

## ANNUAL ACTION PLAN OF SYNOPSIS SECTION

Sr. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Preparation of Synopsis	<p>Preparation of Synopsis (in English and Hindi) of the day-to-day proceedings of the House during the Budget (245th) Session of the Rajya Sabha and e-mailing its C.R.C. to the Government of India Press for printing.</p> <p>The Section to issue Synopsis/Supplement on 16<sup>s</sup> days.</p> <p>Efforts would be made to accomplish the job same day.</p> <p>Quality of work will be ensured throughout the session by consulting Senior Officers as and when required.</p>	<p>Preparation of Synopsis (in English and Hindi) of the day-to-day proceedings of the House during the Budget (245th) Session of the Rajya Sabha and e-mailing its C.R.C. to the Government of India Press for printing.</p> <p>The Section to issue Synopsis/Supplement on 15<sup>s</sup> days.</p> <p>Efforts would be made to accomplish the job same day.</p> <p>Quality of work will be ensured throughout the session by consulting Senior Officers as and when required.</p>	<p>Preparation of Synopsis (in English and Hindi) of the day-to-day proceedings of the House during the Monsoon (246th) Session of the Rajya Sabha and e-mailing its C.R.C. to the Government of India Press for printing.</p> <p>The Section to issue Synopsis/Supplement on 20<sup>s</sup> days.</p> <p>Efforts would be made to accomplish the job same day.</p> <p>Quality of work will be ensured throughout the session by consulting Senior Officers as and when required.</p>	<p>Preparation of Synopsis (in English and Hindi) of the day-to-day proceedings of the House during the Winter (247th) Session of the Rajya Sabha and e-mailing its C.R.C. to the Government of India Press for printing.</p> <p>The Section to issue Synopsis/Supplement on 22<sup>s</sup> days.</p> <p>Efforts would be made to accomplish the job same day.</p> <p>Quality of work will be ensured throughout the session by consulting Senior Officers as and when required.</p>
2.	Preparation and Printing of Contents List for Synopsis.	Preparation and printing of Contents List (in English and Hindi) of the Synopsis of the day - to - day proceedings of the Winter (244 <sup>th</sup> ) Session of the Rajya	Preparation and printing of Contents List (in English and Hindi) of the Synopsis of the day - to - day proceedings of the Budget (245th) Session of the	Preparation and printing of Contents List (in English and Hindi) of the Synopsis of the day - to - day proceedings of the Monsoon (246th) Session	Preparation and printing of Contents List (in English and Hindi) of the Synopsis of the day - to - day proceedings of the Winter (247th) Session of the

<sup>s</sup> Estimated number on the basis of previous year experience.

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		<p>Sabha.</p> <p>The job is to be accomplished before the commencement of the Budget (245th) Session.</p> <p>Contents Preparation Software developed by the NIC to be used for printing index-slips and preparing Contents List of Synopsis.</p>	<p>Rajya Sabha.</p> <p>The job is to be accomplished before the commencement of the Monsoon (246th) Session.</p> <p>Contents Preparation Software developed by the NIC to be used for printing index-slips and preparing Contents List of Synopsis.</p>	<p>of the Rajya Sabha.</p> <p>The job is to be accomplished before the commencement of the Winter (247th) Session.</p> <p>Contents Preparation Software developed by the NIC to be used for printing index-slips and preparing Contents List of Synopsis.</p>	<p>Rajya Sabha.</p> <p>The job is to be accomplished before the commencement of the 248<sup>th</sup> Session.</p> <p>Contents Preparation Software developed by the NIC to be used for printing index-slips and preparing Contents List of Synopsis.</p>
3.	Updation of Section related Information on Rajya Sabha Website	During the Session period, Synopsis in English and Hindi to be published on the Rajya Sabha Website as soon as it is sent for printing on daily basis.	During the Session period, Synopsis in English and Hindi to be published on the Rajya Sabha Website as soon as it is sent for printing on daily basis.	During the Session period, Synopsis in English and Hindi to be published on the Rajya Sabha Website as soon as it is sent for printing on daily basis.	During the Session period, Synopsis in English and Hindi to be published on the Rajya Sabha Website as soon as it is sent for printing on daily basis.
4.	Weeding out of old records	Manuscripts of Synopsis and Contents List to Synopsis to be weeded out on the receipt of printed copies thereof on regular basis.	Manuscripts of Synopsis and Contents List to Synopsis to be weeded out on the receipt of printed copies thereof on regular basis.	Manuscripts of Synopsis and Contents List to Synopsis to be weeded out on the receipt of printed copies thereof on regular basis.	Manuscripts of Synopsis and Contents List to Synopsis to be weeded out on the receipt of printed copies thereof on regular basis.
5.	Preparation of Annual Action Plan	Fortnightly and Quarterly Status Reports in accordance with the Annual Action Plan to be submitted to the Competent Authority for review.	Fortnightly and Quarterly Status Reports in accordance with the Annual Action Plan to be submitted to the Competent Authority for review.	<p>Fortnightly and Quarterly Status Reports on Annual Action Plan will be submitted to the Competent Authority for review.</p> <p>Mid-Year Status of the Annual Action Plan-2018 to be prepared as per the target date</p>	<p>Fortnightly and Quarterly Status Reports in accordance with the Annual Action Plan to be submitted to the Competent Authority for review.</p> <p>Annual Action Plan for the Year 2019 to be prepared as per the target date fixed by the O&amp;M</p>

