

ANNUAL ACTION PLAN OF LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE (LARRDIS)

A. General Research Unit (Unit I)

S. NO.	ITEM	QUARTERLY TARGETS			
		January - March	April - June	July - September	October - December
1.	Speeches, messages, articles, research notes, background papers, factsheets and collection of reference material for the use of Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General, Rajya Sabha	10	10	10	10
2.	Compendium on Parliamentary Enactments: Documentation of Acts of National Importance passed by the Parliament which would include an executive summary of the Bill along with the copy of the Bill as introduced, report of the DRPSC, debates in Rajya Sabha and Lok Sabha (as reproduced from synopsis of debates), copy of the Bill as passed and a reading list of reference. Manuscript of 'Compendium on 'Prevention of Money Laundering Act, 2013' was put up for approval. Decision on this is pending in the light of the Committee constituted to review the publications brought out by the Secretariat.	-	-	-	-
3.	Background/ Research notes on the points included in the Agenda of the following Conferences: (i) Presiding Officers/ Secretaries of Legislative Bodies in India (ii) IPU/Association of Secretaries General of Parliaments (ASGP) (iii) CPA/Society of Clerks-at-the-Table in Commonwealth Parliaments(SOCATT)	10	10	10	10

	(iv) Speakers and Presiding Officers of the Commonwealth for the use of Hon'ble Deputy Chairman and Secretary-General, Rajya Sabha.				
4.	Questionnaires received from International parliamentary bodies like Inter-Parliamentary Union (IPU), Commonwealth Parliamentary Association (CPA), Association of Secretaries General of Parliaments (ASGP) and Society of Clerks-at-the- Table in Commonwealth Parliaments (SOCATT).	01	01	01	01
5.	Comparative notes on foreign Parliaments <i>vis-à-vis</i> India for the use of the Hon'ble Chairman, Hon'ble Deputy Chairman and Secretary-General, Rajya Sabha during the visits of Foreign Parliamentary Delegations	05	05	05	05
6.	Sessional Review for being published in the Journal of Parliamentary Information (JPI) (a quarterly journal) brought out by the Lok Sabha Secretariat.	-	01	01	01
7.	Sessional Letter from Secretary-General to the Secretary-General, Lok Sabha and the Secretaries, State Legislatures.	-	01	01	01
8.	Frequently Asked Questions (FAQs) on the Internet	Out of total 99 entries 21 entries contain information requiring constant monitoring and updation.	Changes will be made as and when required.	Changes will be made as and when required.	Changes will be made as and when required.
9.	Dr. S. Radhakrishnan Chair and Rajya Sabha Fellowships	The Chair holder is expected to submit the Report. Necessary action will be taken as and when required.	Reconstitution of the Search and Advisory Committee.	Meeting of Search and Advisory Committee.	--

B. Publications and Who's Who Unit (Unit II)

S. No.	Item	QUARTERLY TARGETS			
		January - March	April - June	July - September	October - December
1.	Rajya Sabha Who's Who 2018	Printed copies of 'Who's Who's- 2016' will be distributed as per approved list. Bio-data of continuing members will be updated for 'Who's Who 2018'	Compilation of bio-data of newly elected/re-elected members will be initiated. The processed bio-data will be sent for vetting and duly vetted draft will be processed for the 2018 edition and for uploading on the Members' homepage.	Compilation of bio-data of newly elected/re-elected members will be initiated. The processed bio-data will be sent for vetting and duly vetted draft will be processed for the 2018 edition and for uploading on the Members' homepage.	Manuscript will be finalised and approved manuscript will be sent for printing.
2.	Rajya Sabha Who's Who 2016 (Hindi version)	The Hindi translation of the Manuscript will be sent for printing.	The checked proofs will be cross-checked and sent to Translation for query resolution.	Printed copies will be distributed as per approved list after these were received	
3.	Updation of publication titled 'Rajya Sabha Members Biographical Sketches (1952-2003)'	Former Secretary-General directed that the publication titled 'Rajya Sabha Members Biographical Sketches 1952-2003' may be updated. It contains 1800 brief bio-data of Members. Out of these, 800 bio-data are required to be added/updated. The work relating to the updation of the publication is in progress.	The brief bio-data will be processed/ updated.	The manuscript will be finalised and will be sent for printing and translation.	Proof of the publication will be checked and returned for final printing. Printed copies of the publication as and when received will be distributed as per the approved mailing list.
4.	(i) Rajya Sabha and its Secretariat: A Performance Profile 2017.	Concerned Sections will be requested to provide the information/feedback for 2017 edition of the publication.	Information received from Sections will be compiled and edited.	Final manuscript would be prepared and sent for printing. Proof of English and Hindi version of the publication will be cross-checked and returned after resolving the queries. Hindi version will be sent to the Printing Section.	Printed copies of the publication will be distributed as and when received from the Printing Section.

