

RAJYA SABHA SECRETARIAT
(O&M SECTION)

RS.No.2/2/2019-O&M

Dated the 6th December, 2019

CIRCULAR

Subject:- **Review of the Annual Action Plan-2019 of the Secretariat.**

As per Para 2.7 of Chapter -2 of the Sectional Manual of Office Procedure of O&M Section, the Annual Action Plan of each Section needs to be reviewed quarterly by the Branch Officer (i.e. Additional Director /Director) and in the last month of year by the Divisional Head of the Sections/Services under their charge and get a status report prepared on each item which may finally be submitted by O&M Section to the Secretary General for further review / discussion.

2. As the last quarter of the year 2019 is going to end, all the Divisional Heads, accordingly, are requested to carry out a review of the Annual Action Plan for the period from January to December, 2019 of the Sections/Services under their charge and furnish a status thereon. The status report should, wherever possible, include items brought forward from previous year/quarter, added during the year/quarter, disposed of and the pendency at the end of the period. This will provide an intelligible comparison. Further, it is also requested that while preparing the status report, need to be categorically indicated the target fixed for every item as **“Achieved” or “Pending”, if any. And wherever, target (s) have not been achieved the reasons therefore may be given.** The status of review proceedings may kindly be furnished to O&M Section by Friday 3rd January, 2020 both in hard and soft copy at rsom@sansad.nic.in

3. It is also to state here that the Annual Action Plan is a dynamic document. During the course of review, if it is found that either some milestone have not been recorded or not been correctly formulated, or due to changed circumstances, additional milestones are required to be included, may kindly be included in the status report of the Annual Action Plan. Similarly, goals or action points which arise during the year may also be included.

4. Attention is also invited to this Section's Circular of even number dated the 22nd January, 2019 whereby compiled Annual Action Plan 2019 was uploaded on the web site of Rajya Sabha Secretariat for the use of all officers/ Sections of the Secretariat.

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5. In order to deal with the major constraints which require inter-Sectional coordination, etc. which are not so easily amenable to resolution and may even require in depth study and analysis, such issues could be discussed in Secretary-General's Annual review meeting. Secretary General may review the Action Plan-2019 in its entirety. The time, date and venue of review meetings with Divisional Heads by the Secretary General will be intimated in due course.

v.l.k
6.12.19
(VIMAL KUMAR)
JOINT SECRETARY

To-

1. The Secretary
2. Additional Secretary (Research)
3. Additional Secretary (HA)
4. OSD
5. Joint Secretary (MA)
6. Joint Secretary (Reporting)
7. Joint Secretary (LR)
8. Joint Secretary (Co-ord)
9. Joint Secretary (S&T)
10. Joint Secretary (L)
11. Joint Secretary & Financial Advisor
12. Joint Secretary (Q) & Appellate Authority
13. Joint Secretary (E&T)
14. Joint Secretary (O&M)

Copy to: All Officers/ Sections/ Pay & Account Office.