

ANNUAL ACTION PLAN OF TRAINING CELL

S.NO.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Orientation Programme for newly elected Members of Rajya Sabha	Preparation begins for organization of the Orientation Programme for newly elected/nominated Members of Rajya Sabha	Preparation continues	Actual date to be finalized and holding of the programme after seeking approval of Hon'ble Chairman, Rajya Sabha during Monsoon Session.	Settlement of Bills and other related activities.
2.	In-house training Programmes.	Workshops on the topic of "Sexual Harassment at the Workplace" will be organized for the benefit of the Officials of the Secretariat Modalities/Design of the training Programme for the newly recruited staff members of the Secretariat will be worked out in coordination with Personnel Section and Recruitment Cell	Keeping in view the inputs from Personnel and Recruitment Sections, an Induction Programme for the newly recruited staff members will be conducted	(i) Workshops on the topic of "Right to Information Act" will be organized for the benefit of the Officials of the Secretariat (ii) Workshops on the topic of "Stress Management" will be organized for the benefit of the Officials of the Secretariat	One week training programme for Officials of the various services will be conducted on various aspects of functioning of the Secretariat
2.	Training programmes conducted by BPST, Lok Sabha Secretariat.	'Legislative Drafting Programme' (1 month) generally held from mid - February to mid March. Nomination of one or two officials would be made after obtaining approval of Competent Authority.	Nominations to various Training Programmes at BPST, Lok Sabha Secretariat as per their training Calendar for the year 2018-19 shall be made, as per requests received.	Nominations to various Training Programmes at BPST, Lok Sabha Secretariat as per their training Calendar for the year 2018-19 shall be made, as per requests received.	Nominations to various Training Programmes at BPST, Lok Sabha Secretariat as per their training Calendar for the year 2018-19 shall be made, as per requests received.

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		Nominations to various Training Programmes at BPST, Lok Sabha Secretariat as per their training Calendar for the year 2018-19 shall be made, as per requests received.			
3.	Overseas Training Programmes, Conferences and sponsored Study Programmes.	<p>A customized training programme on Parliamentary Procedure and practices through the identified training Institute in London. UK shall be organized in which 12 Officers drawn from various services, will be duly nominated.</p> <p>On receipt of invitation from the Canadian Parliament, arrangements will be made for deputing a suitable officer from LAFEA Service for the 'Parliamentary Officers Study Program'.</p> <p>On receipt of invitation from the Australian Parliament arrangements will be made for deputing a suitable officer from LAFEA Service for the 'Inter-Parliamentary Study Program.'</p>	<p>Two Officers will be nominated to Professional Development Programme (PDP) of the House of Commons, Parliament of U.K. at London.</p> <p>Two Officers from LAFEA Service will be nominated for the training Course on 'Organization of Parliamentary Work' at Ecole Nationale d' Administration (ENA), Paris, France</p>	<p>One Officer from LARRDIS will be nominated for the Annual International Federation of Library Associations (IFLA) Conference 2018.</p> <p>One Officer will be sent to the Conference being conducted by the Australian Parliament Sergeant-At-Arms</p> <p>On receipt of invitation from the NARS, Korea, two Officers of the Secretariat shall be nominated for the Annual NARS Seminar.</p>	Through coordination with Embassy of France and Ecole Nationale d' Administration (ENA), Paris, France, a customized programme on various aspects of Parliamentary functioning will be organized for 12-15 Officers of various levels of the Secretariat.

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4.	Refresher Course on IT Skills for Members and their personal staff.	—	Refresher course on IT Skills will be organized in the Budget Session. For the purpose, Computer Lab will be booked and NIC will be requested to draft a suitable programme and depute faculty members for imparting training.	—	—
5.	Training Programmes for Parliament Security Officials.	Approval will be sought from the Secretary-General for the training programmes initiated by Parliament Security Service-ATP Wing.	Approval will be sought from the Secretary-General for the training programmes initiated by Parliament Security Service-ATP Wing.	Approval will be sought from the Secretary-General for the training programmes initiated by Parliament Security Service-ATP Wing.	Approval will be sought from the Secretary-General for the training programmes initiated by Parliament Security Service-ATP Wing.
6.	Training programme at Indian Red Cross Society, Red Cross Road, New Delhi	—	—	Five officials will be sent for One year Post Graduate Diploma course in 'Disaster Preparedness and Rehabilitation' (part time programme) 2018-19 at the Indian Red Cross Society, New Delhi.	—
7.	Training Programme at Institute of Secretariat Training and Management (ISTM) New Delhi.	Officials will be sent/nominated to various programmes to be conducted by ISTM as per their training Calendar.	Officials will be sent/nominated to various programmes to be conducted by ISTM as per their training Calendar.	Officials will be sent/nominated to various programmes to be conducted by ISTM as per their training Calendar.	Officials will be sent/nominated to various programmes to be conducted by ISTM as per their training Calendar.

