

ANNUAL ACTION PLAN OF I.T. SECTIONS (HARDWARE & SOFTWARE)

Sl. No.	ITEM	ACTIVITY			
		January –March (1 st Quarter)	April-June (2 nd Quarter)	July-September (3 rd Quarter)	October December (4 th Quarter)
1.	Committee on Provision of Computer Equipment to Members of Rajya Sabha.	Meeting of the Committee to consider the issues that may arise during the period, if any.	Implementation of decisions taken by the Committee.	Meeting of the Committee to consider the issues that may arise during the period, if any.	Implementation of decisions taken by the Committee.
2.	Meetings of Computerization Coordination Committee	Review of progress made on the decisions taken in the Committee meeting held in December 2017 and other computerization activities at level of Divisional Head. Meeting of the Committee to consider agenda items that could not be taken up in the December, 2017 meeting.	Review of progress made on the decisions taken in the Committee meeting at level of Divisional Head.	Review of progress made on the decisions taken in the Committee meeting at level of Divisional Head.	Status of various computerization activities to be placed before Secretary-General to consider calling a meeting of Computerization Coordination Committee.
3.	Procurement of Computer Equipment for the Secretariat	Meeting of the Committee to consider the requests from Officers/Sections for new/additional Computer Equipment, if any.	Follow up action on the decisions taken by the Committee.	Meeting of the Committee to consider the requests from Officers/Sections for new/additional Computer Equipment, if any.	Follow up action on the decisions taken by the Committee.
4.	IT Plan	Preparation of the new IT Plan (2019-2021) to be initiated. Continuous Review of the actions envisaged under the IT Plan (2016-18) to continue.	Continuous Review of the actions envisaged under the IT Plan (2016-18) to continue.	Continuous Review of the actions envisaged under the IT Plan (2016-18) to continue. IT Plan (2019-2021) draft to be prepared.	Continuous Review of the actions envisaged under the IT Plan (2016-18) to continue. Finalization of the IT Plan (2019-2021)

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5.	LAN Upgradation	Action as per the recommendations of the Committee of Officers for undertaking LAN Upgradation to be taken and matter to be placed before Secretary-General for consideration/approval.	LAN Upgradation project to be monitored in coordination with NIC.	LAN Upgradation project to be completed and necessary follow up action in respect of Completion Certificates etc to be initiated with NIC.	
6.	Scheme of supply of computers to Officers of the rank of DS/equivalent and above in the Secretariat	Necessary follow up action as per the decision taken and as per recommendations of STAC shall be initiated to provide Laptop computers through NICS I to eligible Officers, in a phased manner. Requisite guidelines regulating the supply of laptops to be formulated and notified.	All eligible Officers to be covered after adequate Budget is made available by the Establishment(Accounts) & Budget Section to implement the Scheme.	Necessary action as per any new OMs issued by Ministry of Finance in respect of the scheme to be considered. Supply of laptops to Officers who become eligible.	Necessary action as per any new OMs issued by Ministry of Finance in respect of the scheme to be considered. Supply of laptops to Officers who become eligible.
7.	MANTRA Phase-II Project	Review of progress of the Project by the Project Review Committee, in a meeting between Divisional Heads of IT and E&T Service.	Review of progress of the Project by the Project Review Committee.	Review of progress of the Project by the Project Review Committee.	Review of progress of the Project by the Project Review Committee.
8.	Rajya Sabha Website/ Intranet site of Rajya Sabha Secretariat	Review of Rajya Sabha Websites in coordination with NIC in respect of their present content, updation etc. Committee for Redesigning of Rajya Sabha Websites to work on the same for award of contract to the best Technical	Status of the present Website updation to be monitored as per the Website manual and decisions taken.	Work relating to redesigning of Rajya Sabha Websites to be completed and placed for approval of Competent Authority. Actions as per decisions of the Committee regarding updation, monitoring, etc. to be taken.	New Websites of Rajya Sabha to be launched. Status of Website updation to be monitored as per the Website manual and decisions taken.

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		and Financial proposal from amongst the NICSI empanelled vendors.		Status of Website updation to be monitored as per the Website manual and decisions taken.	
9.	Annual Maintenance Contract (AMC) for Computer Hardware	Inclusion in the AMC of equipment that is going out of warranty and exclusion of obsolete equipment from AMC.	Inclusion in the AMC of equipment that is going out of warranty and exclusion of obsolete equipment from AMC. Review of performance of present AMC vendor	Inclusion in the AMC of equipment that is going out of warranty and exclusion of obsolete equipment from AMC. Process of inviting open tender to award AMC for computer equipment will be undertaken.	Award of AMC to the Vendor who gets selected after Open tendering.
10.	Obsolescence of Computer Equipment	Meeting of ODC to consider the obsolescence of the computer equipment, if required. A list of all computer equipment which have completed the period of five/six years will be prepared and will be placed before Chairman, ODC for calling a meeting of the Committee.	Follow up action on the decisions taken by the Committee. The computer equipment declared obsolete would be replaced as and when the requests are received from Officers/Sections concerning such equipment.	Necessary action to conduct a draw of lots for providing obsolete computer equipment to regular employees of the Secretariat will be initiated.	Obsolete computer equipment would be provided to employees as per the draw of lots.
11.	Open Data initiatives	Regular uploading of Rajya Sabha Datasets (Open Data) on the Open Data Portal by the Chief Data Officer will continue. A Status Report regarding the Open Datasets uploaded on the	Regular uploading of Rajya Sabha Datasets (Open Data) on the Open Data Portal by the Chief Data Officer will continue. A Status Report will be submitted to Divisional Head of	Regular uploading of Rajya Sabha Datasets (Open Data) on the Open Data Portal by the Chief Data Officer will continue. A Status Report will be	Regular uploading of Rajya Sabha Datasets (Open Data) on the Open Data Portal by the Chief Data Officer will continue. A Status Report will be

