

**NIS Work Plan for
Ministry of Land [2015-2016]**

26. 02.2015

Ministry: Ministry of Land			Approved by: Ethics Committee, M/o Land Date: 26.02.2015				Comments	
Rationale	Activities	Time Frame [February,2015 to June-2016]	Indicator			Person/ Organization Responsible		
			Baseline No. [as of Dec, 2014]	Target No.	Unit			
A. Institutional Arrangement								
Identify problems and prospects	(1)	Hold Ethics Committee Meeting	Ongoing (quarterly- Feb,May,Aug,Nov,...)	1	6	No. of Meeting/year 4	NIS Focal Point	
	(2)	Formation of Ethics committee in the subordinate/ attached dept.	Done	-	-	-	-	
Conduct SWOT analysis	(3)	Arrange the stakeholders meeting	Half yearly(June-2015, Dec-2015, June-2016)	-	3	2	NIS Focal Point	
B. Awareness Raising								
Disseminate NIS concept, contents and best practices	(1)	Hold awareness meeting /seminar at Ministry of Land	September 2015, May2016	0	2	2	NIS/GRS/RTI Focal Point	Awareness meeting with all employees of the ministry.
C. Capacity Development								
Enhance skills of the employees	(1)	Conduct Training of NIS for	August 2015, March 2016)	0	6 (number of	Number of trainees	NIS/GRS/RTI Focal Point & DS [Training & Discipline.]	All employees of the ministry[will be covered in 3batches]

		officials of the ministry by assessing need and developing training module			trainings 3*2=6)			
	(2)	Conduct Training of NIS for officials by assessing need & developing training module in the attached/sub-ordinate department .	do	0	-	-	NIS Focal Point of attached/sub-ordinate department	
	(3)	Incorporate NIS as a module of training in D LR & S / LATC	Already Incorporated	0	-	No. of trainees.	DG. LR&S, Director LATC and concerned FP	
	(4)	Provision of training for NIS in the fields of IT	September 2015, April 2016)	0	9	No. of attendance	NIS Focal Point, DS [Training & Discipline] SAS and Programmer	
	(5)	Provision of training for NIS in the field of RTI / GRS		0	9	Do	GRS/NIS/RTI Focal Point, DS[Disc.& Training].	
D. Reforms of Rules and Regulations / Ordinances								
Remove regulatory barriers	(1)	~lei m=úúÉ AváMáY / úKg`Lj AvBb, 2014 (The Acquisition and Requisition of	June, 2016	Primary Draft prepared	-	Revised	Senior Assistant Secretary, Law-1	

		Immovable Property Ordinance 1982)						
	(2)	Fig ms vi AvBb, 2014 (The Land Reform Ordinance 1984)	June-2016	Sent for comments of DC's	-	Revised	Senior Assistant Secretary, Law-1	
	(3)	Fig ms vi AvBb, 2015	June-2016	Primary Draft prepared	-	Enacted	Senior Assistant Secretary, Law-1	
	(4)	Fig Dbqb Ki AvBb, 2014 (The Land Tax Ordinance 1976)	Dec-2016	Do		Revised	Senior Assistant Secretary, Law-3	
	(5)	Kul .Rig mijyv AvBb (New Act)	Dec-2016	Do		Enacted	Joint Secretary (Dev)	
	(6)	Fig ckumb g'vbgvj -3 (New Volume)	July-2015	Sent for Gazette Publication taken	-	Published	Deputy Secretary (Law-2)	
	(7)	Kul .Lum Rig e'e vcbv I ep ve l'bwZgij v 1997 (ms'kvab)	June-2015	Do	-	Revised	Senior Assistant Secretary (Khas Land-2)	
	(8)	AKul .Lum Rig e'e vcbv I ep ve l' bwZgij v 1995 ms'kvab	June-2016	Primary Draft	-	Revised	Deputy Secretary (Khas Land-1)	
	(9)	AvCZ m'vni nBfZ c'v mi Kwi m'vni (Fig, MQ, vj vb/Ni/AeKvWtgv) e'e vcbv I ep ve l' vevagj v, 2015 (New Rule)	Dec-2015	Primary Drafting	-	Enacted	Deputy Secretary (Law-4)	
E. Rewards for Employees								
▪ Motivate the officers and	(1)	Provision of integrity	February,2016	0	3	No. of officers and staff	Ethics Committee, Joint Secretary	Certificate & crest may be awarded

employees		award for good practices/innovation within the ministry					(Dev/Law),DS(khas land)), SAS ATM Azhar & FP	
	(2)	Introduction of performance evaluation including integrity element	June, 2016	N/A	N/A		Ethics Committee, Performance Evaluation Committee, FP	Performance Evaluation Committee to be formed
F. NIS Implementation								
• Consolidate good governance	(1)	E-Governance						
		Upload and update Citizen's charter	Upload and then update quarterly	-		uploaded & updated	Admin wing, FP, Programmer	
		Update website	Daily	-	-	time	Dev.wing & Programmer	
		Internet Facility	Done			supervision	Programmer	
		Online Response System	Continuous/ongoing	-		No. of people getting online response	Dev.wing & Programmer	
		E-payment	June 2016	-	-		Admin & accounts section, Programmer	
		Video Conference	July 2015	-	6	No. of video conference	Admin. /Dev. wing and programmer	
		Introduction of Online Complaint	Continuous /ongoing		No.of online complain	Introduced	GRS FP / Programmer	
		E-procurement	Dec 2015	-	No.of E-procurement	Introduced	Admin wing ,NIS FP /Programmer	to be registered under CPTU
Introduction of Service Portal	June 2016	-		Introduced	Admin/Dev.wing and programmer			

	(2)	GRS						
		Introduction of online GRS System	June- 2015	-	-	Introduced	GRS FP/NIS FP/Programmer	GRS Focal Point appointed
		Report to Cabinet Division	Monthly	By 1st week		Introduced	GRS FP	
		Upload the grievance disposal information on website	Dec-2015	-		Introduced	GRS FP	
	(3)	Formation of Innovation Team	Done					Headed by JS (dev.)
	(4)	Introduction of internal audit to maintain NIS	Nov 2015	--	2 times	number of audit	Ethics Committee, Internal Audit Committee,NISFP	An internal Audit Committee to be formed
	(5)	Right to Information						
		Information officer/officer in charge, RTI	done	-	-			Officer in charge appointed
		No. of requests of information disclosure	June 2016	2	50	no. of information delivered	RTI FP	
		No. of proactive disclosure	do	2	10		RTI FP	
Budget								
	(1)	Upload of 2014-2015 budget on website	March 2015	-	Upload of budget on website	-	JS (Budget)/ programmer	

	(2)	Placement of budget to MoF for NIS implementation	April 2015	-	-		JS (Budget)/FP, DS[discipline & training]/ programmer	
Monitoring								
	(1)	Formulation of monitoring report	Oct 2016	-	1	Monitoring report prepared	Monitoring report preparation committee	Monitoring report preparation committee to be formed. To be discussed in the Ethics Committee meeting.
	(3)	Submit the report to NIU	Dec 2016	-	1	Submitted	Ethics Committee /FP	Before submission to be discussed in the Ethics Committee meeting