

ANNUAL ACTION PLAN OF COMMITTEE SECTION (T&T)

S. No	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
I	Ongoing Work				
1.	Reconstitution of the Committee; Nomination(s)/Vacancies			Reconstitution of Committee	
*2.	Consideration of Demand For Grants (DFG) 2018-19; Reports on DFG's; ATR on DFG's 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 forwarded to Ministries/Departments for necessary action. vi) Number of ATR's to be prepared, considered and presented vii) Number of ATR's to be forwarded to Ministries/Departments	(i) 5 (ii) 10 (5+5) (iii) 5	(iii) 2 (iv) 5 (v) 5	(vi) 5	(vii) 5

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		January-March	April-June	July-September	October-December
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.	(i) 1 (ii) 3 (iii) 1	(i) 1 (ii) 3 (iii) 1	(i) 1 (ii) 3 (iii) 1	(i) 1 (ii) 3 (iii) 1
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 meetings to be held and oral evidences taken. iii) Number of Reports to be prepared/adopted/ presented	(i) 1 (ii) 3 (iii) 1	(i) 1 (ii) 3 (iii) 1	(i) 1 (ii) 3 (iii) 1	(i) 1 (ii) 3 (iii) 1
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	7	8	6	6
6.	Printing and circulation of Reports i) Number of Reports to be printed in English and Hindi and circulated.	2 Hindi Reports & 2 English Reports	7 Hindi Reports & 7 English Reports	2 Hindi Reports & 2 English Reports	8 Hindi Reports & 8 English Reports
7.	Press Conference(s) organized * i) Number along with subject on				

* The projection is based on 2017 details.

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		January-March	April-June	July-September	October-December
	which press conference was called.	Nil	Nil	Nil	Nil
8.	Quarterly Reports & References Prepared/forwarded:*				
	(i) To R&L Section	1	1	1	1
	(ii) To Committee Coordination Section	1	1	1	1
9.	Annual Office Inspection; ATR on observation of Inspecting Officer	The observations obtained in the annual office inspection from the inspecting officer will be examined. ATR of the section will be sent to O&M Section.	—	—	—
10	Annual Report	Preparation of Annual Report on the activities/work done by Committee Section in 2017	—	—	—
11.	Annual Action Plan	Quarterly review of Annual Action Plan for the period October-December, 2017.	Quarterly review of Annual Action Plan for the period January-March, 2018.	i) Half year review of Annual Action Plan-2018 (i.e. from January to June, 2018) and forwarding to O & M Section). ii) Quarterly review of Annual Action Plan for the period April-June, 2018.	(i) Preparation of Annual Action Plan-2019 and (ii) Quarterly review of Annual Action Plan for the period July-September, 2018.
12.	Record Management/Weeding out of old Records (i) Number of files pertaining to year(s) to be Recorded/Weeded out	—	—	—	Weeding out of Records will be done in December, 2018.

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*13.	Computerised Diary; Updation of Records on website and Maintenance of Register(s) etc. (i) Details of records updated/uploaded, as per office Manual and orders issued from time to time	(i) 2 Press release (ii) 1 Bill (iii) Diarizing of receipts (iv) Indexing of 28 files/records	(i) 7 press release (ii) 1 Bill (iii) Diarizing of receipts (iv) Indexing of 10files/records	(i) 2 press release (ii) 1 Bill (iii) Diarizing of receipts (iv) Indexing of 10files/records	(i) 3 press release (ii) 1 Bill (iii) Diarizing of receipts (iv) Indexing of 5 files/records
14	Maintenance of Register (s) etc.* (i) File opening register (ii) Printing of Reports register (iii) Committee Meeting register (iv) Press clipping (5 Ministries) (v) Study visit expenditure control register (vi) Refreshment control register (vii) Study visit register (viii) Report register (ix) Guard file register (x) Members Guard file register (xi) Peon register (xii) Attendance register	15 files 2 English & 2 Hindi Reports 7 Nil 3 2 2 1 2 1 10 27	16 files 7 English & 7 Hindi Reports 10 13 3 2 2 5 2 1 9 27	11 files 2 English & 2 Hindi Reports 5 17 2 2 2 1 2 2 14 27	8 files 8 English & 8 Hindi Reports 5 9 2 2 2 1 2 6 26 27
*15.	Work done in Hindi	4 receipts	3 receipts	2 receipts	2 receipts

* The projection is based on 2017 details.

S. No	ITEM	ACTIVITY			
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16.	Work relating to Information sought under RTI Act, 2005 (i) Number of Receipt received/dealt/pending	3	3	3	3
II	New Initiative(s) proposed by the Committee				

N.B Any other detail/information may be supplied as Annexure

* The projection is based on 2017 details.