

ANNUAL ACTION PLAN OF TABLE OFFICE

S. No.	ITEM	ACTIVITY																																																																					
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER																																																																		
1.	List of Members (An annual publication)	<p>Updation of information of Members for the publication, "List of Members" of Rajya Sabha consequent to retirements of 4 Members from following States in the Rajya Sabha and subsequent Biennial elections:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>STATE</th> <th>NO.</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>1 NCT of Delhi</td> <td>03</td> <td>27/1/18</td> </tr> <tr> <td>2 Sikkim</td> <td>01</td> <td>23/2/18</td> </tr> </tbody> </table>	STATE	NO.	DATE	1 NCT of Delhi	03	27/1/18	2 Sikkim	01	23/2/18	<p>Updation of information of Members for the publication, "List of Members" of Rajya Sabha consequent to retirements of 62 Members from following States in the Rajya Sabha and subsequent Biennial elections:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>STATE</th> <th>NO.</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>1 Andhra Pradesh</td> <td>03</td> <td>2/4/18</td> </tr> <tr> <td>2 Bihar</td> <td>06</td> <td>-do-</td> </tr> <tr> <td>3 Chhattisgarh</td> <td>01</td> <td>-do-</td> </tr> <tr> <td>4 Gujarat</td> <td>04</td> <td>-do-</td> </tr> <tr> <td>5 Haryana</td> <td>01</td> <td>-do-</td> </tr> <tr> <td>6 Himachal Pradesh</td> <td>01</td> <td>-do-</td> </tr> <tr> <td>7 Karnataka</td> <td>04</td> <td>-do-</td> </tr> <tr> <td>8 Madhya Pradesh</td> <td>05</td> <td>-do-</td> </tr> <tr> <td>9 Maharashtra</td> <td>06</td> <td>-do-</td> </tr> <tr> <td>10 Telangana</td> <td>03</td> <td>-do-</td> </tr> <tr> <td>11 Uttar Pradesh</td> <td>10</td> <td>-do-</td> </tr> <tr> <td>12 Uttarakhand</td> <td>01</td> <td>-do-</td> </tr> <tr> <td>13 West Bengal</td> <td>05</td> <td>-do-</td> </tr> <tr> <td>14 Odisha</td> <td>03</td> <td>3/4/18</td> </tr> <tr> <td>15 Rajasthan</td> <td>03</td> <td>-do-</td> </tr> <tr> <td>16 Nominated</td> <td>03</td> <td>26/4/18</td> </tr> <tr> <td>17 Jharkhand</td> <td>02</td> <td>3/5/18</td> </tr> <tr> <td>18 Nominated</td> <td>01</td> <td>28/6/18</td> </tr> </tbody> </table>	STATE	NO.	DATE	1 Andhra Pradesh	03	2/4/18	2 Bihar	06	-do-	3 Chhattisgarh	01	-do-	4 Gujarat	04	-do-	5 Haryana	01	-do-	6 Himachal Pradesh	01	-do-	7 Karnataka	04	-do-	8 Madhya Pradesh	05	-do-	9 Maharashtra	06	-do-	10 Telangana	03	-do-	11 Uttar Pradesh	10	-do-	12 Uttarakhand	01	-do-	13 West Bengal	05	-do-	14 Odisha	03	3/4/18	15 Rajasthan	03	-do-	16 Nominated	03	26/4/18	17 Jharkhand	02	3/5/18	18 Nominated	01	28/6/18	<p>Updation of information of Members for the publication 'List of Members' of Rajya Sabha consequent to retirement of three (03) Members from the State of Kerala on 01-07-2018.</p>	<p>Printing and circulation of updated 'List of Members' of Rajya Sabha.</p>
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2.	Resume of the Business transacted	Finalization and circulation of the publication in respect of	Finalization of the publication in respect of Budget Session, 2018.	(i) Circulation of the publication in respect	Circulation of the publication in respect of Monsoon Session, 2018.																																																																		

