

ANNUAL ACTION PLAN OF COMMITTEE SECTION (MPLADS)

Sl. No.	ITEM	ACTIVITY			
		JANUARY – MARCH	APRIL – JUNE	JULY – SEPTEMBER	OCTOBER - DECEMBER
1.	Memoranda on various issues/ proposals.	Memoranda on proposals received from MPs, M/o Statistics & Programme Implementation (MoS&PI) and other Stake-holders would be prepared within five working days before the scheduled meeting of the Committee.	Memoranda on proposals received from MPs, M/o Statistics & Programme Implementation (MoS&PI) and other Stake-holders would be prepared within five working days before the scheduled meeting of the Committee.	Memoranda on proposals received from MPs, M/o Statistics & Programme Implementation (MoS&PI) and other Stake-holders would be prepared within five working days before the scheduled meeting of the Committee.	Memoranda on proposals received from MPs, M/o Statistics & Programme Implementation (MoS&PI) and other Stake-holders would be prepared within five working days before the scheduled meeting of the Committee.
2.	Preparation of Minutes of the Meeting of the Committee.	The Minutes would be prepared within seven working days from the date of receipt of verbatim record of the meeting.	The Minutes would be prepared within seven working days from the date of receipt of verbatim record of the meeting.	The Minutes would be prepared within seven working days from the date of receipt of verbatim record of the meeting.	The Minutes would be prepared within seven working days from the date of receipt of verbatim record of the meeting.
3.	Request for option of Nodal District in r/o newly elected / nominated Member, Rajya Sabha.	A newly elected / nominated Member, Rajya Sabha would be requested within 5 days of his/her election / nomination to Rajya Sabha to convey his / her option of nodal district for management of MPLADS fund.	A newly elected / nominated Member, Rajya Sabha would be requested within 5 days of his/her election / nomination to Rajya Sabha to convey his / her option of nodal district for management of MPLADS fund.	A newly elected / nominated Member, Rajya Sabha would be requested within 5 days of his/her election / nomination to Rajya Sabha to convey his / her option of nodal district for management of MPLADS fund.	A newly elected / nominated Member, Rajya Sabha would be requested within 5 days of his/her election / nomination to Rajya Sabha to convey his / her option of nodal district for management of MPLADS fund.
4.	Intimation regarding option / change of Nodal Districts of MPs, Rajya Sabha under the MPLAD Scheme.	(i) Information would be forwarded to the MoS&PI within 5 working days of the receipt of change of nodal district by an MP, Rajya Sabha.	Information would be forwarded to the MoS&PI within 5 working days of the receipt of change of nodal district by an MP, Rajya Sabha.	Information would be forwarded to the MoS&PI within 2-3 working days of the receipt of change of nodal district by an MP, Rajya Sabha.	Information would be forwarded to the MoS&PI within 2-3 working days of the receipt of change of nodal district by an MP, Rajya Sabha.

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		(ii) All the Central Ministries/Departments will also be intimated in this regard for inviting the Member(s) to the functions organized by them in his/her Nodal District.	(ii) All the Central Ministries/Departments will also be intimated in this regard for inviting the Member(s) to the functions organized by them in his/her Nodal District. (iii) A complete list of Nodal Districts opted by Members of Rajya Sabha under MPLAD Scheme would be updated and forwarded to all the Ministries / Departments of the Government of India in the last week of May.	(ii) All the Central Ministries/Departments will also be intimated in this regard for inviting the Member(s) to the functions organized by them in his/her Nodal District.	(ii) All the Central Ministries/Departments will also be intimated in this regard for inviting the Member(s) to the functions organized by them in his/her Nodal District. (iii) A complete list of Nodal Districts opted by Members of Rajya Sabha under MPLAD Scheme would be updated and forwarded to all Ministries / Departments of the Government of India in the last week of November.
5.	Furnishing of information sought by various sections of the Secretariat including R&L Section, O&M Section, and Committee Co-ordination Section etc.	Information sought by various Sections will be furnished to the concerned Section within the due date prescribed in each case.	Information sought by various Sections will be furnished to the concerned Section within the due date prescribed in each case.	Information sought by various Sections will be furnished to the concerned Section within the due date prescribed in each case.	Information sought by various Sections will be furnished to the concerned Section within the due date prescribed in each case.
6.	Annual Office Inspection	Action required, if any, on observation of the inspecting officer would be taken and ATR would be sent to O&M Section for information.			

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7.	Annual Report	Preparation of the Annual Report on the activities / work done by the Section during 2017 would be done by 15 th January, 2018.	--	--	--
8.	Information sought under RTI Act, 2005	Information sought under the RTI Act, 2005 would be furnished within the due date to the RTI Cell.	Information sought under the RTI Act, 2005 would be furnished within the due date to the RTI Cell.	Information sought under the RTI Act, 2005 would be furnished within the due date to the RTI Cell.	Information sought under the RTI Act, 2005 would be furnished within the due date to the RTI Cell.
9.	Review and follow up of ongoing rehabilitation works in naturally calamity affected areas.	Review of the ongoing rehabilitation works would be done and, if necessary, the matter would be pursued with the MoS&PI and information obtained would be placed before the Committee for its consideration and follow up action would be taken on the decisions of the Committee.	Review of the ongoing rehabilitation works would be done and, if necessary, the matter would be pursued with the MoS&PI and information obtained would be placed before the Committee for its consideration and follow up action would be taken on the decisions of the Committee.	Review of the ongoing rehabilitation works would be done and, if necessary, the matter would be pursued with the MoS&PI and information obtained would be placed before the Committee for its consideration and follow up action would be taken on the decisions of the Committee.	Review of the ongoing rehabilitation works would be done and, if necessary, the matter would be pursued with the MoS&PI and information obtained would be placed before the Committee for its consideration and follow up action would be taken on the decisions of the Committee.
10.	Weeding out of old records.	--	--	--	Files and records that need to be weeded out would be identified and weeded out accordingly after the approval of the competent authority.

