

## ANNUAL ACTION PLAN OF TRANSLATION SECTION - I

S.NO	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Papers Laid on the Table (PLOT), List of Business (LOB), SLOB, SSLOB, Parliamentary Bulletin Part-I (PB Part-1) and Part-II, Notices for Calling Attention, Half-an-hour discussions, Short Duration discussions, Motions, No-day-yet-named Motions, Amendments & Errata to Government Bills	<p><b>2880 pages*</b> are expected to be received for translation, which have to be disposed of within the prescribed time schedule.</p> <p>These items are to be taken up on day-to-day basis during Session period for translation/ vetting/ editing/ preparing MSS for printing/ preparing CRC for the Govt. Press and Rajya Sabha Home Page on the same day.</p>	<p><b>2225 pages*</b> are expected to be received for translation, which have to be disposed of within the prescribed time schedule.</p> <p>These items are to be taken up on day-to-day basis during Session period for translation/ vetting/ editing/ preparing MSS for printing/ preparing CRC for the Govt. Press and Rajya Sabha Home Page on the same day.</p>	<p><b>2580 pages*</b> are expected to be received for translation, which have to be disposed of within the prescribed time schedule.</p> <p>These items are to be taken up on day-to-day basis during Session period for translation/ vetting/ editing/ preparing MSS for printing/ preparing CRC for the Govt. Press and Rajya Sabha Home Page on the same day.</p>	<p><b>2580 pages*</b> are expected to be received for translation, which have to be disposed of within the prescribed time schedule.</p> <p>These items are to be taken up on day-to-day basis during Session period for translation/ vetting/ editing/ preparing MSS for printing/ preparing CRC for the Govt. Press and Rajya Sabha Home Page on the same day.</p>
		<p>Every effort will be made to provide simple, correct and unambiguous translation of each and every parliamentary paper within the prescribed time limit.</p> <p>MANTRA-Rajya Sabha package for translation will continue to be used for translating PLOT, LOB and Parliamentary Bulletin Part-</p>	<p>Every effort will be made to provide simple, correct and unambiguous translation of each and every parliamentary paper within the prescribed time limit.</p> <p>MANTRA-Rajya Sabha package for translation will continue to be used for translating PLOT, LOB and</p>	<p>Every effort will be made to provide simple, correct and unambiguous translation of each and every parliamentary paper within the prescribed time limit.</p> <p>MANTRA-Rajya Sabha package for translation will continue to be used for translating PLOT, LOB and Parliamentary Bulletin Part-</p>	<p>Every effort will be made to provide simple, correct and unambiguous translation of each and every parliamentary paper within the prescribed time limit.</p> <p>MANTRA-Rajya Sabha package for translation will continue to be used for translating PLOT, LOB and Parliamentary Bulletin Part-</p>

Note: \* The estimated figures are based on the current year experience.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
		1&2.	Parliamentary Bulletin Part-1&2.	1&2.	1&2.
2.	Private Members' Bills and Amendments to Bills	<p><b>351 pages*</b> are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>The Private Member's Bills and Amendments to Bills would be taken up for translation and sending MSS to the Bill Office for printing and timely circulation of the same to Members during session itself.</p> <p>To maintain the quality of translation, after vetting of the Bills, Super vetting is also done at senior level.</p> <p>The database created during previous years would continue to be enriched by adding new records to it.</p>	<p><b>279 pages*</b> are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>The Private Member's Bills and Amendments to Bills would be taken up for translation and sending MSS to the Bill Office for printing and timely circulation of the same to Members during session itself.</p> <p>To maintain the quality of translation, after vetting of the Bills, Super vetting is also done at senior level.</p> <p>The database created during previous years would continue to be enriched by adding new records to it.</p>	<p><b>335 pages*</b> are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>The Private Member's Bills and Amendments to Bills would be taken up for translation and sending MSS to the Bill Office for printing and timely circulation of the same to Members during session itself.</p> <p>To maintain the quality of translation, after vetting of the Bills, Super vetting is also done at senior level.</p> <p>The database created during previous years would continue to be enriched by adding new records to it.</p>	<p><b>305 pages*</b> are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>The Private Member's Bills and Amendments to Bills would be taken up for translation and sending MSS to the Bill Office for printing and timely circulation of the same to Members during session itself.</p> <p>To maintain the quality of translation, after vetting of the Bills, Super vetting is also done at senior level.</p> <p>The database created during previous years would continue to be enriched by adding new records to it.</p>

