

**ANNUAL ACTION PLAN OF COMMITTEE SECTION  
(PERSONNEL, PUBLIC GRIEVANCES, LAW AND JUSTICE)**

S. No.	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	<b>Reconstitution of the Committee; Nomination(s)/ Vacancies</b>	Members' nomination, if any, will be intimated.	Same as in the preceding column.	Members will be intimated as and when the Committee is reconstituted regarding their nomination to the Committee.	Same as in the 1 <sup>st</sup> column.
2.	<b>Consideration of Demand for Grants (DFG) 2018-19; Reports on DFGs; ATR on DFGs</b>				
	i) Number of Ministries/ Departments with the Committee	2 Ministries, having 3 Departments each	----	----	2 Ministries, having 3 Departments each
	ii) Number of Questionnaires to be prepared	4			2 subject-specific questionnaires for DFG 2019-2020
	iii) Number of meetings to be held	4			1
	iv) Number of Reports to be prepared, adopted and presented	2			NIL
	v) Number of Reports to be forwarded to	2			NIL

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	Ministries/ Departments for necessary action.				
	vi) Number of ATR's to be prepared, considered and presented	NIL			2 ATRs on DFGs (2018-19)
	vii) Number of ATR's to be forwarded to Ministries/ Departments	NIL			2 ATRs on DFGs (2018-19)
3.	<b>Bills, if any, referred to the Committee (including Bills forwarded from previous year)</b> i) Number of Bills referred to the Committee; ii) Number of meeting/ oral evidences to be held. iii) Number of Reports to be prepared/ presented.	Action subject to reference of new Bill.  No Bills are pending with the Committee. However, in pursuance of the assurance given by the Minister of State in the Ministry of Personnel, Public Grievances and Pensions in the Rajya Sabha, the draft Public Servants (Declaration of Assets and Liabilities and Minimum Value of Assets for Condonation or Exemption) Rules, 2017 framed by DoPT under the amended provisions of Section 44 of the Lokpal	Action subject to reference of new Bill.	Action subject to reference of new Bill.	Action subject to reference of new Bill.

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		<p>and Lokayuktas Act, 2013 were forwarded to the Committee on 29.05.2017 for its consideration/views. The Committee has taken up these Rules for examination and report and so far 4 Meetings have been held to deliberate on the Rules.</p> <ul style="list-style-type: none"> <li>• Number of meetings/oral evidences to be held - <b>2</b></li> <li>• Number of Reports to be prepared/ presented - <b>1</b></li> </ul>			
4.	<p><b>Subject(s) taken up by Committee and Sub-committee(s)</b></p> <p><b>i)</b> Number of subject(s) to be selected by Committees/Sub-Committees.</p> <p><b>ii)</b> Number of meeting to be held and oral evidences taken.</p> <p><b>iii)</b> Number of Reports to be prepared/ adopted/ presented.</p>	<p>(i) (a) Carried forward – <b>2</b> (b) Identified – <b>1</b></p> <p>(ii) (a) Meetings – <b>2</b> (b) Oral Evidence – <b>4</b></p> <p>(iii) <b>NIL</b></p>	<p>(i) (a) Carried forward – <b>3</b> (b) Identified – <b>1</b></p> <p>(ii) (a) Meetings – <b>6</b> (b) Oral Evidence – <b>3</b></p> <p>(iii) <b>1</b></p>	<p>(i) (a) Carried forward – <b>3</b> (b) Identified – <b>NIL</b></p> <p>(ii) (a) Meetings – <b>6</b> (b) Oral Evidence – <b>3</b></p> <p>(iii) <b>1</b></p>	<p>(i) (a) Carried forward – <b>2</b> (b) Identified – <b>NIL</b></p> <p>(ii) (a) Meetings – <b>5</b> (b) Oral Evidence – <b>3</b></p> <p>(iii) <b>1</b></p>

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		January-March	April-June	July-September	October-December
5.	<b>Minutes of the Committee</b> Number of the Minutes of meetings of the Committee to be prepared and submitted for perusal of the Hon'ble Chairman, Rajya Sabha.	8	6	6	7
6.	<b>Printing and circulation of Reports</b> Number of Reports to be printed in English and Hindi and circulated.	4	4	2	6
7.	<b>Press Conference(s) likely to be organized</b>	As per directions of the Chairman of the Committee.	As per directions of the Chairman of the Committee.	As per directions of the Chairman of the Committee.	As per directions of the Chairman of the Committee.
8.	<b>Quarterly Reports &amp; References likely to be prepared/forwarded</b>	(i) To R&L Section – 2 (ii) To Committee (Co-ord) Section – 1	(i) To R&L Section – 2 (ii) To Committee (Co-ord) Section – 1	(i) To R&L Section – 2 (ii) To Committee (Co-ord) Section – 1	(i) To R&L Section – 1 (ii) To Committee (Co-ord) Section – 1
9.	<b>Work to be done in Hindi</b>	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in Hindi.

