

## ANNUAL ACTION PLAN OF COMMITTEE SECTION (SCIENCE & TECHNOLOGY)

| S. No. | ITEM  | ACTIVITY   |                                       |  |   |
|--------|---|--|---------------------------------------|--|---|
|        |   | JANUARY-MARCH  | APRIL-JUNE                            | JULY-SEPTEMBER   | OCTOBER-DECEMBER  |
| 1.     | <b>Reconstitution of the Committee;</b>   | -  | -                                     | The Committee would be due for re-constitution in the first week of September, 2016. | -   |
|        | <b>Nomination(s)/Vacancies</b>  | As and when nomination is conveyed by Committee Coordination Section |                                       |  |   |
| 2.     | <b>Consideration of Demand For Grants (DFG) 2016-17; Reports on DFGs; ATR on DFGs</b><br>i) Number of Ministries/Departments with the Committee<br>ii) Number of Questionnaire to be prepared<br>iii) Number of meetings to be held<br>iv) Number of Reports to be prepared, adopted and presented<br>v) Number of Reports to be forwarded to Ministries/ Departments for necessary action.<br>vi) Number of ATRs to be prepared, adopted and presented | (i) 07<br><br>(ii) 07<br><br>(iii) 04                                | (iii) 03<br><br>(iv) 07<br><br>(v) 07 |  | (iii) 01<br><br><br><br><br><br><br><br><br><br>(vi) 07 |

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|        |  | JANUARY-MARCH | APRIL-JUNE | JULY-SEPTEMBER | OCTOBER-DECEMBER |
|        | vii) Number of ATRs to be forwarded to Ministries/Departments  |               |            |                | (vii) 07         |
| 3.     | <b>Bills, if any, referred to the Committee (including Bills forwarded from previous year)</b><br>i) Number of Bills* referred to the Committee;<br>ii) Number of meeting/oral evidences to be held.<br>iii) Number of Reports to be prepared/ presented.                  | 01            | 04         | 01             |                  |
| 4.     | <b>Subject(s) taken up by Committee and Sub-committee(s)</b><br>i) Number of subject(s) to be selected by Committees/Sub-Committees <sup>1</sup><br>ii) Number of meeting to be held and oral evidences taken.<br>iii) Number of Reports to be prepared/adopted/ presented | 08            | 12         | 04             |                  |

\* As on 1<sup>st</sup> December, 2015 one Bill is pending with Committee for examination and report.

<sup>1</sup> Subjects already selected during the year 2015.

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| 5.     | <b>Minutes of the Committee</b><br>i) Number of the Minutes of meetings of the Committee to be prepared and submitted for perusal of the Hon'ble Chairman, Rajya Sabha | 08            | 07         | 04             | 05               |
| 6.     | <b>Printing and circulation of Reports</b><br>i) Number of Reports to be printed in English and Hindi and circulated.  | 07            | 01         | 07             | 04               |
| 7.     | <b>Press Conference(s) likely to be organized</b>  | 01            | 01         | -              | -                |
| 8.     | <b>Quarterly Reports &amp; References to be prepared / forwarded to:</b><br>(i) Committee Coordination Section <sup>2</sup>  | (i) 09        | (i) 09     | (i) 09         | (i) 09           |
|        | (ii) R&L Section   | (ii) 01       | (ii) 01    | (ii) 01        | (ii) 01          |
|        | (iii) General Research Unit, RS Sectt.   | (iii) 01      | (iii) 01   | (iii) 01       | (iii) 01         |
|        | (iv) Lok Sabha Sectt (PPR Wing)  | (iv) 01       | (iv) 01    | (iv) 01        | (iv) 01          |

<sup>2</sup> Three monthly reports are sent.

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|        |   | JANUARY-MARCH   | APRIL-JUNE  | JULY-SEPTEMBER   | OCTOBER-DECEMBER   |
| 9.     | <b>Annual Office Inspection; ATR on observation of Inspecting Officer</b>   | -   | ATR on observations, if any, of Inspecting Officer would be submitted.  | -  | -  |
| 10.    | <b>Annual Report</b>  | 01  | ---   | -  | 01   |
| 11.    | <b>Annual Action Plan</b>   | ---   | ---   | -  | 01   |
| 12.    | <b>Record Management/Weeding out of old Records</b><br>(i) Number of files pertaining to year(s) to be Recorded/Weeded out    | Files up to 2013 to be reviewed and weeded out whenever necessary.  |   |  |  |
| 13.    | <b>i) Computerized Diary (entries to be made);</b>  | (i) 150   | (i) 150   | (i) 150  | (i) 150  |
|        | <b>(ii) Maintenance of Register(s) etc.</b>   | (ii) 07   | (ii) 07   | (ii) 07  | (ii) 07  |
|        | <b>(iii) Details of records to be updated /uploaded on website, as per office Manual and orders issued from time to time.</b> | (i) 8 Meetings.<br>(ii) 8 Members attendance.<br>(iii) Bill(s), if any, referred to the Committee.<br>(iv) Press Release, if any.<br>(v) Any other item of work as and when required. | (i) 7 Meeting.<br>(ii) 7 Members attendance.<br>(iii) Uploading of 7 DFG Reports on website.<br>(iv) Bill(s), if any, referred to the Committee.<br>(v) Press Release, if any.<br>(vi) Any other item of work as and when required. | (i) 4 Meetings.<br>(ii) 4 Members attendance.<br>(iii) Uploading of printed copies of reports<br>(iv) Bill(s), if any, referred to the Committee.<br>(v) Press Release, if any.<br>(vi) Any other item of work as and when required. | (i) 5 Meetings.<br>(ii) 5 Members attendance.<br>(iii) Uploading of 7 ATR reports on website.<br>(iv) Bill(s), if any, referred to the Committee.<br>(v) Press Release, if any.<br>(vi) Any other item of work as and when required. |

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|        |  | JANUARY-MARCH        | APRIL-JUNE      | JULY-SEPTEMBER | OCTOBER-DECEMBER |
| 14.    | <b>Work done in Hindi*</b>   | 03                   | 03              | 03             | 03               |
| 15.    | <b>Work relating to Information sought under RTI Act, 2005</b><br>Number of Receipt *<br>(i) Received<br>(ii) Dealt<br>(iii) pending | (i)<br>(ii)<br>(iii) | 12<br>12<br>Nil |                |                  |
| 16.    | <b>New Initiatives</b>   | NIL                  |                 |                |                  |

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\* Note: The figures shown above have been worked out on the basis of previous years.