

ANNUAL ACTION PLAN OF COMMITTEE CO-ORDINATION SECTION

Sl. No	ITEM	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Re-constitution of the Department - related Parliamentary Standing Committees (DPSCs)			<p style="text-align: center;"><u>24 Committees</u> Re-constitution of 24 Department-related Parliamentary Standing Committees (DPSCs) and appointment of Chairmen of 8 such Committees being serviced by the Rajya Sabha Secretariat. (240 Nominations)</p>	<p style="text-align: center;"><u>24 Committees</u> Re-constitution of 24 DPSCs and appointment of Chairmen of 8 such Committees being serviced by the Rajya Sabha Secretariat. (240 Nominations) (If not completed in July-September, quarter)</p>
2.	Re-constitution of the Standing (House) Committees			<p><u>09 Standing (House) Committees:-</u> 1. Committee on Rules; 2. Committee on Subordinate Legislation; 3. Committee on Petitions; 4. Committee on Government Assurances; 5. Committee on Papers Laid on the Table; 6. House Committee; 7. Business Advisory Committee; 8. Committee of Privileges. (88 Nominations) 9. General Purposes Committee. [45 Nominations (approx)] {Action to be initiated for GPC after re-constitution of the DPSCs and Standing (House) Committees of Rajya Sabha is over.}</p>	<p><u>09 Standing (House) Committees:-</u> 1. Committee on Rules; 2. Committee on Subordinate Legislation; 3. Committee on Petitions; 4. Committee on Government Assurances; 5. Committee on Papers Laid on the Table; 6. House Committee; 7. Business Advisory Committee; 8. Committee of Privileges. (88 Nominations) (If not completed in July-September quarter) 9. General Purposes Committee.</p>

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					[45 Nominations (approx)] {Action to be initiated for GPC after re-constitution of the DPSCs and Standing (House) Committees of Rajya Sabha is over.}
3.	Election/Nomination of Members of Rajya Sabha to various Joint Parliamentary Committees/Adhoc Committees	<p style="text-align: center;"><u>Elections</u></p> <p style="text-align: center;">-NIL-</p> <p style="text-align: center;"><u>Nominations</u></p> <p>(i) Committee on Food Management in Parliament House Complex (One vacancy to arise w.e.f. 27.01.2018) (Action: January)</p>	<p style="text-align: center;"><u>Elections</u></p> <p>(i) Committee on Public Accounts (Four casual vacancies to arise in April - three w.e.f. 02.04.2018 and another w.e.f. 03.04.2018) (Action: April)</p> <p>(ii) Committee on Public Undertakings (Two casual vacancies to arise w.e.f. 02.04.2018 and 03.04.2018.) (Action: April)</p> <p>(iii) Committee on the Welfare of Scheduled Castes & Scheduled Tribes (One casual vacancy to</p>	<p style="text-align: center;"><u>Elections</u></p> <p>(i) Joint Committee on Offices of Profit (One vacancy to arise w.e.f. 01.07.2018.) (Action: July)</p> <p style="text-align: center;"><u>Nominations</u></p> <p>(i) Committee on Empowerment of Women (Re-constitution due w.e.f. from 31.08.2018) (Action: August)</p> <p>(ii) Committee on Food Management in Parliament House Complex (Re-constitution due w.e.f. from 15.09.2018)</p>	<p style="text-align: center;"><u>Elections</u></p> <p style="text-align: center;">-NIL-</p> <p style="text-align: center;"><u>Nominations</u></p> <p>(i) Joint Committee on Salaries and Allowances of Members of Parliament** (Re-constitution due w.e.f. from 01.12.2018) (Action: November)</p> <p>(ii) Library Committee (Re-constitution due w.e.f. from 11.11.2018) (Action: November)</p>

