

ANNUAL ACTION PLAN OF CONFERENCE & PROTOCOL SECTION

S. No.	ITEM	A C T I V I T Y			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER -DECEMBER
1.	Formation of Parliamentary Friendship Groups (PFGs) with other Countries.	Action in relation to new PFGs/vacancies, and related work.	Action in relation to new PFGs/vacancies, and related work.	Action in relation to new PFGs/vacancies, and related work.	Action in relation to new PFGs/vacancies, and related work.
2.	Annual Report and Annual Action Plan of the Section	Preparation of Annual Report of the Section for the year 2017.	Review of Action Plan 2018 (first quarter)	Review of Action Plan 2018 (second quarter)	(i) Final review of Action Plan 2018 (ii) Preparation of Annual Action Plan of the Section for the year 2019
3.	Visit of Indian Parliamentary Delegations (IPDs) to foreign countries.	Take necessary action on Indian Parliamentary Delegation to 24 th CSPOC at Seychelles and 138 th IPU Assembly and related meetings, Geneva, Switzerland from 24-28 March, 2018	Take necessary action on Goodwill visits (2 anticipated)	Take necessary action on Indian Parliamentary Delegation to 64 th Commonwealth Parliamentary Conference, 139 th IPU Assembly in October, 2018 and Goodwill visits (2 anticipated)	Take necessary action on Indian Parliamentary Delegation to 139 th IPU Assembly in October, 2018, small conferences and Goodwill visits (2 anticipated)
4.	Visits of Foreign Parliamentary Delegations (FPD) to India.	Take action in respect of 2 anticipated visits	Take action in respect of 3 anticipated visits	Take action in respect of 2 anticipated visits	Take action in respect of 2 anticipated visits
5.	Issue of Bulletins Part – II relating to functions in the Parliament House on the birth anniversaries of national leaders/former Speakers, Lok Sabha.	Bulletins for 6 events	Bulletins for 6 events	Bulletins for 6 events	Bulletins for 13 events

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6.	Republic Day/ Independence Day Celebrations	Procurement and distribution of invitation cards for Republic Day and Beating Retreat Ceremonies 2018 for officers of the rank of Under Secretary and above	-----	Procurement and distribution of invitation cards for Independence Day Ceremony 2018 for officers of the rank of Under Secretary and above	Forwarding list of officers of the rank of Under Secretary and above to the Ministry of Defence for issuance of the invitation cards for Republic Day and Beating Retreat Ceremonies, 2019
7.	Issue of Diplomatic/Official Passports/Visa Notes/Surrender Certificates etc. for MPs, Spouse of MPs and Officers of Rajya Sabha.	Handling of approx 50 cases of MPs and Officers of Rajya Sabha	Handling of approx 100 cases of MPs and Officers of Rajya Sabha	Handling of approx 50 cases of MPs and Officers of Rajya Sabha	Handling of approx 50 cases of MPs and Officers of Rajya Sabha
8.	Conferences to be held in India	Action will be taken on participation of Rajya Sabha in the Presiding Officers Conference to be held at Patna in this quarter	Will be taken up as and when organized	Will be taken up as and when organized	Will be taken up as and when organized
9.	Private visits of Members to foreign countries – (a) Sending tour programmes to Indian Missions abroad for extending usual courtesies (b) Forwarding cases to MEA/MHA for political clearance and permission to	(a) Approx. 15 cases (anticipated) (b) Approx. 10 cases (anticipated)	(a) Approx. 25 cases (anticipated) (b) Approx. 10 cases (anticipated)	(a) Approx. 20 cases (anticipated) (b) Approx. 10 cases are (anticipated)	(a) Approx. 25 cases (anticipated) (b) Approx. 10 cases (anticipated)

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	accept foreign hospitality under FCRA				
10.	Record Management /Weeding out of Files	-----	-----	-----	Review and weeding out of files upto the year 2015
11.	Lunch/Dinner hosted by Hon'ble Chairman	Arrangements to be made for dinner as and when proposed to be hosted by Hon'be Chairman, Rajya Sabha for MPs (Rajya Sabha)	Arrangements to be made for dinner as and when proposed to be hosted by Hon'be Chairman, Rajya Sabha for MPs (Rajya Sabha)	Arrangements to be made for dinner as and when proposed to be hosted by Hon'be Chairman, Rajya Sabha for MPs (Rajya Sabha)	Arrangements to be made for dinner as and when proposed to be hosted by Hon'be Chairman, Rajya Sabha for MPs (Rajya Sabha)
12.	RTI Matters	All RTI matter will be replied to	All RTI matter will be replied to	All RTI matter will be replied to	All RTI matter will be replied to
13.	Computerised Diary; Updation of Records on website and Maintenance of Register(s) etc.	(a) all the receipts are maintained in the computer (b) Updation of records of the Section on website	(a) all the receipts are maintained in the computer (b) Updation of records of the Section on website	(a) all the receipts are maintained in the computer (b) Updation of records of the Section on website	(a) all the receipts are maintained in the computer (b) Updation of records of the Section on website
14.	Annual Office Inspection; ATR on observations of Inspecting Officer	To be carried out in January, 2018	ATR on observations of Inspecting Officer to be sent to O&M Section	-----	-----
15	Indian Parliamentary Group	Matters pertaining to areas concerning IPG will be taken up as and when communicated by the Lok Sabha Secretariat.	Matters pertaining to areas concerning IPG will be taken up as and when communicated by the Lok Sabha Secretariat.	Matters pertaining to areas concerning IPG will be taken up as and when communicated by the Lok Sabha Secretariat.	Matters pertaining to areas concerning IPG will be taken up as and when communicated by the Lok Sabha Secretariat.