

ANNUAL ACTION PLAN OF PARLIAMENT SECURITY SERVICE

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	<p>Deployment & Supervision of Security Staff on daily basis and as and when required</p> <p>Details of deployment outside PH Complex & Status of "Weekly Duty Roster and "Holiday Duty Roster"</p> <p>Action Deployment Wing</p>	<p>Deployment of Security Officials of the Parliament Security Service for</p> <p>1) Daily Deployment of staff in PH Complex during the Parliament Session as well as Inter-Session.</p> <p>2) Deployment of security Personnel at Rashtrapati Bhawan, Republic Day function, and functions at Hon'ble Chairman & Speaker's residence, Hyderabad House <i>etc.</i> as and when required.</p> <p>3) Preparation of "Weekly Duty Roster and "Holiday Duty Roster" to ensure equal distribution of official obligations.</p> <p>4) Any other functions</p>	<p>Deployment of Security Officials of the Parliament Security Service for</p> <p>1) Daily Deployment of staff in PH Complex during the Parliament Session as well as Inter-Session.</p> <p>2) Deployment of security Personnel at Rashtrapati Bhawan and functions at Hon'ble Chairman & Speaker's residence, Hyderabad House <i>etc.</i> as and when required.</p> <p>3) Implementation of "Weekly Duty Roster" and Holiday Duty Roster"</p> <p>. 4) Any other functions</p>	<p>Deployment of Security Officials of the Parliament Security Service for</p> <p>1) Daily Deployment of staff in PH Complex during the Parliament Session as well as Inter-Session.</p> <p>2) Deployment of security Personnel at Rashtrapati Bhawan, Red Fort and functions at Hon'ble Chairman & Speaker's residence, Hyderabad House <i>etc.</i> as and when required.</p> <p>3) Implementation of "Weekly Duty Roster" and Holiday Duty Roster"</p> <p>. 4) Any other functions</p>	<p>Deployment of Security Officials of the Parliament Security Service for</p> <p>1) Daily Deployment of staff in PH Complex during the Parliament Session as well as Inter-Session.</p> <p>2) Deployment of security Personnel at Rashtrapati Bhawan and functions at Hon'ble Chairman & Speaker's residence, Hyderabad House <i>etc.</i> as and when required.</p> <p>3) Implementation of "Weekly Duty Roster" and Holiday Duty Roster"</p> <p>. 4) Any other functions</p>

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
2.	Access Control and regulation of Men, Material and Vehicle in Parliament House Complex Action – Galleries Wing IP Wing IP PHA Wing OPS-II Wing	Stringent access control for Men, Material and Vehicle throughout the year <i>Exact number will be indicated in the review of the Action Plan</i> Details of Visitors In: Public Gallery : DVG : Official Gallery : Media Gallery : Central Hall Galleries <u>Materials</u> PH: Incoming registries : PH: Outgoing registries : *Materials entry points for PHA handed over to Lok Sabha Secretariat	Strengthening Access Control system based on ground realities on need-basis.	Strengthening Access Control system based on ground realities on need-basis.	Strengthening Access Control system based on ground realities on need-basis.
3.	Issuing of passes from Reception Offices Parliament House Parliament House Annexe & Issuance of Manual Casual Entry Passes from TKR-I Action OPS-I, OP-PHA Wings	Issuance of Passes on Daily/Routine basis 1) From Reception Office PH/PHA 2)On the request of Hon’ble MPs/Ex-MPs for their family members/dependents coming to PHA for seeking medical attention as and	Issuance of Passes on Daily/Routine basis 1) From Reception Office PH/PHA 2)On the request of Hon’ble MPs/Ex-MPs for their family members/dependents coming to PHA for seeking medical attention as and when required.	Issuance of Passes on Daily/Routine basis 1) From Reception Office PH/PHA 2)On the request of Hon’ble MPs/Ex-MPs for their family members/dependents coming to PHA for seeking medical attention as and	Issuance of Passes on Daily/Routine basis 1) From Reception Office PH/PHA 2)On the request of Hon’ble MPs/Ex-MPs for their family members/dependents coming to PHA for seeking medical attention

