

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
তথ্য মন্ত্রণালয়
প্রশাসন-১ শাখা
বাংলাদেশ সচিবালয়, ঢাকা
www.moi.gov.bd

স্মারক নং- ১৫.০০.০০০০.০১৪.১৮.০৩৩.১৫. ৫৫৬

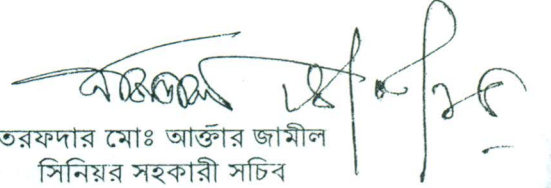
তারিখ: ১০ চৈত্র ১৪২১
২৪ মার্চ ২০১৫

বিষয়: শুদ্ধাচার কৌশল বাস্তবায়নের লক্ষ্যে ১ জানুয়ারি ২০১৫ হতে ৩০ জুন ২০১৬ মেয়াদের কর্ম-
পরিকল্পনা প্রণয়ন এবং বাস্তবায়ন।

সূত্র: মন্ত্রিপরিষদ বিভাগের ২৬.০২.২০১৫ তারিখের ০৪.০০.০০০০.৮২২.১৪.০০১.১৫.০০২ নং স্মারক।

উপর্যুক্ত বিষয় ও সূত্রের প্রেক্ষিতে শুদ্ধাচার কৌশল বাস্তবায়নের লক্ষ্যে ১ জানুয়ারি ২০১৫ হতে
৩০ জুন ২০১৬ মেয়াদের তথ্য মন্ত্রণালয়ের কর্ম-পরিকল্পনা পরবর্তী প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য
নির্দেশক্রমে এ সাথে প্রেরণ করা হলো।

সংযুক্ত : বর্ণনামতে।


তরফদার মোঃ আক্তার জামীল
সিনিয়র সহকারী সচিব

দূরভাষ: ৯৫৪ ৫০ ৮২

e-mail: sas.admin1@moi.gov.bd

মন্ত্রিপরিষদ সচিব
মন্ত্রিপরিষদ বিভাগ
বাংলাদেশ সচিবালয়, ঢাকা
(দৃ: আ: সচিব, সমন্বয় ও সংস্কার)।

অনুলিপি: সদয় কার্যার্থে ও জ্ঞাতার্থে

১. মন্ত্রণালয়ধীন সকল দপ্তর / অধিদপ্তর সংস্থা প্রধান।
২. সকল কর্মকর্তা, তথ্য মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
৩. সচিব মহোদয়ের একান্ত সচিব, তথ্য মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (সচিব মহোদয়ের
সদয় অবগতির জন্য)।
৪. অতিরিক্ত সচিব/অতিরিক্ত সচিব (উন্নয়ন)/যুগ্ম-সচিব (প্রশাসন)/উপ-সচিব (প্রশাসন) মহোদয়ের
ব্যক্তিগত কর্মকর্তা, তথ্য মন্ত্রণালয়, ঢাকা।

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National Integrity Strategy Work Plan
Ministry of Information

1) The Ministry

Vision	A dynamic and participatory information system.
Mission	To keep people informed, involved, motivated and made aware about the development activities of the government, national history, heritage and culture and information relating to public welfare through mass media and ensure their right of access to information
Major Functions	<ul style="list-style-type: none">➤ Formulate and implement Government's internal and external publicity policy;➤ Perform all activities of the programs, media coverage of tours, press briefing/conference of the important persons of the state both at home and abroad;➤ Coordinate activities relating to publicity of the Ministries/Divisions and Bangladesh Missions abroad and with regional and international organizations relating to media;➤ Keep the Government informed of the main trends in public opinion as reflected in the press and problems relating to press and liaison between Government and the press;➤ Preserve and interpret policies and activities of the Government through media; collect and release information from national and international sources;➤ Certify Cinematographic films for exhibition, make and preserve newsreels, documentaries and films and assist in the production of decent films by taking steps against vulgarity and piracy in films, ensure display of those and confer National Film Award;➤ Formulate, implement and update legislation on newspaper and its publication; administration of the Cinematograph and Censorship Act, assist in the publicity of Armed Forces, formulate policies relating to Government advertisement and formulate and implement policies and legislation relating to satellite television and national/commercial/community radio;➤ Assist in the development of mass media industry and conduct research and training on mass media

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	and and publications of documents thereto.
Strategic Objectives	<ul style="list-style-type: none">➤ Bulding mass awareness and upholding right to information;➤ Development and promotion of modern, effective and pro-people mass media industry;➤ Promotion, enrichment and preservation of national history, heritage and culture
Departments/Units	<ul style="list-style-type: none">➤ Bangladesh Television➤ Bangladesh Betar➤ Press Information Department➤ National Institute of Mass communication➤ Department of Films and Publications➤ Department of Mass communication➤ Press Institute of Bangladesh➤ Bangladesh Film Development Corporation➤ Bangladesh Film Archive➤ Bangladesh Film Censor Board➤ Bangladesh Film and Television Institute➤ Bangladesh Press Council➤ Bangladesh Sangbad Sangstha (BSS)