** The term of the Committee is to be reckoned from the date of its first meeting, i.e., 01.12.2017.

Sl. No	ITEM	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
			<p><i>arise w.e.f. 03.04.2018)</i> (Action: April)</p> <p>(iv) Joint Committee on Offices of Profit <i>(One vacancy to arise in w.e.f. 02.04.2018)</i> (Action: April)</p> <p>(v) Committee on Public Accounts <i>(Re-constitution due w.e.f. 01.05.2018. Seven members)</i> (Action: April)</p> <p>(vi) Committee on Public Undertakings <i>(Re-constitution due w.e.f. 01.05.2018. Seven members)</i> (Action: April)</p> <p>(vii) Committee on the Welfare of SCs & STs <i>(Re-constitution due w.e.f. 01.05.2018. Ten members)</i> (Action: April)</p> <p style="text-align: center;"><u>Nominations</u></p> <p>(i) Railway Convention Committee</p>	<p style="text-align: center;">(Action: September)</p>	

Sl. No	ITEM	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
			<p><i>(One vacancy to arise w.e.f. on 02.04.2018)</i> (Action: April)</p> <p>(ii) JPC on Security in Parliament House Complex <i>(One vacancy to arise w.e.f. 03.04.2018)</i> (Action: April)</p> <p>(iii) JPC on Maintenance of Heritage Character and Development of Parliament House Complex <i>(Two vacancies to arise w.e.f. 02.04.2018 and 03.04.2018)</i> (Action: April)</p> <p>(iv) Committee on Empowerment of Women <i>(Three vacancies to arise w.e.f. 02.04.2018 and w.e.f. 03.04.2018)</i> (Action: April)</p> <p>(v) Joint Committee on Salaries and Allowances of Members of Parliament <i>(Two vacancies to arise w.e.f. 02.04.2018)</i> (Action: April)</p> <p>(vi) Library Committee</p>		

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			<p>(One vacancy to arise w.e.f. 02.04.2018) (Action: April)</p> <p>(vii) JPC on Security in Parliament House Complex (Re-constitution due w.e.f. 29.04.2018) (Action: April)</p>		
4.	Election/Nomination of Members of Rajya Sabha to various Statutory Bodies.	<p><u>Elections</u></p> <p>(i) Council of the Indian Institute of Science, Bangalore (One regular vacancy to arise w.e.f. 01.01.2018) (Action: January)</p> <p>(ii) Rajghat Samadhi Committee (One regular vacancy to arise w.e.f. 27.01.2018) (Action: January)</p> <p>(iii) Court of the Aligarh Muslim University (One regular vacancy to arise w.e.f. 02.03.2018) (Action: March)</p> <p><u>Nominations</u></p>	<p><u>Elections</u></p> <p>(i) Court of the Aligarh Muslim University (One regular vacancy to arise w.e.f. 02.04.2018) (Action: April)</p> <p>(ii) Central Advisory Committee for the National Cadet Corps (One casual vacancy to arise w.e.f. 02.04.2018) (Action: April)</p> <p>(iii) Committee on Official Language (07 regular vacancies to arise w.e.f. 02.04.2018) (Action: April)</p> <p>(iv) Governing Body of the Indian Council of Medical Research</p>	<p><u>Elections</u></p> <p>(i) Advisory Council of the Delhi Development Authority (One regular vacancy to arise w.e.f. 07.08.2018) (Action: August)</p> <p>(ii) National Institute of Mental Health and Neuro-Sciences (NIMHANS), Bangalore (One regular vacancy will to arise w.e.f. 22.08.2018) (Action: August)</p> <p>(iii) All India Institutes of Medical Sciences (AIIMS) Bhopal (One regular vacancy to arise w.e.f. 25.08.2018) (Action: August)</p> <p>(iv) All India Institutes of Medical Sciences (AIIMS) Patna (One regular vacancy to arise w.e.f. 25.08.2018)</p>	<p><u>Elections</u></p> <p>(i) Central Advisory Board of Archaeology (One regular vacancy to arise w.e.f. 08.12.2018) (Action: December)</p> <p>(ii) Coffee Board (One regular vacancy to arise w.e.f. 14.12.2018) (Action: December)</p> <p><u>Nominations</u></p>