	(ii) Rajya Sabha and its Secretariat: A Performance Profile 2016	Printed copies of the 2016 edition (English) will be distributed as per the approved mailing list. Hindi version of the publication will be sent for printing.	Printed copies of the Hindi version of the publication will be distributed.		
5.	Making Publications available on the Rajya Sabha Website and the Rajya Sabha Secretariat intranet site.	The Publications which are not available in electronic version, the Unit will take steps to convert those publications in electronic format and upload the same.	The process of converting publications in electronic format will be continued.	The process of converting publications in electronic format will be continued.	The process of converting publications in electronic format will be continued.
6.	Updation of the publication titled 'Rulings and Observations from the Chair (1952-2008)'	The Rulings and Observations from the Chair up to December 2017 will be culled out and compiled. The compilation will be put up for approval. The approved Rulings and Observations will be merged with the previous edition.	Rulings and Observation will be culled out from the debates of 245 th session and framed in the approved format.	Rulings and Observations will be culled out from the debates of 246 th session and framed in the approved format.	Rulings and Observations will be culled out from the debates of 247 th session and framed in the approved format. The Rulings and Observations from 245 th - 247 th session will be put up for approval and will be merged with the Rulings and Observations from 1952-2017.
7.	Welcome Mr. Chairman, Sir (Shri M. Venkaiah Naidu)	Printed copies will be distributed to the Members of Rajya Sabha.			
8.	Updation of ten booklet series for Orientation Programme for newly elected/nominated Members of Rajya Sabha	The work relating to the updation of the following ten booklets will be undertaken: i. The Law-Making Process ii. Rajya Sabha – Its Contribution to Indian Polity iii. How to be an Effective Legislator iv. Information Management for Legislators 'A Background Note' v. Executive – Its Accountability to Parliament vi. Members – Dos & Don'ts	The manuscript of the booklets will be sent for Hindi translation/printing. The printed copies will be received.	Copies of the booklets will be distributed to the Members in the Orientation Programme.	-

		<ul style="list-style-type: none"> vii. Information at a Glance viii. Committee System in Rajya Sabha ix. Role of the Leader of the House, Leader of the Opposition and Whips x. Parliamentary Privileges. 			
--	--	--	--	--	--

C. Library and Reference Unit (Unit III)

Sl. No.	Items	QUARTERLY TARGETS			
		January- March	April - June	July - September	October– December
1.	Processing of requests for purchase of publications received from the Office of the Hon'ble Chairman, Deputy Chairman, Chairmen of various Committees, LOP, Secretary General, Officers and different sections of the Secretariat.*	5	5	5	5
2.	Processing of bills regarding books purchased.*	5	5	5	5
3.	Accessioning and entry of books purchased (stamping and entry in respective registers).*	20	20	20	20
4.	Books issued to the officers and staff of the Secretariat.*	45	45	45	45
5.	Entry of issues of magazines/ journals of different frequencies in register. (21 magazines/journals)	As per the number of issues received.	As per the number of issues received.	As per the number of issues received.	As per the number of issues received.
6.	Issuing of magazines/ journals to the officers of the Secretariat on requisition.*	50	50	50	50
7.	Newspaper clippings culled out from various newspapers subscribed by the Unit are sent for perusal of the Deputy Chairman and the Secretary-General. Four sets of important clippings are prepared and one set each is sent for the perusal of Additional Secretaries and Joint Secretary (LR).	Daily basis On an average, 35 news items/ editorials/ articles.	Daily basis On an average, 35 news items/ editorials/ articles.	Daily basis On an average, 35 news items/ editorials/ articles.	Daily basis On an average, 35 news items/ editorials/ articles.
		Index page is also prepared for news clippings folder. News items relating to Hon'ble Chairman, Hon'ble Deputy Chairman, House proceedings, Rajya Sabha Secretariat, Lok Sabha Secretariat and State Legislatures are given priority in newspaper clippings.			
8.	List of issues likely to be raised during the Session of the Rajya Sabha.	List of issues likely to be raised during 245 th Session will be prepared for perusal of the Secretary-General.	—	List of issues likely to be raised during 246 th Session will be prepared for perusal of the Secretary-General.	List of issues likely to be raised during 247 th Session will be prepared for perusal of the Secretary-General.

