


**NIS Work Plan for Ministry of Textiles and Jute
(January 2015-June 2016)**


For Ministry of Textiles and Jute	Approved by: Ethics Committee, Ministry of Textiles and Jute date: 25-02- 2015				
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 MOTJ
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	8	N/A	Number	Chairman/DG/Director
1.4.Arrange the stakeholders meeting at Ministry level	Half Yearly	0	2	Number	Admin Wing/ NIS Focal Point
1.5.Arrange Stakeholders meeting at Subordinate offices	Half Yearly	0	16	Number	Chairman/DG/Director/ 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	24	Number	Chairman/DG/Director /NIS Focal Point of subordinate offices

3.Capacity Development					
3.1.Conduct training of NIS for officials of Ministry and departments	June, 2015	0	60	Number of Participants	NIS Focal Point
3.2. Incorporate NIS as a module in educational /technical training institutes under MOTJ	June, 2015	0	05	Number	All educational/trainin g institute under MOTJ
4. Reforms of Rules and Regulations/Ordinances					
4.1. Jute Policy, 2014	July,2015	0	1	Formulated	Jute wing
4.2. Textile Policy,2014	June,2015	0	1	Formulated	Textiles wing
4.3. Jute Act	June,2015	0	1	Formulated	Jute wing
4.4. Textiles Industries Establishment(Registration & Coordination) Act, 2015	December, 2015	0	1	Formulated	Textiles wing
5. Rewards for officers					
5.1.Introduction of performance evaluation including integrity element in Ministry and all subordinate offices	December, 2015	0	9	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
5.3. Provision of integrity award for good practices within the Departments	February, 2016	0	8	Number	Head of Department
6. Service Update					
6.1.Update Citizen's Charter	Monthly	9	By 1 st week of every month	Time	Admin Wing/NIS Focal Point
6.2.Update Website	Daily	-	-	Time	Admin Wing/NIS Focal Point
6.3.Internet facility in the Ministry	June,2016	60% of 1 st Class officers	All 1 st officers	Coverage of PC with internet connectivity	Admin Wing/NIS Focal Point
6.3. Internet facility in the	June,2016	60% of	All 1 st	Coverage	Head of

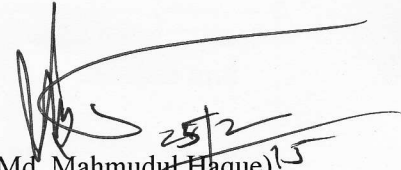
Departments		1 st Class officers	Class officers	of PC with internet connectivity	Department/NIS Focal Point
6.5.Online response system	June,2016	0	20	Number of Clients	Head of departments/All Wing chief of MOTJ
6.6. Introduction of Video conference	June, 2015	0	1	Introduced	Admin wing
6.6. Introduction of online complaint (only e-mail)	June,2016	0	Ministry / All departm ents	Level	Head of departments/All Wing chief
6.7.E-procurement	June,2016	0	Ministry / All departm ents	25%	Admin wing/ Head of departments
7. GRS					
7.1.GRS System	June, 2015	Ministr y/Ensue full GRS implem entation	All departm ent/Ensu re the full impleme ntation of GRS	Level	Head of departments/All Wing chief/ GRS Focal Point
7.2.Report to Cabinet Division	Monthly	By 2 nd Week	By 1 st Week	Time	GRS Focal Point
7. Innovation Team					
8.1. Ministry level meeting	Monthly	4	18	Number of meetings	Chief innovation officer (JS Admin)
8.2. Department level meeting	Quarterly	0	48	Number of meetings	Innovation Focal Point
8.3. Meeting with Stakeholders at implementation Level	Half Yearly	0	8	Number of meetings	Secretary MOTJ/Head of departments/Innov ation Focal Point

8. Right to Information					
9.1. Proactive disclosure of information as per regulation	June,2015	Ministry	All Departments	Level	Admin wing/ Information disclosure officer at Ministry and department level
9.2. Disposal of application for information	Regularly	02	25	% Application received	Information disclosure officer at Ministry and department level
9. Budget allocation					
10.1. Budget amount secured for the NIS implementation	May,2015	0	20 Lac	Taka	Admin wing/JS Budget/Head of departments
10. Monitoring					
11.1. Formulate monitoring report and submit to NIIU	Yearly	0	1	Submission of Report	Secretary MOTJ/Admin Wing/ NIS Focal Point


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