

ANNUAL ACTION PLAN OF COMMITTEE SECTION (COPLLOT)

Sr. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	*Feeding of data relating to laying of papers on the Table of Rajya Sabha in the Software.	150 entries	100 entries	100 entries	150 entries.
2.	*Examination of laying of the Annual Reports / Audited Accounts / Review/ Delay Statements by the Ministries/Departments. i. Number of Organisations appearing before the Committee. ii. Number of Questionnaires to be prepared iii Number of Meetings to be held. iv Number of Reports to be prepared, adopted and presented. v. Number of Reports forwarded to the Ministries/ Departments for necessary action.	(i) 03 (ii) 03 (iii) 03 (iv) 01 (v) 01	(i) 03 (ii) 03 (iii) 03 (iv) 01 (v) 01	(i) 03 (ii) 03 (iii) 03 (iv) 01 (v) 01	(i) 03 (ii) 03 (iii) 03 (iv) 01 (v) 01
3.	*Minutes of the Meetings	03	03	03	03
4.	**Number of cases for Grant of extension of time for laying of Annual Reports / Audited Accounts on the Table of Rajya Sabha.	50 cases	50 cases	50 cases	50 cases

*Figures are tentative

** Figures are approximate as they depend on the number of requests received for grant of extension and number of RTI application received.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
5.	Printing and Circulation of Reports in Hindi and English as per Mailing List.	01	01	01	01
6.	Quarterly Reports & References likely to be Prepared/forwarded to: (i) R&L Section (ii) Committee Coordination Section	01 03 (1 nos. on monthly basis)	01 03 (1 nos. on monthly basis)	01 03 (1 nos. on monthly basis)	01 03 (1 nos. on monthly basis)
7.	*Work relating to Information sought under RTI Act, 2005 (i) Number of Receipt received/dealt/pending	02	02	02	02
8.	Annual Report	Preparation of Annual Report.	-	-	-
9.	Annual Action Plan	-	-	Submission of Status of Annual Action Plan	-Preparation of Annual Action Plan- 2019
10.	Record Management/Weeding out of old Records /Number of files pertaining to year(s) to be Recorded/Weeded out	Weeding out of 50 Spare Copies of Annual Reports and Audited Accounts	Weeding out of 50 Spare Copies of Annual Reports and Audited Accounts	i) 50 Spare Copies of Annual Report/Audited Accounts of the current Session will be weeded out. ii) 15 files pertaining to the year 2015 will be weeded out.	Annual Reports/Audited Accounts of the year 2015 would be reviewed for weeding out. 50 Spare copies of the Annual Reports/Audited Accounts of the current Session will be weeded out.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
11.	(i) *Computerized Diary;	75	75	75	75
	(ii) Updation of Records on website;	01	01	01	01
	(iii) Maintenance of Register (s) etc. and	16	16	16	16
12.	Work to be done in Hindi				
	a) Visitor Entry form	05	05	05	05
	b) Communication with other Sections	04	04	04	04
	c) Note for translation of Notice/Minutes/ Reports etc.	03	03	03	03
	d) Note for D Branch for circulation/Distribution of Reports/papers to Members	02	02	02	02
	e) Note for Store Section			04	04
f) Leave Application	04 02	04 02	02	02	
13.	Annual Office Inspection; ATR on observation of Inspecting Officer	Annual Office inspection	Submission of Action Taken Report on the observation made in the Annual Office Inspection	-	-

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