

ANNUAL ACTION PLAN OF COMMITTEE SECTION (COMMERCE)

Sl. No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	Reconstitution of the Committee; Nomination(s)/Vacancies			The Committee would be reconstituted. 31 Members (10 Members of Rajya Sabha and 21 Members of Lok Sabha) are nominated. PS: If any vacancy exists or arises in future, Committee Coordination Section intimates about the nomination made against such vacancies.	
2.	Consideration of Demand For Grants (DFG) 2018-19; Reports on DFG's; ATR on DFG's i) Number of Ministries/Departments with the Committee ii) Number of Questionnaire to be prepared iii) Number of meetings to be held iv) Number of Reports to be prepared, adopted and presented	(i) 02 ➤ Department of Commerce ➤ Department of Industrial Policy and Promotion (ii) 02 sets for each Department. (iii) 04 meetings (iv) 02 Reports on Demands for Grants of both the	(i) 02 (ii) NIL (iii) NIL (iv) NIL	(i) 02 (ii) NIL (iii) 02 meetings (iv) NIL	

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	v) Number of Reports to be forwarded to Ministries/Departments for necessary action. vi) Number of ATR's to be prepared, considered and presented vii) Number of ATR's to be forwarded to Ministries/Departments	Departments. (v) 02 Reports (vi) NIL (vii) NIL	(v) NIL (vi) NIL (vii) NIL	(v) NIL (vi) 02 ATRs (vii) 02 ATRs	
3.	Bills, if any, referred to the Committee (including Bills forwarded from previous year) i) Number of Bills referred to the Committee; ii) Number of meeting/oral evidences to be held. iii) Number of Reports to be prepared/presented.	(i); (ii) and (iii) When a bill is referred to the Committee for examination and Report by the Hon'ble Chairman, Rajya Sabha, meetings are held to take oral evidences and consider and adopt draft Reports, after which they are presented to the Parliament.	(i); (ii) and (iii) When a bill is referred to the Committee for examination and Report by the Hon'ble Chairman, Rajya Sabha, meetings are held to take oral evidences and consider and adopt draft Reports, after which they are presented to the Parliament.	(i); (ii) and (iii) When a bill is referred to the Committee for examination and Report by the Hon'ble Chairman, Rajya Sabha, meetings are held to take oral evidences and consider and adopt draft Reports, after which they are presented to the Parliament.	(i); (ii) and (iii) When a bill is referred to the Committee for examination and Report by the Hon'ble Chairman, Rajya Sabha, meetings are held to take oral evidences and consider and adopt draft Reports, after which they are presented to the Parliament.
4.	Subject(s) taken up by Committee and Sub-committee(s) i) Number of subject(s) to be selected by Committees/Sub-Committees ii) Number of meeting to be held and oral evidences taken. iii) Number of Reports to be prepared/adopted/presented	(i) NIL (ii) 02 (iii) NIL	(i) NIL (ii) 04 (iii) 03	(i) NIL (ii) 04 (iii) 01	(i) 04 (likely) (ii) 04 (iii) 01

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5.	Minutes of the Committee Number of the Minutes of meetings of the Committee to be prepared and submitted for perusal of the Hon'ble Chairman, Rajya Sabha	06	04	06	04
6.	Printing and circulation of Reports Number of Reports to be printed in English and Hindi and circulated.	03	05	03	01
7.	Press Conference(s) likely to be organized	Number cannot be specified.	Number cannot be specified.	Number cannot be specified.	Number cannot be specified.
8.	Quarterly Reports & References likely to be Prepared/ forwarded: (i) To R&L Section (ii) To Committee Coordination Section	(i) 01 (ii) 10	(i) 01 (ii) 08	(i) 01 (ii) 10	(i) 01 (ii) 08
9.	Work to be done in Hindi	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in Hindi (ii) Processing of files in Hindi in respect of Hindi receipts and if required will be replied in Hindi (Number cannot be specified).	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in Hindi (ii) Processing of files in Hindi in respect of Hindi receipts and if required will be replied in Hindi (Number cannot be specified).	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in Hindi (ii) Processing of files in Hindi in respect of Hindi receipts and if required will be replied in Hindi (Number cannot be specified).	(i) Quarterly progress report will be sent to Rajbhasha Prabhag regarding work done in Hindi (ii) Processing of files in Hindi in respect of Hindi receipts and if required will be replied in Hindi (Number cannot be specified).

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10.	Work relating to Information sought under RTI Act, 2005 (i) Number of Receipt received/dealt/pending	(i) 01	(i) 01	(i) 01	(i) 01
11.	Annual Report	01			
12.	Annual Action Plan			01 (Submission of Status of Annual Action Plan – 2018 i.e. from January to June)	01 (Preparation of Annual Action Plan- 2019)
13.	Record Management/Weeding out of old Records Number of files pertaining to year(s) to be Recorded/Weeded out				Files from the year 2010 to 2016 will be reviewed for weeding out.
14.	Computerised Diary; Updation of Records on website and Maintenance of Register(s) etc. Details of records updated/uploaded, as per office Manual and orders issued from time to time	Updation of Registers = 12 Other information as and when received would be updated on real time basis.	Updation of Registers = 12 Other information as and when received would be updated on real time basis.	Updation of Registers = 12 Other information as and when received would be updated on real time basis.	Updation of Registers = 12 Other information as and when received would be updated on real time basis.
15.	Annual Office Inspection; ATR on observation of Inspecting Officer	Annual Office Inspection = 01	Submission of ATR = 01		
16.	New Initiative(s) proposed by the Committee	-----	-----	-----	-----

N.B Any other detail/information may be supplied as Annexure