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		Open Data Portal will be submitted to Divisional Head of IT Section	IT Section.	submitted to Divisional Head of IT Section.	submitted to Divisional Head of IT Section.
12.	eGovernance/Capacity Building activities: eGovernance initiatives for Members, Rajya Sabha and Officials of the Secretariat	E-initiatives like Workshops/Lectures, eGovernance training programmes etc. will be implemented both for Members and Officials of the Secretariat by association with MeitY and its subordinate organizations like NeGD/NISG/NIELIT etc. Although nominations of officers would continue to be made in the MeitY listed programmes, efforts would also be made to customize programmes/workshops/lectures for this Secretariat.	E-initiatives like Workshops/Lectures, eGovernance training programmes etc. will be implemented both for Members and Officials of the Secretariat by association with MeitY and its subordinate organizations like NeGD/NISG/NIELIT etc. Although nominations of officers would continue to be made in the MeitY listed programmes, efforts would also be made to customize programmes/workshops/lectures for this Secretariat.	E-initiatives like Workshops/Lectures, eGovernance training programmes etc. will be implemented both for Members and Officials of the Secretariat by association with MeitY and its subordinate organizations like NeGD/NISG/NIELIT etc. Although nominations of officers would continue to be made in the MeitY listed programmes, efforts would also be made to customize programmes/workshops/lectures for this Secretariat.	E-initiatives like Workshops/Lectures, eGovernance training programmes etc. will be implemented both for Members and Officials of the Secretariat by association with MeitY and its subordinate organizations like NeGD/NISG/NEILIT etc. Although nominations of officers would continue to be made in the MeitY listed programmes, efforts would also be made to customize programmes/workshops/lectures for this Secretariat.
13.	Weeding out of old records	Classification of files of the Section, into various categories for the year 2017, will be carried out.	Weeding out of files of earlier years as per their categorization, will be initiated.	Weeding out of files of earlier years as per their categorization, will be continued.	Weeding out of files of earlier years as per their categorization, will be continued.

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14.	Computerized Diary; Updation of records on website and Maintenance of Registers, etc.	Receipts received in the Section would be diarized through DMIS. All files created (opened) in the Section would be placed on website (Indexing of files). Registers of the Section like Inventory Register, Expenditure Register, Sanction Order Register etc. will be updated on regular basis.	Receipts received in the Section would be diarized through DMIS. All files created (opened) in the Section would be placed on website (Indexing of files). Registers of the Section like Inventory Register, Expenditure Register, Sanction Order Register etc. will be updated on regular basis.	Receipts received in the Section would be diarized through DMIS. All files created (opened) in the Section would be placed on website (Indexing of files). Registers of the Section like Inventory Register, Expenditure Register, Sanction Order Register etc. will be updated on regular basis.	Receipts received in the Section would be diarized through DMIS. All files created (opened) in the Section would be placed on website (Indexing of files). Registers of the Section like Inventory Register, Expenditure Register, Sanction Order Register etc. will be updated on regular basis.
15.	Annual Report and Annual Action Plan	Preparation of Annual Report on the activities/work done by the Section in the year 2017 will be undertaken and sent to O&M Section after approval.	---	Submission of Status of Annual Action Plan 2018 (<i>i.e.</i> from January to September, 2018) to O&M Section.	Annual Action Plan 2019 will be prepared and submitted to O&M Section.
16.	Annual Office Inspection Report	Annual Office Inspection Report for the year 2017 and ATR on the observation of the Inspecting Officer to be prepared and sent to O&M Section. Implementation of Annual Office Inspection Report.	Implementation of Annual Office Inspection Report.	Implementation of Annual Office Inspection Report.	Implementation of Annual Office Inspection Report.
17.	Information sought under RTI Act, 2005	As and when information is sought by RTI Cell under RTI Act, 2005, the same would be	As and when information is sought by RTI Cell under RTI Act, 2005, the same would be	As and when information is sought by RTI Cell under RTI Act, 2005, the same	As and when information is sought by RTI Cell under RTI Act,

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		provided within stipulated time. All the RTI replies that are sent, will be categorized, and will be placed in a Guard File for reference.	provided within stipulated time. All the RTI replies that are sent, will be categorized, and will be placed in a Guard File for reference.	would be provided within stipulated time. All the RTI replies that are sent, will be categorized, and will be placed in a Guard File for reference.	2005, the same would be provided within stipulated time. All the RTI replies that are sent, will be categorized, and will be placed in a Guard File for reference.
18.	Promotion of Hindi in Official work	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible, besides replying in Hindi to all communications received in Hindi. A record of all the work being done on monthly basis will be kept. The Trimonthly Report of Hindi work done in last quarter of 2017 will be sent to RajBhasha Prabhag.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible, besides replying in Hindi to all communications received in Hindi. A record of all the work being done on monthly basis will be kept. The Trimonthly Report of Hindi work done in first quarter of 2018 will be sent to RajBhasha Prabhag.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible, besides replying in Hindi to all communications received in Hindi. A record of all the work being done on monthly basis will be kept. The Trimonthly Report of Hindi work done in second quarter of 2018 will be sent to RajBhasha Prabhag.	Keeping in view the orders for promoting Hindi, the staff will be encouraged to work in Hindi, as far as possible, besides replying in Hindi to all communications received in Hindi. A record of all the work being done on monthly basis will be kept. The Trimonthly Report of Hindi work done in second quarter of 2018 will be sent to RajBhasha Prabhag.