th Aug, Rashtrapati Bhawan and functions at Hon'ble Chairman & Speaker's residence, Hyderabad House <i>etc.</i> as and when required.</p> <p>3) Implementation of "Weekly Duty Roster" and Holiday Duty Roster".</p> <p>4) Any other functions</p>	<p>Deployment of Security Officials of the Parliament Security Service for</p> <p>1) Daily Deployment of staff in PH Complex during the Parliament Session as well as Inter-Session.</p> <p>2) Deployment of Personnel in Home function at Rashtrapati Bhawan and functions at Hon'ble Chairman & Speaker's residence, Hyderabad House <i>etc.</i> as and when required.</p> <p>3) Implementation of "Weekly Duty Roster" and Holiday Duty Roster".</p> <p>4) Any other functions</p>

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
2.	Access Control and regulation of Men, Material and Vehicle in Parliament House Complex	Stringent access control for Men, Material and Vehicle throughout the year *Strengthening Access Control system based on ground realities on need-basis.	Stringent access control for Men, Material and Vehicle throughout the year *Strengthening Access Control system based on ground realities on need-basis.	Stringent access control for Men, Material and Vehicle throughout the year *Strengthening Access Control system based on ground realities on need-basis.	Stringent access control for Men, Material and Vehicle throughout the year *Strengthening Access Control system based on ground realities on need-basis.
3.	Issuing of passes from Reception Office Parliament House Parliament House Annexe, Parliament Security Office, Room No-001, PHA & Issuance of Manual Casual Entry Passes from TKR-I	Issuance of Passes on Daily /Routine basis 1) From Reception Office PH/PHA 2) Issue of Advance passes from PSS Office, PHA 3) On the request of Hon'ble MPs/Ex-MPs for their family members/dependents coming to PHA for seeking medical attention as and when required. Exact number will be indicated in the review of the Action Plan * Passes were issued for 8600 individuals in the first quarter of 2014.	Issuance of Passes on Daily/Routine basis 1) From Reception Office PH/PHA 2) Issue of Advance passes from PSS Office, PHA 3)On the request of Hon'ble MPs/Ex-MPs for their family members/dependents coming to PHA for seeking medical attention as and when required. Exact number will be indicated in the review of the Action Plan * A total number of individuals in the second quarter of 2014.	Issuance of Passes on Daily/Routine basis 1) From Reception Office PH/PHA 2) Issue of Advance passes from PSS Office, PHA 3) On the request of Hon'ble MPs/Ex-MPs for their family members/dependents coming to PHA for seeking medical attention as and when required. Exact number will be indicated in the review of the Action Plan * Passes were issued for 11480 individuals in the third quarter of 2014.	Issuance of Passes on Daily/Routine basis 1) From Reception Office PH/PHA 2) Issue of Advance passes from PSS Office, PHA 3)On the request of Hon'ble MPs/Ex-MPs for their family members/dependents coming to PHA for seeking medical attention as and when required. Exact number will be indicated in the review of the Action Plan * Passes were issued for 10128 individuals in the fourth quarter of 2014.
4.	Issuing of passes from Central Pass Issuing Cell, Rajya Sabha	Work Related to : 1) Issue/ renewal /updaton / returned / bad Radio	Work Related to : 1) Issue/ renewal /updaton / returned / bad Radio	Work Related to : 1) Issue/ renewal /updaton / returned / bad Radio	Work Related to : 1) Issue/ renewal /updaton / returned / bad Radio

