

## ANNUAL ACTION PLAN OF EDITING (ENGLISH) SECTION

S. No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	(i) Editing and vetting of Debates of 244 <sup>th</sup> Session (Winter Session)	Editing and vetting of approximately 14 Debates of 244 <sup>th</sup> Session will be completed in the month of January/ February, 2018.	—	—	—
	(ii) Editing and vetting of Debates of 245 <sup>th</sup> Session (Budget Session).	Editing and vetting of approximately 32 Debates of 245 <sup>th</sup> Session will be completed in the month of June/July, 2018.			—
	(iii) Editing of and vetting Debates of 246 <sup>th</sup> Session (Monsoon Session).	—		Editing and vetting of approximately 20 Debates of 246 <sup>th</sup> Session will be completed in the month of September/October, 2018.	—
	(iv) Editing and vetting of Debates of 247 <sup>th</sup> Session (Winter Session).	—	—	—	Editing and vetting of approximately 20 Debates of 247 <sup>th</sup> Session will be completed in the month of December, 2018/ January 2019.
2.	Preparation of Indices	Indices to Debates of Session No. 242 <sup>nd</sup> is likely to be prepared and sent to Printing	Indices to Debates of Session No. 243 <sup>rd</sup> is likely to be prepared and	Indices to Debates of Session No. 244 <sup>th</sup> is likely to be prepared and	Indices to Debates of Session No. 245 <sup>th</sup> is likely to be prepared and sent to

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		Section by the end of March, 2018.	sent to Printing Section by the end of June, 2018.	sent to Printing Section by the end of September, 2018.	Printing Section by the end of December, 2018.
3.	Miscellaneous work relating to solving queries in Debates received from Printing Section, issuance of Parliamentary Bulletins, letters to MPs/Ex-MPs etc. for granting permission and letters to Ministries etc.	Approximately 80 Debates may be received from Printing Section for solving queries. Six Part-II Bulletins will be issued and approximately 15 letters may be received from MPs/Ex-MPs and individuals for granting permission to use material from Rajya Sabha Debates.			
4.	Assistance to other Sections of E&T Service.	Assistance to other Sections of E&T Service will be provided as and when required for disposal of urgent Parliamentary Work.			
5.	Weeding out of old records/ files	The manuscripts and helping material of Debates of 241 <sup>st</sup> and 242 <sup>nd</sup> Session and forthcoming Sessions would be weeded as soon as the Printed Debates/CD of Debates are received from the Printer.			
6.	Annual Report	Submission of Annual Report-2017 on activities/work done by the Section by 15 <sup>th</sup> January, 2018.			
7.	Annual Action Plan			Review of Annual Action Plan, 2018.	Preparation of Annual Action Plan, 2019
8.	Updation of Records on website and Maintenance of Register(s) etc. (i) Details of records updated/uploaded, as per office Manual and orders issued from time to time	The registers will be updated upto 244 <sup>th</sup> Session and the records on website will be uploaded as per office Manual and orders issued from time to time.	The registers will be updated upto 245 <sup>th</sup> Session and the records on website will be uploaded as per office Manual and orders issued from time to time.	The registers will be updated upto 246 <sup>th</sup> Session and the records on website will be uploaded as per office Manual and orders issued from time to time.	The registers will be updated upto 247 <sup>th</sup> Session and the records on website will be uploaded as per office Manual and orders issued from time to time.

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09.	Annual Office Inspection and ATR on observation of Inspecting Officer	Annual Office Inspection of this Section was held in the year 2017 on 27 <sup>th</sup> January, 2017 and next Annual Office Inspection is expected to be held in the month of Jan./Feb. 2018.			
10.	Work to be done in Hindi	Editing of speeches delivered in Hindi as well as in English is carried out in the course of editing of Debates			
11.	Work relating to Information sought under RTI Act, 2005.	All the RTIs to be received online/offline during the year 2018 from RTI Cell will be dealt by the Section.			
12.	New Initiative(s) (ongoing/continuing initiatives)	Computerised Diary-system would be introduced in the Section from January, 2018 onward.			