

**RAJYA SABHA SECRETARIAT**  
**(O&M SECTION)**

**RS.No.2/1/2018-O&M**

**Dated the 12<sup>th</sup> September, 2018**

**CIRCULAR**

**Subject:-      Review of the Annual Action Plan-2018 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 month of October by the Branch Head of the Sections/Services under their charge and get a status report prepared on each item so that the same may reach O&M Section and which may finally be submitted to Secretary General for further review / discussion.

2. As the third quarter of year 2018 is ending, all the Branch Heads, accordingly, are requested to carry out a review of the Annual Action Plan for the period from January to September, 2018 of the Sections/Services under their charge and furnish a status Report which inter alia, wherever possible, should include item 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 you should categorically indicate against 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 5<sup>th</sup> October, 2018 both in hard and soft copy at [rsom@sansand.nic.in](mailto:rsom@sansand.nic.in).

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

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4. Attention is also invited to this Section's Circular of even number dated the 15<sup>th</sup> February, 2018 whereby compiled Annual Action Plan 2018 was uploaded on the web site of Rajya Sabha Secretariat for the use of all officers/ Sections of the Secretariat.

5. In order to deal with the major constraints which require inter-Sectional coordination, etc. which are not so easily amenable to resolution may even require in depth study and analysis, such issues could be discussed in Secretary-General's review meeting of Annual Action Plan. Secretary-General may review the Action Plan-2018 in its entirety. The time, date and venue of review meetings with Divisional Heads by the Secretary-General will be intimated in due course.

**K.N.EARENDRA KUMAR  
DIRECTOR**

To

**Shri P.P.K. Ramacharyulu, Secretary**  
**Shri Mukul Pandey, Addl. Secretary (L)**  
**Shri A.A. Rao, Addl. Secretary (RSTV)**  
**Shri Chandra Shekhar Mishra, JS (E&T)**  
**Shri K.P. Singh, JS (Q) & Appellate Authority**  
**Shri Jagdish Kumar, JS (MA)**  
**Shri Rohtas, JS (T)**  
**Shri Ashok Kumar Anand, JS (Reporting)**  
**Shri J. Sundriyal, JS & Financial Adviser**  
**Smt. Sunita Sekaran, JS (S&T)**  
**Smt. Nishi Chadha, JS (Interpretation)**

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