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
		when required. <i>Exact number will be indicated in the review of the Action Plan</i> Details of Passes issued RO-PH RO-PHA TKR-I	Exact number will be indicated in the review of the Action Plan	when required. Exact number will be indicated in the review of the Action Plan	as and when required. Exact number will be indicated in the review of the Action Plan
4.	Issuing of passes from Central Pass Issuing Cell, Rajya Sabha. Action CPIC	Work Related to : 1. Issue/ renewal /updatation / return/ bad Radio Frequency Tags 2 . Issue /Renewal of Driver Pass (MP/Ex-MP, RS/LS) 3. Issue of Public Gallery/Public Gallery Group Pass, Distinguish Visitors Pass, Press Gallery, Official Gallery, & Central Hall. 4. Issue of Casual Passes for Rajya Sabha Secretariat & RSTV 5. Issue of Miscellaneous Passes (Allied services) * Exact number will be indicated in the review of the Action Plan Details of passes as mentioned above.	Work Related to : Issue/ renewal /updatation / return / bad Radio Frequency Tags 2 . Issue /Renewal of Driver Pass (MP/Ex-MP, RS/LS) 3. Issue of Public Gallery/Public Gallery Group Pass, Distinguish Visitors Pass, Press Gallery, Official Gallery, & Central Hall. 4. Issue of Casual Passes for Rajya Sabha Secretariat & RSTV 5. Issue of Miscellaneous Passes (Allied services) * Exact number will be indicated in the review of the Action Plan	Work Related to : Issue/ renewal /updatation / return / bad Radio Frequency Tags 2 . Issue /Renewal of Driver Pass (MP/Ex-MP, RS/LS) 3. Issue of Public Gallery/Public Gallery Group Pass, Distinguish Visitors Pass, Press Gallery, Official Gallery & Central Hall. 4. Issue of Casual Passes for Rajya Sabha Secretariat & RSTV 5. Issue of Miscellaneous Passes (Allied services) * Exact number will be indicated in the review of the Action Plan	Work Related to : Issue/ renewal /updatation / return / bad Radio Frequency Tags 2 . Issue /Renewal of Driver Pass (MP/Ex-MP, RS/LS) 3. Issue of Public Gallery/Public Gallery Group Pass, Distinguish Visitors Pass, Press Gallery, Official Gallery & Central Hall. 4. Issue of Casual Passes for Rajya Sabha Secretariat & RSTV 5. Issue of Miscellaneous Passes (Allied services) * Exact number will be indicated in the review of the Action Plan

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
5.	Permission for issuance of passes to the casual labours for maintenance / renovation work in Area of Responsibility. Action All Wings	Throughout the year. Exact number would be indicated in the review of the Action Plan Details of Permission: in numbers	Throughout the year. Exact number will be indicated in the review of the Action Plan	Throughout the year. Exact number will be indicated in the review of the Action Plan	Throughout the year. Exact number will be indicated in the review of the Action Plan
6.	Show Around of Parliament House Action Ops-I Wing	<ul style="list-style-type: none"> Show around will be conducted by PSS Officials on request of Hon'ble MPs and senior officers of the Secretariat. Exact number would be updated in the review of the Action Plan Details of visitors. indicating Students	<ul style="list-style-type: none"> Show around will be conducted by PSS Officials on request of Hon'ble MPs and senior officers of the Secretariat. Exact number would be updated in the review of the Action Plan 	<ul style="list-style-type: none"> Show around will be conducted by PSS Officials on request of Hon'ble MPs and senior officers of the Secretariat. Exact number would be updated in the review of the Action Plan 	<ul style="list-style-type: none"> Show around will be conducted by PSS Officials on request of Hon'ble MPs and senior officers of the Secretariat. Exact number would be updated in the review of the Action Plan
7.	Facilitation of Delegates coming to witness the Rajya Sabha proceedings during Session periods through the Special Box, and delegates coming to Rajya Sabha Chamber during the Inter-Session periods. Action IP & Marshal Wings	Details of delegates along with strength.	Details of delegates along with strength.	Details of delegates along with strength.	Details of delegates along with strength..
8.	Access control in various committee meeting/functions in Parliament House Complex Action IP/PHA, PHA Extension, Galleries/PH & PLB Wings	Exact number of committee meetings/Functions in PH & PHA, PHA Extension & Functions In PLB would be indicated in the review of the Action Plan	Exact number of committee meetings/Functions in PH & PHA, PHA Extension & Functions In PLB would be indicated in the review of the Action Plan	Exact number of committee meetings/Functions in PH & PHA, PHA Extension & Functions In PLB would be indicated in the review of the Action Plan	Exact number of committee meetings/Functions in PH & PHA, PHA Extension & Functions In PLB would be indicated in the review

