

ANNUAL ACTION PLAN OF COMMITTEE SECTION (HRD)

S. No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	Reconstitution of the Committee; Nomination(s)/Vacancies			Re-constitution of the Committee on 1 st 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 Questionnaire to be prepared iii) Number of meetings to be held iv) Number of Reports to be prepared, adopted and presented v) Number of Reports to be 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	 5 5 -- ---	 4 4 4 --- ---	 --- ---	 4 4
3.	Bills, if any, referred to the Committee (including Bills forwarded from previous year) i) Number of Bills referred to the Committee;	 2	 ---	 ---	 ---

	ii) Number of meetings/oral evidences to be held.	2	---	---	---
	iii) Number of Reports to be prepared/presented.	2	---	---	---
4.	Subject(s) taken up by Committee				
	i) Number of subject(s) to be selected by Committees /Sub-Committee	3	---	---	---
	ii) Number of meeting to be held and oral evidences taken.	---	3	---	3
	iii) Number of Reports to be prepared / adopted / presented	---	---	1	1
5.	Minutes of the Committee Meeting Number of the Minutes of meetings of the Committee to be prepared and submitted for perusal of the Hon'ble Chairman, Rajya Sabha	2	5	4	5
6.	Printing and circulation of Reports Number of Reports to be printed in English and Hindi and circulated.	2	4	2	5
7.	Press Conference(s) likely to be organized	---	---	---	---
8.	References likely to be Prepared/ forwarded:				
	(i) To R&L Section	1	1	1	1
	(ii) To Committee Coordination Section	4	4	4	4
9.	Annual Report	Preparation of Annual Report on the activities/work			

		done by Committee Section in 2017.			
10.	Annual Action Plan	---	---	Submission of Status of Annual Action Plan- 2018 (i.e. from January to June, 2018 to O&M Section)	Preparation of Annual Action Plan- 2019
11.	Record Management/Weeding out of old Records Number of files pertaining to year(s) to be Recorded/Weeded out.	---	---	Weeding out of records will be done in August, 2018.	---
12.	Computerized Diary; Up-dation of Records on website and Maintenance of Register(s) etc. Details of records updated/uploaded, as per office Manual and orders issued from time to time.	Computerized diary and updation of Website will be done as and when need arises. 7 registers will be updated regularly. All receipts would be recorded and dealt with.	Computerized diary and updation of Website will be done as and when need arises. 7 registers will be updated regularly. All receipts would be recorded and dealt with.	Computerized diary and updation of Website will be done as and when need arises. 7 registers will be updated regularly. All receipts would be recorded and dealt with.	Computerized diary and updation of Website will be done as and when need arises. 7 registers will be updated regularly. All receipts would be recorded and dealt with.
13.	Annual Office Inspection; ATR on observation of Inspecting Officer	Compliance Report to O&M Section.			
14.	Work to be done in Hindi	5	5	5	5
15.	Work relating to Information sought under RTI Act, 2005 (i) Number of Receipt received/dealt/pending	2	2	2	2
16.	New Initiative(s) proposed by the Committee	-----			

N.B Any other detail/information may be supplied as Annexure