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				fixed by the O&M Section.	Section.
6.	Preparation of Annual Report	Material for inclusion in Annual Report, 2017 to be finalized and sent to the O&M Section after necessary approvals, as per the target date fixed by the O&M Section.	--	--	Material for inclusion in Annual Report, 2018 to be collected.
7.	Miscellaneous work received from other Sections of E&T Service	Work received from other Sections of the E&T Service to be attended to and disposed of within the stipulated time.	Work received from other Sections of the E&T Service to be attended to and disposed of within the stipulated time.	Work received from other Sections of the E&T Service to be attended to and disposed of within the stipulated time.	Work received from other Sections of the E&T Service to be attended to and disposed of within the stipulated time.
8.	Annual Office Inspection	Annual Inspection of the Section will be got done by the Officer designated for the purpose, as per schedule issued by the O&M Section.  Follow-up action to be taken according to the recommendations/ suggestions of the Inspecting Officer.	Annual Inspection of the Section will be got done by the Officer designated for the purpose, as per schedule issued by the O&M Section.  Follow-up action to be taken according to the recommendations/ suggestions of the Inspecting Officer.	--	--
9.	Work done in Hindi	Hindi version of the Synopsis will be prepared and continued to be issued on day-to-day basis during each session of the Rajya Sabha.	Hindi version of the Synopsis will be prepared and continued to be issued on day-to-day basis during each session of the Rajya Sabha.	Hindi version of the Synopsis will be prepared and continued to be issued on day-to-day basis during each session of the Rajya Sabha.	Hindi version of the Synopsis will be prepared and continued to be issued on day-to-day basis during each session of the Rajya Sabha.

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10.	Work related to RTI	If any information is sought under the RTI Act, 2005, the same will be supplied promptly as per rules.	If any information is sought under the RTI Act, 2005, the same will be supplied promptly as per rules.	If any information is sought under the RTI Act, 2005, the same will be supplied promptly as per rules.	If any information is sought under the RTI Act, 2005, the same will be supplied promptly as per rules.
11.	Ongoing/Continuing and New initiative(s) proposed by the Section	Section will continue to interact and provide all possible help to C-DAC for developing ongoing Mantra-Rajya Sabha Software for translation of English version of Synopsis of the day-to-day proceedings of the House into Hindi.	Section will continue to interact and provide all possible help to C-DAC for developing ongoing Mantra-Rajya Sabha Software for translation of English version of Synopsis of the day-to-day proceedings of the House into Hindi.	Section will continue to interact and provide all possible help to C-DAC for developing ongoing Mantra-Rajya Sabha Software for translation of English version of Synopsis of the day-to-day proceedings of the House into Hindi.	Section will continue to interact and provide all possible help to C-DAC for developing ongoing Mantra-Rajya Sabha Software for translation of English version of Synopsis of the day-to-day proceedings of the House into Hindi.