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December of the Action Plan
9.	Verification of character/ antecedents of Journalists, PA/PS to MP's and casual labourers. Verifications of Foreign Nationals visiting PH Complex for official work & Same day verification of visitors through fax machine during Session (Delhi Police) & Verification of foreign residents through FRRO Action F&T Wing	<p>1) As & when required. 2)Urgent verifications through FAX. 3) liaison & close coordination with Security agencies such as Delhi Police Special Branch. 4)Co-ordination with FRRO whenever required.</p> <p>• Exact number would be updated in the review of the Action Plan</p> <p>1) No. of Verifications sent (Character/ Antecedents of Journalists, PA/PS of MPs and Casual Labourers) : 2) No. of Verifications received : 3) Total no. of same day verifications which were conducted.</p>	<p>1) As & when required. 2)Urgent verifications through FAX. 3) liaison & close coordination with Security agencies such as Delhi Police Special Branch. 4)Co-ordination with FRRO whenever required.</p> <p>• Exact number would be updated in the review of the Action Plan</p>	<p>1) As & when required. 2)Urgent verifications through FAX. 3) liaison & close coordination with Security agencies such as Delhi Police Special Branch. 4)Co-ordination with FRRO whenever required.</p> <p>• Exact number would be updated in the review of the Action Plan</p>	<p>1) As & when required. 2)Urgent verifications through FAX. 3) liaison & close coordination with Security agencies such as Delhi Police Special Branch. 4)Co-ordination with FRRO whenever required.</p> <p>• Exact number would be updated in the review of the Action Plan</p>
10.	Visual & Technical Anti Sabotage checks in PH	Visual Anti Sabotage checks in PH by the officials of the Parliament Security Service Rajya Sabha Secretariat on daily basis & Conducting Technical AntiSabotage Checks in PH Complex throughTechnical Team	Visual Anti Sabotage checks in PH by the officials of the Parliament Security Service Rajya Sabha Secretariat on daily basis & Conducting Technical AntiSabotage Checks in PH Complex throughTechnical Team	Visual Anti Sabotage checks in PH by the officials of the Parliament Security Service Rajya Sabha Secretariat on daily basis & Conducting Technical AntiSabotage Checks in PH Complex throughTechnical Team	Visual Anti Sabotage checks in PH by the officials of the Parliament Security Service Rajya Sabha Secretariat on daily basis & Conducting Technical AntiSabotage Checks in PH Complex throughTechnical Team

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
11.	Monthly checking of fire-fighting appliances in PH/PHA. Action F&T Wing	Will be conducted on first Saturday of every month. Dates on which monthly checking of fire fighting equipments was conducted	Will be conducted on first Saturday of every month.	Will be conducted on first Saturday of every month.	Will be conducted on first Saturday of every month.
12.	Maintenance of Security Gadgets installed in the Parliament House Complex. CCS Wing	Follow up by Central Command Station (CCS) for the rectification of faulty security gadgets. * Details of calls would be provided at the review.	Follow up by Central Command Station (CCS) for the rectification of faulty security gadgets. * Details of calls would be provided at the review.	Follow up by Central Command Station (CCS) for the rectification of faulty security gadgets. * Details of calls would be provided at the review.	Follow up by Central Command Station (CCS) for the rectification of faulty security gadgets. * Details of calls would be provided at the review.
13.	Action on loss of I-Cards/ Passes/RF Tags/Parking labels etc. Action F&T Wing	• As & when required. 1) Information regarding loss will be circulated to all concerned officials for necessary action Detail of number of cases pertaining to loss of I Cards / Passes/RF Tags/Parking labels which were reported lost.	• As & when required. 1) Information regarding loss will be circulated to all concerned officials for necessary action	• As & when required. 1) Information regarding loss will be circulated to all concerned officials for necessary action	• As & when required. 1) Information regarding loss will be circulated to all concerned officials for necessary action

