

ANNUAL ACTION PLAN OF DIGITIZATION AND HINDI WEB UPDATION CELL

S. No.	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	This Cell has been entrusted with the work pertaining to (i) Digitization of official debates of Rajya Sabha (214 th Session onwards); (ii) Uploading of full text date-wise official debates; and (iii) Updation of Hindi website of Rajya Sabha	(i) Remaining 5 debates of 243 rd Session and approximately 10 Debates out of 16 Debates of 244 th Session, which are expected to be received from Printing Section during the quarter, would be taken up for digitization.*	(i) Approximately 6 debates of 244 th Session and approximately 16 debates out of 30 debates of 245 th Session, which are expected to be received from Printing Section during the quarter, would be taken up for digitization.	(i) Approximately 14 debates of 245 th Session and 5 debates of 246 th Session, which are expected to be received from Printing Section during the quarter, would be taken up for digitization.	(i) Approximately 15 debates of 246 th Session would be taken up for digitization, which are expected to be received from Printing Section during the quarter, would be taken up for digitization.
		(ii) Debates of 50 Sessions (from 200 th to 151 st Session), in descending order, would be uploaded during the quarter.	(ii) Debates of 50 Sessions (from 150 th to 101 st Session), in descending order, would be uploaded during the quarter.	(ii) Debates of 50 Sessions (from 100 th to 51 st Session), in descending order, would be uploaded during the quarter.	(ii) Debates of 50 Sessions (from 50 th to 1 st Session), in descending order, would be uploaded during the quarter.
		(iii) Apart from updating information and uploading of contents on regular basis on Hindi website of Rajya Sabha in synchronization with its English website, the Cell will also try to co-ordinate with the concerned Sections, in cases of delayed receiving of Hindi version of contents pertaining to them. Every effort shall be made to update the website on real-time basis.			
2.	Weeding out of old records/files	Records categorized under Class I upto respective period of the year 2016 would be weeded out.			
3.	Updation of records	All the necessary records/documents etc. would be maintained and updated as per the manual.			
4.	Updation of Website	Since the primary function of this Cell is pertaining to updation of the website, the targets have already been mentioned against the item at Sl. No. 1 above.			

* Estimated figures are based on experience of previous years.

5.	Preparation/ Review of Annual Action Plan	Fortnightly and Quarterly Status Reports will be submitted for review.	Fortnightly and Quarterly Status Reports will be submitted for review.	<ul style="list-style-type: none"> Fortnightly and Quarterly Status Reports will be submitted for review. Mid-year Status Report on Annual Action Plan for the year 2018, if sought, would be prepared in accordance with the timeframe given by O&M Section. 	<ul style="list-style-type: none"> Fortnightly and Quarterly Status Reports will be submitted for review. Action Plan for the year 2019 would be prepared in accordance with the timeframe given by O&M Section.
6.	Computerized Diary	Computerized diary of all the receipts and dispatches would be maintained.			
7.	Annual Report	Annual Report for the year 2017 would be prepared as per the timeframe set by O&M Section.	-	-	-
8.	Annual Office Inspection and ATR on observation of Inspecting Officer	Annual Office Inspection of the cell would be got conducted as per the schedule set by O&M Section.	-	Action Taken Report on the observation/ suggestion of the Inspecting Officer would be furnished as per the schedule set by O&M Section.	-
9.	Work related to RTI/VIP Reference	Queries sought under RTI Act and requests from VIPs with regard to online records of debates of Rajya Sabha will be dealt with expeditiously.			
10.	Work related to Hindi	Guidelines of the Official Language Act and the related Rules will be complied with properly.			
11.	New Initiatives	<ul style="list-style-type: none"> The web-based software application would be used for digitization of debates in accordance with the IT Plan for 2016-18, replacing the existing stand-alone software being used for digitization. The DMIS software for diary and dispatch would be got customized in view of the specific requirements of the Cell/E&T Service. The web pages/data on Hindi website of Rajya Sabha, which are still in English, would be got translated and uploaded in Hindi in co-ordination with the concerned sections responsible for them. 			