

ANNUAL ACTION PLAN OF NOTICE OFFICE

S. NO	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Issuance of Parking Labels.	Issue of Parking labels for the year 2018 to Members of Rajya Sabha, Ex-MPs, Officers and staff of the Secretariat.	Issue of Parking Labels for the year 2018 to Members of Rajya Sabha, Ex-MPs, Officers and staff of the Secretariat.	Issue of Parking Labels for the year 2018 to Members of Rajya Sabha, Ex-MPs, Officers and staff of the Secretariat.	(i) Issue of Parking Labels for the year 2018 to Members of Rajya Sabha, Ex-MPs, Officers and staff of the Secretariat. (ii) Printing of Parking Labels for the year 2019.
2.	Issue of Ex-MP-Identity Card and Ex-MP Spouse Identity Card	Preparation of Ex-MP Identity Card and Ex-MP Spouse Identity Card on the basis of request received from Ex-MPs of Rajya Sabha. A continuous process throughout the year.			
3.	Issue of Identity cards for Officers and Staff Members of the Secretariat.	Issue of Identity cards for the Officers and staff members of the Secretariat. A continuous process throughout the year.			
4.	Issue of PA/PS Passes of Members of Rajya Sabha and its revalidation	On the recommendation of the Member(s), Rajya Sabha, entry passes to PA/PS of Member(s) are prepared and issued. A continuous process throughout the year.			
5.	Preparation of Annual Diplomatic pass.	Issue of Annual Diplomatic Gallery cards for Heads of Foreign Mission/UN Organisation/Honorary Consuls in Delhi for the year 2018 on receipt of request from the Ministry of External Affairs. A continuous process throughout the year.			
6.	Preparation of Identity cards for Allied Agencies.	Issue of Identity Cards for the Officials of Allied Agencies working in Parliament House/Parliament House Annexe, throughout the year on the basis of requests received from them. A continuous process throughout the year.			
7.	Preparation of Official Gallery Cards/Passes	Preparation of Official Gallery Cards/Passes on the basis of request received from Ministries/Departments during the Session.			
8.	Updating the list of ex-MPs who have been issued ex-MPs' Identity Cards.	Updating the list of Ex-MPs who have been issued Ex-MP Identity Cards. A continuous process throughout the year.			

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9.	Diarising (computerized) of various Notices such as Questions, Matters raised with Permission, Special Mention, Short Duration Discussion, Calling Attention, Pvt. Members' Resolution, Pvt. Members' Bill, Statutory Resolution, Notice of Motion, Short Notice Question, Half-an-Hour Discussion, General Diary (Manual) , TA/DA bills, Exchange Order, etc.	A continuous process throughout the year.			
10.	Weeding out of old records.	---	--	--	Review and weeding out of files for the year 2014.
11.	Preparation/Monitoring of Annual Action Plan.	Monitoring the implementation of Action Plan 2018	Monitoring the implementation of Action Plan 2018	Monitoring the implementation of Action Plan 2018	(i) Monitoring the implementation of Action Plan 2018 (ii) Drafting of Annual Action Plan for the year 2019
12.	Annual Report	Preparation of Annual Report on the activities/work done in 2017	--	--	--
13.	Annual Office Inspection; ATR on observation of Inspecting Officer	Annual Office Inspection for the year 2017 will be conducted after getting intimation from O&M Section	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.	Take follow up action on observations of Inspecting Officer, if received during the quarter.
14	Updation of records as per Manual.	A continuous process throughout the year.			
15.	Updation of Rajya Sabha website as regard to forms related with Ex-MP's I-Card, PA/PS Pass, 'MP' Car Park Label, etc. and posting of circulars on the Intranet site of Rajya Sabha.	A continuous process throughout the year.			

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16.	Work done in Hindi.	The nature of work of the Section is such that there is limited scope to work in Hindi. However, communications received in Hindi are responded in that language only.			
17.	Work related to information sought under RTI Act, 2005	(i) Timely response to communications received from RTI Cell and through RTI Request and Appeal Management Information System (RTI-MIS) (ii) Entry of current files in pursuance to CIC Order (If any backlog is there)	Timely response to communications received from RTI Cell and through RTI Request and Appeal Management Information System (RTI-MIS)	Timely response to communications received from RTI Cell and through RTI Request and Appeal Management Information System (RTI-MIS)	Timely response to communications received from RTI Cell and through RTI Request and Appeal Management Information System (RTI-MIS)
18.	New Initiative	--	--	--	--