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		Frequency Tags 2) Issue /Renewal of Driver Pass (MP/Ex-MP, RS/LS) 3) Issue of Public Gallery/Public Gallery Group Pass, Distinguish Visitors Pass, Press Gallery, Official Gallery, Centrall Hall, Casual 4) Issue of Casual Passes for Rajya Sabha Secretariat & RSTV 5) Issue of Miscellaneous Passes (Allied services) * Exact number will be indicated in the review of the Action	Frequency Tags 2) Issue /Renewal of Driver Pass (MP/Ex-MP, RS/LS) 3) Issue of Public Gallery/Public Gallery Group Pass, Distinguish Visitors Pass, Press Gallery, Official Gallery, Centrall Hall, Casual 4) Issue of Casual Passes for Rajya Sabha Secretariat & RSTV 5) Issue of Miscellaneous Passes (Allied services) * Exact number will be indicated in the review of the Action	Frequency Tags 2) Issue /Renewal of Driver Pass (MP/Ex-MP, RS/LS) 3) Issue of Public Gallery/Public Gallery Group Pass, Distinguish Visitors Pass, Press Gallery, Official Gallery, Centrall Hall, Casual 4) Issue of Casual Passes for Rajya Sabha Secretariat & RSTV 5) Issue of Miscellaneous Passes (Allied services) * Exact number will be indicated in the review of the Action	Frequency Tags 2) Issue /Renewal of Driver Pass (MP/Ex-MP, RS/LS) 3) Issue of Public Gallery/Public Gallery Group Pass, Distinguish Visitors Pass, Press Gallery, Official Gallery, Centrall Hall, Casual 4) Issue of Casual Passes for Rajya Sabha Secretariat & RSTV 5) Issue of Miscellaneous Passes (Allied services) * Exact number will be indicated in the review of the Action
5.	Permission for issuance of passes to the casual labours for maintenance / renovation work in Area of Responsibility.	Throughout the year. Exact number will be indicated in the review of the Action Plan	Throughout the year. Exact number will be indicated in the review of the Action Plan	Throughout the year. Exact number will be indicated in the review of the Action Plan	Throughout the year. Exact number will be indicated in the review of the Action Plan
6.	Show Around of Parliament House	<ul style="list-style-type: none"> Show around will be conducted by PSS Officials on request of Hon'ble MPs and senior officers. Exact number would be updated in the review of the 	<ul style="list-style-type: none"> Show around will be conducted by PSS Officials on request of Hon'ble MPs and senior officers. Exact number would be updated in the review of the 	<ul style="list-style-type: none"> Show around will be conducted by PSS Officials on request of Hon'ble MPs and senior officers. Exact number would be 	<ul style="list-style-type: none"> Show around will be conducted by PSS Officials on request of Hon'ble MPs and senior officers. Exact number would be updated in the review of the

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		Action Plan * Show-Around for 2777 visitors were conducted in the first quarter of 2014	Action Plan * Show-Around for 2979 visitors was conducted in the second quarter of 2014.	updated in the review of the Action Plan * Show-Around for 1736 visitors was conducted in the third quarter of 2014.	Action Plan * Show-Around for 2678 visitors was conducted in the fourth quarter of 2014.
7.	Visual & Technical Anti Sabotage checks in PH	Visual Anti Sabotage checks in PH by the officials of the Parliament Security Service Rajya Sabha Secretariat on daily basis & Conducting Technical AntiSabotage Checks in PH Complex through Technical Team.	Visual Anti Sabotage checks in PH by the officials of the Parliament Security Service Rajya Sabha Secretariat on daily basis & Conducting Technical AntiSabotage Checks in PH Complex through Technical Team	Visual Anti Sabotage checks in PH by the officials of the Parliament Security Service Rajya Sabha Secretariat on daily basis & Conducting Technical AntiSabotage Checks in PH Complex through Technical Team	Visual Anti Sabotage checks in PH by the officials of the Parliament Security Service Rajya Sabha Secretariat on daily basis & Conducting Technical AntiSabotage Checks in PH Complex through Technical Team
8	Verification of character/ antecedents of Journalists, PA/PS to MP's and casual labourers. Verifications of Foreign Nationals visiting PH Complex for official work & Same day verification of visitors through fax machine during Session (Delhi Police) & Verification of foreign residents through FRRO	1) As & when required. 2) Urgent verifications through FAX. 3) liaison & close coordination with Security agencies such as Delhi Police Special Branch. 4) Co-ordination with FRRO whenever required. • Exact number would be updated in the review of the Action Plan	1) As & when required. 2) Urgent verifications through FAX. 3) liaison & close coordination with Security agencies such as Delhi Police Special Branch. 4) Co-ordination with FRRO whenever required. • Exact number would be updated in the review of the Action Plan	1) As & when required. 2) Urgent verifications through FAX. 3) liaison & close coordination with Security agencies such as Delhi Police Special Branch. 4) Co-ordination with FRRO whenever required. • Exact number would be updated in the review of the Action Plan	1) As & when required. 2) Urgent verifications through FAX. 3) liaison & close coordination with Security agencies such as Delhi Police Special Branch. 4) Co-ordination with FRRO whenever required. • Exact number would be updated in the review of the Action Plan
9.	Monthly checking of fire-fighting	Will be conducted on first Saturday of every month.	Will be conducted on first Saturday of every month.	Will be conducted on first Saturday of every month.	Will be conducted on first Saturday of every month.

