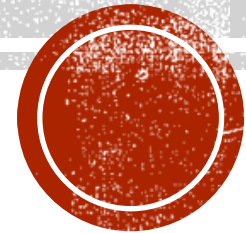


REFORM INITIATIVE IMPLEMENTATION ACTION PLAN – RIIAP

MOBILIZING OFFICE RESOURCES EFFICIENTLY THROUGH DIGITAL STOCK REGISTER

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Roll: 121



PROBLEM IDENTIFICATION

- Procurement done regularly by government offices, but expired materials are not discarded
- Waste of government resources
- Space unavailability in field offices



WAY OUT & RESULT

- Creating a digital stock register with procurement date and expiry date for all materials in office storeroom.
- Expired materials can be swapped by new updated material.
- Unified database for all offices in a district or a division to make Annual Procurement Plan (APP) more efficient.



PROPOSED STATS FOR REFORM INITIATIVE

- Pilot reform initiative name: Mobilizing Office Resources Efficiently through Digital Stock Register
- Implementing Office: Upazila Election Office, Satkhira Sadar, Satkhira
- Piloting Area: Store room, Upazila Election Office, Satkhira Sadar, Satkhira
- Reason for Piloting: Efficient procurement, utilization and discarding of resources
- Duration of piloting: August 2025 to October 2025
- Number of beneficiary: All 522 Upazila Election Offices
- Cost Estimation: Cost may incur if new QR or Barcode generating software is developed



STAKEHOLDER ANALYSIS & THEIR MANAGEMENT

Sl	Stakeholders	Needs and Expectations
1.	Upazila Election Officer (UEO)	Maintain digital stock register
2.	Procuring Entity (UEO)	<ol style="list-style-type: none"> 1. Up to date Need Assessment 2. Effective APP and RAPP
3.	District Election Officer (DEO) Or Regional Election Officer (REO)	<ol style="list-style-type: none"> 1. Unified Database for respective jurisdiction 2. Efficient resource mobilization in emergency
4.	Election Commission Secretariate (ECS) or HoPE	Efficient cost estimation and budget allocation



RESOURCE MOBILIZATION

S1	Resources	Provider	Expected Support
1.	Printer	UEO office	Printing QR or Barcode for Tagging
2.	Google sheet	Free Online spreadsheet	Unify Database
3.	Barcode Scanner	UEO office	Scan tags
4.	Manpower	UEO office	Digital Stock Register implementation
5.	QR or Bar code generating software	IT wing of ECS	Use a free QR or Bar code generating software or develop a new one



DETAILS OF ACTIVITIES

S1	Activities	Responsibility	Duration
1.	Digital Stock Register implementation	Upazila Election Officer (UEO)	2 weeks
2.	Develop QR or Bar code generating software	IT wing of ECS	4 weeks
3.	Unify Database	District Election Officer (DEO) Or Regional Election Officer (REO)	1 week
4.	Swap Expired materials by new updated material	Election Commission Secretariate (ECS)	3 weeks
5.	Make an Effective APP	Upazila Election Officer (UEO)	4 times annually



SUSTAINABILITY STRATEGIES

- Co-opt updating digital stock register as regular official activities
- Arrange stock checking annually
- Update APP regularly
- Mobilize resources among respective field offices and ensure proper utilization of government facilities



THANK YOU

