

ANNUAL ACTION PLAN OF COMMITTEE SECTION (PETITIONS)

Sl. No	ITEM	ACTIVITY			
		January to March	April to June	July to September	October to December
1.	Petitions before the Committee	<ul style="list-style-type: none"> ● Examination of 8 Petitions ● To prepare report on one petition 	<ul style="list-style-type: none"> ● To prepare report on one petition ● Further examination of petitions 	<ul style="list-style-type: none"> ● Further examination of petitions 	<ul style="list-style-type: none"> ● To prepare report on two petitions ● Further examination of petitions
2.	Petitions under Secretariat's examination	<ul style="list-style-type: none"> ● Examination of new petitions (25 anticipated) 	<ul style="list-style-type: none"> ● Examination of new petitions (25 anticipated) 	<ul style="list-style-type: none"> ● Examination of new petitions (20 anticipated) 	<ul style="list-style-type: none"> ● Examination of new petitions (20 anticipated)
3.	Processing of representations received	<ul style="list-style-type: none"> ● Processing of 250 representations 	<ul style="list-style-type: none"> ● Clear back log of Representations, if any ● Processing of 200 representations 	<ul style="list-style-type: none"> ● Clear back log of Representations, if any ● Processing of 150 representations 	<ul style="list-style-type: none"> ● Clear back log of Representations, if any ● Processing of 150 representations
4.	Consideration of ATRs	<ul style="list-style-type: none"> ● Examination of ATR on one Report 	<ul style="list-style-type: none"> ● Examination of ATR on one Report 	_____	<ul style="list-style-type: none"> ● Examination of ATR on one Report
5.	General Purposes Committee	<ul style="list-style-type: none"> ● To take action in case memorandum is received from any Branch/Section 	<ul style="list-style-type: none"> ● To take action in case memorandum is received from any Branch/Section 	<ul style="list-style-type: none"> ● To take action in case memorandum is received from any Branch/ Section 	<ul style="list-style-type: none"> ● To take action in case memorandum is received from any Branch/Section
6.	Printing/Circulation of Committee Reports	<ul style="list-style-type: none"> ● Printing of two report ● Circulation of two report 	<ul style="list-style-type: none"> ● Printing of one report 	<ul style="list-style-type: none"> ● Printing of one report ● Circulation of one report 	<ul style="list-style-type: none"> ● Printing of one report
7.	Annual Action Plan, 2018	_____	<ul style="list-style-type: none"> ● Review of first quarter activity 	<ul style="list-style-type: none"> ● Review of second quarter activity 	<ul style="list-style-type: none"> ● Review of Annual Action Plan 2018 ● Preparation of Action

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					Plan 2019
8.	Annual Administrative Report, 2017	<ul style="list-style-type: none"> Finalization of Annual Administrative Report, 2017 	_____	_____	_____
9.	Updation of Website.	<ul style="list-style-type: none"> Use of Committee software for Meetings, Attendance for Members, Notices, SMS, Tour Programme, etc. To add information on website on Reports, Press Release and other important Committee's Information etc. 	<ul style="list-style-type: none"> Use of Committee software for Meetings, Attendance for Members, Notices, SMS, Tour Programme, etc. To add information on website on Reports, Press Release and other important Committee's Information etc. 	<ul style="list-style-type: none"> Use of Committee software for Meetings, Attendance for Members, Notices, SMS, Tour Programme, etc. To add information on website on Reports, Press Release and other important Committee's Information etc. 	<ul style="list-style-type: none"> Use of Committee software for Meetings, Attendance for Members, Notices, SMS, Tour Programme, etc. To add information on website on Reports, Press Release and other important Committee's Information etc.
10.	Supply of Sessional information to LARRDIS.	<ul style="list-style-type: none"> Furnish details of Reports submitted, Meetings held, etc. to LARRDIS 	<ul style="list-style-type: none"> Furnish details of Reports submitted, Meetings held, etc. to LARRDIS 	<ul style="list-style-type: none"> Furnish details of Reports submitted, Meetings held, etc. to LARRDIS 	<ul style="list-style-type: none"> Furnish details of Reports submitted, Meetings held, etc. to LARRDIS
11.	Recording, review and weeding out of files	<ul style="list-style-type: none"> Weeding out of almost 300 Files of the year 2015. 	<ul style="list-style-type: none"> Weeding out of rest of the Files of the year 2015. 	_____	_____
12.	Computerised Diary	<ul style="list-style-type: none"> Computerised Diary of 400 receipt (approx.) to be done on DMIS software 	<ul style="list-style-type: none"> Computerised Diary of 400 receipt (approx.) to be done on DMIS software 	<ul style="list-style-type: none"> Computerised Diary of 350 receipt (approx.) to be done on DMIS software 	<ul style="list-style-type: none"> Computerised Diary of 350 receipt (approx.) to be done on DMIS software
13.	Updation of records as per Manual (10 registers)	<ul style="list-style-type: none"> Make necessary entries in the registers. 	<ul style="list-style-type: none"> Make necessary entries in the registers. 	<ul style="list-style-type: none"> Make necessary entries in the registers. 	<ul style="list-style-type: none"> Make necessary entries in the registers.

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14.	Annual Office Inspection; ATR on observation of Inspecting Officer	<ul style="list-style-type: none"> Annual Office Inspection for the year 2017 would be undertaken in consultation with the Inspecting Officer, as per schedule of the O&M Section. 	_____	<ul style="list-style-type: none"> Action on ATR on observations of the Inspecting Officer 	_____
15.	Progress of work conducted in Hindi	<ul style="list-style-type: none"> Examination of new Petitions/Representations/ other receipts in Hindi (100 anticipated) 	<ul style="list-style-type: none"> Examination of new Petitions/Representations/ other receipts in Hindi (100 anticipated) 	<ul style="list-style-type: none"> Examination of new Petitions/ Representations/ other receipts in Hindi (80 anticipated) 	<ul style="list-style-type: none"> Examination of new Petitions/ Representations/ other receipts in Hindi (80 anticipated)
16.	Implementation of RTI Act	<ul style="list-style-type: none"> Response to RTI requests received from RTI Cell:10 (anticipated) 	<ul style="list-style-type: none"> Response to RTIs received from RTI Cell: 10 (anticipated) 	<ul style="list-style-type: none"> Response to RTI requests received from RTI Cell: 10 (anticipated) 	<ul style="list-style-type: none"> Response to RTI requests received from RTI Cell: 10 (anticipated)
17.	New Initiative	_____	_____	<ul style="list-style-type: none"> To present Report on Representations to the Rajya Sabha as per the Directions of Hon'ble Chairman, Rajya Sabha. 	_____