

ANNUAL ACTION PLAN OF TRANSLATION (OIH) SECTION

S. No.	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	Notices of Questions received originally in Hindi (OIH)	Expected number of 2150 Notices of Questions originally in Hindi (OIH) are likely to be taken up for translation and vetting during the period.	Expected number of 1000 Notices of Questions originally in Hindi (OIH) are likely to be taken up for translation and vetting during the period.	Expected number of 1400 Notices of Questions originally in Hindi (OIH) are likely to be taken up for translation and vetting during the period.	Expected number of 2100 Notices of Questions originally in Hindi (OIH) are likely to be taken up for translation and vetting during the period.
2.	Miscellaneous items of work received from other sections of the E&T Service	<p>So far miscellaneous items of work received from other sections are concerned quantitative targets cannot be fixed.</p> <p>Every effort would be made to render an accurate and exact English/Hindi version of the above mentioned items received from other sections.</p>	<p>So far miscellaneous items of work received from other sections are concerned quantitative targets cannot be fixed.</p> <p>Every effort would be made to render an accurate and exact English/Hindi version of the above mentioned items received from other sections.</p>	<p>So far miscellaneous items of work received from other sections are concerned quantitative targets cannot be fixed.</p> <p>Every effort would be made to render an accurate and exact English/Hindi version of the above mentioned items received from other sections.</p>	<p>So far miscellaneous items of work received from other sections are concerned quantitative targets cannot be fixed.</p> <p>Every effort would be made to render an accurate and exact English/Hindi version of the above mentioned items received from other sections.</p>
3.	Annual Report	Annual Report for the year 2017 will be prepared in January, 2018.			
4.	Annual Action Plan			Preparation of Mid year Review of Annual Action Plan - from January to June, 2018.	<p>(i) Preparation of Annual Action Plan-2019.</p> <p>(ii) Annual Review of the Annual Action Plan, 2018.</p>

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5.	Record Management/Weeding out of old records	Records will be maintained and weeded out as per set norms.	Records will be maintained and weeded out as per set norms.	Records will be maintained and weeded out as per set norms.	Records will be maintained and weeded out as per set norms.
6.	Computerised Diary; Updation of Records on website and Maintenance of Register(s) etc.	Computerised diaries of (OIH questions received from Question Branch) will be undertaken during every session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time. All registers will be maintained properly.	Computerised diaries of (OIH questions received from Question Branch) will be undertaken during every session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time. All registers will be maintained properly.	Computerised diaries of (OIH questions received from Question Branch) will be undertaken during every session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time. All registers will be maintained properly.	Computerised diaries of (OIH questions received from Question Branch) will be undertaken during every session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time. All registers will be maintained properly.
7.	Annual Office Inspection	The next Annual Office Inspection is likely to be carried out in January, 2018.			
8.	Work related to information sought under RTI Act, 2005	The information sought under the RTI Act shall be provided as and when required or asked for.			
9.	Work related to Hindi	Guidelines of the Official Language Act and the related Rules will be complied with properly.			