

NIS Work Plan for Ministry of Industries (1st January 2015 to June 2016)

SL. No.	Ministry of Industries		Approved by : Ethics Committee			
	Activities	Time frame	Indicator			
			Baseline No. (as of Dec. 2014)	Target No.	Unit	Unit/Person in charge
1. Institution Arrangement						
1.1	Formation of Ethics Committee in the Ministry	12 May 2013	-	-	Formed	Secretary
1.2	Meeting of Ministry's Ethics Committee	June. 2016 Every 4 month	2	4	Number of meeting/year	FP
1.3	Formation of Ethics Committee in the subordinate departments	Target Achieved	11	Target Achieved	Total number of organization	Head of the organization
1.4	Stakeholder meeting	June. 2016 Every 4 month	2	4	Number of meeting/year	FP
1.5	Reporting to Ethics Committee	June. 2016	2	4	Number of meeting/year	Head of the organization
2. Awareness raising						
2.1	Awareness raising meeting	June. 2016 Every 4 month	-	4	Number of meeting/year	Admin wing & FP
2.2	Campaign of NIS in Ministry	June. 2016	-	3	Number of campaign	Admin wing & FP
2.3	Campaign of NIS in organization	June. 2016	-	22	Number of campaign	Head of the organization
3. Reforms of Rules and Regulations/Ordinances						
3.1	Publication of Industrial Policy 2015	June. 2015	50%	100%	Draft published	Policy branch, MOI
3.2	Formulation of Geographical Indication of Goods (registration & protection) Rules	Dec. 2015	50%	100%	Formulated	MOI & DPDT
3.3	Formulation of Trademarks Rules	Dec. 2015	80%	100%	Formulated	MOI & DPDT
3.4	Formulation of Trademarks Amendment Act	Dec. 2015	90%	100%	Formulated	MOI & DPDT
3.5	Formulation of Bangladesh Industrial Nationalization Act	Dec. 2015	60%	100%	Formulated	MOI
3.6	Formulation of Bangladesh Ship Recycling Act	Dec. 2015	60%	100%	Formulated	Policy branch, MOI

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4. Capacity Development						
4.1	Training on NIS for officials	June. 2016	-	90	Number of trainees	Admin wing & FP
4.2	Inclusion of NIS as a module in training institution	June. 2016	-	4	Number of module	BIM, BITAC, BSCIC, BCIC
4.3	In house Training of officers & staffs in Ministry	June. 2016	-	120	Number of trainees	Admin wing (Training branch)
4.4	Training of officers & staffs in organization	June. 2016	-	150	Number of trainees	Head of the organization
4.5	NIS as a module of training	June. 2016	-	4	Number of module	BIM, BITAC, BSCIC, BCIC
5. Rewards for officers						
5.1	Integrity award for good practices within the ministry	June. 2016	-	6	Number of Awardees	Admin wing
5.2	Integrity award for good practices within the organization	June. 2016	-	22	Number of Awardees	Head of the organization
5.3	Including integrity element in performance evaluation	June. 2016	-	-	Included	Admin wing
5.4	Foreign Training for ministry/organization's officers	June. 2016	-	14	Number of trainees	Admin wing
6. Service Up-gradation						
6.1	Update Web portal	Daily	Daily	Daily	Updated	ICT branch
6.2	Internet facility in the Ministry	June. 2016	All 1 st class officials	All 1 st & 2 nd class officials	Coverage of PC with internet connectivity	Admin wing & ICT branch
6.3	Wi-Fi facility in Ministry	June. 2016	60%	100%	Introduced	Admin wing & ICT branch
6.4	Introducing Online gate pass system in the ministry of Industries	June. 2016	-	100%	-	Admin wing ICT branch PWD & Security committee
6.5	Introducing e-learning platform with e-training	June. 2016	-	-	-	BIM
6.6	Result digitization	June. 2015	-	-	%	BIM
6.7	Fertilizer distribution monitoring system	June. 2015	50%	100%	%	BCIC