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
14.	Supervision of private security guards deployed at PTI Building/ Secretary- General's Residence/ Sector-12 R.K Puram and Private Sanitation Staff in PTI Building Action ATP & PTI Wings	1) PTI Building : On daily basis 2) Secretary – General's Residence/ Sector-12 R.K Puram: on regular basis	1) PTI Building : On daily basis 2) Secretary – General's Residence/ Sector-12 R.K Puram: on regular basis	1) PTI Building : On daily basis 2) Secretary – General's Residence/ Sector-12 R.K Puram: on regular basis	1) PTI Building : On daily basis 2) Secretary – General's Residence/ Sector-12 R.K Puram: on regular basis
15.	Marshal Duty. Action Marshal Wing	Protocol and Ushering duties during Session / Inter-Session of Rajya Sabha and meeting /functions attended by Hon'ble Chairman/ Hon'ble Deputy Chairman Rajya Sabha, time to time. Details of Meeting at Room No 30, PHA Extension & deployment of Marshals in functions /meetings and meetings with delegations.	Protocol and Ushering duties during Session / Inter-Session of Rajya Sabha and meeting /functions attended by Hon'ble Chairman/ Hon'ble Deputy Chairman Rajya Sabha, time to time.	Protocol and Ushering duties during Session / Inter-Session of Rajya Sabha and meeting /functions attended by Hon'ble Chairman/ Hon'ble Deputy Chairman Rajya Sabha, time to time.	Protocol and Ushering duties during Session / Inter-Session of Rajya Sabha and meeting /functions attended by Hon'ble Chairman/ Hon'ble Deputy Chairman Rajya Sabha, time to time.
16.	Rehearsal, Contingency Drill & Other important activities / drills pertaining to Security Action Deployment Wing.	Chamber Rehearsal & Contingency Drill would be conducted before the commencement of Budget Session. Details of rehearsals		Chamber Rehearsal & Contingency Drill would be conducted before the commencement of Monsoon Session.	Chamber Rehearsal & Contingency Drill would be conducted before the commencement of Winter Session.
17.	13th December Martyr's Day Function Action ATP Wing				Organizing the Floral Tribute Function in coordination with various

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
					Sections/ Branches of both the Secretariats & other allied agencies
18.	Liaisoning with various Security and non security/ allied agencies Action All Wings	Continuous process throughout the year to maintain effective coordination on ground/operational duties.	Continuous process throughout the year to maintain effective coordination on ground/operational duties.	Continuous process throughout the year to maintain effective coordination on ground/operational duties.	Continuous process throughout the year to maintain effective coordination on ground/operational duties.
19.	Routine Briefing to staff based on latest Intelligence input, Political Security scenario prevailing in the Country. Action All Wings	Briefing and updating SAs on daily basis with respect to Intelligence inputs, threat perception and vulnerability assessment. As and when the input is received. Reading Material in respect of terrorist activities around the world will be provided to upgrade the knowledge awareness of PSS Officials as and when the input is received.	Briefing and updating SAs on daily basis with respect to Intelligence inputs, threat perception and vulnerability assessment. As and when the input is received. Reading Material in respect of terrorist activities around the world will be provided to upgrade the knowledge awareness of PSS Officials as and when the input is received.	Briefing and updating SAs on daily basis with respect to Intelligence inputs, threat perception and vulnerability assessment. As and when the input is received. Reading Material in respect of terrorist activities around the world will be provided to upgrade the knowledge awareness of PSS Officials as and when the input is received.	Briefing and updating SAs on daily basis with respect to Intelligence inputs, threat perception and vulnerability assessment. As and when the input is received. Reading Material in respect of terrorist activities around the world will be provided to upgrade the knowledge awareness of PSS Officials as and when the input is received.
20.	Dog capturing drill in collaboration with NDMC (veterinary department) Action F&T Wing	Will be conducted on second Saturday of every month and as and when required. Detailed report will be provided at the time of reviewing of the Action Plan Dates on which the monthly Dog capturing	Will be conducted on second Saturday of every month and as and when required. Detail report will be provided at the review of the Action Plan	Will be conducted on second Saturday of every month and as and when required. Detail report will be provided at the review of the Action Plan	Will be conducted on second Saturday of every month and as and when required. Detail report will be provided at the review of the Action Plan

