

ANNUAL ACTION PLAN OF COMMITTEE SECTION (S&T)

S. No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	Reconstitution of the Committee;	-	-	The Committee would be due for re-constitution in the first week of September, 2018.	-
	Nomination(s)/Vacancies	As and when nomination is conveyed by Committee Coordination Section			
2.	Consideration of Demand For Grants (DFG) 2018-19; Reports on DFGs; ATR on DFGs 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 v) Number of Reports to be forwarded to Ministries/Departments for necessary action. vi) Number of ATRs to be prepared, adopted and presented vii) Number of ATRs to be forwarded to Ministries/Departments	(i) 07 (ii) 07 (iii) 06 (iv) 07 (v) 07			(iii) 01 (vi) 07 (vii) 07

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.	01# 03 01			
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	07 14 07			
5.	Minutes of the Committee i) Number of the Minutes of meetings of the Committee to be prepared and submitted for perusal of the Hon'ble Chairman, Rajya Sabha	06	05	05	06
6.	Printing and circulation of Reports i) Number of Reports to be printed in English and Hindi and circulated.	01	07	07	03

7.	Press Conference(s) likely to be organized	01	-	-	-
8.	Quarterly Reports & References to be prepared / forwarded to:				
	(i) Committee Coordination Section ¹	(i) 03	(i) 03	(i) 03	(i) 03
	(ii) R&L Section	(ii) 01	(ii) 01	(ii) 01	(ii) 01
	(iii) General Research Unit, RS Secretariat	(iii) 01	(iii) 01	(iii) 01	(iii) 01
(iv) Lok Sabha Sectt (PPR Wing)	(iv) 01	(iv) 01	(iv) 01	(iv) 01	
9.	Annual Office Inspection; ATR on observation of Inspecting Officer	Annual Office Inspection to be conducted.	ATR on observations, if any, of Inspecting Officer would be submitted.	-	--
10.	Annual Report	01	---	-	--
11.	Annual Action Plan	---	---	-	01
12.	Record Management/Weeding out of old Records (i) Number of files pertaining to year(s) to be Recorded/Weeded out	Files up to 2015 to be reviewed and weeded out whenever necessary.			

¹ one report is sent on monthly basis.

13.	(i) Computerized Diary (entries to be made); (ii) Maintenance of Register(s) etc. (iii) Details of records to be updated /uploaded on website, as per office Manual and orders issued from time to time.	(i) 150 (ii) 07	(i) 150 (ii) 07	(i) 150 (ii) 07	(i) 150 (ii) 07
		(i) 6 Meetings. (ii) 6 Members attendance. (iii) Uploading of 7 DFG Reports on website. (iv) Bill(s), if any, referred to the Committee. (v) Press Release, if any. (vi) Any other item of work as and when required.	(i) 5 Meeting. (ii) 5 Members attendance. (iii) Bill(s), if any, referred to the Committee. (iv) Press Release, if any. (v) Any other item of work as and when required.	(i) 5 Meetings. (ii) 5 Members attendance. (iii) Uploading of printed copies of reports (iv) Bill(s), if any, referred to the Committee. (v) Press Release, if any. (vi) Any other item of work as and when required.	(i) 6 Meetings. (ii) 6 Members attendance. (iii) Uploading of 7 ATR reports on website. (iv) Bill(s), if any, referred to the Committee. (iii) Press Release, if any. (iv) Any other item of work as and when required.
14.	Work done in Hindi*	02	02	02	02
15.	Work relating to Information sought under RTI Act, 2005 Number of Receipt * (i) Received (ii) Dealt (iii) pending	(i) (ii) (iii)		12 12 Nil	
16.	New Initiatives	NIL			

* Note: The figures shown above have been worked out on the basis of previous years.

