

## ANNUAL ACTION PLAN OF M.A. SECTION

S.No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Allotment of bungalows/flats/servant quarters/ motor garages to:-				
	(i) newly elected MPs	(i) 2	(i) 30	(i) 1	(i) ---
	(ii) existing MPs	(ii) 8	(ii) 5	(ii) 5	(ii) 2
2.	Transit accommodation to newly elected/ nominated Members of Rajya Sabha	2	45	2	--
3.	Allotment/extension of guest accommodation for Members of Rajya Sabha:-				
	(i) in V.P House/North Avenue/South Avenue/ Meena Bagh	(i) 45	(i) 40	(i) 40	(i) 40
	(ii) in Western Court Hostel	(ii) 250	(ii) 250	(ii) 250	(ii) 250
4.	Maintenance of accommodation				
	(i) Renovation	(i) 4	(i) 20	(i) 1	(i) --
	(ii) Addition/alteration	(ii) 2	(ii) 2	(ii) 2	(ii) 1
5.	Telephone facilities to Members of Rajya Sabha	20	200	5	--
6.	Medical facilities to Members of Rajya Sabha:-				
	(i) Plastic Lamination Cards	(i) 4	(i) 60	(i) 2	(i) --

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	(ii) Referral Letters for treatment.	(ii) 4	(ii) 20	(ii) 3	(ii) --
7.	Forwarding of eviction cases to Director of Estates	--	1	1	4
8.	Forwarding of requests for surplus defence vehicles from Members of Rajya Sabha	1	4	2	2
9.	Quarterly/Monthly Reports & References prepared/ forwarded :				
	(i) To R&L Section	(i) 1	(i) 1	(i) 1	(i) 1
	(ii) To Committee Coordination Section	(ii) 3	(ii) 3	(ii) 3	(ii) 3
10.	Preparation of Annual Report - 2017	1	--	--	--
11.	Annual Action Plan (AAP).				
	(i) Preparation of Annual Action Plan -2019	(i) --	(i) --	(i) --	(i) 1
	(ii) Review of Annual Action Plan	(ii) 1- AAP- 2017	(ii) 1 - Ist quarter of AAP - 2018	(ii) 1- IInd quarter of AAP - 2018	(ii) 1- IIIrd quarter of AAP - 2018
12.	Record Management/Weeding Out of old Records				
	- Number of files to be Recorded/Weeded Out	--	--	--	30
13.	(i) Computerized Diary	(i) 500	(i) 500	(i) 500	(i) 500
	(ii) Files opened in DMIS	(ii) 10	(ii) 30	(ii) 3	(ii) 2

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14.	Meetings of the House Committee	1	1	1	1
15.	Annual Office Inspection; ATR on observation of Inspecting Officer	1	--	--	--
16.	Work in Hindi				
	(i) Replies to be sent in Hindi for the Hindi receipts	(i) 6	(i) 6	(i) 6	(i) 6
	(ii) No. of Registers to be maintained bilingually	(ii) 16	(ii) 16	(ii) 16	(ii) 16
	(iii) No. of Files opened with Subjects written bilingually	(iii) 10	(iii) 30	(iii) 3	(iii) 2
	(iv) No. of Notices/ Agenda/Minutes in Hindi.	(iv) 3	(iv) 3	(iv) 3	(iv) 3
	(v) Quarterly Report on work done in Hindi	(v) 1	(v) 1	(v) 1	(v) 1
17.	Work relating to Information sought under RTI Act, 2005 : - Processing of Applications	15	20	20	20
18.	New initiatives(s) proposed	<p>House Committee, Rajya Sabha in its meeting held on 18<sup>th</sup> September, 2013 had given in principle approval for re-development of the existing old flats at North Avenue by demolishing the same in phases and in the first phase, it has been decided to demolish flat nos. 1-64, North Avenue. The Committee also approved the revised plan of the project in its meeting held on 30<sup>th</sup> August, 2016. The Chairman House Committee had conveyed the administrative approval and expenditure sanction for ₹ 10.25 crores to CPWD <i>vide</i> letter dated 5<sup>th</sup> June, 2017 for the construction of four duplex type flats of Rajya Sabha Pool. All the residential units of Rajya Sabha Pool which are to be demolished in the first phase, had been got vacated by the occupants and the demolition work has been completed.</p> <p>A total of 36 duplex flats having basement and state of the art facilities would be constructed by CPWD, in the first phase, out of which 4 flats will be of Rajya Sabha Pool.</p>			