

Bridges Division

NIS Work Plan (January 2015-June 2016)

Ministry/Division: Bridges Division			Approved by: Secretary, Bridges Division Date: 09-03-3015			
Sl No.	Activity	Time frame	Performance Indicator			Responsibility
			Baseline No. (as of March 2015)	Target	Unit	
1. Institutional Arrangement						
1.1	Hold Ethics Committee Meeting	Every month	3	18	Number of meeting	Ethics Committee
1.2	Formation of Ethics Committee in subordinate offices.	June 2015	50	100	% of all subordinate offices	Admin Wing
1.3	Arrange stakeholder meeting	Half yearly	0	3	Number of meeting	Admin Wing
2. Awareness raising						
2.1	Hold awareness meeting	December 2015	0	2	Number of meeting	Admin Wing
2.2	Workshop/ Seminar	June 2016	1	3	Number of Workshop/ Seminar	Admin Wing
2.3	Motivational Speech with imphasis on religious values	June 2016	12 times (weekly)	76 times (weekly)	Number of speech	1. ED, BBA & Chairman, Ethics Committee 2. Director (All), BBA 3. PD, (All)
2.4	Rally	December 2015	0	1	Number of Rally	Admin Wing
2.5	Observe 'NIS day' for Bridges Division	December 2015	0	1	Number of 'NIS day' observed	Admin Wing
2.6	Upload NIS related documents and activities of the ethics committee on the website and update regularly	June 2016	50	100	% of NIS related documents and activities of the ethics committee	Admin Wing
3. Capacity Development						
3.1	Training	June 2016	6 hours training per person	36 hours training per person	Hour of training per person	Admin Wing
3.2	Study Tour	June 2016	1 study tour	6 study tour	Number of study tour	Admin Wing

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4. Reforms of Rules and Rrgulations/Ordinances						
4.1	Amendment of BBA Act.	June 2016	-	1	Number of Rules/ Rrgulations amended	Admin Wing
4.2	Amendment of Administrative and financial power of BBA	June 2015	-	1	Number of Rules/ Rrgulations amended	Admin Wing
4.3	Guideline for allotment of space for shops in resettlement area of Bangabandhu Bridge.	December 2015	-	1	Number of Rules/ Rrgulations amended	Admin Wing
4.4	Amendment of TO&E	December 2015	-	1	Number of Rules/ Rrgulations amended	Admin Wing
4.5	Amendment of CPF Rules for BBA	December 2015	-	1	Number of Rules/ Rrgulations amended	Finance Wing
4.6	Amendment of GPF Rules for BBA	December 2015	-	1	Number of Rules/ Rrgulations amended	Finance Wing
5. NIS Implementation						
5.1	e-Governance	June 2016	20	50	% of Services provided	Admin/Finance/ P&D/Technical Wing
5.2	Inernet facility	June 2016	58 (All Class-1 officials)	79 (All Class-1 & 2 officials)	Number of PC with Internet connectivity	Admin Wing
5.3	Online response system	December 2015	-	Online response system in 2 Websites [Bridges Division & Bangladesh Bridge Authority (BBA)]	Number of Website	Admin Wing

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5.4	Video Conference System	December 2015	-	1	Number of Video Conference System	Admin Wing
5.5	e-Procurement	June 2016	1	8	Number of e-Tender	Admin Wing/ Technical Wing
5.6	Upgradation of GRS with response system	June 2015	-	1	Number of GRS	ICT cell
5.7	Nomination of GRS focal point	March 2015	-	GRS focal point nominated	N/A	Admin Wing
5.8	Formation of Innovation Team	March 2015	50	100	% of all	Admin Wing
5.9	e-Recruitment	June 2016	-	1	Number of e-Recruitment system	Admin Wing
5.10	Drill for 4 th class employees as part of best practices	June 2016	13 times (weekly)	72 times (weekly)	Number of Drill	Admin Wing
5.11	Particulars of RTI designated officer published in the website	March 2015	published	Particulars of RTI designated officer published in the website	N/A	Admin Wing
5.12	Information mentioned in the RTI Act/ Regulation disclosed	June 2016	50	100	% of Information mentioned in the RTI Act/ Regulation disclosed	Admin Wing
6. Service Delivery						
6.1	Review and update Citizen Charter	June 2015	Published	1	Citizen Charter reviewed and updated	Admin Wing
6.2	e-Ticketing in weigh scale of Bangabandhu Bridge	June 2016	-	1	Number of e-Ticketing system	Technical Wing
7. Financial Transparency and accountability						
7.1	Internal Audit	June 2016	0	6 times (quarterly)	Number of Internal Audit	Finance Wing

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7.2	External Audit by CA Firm	June 2016	0	1	Number of External Audit	Finance Wing
7.3	Works Audit & Foreign Aided Project Audit	June 2016	0	1	Number of Works Audit & Foreign Aided Project Audit	Finance Wing
7.4	Financial and Performance Progress reports published in the website	June 2016	1	6 times (quarterly)	Number of report	P&D Wing
7.5	Toll Monitoring Committee Meeting	June 2016	1 (quarterly)	6 times (quarterly)	Number of meeting	Toll Monitoring Committee
7.6	O&M Monitoring Committee Meeting	June 2016	1 (quarterly)	6 times (quarterly)	Number of meeting	O&M Monitoring Committee
7.7	Remote Surveillance of toll Collection System of Bangabandhu Bridge and Mukterpur Bridge	June 2016	1 (quarterly)	6 times (quarterly)	Number of report	Technical Wing
7.8	Install PIMS/MIS software	December 2015	-	1	Number of PIMS/MIS	PD, Padma Bridge Project
8. Budget Allocation						
8.1	Budget allocation for NIS implementation	July 2015	-	100%	% of availability of fund	Admin/Finance Wing
9. Monitoring of NIS implementation						
9.1	Formulate a monitoring report	April 2015	-	1	Number of monitoring formate	Admin Wing
9.2	Submit report to NIIU	June 2016	1 (quarterly)	6 (quarterly)	Number of report	Admin Wing

Sd/-
dt-10.03.2015
(Khandker Anwarul Islam)
Secretary

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Date: 11-03-2015

CC.

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