

ANNUAL ACTION PLAN OF SYNOPSIS SECTION

Sr. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Preparation of Synopsis	<p>Preparation of Synopsis (in English and Hindi) of the day-to- day proceedings of the House during 238th Session of the Rajya Sabha and e-mailing its C.R.C. to the Government of India Press for printing.</p> <p>The Section to issue Synopsis/Supplement on 22^s days.</p> <p>Efforts would be made to accomplish the job same day.</p> <p>Quality of work will be ensured throughout the session by consulting Senior Officers as and when required.</p>	<p>Preparation of Synopsis (in English and Hindi) of the day-to-day proceedings of the House during 238th Session of the Rajya Sabha and e-mailing its C.R.C. to the Government of India Press for printing.</p> <p>The Section to issue Synopsis/Supplement on 18^s days.</p> <p>Efforts would be made to accomplish the job same day.</p> <p>Quality of work will be ensured throughout the session by consulting Senior Officers as and when required.</p>	<p>Preparation of Synopsis (in English and Hindi) of the day-to-day proceedings of the House during 239th Session of the Rajya Sabha and e-mailing its C.R.C. to the Government of India Press for printing.</p> <p>The Section to issue Synopsis/Supplement on 22^s days.</p> <p>Efforts would be made to accomplish the job same day.</p> <p>Quality of work will be ensured throughout the session by consulting Senior Officers as and when required.</p>	<p>Preparation of Synopsis (in English and Hindi) of the day-to- day proceedings of the House during 240th Session of the Rajya Sabha and e-mailing its C.R.C. to the Government of India Press for printing.</p> <p>The Section to issue Synopsis/Supplement on 27^s days.</p> <p>Efforts would be made to accomplish the job same day.</p> <p>Quality of work will be ensured throughout the session by consulting Senior Officers as and when required.</p>

^s Estimated number on the basis of previous year experience.

Sr. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
2.	Preparation and Printing of Contents List for Synopsis.	<p>Preparation and printing of Contents List (in English and Hindi) of the Synopsis of the day - to - day proceedings of the 237th Session of Rajya Sabha.</p> <p>The job is to be accomplished before the commencement of the 238th Session.</p> <p>Contents Preparation Software developed by NIC to be used for printing index-slips and preparing contents list for Synopsis.</p>	<p>Preparation and printing of Contents List (in English and Hindi) of the Synopsis of the day - to - day proceedings of the 238th Session of Rajya Sabha.</p> <p>The job is to be accomplished before the commencement of the 239th Session.</p> <p>Contents Preparation Software developed by NIC to be used for printing index-slips and preparing contents list for Synopsis.</p>	<p>Preparation and printing of Contents List (in English and Hindi) of the Synopsis of the day - to - day proceedings of the 238th Session of Rajya Sabha.</p> <p>The job is to be accomplished before the commencement of the 239th Session.</p> <p>Contents Preparation Software developed by NIC to be used for printing index-slips and preparing contents list for Synopsis.</p>	<p>Preparation and printing of Contents List (in English and Hindi) of the Synopsis of the day - to - day proceedings of the 239th Session of Rajya Sabha.</p> <p>The job is to be accomplished before the commencement of the 240th Session.</p> <p>Contents Preparation Software developed by NIC to be used for printing index-slips and preparing contents list for Synopsis.</p>
3.	Updating of Rajya Sabha Website	During session period synopsis in English and Hindi to be published on the Rajya Sabha Website as soon as it is sent for printing on daily basis.	During session period synopsis in English and Hindi to be published on the Rajya Sabha Website as soon as it is sent for printing on daily basis.	During session period synopsis in English and Hindi to be published on the Rajya Sabha Website as soon as it is sent for printing on daily basis.	During session period synopsis in English and Hindi to be published on the Rajya Sabha Website as soon as it is sent for printing on daily basis.
4.	Weeding out of old records	Manuscripts of Synopsis and indices to Synopsis to be weeded out on receipt of the printed copies thereof on regular basis.	Manuscripts of Synopsis and indices to Synopsis to be weeded out on receipt of the printed copies thereof on regular basis.	Manuscripts of Synopsis and indices to Synopsis to be weeded out on receipt of the printed copies thereof on regular basis.	Manuscripts of Synopsis and indices to Synopsis to be weeded out on receipt of the printed copies thereof on regular basis.
5.	Preparation of Annual Action Plan/ Annual Report	Material for inclusion in Annual Report, 2015 to be finalized and sent to O&M	Fortnightly and Quarterly Reports will be submitted for review.	Mid Year Status of Annual Action Plan for the year 2016 to be prepared as per	Annual Action Plan for the Year 2017 to be prepared as per the target date.

Sr. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		Section for necessary action. Fortnightly and Quarterly Reports will be submitted for review.		target date. Fortnightly and Quarterly Reports will be submitted for review.	Material for inclusion in Annual Report, 2016 to be collected.
6.	Miscellaneous work received from other Sections of E&T Service	Any other work received from other Sections of the E&T Service to be attended to and disposed of at the earliest.	Any other work received from other Sections of the E&T Service to be attended to and disposed of at the earliest.	Any other work received from other Sections of the E&T Service to be attended to and disposed of at the earliest.	Any other work received from other Sections of the E&T Service to be attended to and disposed of at the earliest.
7.	Annual Office Inspection	Inspection is done every alternate year. Next Inspection is due in the year 2017.	Inspection is done every alternate year. Next Inspection is due in the year 2017.	Inspection is done every alternate year. Next Inspection is due in the year 2017.	Inspection is done every alternate year. Next Inspection is due in the year 2017.
8.	Work done in Hindi	Hindi Text of Synopsis to be prepared during each session of Rajya Sabha. A Quarterly Report will be submitted as regards the use of Official Language in day-to-day working to the Rajbhasha Prabhag.	Hindi Text of Synopsis to be prepared during each session of Rajya Sabha. A Quarterly Report will be submitted as regards the use of Official Language in day-to-day working to the Rajbhasha Prabhag.	Hindi Text of Synopsis to be prepared during each session of Rajya Sabha. A Quarterly Report will be submitted as regards the use of Official Language in day-to-day working to the Rajbhasha Prabhag.	Hindi Text of Synopsis to be prepared during each session of Rajya Sabha. A Quarterly Report will be submitted as regards the use of Official Language in day-to-day working to the Rajbhasha Prabhag.
9.	Work related to RTI	If any information is sought under RTI Act, 2005, the same will be supplied promptly as per rules.	If any information is sought under RTI Act, 2005, the same will be supplied promptly as per rules.	If any information is sought under RTI Act, 2005, the same will be supplied promptly as per rules.	If any information is sought under RTI Act, 2005, the same will be supplied promptly as per rules.
10.	Ongoing/Continuing and New initiative(s) proposed by the Section	Section will continue to interact and provide all possible help to C-DAC for	Section will continue to interact and provide all possible help to C-DAC for	Section will continue to interact and provide all possible help to C-DAC for	Section will continue to interact and provide all possible help to C-DAC for

Sr. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		developing ongoing Mantra-Rajya Sabha Software for preparation of synopsis of the day-to-day proceedings of the House.	developing ongoing Mantra-Rajya Sabha Software for preparation of synopsis of the day-to-day proceedings of the House.	developing ongoing Mantra-Rajya Sabha Software for preparation of synopsis of the day-to-day proceedings of the House.	developing ongoing Mantra-Rajya Sabha Software for preparation of synopsis of the day-to-day proceedings of the House.