

2015

**NIS Work Plan for IME Division
Ministry of Planning**

IME Division, Ministry of Planning			Approved by: Ethics Committee date: 26/04/2015		
Activities	Time frame	Indicator			Unit/Person in charge
		Baseline No. (as of December 2014)	Target No.	Unit	

1. Institutional Arrangement

1.1) Formation of Ethics Committee	Done	-	-	-	Secretary IMED
1.2) Meeting of Ministry's Ethics Committee	Quarterly	3	4	No. of Meeting	Ethics committee
1.3) Appointment of Focal Point	Done	-	-	-	Ethics committee
1.4) Reporting to Ethics Committee	Quarterly	4	6	No. of Report	Ethics Sub committee
1.5) Formation of Innovation Team	Done	-	-	-	Ethics committee

2. Awareness Raising

2.1) Meeting	Quarterly	3	4	No. of Meeting	Ethics committee
2.2) Workshop	Half Yearly	0	2	No. of Workshop	Ethics committee

3. Capacity Development

3.1) (1) Conduct training of NIS for officials and staffs of IME Division	By June 2016		120	No. of Trainees	Ethics committee
3.2) Career Development training of officers & staffs	By Dec, 2016				DG CPTU Director Co-ordination

4. Reforms of Rules and Regulations/Ordinances

4.1) Updating PPA 2006	Dec 2016	4	1	Number	DG. CPTU
4.2) Updating PPR-2008	Dec 2016	4	2	Number	DG. CPTU
4.3) Recruitment Rules	Dec 2016	0	1	Number	Secretary

5. Rewards for Officers

5.1) Integrity award for good practices within the IME Division	By Dec, 2016		10 Officer 10 Staff	1. No. of Officials 2. No. of Staff	Ethics Sub committee
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6. Service Up-gradation

6.1) Update Website	Continuously				Director Co-ordination
6.2) Internet Facility in the IME Division	By Dec, 2015		20	Mbps	Director Co-ordination
6.3) Introduction of Wi-Fi Facility in the IME Division	By Dec, 2015		All Employees/ block	For all IMED employees/blocks	Director Co-ordination
6.4) Web Based Project Management Information System (PMIS)	By Dec, 2016		All Employees of IMED	Person	Director Co-ordination
6.5) Introduction of e-filing	By Dec, 2016		10	No. of Sector/Wing	JS admin & Co-ordination
6.6) Uploading tender/invitation notices on website	Continuously				JS admin
6.7) Introduction of Video conference	By Dec 2016,				Director Co-ordination

7. Transparency & Accountability

7.1) Nomination & Publication of GRS focal Point	Done	-	-	-	Secretary
7.2) Disposal of complaints Redressing Grievances	Continuously	-		No. of Complaint	Director Co-ordination
7.3) Informing the complainant about the result	Continuously			No. of Complaint	Director Co-ordination
7.4) Report to cabinet Division	Monthly			No. of Report	Director Co-ordination
7.5) Uploading the report of GRS on the website	Monthly			No. of Report	Director Co-ordination
7.6) Introduction of online GRS System	June 2016				Director Co-ordination
7.8) ADP Progress Report to Website	Monthly				Director Co-ordination

8. Innovation Team

8.1) Ministry/ Division Level Meeting	By Dec, 2015 Will be provided by SMECI people	3	5	No. of Meeting	Director Co-ordination
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9. Right to Information


9.1) 'Daittoprpto Karmakarta' nomination	Nominated	-			Director Co-ordination
9.2) Disposal of Application for information	Continuously				Daittoprpto Karmakarta
9.3) Report to Cabinet Division	By Dec, 2015		12	Monthly	Daittoprpto Karmakarta

10. Internal Audit & Budget

10.1) Introduction of Internal Audit among the wings to maintain NIS	Half Yearly	-	3		Admin wing/SAS-1
10.2) Arrange meeting for the consultation & implementation of the suggestions proposed by the Internal audit	By Dec, 2015	-	1	Per Year	Admin wing/SAS-1
10.3) Placement of IME Division budget for the implementation of the NIS	By Dec, 2015	-	-	-	Admin wing/SAS-1

11. Monitoring

11.1) Monitoring the implementation of the work plan	Quarterly		4	Meeting/Year	Ethics committee
11.2) Formulate a Monitoring Report	By Dec. 2015		2	Yearly	Ethics committee
11.3) Submit the report to National Integrity Implementation Unit (NIU)	By Dec. 2015		1	Yearly	Ethics committee
11.4) Up-gradation of the work plan	Half Yearly		3	Meeting	Ethics committee


26.04.15
Md. Shahid Ullah Khandaker
Secretary
&
Chairperson of Ethics Committee
IME Division, Ministry of Planning.