

ANNUAL ACTION PLAN OF COMMITTEE SECTION (ETHICS)

Sl. No.	ITEMS	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	Receiving Declaration of Assets and Liabilities from Members and issuing acknowledgments	10	50	15	20
2.	Reminding the members to furnish information in Form-I who do not furnish the same by due date	5	5	15	10
3.	Informing elected members of the Council of States about notifying changes, if any, in the furnished Declaration of Assets and Liabilities.	—	160	—	—
4.	Informing newly elected members about the obligation of filing the Declaration in Form I	4	54	3	—
5.	Intimating infirmities noticed in the declaration of assets and liabilities filed by the Member to them.	2	2	2	2
6.	Entries in Form-II	10	50	15	20
7.	Examination of complaints concerning alleged breach of Code of Conduct/Rules by Members and also cases	2	2	2	2

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	concerning allegations of other ethical misconduct of Members.				
8.	Receiving Declarations of Pecuniary Interests from Members of Rajya Sabha and issuing acknowledgments to them.	10	52	15	10
9.	Reminding the members who do not furnish Declaration of Pecuniary Interests by due date.	5	10	10	—
10.	Informing newly elected members about the obligation of filing the Declaration of Pecuniary Interests	4	55	3	—
11.	Issuance of Bulletin Part-II regarding furnishing of Assets and Liabilities of Members, Declaration of Pecuniary Interests and publication of the Code of Conduct for Members of Rajya Sabha	Paras in Bulletin Part-II on the eve of Budget Session	—	Paras in Bulletin Part-II on the eve of Monsoon Session	Paras in Bulletin Part-II on the eve of Winter Session

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12.	Processing of the applications received under Rule 293(3) of the Rules of Procedure for supply of information from the Register of Members' Interests in accordance with the prescribed procedure/rules.	1	1	1	1
13.	Preparation of Annual Report for the year 2017.	Preparation/compilation of Annual Report of the Section for the year 2017	—	—	—
14.	Annual Office inspection of the Committee Section (Ethics) and ATR on the observations of the Inspecting Officer	Will be done as per schedule of the O&M Section	—	Action on ATR on observation of the Inspecting Officer	—
15.	Updating of website	Information relating to Committee will be updated from time to time in coordination with NIC and Committee Co-ordination Section	Information relating to Committee will be updated from time to time in coordination with NIC and Committee Co-ordination Section	Information relating to Committee will be updated from time to time in coordination with NIC and Committee Co-ordination Section	Information relating to Committee will be updated from time to time in coordination with NIC and Committee Co-ordination Section
16.	Preparation and presentation of Reports	1	—	1	—
17.	Printing and circulation of Report	—	1	—	—
18.	Information on meetings and reports of the Committee for inclusion in the Journal of Parliamentary Information	Information will be provided to R&L Section	—	Information will be provided to R&L Section	Information will be provided to R&L Section

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19.	Supply of information for inclusion in the news-letter from the Secretary-General to LARRDIS	5	5	5	5
20.	Record Management/weeding out of old records	—	—	To Review the retention value of 10 files/records of the Section	File/records identified for weeding will be weeded out
21.	Computerized Diary and Maintenance of Registers etc.	(a) 60 Receipts will be diarised on Document Management Information System (DMIS). (b) The registers of the Section will be maintained as per the Rules and prevalent practice.	(a) 100 Receipts will be diarised on Document Management Information System (DMIS). (b) The registers of the Section will be maintained as per the Rules and prevalent practice.	(a) 80 Receipts will be diarised on Document Management Information System (DMIS). (b) The registers of the Section will be maintained as per the Rules and prevalent practice.	(a) 60 Receipts will be diarised on Document Management Information System (DMIS). (b) The registers of the Section will be maintained as per the Rules and prevalent practice.
22.	Digitization of old records	-	-	-	After review of the records during the quarter, the relevant records would be digitized
23.	Updation of records as per Manual	Updation of Records of the Section will be done as per Manual.	Updation of Records of the Section will be done as per Manual.	Updation of Records of the Section will be done as per Manual.	Updation of Records of the Section will be done as per Manual.
24.	Annual Action Plan	Review of the Annual Action Plan 2017	—	Mid term review of the Annual Action Plan, 2018	Preparation of Annual Action Plan for the year 2019
25.	RTI applications	7	7	7	7
26.	Work in Hindi	(a) 3 Communications received in Hindi will	(a) 3 Communications received in Hindi will	(a) 3 Communications received in Hindi will	(a) 3 Communications received in Hindi will be

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		<p>be replied in Hindi.</p> <p>(b) 4 RTI applications received in Hindi language will be replied in Hindi.</p> <p>(c) A Quarterly report on the working in Hindi Language will be sent.</p>	<p>be replied in Hindi.</p> <p>(b) 3 RTI applications received in Hindi language will be replied in Hindi.</p> <p>(c) A Quarterly report on the working in Hindi Language will be sent.</p>	<p>be replied in Hindi.</p> <p>(b) 2 RTI applications received in Hindi language will be replied in Hindi.</p> <p>(c) A Quarterly report on the working in Hindi Language will be sent.</p>	<p>replied in Hindi.</p> <p>(b) 2 RTI applications received in Hindi language will be replied in Hindi.</p> <p>(c) A Quarterly report on the working in Hindi Language will be sent.</p>