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		<p>Hindi.</p> <p>(ii) Leave applications of some of the staff.</p> <p>(iii) Staff attendance register.</p> <p>(iv) RTI applications received in Hindi will be replied to in Hindi.</p> <p>(v) Other applications received in Hindi and requiring a reply will be replied to in Hindi.</p> <p>(vi) Notice, Agenda papers, etc for the Meetings will be issued bilingual in Hindi and English.</p>	<p>Hindi.</p> <p>(ii) Leave applications of some of the staff.</p> <p>(iii) Staff attendance register</p> <p>(iv) RTI applications received in Hindi will be replied to in Hindi.</p> <p>(v) Other applications received in Hindi and requiring a reply will be replied to in Hindi.</p> <p>(vi) Notice, Agenda papers, etc for the Meetings will be issued bilingual in Hindi and English.</p>	<p>Hindi.</p> <p>(ii) Leave applications of some of the staff.</p> <p>(iii) Staff attendance register.</p> <p>(iv) RTI applications received in Hindi will be replied to in Hindi.</p> <p>(v) Other applications received in Hindi and requiring a reply will be replied to in Hindi.</p> <p>(vi) Notice, Agenda papers, etc for the Meetings will be issued bilingual in Hindi and English.</p>	<p>(ii) Leave applications of some of the staff.</p> <p>(iii) Staff attendance register.</p> <p>(iv) RTI applications received in Hindi will be replied to in Hindi.</p> <p>(v) Other applications received in Hindi and requiring a reply will be replied to in Hindi.</p> <p>(vi) Notice, Agenda papers, etc for the Meetings will be issued bilingual in Hindi and English.</p>
10.	<p><b>Work relating to Information sought under RTI Act, 2005</b></p> <p>(i) Number of Receipts received/ dealt/pending</p>	<p>Applications received under RTI Act, 2005, would be processed within the stipulated time – 5</p>	<p>Applications received under RTI Act, 2005, would be processed within the stipulated time – 5</p>	<p>Applications received under RTI Act, 2005, would be processed within the stipulated time – 5</p>	<p>Applications received under RTI Act, 2005, would be processed within the stipulated time – 5</p>
11.	<p><b>Annual Report</b></p>	<p>Preparation of Annual Report on the activities/work done by the Committee Section in 2017 : <b>As per the dateline made by the O&amp;M Section</b></p>	...	...	...
12.	<p><b>Annual Action Plan</b></p>	<p>Status of different items of the last quarter Oct.–Dec., 2017 of</p>	<p>Status of different items of the first quarter Jan.–Mar., 2018</p>	<p>Status of different items of the second quarter April–June,</p>	<p>Status of different items of the third quarter July–Sept., 2018</p>

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		Annual Action Plan-2017 would be reviewed and pending tasks, if any, would be completed.	of Annual Action Plan-2018 would be reviewed and pending tasks, if any, would be completed.	2018 of Annual Action Plan-2018 would be reviewed and pending tasks, if any, would be completed.	of Annual Action Plan-2018 would be reviewed and pending tasks, if any, would be completed. Submission of Status of Annual Action Plan - 2018 (January to September, 2018) to O&M Section: <b>As per the dateline made by the O&amp;M Section.</b> Preparation of Annual Action Plan - 2019: <b>As per the dateline made by the O&amp;M Section.</b>
13.	<b>Record Management/ Weeding out of old Records/Number of files pertaining to year(s) to be recorded/weeded out</b>	---	---	Files closed in the preceding year 2017 will be recorded – <b>35</b>	Files closed between the years 2010 and 2017 will be reviewed and those whose retention period has elapsed will be weeded out – <b>55.</b>
14.	<b>Computerised diary; Updation of records on website and maintenance of registers etc.</b> Details of records updated/uploaded, as per office Manual and orders issued from time to	<u><b>Computerised diary</b></u> All receipts received in the Section will be diarised in the DMIS Software. Receipts diarised – <b>100 **</b> Public Grievances – <b>10</b> <u><b>Updation of website</b></u> Reports, Bills, etc will be uploaded and information regarding meetings of the	<u><b>Computerised diary</b></u> All receipts received in the Section will be diarised in the DMIS Software. Receipts diarised – <b>150 **</b> Public Grievances – <b>15</b> <u><b>Updation of website</b></u> Reports, Bills, etc will be uploaded and information regarding meetings of the	<u><b>Computerised diary</b></u> All receipts received in the Section will be diarised in the DMIS Software. Receipts diarised – <b>150 **</b> Public Grievances – <b>20</b> <u><b>Updation of website</b></u> Reports, Bills, etc will be uploaded and information regarding meetings of the	<u><b>Computerised diary</b></u> All receipts received in the Section will be diarised in the DMIS Software. Receipts diarised – <b>100 **</b> Public Grievances – <b>10</b> <u><b>Updation of website</b></u> Reports, Bills, etc will be uploaded and information regarding meetings of the

