

Framework for NIS Work Plan

December 2014- June 2016

Power Division Ministry of Power and mineral Resources		Approved by date:			
Activities	Time frame	Indicator			Unit/Person in charge
		Baseline No.(as of Dec2014)	Target No	Unit	
1. Institutional Arrangement					
1.1 Hold Ethics Committee Meeting	Continuously	1	4	time	FP
1.2 Formation of Ethics Committee in the Subordinate offices	June, 2015	0	10	% subordinate offices	FP
1.3 Sending minutes to the Ministry of Ethics Committee meeting & name of FPs	Continuously	0	4	time	
1.4 Arrange the stakeholders meeting	May 2016	0	4	Time	FP
1.5 Sending minutes of Ethics Committee meeting to the Cabinet Division	Continuously	01	4	Time	FP
2. Awareness raising					
2.1 Hold Awareness meeting	June 2016	0	3	Number of meeting	
		0	75	Number of attendance	
2.2 Upload the committee and FP in the website	July 2015	0	10	Number	Minist/ Dept.
3. Capacity Development					
3.1 Provision of Awareness training for NIS of ECs committee & all FPs	Oct, 2015	0	30	Number of attendance	Ministry
3.2 Provision of Training for all staff for NIS in the ministry level.	Dec, 2015	0	50	Number of attendance	Ministry
3.3 Awareness training for NIS in the subordinate office personnel	Feb 2016	0	100	Number of attendance	Dept
4. Reforms of Rules and Regulations/Ordinances					
4.1 New Electricity Act enactment	June 2016	0	1	No.	
5. Rewards for officers					
5.1 Provision of integrity award for good practices	December, 2015	0	03	No. Offices	Ministry

5.2 Introduction of performance evaluation including integrity element	June, 2016	0	10	No. person	Ministry
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6. NIS Implementation

6.1 E- government					
6.1.1 Internet facility	June, 2015	All 1 st class officials	All 1 st and 2 nd officials	Coverage of PC with internet connectivity	
		20	30	50	
6.1.2 Online response system	June 2016	0	1	No. of Offices	
6.1.3 E-payment		N/A			
6.1.4 Video conference	June 2016	0	8	Number	
6.1.5 Online complaint	June 2016	2	5	No. of office	
6.1.6 E- procurement	June 2016	1	06	No. of office	
6.1.7 Service portal/ Website upload	June, 2015	1	100	%	
6.2 GRS					
6.2.1 Long pending complaint	April, 2016	1	10	%	
6.3 Formation of Inovation Team		0	0		
6.3.1 Ministry level	June 2015	1	100	%	
6.3.2 Dept level	July2015	0	6	%	
6.4 Internal audit	June, 2016	0	3	No of section	
6.5 RTI					
6.5.1 No. of request of information discloser	May, 2016	01	10	No.	
6.6 Installation of prepaid meter	July 2015	500	20000	No.	
6.7 Introduction of customer handling software	June 2016	0	01	No.	
6.8 Reduction of system loss	June 2016	11.96	11.40	%	
6.9 Introduction of section wise annual w/plan	June 2015	0	16	No. of section	
6.10 Introduction of PMIS in Power Division and all Offices.	Dec, 2015	1	06	Number of offices	
6.11 Ensuring adequate training of personnel	June 2016	40	60	Man hour	
6.12 Implementation of citizen charter	June 2015	6	10	No. of section	
6.13 Developing audit software	June 2015	0	100	%	
6.14 Holding public hearing meeting	June 2015	200	350	No.	

7. Budget allocation

7.1 Budget amount secured for the NIS implementation	June, 2016	0	30	Taka	
8. Monitoring					
Formulate a monitoring report	Dec 2015	0	2	No.	
Submit the report to NIU	June 2016	0	2	No.	