

ANNUAL ACTION PLAN OF COMMITTEE SECTION (GOVERNMENT ASSURANCES)

Sl. No.	ITEM	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Entry of assurances into the software	Data entry of assurances (200 approximately) culled out during 244 th Session and to be linked to website.	Data entry of assurances (200 approximately) culled out during 245 th Session (first part of Budget Session) and to be linked to website.	Data entry of assurances (200 approximately) culled out during second part of 245 th Session and to be linked to website.	Data entry of assurances (200 approximately) culled out during 246 th Session and to be linked to website.
2.	Committee's Report	--	--	--	72 nd Report of the Committee to be drafted by 20 th November, 2018
3.	Review of pending assurances.	Review of pending assurances (950 approximately) pertaining to the Ministries of Agriculture, Power, Atomic Energy, Railways, Heavy Industries & Public Enterprises, Law & Justice, Micro Small and Medium Enterprises, Information & Broadcasting, Planning, Environment and Forests, Coal, Commerce and Industry, External Affairs, Consumer Affairs, Food & Public Distribution, Shipping, Civil Aviation, Culture, Defence, Human Resource Development, Corporate Affairs, Science & Technology, Earth Science, Youth Affairs & Sports to be completed by March, 2018.	Review of pending assurances (970 approximately) pertaining to the Ministries of Communications & IT, Tribal Affairs, Steel, Personnel, Public Grievances and Pensions, Housing & Urban Poverty Alleviation, Labour and Employment, Urban Development, Mines, Women and Child Development, , Petroleum and Natural Gas, Finance, Health & Family Welfare, Road Transport, Social Justice, Chemicals & Fertilizers, Home Affairs, Rural Development, Minority Affairs, Panchayati Raj, Water Resources, Tourism, Skill Development, Statistics to be completed by June, 2018.	Review of pending assurances (960 approximately) pertaining to the Ministries of Agriculture, Power, Atomic Energy, Railways, Heavy Industries & Public Enterprises, Law & Justice, Micro Small and Medium Enterprises, Information & Broadcasting, Planning, Environment and Forests, Coal, Commerce and Industry, External Affairs, Consumer Affairs, Food & Public Distribution, Shipping, Civil Aviation, Culture, Defence, Human Resource Development, Corporate Affairs, Science & Technology, Earth Science, Youth Affairs & Sports to be completed by September,	Review of pending assurances (950 approximately) pertaining to the Ministries of Communications & IT, Tribal Affairs, Steel, Personnel, Public Grievances and Pensions, Housing & Urban Poverty Alleviation, Labour and Employment, Urban Development, Mines, Women and Child Development, , Petroleum and Natural Gas, Finance, Health & Family Welfare, Road Transport, Social Justice, Chemicals & Fertilizers, Home Affairs, Rural Development, Minority Affairs, Panchayati Raj, Water Resources, Tourism, Skill Development, Statistics to be completed by December 2018.

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				2018.	
4.	Record Management (i) Categorization of files (ii) Weeding out of old records	Approximately 200 Files pertaining to assurances dropped or laid on the Table of the House in 2016 to be categorized. Approximately 200 Files relating to assurances dropped or laid during 2015 to be reviewed.	Approximately 200 Files pertaining to assurances dropped or laid on the Table of the House in 2016 to be categorized. Approximately 200 Files relating to assurances dropped or laid during 2015 to be reviewed.	Approximately 200 Files pertaining to assurances dropped or laid on the Table of the House in 2016 to be categorized. Approximately 200 Files relating to assurances dropped or laid during 2015 to be reviewed.	Approximately 200 Files pertaining to assurances dropped or laid on the Table of the House in 2016 to be categorized. Approximately 200 files relating to assurances dropped or laid during 2015 to be weeded out.
5.	Review and Preparation of Annual Action Plan	Review of compliance of Annual Action Plan in March, 2018 for the period January-March, 2018.	Review of compliance of Annual Action Plan in June, 2018 for the period April - June, 2018.	Review of compliance of Annual Action Plan in September, 2018 for the period July-September, 2018.	(i) Review of compliance of Annual Action Plan in November, 2018 for the remaining period of the year 2018 and submission of status of Annual Action Plan-2018, to O&M Section. (ii) Preparation of Annual action Plan for the year 2019.
6.	Annual report	Preparation of Annual Report on the activities/work done by the Section in 2017.	--	--	--
7.	Updation of Website and Records.	Updation of Website and records pertaining to new assurances received/ culled, statements regarding fulfillment of assurances laid during the 244 th Session and assurances dropped by the	Updation of Website and records pertaining to new assurances received/culled, statements regarding fulfillment of assurances laid during the 245 th Session (first part of Budget Session)	Updation of Website and records pertaining to new assurances received/culled, statements regarding fulfillment of assurances laid during the 245 th Session (second part of Budget	Updataion of Website and records pertaining to new assurances received/ culled, statements regarding fulfillment of assurances laid during the 246 th Session and assurances dropped by the

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		Committee during the period. Updation of Website in respect of meetings, tours and recommendations of the Committee, is to be done immediately as and when required.	and assurances dropped by the Committee during the period. Updation of Website in respect of meetings, tours and recommendations of the Committee, is to be done immediately as and when required.	Session) and assurances dropped by the Committee during the period. Updation of Website in respect of meetings, tours and recommendations of the Committee, is to be done immediately as and when required.	Committee during the period. Updation of Website in respect of meetings, tours and recommendations of the Committee, is to be done immediately as and when required.
8.	Annual Office Inspection; ATR on observation of Inspecting Officer.	Annual office inspection would be undertaken in consultation with the inspecting officer within the schedule prescribed for the purpose by O&M Section.	ATR, if any, will be prepared on the observations made by the Inspecting Officer	---	---
9.	Work relating to information sought under RTI Act, 2005 indicating the No. of receipt received/dealt/pending.	Approximately 2-3 receipts seeking information under RTI Act, 2005 will be processed.	Approximately 2-3 receipts seeking information under RTI Act, 2005 will be processed.	Approximately 2-3 receipts seeking information under RTI Act, 2005 will be processed.	Approximately 2-3 receipts seeking information under RTI Act, 2005 will be processed.
10.	Computerized Diary and Updation of Register	The centralized computer diary, already in operation, will be continued and various registers like file register, meeting details register, etc. shall be updated on a regular basis.	The centralized computer diary, already in operation, will be continued and various registers like file register, meeting details register etc. shall be updated on a regular basis.	The centralized computer diary, already in operation, will be continued and various registers like file register, meeting details register, etc. shall be updated on a regular basis.	The centralized computer diary, already in operation, will be continued and various registers like file register, meeting details register, etc. shall be updated on a regular basis.