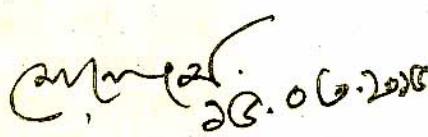
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6.8	Implementation of e- gazette	June. 2016	Faridpur Sugar mill	14 Sugar mills	Number of mills	BSFIC
6.9	Creation and implementation of Database of Small and Cottage Industries and Cluster basis GIS (Geographic Information System)	Aug. 2015	10%	100%	%	BSCIC
6.10	Online application filing system for designs, patents and trademarks	June. 2016	-	100%	%	DPDT
6.11	Uploading tender/invitation notices on website	June. 2016	80%	100%	Introduced	ICT branch and Head of the organization
6.12	Introduction of Video conference	June. 2016	-	100%		BSCIC, BSTL, BCIC
6.13	Introduction of e-filing	June. 2016	5%	60%	Introduced	Admin wing & ICT branch

7. Transparency & Accountability

7.1	Nomination of GRS focal point	-	-	Target achieved	Nominated	PMO & Cabinet Div. branch
7.2	Disposal of complaints	June. 2016	-	100%	Percentage s of disposal	Related branch MOI, organization & FP
7.3	Informing the complainant about the result	June. 2016	-	100%	Percentage s of disposal	Related branch MOI, organization & FP
7.4	Introduction of online GRS System	June. 2016	-	-	Introduced	Related branch MOI, organization & FP
7.5	Uploading the report of GRS on the website	Updated	-	-	Introduced	PMO & Cabinet Div. branch & ICT branch
7.6	Report to Cabinet Division	Monthly	Monthly	Monthly	Target achieved	PMO & Cabinet Div. branch & ICT branch

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8. Innovation Team						
8.1	Ministry level meeting for innovation action	June. 2016	9	18	Meetings/ year	CIO & ICT wing
8.2	Ministry level meeting for web management	June. 2016	7	12	Meetings/ year	CIO & ICT wing
8.3	Department/organizational innovation teams meeting	June. 2016	-	18	Meetings/ year	Innovation officer of each organization
9. Right to Information						
9.1	Nomination of Designated Officer (DO)	-	-	Target achieved	Nominated	Admin wing
9.2	Publication of the list of DO & Appeal Officer (AO) of the Ministry & Affiliated Organization (Book & website)	-	-	Target achieved	Nominated	Admin wing
9.3	Publication of Guidelines for information disclosure	-	-	Target achieved	Published	Admin wing
9.4	Publication of Information	June. 2016	-	1	Publication per year	Admin wing
9.5	Disposal of application for information	June. 2016	-	100%	% of Application received	Admin wing
9.6	Report to Cabinet Division	June. 2016	-	12	Number per year	Admin wing
10. Internal Audit & Budget						
10.1	Introduction of Internal Audit & Formation of IA Committee to ensure NIS	Dec. 2015	-	100%	1	Audit & Budget Branch
10.2	Implementation of Internal Audit among the wings of MOI & sub-ordinate offices (following IC Manual)	Dec. 2015	-	100%	1	Audit & Budget Branch
10.3	Organize trip at meeting to mitigate audit observation	Monthly basis	-	100%	12	Audit Branch
10.4	Holding IA Committee meeting in order to implement IA Committee suggestion	Quarterly	-	100%	4	Audit Branch
10.5	Prepare & Approval of budget implementation plan	2 nd week of August per year	-	100%	1	Budget Branch

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10.6	Organize training on PEM Among (MOI & sub-office)	Monthly basis	-	100%	12	Budget Branch
10.7	Holding BMC meeting for Financial Management and transparency	Quarterly basis	-	100%	4	Budget Branch
10.8	Prepare Management Report & submit to the F.D.	Monthly/ Yearly	-	100%	12	Budget Branch
10.9	Placement for Budget to the MOF	March. 2015	-	100%	1 (Timely submitted)	Budget Branch
11. Monitoring						
11.1	Formation of monitoring committee	June. 2015	-	-	Committee formed	Admin wing
11.2	Meeting of the committee	June. 2016	-	3	Number of meeting	Monitoring committee
11.3	Submit the report to the NIU	June. 2016	-	3	Number of report	FP
11.4	Up-gradation of the work plan	June. 2016	-	1	Number of up-gradation	FP


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 Ministry of Industries
 &
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