

ANNUAL ACTION PLAN OF COMMITTEE SECTION (HEALTH AND FAMILY WELFARE)

S. No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	Reconstitution of the Committee; Nomination(s)/Vacancies			The Committee is likely to be re-constituted in September, 2018.	
2.	Consideration of Demand For Grants (DFG) 2018-19; Reports on DFG's; ATR on DFG's i) Number of Ministries/Departments with the Committee ii) Number of Questionnaires to be prepared iii) Number of meetings to be held iv) Number of Reports to be prepared, adopted and presented v) Number of Reports forwarded to Ministries/Departments for necessary action. vi) Number of ATRs to be prepared, considered and presented vii) Number of ATRs to be forwarded to Ministries/Departments	2 12 3 3 3 - -	2 - - - - -	2 - - - - -	2 - 1 - - 3 3
3.	Bills, if any, referred to the Committee (including Bills forwarded from previous year) i) Number of Bills referred to the Committee; ii) Number of meetings/oral evidences to be held. iii) Number of Reports to be prepared/presented.	Subject to number of Bills referred to the Committee - - -	Subject to number of Bills referred to the Committee - - -	Subject to number of Bills referred to the Committee - - -	Subject to number of Bills referred to the Committee - - -

4.	Subject(s) taken up by Committee and Sub-committee(s) i) Number of subject(s) to be selected by Committees/Sub-Committees ii) Number of meetings to be held and oral evidences taken. iii) Number of Reports to be prepared/adopted/presented	- 1 -	- 4 1	6 3 2	- 3 -
5.	Minutes of the Committee Number of the Minutes of meetings of the Committee to be prepared and submitted for perusal of the Hon'ble Chairman, Rajya Sabha	4	4	3	4
6.	Printing and circulation of Reports Number of Reports to be printed in English and Hindi and circulated.	3	1	2	3
7.	Press Conference(s) organized	As per direction of the Chairman of the Committee	As per direction of the Chairman of the Committee	As per direction of the Chairman of the Committee	As per direction of the Chairman of the Committee
8.	Quarterly Reports & References Prepared/forwarded: (i) To R&L Section (ii) To Committee Coordination Section	1 2 (monthly)	1 2 (monthly)	1 2(monthly)	1 2 (monthly)
9.	Annual Report	Preparation of Annual Report on the activities/work done by Committee Section in 2017			
10.	Annual Action Plan	-	-		i) Preparation of Annual Action Plan- 2019 ii) Submission of Status of implementation of Annual Action Plan- 2018 (i.e. from January to

					December, 2018) to O&M Section
11.	Record Management/Weeding out of old Records Number of files pertaining to year(s) to be Recorded/Weeded out	-	-	Files pertaining to the year 2012 and subsequent years warranting selective weeding out will be identified and segregated for weeding out.	Weeding out of files identified and segregated in the July - September, 2018 quarter.
12.	Computerised Diary; Updation of Records on website Maintenance of Register(s) etc. Details of records updated/uploaded, as per office Manual and orders issued from time to time.	Exact number of receipts cannot be anticipated. However, keeping in view the past trends, the following are the expected receipts in computerized Diary per quarter.			
		(i)25(Receipts); (ii) 3 (Reports) (iii)4(meetings); (iv)8(Registers)*	(i)35 (Receipts); (ii) 1 (Report); (iii) 4(meetings); (iv)8(Registers)*	(i) 20 (Receipts); (ii) 2(Report); (iii)3(meetings); (iv)8 (Registers)*	(i)25(Receipts); (ii) 3(Report); (iii)4(meetings); (iv)8 (Registers)*
13.	Annual Office Inspection; ATR on observation of Inspecting Officer	Inspection to be done by Inspecting Officer		Receipt of observations of Inspecting Officer and sending ATR thereon to O&M Section	
14.	Monitoring of expenditure	(i) Strict adherence to control expenditure within the allocated budget under following Heads:- (a) 02 Members-02 00 20-Other Administrative Expenses, (b) 02 Members-02 00 13-Office Expenses, (c) 01 105 Rajya Sabha Secretariat-010011-Domestic Travel Expenses (ii) Undertaking economy measures for compliance with guidelines of Ministry of Finance through rationalization of expenditure under above mentioned Heads.			

15.	Work to be done in Hindi	(i) Maintenance of Attendance of Register (ii) Leave Application (iii) Files, Headings and related details (iv) Section's Name Plate and stamps of Officer (v) Efforts will be made to do noting in Hindi in some files.	(i) Maintenance of Attendance of Register (ii) Leave Application (iii) Files, Headings and related details (iv) Efforts will be made to do noting in Hindi in some files.	(i) Maintenance of Attendance of Register (ii) Leave Application (iii) Files, Headings and related details (iv) Efforts will be made to do noting in Hindi in some files.	(i) Maintenance of Attendance of Register (ii) Leave Application (iii) Files, Headings and related details (iv) Efforts will be made to do noting in Hindi in some files.
* One register will be maintained for details of constitution of Sub-Committees.					
16.	Work relating to Information sought under RTI Act, 2005	Subjects to number of Receipts received	Subjects to number of Receipts received	Subjects to number of Receipts received	Subjects to number of Receipts received
17.	New Initiative(s) proposed by the Committee	Culling out relevant health related media reports and news articles for using the Committee.	Culling out relevant health related media reports and news articles for using the Committee.	Culling out relevant health related media reports and news articles for using the Committee.	Culling out relevant health related media reports and news articles for using the Committee.

N.B Implementation of Annual Action Plan will, however, depend on the decisions/directions of the Committee.