

ANNUAL ACTION PLAN OF LEGISLATIVE SECTION

S.No	ITEM	ACTIVITY			
		JANUARY - MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Record Management/ weeding out of old records		-		Classification/weeding out of approximately 100 files pertaining to the year 2015.
2.	Computrised Diary, updation of records on website and maintenance of registers, etc.				
(i)	Precedent Register	Will be updated upto the winter session, 2017 (244 th Session)	Will be updated upto first part of the Budget Session, 2018 (245 th Session)	Will be updated upto second part of the Budget Session, 2018 (245 th Session)	Will be updated upto the Monsoon Session, 2018 (246 th Session)
(ii)	Special Mention Register	Register will be updated upto the winter Session, 2017 (244 th Session)	Register will be updated upto first part of Budget Session, 2018 (245 th Session)	Register will be updated upto second part of Budget Session, 2018 (245 th Session)	Register will be updated upto Monsoon Session, 2018 (246 th Session)
(iii)	Calling Attention Register	Register will be updated upto the winter Session, 2017 (244 th Session)	Register will be updated upto first part of Budget Session, 2018 (245 th Session)	Register will be updated upto second part of Budget Session, 2018 (245 th Session)	Register will be updated upto Monsoon Session, 2018 (246 th Session)
(iv)	Short Duration Discussion Register	Register will be updated upto the winter Session, 2017 (244 th Session)	Register will be updated upto first part of Budget Session, 2018 (245 th Session)	Register will be updated upto second part of Budget Session, 2018 (245 th Session)	Register will be updated upto Monsoon Session, 2018 (246 th Session)
(v)	Private Members Resolution Register	Register will be updated upto the winter Session, 2017 (244 th Session)	Register will be updated upto first part of Budget Session, 2018 (245 th Session)	Register will be updated upto second part of Budget Session, 2018 (245 th Session)	Register will be updated upto Monsoon Session, 2018 (246 th Session)

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(vi)	Updation of Website	(i) Provisional Calendar of Sittings (245 th Session), Parliamentary Bulletin regarding Tentative Business to be transacted during 245 th Session to be linked. (ii) Special Mention Data upto 244 th Session will be entered in the Special Mention Software.	Special Mention Data upto the first part of Budget Session (245 th Session) will be entered in the Special Mention Software.	(i) Provisional Calendar of Sittings (246 th Session), Parliamentary Bulletin regarding Tentative Business to be transacted during 246 th Session to be linked. (ii) Special Mention Data upto the second part of Budget Session (245 th Session) will be entered in the Special Mention Software.	(i) Provisional Calendar of Sittings (247 th Session), Bulletin regarding Tentative Business to be transacted during 247 th Session to be linked. (ii) Special Mention Data upto Monsoon Session (246 th Session) will be entered in the Special Mention Software.
3.	Annual Report and Performance Profile	Preparation of Annual Report, 2017 and Performance Profile, 2017.			
4.	Annual Action Plan and Status of Annual Action Plan	Submission of Status of Annual Action Plan, 2017 (Jan. to Dec.)	Submission of Quarterly Status Report of Annual Action Plan, 2018. (Jan. to March)	Submission of Quarterly Status Report of Annual Action Plan, 2018. (April to June)	(i) Submission of Status of Annual Action Plan-2018 (Jan. to Sept.) to O&M Section. (ii) Preparation of Annual Action Plan – 2019.
5.	Annual Office Inspection and ATR on observations of Inspecting Officer	Annual office inspection, 2018 likely to be done.	ATR on Office Inspection, 2018 : - Action to be taken on the observations of Inspecting Officer., if any.		
6.	Work done in Hindi	All the receipts received in Hindi will be processed in Hindi and reply, if any, will also be sent in Hindi.	Quantity of work done in Hindi in respect of files opened, notings and number of receipts processed would be recorded separately.		

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		JANUARY - MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
7.	Work relating to information sought under RTI Act, 2005	As per last year's experience, approximately fifteen (15) RTI applications may be disposed of within prescribed time limit.	As per last year's experience, approximately fifteen (15) RTI applications may be disposed of within prescribed time limit.	As per last year's experience, approximately fifteen (15) RTI applications may be disposed of within prescribed time limit.	As per last year's experience, approximately fifteen (15) RTI applications may be disposed of within prescribed time limit.
8.	New initiatives	Index of files of 1970 and 1971 will be entered into DMIS Software.	Index of files of 1968 and 1969 will be entered into DMIS Software.	Index of files of 1966 and 1967 will be entered into DMIS Software.	Index of files of 2014 and 2015 will be entered into DMIS Software.