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Frame work for NIS Work Plan

Ministry : Ministry of Religious Affairs		Approved by Ethic's Committee Date : 11.03.2015			
Activities	Time frames Dec 2014 to June 2016	Indicator			Unit/Person in charge
		Baseline No. (as of January, 2015)	Target No.	Unit	
1. Institutional Arrangement					
(1) Holding Ethic Committee Meeting	continuously formed on 11.9.2013	4	42	Meeting every three months	Ethic's Committee
(2) Formation of Ethics Committee in the ministry subordinate offices, including field offices (district level offices)	continuously June, 2015	10	109 Committee	100% in all sub-ordinate office	Secretary and head of local offices
(3) Arrange the stakeholder meeting	continuously	0	7	Meeting in subordinate offices	Head of organization
2. Awareness raising					
(1) Holding in-house awareness meeting at ministry/sub-ordinate office and district level to identify problems for implementing NIS and Good Governance	October 2015	-	109	attendees/ per Meeting	Head of local offices
		-	-	-	
3. Capacity Development					
(1) Provision of training in the fields of Understanding of NIS & Ethical Practices.	October 2015	0	7	Number of attendance approx.7x25	Ethic's Committee
(2) Provision of training for NIS in the fields of Right to Information(RTI)	March, 2016	0	7	Number of attendance approx.7x25	Ethic's Committee
(3) Provision of training for NIS in the fields of Grievance Redress System (GRS)	June, 2016	0	7	Number of attendance approx.7x25	Ethic's Committee
4. Reforms of Rules and Regulations/Ordinance					
Scrutinizing and identifying the existing laws, rules and regulations	continuously	0	Nil	Number of laws, rules and regulations	Ethic's Committee
5. Rewards for officers					
(1) Provision of integrity award for good practices	June, 2016	0	7	certificate & crest	Ethic's Committee
(2) Introduction of performance evaluation including integrity element	June, 2016	N/A	N/A		Ethic's Committee
6. NIS implementation					
(1) E-governance					
a) Internet facility	June, 2016 Implemented	All 1st class officials & section	x	Implemented	Secretary/ Ethic's Committee and head of local offices
b) Online response system	June, 2016 Implemented	0	100%	e-mail facility implemented	Secretary/ Ethic's Committee and head of local offices
c) Video conference	June, 2016 Implemented	0	1	conference system implemented only in Ministry	assistant programmer
d) Service portal	June, 2016	Under process of implementation	30% of total work	service received	Ethic's Committee
e) Online complaint	June, 2016	Under process of implementation	30% of total work	Number of Complain	Ethic's Committee

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f) E-procurement	June, 2016	Under process of implementation	30% of total work	number of procurement per year	Ethic's Committee
g) E-payment	June, 2016		Nil	No E-payment	
(2) GRS implementation	June, 2016		7	implemented	Ethic's Committee & head of local offices
a) Long pending complaint (non hajj)	April, 2016	05	10	complain resolved	head of local offices
b) Appointing Focal Point for Grievance Redress	Appointed			Appointed	Admin Wing
c) Redressing complain against hajj agents	Redressed March /2015	0	87 complain Redressed	Complain/ per year	Hajj Section
d) Publishing Grievance Report (GRS) in web site & sending it to the cabinet division	every month	by 10 th day of every month		by specific time	Admin wing
(3) Formation of Innovation Team					
a) Ministry Level	June, 2016	01	01	100% in all offices	innovation team
b) Department Level	June, 2016	-	06	100% implemented	innovation team of local offices
c) Field administration Level	June, 2016	-	70	every three months	innovation team of field office
(4) Internal audit	June, 2016	-	1	under process of implementation	DS Audit
(5) Right to Information					
a) No. request of information disclosure	June, 2016	0	05	number per year	Public Relation Officer (PRO)
b) number of proactive disclosure	June, 2016	10	75	number per year	assigned officer/PRO
c) publication of budget on website	continuously June, 2016	every year	related portion of budget	implemented	DS Budget
d) incorporation of duties & responsibilities of FP in the work distribution of the Ministry	June, 2016		picas of work	work distribution to be in corporated	Ethic's Committee
e) Updating Ministry website	continuously	every 15 days	monthly 2times/ every 15 days	Updated	Asst. Programmar
f) Introducing Wi-Fi facility	Implemented			Implemented	Asst. Programmar
g) Publishing Tender/ Quotation notice in Ministry web site	Implemented			100% of Tender/ Quotation notice	Asst. Programmar
h) Sending Yearly Report to Information Commission	December/15	-	1 report	Number per year	P.R.O.
7. Budget allocation					
Budget amount secured for the NIS implementation	July, 2015	N/A	15 lac	Taka	Ethic's Committee
8. Monitoring					
Formulate a monitoring report	every three months	-	04	time/year	Ethic's Committee
Submit the report to NIU	every three months	-	04	time/year	Ethic's Committee

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Ministry of Religious Affairs