	by the Rajya Sabha (A Session-wise publication)	Winter Session, 2017.		of Budget Session, 2018. (ii) Finalization of the publication in respect of Monsoon Session, 2018.	
3.	General Information for Members (A biennial publication)	Updation and finalization of the manuscript of the publication (in English) and forwarding to Printing Section-I for final printing and to Translation Section-I for preparation of Hindi manuscript. Printed copies to be circulated to newly elected members.	The printed copies of the publication to be circulated to new Members of Rajya Sabha elected in biennial/bye-elections.	The printed copies of the publication to be circulated to new Members of Rajya Sabha elected in biennial/bye-elections.	
4.	Annual Action Plan	Monitoring the implementation of the Annual Action Plan, 2018.	Monitoring the implementation of the Annual Action Plan, 2018.	Monitoring the implementation of the Annual Action Plan, 2018.	(i) Preparation of the Annual Action Plan for the year 2019. (ii) Monitoring the implementation of the Annual Action Plan, 2018.
5.	Annual Report (An annual publication)	Preparation of Annual Report on the activities/work done by the Section in the year 2017.	_____	_____	_____
6.	Record Management/ Weeding out of old records	(i) Recording of files for the year 2017. (ii) Weeding out of old files whose retention period would expire in December, 2017, as per approval already obtained.	_____	Review and weeding out of more than 70 files pertaining to the year 2010.	_____
7.	Annual Office Inspection; ATR on observation of	Annual Office Inspection for the year 2017 to take place. Annual Office Inspection of	Take follow up action on observations of Inspecting Officer, if any, received during the quarter.	Take follow up action on observation of Inspecting Officer, if any, received during the quarter.	Take follow up action on observation of Inspecting Officer, if any, received during the quarter.

	Inspecting Officer	the work transacted in Hindi and related records for the year 2017 to take place.			
8.	Precedents Register	Identification of precedents and making their entry in the 'Precedents Management System'.	Identification of precedents and making their entry in the 'Precedents Management System'.	Identification of precedents and making their entry in the 'Precedents Management System'.	Identification of precedents and making their entry in the 'Precedents Management System'.
9.	Updation of Sessional Statistical Statements and other Records	(i) To update the Sessional Statistical Statements on various subjects viz. (a) Motion of Thanks on the President's Address (b) Union Budget (c) Discussion on the working of the Ministries etc., on a regular basis. An ongoing activity throughout the year. (ii) Also to update the records relating to (a) Election of Members and vacation of seats due to their retirement, resignation, death etc., (b) References made by Chair including Obituary References, Felicitations by the Chair <i>etc.</i> and (c) General Information Statement viz. Party-position in Rajya Sabha, Alphabetical List of Members, Women Members in Rajya Sabha, List of Office-bearers of various parties/groups in Rajya Sabha, etc. on a regular basis. An ongoing activity throughout the year.			
10.	Updation of Website	To update the information on official website pertaining to the (a) Presiding Officers, (b) Change in the composition of Rajya Sabha, (c) Changes in addresses, telephone nos. etc. of Members, (d) Party Position in Rajya Sabha, (e) List of Business, (f) Parliamentary Bulletins (Part-I & II), (g) Sessional Resume, etc. as and when any change occurs. An ongoing activity through out the year.			
11.	Progress of work conducted in Hindi	All communications/RTI applications received in Hindi are replied in Hindi only. Notice for meetings of Business Advisory Committee, Notifications, Circulars, etc. are issued both in Hindi and English.			
12.	Work relating to Information sought under RTI Act, 2005	(i) Timely response to communications received from RTI Cell in hard copy format and through RTI Request and Appeal Management Information System (RTI-MIS). (ii) Entry of current files in pursuance to CIC Order. (If any carry forward is there)	Timely response to communications received from RTI Cell in hard copy format and through RTI Request and Appeal Management Information System (RTI-MIS).	Timely response to communications received from RTI Cell in hard copy format and through RTI Request and Appeal Management Information System (RTI-MIS).	Timely response to communications received from RTI Cell in hard copy format and through RTI Request and Appeal Management Information System (RTI-MIS).