

ANNUAL ACTION PLAN OF EDITING (HINDI) SECTION

Sl. No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	Translation, Vetting/Review of Debates *	Translation, Vetting/ Review of the remaining Debates of 235 th Session are likely to be completed.	Translation, Vetting/ Review of Debates of 236 th Session are likely to be undertaken.	Translation, Vetting/ Review of Debates of 236 th Session are likely to be completed.	Translation, Vetting/ Review of Debates of 237 th Session are likely to be undertaken.
2.	Preparation, Vetting/Review of Mastercopies in Hindi from English Version Debates	Work related to 236 th Session is likely to be completed.	Work related to 237 th Session is likely to be undertaken.	Work related to 237 th Session is likely to be completed.	Work related to 238 th Session is likely to be undertaken.
3.	Preparation of Alphabetical List of Members of Rajya Sabha and List of Council of Ministers in Hindi	These two items of work will be undertaken at the commencement of every Session of the Rajya Sabha. Both of these Lists will be circulated to all Officers and Sections of E&T Service, Reporters' Section, Printing Section-I and II.			
4.	Assistance provided to other Sections of E&T Service	During Session times, both the Editors (only two Editors are posted in the Section) are deputed for disposal of work of Parliamentary Question Lists with the Translation-II Section. The Section also provide its services to the Translation (Committees) Sections as and when required.			
5.	Weeding out of old records/files	The manuscripts and helping materials of Debates of 231 st , 232 nd , 233 rd and 234 th Sessions would be weeded out.			
6.	Annual Report	Annual Report, 2017 will be sent to O&M Section in the month of January, 2018.			
7.	Annual Action Plan	--	--	--	(i) Review of Annual Action Plan-2018 (January to September, 2018) will be submitted to O & M Section. (ii) Annual Action Plan-2019 will be prepared

* Out of the sanctioned strength of 12 Translators, there is no Translator in the Section, only two Editors are posted in the Section owing to Translators crunch (Total staff complement is 3 in the Section including Incharge). The Annual Action Plan-2018 is based on the existing strength and help of other Sections during inter-session period.

					and sent to O & M Section.
8.	Updation of Records on website and Maintenance of Register(s) etc.	Master Register of Debates and other Registers pertaining to the Section will be updated and maintained regularly.			
9.	Annual Office Inspection	Annual Office Inspection was undertaken on 19.01.2017 and next Annual Office Inspection is expected to be held in January/February, 2018.			
10.	Work to be done in Hindi	This Section prepares Hindi Version of Parliamentary Debates alongwith the Hindi Version of Alphabetical Lists of Members of Rajya Sabha and List of Council of Ministers.			
11.	Work relating to Information sought under RTI Act, 2005	If any Information is sought under RTI Act during the year 2018, it would be provided according to the prescribed norms.			
12.	New initiatives (ongoing/continuing initiatives)	--			