

## ANNUAL ACTION PLAN OF REPORTERS' SECTION

Sl. No.	ITEM		ACTIVITY			
			JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<b>HOUSE PROCEEDINGS</b>					
	(i)	Question Hour	<p style="text-align: center;"><b><u>Budget Session</u></b></p> <p>Question Hour (12.00-1.00 p.m.) to be completed by 5.00 p.m.</p>	<p style="text-align: center;"><b><u>Monsoon Session</u></b></p> <p>Question Hour (12.00-1.00 p.m.) to be completed by 5.00 p.m.</p>	<p style="text-align: center;"><b><u>Winter Session</u></b></p> <p>Question Hour (12.00-1.00 p.m.) to be completed by 5.00 p.m.</p>	
	(ii)	Proceedings other than Question Hour	Proceedings other than Question Hour from 11.00 a.m. to 6.00 p.m. (except 12.00-1.00 p.m.-Question Hour) to be completed by 10.00 p.m.	Proceedings other than Question Hour from 11.00 a.m. to 6.00 p.m. (except 12.00-1.00 p.m.-Question Hour) to be completed by 10.00 p.m.	Proceedings other than Question Hour from 11.00 a.m. to 6.00 p.m. (except 12.00-1.00 p.m.-Question Hour) to be completed by 10.00 p.m.	
	(iii)	Supplement to Debate	If the House sits beyond 6.00 p.m. or without lunch break or committee meeting(s) is also held simultaneously, then Supplement to debate will be issued the next day.	If the House sits beyond 6.00 p.m. or without lunch break or committee meeting(s) is also held simultaneously, then Supplement to debate will be issued the next day.	If the House sits beyond 6.00 p.m. or without lunch break or committee meeting(s) is also held simultaneously, then Supplement to debate will be issued the next day.	
2.	<b>UPLOADNG OF PROCEEDINGS ON INTERNET/WEBSITE</b>					
	(i)	Question Hour	<p style="text-align: center;"><b><u>Budget Session</u></b></p> <p>Question Hour (12.00-1.00 p.m.) to be uploaded by 5.00 p.m. on Internet/website.</p>	<p style="text-align: center;"><b><u>Monsoon Session</u></b></p> <p>Question Hour (12.00-1.00 p.m.) to be uploaded by 5.00 p.m. on Internet/website.</p>	<p style="text-align: center;"><b><u>Winter Session</u></b></p> <p>Question Hour (12.00-1.00 p.m.) to be uploaded by 5.00 p.m. on Internet/website.</p>	

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	(ii)	Proceedings other than Question Hour	Proceedings (other than Question Hour) from 11.00 a.m. till the House adjourns or till the proceedings are issued, to be ready by 10.00 p.m. for uploading on Internet/website.		Proceedings (other than Question Hour) from 11.00 a.m. till the House adjourns or till the proceedings are issued, to be ready by 10.00 p.m. for uploading on Internet/website.	Proceedings (other than Question Hour) from 11.00 a.m. till the House adjourns or till the proceedings are issued, to be ready by 10.00 p.m. for uploading on Internet/website.
3.	<b>SUPPLEMENT TO DEBATE</b>					
	(i)	Supplement	<b>Budget Session</b> To be completed by 3.00 p.m. next day. To be sent to Distribution Branch. To upload on Internet/website by around 3.00 p.m.		<b>Monsoon Session</b> To be completed by 3.00 p.m. next day. To be sent to Distribution Branch. To upload on Internet/website by around 3.00 p.m.	<b>Winter Session</b> To be completed by 3.00 p.m. next day. To be sent to Distribution Branch. To upload on Internet/website by around 3.00 p.m.
4.	<b>CULLING OF 'EXPUNGED'/'NOT RECORDED' DATA</b>					
	(i)	Culling of 'Expunged'/'Not Recorded' Data	'Expunged'/'Not Recorded' data from the proceedings of the Budget Session to be sent to Lobby Office the next day.		'Expunged'/'Not Recorded' data from the proceedings of the Monsoon Session to be sent to Lobby Office the next day.	'Expunged'/'Not Recorded' data from the proceedings of the Winter Session to be sent to Lobby Office the next day.
5.	<b>COMPILATION OF 'UNPARLIAMENTARY WORDS'</b>					
	(i)	Compiling of List of words declared unparliamentary in Rajya Sabha for the annual issue of "Unparliamentary Expressions" to be published by Lok Sabha Secretariat	The full list of words/expressions declared unparliamentary during the year 2017 to be compiled and to be sent to Lok Sabha Secretariat.	The list of words/expressions declared unparliamentary during the Budget Session to be compiled.	The list of words/expressions declared unparliamentary during the Monsoon Session to be compiled.	The list of words/expressions declared unparliamentary during the Winter Session to be compiled.

