

ANNUAL ACTION PLAN OF ESTABLISHMENT (A/Cs) & BUDGET SECTION

S. No.	ITEMS	ACTIVITY			
		JANUARY- MARCH	APRIL- JUNE	JULY- SEPTEMBER	OCTOBER-DECEMBER
1.	Salaries/ Wages	<p>(i) Preparation of 23 Salary bills every month in r/o approximately 1480 employees of Rajya Sabha Secretariat, Secretariat of LOP, Sectt. of Leaders/Dy. Leaders & Chief Whips of Recognised Parties/Groups & RSTV.</p> <p>(ii) Preparation of Wages Bill in r/o approximately 100 Sessional Messenger Temporary Status(SMTS).</p>	<p>(i) Preparation of 23 Salary bills every month in r/o approximately 1480 employees of Rajya Sabha Secretariat, Secretariat of LOP, Sectt. of Leaders/Dy. Leaders & Chief Whips of Recognised Parties/Groups & RSTV.</p> <p>(ii) Preparation of Wages Bill in r/o approximately 100 Sessional Messenger Temporary Status(SMTS).</p>	<p>(i) Preparation of 23 Salary bills every month in r/o approximately 1480 employees of Rajya Sabha Secretariat, Secretariat of LOP, Sectt. of Leaders/Dy. Leaders & Chief Whips of Recognised Parties/Groups & RSTV.</p> <p>(ii) Preparation of Wages Bill in r/o approximately 100 Sessional Messenger Temporary Status(SMTS).</p>	<p>(i) Preparation of 23 Salary bills every month in r/o approximately 1480 employees of Rajya Sabha Secretariat, Secretariat of LOP, Sectt. of Leaders/Dy. Leaders & Chief Whips of Recognised Parties/Groups & RSTV.</p> <p>(ii) Preparation of Wages Bill in r/o approximately 100 Sessional Messenger Temporary Status(SMTS).</p>
2.	TA/DA/LTC & Leave Encashment on LTC	<p>(i) Preparation of approx. 330 Advance/Adjustment/Final / Revised LTC, EL Encashment on LTC & Travelling Allowance bills in r/o employees, as and when received, as per the extant rules and order on the subject.</p>	<p>(i) Preparation of approx. 270 Advance/Adjustment/ Final/Revised LTC, EL Encashment on LTC & Travelling Allowance bills in r/o employees, as and when received, as per the extant rules and order on the subject.</p>	<p>(i) Preparation of approx. 260 Advance/Adjustment/ Final/Revised LTC, EL Encashment on LTC & Travelling Allowance bills in r/o employees, as and when received, as per the extant rules and order on the subject.</p>	<p>(i) Preparation of approx. 400 Advance/Adjustment/ Final/Revised LTC, EL Encashment on LTC & Travelling Allowance bills in r/o employees, as and when received, as per the extant rules and order on the subject.</p>

		(ii) Settlement of approx. 125 invoices received from the Indian Airlines in respect of the Official tours undertaken by the employees, as per the extant rules and orders on the subject. (iii) Settlement of approx. 25 Committee Tour expenditure Bills received from various Committees as per the extant rules and orders on the subject.	(ii) Settlement of approx. 30 invoices received from the Indian Airlines in respect of the Official tours undertaken by the employees, as per the extant rules and orders on the subject. (iii) Settlement of approx. 05 Committee Tour expenditure Bills received from various Committees as per the extant rules and orders on the subject.	(ii) Settlement of approx. 70 invoices received from the Indian Airlines in respect of the Official tours undertaken by the employees, as per the extant rules and orders on the subject. (iii) Settlement of approx. 15 Committee Tour expenditure Bills received from various Committees as per the extant rules and orders on the subject.	(ii) Settlement of approx. 20 invoices received from the Indian Airlines in respect of the Official tours undertaken by the employees, as per the extant rules and orders on the subject. (iii) Settlement of approx. 10 Committee Tour expenditure Bills received from various Committees as per the extant rules and orders on the subject.
3.	Advances	(i) Preparation of approx. 80 GPF advances/non-refundable withdrawals bills as and when received, as per the extant rules and orders on the subject. (ii) Preparation of approx. 5 bills of Advances for Computer and HBA cases as and when received, as per the extant rules and orders on the subject.	(i) Preparation of approx. 90 GPF advances/non-refundable withdrawals bills as and when received, as per the extant rules and orders on the subject. (ii) Preparation of approx. 5 bills of Advances for Computer and HBA cases as and when received, as per the extant rules and orders on the subject.	(i) Preparation of approx. 60 GPF advances/non-refundable withdrawals bills as and when received, as per the extant rules and orders on the subject. (ii) Preparation of approx. 5 bills of Advances for Computer and HBA cases as and when received, as per the extant rules and orders on the subject.	(i) Preparation of approx. 80 GPF advances/non-refundable withdrawals bills as and when received, as per the extant rules and orders on the subject. (ii) Preparation of approx. 5 bills of Advances for Computer and HBA cases as and when received, as per the extant rules and orders on the subject.
4.	Income Tax	(i) Preparation of Final calculation of Income Tax in February, 2018 for F.Y. 2017-18 in respect of approx. 1350 employees.	(i) Tentative calculation of Income-Tax in March for F.Y. 2018-19 in respect of approx. 1480 employees on the basis	-----	-----

