

**Revised NIS Work Plan for IME Division  
Ministry of Planning (January 2015 to June 2016)**

IME Division, Ministry of Planning			Approved by: Ethics Committee date: 03/02/2016		
Activities	Time frame	Indicator			Unit/Person in charge
		Baseline No. (as of December 2014)	Target No.	Unit	

**1. Institutional Arrangement**

1.1) Formation of Ethics Committee	Done	-	-	-	Secretary IMED
1.2) Meeting of Ministry's Ethics Committee	Quarterly	3	6	No. of Meeting	Ethics committee
1.3) Appointment of Focal Point	Done	-	-	-	Ethics committee
1.4) Reporting to Ethics Committee	Quarterly	4	6	No. of Report	Ethics Sub committee
1.5) Formation of Innovation Team	Done	-	-	-	Ethics committee

**2. Awareness Raising**

2.1) Meeting	Quarterly	3	6	No. of Meeting	Ethics committee
2.2) Workshop	By June 2016	0	1	No. of Workshop	Ethics committee

**3. Capacity Development**

3.1) (1) Conduct training of NIS for officials and staffs of IME Division	By June 2016		120	No. of Trainees	Ethics committee
(3.2) Career Development training of Officers & Staffs	By June 2016		12	No. of Trainees	DG CPTU Director Co-ordination

**4. Reforms of Rules and Regulations/Ordinances**

4.1) Updating PPA 2006	By June 2016	4	1	Number	DG. CPTU
4.2) Updating PPR-2008	By June 2016	4	2	Number	DG. CPTU
4.3) Recruitment Rules	By June 2016	0	1	Number	Secretary

**5. Rewards for Officers**

5.1) Integrity award for good practices within the IME Division	By June, 2016		02 Officer 02 Staff	1. No. of Officials 2. No. of Staff	Ethics Sub committee
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## 6. Service Up-gradation

6.1) Update Website	Continuously	-	-	-	Director Co-ordination
6.2) Internet Facility in the IME Division	By June 2016	-	20	Mbps	Director Co-ordination
6.3) Introduction of Wi-Fi Facility in the IME Division	By June 2016		All Employees/ block	For all IMED employees/ blocks	Director Co-ordination
6.4) Web Based Project Management Information System (PMIS)	By June 2016		All Employees /block	Person	Director Co-ordination
6.5) Introduction of e-filing	By June 2016	-	7	No. of Sector/Wing	Additional Secretary admin & Co- ordination
6.6) Uploading tender/invitation notices on website	Continuously	-	-	-	Additional Secretary admin DG a!! Sector
6.7) Introduction of Video conference	By June 2016	-	-	-	Director Co-ordination

## 7. Transparency & Accountability

7.1) Nomination & Publication of GRS focal Point	Done	-	-	-	Secretary
7.2) Disposal of complaints Redressing Grievances	Continuously	-	-	No. of Complaint	Joint Secretary (attached)
7.3) Informing the complainant about the result	Continuously	-	-	No. of Complaint	Joint Secretary (attached)
7.4) Report to cabinet Division	Monthly	-	14	No. of Report	Joint Secretary (attached)
7.5) Uploading the report of GRS on the website	Monthly	-	14	No. of Report	Joint Secretary (attached)
7.6) Introduction of online GRS System	June 2016	-	-		Joint Secretary (attached) & Director Co-ordination
7.7) ADP Progress Report to Website	Monthly	-	14	No. of Report	Director Co-ordination

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### 8. Innovation Team

8.1) Ministry/ Division Level Meeting	By June, 2016	3	5	No. of Meeting	Director Co-ordination
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### 9. Right to Information


9.1) 'Daittoprpto Karmakarta' nomination	Nominated	-	-	-	Director Co-ordination
9.2) Disposal of Application for information	Continuously	-	-	Application/Prayer	Daittoprpto Karmakarta
9.3) Report to Cabinet Division	Monthly	-	14	Report	Daittoprpto Karmakarta

### 10. Internal Audit & Budget

10.1) Introduction of Internal Audit among the wings to maintain NIS	Yearly	-	1	audit	Additional Secretary Admin
10.2) Arrange meeting for the consultation & implementation of the suggestions proposed by the Internal audit	Yearly	-	1	Meeting	Admin wing/ SAS-1
10.3) Placement of IME Division budget for the implementation of the NIS	By June, 2016	-	-		Admin wing/ SAS-1

### 11. Monitoring

11.1) Monitoring the implementation of the work plan	Quarterly	-	4	Meeting/Year	Ethics committee
11.2) Formulate a Monitoring Report	Yearly	-	1	Yearly	Ethics committee
11.3) Submit the report to National Integrity Implementation Unit (NIIU)	By June, 2016	-	1	Yearly	Ethics committee
11.4) Up-gradation of the work plan	Half Yearly	-	2	Meeting	Ethics committee

  
 Md. Shahid Ullah Khandaker  
 Secretary  
 &  
 Chairperson of Ethics Committee  
 IME Division, Ministry of Planning.

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