

ANNUAL ACTION PLAN OF TRANSLATION (COMMITTEE-I) SECTION

Sl. No.	Item	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	Committee Reports	Approximately forty (40) Committee Reports of about 3180 pages are likely to be received for translation during 244 th Session (Budget Session). Apart from this, the pendency, if any, with regard to 241 st Session (Winter Session, 2016) will also be cleared in the month of January, 2017.	Remaining Reports out of the first quarter's target of about 22 Reports and fifteen (15) fresh Reports of about 1370 pages on Demands for Grants for the year 2017 are likely to be received and these will be disposed of during this quarter.	Approximately thirty five (35) Committee Reports of about 2240 pages are likely to be received for translation during 243 rd Session (Monsoon Session). Apart from this remaining reports of the previous quarter's target if any, will also be disposed of during this period.	Approximately fifteen (15) Committee Reports of about 1220 pages are likely to be received for translation during 244 th Session (Winter Session). Apart from the remaining reports of the previous quarter's target, if any, will also be disposed of during this period.
2.	Notices, Press Releases, Letters, Questionnaires, RTI, Tour Programme, Background Notes, Agenda Notes like Opening Remarks to be made by the Chairman of the Committee in the Meeting etc., Formulae, Draft LOB Items etc.	About 220 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of during the prescribed time schedule.	About 280 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of during the prescribed time schedule.	About 243 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of during the prescribed time schedule.	About 260 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed off during the prescribed time schedule.
3.	Miscellaneous Papers (Minutes, Notes, Memoranda, Study Notes, Representations, Suggestions etc.)	About 180 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of during the prescribed time schedule.	About 125 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of during the prescribed time schedule.	About 122 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of during the prescribed time schedule.	About 100 receipts of such papers are likely to be received for translation, vetting and typing. All the receipts have to be disposed of during the prescribed time schedule.

Note: The figures given at page no. 1 and 2 are based on previous year's experience.

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4.	Queries, additions/deletions in the reports at the proof reading stage	Approximately 10 reports are likely to be received for resolving the queries of proof-reading and effecting additions/deletions at the proof reading stage. All the work will be disposed of at the earliest.	Approximately 10 reports are likely to be received for resolving the queries of proof-reading and effecting additions/ deletions at the proof reading stage. All the work will be disposed of at the earliest.	Approximately 15 reports are likely to be received for resolving the queries of proof- reading and effecting additions/ deletions at the proof reading stage. All the work will be disposed of at the earliest.	Approximately 10 reports are likely to be received for resolving the queries of proof- reading and effecting additions/ deletions at the proof reading stage. All the work will be disposed of at the earliest.
5.	Publications pertaining to various Committees received from Committee Coordination Section like 'Rajya Sabha Committee Profile', 'Committee of Rajya Sabha and Other Parliamentary Committees and Bodies on Which Rajya Sabha is Represented' etc.	As and when received.	Publication like 'Rajya Sabha Committee Profile 2017' approximately of about 440 pages is likely to be received for translation and vetting. It has to be disposed of within the prescribed time schedule.	Publication like 'Committee of Rajya Sabha and Other Parliamentary Committees and Bodies on which Rajya Sabha is Represented-2018' approximately of 120 pages is likely to be received for translation and vetting. It has to be disposed of within the prescribed time schedule.	As and when received.
6.	Weeding out of old Records/Manuscripts	Weeding out of Old records/ Manuscripts of about 1030 parliamentary papers like Notices, Press Releases, Opening Remarks, Background Notes etc. of 240 th and 241 st Session would be carried out during inter-session period as per requirement according to the prescribed procedure.	--	Weeding out of Old records/ Manuscripts of about 1070 parliamentary papers like Notices, Press Releases, Opening Remarks, Background Notes etc. of 242 nd Sessions would be carried out during inter-session period as per requirement according to the prescribed procedure.	--

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7.	Preparation of Annual Action Plan	Fortnightly Reports and Quarterly Reviews of Annual Action Plan would continue to be prepared.	Fortnightly Reports and Quarterly Reviews of Annual Action Plan would continue to be prepared.	Submission of mid year status of Annual Action Plan - 2018 (i.e. from January to June, 2018 to O&M Section). Fortnightly Reports and Quarterly Reviews of Annual Action Plan would continue to be prepared.	Annual Action Plan for the year 2018 will be prepared and submitted to O&M Section. Fortnightly Reports and Quarterly Reviews of Annual Action Plan would continue to be prepared.
8.	Annual Report	Annual Report for the year 2017 on the work done in the Section would be prepared and submitted to O&M Section.			
9.	Updation of Records on Website and Maintenance of Registers etc.	The function of Updation of Website is primarily the job of the concerned committee Sections. It may be noted that this Section only provides translation of various items emanating from various Committee Sections. Hence, this Section has no role to play in the matter. Registers etc. of the Section will be maintained and updated regularly as per Office Manual.			
10.	Annual Office inspection; ATR on observation of Inspecting Officer	Annual Office Inspection was conducted on 06.01.2017. The next annual office inspection is due in the year 2018.			
11.	Work done in Hindi	The Section is attached with 4 Department-related Committees and 7 Standing Committees of Rajya Sabha and provides Hindi translation of Committee Reports and other related miscellaneous items mentioned in column 2, 3 on page 1. The mandate of the Section is to provide translation service as per Rajbhasha Act, 1963.			
12.	Work related to information sought under RTI Act, 2005	If any information is sought under RTI Act, 2005 the same will be supplied as per rules.			
13.	Ongoing/Continuing Initiatives	Before each Session, a Circular under the heading 'Translation of Parliamentary Committee Reports' seeking co-operation and compliance by the Parliamentary Committees of Rajya Sabha on the guidelines contained therein and 'Outcome Circular' providing a report on the said compliance is being and will continue to be posted on Rajya Sabha Intranet. The Section maintains up-to-date register of Reports of House related Committees Sections received for			

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		<p>translation and vetting on prescribed proforma. The section is making efforts to maintain these records in digital format. The record of work allocation for translation, vetting, typing and other purposes with regard to parliamentary papers is maintained in digital format. Duty rosters and records of important work, such as Minutes, Background Notes, Assurances, Tour Programmes, Notice, Agenda, RTI related documents, Letters, Study Notes, Publications, Questionnaires, Representations, Formulae, LOB items, Opening Remarks etc. are also maintained in digital format.</p> <p>An MS-access based application is being used for diary, dispatch and other purposes. Leave record for CL/RH is being maintained digitally. Efforts are being made to digitize Committee reports related record on MS-excel based application. Information relating to the section are got updated on website as and when required.</p>			

Remarks:-

The estimated figures are based on Previous records.

However, in respect of Committee Reports, the number may go up as the Report is counted only once and various revised versions containing additions, alterations and modifications defined as Draft, Revised Draft, Final Draft and Approved Draft of the same report received in same Session or another Session or Inter-Session have not been included in the tentative figures of Committee Reports for the year 2018. Besides, Committee Reports likely to be prepared on relevant and contemporary issues or subjects and bills during the course of the year by the respective Committee Sections have also not been taken into consideration while making presumption about the Committee Reports likely to be received in the year 2018.