

NIS Work Plan for Law and Justice Division

Ministry of Law, Justice and Parliamentary Affairs

Activities	Time frame	Indicator			Unit/Person in charge
		Baseline No. (as of Jan 2014)	Target No.	Unit	
1. Institutional Arrangement					
Meeting of Ministry's Ethics Committee	Quarterly	-	4	Number/year	FP
Formation of Ethics Committee in the subordinate departments	Target Achieved	-	6	Percentage of the departments	Head of the Dept.
stakeholder meeting	Dec, 15	-	2	Meetings/year	FP
Reporting to Ethics Committee	Dec, 15	-	3	No./year	Head of dept.
2. Awareness raising					
Awareness raising meeting	Quarterly	0	4	Meetings/year	FP
Training of NIS in ministry	Dec, 15	-	10	No. of trainees	FP& Head of depts..
Training of NIS in department	Dec, 15	-	25	No. of trainees	Head of depts..
NIS as a module of training	June, 16	-	2	No. of module	JATI
3. Reforms of Rules and Regulations/Ordinance					
Reframe of Discipline & Appeal	June, 2016	-	-	Approval	Admin
Reframe of Conduct Rule	June, 2016	-	-	Approval	Admin
4. Capacity Development					
(1) Conduct training of NIS for Officials of Law & Justice Division	June, 2015	0	5	Number of trainees	FP
(2) Incorporate NIS as a module of training in JATI	June, 2015	0	1	Module per training	JATI
(3) Provision of training for NIS in Departmental offices	June, 2015	0	5	Number of trainees	FP of the departments



5. Rewards for officers					
Integrity award for good practices within the ministry	Dec, 2015	-	2	Awards/year	Admin
Integrity award for good practices within the departments	Dec, 2015	-	5	Awards/year	Head of the depts..
6. Service Up-gradation					
Update Website	Daily	Daily	Daily	Updated	Admin
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	Admin
Introduction of Wi-Fi facility in the Division	June,2016	-	Target achieved	100% of the Office space used by division	Admin
Uploading tender/invitation notices on website	June,2016	-	100%	Percentage of tender/invitations	Admin
Introduction of Video conference	June, 2016	-	-	To be Installed	Admin
7. Innovation Team					
Ministry level meeting	Quarterly	-	4	Meetings/year	Admin
Department level meeting	Quarterly	-	4	Meetings/year	Admin
8. Right to Information					
Daittoprpto Karmakarta nomination	-	-	Target achieved	Nominated	Admin
Disposal of application for information	Dec, 2015	-	100%	% of application received	Admin
9. Monitoring					
Monitoring the implementation of the work plan	June, 2016	-	2	Meetings/year	Ethics Committee
Formulate a monitoring report	June, 2016	-	2	No. per year	FP


 ASSM Zahurul Haque
 Secretary
 Law and Justice Division
 And
 Chairman
 Ethics Committee