

## ANNUAL ACTION PLAN OF TRANSLATION SECTION-II

Sl. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Starred and Unstarred Question Lists	Expected number of Starred and Unstarred Questions for translation and vetting are likely to be in the range of 450 and 4800 respectively.	Expected number of Starred and Unstarred Questions for translation and vetting are likely to be in the range of 300 and 3200 respectively.	Expected number of Starred and Unstarred Questions for translation and vetting are likely to be in the range of 285 and 3040 respectively.	Expected number of Starred and Unstarred Questions for translation and vetting are likely to be in the range of 270 and 2880 respectively.
2.	Parliamentary Bulletin Part II relating to Question Branch	Expected number of pages of Parliamentary Bulletins likely to be taken up for translation and vetting are around 45 during the period.	Expected number of pages of Parliamentary Bulletins likely to be taken up for translation and vetting are around 25 during the period.	Expected number of pages of Parliamentary Bulletins likely to be taken up for translation and vetting are around 38 during the period.	Expected number of pages of Parliamentary Bulletins likely to be taken up for translation and vetting are around 42 during the period.
3.	Errata to Question Lists	Expected number of Errata to Question Lists are likely to be 50 pages (25+25 for starred and unstarred questions respectively) during the period.	Expected number of Errata to Question Lists are likely to be 35 pages (18+17 for starred and unstarred questions respectively) during the period.	Expected number of Errata to Question Lists are likely to be 42 pages (21+21 for starred and unstarred questions respectively) during the period.	Expected number of Errata to Question Lists are likely to be 40 pages (20+20 for starred and unstarred questions respectively) during the period.
4.	Checking of proof of Question Lists	The expected number of Question Lists to be checked for proof are likely to be 52 (26+26 for starred and unstarred questions respectively) during the period.	The expected number of Question Lists to be checked for proof are likely to be 26 (13+13 for starred and unstarred questions respectively) during the period.	The expected number of Question Lists to be checked for proof are likely to be 42 (21+21 for starred and unstarred questions respectively) during the period.	The expected number of Question Lists to be checked for proof are likely to be 40 (20+20 for starred and unstarred questions respectively) during the period.

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5.	Statistical Information	25 pages of Statistical Information are likely to be taken up for translation and vetting and preparation of CRC during the period.	25 pages of Statistical Information are likely to be taken up for translation and vetting and preparation of CRC during the period.	25 pages of Statistical Information are likely to be taken up for translation and vetting and preparation of CRC during the period.	25 pages of Statistical Information are likely to be taken up for translation and vetting and preparation of CRC during the period.
6.	Subject Pamphlet, 2015	210 Pages of Subject Pamphlet, 2016 are likely to be taken up for translation and vetting as and when received from Question Branch			
7.	Preparation of Hindi Version of ballot	80 pages are likely to be taken up for preparation of Hindi version of ballot.	55 pages are likely to be taken up for preparation of Hindi version of ballot.	90 pages are likely to be taken up for preparation of Hindi version of ballot.	95 pages are likely to be taken up for preparation of Hindi version of ballot.
8.	Miscellaneous items of work received from other sections of the E&T Service	So far miscellaneous items of work such as Notices of Half an Hour Discussion/ Short Notice Questions/Debates/ Committee Reports etc. received from other sections are concerned quantitative targets cannot be fixed.	So far miscellaneous items of work such as Notices of Half an Hour Discussion/ Short Notice Questions/Debates/ Committee Reports etc. received from other sections are concerned quantitative targets cannot be fixed.	So far miscellaneous items of work such as Notices of Half an Hour Discussion/ Short Notice Questions/Debates/ Committee Reports etc. received from other sections are concerned quantitative targets cannot be fixed.	So far miscellaneous items of work such as Notices of Half an Hour Discussion/ Short Notice Questions/Debates/ Committee Reports etc. received from other sections are concerned quantitative targets cannot be fixed.
9.	Work related to information sought under RTI Act, 2005	The information sought under the RTI Act shall be provided as and when required or asked for.			
10.	Annual Report	Annual Report for the year 2017 will be prepared in January, 2018.			
11.	Preparation of Annual Action Plan	Action Plan for the year 2019 will be prepared in Dec., 2018.			

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12.	Mid Year Review of Annual Action Plan	Mid Year Review of Annual Action Plan, 2018 will be prepared in the month of July, 2018.			
13.	Record Management/ Weeding out of old records	Manuscripts of Question Lists of only two Sessions are retained. Exercise of weeding out of old records is undertaken at short gaps whenever a need for the same arises.			
14.	Computerized Diary: Updation of Records on Website and maintenance of registers etc.	Computerized diary of Listed Question received from Question Branch will be done during every Session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time. All registers will be maintained properly.	Computerized diary of Listed Question received from Question Branch will be done during every Session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time. All registers will be maintained properly.	Computerized diary of Listed Question received from Question Branch will be done during every Session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time. All registers will be maintained properly.	Computerized diary of Listed Question received from Question Branch will be done during every Session. Records will be updated and uploaded on the website as per office manual and orders issued from time to time. All registers will be maintained properly.
15.	Annual Office Inspection	Annual Office Inspection of the Section will be done as per the schedule prescribed by the O&M Section.			
16.	Work related to Hindi	Guidelines of the Official Language Act and the related Rules will be complied with properly.			
17.	New Initiatives	Software is being developed by the NIC through which the Section will receive the Starred and Unstarred listed Questions online from Question Branch and the Section will be able to provide them Hindi Version of the Starred and Unstarred Questions in CRC format.			