

## ANNUAL ACTION PLAN OF PRINTING SECTION-I

Sl. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	<p><b>Printing of --</b></p> <p><b>I. Sessional Papers (Bilingual) :</b> Bulletins I&amp;II, Lists of Business, Lists of Papers Laid on the Table, Lists of Notices of Amendments on the President's Address, Bills (Govt./Private Members');</p> <p><b>II. Publications (Periodic &amp; Ad-hoc):</b> Resume of Business transacted by the Rajya Sabha (Session-wise), Indices of Debates (Session-wise), Journals (Session-wise), Rajya Sabha &amp; its Secretariat- A Performance Profile, 2017 (Bilingual), List of Members, 2018 (Bilingual), Nutan Pratibimb (Annual Hindi Magazine), Reports of Standing Committees of Rajya Sabha (Hindi &amp; English versions), Booklets of Orientation Programme, other important Ad-hoc publications; and</p> <p><b>III. Miscellaneous Items:</b> Certificates of Hindi Pakhwara &amp; Meritorious Academic Excellence, Desk Calendar-2019, Telephone Table Chart-2018, Forms for Starred &amp; Unstarred Questions-2019, Parking Labels (2019 Series), various type of Registers, Forms, Passes, Identity Cards, Invitation Cards etc.</p>	<p>Manuscripts/Mss. of printing items received from different Sections are allotted to the Govt. of India Press/Private Printers as per requirement of the originating Section subject to the Administrative Approval of the competent authority. The number of items and copies thereof are decided by the originating Section as per their need and accordingly they furnish their demand for final printing.</p>			
2.	ANNUAL ACTION PLAN	Preparation of Annual Action Plan 2019			
3.	ANNUAL REPORT	Preparation of Annual Report 2017 on activities/work done by Section.			
4.	ANNUAL OFFICE INSPECTION	Annual Office Inspection for the year 2018 will be conducted as and when required by the O&M Section.			
5.	WEEDING OUT OF RECORDS	Approx. 15 records will be weeded out.	Approx. 15 records will be weeded out.	Approx. 15 records will be weeded out.	Approx. 15 records will be weeded out.
6.	COMPUTERISED DIARY; UPDATION OF RECORDS	Approx. 12 records will be updated.	Approx. 12 records will be updated.	Approx. 12 records will be updated.	Approx. 12 records will be updated.

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	ON WEBSITE ETC.				will be updated.
7.	INFORMATIONS UNDER RTI ACT	Item can not be quantified due to nature of job undertaken by this Section. However, the information sought will be furnished in the prescribed time.			
8.	E- PUBLICATION OF GAZETTE NOTIFICATIONS	Number of jobs received varies so these can not be quantified initially.			
9.	NEW INITIATIVES	Co-ordination and liaison with different concerned agencies.			