

## ANNUAL ACTION PLAN OF BILL OFFICE

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>Bills Software</b>	Data pertaining to Government and Private Members' Bills upto 244 <sup>th</sup> Session to be entered.	Data pertaining to Government and Private Members' Bills upto the first part of the 245 <sup>th</sup> Session to be entered.	Data pertaining to Government and Private Members' Bills upto the second part of the 245 <sup>th</sup> Session to be entered.	Data pertaining to Government and Private Members' Bills upto the 246 <sup>th</sup> Session to be entered.
2.	<b>Precedents</b>	Updating and recording of precedents after the 244 <sup>th</sup> Session.	Updating and recording of precedents after the first part of the 245 <sup>th</sup> Session.	Updating and recording of precedents after the second part of the 245 <sup>th</sup> Session.	Updating and recording of precedents after the 246 <sup>th</sup> Session.
3.	<b>Updating of Website</b>	(i) Statements of Bills passed by the Houses and assented to by the President and Bills (Government and Private Members') pending at the end of 244 <sup>th</sup> Session to be linked to the website. (ii) Weekly Progress of Legislative Business during 245 <sup>th</sup> Session (first part) to be linked to website immediately on its publication in the Parliamentary Bulletin Part-II.	Weekly Progress of Legislative Business during 245 <sup>th</sup> Session (second part) to be linked to website immediately on its publication in the Parliamentary Bulletin Part-II.	(i) Statements of Bills passed by the Houses and assented to by the President and Bills (Government and Private Members') pending at the end of 245 <sup>th</sup> Session to be linked to the website. (ii) Weekly Progress of Legislative Business during 246 <sup>th</sup> Session to be linked to website immediately on its publication in the Parliamentary Bulletin Part-II.	(i) Statements of Bills passed by the Houses and assented to by the President and Bills (Government and Private Members') pending at the end of 246 <sup>th</sup> Session to be linked to the website. (ii) Weekly Progress of Legislative Business during 247 <sup>th</sup> Session to be linked to website immediately on its publication in the Parliamentary Bulletin Part-II.

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4.	<b>Updation of record</b>	(i) Details of the Government Bills passed by the Houses during 244 <sup>th</sup> Session and assented to by the President will be entered in the Government Bill Register. (ii) Details of Private Members' Bills introduced and discussed during 244 <sup>th</sup> Session will be recorded in the Private Members' Bills Register.	(i) Details of the Government Bills passed by the Houses during the first part of 245 <sup>th</sup> Session and assented to by the President will be entered in the Government Bill Register. (ii) Details of Private Members' Bills introduced and discussed during the first part of 245 <sup>th</sup> Session will be recorded in the Private Members' Bills Register.	(i) Details of the Government Bills passed by the Houses during the second part of 245 <sup>th</sup> Session and assented to by the President will be entered in the Government Bill Register. (ii) Details of Private Members' Bills introduced and discussed during the second part of the 245 <sup>th</sup> Session will be recorded in the Private Members' Bills Register.	(i) Details of the Government Bills passed by the Houses during 246 <sup>th</sup> Session and assented to by the President will be entered in the Government Bill Register. (ii) Details of Private Members' Bills introduced and discussed during 246 <sup>th</sup> Session will be recorded in the Private Members' Bills Register.
5.	<b>Record management/weeding out of old records/files.</b>	(i) Files opened during 242 <sup>nd</sup> Session and other previous files, if any, to be categorised and recorded. (ii) Review of files pertaining to Government Bills closed in the year 2010 (January - June) and other previous files, if any.	(i) Files opened during 243 <sup>rd</sup> Session and other previous files, if any, to be categorised and recorded. (ii) Review of files pertaining to Government Bills closed in the year 2010 (July-December) and other previous files, if any.	(i) Files opened during 243 <sup>rd</sup> Session and other previous files, if any, to be categorised and recorded. (ii) Review of files pertaining to Private Members' Bills closed in the year 2014 (January - June) and other previous files, if any.	(i) Files opened during 244 <sup>th</sup> Session and other previous files, if any, to be categorised and recorded. (ii) Review of files pertaining to Private Members' Bills closed in the year 2014 (July-December) and other previous files, if any.
6.	<b>Work relating to information sought under RTI Act, 2005</b>	As per past experience 20 RTI applications will be disposed of within the prescribed time.	As per past experience 20 RTI applications will be disposed of within the prescribed time.	As per past experience 20 RTI applications will be disposed of within the prescribed time.	As per past experience 20 RTI applications will be disposed of within the prescribed time.
7.	<b>Annual Report</b>	Preparation of Annual Report for the year 2017.			

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
8	<b>Annual Action Plan</b>	Review of Annual Action Plan – 2017 (January to December)	Quarterly review of Annual Action Plan – 2018 (January to March)	Quarterly review of Annual Action Plan – 2018 (April to June)	(i) Review of Annual Action Plan 2018 (January to September, 2018) and submission of status report to O&M Section. (ii) Preparation of Annual Action Plan-2019
9.	<b>Annual Office Inspection and ATR on observation of Inspecting Officer</b>	Annual Office Inspection, 2017 is likely to be done in January/February, 2018.	-----	Action will be taken on the observations of Inspecting Officer.	-----
10.	<b>Progress of work conducted in Hindi</b>	All communications/RTI applications received in Hindi will be replied in Hindi only.			
11.	<b>New initiatives</b>	Index of files opened during 244 <sup>th</sup> Session and those files not already entered prior to this Session, will be entered into DMIS software.	Index of files opened during 245 <sup>th</sup> (first part) Session and those files not already entered prior to this Session, will be entered into DMIS software.	Index of files opened during 245 <sup>th</sup> (second part) Session and those files not already entered prior to this Session, will be entered into DMIS software.	Index of files opened during 246 <sup>th</sup> Session and those files not already entered prior to this Session, will be entered into DMIS software.