

ANNUAL ACTION PLAN OF QUESTIONS BRANCH

S. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Intimation to Members in respect of Disallowed and Lapsed notices of Questions.	To initiate sending of intimations totalling 4500* (approx.) to Members in respect of disallowed and lapsed notices of questions pertaining to 244 th Session.	To send intimations totalling 7000 (approx.) to Members in respect of disallowed and lapsed notices of questions pertaining to 245 th Session.	To send intimations totalling 4500 (approx.) to Members in respect of disallowed and lapsed notices of questions pertaining to 246 th Session.	To initiate sending of intimations totalling 4500 (approx.) to Members in respect of disallowed and lapsed notices of questions pertaining to 247 th Session.
2.	Compilation and printing of the pamphlet "Statistical Information relating to Questions".	Compilation of Statistical Information of 244 th Session and printing 100 copies thereof in English and 50 copies in Hindi.	Compilation of Statistical Information of 245 th Session and printing 100 copies thereof in English and 50 copies in Hindi.	Compilation of Statistical Information of 246 th Session and printing 100 copies thereof in English and 50 copies in Hindi.	Initiating compilation of Statistical Information of 247 th Session.
3.	Parliament Question Answer Uploading System (PQARS).	To review progress of uploading of answers to (approx.) 210 Starred and 2240 Unstarred Questions in respect of the 244 th Session.	To review progress of uploading of answers to estimated 480 Starred and 5120 Unstarred Questions in respect of the 245 th Session.	To review progress of uploading of answers to estimated 345 Starred and 3680 Unstarred Questions in respect of the 246 th Session.	To review progress of uploading of answers to estimated 345 Starred and 3680 Unstarred Questions in respect of the 247 th Session.
4.	Conduct of Ballot	Conduct of approx. 34 Ballots for Starred and Unstarred questions for 245 th Session; and to issue Parliamentary Bulletins.		Conduct of approx. 23 Ballots for Starred and Unstarred questions for 246 th Session; and to issue Parliamentary Bulletins.	Conduct of approx. 23 Ballots for Starred and Unstarred questions, for 247 th Session; and to issue Parliamentary Bulletins.

* Note : In view of late commencement of 244th Session (December, 2017 to January, 2018) disallowed and lapsed intimations of notices for that Session will be sent during the 1st Quarter of 2018.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
5.	Updation of Question Branch related information on website	Review of Rajya Sabha website in relation to Questions and updation of information concerning Question Charts, Question Calendar, Groupings of Ministries, Ministry-wise subjects, Question Lists, Ballot Lists, Session-wise statistical information relating to questions, etc.	Review of Rajya Sabha website in relation to Questions and updation of information concerning Question Charts, Question Calendar, Groupings of Ministries, Ministry-wise subjects, Question Lists, Ballot Lists, Session-wise statistical information relating to questions, etc.	Review of Rajya Sabha website in relation to Questions and updation of information concerning Question Charts, Question Calendar, Groupings of Ministries, Ministry-wise subjects, Question Lists, Ballot Lists, Session-wise statistical information relating to questions, etc.	Review of Rajya Sabha website in relation to Questions and updation of information concerning Question Charts, Question Calendar, Groupings of Ministries, Ministry-wise subjects, Question Lists, Ballot Lists, Session-wise statistical information relating to questions, etc.
6.	Computerised Diary system of all important receipts.	Operation of database. Diarizing of approximately 13000 Notices pertaining to 245 th Session.		Operation of database. Diarizing of approximately 9000 Notices pertaining to 246 th Session.	Operation of database. Diarizing of approximately 9000 Notices pertaining to 247 th Session.
7.	Printing of notices of Starred and Unstarred Questions.	Procurement of 65,000 forms of Starred and 45,000 forms of Unstarred Notices of questions for the Calendar Year 2018 and issue thereof to the Members.	-	-	<ul style="list-style-type: none"> Assessment of requirement of serially numbered notice forms of Starred and Unstarred Questions for printing for the Calendar Year 2019. Receipt of printed forms of serially numbered notices of Starred and Unstarred Questions for Calendar Year 2019.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
8.	Record Management and Weeding out of records	Review of files for recording/culling of precedents in respect of 244 th Session.	Review of files for recording/culling of precedents in respect of 245 th Session.	<ul style="list-style-type: none"> Review of files for recording/culling of precedents in respect of 246th Session. Weeding out of 27074 notices of Starred and Unstarred questions (listed, disallowed, lapsed), 14 HAD (lapsed, disallowed) and 16 SNQ (lapsed, disallowed) pertaining to the 237th, 238th, 239th and 240th Sessions. 	Initiating review of files for recording/culling of precedents in respect of 247 th Session.
9.	Finalization of Annual Action Plan, 2019	-	-	-	Preparation of Annual Action Plan, 2019 will be started in the fourth week of November, 2018 and approved Plan will be sent to O&M Section by the due date.
10.	Annual Report, 2017	Finalization of Annual Report for the year 2017 and sending the approved Report to O&M Section by the prescribed date.	-	-	Initiating preparation of Annual Report for the year, 2018.
11.	Annual Office Inspection and ATR thereon	ATR on observations made by the Inspecting Officer, if any.	-	-	-

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
12.	Preparation and uploading of pamphlet entitled – ‘Classification of Subjects for various Ministries for Answering Questions in Rajya Sabha’ on Rajya Sabha website.	Updation and uploading of English and Hindi version of the pamphlet before commencement of 245 th Session.	-	Updation and uploading of English and Hindi version of the pamphlet before commencement of 246 th Session.	Updation and uploading of English and Hindi version of the pamphlet before commencement of 247 th Session.
13.	Hindi Timahi Pragati Report (Quarterly Review of works performed in Hindi)	Summary of works performed in Hindi during Oct-Dec, 2017	Summary of works performed in Hindi during Jan-March, 2018	Summary of works performed in Hindi during Apr-June, 2018	Summary of works performed in Hindi during July-Sept, 2018
14.	Work relating to information sought under RTI Act, 2005.	Processing of 10 applications (approx.).	Processing of 10 applications (approx.).	Processing of 10 applications (approx.).	Processing of 10 applications (approx.).
15.	Miscellaneous items	Settlement of 5 refreshment bills.		Settlement of 3 refreshment bills.	Settlement of 3 refreshment bills.