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		<p>(i) Anjuman (Court) of Jamia Millia Islamia University (One regular vacancy to arise w.e.f. 21.01.2018) (Action: January)</p> <p>(ii) General Council of the Netaji Subhash Institute of Technology, Delhi (One regular vacancy to arise w.e.f. 27.01.2018) (Action: January)</p> <p>(iii) Court of the University of Hyderabad (Two regular vacancies to arise w.e.f. 28.01.2018) (Action: January)</p> <p>(iv) Court of English and Foreign Language University (One regular vacancy to arise w.e.f. 13.01.2018) (Action: January)</p> <p>(v) National Platform for Disaster Risk Reduction</p>	<p>(One regular vacancy to arise w.e.f. 02.04.2018) (Action: April)</p> <p>(v) Indian Council of Agricultural Research Society (One vacancy to arise w.e.f. 02.04.2018) (Action: April)</p> <p>(vi) Spices Board (One casual vacancy to arise w.e.f. 02.04.2018) (Action: April)</p> <p>(vii) Tea Board (One casual vacancy to arise w.e.f. 02.04.2018) (Action: April)</p> <p>(viii) All India Institutes of Medical Sciences (AIIMS) Patna (One casual vacancy to arise w.e.f. 02.04.2018) (Action: April)</p> <p>(ix) All India Institutes of Medical Sciences (AIIMS) Raipur (One casual vacancy to arise w.e.f. 02.04.2018)</p>	<p>(Action: August)</p> <p>(v) All India Institutes of Medical Sciences (AIIMS) Raipur (One regular vacancy to arise w.e.f. 25.08.2018) (Action: August)</p> <p>(vi) All India Institutes of Medical Sciences (AIIMS) Jodhpur (One regular vacancy to arise w.e.f. 25.08.2018) (Action: August)</p> <p>(vii) All India Institutes of Medical Sciences (AIIMS) Rishikesh (One regular vacancy to arise w.e.f. 25.08.2018) (Action: August)</p> <p>(viii) All India Institutes of Medical Sciences (AIIMS) Bhubaneswar (One regular vacancy to arise w.e.f. 25.08.2018) (Action: August)</p>	<p>(i) General Assembly of the Indian Council for Cultural Relations (One regular vacancy to arise w.e.f. 16.10.2018) (Action : October)</p>

Sl. No	ITEM	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		<p><i>(Two regular vacancies to arise w.e.f. 25.02.2018)</i> (Action: February)</p>	<p>(Action: April)</p> <p>(x) All India Institutes of Medical Sciences (AIIMS) Jodhpur <i>(One casual vacancy to arise w.e.f. 02.04.2018)</i> (Action: April)</p> <p>(xi) All India Institutes of Medical Sciences (AIIMS) Rishikesh <i>(One casual vacancy to arise w.e.f. 02.04.2018)</i> (Action: April)</p> <p>(xii) Central Silk Board <i>(Two regular vacancies to arise w.e.f. 07.05.2018)</i> (Action: May)</p> <p style="text-align: center;"><u>Nominations</u></p> <p>(i) Indian Council of World Affairs (ICWA) <i>(One casual vacancy to arise w.e.f. 02.04.2018)</i> (Action: April)</p> <p>(ii) National Monitoring Committee for Minorities Education <i>(One casual vacancy to arise w.e.f. 02.04.2018)</i></p>	<p style="text-align: center;"><u>Nominations</u></p> <p>(i) National Council for Senior Citizens <i>(One regular vacancy to arise w.e.f. 09.08.2018)</i> (Action: August)</p> <p>(ii) Court of the Jawaharlal Nehru University <i>(Four regular vacancies to arise w.e.f. 08.09.2018)</i></p>	