(Signature) 196

**National Integrity Strategy (NIS) Work Plan for Ministry of Information
(January 2015-June 2016)**

For Ministry of Information		Approved by: Secretary, Ministry of Information			
Activities	Time Frame	Indicator			Unit/Person in Charge
		Baseline No (as of Dec 2014)	Target	Unit	
1.Institutional Arrangement					
1.1 Formation of Ethics Committee in the Ministry	Done	1	N/A	Number/Year	Secretary MoI
1.2 Meeting of Ministry's Ethics Committee	Quarterly	1	6	Number	Admin Wing/ NIS Focal Point
1.3 Formation of Ethics Committee in the subordinate offices	Done	14	N/A	Number	Head of Department/ Secretary of the Org.
1.4 Arrange the stakeholders meeting at Ministry level	Quarterly	0	4	Number	Admin Wing/ NIS Focal Point
1.5 Arrange Stakeholders meeting at Subordinate offices	Half Yearly	0	28	Number	Head of Department / NIS Focal Point of subordinate offices
2.Awareness raising					
2.1. Hold awareness meeting/ Seminar at the Ministry level	Half Yearly	0	3	Number	Admin Wing/ NIS Focal Point
2.2. Hold awareness meeting/ Seminar at the subordinate offices	Half Yearly	0	42	Number	Head of Department /NIS Focal Point of subordinate offices
3.Capacity Development					
3.1 Conduct training of NIS for officials of Ministry and departments	June, 2016	0	60	Number of Participants	Admin Wing/NIS Focal Point
3.2 Incorporate NIS as a module in educational /technical training institutes under MoI	June, 2016	0	03	Number	All educational/ training institute under MoI
4. Reforms of Rules and Regulations/Ordinances					
4.1 National Broadcast Policy	Done	1	N/A	Number	Broadcast Wing
4.2 Bangladesh Press Council Act, 2014	June,2016	0	1	Formulated	Press wing
4.3 Bangladesh Sangbad Sangstha Act, 2014	June,2016	0	1	Formulated	Press wing
4.4 Bangladesh Press Institute Act, 2014	June,2016	0	1	Formulated	Press wing
5. Rewards for officers					
5.1 Introduction of performance evaluation including integrity element in Ministry and all subordinate offices	December, 2015	0	15	Number	Admin wing / Head of Department
5.2 Provision of integrity award for good practices within the Ministry	December, 2015	0	3	Number	Admin wing

version of integrity award good practices within the departments	February, 2016	0	14	Number	Head of Department
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6. Service Update

Daily Work Schedule (under MIS)	Daily	-	-	Time	All Wing chief/ Head of All Section
File Movement Register	Daily	-	-	Time	All Wing chief/ Head of All Section
Letter Movement Register	Daily	-	-	Time	All Wing chief/ Head of All Section
Establishment of on line-Library Management System	June, 2015	-	-	Time	Admin Wing/ICT Wing/Cataloguer
Review Citizen's Charter	Monthly	15	By 1 st week of every month	Time	Admin Wing/ICT Wing
Update Website	Daily	-	-	Time	ICT Wing/ Admin Wing
Officers Connected with Internet facility in the Ministry	June, 2016	100%	100%	% of number	Admin Wing
Internet facility in the Departments	June, 2016	100%	100%	% of number	Head of Department
Development of Online response system	June, 2016	0	3	Number of actions	Head of departments
Introduction of Video conference	June, 2015	0	1	Introduced	Admin wing
Introduction of online complaint (only e-mail)	June, 2016	0	Ministry/ All departments	Level	Head of departments/All Wing chief
Introduction of E-procurement	December, 2015	0	2	Number of Departments	Admin wing/ICT Wing/ Head of departments

7. GRS

GRS System	June, 2015	Ministry	All department	Level	Head of departments/All Wing chief/ GRS Focal Point
Report to Cabinet Division	Monthly	By 2 nd Week	By 1 st Week	Time	GRS Focal Point

8. Innovation Team

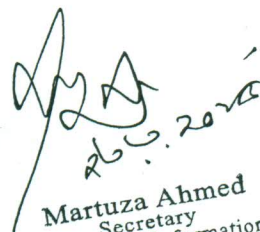
Ministry level meeting	Quarterly	0	6	Number of meetings	Chief innovation officer (JS Admin)/ICT wing
Department level meeting	Quarterly	0	84	Number of meetings	Innovation Focal Point

9. Right to Information

Proactive disclosure of information as per regulation	June, 2015	Ministry	All Departments	Level	ICT wing/ Information disclosure officer
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2 Disposal of application for information	Regularly	100%	100%	% of case disposed	at Ministry and department level Information disclosure officer at Ministry and department level
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10. Monitoring					Submission of Report	Secretary MoI/ Admin Wing/ NIS Focal Point
9.1 Formulate monitoring report and submit to NIIU	Yearly	0	1			


 26.3.2021
Martuza Ahmed
 Secretary
 Ministry of Information
 Govt. of the People's Republic
 of Bangladesh