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	appliances in PH/PHA.				
10.	Maintenance of Security Gadgets installed in the Parliament House Complex.	Follow up by Central Command Station (CCS) for the rectification of faulty security gadgets. * Details of calls would be provided at the review.	Follow up by Central Command Station (CCS) for the rectification of faulty security gadgets. * Details of calls would be provided at the review.	Follow up by Central Command Station (CCS) for the rectification of faulty security gadgets. * Details of calls would be provided at the review.	Follow up by Central Command Station (CCS) for the rectification of faulty security gadgets. * Details of calls would be provided at the review.
11.	Action on loss of I-Cards/ Passes/RF Tags/Parking labels etc.	• As & when required. 1) Information regarding loss will be circulated to all concerned officials for necessary action	• As & when required. 1) Information regarding loss will be circulated to all concerned officials for necessary action	• As & when required. 1) Information regarding loss will be circulated to all concerned officials for necessary action	• As & when required. 1) Information regarding loss will be circulated to all concerned officials for necessary action
12.	Supervision of private security guards deployed at PTI Building/ Secretary-General's Residence/ Sector-12 R.K Puram and Private Sanitation Staff in PTI Building	1) PTI Building : On daily basis 2) Secretary – General's Residence/ Sector-12 R.K Puram: on regular basis	1) PTI Building : On daily basis 2) Secretary – General's Residence/ Sector-12 R.K Puram: on regular basis	1) PTI Building : On daily basis 2) Secretary – General's Residence/ Sector-12 R.K Puram: on regular basis	1) PTI Building : On daily basis 2) Secretary – General's Residence/ Sector-12 R.K Puram: on regular basis
13.	Marshal Duty.	Protocol and Ushering duties during Session / Inter-Session of Rajya Sabha and meeting /functions attended by Hon'ble Chairman/ Hon'ble Deputy Chairman Rajya Sabha, time to time.	Protocol and Ushering duties during Session / Inter-Session of Rajya Sabha and meeting /functions attended by Hon'ble Chairman/ Hon'ble Deputy Chairman Rajya Sabha, time to time.	Protocol and Ushering duties during Session / Inter-Session of Rajya Sabha and meeting /functions attended by Hon'ble Chairman/ Hon'ble Deputy Chairman Rajya Sabha, time to time.	Protocol and Ushering duties during Session / Inter-Session of Rajya Sabha and meeting /functions attended by Hon'ble Chairman/ Hon'ble Deputy Chairman Rajya Sabha, time to time.

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14.	Rehearsal, Contingency Drill & Other important activities / drills pertaining to Security	Chamber Rehearsal & Contingency Drill would be conducted before the commencement of Budget Session		Chamber Rehearsal & Contingency Drill would be conducted before the commencement of Monsoon Session	Chamber Rehearsal & Contingency Drill would be conducted before the commencement of Winter Session.
15.	13th December Martyr's Day Function				Organizing the Floral Tribute Function in coordination with various Sections/ Branches of both the Secretariats & other allied agencies
16.	Liaisoning with various Security and non security/ allied agencies	Continuous process throughout the year to maintain effective coordination on ground/operational duties.	Continuous process throughout the year to maintain effective coordination on ground/operational duties.	Continuous process throughout the year to maintain effective coordination on ground/operational duties.	Continuous process throughout the year to maintain effective coordination on ground/operational duties.
17.	Routine Briefing to staff based on latest Intelligence input, Political Security scenario prevailing in the Country.	Briefing and updating SA's on daily basis with respect to Intelligence inputs, threat perception and vulnerability assessment. As and when the input is received, Reading Material in respect of terrorist activities around the world will be provided to upgrade the knowledge awareness of PSS Officials as and when the input is received	Briefing and updating SA's on daily basis with respect to Intelligence inputs, threat perception and vulnerability assessment. As and when the input is received, Reading Material in respect of terrorist activities around the world will be provided to upgrade the knowledge awareness of PSS Officials as and when the input is received	Briefing and updating SA's on daily basis with respect to Intelligence inputs, threat perception and vulnerability assessment. As and when the input is received, Reading Material in respect of terrorist activities around the world will be provided to upgrade the knowledge awareness of PSS Officials as and when the input is received	Briefing and updating SA's on daily basis with respect to Intelligence inputs, threat perception and vulnerability assessment. As and when the input is received, Reading Material in respect of terrorist activities around the world will be provided to upgrade the knowledge awareness of PSS Officials as and when the input is received