		<p>(ii) Filing of quarterly TDS return(24Q & 26Q) for the period from 01.10.17 to 31.12.17 through e-filing system by 31st January 2018.</p> <p>(iii) Issue of Form 16 A for the period from 01.10.17 to 31.12.17 to concerned parties/vendors/agencies.</p>	<p>of inputs received from them.</p> <p>(ii) Filling of quarterly TDS return (24Q & 26Q) for the period from 01.01.18 to 31.03.18 through e-filing system by 15th May 2018.</p> <p>(iii) Issue of Form 16 for the F.Y. 2017-18 and Form 16 A for the period from 01.01.18 to 31.03.18 to the individual and concerned parties/vendors/agencies respectively.</p>	<p>(i) Filling of quarterly TDS return (24Q & 26Q) for the period from 01.04.18 to 30.06.18 through e-filing system by 31st July 2018.</p> <p>(iii) Issue of Form 16 A for the period from 01.04.18 to 30.06.18 to concerned parties/vendors/agencies.</p>	<p>(i) Filling of quarterly TDS return (24Q & 26Q) for the period from 01.07.18 to 30.09.18 through e-filing system by 31st October 2018.</p> <p>(ii) Issue of Form 16 A for the period from 01.07.18 to 30.09.18 to concerned parties/vendors/agencies.</p>
5.	Disbursement of Cash and Contingent Claims/Bills	(i) Preparation of approx 550 Contingent bills as and when received from various Sections, as per the extant rules and orders on the subject.	(i) Preparation of approx 275 Contingent bills as and when received from various Sections.	(i) Preparation of approx 380 Contingent bills as and when received from various Sections.	(i) Preparation of approx 400 Contingent bills as and when received from various Sections.
6.	Budget	(i) Re-appropriation of funds on the approved RE 2017-18.	(i) Allocation of the approved budget under the 'Grant of Rajya Sabha' for the financial year 2018-19 to all the Sections concerned.	(i) Issuance of Circular seeking proposals for Revised Estimates 2018-19 & Budget Estimates 2019-20.	(i) Preparation of Revised Estimates (2018-19) & Budget Estimates(2019-20) and sending the same to M/o Finance.

