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NIS Work Plan for Ministry of Expatriates' Welfare & Overseas Employment

Ministry of Expatriates' Welfare & Overseas Employment		Approved by: Ethics Committee Date: 12 March, 2015			
Activities	Time frame	Indicator			Unit/Person in charge
		Baseline No. (as of Jan 2015)	Target No.	Unit	
(1)	(2)	(3)	(4)	(5)	(6)
I. Institutional Arrangement					
Meeting of Ministry's Ethics Committee	Quarterly	01	06	Number of Meetings	FP
Formation of Ethics Committee in the subordinate offices.	June, 2015	00	00	Completed	Head of the Department
Stakeholder meeting	Quarterly	01	06	Number of Meetings	Ministry and Subordinate offices
II. Awareness raising					
Awareness raising meeting	Quarterly	01	06	Number of meetings	DG, BMET & DS Co-ordination
Training on NIS in Ministry	Dec, 2015	00	10	Number of participants	FP
III. Capacity Development					
Conduct training on NIS for BMET officials	Dec, 2015	00	40	Number of participants	DG, BMET
IV. Reforms of Rules and Regulation/Ordinance					
Formation of Overseas Employment Rules & Overseas Employment Policy	June, 2016	00	05	Number of Rules & Policy	Employment wing & Training wing
V. Rewards for Officers					
Provision of integrity award for good Practices	June, 2016	00	10	Number of officers	Admin. wing
VI. E-governance					
Internet facility	Dec, 2015	All 1 st class officials	All 1 st and 2 nd class officials	Coverage of PC with internet connectivity	Admin. wing, DG, BMET & MD, BOESL
Online response system	June, 2016	00	01	Number of Section	Admin wing, DG, BMET & MD, BOESL
Online complaint	June, 2016	00	10	Percentage	Admin. wing, DG, BMET & MD, BOESL

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E-procurement	June, 2016	00	50	Percentage	Admin. wing
Service portal	June, 2016	01	00	Introduced	Admin. wing
Introduction of online GRS system	June, 2016	00	30	Percentage	Admin. wing, DG, BMET & MD, BOESL
Long pending complaint	April, 2016	00	100	Percentage	DG, BMET & MD, BOESL
Formation of Innovation team in Ministry	June, 2015	01	00	Formed	Admin. wing
Formation of Innovation team at Department level	June, 2015	00	01	Number	BMET
Formation of Innovation team Filed administration level	Dec, 2015	00	10	Number	BMET
Internet audit	June, 2016	00	01	time/year	Admin. wing
Publication of yearly report	Dec, 2015	02	05	Number	Admin. wing Employment wing, BMET and BOESL
VII. Budget Allocation					
Placement of Budget to the Ministry of Finance for the NIS implementation	May, 2015	00	50,000	Taka	Budget wing
VIII. Monitoring					
Monitoring the implementation of the work plan	Dec, 2015	00	06	meetings/year	Ethics Committee and Departmental Head
Submission of the report to NIIU	Quarterly	0	4	yearly	FP



Signed by the Chairman of the Ethics Committee

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 M/O. Expatriates' Welfare and
 Overseas Employment
 Govt. of the Peoples' Republic of Bangladesh