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
		drill, in PH Complex , was carried out by NDMC (veterinary department)			
21.	Discipline & Turnout Action All Wings	1) Regular inspections and briefings would be conducted in order to obtain optimum results. 2) To lay emphasis on punctuality, discipline and a courteous behavioral approach by SAs on duty point.	1) Regular inspections and briefings would be conducted in order to obtain optimum results. 2) To lay emphasis on punctuality, discipline and a courteous behavioral approach by SAs on duty point.	1) Regular inspections and briefings would be conducted in order to obtain optimum results. 2) To lay emphasis on punctuality, discipline and a courteous behavioral approach by SAs on duty point.	1) Regular inspections and briefings would be conducted in order to obtain optimum results. 2) To lay emphasis on punctuality, discipline and a courteous behavioral approach by SAs on duty point.
22.	In-house Refresher& Attachment Training Courses Action ATP Wing	i) Depends on the slots provided by Training Unit/BPST/Lok Sabha Secretariat on In-house training courses on security related topics and Parliamentary Procedures & Practices, etc. (ii) MPs Identification & Familiarization programme would be conducted before every Parliament Session (iii) Customized Computer Training Programme. (iv) Knowledge Sharing by Trainees who underwent training with different organizations. (iv)Lecture Series on	i) Depends on the slots provided by Training Unit/BPST/Lok Sabha Secretariat on In-house training courses on security related topics and Parliamentary Procedures & Practices, etc. (ii) MPs Identification & Familiarization programme would be conducted before every Parliament Session (iii) Customized Computer Training Programme. (iv) Knowledge Sharing by Trainees who underwent training with different organizations. (iv)Lecture Series on	i) Depends on the slots provided by Training Unit/BPST/Lok Sabha Secretariat on In-house training courses on security related topics and Parliamentary Procedures & Practices, etc. (ii) MPs Identification & Familiarization programme would be conducted before every Parliament Session (iii) Customized Computer Training Programme. (iv) Knowledge Sharing by Trainees who underwent training with different organizations. (iv)Lecture Series on	i) Depends on the slots provided by Training Unit/BPST/Lok Sabha Secretariat on In-house training courses on security related topics and Parliamentary Procedures & Practices, etc. (ii) MPs Identification & Familiarization programme would be conducted before every Parliament Session (iii) Customized Computer Training Programme. (iv) Knowledge Sharing by Trainees who underwent training with different organizations.

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
		Security related issues by Senior Officers, would be conducted. * Exact number of officials covered, would be reported at the end of every quarter/ review.	Security related issues by Senior Officers, would be conducted.	Security related issues by Senior Officers, would be conducted.	(iv)Lecture Series on Security related issues by Senior Officers, would be conducted.
23.	Fire-fighting Training & Demonstration Action F&T Wing				1) Fire Fighting Demonstration will be organized in collaboration with Delhi Fire Services after obtaining the approval of Competent authority. 2) Working of latest fire fighting Gadgets will be demonstrated.
24.	Introductory Yoga Programme - Appx. 35-40 PSS Officials are proposed to be covered throughout the year. Action ATP Wing		Will be Organized in coordination with Yoga Institute or as and when the training slots are provided after the approval of the competent authority. * Exact number of officials covered would be reported at the end of the review		Will be Organized in coordination with Yoga Institute or as and when the training slots are provided after the approval of the competent authority. * Exact number of officials covered would be reported at the end of the review

