

ANNUAL ACTION PLAN OF LOBBY OFFICE

Sl. No.	ITEM	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMBER	OCTOBER-DECEMBER
1.	Chamber Inspection	Chamber Rehearsal before Budget Session.		Chamber Rehearsal before Monsoon Session.	Chamber Rehearsal before Winter Session.
2.	Record Management	-----		Files for the year 2014 will be reviewed.	----
3.	Updation of web-site	Up-load the Attendance of Members for the 247 th and 248 th Session of Rajya Sabha on the Rajya Sabha website.		Up-load the Attendance of Members for the 249 th Session of Rajya Sabha on the Rajya Sabha website.	Up-load the Attendance of Members for the 250 th Session of Rajya Sabha on the Rajya Sabha website.
4.	Annual Report	---		----	Preparation of Annual Report for the year 2020.
5.	Annual Office Inspection	Annual Office inspection for the year 2018 to be conducted between the month of January and March, 2019.		Take follow-up action on observations of Inspecting Officer, if received during the quarter.	Take follow-up action on observations of Inspecting Officer, if received during the quarter.
6.	Annual Action Plan	Monitoring and implementation of Action Plan 2019.		Monitoring and implementation of Action Plan 2019.	(i) Monitoring and implementation of Action Plan 2019. (ii) Annual Action Plan for the year 2020 to be prepared.
7.	Computerized Diary	An ongoing activity.			
8.	Work done in Hindi	All communications/receipts received in Hindi are to be responded in that language.			
9.	Information sought under RTI Act, 2005	(i) All the communications/requests received under RTI Act through off line as well as on line (RTI-MIS) from RTI Cell to be replied/responded within the prescribed time limit. (ii) Entry of current files in pursuance to CIC Order.			
10.	New initiatives	-----			