

## ANNUAL ACTION PLAN OF SIMULTANEOUS INTERPRETATION SERVICE

Sl. No.	ITEMS	ACTIVITY			
		JANUARY -MARCH	APRIL-JUNE	July-September	October-December
1.	Providing Simultaneous Interpretation in the House	The Service shall provide interpretation into Hindi/English of all the speeches made in the House in the following languages during 245 <sup>th</sup> Session :  Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu.	The Service shall provide interpretation into Hindi/English of all the speeches made in the House in the following languages during 245 <sup>th</sup> Session :  Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu.	The Service shall provide interpretation into Hindi/English of all the speeches made in the House in the following languages during 246 <sup>th</sup> Session :  Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu.	The Service shall provide interpretation into Hindi/English of all the speeches made in the House in the following languages during 247 <sup>th</sup> Session :  Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu.
2.	Providing Simultaneous Interpretation in the Committee Meetings/ Conferences (Department Related Standing Committees/ House Committees / Sub Committees /Joint committees of both the Houses)	The Service shall provide interpretation from Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu into Hindi/English in all the Committee Meetings which will be held during this period.	The Service shall provide interpretation from Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu into Hindi/English in all the Committee Meetings which will be held during this period.	The Service shall provide interpretation from Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu into Hindi/English in all the Committee Meetings which will be held during this period.	The Service shall provide interpretation from Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu into Hindi/English in all the Committee Meetings which will be held during this period.
3.	Translation work	1.The Service shall prepare Hindi/English version of the speeches made in regional languages i.e. Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil and Telugu for inclusion in the day's	1.The Service shall prepare Hindi/English version of the speeches made in regional languages i.e. Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil and Telugu for inclusion in the day's	1.The Service shall prepare Hindi/English version of the speeches made in regional languages i.e. Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil and Telugu for inclusion in the day's	1.The Service shall prepare Hindi/English version of the speeches made in regional languages i.e. Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil and Telugu for inclusion in the day's

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		proceedings of the House. 2.The Service shall provide Hindi/English translation of the documents like petitions/ letters/memoranda etc. in regional languages received by the Secretariats. (L.S.&R.S.)	proceedings of the House. 2.The Service shall provide Hindi/English translation of the documents like petitions/ letters/memoranda etc. in regional languages received by the Secretariats. (L.S.&R.S.)	proceedings of the House. 2.The Service shall provide Hindi/English translation of the documents like petitions/ letters/memoranda etc. in regional languages received by the Secretariats. (L.S.&R.S.)	proceedings of the House. 2.The Service shall provide Hindi/English translation of the documents like petitions/ letters/memoranda etc. in regional languages received by the Secretariats. (L.S.&R.S.)
4.	Compilation of the precedents and rulings / directions from the Chair during the Session period.	Regional Language Interpreters shall compile the precedents and rulings / directions from the Chair during this period.	Regional Language Interpreters shall compile the precedents and rulings / directions from the Chair during this period.	Regional Language Interpreters shall compile the precedents and rulings / directions from the Chair during this period.	Regional Language Interpreters shall compile the precedents and rulings / directions from the Chair during this period.
5.	Work done in Hindi	Any communication/file received in Hindi shall be replied in Hindi.	Any communication/file received in Hindi shall be replied in Hindi.	Any communication/file received in Hindi shall be replied in Hindi.	Any communication/file received in Hindi shall be replied in Hindi.
6.	Work relating to information sought under RTI Act, 2005	Reply to RTI applications shall be furnished within the stipulated time period.	Reply to RTI applications shall be furnished within the stipulated time period.	Reply to RTI applications shall be furnished within the stipulated time period.	Reply to RTI applications shall be furnished within the stipulated time period.
7.	Qualitative	<b>Every effort will be made to provide best quality of interpretation in the House and in the Committees.</b>			
8.	Quantitative	<b>Interpretation facility will be provided in the House, House Committees and Department Related Standing Committees. Efforts will be made to provide simultaneous interpretation in every meeting. Hence it is not possible to fix quantitative target in this regard.</b>			
9.	New initiative	<b>Steps shall be taken to familiarize interpreting officers with other forms of interpretation such as consecutive interpretation etc.</b>			
10.	Innovative	<b>Technique of simultaneous interpretation is highly complex process. So, every effort will be made to acquire proficiency and ensure best quality of interpretation.</b>			

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11.	Training/ Self improvement	The Service proposes to depute the Interpreters for the training conducted by the Training Unit of the Secretariat. The Service also proposes to depute Interpreters for overseas training in interpretation skill to the institutes where such training facility is available.			
12.	Work in Hindi	Service shall provide Quarterly Report of the work done in Hindi to Rajbhasha Section.			
13.	Uniform Computerized diary system	The Service shall maintain diary work on Computer.			
14.	Weeding out of old records	There are no such old records available in the section to be weeded out.			