

ANNUAL ACTION PLAN OF SALES AND ARCHIVES SECTION

S. No	ITEM	ACTIVITY				
		January-March (Target)	April-June (Target)	July-September (Target)	October-December (Target)	
1.	*ITEMS FOR PROCUREMENT/ SALE (i) Souvenir items -Procurement -Sale	Rs.9,00,000/- approx Rs.11,00,000/- approx	Rs.6,00,000/- approx Rs.7,00,000/ approx	Rs.6,00,000/- approx Rs.6,00,000/- approx	Rs.8,00,000/- approx Rs.6,00,000/- approx	
	(ii) M.P.'s D.O. Stationary -Procurement -Sale	Rs.50,000/- approx	Sufficiently available in Stock.			
		Rs.6000/- approx				Rs.10,000/- approx
	(iii) Greetings Cards -Procurement -Sale	Sufficiently available in Stock.				Procurement of Cards for the year 2019
		Rs.5000/- approx	Rs.2000/- approx	Rs.500/- approx	Rs.500/- approx	
2.	*Sale of Parliamentary Publications & Papers	Rs.10,000/- approx	Rs.12,000/- approx	Rs.9,000/- approx	Rs.8,000/- approx	
3.	**Printed Parliamentary Debates					
	(i) Circulation of Debate in loose form	Depends on receipt of complete volumes of Parliamentary Printed Debates from Printing Section.				
	(ii) Supply of bound Debates to M.Ps	Depends on receipt of complete volumes of Parliamentary Printed Debates from Printing Section.				
	(iv) Sale of Debates	Depends on receipt of complete volumes of Parliamentary Printed Debates from Printing Section.				

* Data pertaining to items for procurement and sale is tentative and depend on actual demand and supply of the items.

** Debates till 240th Session have been circulated to the Members.

S. No	ITEM	ACTIVITY			
		January-March (Target)	April-June (Target)	July-September (Target)	October-December (Target)
4.	Annual Report	Preparation of Annual Report 2017 of Sales and Archives Section.			
5.	Annual Action Plan	-	-	-	(i) Submission of Status of Annual Action Plan 2018 (ii) Preparation of Annual Action Plan, 2019
6.	Annual Office Inspection	Submission of Action Taken Report on the observations, if any, made in the Inspection Report of the Section			
7.	Records Management (i) Review & Weeding out of old records	-	-		Approximately- review of 60 files/receipts Weeding out of 45 files/receipts approx.
	(ii) Digitisation of old Records (iii) Website updation	Works may be undertaken throughout the year			
8.	Work done in Hindi	Will depend on number of receipt received in Hindi. All receipts received in Hindi will be dealt in Hindi and if need a reply thereon would be given in Hindi			
9.	Application under RTI Act, 2005	Will depend on receiving of applications.			
10.	New Initiative(s)	Efforts will be made to: (i) Introduction of New Souvenir Items and (ii) Creation of software for supply of Parliamentary Printed Debates.			