* Figures given in each item, in each quarter, are the projections based on the target achieved in 2017 and are primarily demand driven.

9.	Issue of NOCs to officers/staff on retirement/resignation/repatriation/ demise or to co-terminus employees. (The past record of the book(s), etc. issued to the concerned officer/staff is checked and accordingly reminders are given. As and when the book(s) are received in the library from retiring persons the NOC is issued)	11 (excluding NOCs issued to officials after their resignation/ repatriation/ demise or to co-terminus employees)	10 (excluding NOCs issued to officials after their resignation/ repatriation/ demise or to co-terminus employees)	08 (excluding NOCs issued to officials after their resignation/ repatriation/ demise or to co-terminus employees)	14 (excluding NOCs issued to officials after their resignation/ repatriation/ demise or to co-terminus employees)
10.	Processing of receipts requesting to 'Write off' books or to 'recover their cost'.*	01	01	01	01
11.	Processing of newspapers/ magazines reimbursement bills/ claims of Hon'ble Chairman, Deputy Chairman and Chairmen of various Committees of Rajya Sabha, LOP, Secretary-General, on monthly basis and that of the Additional Secretaries on quarterly basis.*	80	80	80	80
12.	Renewal of annual subscription of periodicals/magazines for the library.	01	-	02	04
13.	Processing of receipts regarding any new subscription of periodicals/ magazines/ newspapers for the Hon'ble Chairman, Deputy Chairman, Chairmen of various Committees of Rajya Sabha, LOP, Secretary-General, Additional Secretaries and Sections of the Secretariat.*	01	01	01	01
14.	Budget related requisitions.	Surrender of savings, if any under the grant of Rajya Sabha for the financial year 2017-2018 will be sent to Estt.(A/cs) & Budget Section, after due assessment. Information regarding	Information regarding monthly expenditure (March, April and May, 2018) will be sent to Estt.(A/cs) & Budget Section.	The Revised Estimates for the current financial year (2018-19) and Budget Estimates for the next financial year (2019-20) will be sent to Estt.(A/cs) & Budget Section. Information regarding	Information regarding monthly expenditure (September, October and November, 2018) will be sent to Estt.(A/cs) & Budget Section.

* Figures given in each item, in each quarter, are the projections based on the target achieved in 2017 and are primarily demand driven.

* Figures given in each item, in each quarter, are the projections based on the target achieved in 2017 and are primarily demand driven.

		monthly expenditure (December, 2017, January, and February, 2018) will be sent to Estt. (A/cs) and Budget Section.		monthly expenditure (June, July and August, 2018) will be sent.	
15.	Statement of Expenditure incurred on subscription of newspapers/ magazines for use in the office of the Hon'ble Chairman, Rajya Sabha to be sent to Director, MS&A on quarterly basis.	1	1	1	1
16.	Distribution of in-house publications brought out by LARRDIS and maintaining the records thereof.	Regular basis.	Regular basis.	Regular basis.	Regular basis.
17.	Binding of books/ publications/ journals/ bulletins etc.	Bill regarding binding of publications/ journals will be processed.	-	Publications/journals will be identified/ compiled for binding.	-
18.	Miscellaneous Requisitions/ References received from various quarters.*	6	6	6	6
19.	Letters/Notes/U.O. Notes/e-mails sent to different sections/officers/ other organizations/distributors etc. *	30	30	30	30
20.	Updation of 'List of Books available in the Library' (e-catalogue) on the Rajya Sabha Intranet.	Regular basis.	Regular basis.	Regular basis.	Regular basis.

* Figures given in each item, in each quarter, are the projections based on the target achieved in 2017 and are primarily demand driven.