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				received	
18.	Dog capturing drill in collaboration with NDMC (veterinary department)	Will be conducted on second Saturday of every month and as and when required. Detail report will be provided at the review of the Action Plan	Will be conducted on second Saturday of every month and as and when required. Detail report will be provided at the review of the Action Plan	Will be conducted on second Saturday of every month and as and when required. Detail report will be provided at the review of the Action Plan	Will be conducted on second Saturday of every month and as and when required. Detail report will be provided at the review of the Action Plan
19.	Discipline & Turnout	<p>1) Regular inspections and briefings would be conducted in order to obtain optimum results.</p> <p>2) To lay emphasis on punctuality, discipline and a courteous behavioral approach by SAs on duty point</p>	<p>1) Regular inspections and briefings would be conducted in order to obtain optimum results.</p> <p>2) To lay emphasis on punctuality, discipline and a courteous behavioral approach by SAs on duty point</p>	<p>1) Regular inspections and briefings would be conducted in order to obtain optimum results.</p> <p>2) To lay emphasis on punctuality, discipline and a courteous behavioral approach by SAs on duty point</p>	<p>1) Regular inspections and briefings would be conducted in order to obtain optimum results.</p> <p>2) To lay emphasis on punctuality, discipline and a courteous behavioral approach by SAs on duty point.</p>
Approximately 150 Parliament Security Service officials are proposed to be covered throughout the year					
20.	In-house Refresher & Attachment Training Courses	<p>i) In-house training courses on security related topics and Parliamentary Procedures & Practices, etc.</p> <p>(ii) MPs Identification & Familiarization programme before every Parliament Session</p> <p>(iii) Customized Computer Training Programme.</p>	<p>(i) In-house training courses on security related topics and Parliamentary Procedures & Practices, etc.</p> <p>(ii) MPs Identification & Familiarization programme before every Parliament Session</p> <p>(iii) Customized Computer Training Programme</p>	<p>i) In-house training courses on security related topics and Parliamentary Procedures & Practices, etc.</p> <p>(ii) MPs Identification & Familiarization programme before every Parliament Session</p> <p>(iii) Customized</p>	<p>(i) In-house training courses on security related topics and Parliamentary Procedures & Practices, etc.</p> <p>(ii) MPs Identification & Familiarization programme before every Parliament Session</p> <p>(iii) Customized Computer Training Programme.</p>

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		* Exact number of officials covered would be reported at the end of every quarter/ review	* Exact number of officials covered would be reported at the end of every quarter/ review	Computer Training Programme. * Exact number of officials covered would be reported at the end of every quarter/ review	* Exact number of officials covered would be reported at the end of every quarter/ review
21.	Specialized Courses / Trainings	Depends on the Slots provided by the concerned Training Institutes and Training Cell(Slots) It will cover the Induction level Training, Bomb Disposal Course, Bomb Disposal Refresher Course, Chemical Biological Radiological and Nuclear Training, VIP Security, Disaster Management, Overseas Trainings, ISTM, Courses under IB, NBDC Seminar at NSG, Any other Proposed Training Programmes by Security/allied agencies/ Lok Sabha Secretariat, Anti Terrorist Assistance(ATA) Trainings under MHA , Various courses under National Civil Deffence College etc. * Exact number of officials	Depends on the Slots provided by the concerned Training Institutes and Training Cell(Slots) It will cover the Induction level Training, Bomb Disposal Course, Bomb Disposal Refresher Course, Chemical Biological Radiological and Nuclear Training, VIP Security, Disaster Management, Overseas Trainings, ISTM, Courses under IB, NBDC Seminar at NSG, Any other Proposed Training Programmes by Security/allied agencies/ Lok Sabha Secretariat, Anti Terrorist Assistance(ATA) Trainings under MHA , Various courses under National Civil Deffence College etc. * Exact number of officials covered would be reported at	Depends on the Slots provided by the concerned Training Institutes and Training Cell(Slots) It will cover the Induction level Training, Bomb Disposal Course, Bomb Disposal Refresher Course, Chemical Biological Radiological and Nuclear Training, VIP Security, Disaster Management, Overseas Trainings, ISTM, Courses under IB, NBDC Seminar at NSG, Any other Proposed Training Programmes by Security/allied agencies/ Lok Sabha Secretariat, Anti Terrorist Assistance(ATA) Trainings under MHA , Various courses under National Civil Deffence College etc.	Depends on the Slots provided by the concerned Training Institutes and Training Cell(Slots) It will cover the Induction level Training, Bomb Disposal Course, Bomb Disposal Refresher Course, Chemical Biological Radiological and Nuclear Training, VIP Security, Disaster Management, Overseas Trainings, ISTM, Courses under IB, NBDC Seminar at NSG, Any other Proposed Training Programmes by Security/allied agencies/ Lok Sabha Secretariat, Anti Terrorist Assistance(ATA) Trainings under MHA , Various courses under National Civil Deffence College etc. * Exact number of officials covered would be reported