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11.	Updation of website data.	Reports presented to the Rajya Sabha will be uploaded on the website within two working days from the date of presentation.	Reports presented to the Rajya Sabha will be uploaded on the website within two working days from the date of presentation.	Reports presented to the Rajya Sabha will be uploaded on the website within two working days from the date of presentation.	Reports presented to the Rajya Sabha will be uploaded on the website within two working days from the date of presentation.
12.	MPLADS website of the Ministry of Statistics & Programme Implementation	Information regarding discrepancy and / or non-updation of data, if any, on MPLADS website of the Ministry would be communicated to the MoS&PI during the second half of the last month of the quarter.	Information regarding discrepancy and / or non-updation of data, if any, on MPLADS website of the Ministry would be communicated to the MoS&PI during the second half of the last month of the quarter.	Information regarding discrepancy and / or non-updation of data, if any, on MPLADS website of the Ministry would be communicated to the MoS&PI during the second half of the last month of the quarter.	Information regarding discrepancy and / or non-updation of data, if any, on MPLADS website of the Ministry would be communicated to the MoS&PI during the second half of the last month of the quarter.
13.	Intimation regarding Election / Nomination / Resignation / Demise / Disqualification and change of name style etc. of sitting Members	Information received from Table Office regarding election / nomination / resignation / demise / disqualification and change of name style etc. of Members will be forwarded to the Ministry of S&PI within 5 days of their receipt, to enable the Ministry to take necessary action.	Information received from Table Office regarding election / nomination / resignation / demise / disqualification and change of name style etc. of Members will be forwarded to the Ministry of S&PI within 5 days of their receipt, to enable the Ministry to take necessary action.	Information received from Table Office regarding election / nomination / resignation / demise / disqualification and change of name style etc. of Members will be forwarded to the Ministry of S&PI within 5 days of their receipt, to enable the Ministry to take necessary action.	Information received from Table Office regarding election / nomination / resignation / demise / disqualification and change of name style etc. of Members will be forwarded to the Ministry of S&PI within 5 days of their receipt, to enable the Ministry to take necessary action.
14.	Computerized Diary system and Backup of the Computerized Diary System	Diarizing of all the receipts will be done on DMIS software on daily basis.	Diarizing of all the receipts will be done on DMIS software on daily basis.	Diarizing of all the receipts will be done on DMIS software on daily basis.	Diarizing of all the receipts will be done on DMIS software on daily basis.

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		To save the record, a backup of the Diary would be kept in hard copy.	To save the record, a backup of the Diary would be kept in hard copy.	To save the record, a backup of the Diary would be kept in hard copy.	To save the record, a backup of the Diary would be kept in hard copy.
15.	Updation of records as per Manual	(i) All the records maintained in the Section as per manual will be reviewed and updated. (ii) The updation will be done the same day, as and when required.	(i) All the records maintained in the Section as per manual will be reviewed and updated. (ii) The updation will be done the same day, as and when required.	(i) All the records maintained in the Section as per manual will be reviewed and updated. (ii) The updation will be done the same day, as and when required.	(i) All the records maintained in the Section as per manual will be reviewed and updated. (ii) The updation will be done the same day, as and when required.
16.	Preparation of Annual Action Plan for the year 2019.	--	--	--	Annual Action Plan for the year 2019 will be prepared and sent to the O&M Section by the prescribed date.
17.	Retiring Members, Rajya Sabha	--	--	--	Table Office would be requested in second half of December to provide a list of Members due to retire upto the period 31 st January, 2019.
18.	Informing the retiring Members about the status of utilization of their MPLADS fund.	A list of Members retiring during the period upto 31 st July, 2018 would be sent to the Ministry by 7 th January, 2018 to furnish details of total funds not committed for recommended works under MPLADS in r/o them. The information so received, would be furnished to the concerned	--	A list of Members retiring during the period upto 31 st January, 2019 would be sent to the Ministry by 7 th July, 2018 to furnish details of total funds not committed for recommended works under MPLADS in r/o them. The information so received, would be furnished to the concerned Members well in advance to	--

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		Members well in advance to enable them to recommend works upto their full entitlement before their retirement.		enable them to recommend works upto their full entitlement before their retirement.	
19.	<u>New initiative:</u> Maintaining an up-to-date e-copy of the Guidelines on MPLADS for ready reference.	Modifications made in the existing Guidelines on MPLADS by way of Circulars issued from time to time by the Nodal Ministry i.e. Min. of S&PI would be suitably incorporated in an e-copy of the Guidelines for ready reference.	Modifications made in the existing Guidelines on MPLADS by way of Circulars issued from time to time by the Nodal Ministry i.e. Min. of S&PI would be suitably incorporated in an e-copy of the Guidelines for ready reference.	Modifications made in the existing Guidelines on MPLADS by way of Circulars issued from time to time by the Nodal Ministry i.e. Min. of S&PI would be suitably incorporated in an e-copy of the Guidelines for ready reference.	Modifications made in the existing Guidelines on MPLADS by way of Circulars issued from time to time by the Nodal Ministry i.e. Min. of S&PI would be suitably incorporated in an e-copy of the Guidelines for ready reference.