D. MEDIA, EDUCATION & AUDIO-VISUAL (MEAV) UNIT – (UNIT-IV)

S. No.	ITEM	ACTIVITY			
		January - March	April - June	July - September	October - December
1.	Accreditation of newspapers/ news agencies/ electronic media/ freelance journalists to the Press Gallery of Rajya Sabha				
	(i) Number of requests to be received from newspapers/ news agencies/ electronic media/ freelance journalists.	In 2017 three requests were processed as per the guidelines. Expecting the similar number (3) of requests.	In 2017 two requests were processed as per the guidelines. Expecting the similar number (2) of requests.	In 2017 two requests were processed as per the guidelines. Expecting the similar number (2) of requests.	In 2017 nine requests were processed as per the guidelines. Expecting the similar number (9) of requests.
	(ii) Requests to be placed before the Media Advisory Committee	All requests will be processed and placed before the MAC for its consideration.	All requests will be processed and placed before the MAC for its consideration.	All requests will be processed and placed before the MAC for its consideration.	All requests will be processed and placed before the MAC for its consideration.
2.	Media Advisory Committee meetings				
	(i) Number of Meetings to be organized	Two meetings were held in the year 2017. Expecting the similar number (2) of meetings.	Two meetings were held in the year 2017. Expecting the similar number (2) of meetings.	One meeting was held in the year 2017. Expecting the similar number (1) of meeting.	One meeting was held in the year 2017. Expecting the similar number (1) of meeting
	(ii) Memoranda and Minutes to be prepared	Memoranda and Minutes will be prepared according to the number of MAC meetings.	Memoranda and Minutes will be prepared according to the number of MAC meetings.	Memoranda and Minutes will be prepared according to the number of MAC meetings.	Memoranda and Minutes will be prepared according to the number of MAC meetings.
3.	Reconstitution of Media Advisory Committee	File for reconstitution of Media Advisory Committee to be submitted and revisiting the guidelines.			
4.	Issuing/ Renewing Annual/ Sessional/ Temporary Rajya Sabha Press Gallery passes for journalists and also recommending their names to CPIC for				

S. No.	ITEM	ACTIVITY			
		January - March	April - June	July - September	October - December
	issuance of R.F. Tags				
	(i) Issuing/ renewing Annual Rajya Sabha Press Gallery passes and forwarding their names to CPIC for issuance of R.F. Tags	225 passes	10 passes	5 passes	5 passes
	(ii) Recommending to CPIC for issuance of Sessional Rajya Sabha Press Gallery passes	110	-	110	110
	(iii) Recommending to CPIC for issuance/ renewing of Temporary Rajya Sabha Press Gallery passes	80	80	80	80
5.	Issuance annual and sessional parking labels to media persons				
	(i) Number of Annual Parking Labels to be issued	45 parking labels	15 parking labels	15 parking labels	10 parking labels
	(ii) Number of Sessional Parking Labels to be issued	25	10	10	10
	(iii) File for printing of 200 Annual Parking Labels and 100 Parking Labels each for the 3 Sessions of year 2019 to be processed				File for printing of Parking Labels to be submitted in this quarter.
6.	Liaison with print/ electronic media/ news agencies for the coverage of reports of the parliamentary committees and important events (Committee report presentations, Oath taking ceremonies, call on by foreign delegations, etc.) of Rajya Sabha				
	(i) Number of anticipated events	5 events	5 events	8 events	6 events
	(ii) Number of media organizations/ media persons to be contacted:				
	(a) Telephonically	50	50	50	50
	(b) By E-mail	250	250	250	250

S. No.	ITEM	ACTIVITY			
		January - March	April - June	July - September	October - December
7.	Issue of press releases/ communiqués				
	(i) Number of anticipated Press Releases	15 press releases	15 press releases	15 press releases	15 press releases
	(ii) Number of emails to be sent	250	250	250	250
	(iii) Number of major media organizations/ media persons to be contacted for follow up	25	25	25	25
8.	Management of Press Counter Number of parliamentary papers such as Bills, Lists of Business, Lists of Starred/ Unstarred Questions, Statements made by the Ministers, Reports of the various Parliamentary Committees, Special Mentions etc to be made available to the media persons during each day of the session.	50 parliamentary papers per day of the session (excluding committee reports) to the media persons.	50 parliamentary papers per day of the session (excluding committee reports) to the media persons.	50 parliamentary papers per day of the session (excluding committee reports) to the media persons.	50 parliamentary papers per day of the session (excluding committee reports) to the media persons.
9.	Press Conferences by Committee Chairmen				
	(i) Number of anticipated Press Conferences	4 Press Conferences	4 Press Conferences	4 Press Conferences	4 Press Conferences
	(ii) Number of e-mails to be sent to media persons	250	250	250	250
	(iii) Number of media organizations/ media persons to be contacted telephonically	30	30	30	30
10.	Arrangement of a photographer for covering important events/occasions	15 events	15 events	15 events	25 events
11.	Updation of information regarding Media Advisory Committee, etc. on website	(i) Information regarding the Media Advisory Committee of Rajya Sabha on the Rajya Sabha Webpage to be updated as and when required. (ii) Press Releases on the Rajya Sabha Webpage to be uploaded as and when required.	(i) Information regarding the Media Advisory Committee of Rajya Sabha on the Rajya Sabha Webpage to be updated as and when required. (ii) Press Releases on the Rajya Sabha Webpage to be uploaded as and when required.	(i) Information regarding the Media Advisory Committee of Rajya Sabha on the Rajya Sabha Webpage to be updated as and when required. (ii) Press Releases on the Rajya Sabha Webpage to be uploaded as and when required.	(i) Information regarding the Media Advisory Committee of Rajya Sabha on the Rajya Sabha Webpage to be updated as and when required. (ii) Press Releases on the Rajya Sabha Webpage to be uploaded as and when required.