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			(Action: April) (iii) Board of Management of Babasaheb Bhimrao Ambekhar University, Lucknow (One regular vacancy to arise w.e.f. 12.05.2018) (Action: May)	(Action: September)	
5.	Annual Action Plan	-	-	(i) Preparation of Annual Action Plan 2019. (ii) Submission of Status of Annual Action Plan-2018 (i.e. from January to June, 2018) to O&M Section.	Preparation of Annual Action Plan 2019. (If not prepared in previous quarter.)
6.	Laying of Report(s)/ Statement(s) of JPCs received from the Lok Sabha Secretariat on the Table of Rajya Sabha/ Presentation of such Reports to Hon'ble Chairman, Rajya Sabha during the inter-session period.	88 Reports and 4 Statements are likely to be received for laying/presentation based on year 2017 data.	21 Reports and 12 Statements are likely to be received for laying/presentation based on year 2017 data.	66 Reports and 33 Statements are likely to be received from the Lok Sabha Secretariat for laying/presentation based on year 2017 data.	44 and Reports 5 Statements are likely to be received from the Lok Sabha Secretariat for laying/presentation based on information available till date, for this quarter.
7.	Monitoring/implementation of the Committee Software and MIS Software, output of which is reflected on the Rajya Sabha website.	Being an ongoing activity cannot be quantified.			

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8.	Record Management/ Weeding out of old records. (i)Number of files pertaining to years(s) to be Recorded/ Weeded out.	(Target of 10 old files for weeding out has been set on the basis of previous year)			
9.	Computerised Diary; Updation of Record on website and Maintenance of Register(s) Details of records to be updated/uploaded, as per office Manual and orders issued from time to time	300-400 (expected)	200-300 (expected)	300-400 (expected)	200-300 (expected)
10.	Annual Office Inspection, ATR on observation of Inspecting Officer	Inspection will be held as per the Circular of O&M Section. ATR will be given after the Inspection Report is received by the Section.			
11.	Updation of records as per Manual	As per SMOP Para 5.7.2, nomination/election to the Committees/Statutory Bodies will be updated.	Records of Nomination to the Statutory Bodies/Committees being maintained in the form of Committee Software, the output of which is also available on the Rajya Sabha website as well as Master copies in respect of all the Parliamentary Committees.		
12.	Work done in Hindi	4-7 receipts are likely to be received/disposed based on previous year's data.	3-6 receipts are likely to be received/disposed based on previous year's data.	1-2 receipts are likely to be received/disposed based on previous year's data.	15-25 receipts are likely to be received/disposed.

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13.	Work relating to information sought under RTI Act, 2005. (i) Number of Receipt received/dealt/pending	Based on the data of 2017, during this quarter, 7-9 RTI applications are likely received and disposed.	Based on the data of 2017, during this quarter, 2-4 RTI application is likely to be received and disposed.	Based on the data of 2017, during this quarter, 6-8 RTI applications are likely to be received and disposed.	Based on the data of 2017, during this quarter, 3-5 RTI applications are likely to be received and disposed.
14.	New Initiative(s) proposed by the Committee				

N.B.: 1. All pending tasks for 2017 (excluding those scheduled to be undertaken during the fourth quarter of 2017), are indicated in ANNEXURE below.

ANNEXURE

Pending tasks from AAP-2017 on account of delay/pendency with the concerned Ministries/Departments etc.

Election /Nomination of specified number of Members of Rajya Sabha to the following bodies could not be completed due to the reasons indicated against each:-

- (1) **Samsad (Court) of Visva Bharati**
(Request awaited from the Ministry of HRD for filling up the vacancies.)
- (2) **Court of the North-Eastern Hill University**
(Request awaited from the Ministry of HRD for filling up the vacancies.)
- (3) **Court of English and Foreign Language University**
(Request awaited from the Ministry of HRD for filling up of the vacancy.)
- (4) **Committee on Installation of Portraits/Statues of National Leaders and Parliamentarians in the Parliament House Complex**
(Request awaited from the Lok Sabha Secretariat for filling up the vacancy.)
- (5) **Indian Council of Agricultural Research Society**
(In view of the JCOP's latest recommendation, the Ministry of Agriculture & Farmers Welfare has been requested to bring necessary amendments in the relevant Act for exemption of membership of MPs in the Society from the 'Office of Profit' angle, before any further action could be taken for election of a Member of Rajya Sabha thereto. Pending with that Ministry.)
- (6) **Marine Products Export Development Authority (MPEDA)**
Notice of Motion awaited from the Ministry of Commerce & Industry for filling up the vacancy.)
- (7) **National Tiger Conservation Authority**
(Notice of Motion awaited from the Ministry of Environment, Forests & Climate Change for filling up the vacancy.)