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		covered would be reported at the end of every quarter/ review	the end of every quarter/ review	* Exact number of officials covered would be reported at the end of every quarter/ review	at the end of every quarter/ review
22.	Fire-fighting Training & Demonstration				1) Fire Fighting Demonstration will be organized in collaboration with Delhi Fire Services after obtaining the approval of Competent authority. 2) Working of latest Gadgets will be demonstrated.
23.	Introductory Yoga Programme	Appx. 25 PSS Officials are proposed to be covered.			
			Will be Organized in coordination with Yoga Institute or as and when the training slots are provided after the approval of the competent authority. * Exact number of officials covered would be reported at the end of the review		Will be Organized in coordination with Yoga Institute or as and when the training slots are provided after the approval of the competent authority. * Exact number of officials covered would be reported at the end of the review
24.	Preparation of Annual Action Plan/ Review	1) Preparation of review report	1) Preparation of review report	1) Preparation of review report	1) Preparation of review report 2) Preparation & submission of Annual Action Plan- 2017 and / Review as per the

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
					directions/ guidelines given by O&M Section
25.	Preparation of Monthly Action Taken Report	Compilation of Monthly Reports of all the wings of Parliament Security Service and submitting it to the senior officers for perusal of Secretary-General, Rajya Sabha, on monthly basis	Compilation of Monthly Reports of all the wings of Parliament Security Service and submitting it to the senior officers for perusal of Secretary-General, Rajya Sabha, on monthly basis	Compilation of Monthly Reports of all the wings of Parliament Security Service and submitting it to the senior officers for perusal of Secretary-General, Rajya Sabha, on monthly basis	Compilation of Monthly Reports of all the wings of Parliament Security Service and submitting it to the senior officers for perusal of Secretary-General, Rajya Sabha, on monthly basis
26.	Preparation of "Rajya Sabha & its Secretariat- A Performance Profile 2015"	Compilation of Reports of all the wings of PSS and submitting it to the senior officers for perusal and forwarding the report to R&L Section			
27.	Preparation of Annual Report - 2015	Preparation of Annual Report - 2015 of Parliament Security Service and submission to O&M Section.			
28.	Updation of records as per Manual	Updation of records such as Manpower status, Nominal Roll, List of Files etc. of Parliament Security Service will be done as per the guidelines contained in the manual.	Updation of records such as Manpower status, Nominal Roll, List of Files etc. of Parliament Security Service will be done as per the guidelines contained in the manual.	Updation of records such as Manpower status, Nominal Roll, List of Files etc. of Parliament Security Service will be done as per the guidelines contained in the manual.	Updation of records such as Manpower status, Nominal Roll, List of Files etc. of Parliament Security Service will be done as per the guidelines contained in the manual
29.	RTI Related Work	Will be done as and when required	Will be done as and when required	Will be done as and when required	Will be done as and when required

