

NIS Work Plan for Ministry of Fisheries & Livestock

Ministry of Fisheries & Livestock		Approved by : Ethics Committee Date: 23/02/2015			
Activities	Time frame Jan 2015 June 2016	Indicator			Unit/Person in charge
		Baseline No. Jan. 2015	Target No.	Unit	
1. Institutional Arrangement					
Formation of Ethics Committee	03.7.2013	-	Achieved	-	Secretary, MOFL
Meeting of Ministry's Ethics Committee	Quarterly	0	6	Number/year	FP
Nomination of NIS FP	03.7.2013	-	Achieved	-	Secretary, MOFL
Formation of Ethics Committee in the subordinate departments	Target Achieved	7	8	Percentage departments	Head of dept.
Stakeholder meeting	20.01.2015	0	4	Meeting/year	FP
Reporting to Ethics Committee	29.10.2014	-	4	Number/year	Head of dept.
2. Awareness raising					
A wareness raising meeting	Quarterly	0	4	Meeting/year	FP
Training of NIS in ministry	-	0	90	No. of trainees	FP & Head of dept.
Training of NIS in department	-	0	250	No. of trainees	Head of dept.
NIS as a module of training	May,2015	0	4	No. of module	OT!, FTA, MFA.
3. Reforms of Rules and Regulations/Ordinances					
Fisheries Quarantine Act, 2014 (Proposed)	June.2015	-	Dec.2015	Number of Act, Developed	OS (Law)
Fish & Fisheries Products Inspection & quality Control Act, 2014 (Proposed)	June.2015	-	Dec.2015	Number of Act, Developed	OS (Law)
Livestock & Livestock Product Quarantine Act. 2014 (Proposed)	June.2015	-	Dec.2015	Number of Act, Developed	OS (Law)
4. Capacity Development					
(1) Conduct training of NIS officials of Ministry	June, 2015	0	50	Number of trainees	FP, NIS
(2) Incorporate NIS as a module of training in OT!	June, 2015	0	1	Module per training	FP Principal OT!
(3) Incorporate NIS as a module of training in FTA	June, 2015	0	1	Module per training	FP, Director FTA
(4) Incorporate NIS as a module of training in MFA	June, 2015	0	1	Module per training	FP Principal MFA
(5) Provision of training for NIS in FTI, Chandpur	June, 2015	0	1	Number of training	FP, NIS/DG, DoF
(6) Provision of training for NIS in FTI, Jenidha	June, 2015	0	1	Module per training	FP Principal FTI



(7) Provision of training for NIS in FTI, Faridpur	June, 2015	0	1	Module per training	FP Principal FT!
(8) Provision of training for NIS in FTI, Raipur, Lakshmipur	June, 2015	0	1	Module per training	FP Principal FT!
5. Rewards for Officers					
Integrity award for good practices within the ministry	Dec. 2015	-	2	A wards/year	Admin wing
Integrity award for good practices within the departments	Dec. 2015	-	16	A wards/year	Head of the dents.
Including integrity element in performance evaluation	June.20 16	-	2	Included	Admin wing
Foreign Training for field level officers	June.2016	-	10	No. of trainees	Admin wing
Public Administration Award at national level	Dec. 2015	-	2	A wards/year	Admin wing
6. Service Up-gradation					
Inter-ministerial meeting for post creation/abolish	Dec.2015	100%	100	% of the service seekers	OS, Fish-I / OS, LS-I
Introducing 2 nd generation Citizen's Charter	Dec.2015	-	-	Updating	Admin wing
Update Website	Daily	Daily	Daily	Updated	FP,ICT
Internet facility in the Ministry	June.2016	All 1 st class officials	All 1 st and 2 nd class officials	Coverage of PC with internet connectivity	FP, ICT
Introduction of Wi-Fi facility in the ministry	Feb.15	-	[Target achieved	Introduced	FP,ICT
Introducing e-learning platform with e training	June.20 16	-	-	Introduced	FP,ICT
Uploading tender/invitation notices on website	Mar.2015	80%	100%	Percentage of tender/invitations	Admin wing
Introduction of E-procurement	June.2016	-	-	In the Procure of being Introduced	Admin; Planning wing
Introduction of Video conference	June.2016	-	-	In the Procure of being Introduced	Admin & ICTwing
Introduction of Service Portal	June.2016	-	-	In the Procure of being Introduced	FP,ICT
Introduction of e- filing	June.2016	-	-	Introduced	Admin & ICTwing
7. Transparency & Accountability					
Nomination & publication of GRS focal point	-	-	Target Achieved	Nominated & published	Admin wing
Disposal of complaints	Dec.2015	-	200	No. of disposal	Admin wing
Informing the complainant about the result	Target achieved	-	100%	Percentage of disposal	Admin wing
Uploading the report of GRS on the website	Monthly	-	10 of each month	Timely	FP,ICT
Report to Cabinet Division	Dec. 2015	-	-	No. per year	Admin wing
Introduction of on line GRS system	June.2016	-	-	Introduced	Admin wing
Introduction of Internal GRS one desk service	June.2015	-	-	Introduced	Admin wing

8. Innovation Team					
Ministry level meeting	Quarterly	3	4	meetings/year	FP, Head of the DeDt.
Department level meeting	Quarterly	-	4	meetings/year	FP, Head of the Dept.
9. Right to Information					
Daittoprpto Karmakarta nomination	-	-	Target achieved	Nominated	Admin wing
Publication of the DPK ofthe ministry depts. com. offices & DC offices (Book & website)	-	-	Target achieved	published	Admin wing
Publication of information	Dec.2015	-	1	published per year	Admin wing
Disposal of application for Information	Dec.2015	-	100%	% of application received	Admin wing
Report to Cabinet Division	Dec.2015	-	12	No p~year	Admin wing
10. Internal Audit & Budget					
Introduction of Internal audit among the wings to maintain NIS	Dec.2015	-	8	No per year	Admin wing & wing chiefs
Arrange meeting for the consultation & Implementation of the suggestions proposed by the Internal audit	Dec.2015	-	1	No per year	Admin wing & wing chiefs
Placement of Budget to the MoF for the NIS implementation	May.2015	-	5.00 (Lac)		FP, OS Budget
II. Monitoring					
Monitoring the implementation of the work plan	Dec.2015	-	4	Meeting /year	Ethics Committee
Formulate a monitoring report	Dec.2015	-	4	No per year	FP
Submit the report to NIIU	Dec.2015	-	4	No per year	FP
Up-gradation of the work plan	Dec.2015	-	4	No per year	FP

Signed: 11/03/2015

(MOHAMMAD AL T AF HUSAIN)

FP, NIS

&

Joint Secretary

Ministry of Fisheries & Livestock