

ANNUAL ACTION PLAN OF TABLE OFFICE

S. No.	ITEM	ACTIVITY																																																																					
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER																																																																		
1.	List of Members (An annual publication)	Updation of information of Members for the publication, "List of Members" of Rajya Sabha consequent to retirement of 5 nominated Members in March, 2016 and subsequent nomination.	Updation of information of Members for the publication, "List of Members" of Rajya Sabha consequent to retirements of 33 Members from following States in the Rajya Sabha and subsequent Biennial elections:- <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>STATE</th> <th>NO.</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td>1. Assam</td><td>02</td><td>2/4/2016</td></tr> <tr><td>2. Himachal Pradesh</td><td>01</td><td>-do-</td></tr> <tr><td>3. Kerala</td><td>03</td><td>-do-</td></tr> <tr><td>4. Punjab</td><td>05</td><td>9/4/2016</td></tr> <tr><td>5. Tripura</td><td>01</td><td>2/4/2016</td></tr> <tr><td>6. Andhra Pradesh</td><td>04</td><td>21/6/2016</td></tr> <tr><td>7. Chhattisgarh</td><td>02</td><td>29/6/2016</td></tr> <tr><td>8. Karnataka</td><td>04</td><td>30/6/2016</td></tr> <tr><td>9. Madhya Pradesh</td><td>03</td><td>29/6/2016</td></tr> <tr><td>10. Tamil Nadu</td><td>06</td><td>-do-</td></tr> <tr><td>11. Telangana</td><td>02</td><td>21/6/2016</td></tr> </tbody> </table>	STATE	NO.	DATE	1. Assam	02	2/4/2016	2. Himachal Pradesh	01	-do-	3. Kerala	03	-do-	4. Punjab	05	9/4/2016	5. Tripura	01	2/4/2016	6. Andhra Pradesh	04	21/6/2016	7. Chhattisgarh	02	29/6/2016	8. Karnataka	04	30/6/2016	9. Madhya Pradesh	03	29/6/2016	10. Tamil Nadu	06	-do-	11. Telangana	02	21/6/2016	Updation of information of Members for the publication, "List of Members" of Rajya Sabha consequent to retirements of 36 Members from following States in the Rajya Sabha and subsequent Biennial elections:- <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>STATE</th> <th>NO.</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td>1. Bihar</td><td>05</td><td>7/7/2016</td></tr> <tr><td>2. Jharkhand</td><td>02</td><td>-do-</td></tr> <tr><td>3. Maharashtra</td><td>06</td><td>4/7/2016</td></tr> <tr><td>4. Odisha</td><td>03</td><td>1/7/2016</td></tr> <tr><td>5. Punjab</td><td>02</td><td>4/7/2016</td></tr> <tr><td>6. Rajasthan</td><td>04</td><td>-do-</td></tr> <tr><td>7. Uttar Pradesh</td><td>11</td><td>-do-</td></tr> <tr><td>8. Uttarakhand</td><td>01</td><td>-do-</td></tr> <tr><td>9. Haryana</td><td>02</td><td>1/8/2016</td></tr> </tbody> </table>	STATE	NO.	DATE	1. Bihar	05	7/7/2016	2. Jharkhand	02	-do-	3. Maharashtra	06	4/7/2016	4. Odisha	03	1/7/2016	5. Punjab	02	4/7/2016	6. Rajasthan	04	-do-	7. Uttar Pradesh	11	-do-	8. Uttarakhand	01	-do-	9. Haryana	02	1/8/2016	Printing and circulation of updated 'List of Members' of Rajya Sabha.
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2.	Resume of the Business transacted by the Rajya Sabha	Finalization and circulation of the publication in respect of Winter Session, 2015.	Finalization of the publication in respect of Budget Session, 2016.	(i) Circulation of the publication in respect of Budget Session, 2016.	Circulation of the publication in respect of Monsoon Session, 2016.																																																																		

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
	(A Session-wise publication)			(ii) Finalization of the publication in respect of Monsoon Session, 2016.	
3.	General Information for Members (A biennial publication)	Updation and finalization of the manuscript (in English) and forwarding to Printing Section-I for final printing and to Translation Section-I for preparation of Hindi manuscript.	The printed copies will be circulated to new Members of Rajya Sabha elected in biennial/bye-elections.		
4.	Annual Action Plan	Monitoring the implementation of the Annual Action Plan, 2016.	Monitoring the implementation of the Annual Action Plan, 2016.	————	(i) Preparation of the Annual Action Plan for the year 2017. (ii) Monitoring the implementation of the Annual Action Plan, 2016.
5.	Annual Report (An annual publication)	Preparation of Annual Report on the activities/work done by the Section in the year 2015.	————	————	————
6.	Record Management/ Weeding out of old records	Recording of files for the year 2015.	————	Review and weeding out of more than 85 files pertaining to the year 2008.	————
7.	Annual Office Inspection; ATR on	Annual Office Inspection for the year 2015 to take place.	Take follow up action on observations of Inspecting	Take follow up action on observation of Inspecting	Take follow up action on observation of Inspecting

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
	observation of Inspecting Officer		Officer, if any, received during the quarter.	Officer, if any, received during the quarter.	Officer, if any, received during the quarter.
8	Precedents Register	Identification of precedents and their entry in the 'Precedents Management System'.	Identification of precedents and their entry in the 'Precedents Management System'.	Identification of precedents and their entry in the 'Precedents Management System'.	Identification of precedents and their entry in the 'Precedents Management System'.
9.	Updation of Sessional Statistical Statements and other Records	(i) To update the Sessional Statistical Statements on various subjects viz. (a) Motion of Thanks on the President's Address, (b) Budgets (General and Railways), (c) Discussion on the working of the Ministries, etc. on a regular basis. An ongoing activity through out the year. (ii) Also to update the records relating to (a) Election of Members and vacation of seats due to their retirement, resignation, death etc., (b) References made by Chairp including Obituary References and (c) General Information Statement viz. Party-position in Rajya Sabha, Alphabetical List of Members, Women Members in Rajya Sabha, List of Office-bearers of various parties/groups in Rajya Sabha, etc. on a regular basis. An ongoing activity through out the year.			
10.	Updation of Website	To update the information on official website pertaining to the (a) Presiding Officers, (b) Change in the composition of Rajya Sabha, (c) Changes in addresses, telephone nos. etc. of Members, (d) Party Position in Rajya Sabha, (e) List of Business, (f) Parliamentary Bulletins (Part-I & II), (g) Sessional Resume, etc. as and when any change occurs. An ongoing activity through out the year.			
11.	Progress of work conducted in Hindi	All communications/RTI applications received in Hindi are replied in Hindi only. Notice for meetings of Business Advisory Committee, Notifications, Circulars, etc. are issued both in Hindi and English.			
12.	Work relating to Information sought under RTI Act, 2005	(i) Timely response to communications received from RTI Cell in hard copy format and through RTI Request and Appeal Management Information System (RTI-MIS).	Timely response to communications received from RTI Cell in hard copy format and through RTI Request and Appeal Management Information System (RTI-MIS).	Timely response to communications received from RTI Cell in hard copy format and through RTI Request and Appeal Management Information System (RTI-MIS).	Timely response to communications received from RTI Cell in hard copy format and through RTI Request and Appeal Management Information System (RTI-MIS).

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		(ii) Entry of current files in pursuance to CIC Order. (If any carry forward is there)			