S. No.	ITEM	ACTIVITY			
		January - March	April - June	July - September	October - December
			required.	required.	required.
12.	Work related to vetting of advertisement issued to the newspapers through DAVP	Advertisements received from various sections to be vetted and relevant entry to be made in the Budget Control Register.	Advertisements received from various sections to be vetted and relevant entry to be made in the Budget Control Register.	(i) Advertisements received from various sections to be vetted and relevant entry to be made in the Budget Control Register. (ii) Budget Estimate for the year 2019-20 and Revised Estimates for 2018-19 to be forwarded to the Estt.(A/c) & Budget Section.	Advertisements received from various sections to be vetted and relevant entry to be made in the Budget Control Register.
13.	Processing of Financial Receipts (Photograph Bills and Refreshment Bills)	12	12	12	12
14.	Miscellaneous (Requests likely to be received from/sent to others Sections e.g. Monthly Expenditure Projection (MEP) Quarterly Expenditure Projection(QEP) to Estt. Accounts & Budget Section, etc.	3 monthly expenditure details pertaining to Advertisement and Publicity received through DAVP are to be sent to the Estt. (Accounts) & Budget Section	3 monthly expenditure details pertaining to Advertisement and Publicity received through DAVP are to be sent to the Estt. (Accounts) & Budget Section	3 monthly expenditure details pertaining to Advertisement and Publicity received through DAVP are to be sent to the Estt. (Accounts) & Budget Section	3 monthly expenditure details pertaining to Advertisement and Publicity received through DAVP are to be sent to the Estt. (Accounts) & Budget Section

Tasks Common to all Units i.e. GRU, PWW, LRU and MEAV					
1.	Parliamentary Bulletins *	07	07	07	07
		Bulletins are also received from the LARRDIS, Lok Sabha Secretariat and are put up as and when received.			
2.	Weeding out of old records/files/publications/books.	List regarding weeding out of Who's Who files relating to former members will be submitted for approval.	File regarding weeding out of old files/ records/ magazines will be submitted for approval.	File regarding weeding out of old/ obsolete rule books/publications will be submitted for approval.	File regarding weeding out of old editions of in-house publications will be submitted for approval.
3.	Annual Report	Preparation of Annual Report of the LARRDIS on the basis of activities/ work done by all Units during the year 2017.			
4.	Annual Action Plan	Review of the Annual Action Plan for the year 2017.			Preparation of Annual Action Plan for the year 2019.
5.	Computerised Diary	Done on regular basis.	Done on regular basis.	Done on regular basis.	Done on regular basis.
6.	Annual Office Inspection; Action Taken Report (ATR) on observation of Inspecting Officer.	Annual Office Inspection 2017 would be conducted during the month of January 2018.	-	ATR: Observations/ suggestions of the Inspecting Officer will be noted for compliance.	-
7.	Digitization of old Records/Files/Publications.	Approx. 500 pgs. Old Records/Files/Publications identified for the purpose, would be digitized.	Approx. 500 pgs.	Approx. 500 pgs.	Approx. 500 pgs.
8.	Work done in Hindi. *	10	10	10	10
9.	Work relating to Information sought under RTI Act, 2005. *	20	20	20	20
		As information sought under RTI is of time bound nature, it is responded on priority within the time frame.			

* Figures given in each item, in each quarter, are the projections based on the target achieved in 2017 and are primarily demand driven.

* Figures given in each item, in each quarter, are the projections based on the target achieved in 2017 and are primarily demand driven.