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	(ii)	Compiling of List of words declared unparliamentary in Rajya Sabha for the annual issue of 'The Table' (the Journal of the Society of Clerks-at-the-Table in Commonwealth Parliaments)	The full list of words/expressions declared unparliamentary during the year 2017 to be compiled and to be sent to LAARDIS for onward transmission for the Questionnaire for 'The Table'.	The list of words/expressions declared unparliamentary during the Budget Session to be compiled.	The list of words/expressions declared unparliamentary during the Monsoon Session to be compiled.	The list of words/expressions declared unparliamentary during the Winter Session to be compiled.
6.	<b>COMMITTEE PROCEEDINGS</b>					
	(i)	Committee Proceedings	Verbatim record to be sent to the concerned Committee Section within three days, if there is one meeting. In case of more than one meeting, verbatim record would be sent within the next five working days.	Verbatim record to be sent to the concerned Committee Section within three days, if there is one meeting. In case of more than one meeting, verbatim record would be sent within the next five working days.	Verbatim record to be sent to the concerned Committee Section within three days, if there is one meeting. In case of more than one meeting, verbatim record would be sent within the next five working days.	Verbatim record to be sent to the concerned Committee Section within three days, if there is one meeting. In case of more than one meeting, verbatim record would be sent within the next five working days.
7.	<b>ONGOING/CONTINUING INITIATIVES</b>					
	(i)	'Expunged data' for Media Unit	'Expunged data' from the proceedings of the Budget Session to be provided to the Media Unit, Rajya Sabha Secretariat daily.	'Expunged data' from the proceedings of the Monsoon Session to be provided to the Media Unit, Rajya Sabha Secretariat daily.	'Expunged data' from the proceedings of the Winter Session to be provided to the Media Unit, Rajya Sabha Secretariat daily.	
	(ii)	Culling out of quarterly Expunged/Not Recorded Data	'Expunged'/'Not Recorded' data (No. of places) from the proceedings of the Budget Session to be culled out and reflected.	'Expunged'/'Not Recorded' data (No. of places) from the proceedings of the	'Expunged'/'Not Recorded' data (No. of places) from the proceedings of the	