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30.	Hindi Work	Maximum emphasis would be given to carry out the day to day work in Hindi besides, preparing various duty charts, performa, and reports in Hindi	Maximum emphasis would be given to carry out the day to day work in Hindi besides, preparing various duty charts, performa, and reports in Hindi	Maximum emphasis would be given to carry out the day to day work in Hindi besides, preparing various duty charts, performa, and reports in Hindi	Maximum emphasis would be given to carry out the day to day work in Hindi besides, preparing various duty charts, performa, and reports in Hindi
31.	Issuing of Bulletin / Circulars.	As and when required.	As and when required.	As and when required.	As and when required.
32.	Day to day administrative work and taking up welfare matters such as career progression, Livery, Space requirements and grievances	1) Forwarding of applications of PSS officials for different posts outside/ inside Parliament and further studies etc; Livery requirements of PSS officials, space proposals, Computerization and other matters. 2) Grievances if any would be dealt with appropriately. Exact numbers will be incorporated at the review of action plan	1) Forwarding of applications of PSS officials for different posts outside/ inside Parliament and further studies etc; Livery requirements of PSS officials, space proposals, Computerization and other matters 2) Grievances if any would be dealt with appropriately. Exact numbers will be incorporated at the review of action plan	1) Forwarding of applications of PSS officials for different posts outside/ inside Parliament and further studies etc; Livery requirements of PSS officials, space proposals, Computerization and other matters. 2) Grievances if any would be dealt with appropriately. Exact numbers will be incorporated at the review of action plan	1) Forwarding of applications of PSS officials for different posts outside/ inside Parliament and further studies etc; Livery requirements of PSS officials, space proposals, Computerization and other matters. 2) Grievances if any would be dealt with appropriately. Exact numbers will be incorporated at the review of action plan
33.	Work allocation of officers & staff	1) Making proposals regarding work allocation of officers, issue office orders for postings of SAs as per the requirements and	1) Making proposals regarding work allocation of officers, issue office orders for postings of SAs as per the requirements and obtaining	1) Making proposals regarding work allocation of officers, issue office orders for postings of SAs as per the requirements	1) Making proposals regarding work allocation of officers, issue office orders for postings of SAs as per the requirements and

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		obtaining approval from the competent authority. 2)Forwarding proposal for allocation /reallocation to the Personnel Section	approval from the competent authority. 2)Forwarding proposal for allocation /reallocation to the Personnel Section	and obtaining approval from the competent authority. 2)Forwarding proposal for allocation /reallocation to the Personnel Section	obtaining approval from the competent authority. 2)Forwarding proposal for allocation /reallocation to the Personnel Section.
34.	Updation of Website	As and when required	As and when required	As and when required	As and when required
35.	Work relating to weeding out of old records				Weeding out of old records which need not to be retained as per rules, will be undertaken, once the circular from O&M Section is received
36.	Providing optimum Sanitation Services in Parliament House Complex and offices of the Rajya Sabha Secretariat in North Avenue	Deployment of 51 regular & 7 casual Sanitary attendants/Farash to provide sanitation services in the area coming under the jurisdiction of Sanitation Wing of PSS, on daily basis	Deployment of 51 regular & 7 casual Sanitary attendants/Farash to provide sanitation services in the area coming under the jurisdiction of Sanitation Wing of PSS, on daily basis	Deployment of 51 regular & 7 casual Sanitary attendants/Farash to provide sanitation services in the area coming under the jurisdiction of Sanitation Wing of PSS, on daily basis	Deployment of 51 regular & 7 casual Sanitary attendants/Farash to provide sanitation services in the area coming under the jurisdiction of Sanitation Wing of PSS, on daily basis
37.	Reduction of paper usage	Reuse of papers wherever possible (optimum use of paper <i>i.e</i> using both sides & reusing one side printed rough papers) Reuse of Envelops & Files	Reuse of papers wherever possible (optimum use of paper <i>i.e</i> using both sides & reusing one side printed rough papers) Reuse of Envelops & Files	Reuse of papers wherever possible (optimum use of paper <i>i.e</i> using both sides & reusing one side printed rough papers) Reuse of Envelops & Files	Reuse of papers wherever possible (optimum use of paper <i>i.e</i> using both sides & reusing one side printed rough papers) Reuse of Envelops & Files

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		Folders by addressing the subject with the pencil	Folders by addressing the subject with the pencil.	Folders by addressing the subject with the pencil.	Folders by addressing the subject with the pencil
38.	New Initiatives	<p>who underwent training with different organizations and Knowledge Sharing by Senior Officers, would be conducted, once sufficient trainees complete training</p> <p>Previous Year Data: Was conducted on 5th & 6th February, 2015 in which 98 attendance was recorded</p>	<p>Knowledge Sharing by Trainees who underwent training with different organizations. Would be conducted, once sufficient trainees complete training</p> <p>Previous Year Data: Was conducted on 8th April, 2015 , 10th June and 24th June n which 110 attendance was recorded on 8th April 96 on 10th June and 84 on 24th June, 2015</p>	<p>Knowledge Sharing by Trainees who underwent training with different organizations. Would be conducted, once sufficient trainees complete training</p> <p>Previous Year Data: Was conducted on 22nd September to 24th September, 2015 in which 83 attendance was recorded on 22nd Sep, 68 on 23rd and 68 on 24th September</p>	<p>Knowledge Sharing by Trainees who underwent training with different organizations. Would be conducted, once sufficient trainees complete</p>