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	time.	Committee, Press Release, etc will be updated on real time basis. <b><u>Maintenance of registers</u></b> 13 registers, 5 Guard files and the Precedent register will be updated regularly.	Committee, Press Release, etc will be updated on real time basis. <b><u>Maintenance of registers</u></b> 13 registers, 5 Guard files and the Precedent register will be updated regularly.	Committee, Press Release, etc will be updated on real time basis. <b><u>Maintenance of registers</u></b> 13 registers, 5 Guard files and the Precedent register will be updated regularly.	Committee, Press Release, etc will be updated on real time basis. <b><u>Maintenance of registers</u></b> 13 registers, 5 Guard files and the Precedent register will be updated regularly.
15.	<b>Annual Office Inspection; ATR on observation of Inspecting Officer</b>	Annual Office Inspection for the year 2017 will be held as per the schedule decided by the O&M Section.	----	An action taken reply, if required, will be submitted on the suggestions/observations made by the inspecting officer.	----
16.	<b>Processing of Tour/Refreshment Bills and Monitoring of expenditure</b>	<ul style="list-style-type: none"> <li>• Tour/Refreshment Bills will be scrutinized and processed as per the extant Guidelines/orders – <b>8</b></li> <li>• The expenditure under the following Heads will be closely monitored to achieve a balanced pace of expenditure throughout the Financial Year 2017-18 and to control expenditure within the allocated budget:- (a) 02 Members-02.00.20-Other Administrative Expenses,</li> </ul>	<ul style="list-style-type: none"> <li>• Tour/Refreshment Bills will be scrutinized and processed as per the extant Guidelines/ orders – <b>6</b></li> <li>• The expenditure under the following Heads will be closely monitored to achieve a balanced pace of expenditure throughout the Financial Year 2018-19 and to control expenditure within the allocated budget:- (a) 02 Members-02.00.20-Other Administrative Expenses,</li> </ul>	<ul style="list-style-type: none"> <li>• Tour/Refreshment Bills will be scrutinized and processed as per the extant Guidelines/orders – <b>6</b></li> <li>• The expenditure under the following Heads will be closely monitored to achieve a balanced pace of expenditure throughout the Financial Year 2018-19 and to control expenditure within the allocated budget:- (a) 02 Members-</li> </ul>	<ul style="list-style-type: none"> <li>• Tour/Refreshment Bills will be scrutinized and processed as per the extant Guidelines/orders – <b>8</b></li> <li>• The expenditure under the following Heads will be closely monitored to achieve a balanced pace of expenditure throughout the Financial Year 2018-19 - and to control expenditure within the allocated budget:- (a) 02 Members-02.00.20-Other Administrative Expenses, (b) 02 Members -02.00.11-</li> </ul>

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		(b) 02 Members -02.00.11-Domestic Travel Expenses, (c) 02 Members-02.00.13-Office Expenses, and (d) 01.105 Rajya Sabha Secretariat-01-Secretariat-01.00.11-Domestic Travel Expenses.	(b) 02 Members -02.00.11-Domestic Travel Expenses, (c) 02 Members-02.00.13-Office Expenses, and (d) 01.105 Rajya Sabha Secretariat-01-Secretariat-01.00.11-Domestic Travel Expenses.	02.00.20-Other Administrative Expenses, (b) 02 Members - 02.00.11-Domestic Travel Expenses, (c) 02 Members-02.00.13- Office Expenses, and (d) 01.105 Rajya Sabha Secretariat-01-Secretariat-01.00.11-Domestic Travel Expenses.	Domestic Travel Expenses, (c) 02 Members-02.00.13-Office Expenses, and (d) 01.105 Rajya Sabha Secretariat-01-Secretariat-01.00.11-Domestic Travel Expenses.
17.	<b>New Initiative(s) proposed by the Committee</b>	Emphasis on lesser use of paper.	Same as in the 1 <sup>st</sup> column.	Same as in the 1 <sup>st</sup> column.	Same as in the 1 <sup>st</sup> column.

N.B.- The figures of 2017 have been broadly applied in preparation of the Action Plan-2018.

\*\* Includes Memoranda received in response to Press Release on Bills/Subjects under the consideration of the Committee.