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
25.	Specialized Courses / Trainings Action ATP Wing	<p>Depends on the Slots provided by the concerned Training Institutes and Training Cell(Slots) It will cover the Induction level Training, Bomb Disposal Course, Bomb Disposal Refresher Course, Chemical Biological Radiological and Nuclear Training, VIP Security, Disaster Management, Overseas Trainings, ISTM, CDTS, Courses under IB, NBDC Seminar at NSG, Any other Proposed Training Programmes by Security/allied agencies/ Lok Sabha Secretariat, Anti Terrorist Assistance(ATA) Trainings under MHA , Various courses under National Civil Defense College etc.</p> <p><i>* Exact number of officials covered would be reported at the end of every quarter/ review</i></p>	<p>Depends on the Slots provided by the concerned Training Institutes and Training Cell(Slots) It will cover the Induction level Training, Bomb Disposal Course, Bomb Disposal Refresher Course, Chemical Biological Radiological and Nuclear Training, VIP Security, Disaster Management, Overseas Trainings, ISTM, CDTS, Courses under IB, NBDC Seminar at NSG, Any other Proposed Training Programmes by Security/allied agencies/ Lok Sabha Secretariat, Anti Terrorist Assistance(ATA) Trainings under MHA , Various courses under National Civil Defense College etc.</p> <p><i>* Exact number of officials covered would be reported at the end of every quarter/ review</i></p>	<p>Depends on the Slots provided by the concerned Training Institutes and Training Cell(Slots) It will cover the Induction level Training, Bomb Disposal Course, Bomb Disposal Refresher Course, Chemical Biological Radiological and Nuclear Training, VIP Security, Disaster Management, Overseas Trainings, ISTM, CDTS, Courses under IB, NBDC Seminar at NSG, Any other Proposed Training Programmes by Security/allied agencies/ Lok Sabha Secretariat, Anti Terrorist Assistance(ATA) Trainings under MHA , Various courses under National Civil Defense College etc.</p> <p><i>* Exact number of officials covered would be reported at the end of every quarter/ review</i></p>	<p>Depends on the Slots provided by the concerned Training Institutes and Training Cell(Slots) It will cover the Induction level Training, Bomb Disposal Course, Bomb Disposal Refresher Course, Chemical Biological Radiological and Nuclear Training, VIP Security, Disaster Management, Overseas Trainings, ISTM, CDTS, Courses under IB, NBDC Seminar at NSG, Any other Proposed Training Programmes by Security/allied agencies/ Lok Sabha Secretariat, Anti Terrorist Assistance(ATA) Trainings under MHA , Various courses under National Civil Defense College etc.</p> <p><i>* Exact number of officials covered would be reported at the end of every quarter/ review</i></p>
26.	Preparation of Annual Action Plan/ Review	1) Preparation of review report	1) Preparation of review report	2) Preparation of review report	1) Preparation of review report

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
	Action ATP Wing				2)Preparation & submission of Annual Action Plan- 2019 and / Review as per the directions/ guidelines given by O&M Section
27.	Preparation of Monthly Action Taken Report Action ATP Wing	Compilation of Monthly Reports of all the wings of Parliament Security Service and submitting it to the senior officers for perusal of Secretary-General, Rajya Sabha, on monthly basis.	Compilation of Monthly Reports of all the wings of Parliament Security Service and submitting it to the senior officers for perusal of Secretary-General, Rajya Sabha, on monthly basis	Compilation of Monthly Reports of all the wings of Parliament Security Service and submitting it to the senior officers for perusal of Secretary-General, Rajya Sabha, on monthly basis	Compilation of Monthly Reports of all the wings of Parliament Security Service and submitting it to the senior officers for perusal of Secretary-General, Rajya Sabha, on monthly basis
28.	Preparation of "Rajya Sabha & its Secretariat- A Performance Profile 2017 Action ATP Wing	Compilation of Reports of all the wings of PSS and submitting it to the senior officers for perusal and forwarding the report to R&L Section			
29.	Preparation of Annual Report - 2017 Action ATP Wing	Preparation of Annual Report - 2017 of Parliament Security Service and submission to O&M Section.			
30.	Updation of records as per Manual Action ATP Wing	Updation of records such as Manpower status, Nominal Roll, List of Files etc. of Parliament Security Service will be done as per the guidelines contained in the manual.	Updation of records such as Manpower status, Nominal Roll, List of Files etc. of Parliament Security Service will be done as per the guidelines contained in the manual.	Updation of records such as Manpower status, Nominal Roll, List of Files etc. of Parliament Security Service will be done as per the guidelines contained in the manual.	Updation of records such as Manpower status, Nominal Roll, List of Files etc. of Parliament Security Service will be done as per the guidelines contained in the manual.