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
3.	RTIs (Replies of RTIs received in English/Hindi)	<p>As RTIs are being increasingly received in Hindi, replies thereto prepared in English are translated into Hindi and a number of times, text of RTIs received in Hindi are translated into English in this Section. There is no limit of number and size to these documents.</p> <p><b>280 pages*</b> (English/Hindi) are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>RTIs are required to be disposed of within scheduled time. Hence, these would be taken up for disposal on urgent basis on receipt.</p>	<p>As RTIs are being increasingly received in Hindi, replies thereto prepared in English are translated into Hindi and a number of times, text of RTIs received in Hindi are translated into English in this Section. There is no limit of number and size to these documents.</p> <p><b>290 pages*</b> (English/Hindi) are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>RTIs are required to be disposed of within scheduled time. Hence, these would be taken up for disposal on urgent basis on receipt.</p>	<p>As RTIs are being increasingly received in Hindi, replies thereto prepared in English are translated into Hindi and a number of times, text of RTIs received in Hindi are translated into English in this Section. There is no limit of number and size to these documents.</p> <p><b>330 pages*</b> (English/Hindi) are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>RTIs are required to be disposed of within scheduled time. Hence, these would be taken up for disposal on urgent basis on receipt.</p>	<p>As RTIs are being increasingly received in Hindi, replies thereto prepared in English are translated into Hindi and a number of times, text of RTIs received in Hindi are translated into English in this Section. There is no limit of number and size to these documents.</p> <p><b>315 pages*</b> (English/Hindi) are expected to be received for translation and these will be disposed of within the prescribed time schedule.</p> <p>RTIs are required to be disposed of within scheduled time. Hence, these would be taken up for disposal on urgent basis on receipt.</p>