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8.	Training Programme at Administrative Staff College of India (ASCI), Hyderabad	Officials will be sent/nominated to some of the programmes to be selected from the calendar of ASCI.	Officials will be sent/nominated to some of the programmes to be selected from the calendar of ASCI.	Officials will be sent/nominated to some of the programmes to be selected from the calendar of ASCI.	Officials will be sent/nominated to some of the programmes to be selected from the calendar of ASCI.
9.	Customized Financial/Management Development Training Programmes at various reputed Institutes.	--	Various training programmes dealing with different aspects of Financial Management will be identified from the training calendars of NIFM, Faridabad , Institute of Government Accounts and Finance (INGAF) New Delhi and NADT, Nagpur and 1-2 officials will be nominated to identified training programme/customized training at NCGG, Mussoorie	--	Various training programmes dealing with different aspects of Financial Management will be identified from the training calendars of Institute of Government Accounts and Finance (INGAF) New Delhi and NADT, Nagpur and 1-2 officials will be nominated to identified training programme
10.	Work relating to weeding out of old records (i) Number of files pertaining to year(s) to be weeded out.	Files that are required to be weeded out as per their retention period will be listed and weeded out.	Files that are required to be weeded out as per their retention period will be listed and weeded out.	Files that are required to be weeded out as per their retention period will be listed and weeded out.	Files that are required to be weeded out as per their retention period will be listed and weeded out.
11.	Preparation of Annual Report 2017.	Annual Report for the activities/work done by Training Cell in the year 2017 will be prepared in accordance with guidelines provided by the O&M Section.			

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12.	Annual Action Plan.	Implementation of AAP-2018 will be reviewed- On Monthly basis , at the level of Director On Quarterly basis at the level of Divisional Head.	Implementation of AAP-2018 will be reviewed- On Monthly basis , at the level of Director On Quarterly basis at the level of Divisional Head.	Implementation of AAP-2018 will be reviewed- On Monthly basis , at the level of Director On Quarterly basis at the level of Divisional Head	Implementation of AAP-2018 will be reviewed- On Monthly basis , at the level of Director On Quarterly basis at the level of Divisional Head Submission of status of Annual Action Plan 2018 (from January-October 2018) to O&M Section. Preparation of AAP 2019.
13.	Computerized diary; Updation of records on website and maintenance of registers etc.	All receipts that are being diarized through the DMIS Software and indexing of files being done through DMIS would be reflected on the website. Besides, all records & circulars pertaining to this Section would be regularly updated on the website.	All receipts that are being diarized through the DMIS Software and indexing of files being done through DMIS would be reflected on the website. Besides, all records & circulars pertaining to this Section would be regularly updated on the website.	All receipts that are being diarized through the DMIS Software and indexing of files being done through DMIS would be reflected on the website. Besides, all records & circulars pertaining to this Section would be regularly updated on the website.	All receipts that are being diarized through the DMIS Software and indexing of files being done through DMIS would be reflected on the website. Besides, all records & circulars pertaining to this Section would be regularly updated on the website.
14.	Annual Office Inspection; ATR on observation of Inspecting Officer.	Details on the ATR will be provided after the O&M Section notifies the Inspection schedule.	Follow up action as per the Inspection report shall be taken.	Follow up action as per the Inspection report shall be taken.	Follow up action as per the Inspection report shall be taken.
15.	Work done in Hindi.	Generally leave applications will be submitted in Hindi. Receipts received in Hindi will be replied to in Hindi. The Quarterly Report on Work	Generally leave applications will be submitted in Hindi. Receipts received in Hindi will be replied to in Hindi. The Quarterly Report on	Generally leave applications will be submitted in Hindi. Receipts received in Hindi will be replied to in Hindi.	Generally leave applications will be submitted in Hindi. Receipts received in Hindi will be replied to in Hindi.

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		done in Hindi will be sent to Rajbhasha Prabhag.	Work done in Hindi will be sent to Rajbhasha Prabhag.	The Quarterly Report on Work done in Hindi will be sent to Rajbhasha Prabhag.	The Quarterly Report on Work done in Hindi will be sent to Rajbhasha Prabhag.
16.	Work related to Information sought under RTI Act-2005 (i) Number of receipts received/dealt/pending.	RTI applications received will be dealt with and appropriate replies will be provided.	RTI applications received will be dealt with and appropriate replies will be provided.	RTI applications received will be dealt with and appropriate replies will be provided.	RTI applications received will be dealt with and appropriate replies will be provided.

Other initiatives to be taken during the year: (Subject to availability of sufficient funds and in-principle approval of Secretary-General

- (i) Legislative Drafting Training programme at USA to be firmed up with ILI or Tulane Law College
- (ii) Study/Exchange programmes to be explored with one of the Parliaments of South Africa, European Parliament, New Zealand etc.
- (iii) MoU signed with Kingdom of Cambodia- Two officers of Rajya Sabha Secretariat visited Kingdom of Cambodia for needs assessment for setting up of a Reference Division in June,2017. Return visit is likely by the officers of Senate of Kingdom of Cambodia this year.