

ANNUAL ACTION PLAN OF PRINTING SECTION-II

Sl. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
*1.	PRINTING OF :- Questions Lists (oral & written); Synopsis of Debates; Contents of Synopsis; Statistical Information relating to Questions; Debates (Floor version); Debates (Hindi version); Contents of Debates; Department-related Parliamentary Standing Committee Reports; Parliamentary Standing Committee Reports (Select Committees); Subject Pamphlets; Committee Pamphlets; and Ad-hoc Publications etc.	Mss. of these publications are received from various Sections. Printing Section-II makes arrangement to print these publications from Govt. Press and Private Printers. The number of items depends on the decision of originating sections to send their requirement for final printing.			
2.	PAYMENTS OF BILLS :- 1. Government Press 2. Private Printers	Bills for the printing charges of all the publications are received from Govt. Press as well as Private Printers. Printing Section-II processes these bills and makes arrangement for the payment.			
3.	ANNUAL REPORT	Preparation of Annual Report 2017 on activities/work done by Section.			
4.	ANNUAL ACTION PLAN	Preparation of Annual Action Plan 2019.			
5.	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.			
6.	WEEDING OUT OF RECORDS	-	-	-	Approx. 12 records will be weeded out in the last quarter
7.	NEW INITIATIVES	Co-ordination with different concerned agencies.			

*English and Hindi version.