

ANNUAL ACTION PLAN OF LOBBY OFFICE

Sl. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Conversion of DVC Pro-126 minutes tape into DVD.	DVC Pro-126 minutes tape for the 244 th Session to be sent to the vendor for conversion into DVDs. (Approx. 100 tapes)		As DVC Pro 126 minutes tape will not be available for recording of the proceedings of the Rajya Sabha from Budget Session of 2018 onwards, there will be no conversion work. The proceedings of the House will be recorded and maintained for Archival purpose by RSTV at their end.	
2.	Journals	Camera Ready Copy (CRC) of 244 th and 245 th Session to be sent to Printing Section.		Camera Ready Copy (CRC) of 246 th Session to be sent to Printing Section.	Camera Ready Copy (CRC) of 247 th Session to be sent to Printing Section.
3.	Chamber Inspection.	Chamber Rehearsal before Budget Session.		Chamber Rehearsal before Monsoon Session.	Chamber Rehearsal before Winter Session.
4.	Record Management	-----		Files for the year 2013 will be reviewed.	----
5.	Updation of web-site	(i) Up-load the Attendance of Members for the 244 th and 245 th Session of Rajya Sabha on the Rajya Sabha website. (ii) Up-load the Journal for the 244 th and 245 th Session of Rajya Sabha on the Rajya Sabha website. (iii) Up-load the DVDs containing the proceedings of 244 th Session of Rajya Sabha in SAN Disc on ftp Server.		(i) Up-load the Attendance of Members for the 246 th Session of Rajya Sabha on the Rajya Sabha website. (ii) Up-load the Journal for the 246 th Session of Rajya Sabha on the Rajya Sabha website.	(i) Up-load the Attendance of Members for the 247 th Session of Rajya Sabha on the Rajya Sabha website. (ii) Up-load the Journal for the 247 th Session of Rajya Sabha on the Rajya Sabha website.

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6.	Annual Report	---		----	Preparation of Annual Report for the year 2019.
7.	Annual Office Inspection	Annual Office inspection for the year 2017 to be conducted between the month of January and March, 2018.		Take follow-up action on observations of Inspecting Officer, if received during the quarter.	Take follow-up action on observations of Inspecting Officer, if received during the quarter.
8.	Annual Action Plan	Monitoring and implementation of Action Plan 2018		Monitoring and implementation of Acton Plan 2018.	(i) Monitoring and implementation of Action Plan 2018. (ii) Annual Action Plan for the year 2019.to be prepared.
9.	Computerized Diary	An ongoing activity.			
10.	Work done in Hind	All communications/receipts received in Hindi are to be responded in that language.			
11.	Information sought under RTI Act, 2005	(i) All the communications/requests received under RTI Act through off line as well as on line (RTI-MIS) from RTI Cell to be replied/responded within the prescribed time limit. (ii) Entry of current files in pursuance to CIC Order.			
12.	New initiatives	The recording of the proceedings of the Rajya Sabha will be done on server based technology replacing the existing mode of recording on DVC Pro 126 minutes tapes.			