

ANNUAL ACTION PLAN OF DISTRIBUTION SECTION

S. No	ITEM	ACTIVITY			
		JANUARY - MARCH	APRIL - JUNE	JULY - SEPTEMBER	OCTOBER – DECEMBER
1	Mailing list	Updation of Master mailing list.	Updation of Master mailing list.	Updation of Master mailing list.	Updation of Master mailing list.
2.	Summons	Issue of Summons to Members	Issue of Summons to Members	Issue of Summons to Members	Issue of Summons to Members
3.	Issue of Dak	Circulation of Debates/papers/Issue of Dak-40,000 approx.	Circulation of Debates/papers/Issue of Dak-40,000 approx.	Circulation of Debates/papers/Issue of Dak-40,000 approx.	Circulation of Debates/papers/Issue of Dak-40,000 approx.
4.	Receipts of Dak	Receipt/distribution of Papers/Dak- 30,000 approx.	Receipt/distribution of Papers/Dak- 30,000 approx.	Receipt/distribution of Papers/Dak- 30,000 approx.	Receipt/distribution of Papers/Dak- 30,000 approx.
5.	Circulation of Parliamentary Papers	Circulation of Parliamentary and other papers to Members-2,00,000 approx.	Circulation of Parliamentary and other papers to Members-2,00,000 approx.	Circulation of Parliamentary and other papers to Members-2,00,000 approx	Circulation of Parliamentary and other papers to Members-2,00,000 approx
6.	Proper upkeep of Machine	Upkeep of 7 Photocopier Machines & 1 Copy printer machine	Upkeep of 7 Photocopier Machines & 1 Copy printer machine	Upkeep of 7 Photocopier Machines & 1 Copy printer machine	Upkeep of 7 Photocopier Machines & 1 Copy printer machine
7.	Weeding out of old record	—	Review and weeding out of old records upto year- 2014.	—	—

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		JANUARY - MARCH	APRIL - JUNE	JULY - SEPTEMBER	OCTOBER – DECEMBER
8.	Preparation of Annual Action Plan	Review of Annual Action Plan 2018 by Branch Officer.	Review of Annual Action Plan 2018 by Branch Officer.	Review of Annual Action Plan 2018 by Divisional Head.	Review of Annual Action Plan 2018. Preparation of Annual Action Plan 2019 and forwarding it to O&M Section.
9.	Preparation of Annual Report	---	---	---	Preparation of Annual Report of the Section and transmission to O&M Section
10.	Updation of records and Registers as per Manual	Updation of records and 12 registers as per Manual	Updation of records and 12 registers as per Manual	Updation of records and 12 registers as per Manual	Updation of records and 12 registers as per Manual
11	DMIS	Updation of files in the software	Updation of files in the software	Updation of files in the software	Updation of files in the software
12	Inspection Report	Inspection of Section	Follow up action on Inspection Report once it is received from O&M Section	----	----
13	Hindi	Processing of receipts in Hindi approx. 15.	Processing of receipts in Hindi approx. 15.	Processing of receipts in Hindi approx. 15.	Processing of receipts in Hindi approx. 15.
14	RTI	Processing of 1 application	Processing of 1 application	Processing of 1 application	Processing of 1 application