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4.	Notifications/Order/Memorandum, Press Release, Messages and Speeches of Hon'ble Vice President/ Chairman, Resume, work from Deputy Chairman Office and other miscellaneous items from all Sections except Questions Branch and Committee Sections.	<b>1220 pages*</b> in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.  These items would be taken up for disposal on urgent basis on receipt.	<b>1350 pages*</b> in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.  These items would be taken up for disposal on urgent basis on receipt.	<b>1050 pages*</b> in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.  These items would be taken up for disposal on urgent basis on receipt.	<b>1150 pages*</b> in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.  These items would be taken up for disposal on urgent basis on receipt.
5.	Publications like Rules of Procedure and Conduct of Business in the Rajya Sabha, Who's Who, Performance Profile, List of MPs, Practice and Procedure Series booklets and Handbook for Members of Rajya Sabha, Occasional Papers, Reference Notes, SMOPs., Biographical data of Members, Sessional Resume, Direction by the Chairman, Rajya Sabha, Debates and other publications brought out by various sections etc.	<b>2560 pages*</b> in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.  These items would be taken up for disposal on priority basis.	<b>2320 pages*</b> in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.  These items would be taken up for disposal on priority basis.	<b>1250 pages*</b> in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.  These items would be taken up for disposal on priority basis.	<b>1120 pages*</b> in English are expected to be received for Hindi translation and these will be disposed of within the prescribed time schedule.  These items would be taken up for disposal on priority basis.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
6.	Weeding out of old records	Weeding out of manuscripts of 239 <sup>th</sup> session would be taken up.	Weeding out of manuscripts of 240 <sup>th</sup> session would be taken up.	Weeding out of manuscripts of 241 <sup>st</sup> session would be taken up.	Weeding out of manuscripts of 242 <sup>nd</sup> session would be taken up.
7.	Annual Report	Annual Report -2017 on the activities/work done by the Section would be prepared and submitted to O&M Section.	---	---	---
8.	Annual Action Plan	Fortnightly Reports and Quarterly review of Action Plan- 2017/2018 would continue to be prepared.	Fortnightly Reports and Quarterly review of Action Plan- 2018 would continue to be prepared.	Fortnightly Reports and Quarterly review of Action Plan- 2018 would continue to be prepared.	Fortnightly Reports and Quarterly review of Action Plan- 2018 would continue to be prepared. Review of Annual Action Plan- 2018 (January to September, 2018) would be prepared. Annual Action Plan for the year 2019 would be prepared.
9.	Computerised Diary	Computerised Diary and Despatch would continue to be done.	Computerised Diary and Despatch would continue to be done.	Computerised Diary and Despatch would continue to be done.	Computerised Diary and Despatch would continue to be done.
10.	Updation of Records	Records would be updated on day-to-day basis.	Records would be updated on day-to-day basis.	Records would be updated on day-to-day basis.	Records would be updated on day-to-day basis.
11.	Updation of Website	H/V of Parliamentary Papers like LOBs, PLOTs, Bulletins Part-1 and Bulletins Part-2 would be published on the website during Session/ Intersession Period and day-to-day basis.	H/V of Parliamentary Papers like LOBs, PLOTs, Bulletin Part-1 and Bulletin Part-2 would be published on the website during Session/ Intersession Period and day-to-day basis.	H/V of Parliamentary Papers like LOBs, PLOTs, Bulletin Part-1 and Bulletin Part-2 would be published on the website during Session/ Intersession Period and day-to-day basis.	H/V of Parliamentary Papers like LOBs, PLOTs, Bulletin Part-1 and Bulletin Part-2 would be published on the website during Session/ Intersession Period and day-to-day basis.

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		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
12.	Work relating to information sought under RTI Act, 2005	If any information is sought under RTI Act, 2005, the same would be provided in accordance with the prescribed norms.	If any information is sought under RTI Act, 2005, the same would be provided in accordance with the prescribed norms.	If any information is sought under RTI Act, 2005, the same would be provided in accordance with the prescribed norms.	If any information is sought under RTI Act, 2005, the same would be provided in accordance with the prescribed norms.
13.	Annual Office Inspection	Annual Office Inspection will be held in the year 2018.			
14.	Matter pertaining to letter from SG	Relevant report would be submitted.	Relevant report would be submitted.	Relevant report would be submitted.	Relevant report would be submitted.
15.	Record Management and maintenance of Registers	Proper and up-to-date maintenance of Records and Registers would be ensured as usual.	Proper and up-to-date maintenance of Records and Registers would be ensured as usual.	Proper and up-to-date maintenance of records and Registers would be as usual.	Proper and up-to-date maintenance of Records and Registers would be as usual.
16.	Work done in Hindi	The mandate of this Section is to provide translation service as per Official Language Act, 1963.	The mandate of this Section is to provide translation service as per Official Language Act, 1963.	The mandate of this Section is to provide translation service as per Official Language Act, 1963.	The mandate of this Section is to provide translation service as per Official Language Act, 1963.
17.	Ongoing/Continuing Initiatives: MANTRA Phase-II Project	Unicode version of MANTRA Software would remain in use for Parliamentary papers including Bulletin part-2.  Progress of the Project to be reviewed by the Project Review Committee.	Unicode version of MANTRA Software would remain in use for Parliamentary papers including Bulletin part-2.  Progress of the Project to be reviewed by the Project Review Committee.	Unicode version of MANTRA Software is expected to be used completely for translation of Parliamentary papers.  Progress of the Project to be reviewed by the Project Review Committee.	Unicode version of MANTRA Software is expected to be used completely for translation of Parliamentary papers.  Progress of the Project to be reviewed by the Project Review Committee.