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					Monsoon Session to be culled out and reflected quarterly.	Session to be culled out and reflected quarterly.
	(iii)	Contribution to Letter from the Secretary-General	Contribution to Letter from Secretary-General to be sent to LARRDIS every Monday during Budget Session.		Contribution to Letter from Secretary-General to be sent to LARRDIS every Monday during Monsoon Session.	Contribution to Letter from Secretary-General to be sent to LARRDIS every Monday during Winter Session.
8.	<b>NEW INITIATIVES</b>					
	(i)	Uploading of 'Index' of Rajya Sabha Debates	The 'Index' of Rajya Sabha Debates of the proceedings during Budget Session to be uploaded.		The 'Index' of Rajya Sabha Debates of the proceedings during Monsoon Session to be uploaded.	The 'Index' of Rajya Sabha Debates of the proceedings during Winter Session to be uploaded.
9.	<b>WORK RELATING TO INFORMATION SOUGHT UNDER RTI ACT, 2005</b>					
	(i)	Work relating to RTI	All the communications/ requests received under RTI Act through offline as well as online (RTI-MIS) from RTI Cell to be replied/responded within the prescribed time limit.	All the communications/ requests received under RTI Act through offline as well as online (RTI-MIS) from RTI Cell to be replied/responded within the prescribed time limit.	All the communications/ requests received under RTI Act through offline as well as online (RTI-MIS) from RTI Cell to be replied/responded within the prescribed time limit.	All the communications/ requests received under RTI Act through offline as well as online (RTI-MIS) from RTI Cell to be replied/responded within the prescribed time limit.
10.	<b>WORK DONE IN HINDI</b>					
	(i)	Work done in Hindi	(i) All communications/ leave applications/ APARs received in Hindi will be replied to in Hindi only. (ii)The Quarterly Report	(i)All communications/ leave applications/ APARs received in Hindi will be replied to in Hindi only. (ii)The Quarterly	(i)All communications/leave applications/ APARs received in Hindi will be replied to in Hindi only. (ii)The Quarterly Report	(i)All communications/leave applications/ APARs received in Hindi will be replied to in Hindi only. (ii)The Quarterly Report on Work done in Hindi will be

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			on Work done in Hindi will be sent to Rajbhasha Prabhag.	Report on Work done in Hindi will be sent to Rajbhasha Prabhag.	on Work done in Hindi will be sent to Rajbhasha Prabhag. (iii) To conduct Hindi Typing Test during Hindi Pakhwara - 2018.	sent to Rajbhasha Prabhag.
11.	<b>RECORD MANAGEMENT/WEEDING OUT OF OLD RECORDS</b>					
	(i)	Recording and weeding out of files	(i)All records to be managed properly. List of files to be uploaded.	(i)All records to be managed properly. List of files to be uploaded.	(i)All records to be managed properly. List of files to be uploaded.	(i) All records to be managed properly. List of files to be uploaded. (ii)Review and weeding out of files as per the manual.
12.	<b>ANNUAL REPORT</b>					
	(i)	<b>Annual Report</b>	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.
13.	<b>ANNUAL ACTION PLAN</b>					
	(i)	Annual Action Plan	Review of Annual Action Plan – 2017 (January to December)	Quarterly review of Annual Action Plan – 2018 (January to March)	(i)Quarterly review of Annual Action Plan – 2018 (April to June) (ii) Submission of Status of Mid-year review of Annual Action Plan -	(i) Submission of status of Annual Action Plan 2018 (January to September, 2018) to O&M Section, if required. (ii) Quarterly review of Annual Action Plan –

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					2018, if required to O&M Section.	2018(July to September) (iii) Preparation of Annual Action Plan-2019
14.	<b>ANNUAL OFFICE INSPECTION AND ATR ON OBSERVATION OF INSPECTING OFFICER</b>					
	(i)	Annual Inspection of Reporters' Section and ATR on observation of Inspecting Officer	(i) Annual Office Inspection 2018 will be held on the date as scheduled by O&M Section. (ii) Important suggestions given by Inspecting Officer will be taken up for implementation. (iii) ATR on observation of Inspecting Officer will be prepared.	To review implementation of important suggestions given by Inspecting Officer in the Annual Office Inspection.	To review implementation of important suggestions given by Inspecting Officer in the Annual Office Inspection.	To review implementation of important suggestions given by Inspecting Officer in the Annual Office Inspection.
15.	<b>UPDATION OF SECTION RELATED INFORMATION ON WEBSITE</b>					
	(i)	Updation of Section related information	An ongoing and continuous process.	An ongoing and continuous process.	An ongoing and continuous process.	An ongoing and continuous process.
16.	<b>MAINTENANCE OF REGISTERS</b>					
	(i)	Maintenance of Registers	An ongoing and continuous process.	An ongoing and continuous process.	An ongoing and continuous process.	An ongoing and continuous process.