

ANNUAL ACTION PLAN OF COMMITTEE SECTION (SUBORDINATE LEGISLATION)

Sl.No.	ITEM	JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER- DECEMBER
1.	Reconstitution of the Committee; Nomination(s)/Vacancies	Nominations, if any, to be intimated to Member(s)	Nominations, if any, to be intimated to Member(s)	Members to be intimated as and when Committee is reconstituted	Nominations, if any, to be intimated to Member(s)
2.	Monitoring of framing of Rules/ Regulations under the Acts passed by the House. (i) Scrutiny of Acts passed in 2017 with regard to the provisions for framing of Subordinate Legislation (ii) Seeking the status of framing of subordinate legislation on Acts passed in 2017 which contain such provision (iii) Follow up with the concerned Ministries and issuing reminders (iv) Compiling and forwarding of quarterly report on status of framing of rules/regulations under various Acts of Parliament to the Cabinet Secretariat and Ministry of Parliamentary Affairs	(i) 40 (approx.) --- ----- (iv) 1	----- (ii) 20 (approx.) --- (iv) 1	--- (iii) 20 (iv) 1	--- (iii) 20 (iv) 1

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3.	Laying of notifications of the Ministries/Departments on the Table of Rajya Sabha (i) To process Notifications for laying on the Table of Rajya Sabha and sending to Table Office	(i) 350 (approx.)	(i) 150 (approx.)	(i) 650 (approx.)	(i) 500 (approx.)
4.	Parliamentary Bulletin Part-II on Statutory Orders laid on the Table of Rajya Sabha (i) To prepare and circulate weekly Parliamentary Bulletin Part-II on Statutory Orders laid on the Table of Rajya Sabha to Members	(i) 4	(i) 4	(i) 5	(i) 4
5.	Identification and Examination of Statutory Orders (Rules/Regulations/Bye-laws/Schemes, etc) (i) No. of rules to be identified for examination. (ii) No. of questionnaire to be prepared	(i) 10 (ii) 10	(i) 10 (ii) 10	(i) 10 (ii) 10	--- (ii) To complete preparation of any pending questionnaires
6.	Preparation of memoranda (i) No. of memoranda to be prepared for meetings/oral evidence	(i) 6	(i) 6	(i) 6	(i) 6

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	(ii) No. of memoranda to be prepared for study visits	(ii) 10	(ii) 10	(ii) 10	(ii) 10
7.	Meetings/Oral Evidence to be held by the Committee (i) No. of meetings to be held (ii) No. of subjects to be considered	(i) 3 (ii) 6	(i) 3 (ii) 6	(i) 3 (ii) 6	(i) 3 (ii) 6
8.	Minutes of the Committee meetings (To be prepared and circulated)	3	3	3	3
9.	Study visits of the Committee (i) No. of study visits to be undertaken (ii) No. of subjects to be taken up/No. of meetings to be held (iii) No. of study notes to be prepared	(i) 1 (ii) 10 (iii) 3	(i) 1 (ii) 10 (iii) 3	(i) 1 (ii) 10 (iii) 3	(i) 1 (ii) 10 (iii) 3
10.	Committee Reports to be prepared, adopted and presented (i) No. of Reports to be prepared, adopted and presented (ii) No. of Reports to be forwarded to concerned Ministries	(i) 2 reports to be prepared ---	(i) To adopt and present 2 reports (ii) 2	(i) To prepare, adopt and present 2 reports (ii) 2	(i) To prepare, adopt and present 2 reports (ii) 2
11.	Statutory Motions for annulment/modification of	Action to be taken as and when notice of motion	Action to be taken as and when notice of motion	Action to be taken as and when notice of motion	Action to be taken as and when notice of motion

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	Rules/Regulations laid on the Table of Rajya Sabha (i) To scrutinize notices of Statutory Motions for annulment/modification as to their admissibility (ii) To publish in Parliamentary Bulletin Part-II the motions admitted (iii) To take necessary action for listing and discussion of the admitted motions in the House	received from Member(s).	received from Member(s).	received from Member(s).	received from Member(s).
12.	Representations received from individuals, organizations and other stakeholders on rules/ Regulations framed under Acts of Parliament (i) Examination of representations and forwarding to concerned Ministries for clarifications/ necessary action.	(i) 2	(i) 2	(i) 2	(i) 2
13.	Printing and Circulation of Reports (i) Number of Reports to be printed in English and Hindi and circulated	(i) 2	(i) 2	(i) 2	(iv) 2
14.	Quarterly Reports and References to be				

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	prepared/forwarded to: (i) R&L Section (ii) Committee Co-ordination Section	(i) 2 (ii) 1	(i) 2 (ii) 1	(i) 2 (ii) 1	(i) 2 (ii) 1
15.	Annual Report	Preparation of Annual Report of work done by the Committee Section during 2017			
16.	Annual Action Plan				(i) Preparation of Annual Action Plan-2019 (ii) Submission of Status of Annual Action Plan 2018 (i.e. from January to October, 2018) to O&M Section
17.	(i) Computerized Diary (ii) Updation and uploading of Records on website (iii) Maintenance of Registers	(i) To diarize receipts using DMIS as and when received (ii) 3 (iii) 5	(i) To diarize receipts using DMIS as and when received (ii) 3 (iii) 5	(i) To diarize receipts using DMIS as and when received (ii) 3 (iii) 5	(i) To diarize receipts using DMIS as and when received (ii) 3 (iii) 5
18.	Record Management/Weeding out of old Records			Weeding out of old files to be carried out in October, 2018. All old files/records up to the year 2013 to be reviewed.	
19.	Annual Office Inspection; ATR on observation of Inspecting Officer	Annual Office Inspection to be held as per circular/instruction issued by O&M Section	Action, if any, to be taken on observation(s) of Inspecting Officer	ATR to be furnished to O&M Section on observation of Inspecting Officer	
20.	Work done in Hindi				

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	(i) Furnishing of Quarterly report of work done in Hindi to Rajbhasha Prabhag (ii) Processing of any receipts received in Hindi	(i) 1 (ii) Noting and drafting to be done in Hindi on receipts received in Hindi	(i) 1 (ii) Noting and drafting to be done in Hindi on receipts received in Hindi	(i) 1 (ii) Noting and drafting to be done in Hindi on receipts received in Hindi	(i) 1 (ii) Noting and drafting to be done in Hindi on receipts received in Hindi
21.	Work relating to RTI Act, 2005	To process all RTI applications within the stipulated time-frame	To process all RTI applications within the stipulated time-frame	To process all RTI applications within the stipulated time-frame	To process all RTI applications within the stipulated time-frame
22.	New Initiative(s) proposed by the Committee	----			