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
31.	RTI Related Work Action ATP Wing	Will be done as and when required	Will be done as and when required	Will be done as and when required	Will be done as and when required
32.	Hindi Work Action All Wings	Maximum emphasis would be given to carry out the day to day work in Hindi besides, preparing various duty charts, performa, and reports in Hindi Details of work done in Hindi.	Maximum emphasis would be given to carry out the day to day work in Hindi besides, preparing various duty charts, performa, and reports in Hindi	Maximum emphasis would be given to carry out the day to day work in Hindi besides, preparing various duty charts, performa, and reports in Hindi	Maximum emphasis would be given to carry out the day to day work in Hindi besides, preparing various duty charts, performa, and reports in Hindi
33.	Issuing of Bulletin / Circulars. Action All Wings	As and when required. Details of circular/Bulletin along with dates.	As and when required.	As and when required.	As and when required.
34.	Day to day administrative work and taking up welfare matters such as career progression, Livery, Space requirements and grievances Action ATP Wing	1) Forwarding of applications of PSS officials for different posts outside/ inside Parliament and further studies etc; Livery requirements of PSS officials, space proposals, Computerization and other matters. 2) Grievances if any would be dealt with appropriately. Exact numbers will be incorporated at the review	1) Forwarding of applications of PSS officials for different posts outside/ inside Parliament and further studies etc; Livery requirements of PSS officials, space proposals, Computerization and other matters 2) Grievances if any would be dealt with appropriately. Exact numbers will be incorporated at the review	1) Forwarding of applications of PSS officials for different posts outside/ inside Parliament and further studies etc; Livery requirements of PSS officials, space proposals, Computerization and other matters. 2) Grievances if any would be dealt with appropriately. Exact numbers will be	1) Forwarding of applications of PSS officials for different posts outside/ inside Parliament and further studies etc; Livery requirements of PSS officials, space proposals, Computerization and other matters. 2) Grievances if any would be dealt with appropriately. Exact

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
		of action plan	of action plan	incorporated at the review of action plan	numbers will be incorporated at the review of action plan
35.	Work allocation of officers & staff Action ATP Wing	1) Making proposals regarding work allocation of officers, issue office orders for postings of SAs as per the requirements and obtaining approval from the competent authority. 2) Forwarding proposal for allocation /reallocation to the Personnel Section	1) Making proposals regarding work allocation of officers, issue office orders for postings of SAs as per the requirements and obtaining approval from the competent authority. 2) Forwarding proposal for allocation /reallocation to the Personnel Section	1) Making proposals regarding work allocation of officers, issue office orders for postings of SAs as per the requirements and obtaining approval from the competent authority. 2) Forwarding proposal for allocation /reallocation to the Personnel Section	1) Making proposals regarding work allocation of officers, issue office orders for postings of SAs as per the requirements and obtaining approval from the competent authority. 2) Forwarding proposal for allocation /reallocation to the Personnel Section
36.	Updation of Website Action ATP Wing	As and when required	As and when required	As and when required	As and when required
37.	Work relating to weeding out of old records Action to be initiated by ATP Wing. Action All Wings				Weeding out of old records which need not to be retained as per rules, will be undertaken.
38.	Providing optimum Sanitation Services in Parliament House Complex and offices of the Rajya Sabha Secretariat in North Avenue Action F&T Wings	Deployment of 52 regular & 3 casual Sanitary attendants / Farash + 4 attendants temporarily attached with F&T Wing to provide sanitation services in the area coming	Deployment of 52 regular & 3 casual Sanitary attendants / Farash + 4 attendants temporarily attached with F&T Wing to provide sanitation services in the area coming	Deployment of 52 regular & 3 casual Sanitary attendants / Farash + 4 attendants temporarily attached with F&T Wing to provide sanitation services in the area coming	Deployment of 52 regular & 3 casual Sanitary attendants / Farash + 4 attendants temporarily attached with F&T Wing to provide sanitation services in the area

SI No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
		under the jurisdiction of Sanitation Wing of PSS, on daily basis. Details if any	under the jurisdiction of Sanitation Wing of PSS, on daily basis. Details if any	under the jurisdiction of Sanitation Wing of PSS, on daily basis. Details if any	coming under the jurisdiction of Sanitation Wing of PSS, on daily basis. Details if any
39.	Reduction of paper usage Action All Wings	Reuse of papers wherever possible (optimum use of paper <i>i.e</i> using both sides & reusing one side printed rough papers) Reuse of Envelops & Files Folders by addressing the subject with erasable pencil. Details if any	Reuse of papers wherever possible (optimum use of paper <i>i.e</i> using both sides & reusing one side printed rough papers) Reuse of Envelops & Files Folders by addressing the subject with erasable pencil. .	Reuse of papers wherever possible (optimum use of paper <i>i.e</i> using both sides & reusing one side printed rough papers) Reuse of Envelops & Files Folders by addressing the subject with erasable pencil.	Reuse of papers wherever possible (optimum use of paper <i>i.e</i> using both sides & reusing one side printed rough papers) Reuse of Envelops & Files Folders by addressing the subject with erasable pencil. .
40.	New Initiative	Streamline the process of file records by providing uniform file numbers to all Wings of Parliament Security Service.			