		(ii) Surrender of funds, if any, by due date, as indicated by the Department of Expenditure, Ministry of Finance.	(ii) Allocation of funds under the head 'Loans & Advances'.	(ii) Note to be issued to the MS&A, P&AO & Estt.(G) Section to furnish proposals for RE 2018-19 & BE 2019-20 under the head 'Loans & Advances'.	(ii) Preparation of RE 2018-19 & BE 2019-20 under the head 'loans & Advances' and forwarding the same to Ministry of Finance.
7.	Weeding out of Old Records	----	----	Categorization of records/files will be carried out.	Weeding out of approximately 190 old records/files of this Section as per the prescribed retention schedule mentioned in Sectional Manual of Office Procedure (SMOP).
8.	Updation of Website	Appx. 5 Circulars/Orders (Bilingual) normally issued by this Section would be posted on the Website.	Appx. 5 Circulars/Orders (Bilingual) normally issued by this Section would be posted on the Website.	Appx. 5 Circulars/Orders (Bilingual) normally issued by this Section would be posted on the Website.	Appx. 5 Circulars/Orders (Bilingual) normally issued by this Section would be posted on the Website.
9.	Computerised Diary	Subject, File number, date of opening of all the files opened in the Section will be uploaded on the intranet of Rajya Sabha. The receipts received in this Section will also be diarized in the computer.			
10.	Annual Report	Annual Report for the year 2017 will be prepared and sent to O&M Section in January, 2018.	----	----	----
11.	Preparation/ Implementation of Annual Action	Review of Annual Action Plan 2017 for the period from January 2017 to	Quarterly review of Implementation of Annual Action Plan –	(i) Quarterly review of Implementation of Annual Action Plan –	(i) Quarterly review of Implementation of Annual Action Plan –

	Plan	December 2017	2018 in the first week of April.	2018 in the first week of July.	2018 in the first week of October.
				(ii) Annual Action Plan 2019 in r/o Estt.(A/Cs) & Budget Section will be prepared and as per the schedule to be intimated by O&M Section.	
12.	Annual Office Inspection	(i) Inspection of the Section by the officer deputed by the O&M Section. (ii) Observations made by the Inspecting officer on the Annual Inspection Report of 2017 will be taken up for implementation.	Actions will be taken on the suggestions and observations of the inspecting Officer.		
13.	Misc.	Processing of approx. 800 claims of Reimbursement of Children Education Allowance, Medical Expenses, Honorarium, Special Incentive Scheme (SIS), CGEGIS payment, Pay Arrear, Encashment of Leave on Retirement, etc.	Processing of approx. 2500 claims of Reimbursement of Children Education Allowance, Medical Expenses, Honorarium, Special Incentive Scheme (SIS), CGEGIS payment, Pay Arrear, DA Arrear, Encashment of Leave on Retirement, etc.	Processing of approx. 700 claims of Reimbursement of Children Education Allowance, Medical Expenses, Honorarium, Special Incentive Scheme (SIS), CGEGIS payment, Pay Arrear, Encashment of Leave on Retirement, etc.	Processing of approx. 3000 claims of Reimbursement of Children Education Allowance, Medical Expenses, Honorarium, Special Incentive Scheme (SIS), CGEGIS payment, Pay Arrear, DA Arrear, Encashment of Leave on Retirement, etc.
14.	Work done in Hindi	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible.

15.	Work relating to information sought under RTI Act, 2005	Disposal of RTI queries as per statutory provisions.	Disposal of RTI queries as per statutory provisions.	Disposal of RTI queries as per statutory provisions.	Disposal of RTI queries as per statutory provisions.
16.	Ongoing Initiatives	<p>(i) The officers/staff of the Section would be encouraged to take part in various training programmes/workshops conducted/organized by the Training Cell from time to time.</p> <p>(ii) A group discussion on a particular subject from the purview of the Section will be organized on regular basis for the overall improvement of the dealing hands in discharging their day –to-day activities on service matters.</p>	<p>(i) The officers/staff of the Section would be encouraged to take part in various training programmes/workshops conducted/organized by the Training Cell from time to time.</p> <p>(ii) A group discussion on a particular subject from the purview of the Section will be organized on regular basis for the overall improvement of the dealing hands in discharging their day –to-day activities on service matters.</p>	<p>(i) The officers/staff of the Section would be encouraged to take part in various training programmes/workshop s conducted/organized by the Training Cell from time to time.</p> <p>(ii) A group discussion on a particular subject from the purview of the Section will be organized on regular basis for the overall improvement of the dealing hands in discharging their day –to-day activities on service matters.</p>	<p>(i) The officers/staff of the Section would be encouraged to take part in various training programmes/workshop s conducted/organized by the Training Cell from time to time.</p> <p>(ii) A group discussion on a particular subject from the purview of the Section will be organized on regular basis for the overall improvement of the dealing hands in discharging their day –to-day activities on service matters.</p>