


NIS Work Plan for Information and Communication Technology Division
(1 January to 30 June 2016)

Ministry/Division: ICTD		Approved by: Date:			
Activities	Time Frame	Indicator			Unit/Parson in Charge
		Baseline No (as of Dec 2014)	Target No	Unit	
1. Institutional Arrangement					
1.1 Reconstruction of Ethics Committee	10.12.2015	06.05.2013	One Go	Date of Go issued	Administrative Section
1.2 Meeting on issues related to Integrity and Good Governance	31.12.2015	22.12.2013	1 meeting	Signed Minutes	Ethics Committee
1.3 Evaluation of NIS initiative at ICTD and its organization	20.05.2016	Nil	2 meeting	Signed Minutes	Ethics Committee
1.4 Problem Identification and Mitigation strategy	31.12.2015		1 workshop	Workshop date	Director (A&F) BHTPA
2. Awareness raising					
2.1 Half day Training of Focal Points and Member of Ethics Committee of BCC, DoICT, BHTPA, CCA on NIS	15.04.2015	Nil	70-80 officers	Officers	Ethics Comm.
2.2 in-house training on NIS Awareness by Focal Points (ICTD, BCC, DoICT, BHTPA, CCA) at own organization	30.01.2016	Nil	Each org 20 staff	Staff	Focal Points ICTD, BCC, DoICT, BHTPA, CCA
2.3 Workshop for Government and Private organization on Digital Signature	30.06.2015	Nil	4200	Participants	CCA
2.4 Five hours (3+2) NIS training for ICTD officers	30.03.2016	Nil	20 officers	Officers	NIS Focal Points
2.5 Two Workshops on NIS with ICT Associations	30.03.2016	Nil	40 Participants	Participants	Focal Points ICTD, BCC, DoICT, BHTPA, CCA
3. Reforms of Rules and Regulations/Ordinance					
3.1. Digital Security Act/Law 2015 (First Draft)	25.06.2015	ICT Act	Gazette Notification	Notification date	ICT Wing
3.2. National E-Service Act (First Draft Final)	20.05.2015	ICT Act	Gazette Notification	Notification date	ICT Wing
3.3 Formation of DolcT Recruitment Rule	30.04.2015	Nil	Gazette Notification	Notification date	DoICT
4. Capacity Building					
4.1 Establishment of Backbone Network for all Ministries/divisions	30.06.2015	Nil	58 connections	Network Commissioned	BCC
4.2 Establishment of Secretariat WiFi Network	28.02.2015	Nil	504 access point hooked	WiFi in action	BCC
4.3 E-Governance Assessment	06.09.2015	Nil	1	Seminar	DoICT
4.4 Use of NESS at ICTD	10.03.2015	1	2	Training program	ICT Wing, ICTD
4.5 On the Job Training for all staff	30.06.2016	Nil	75 person received	Staff of ICTD	Gen. Services Wing, ICTD
5. Rewards for all employees					
5.1 Meeting on conceptualizing Rewards for employees	Quarterly Meeting	Nil	1	Meeting date	Ethics Comm
6. Service Up-gradation					
6.1 Website updating	Daily	Daily	Daily	Weekly Updates	ICT Wing, ICTD
6.2 Internet Phone	30.06.2015	Nil	All 1 st class officers were provided	Connection hooked	BCC
6.3 Citizen Charter	29.10.2015	-	Updated	Uploaded the updated version	ICT Wing, ICTD
6.4 Complaint Box	31.03.2015	Nil	Status given on complains at ICTD website	Complain received	Gen. Services Wing, ICTD
7. Transparency & Accountability					
8. Innovation Team					
7.1 Formation of Ministry level Innovation team	30.04.2015	09.06.2013	Team formed	GO issued date	Gen. Services Wing, ICTD

Ministry/Division: ICTD		Approved by: Date:			
Activities	Time Frame	Indicator			Unit/Parson in Charge
		Baseline No (as of Dec 2014)	Target No	Unit	
9. Right to Information					
8.1 'Daittoprapto Karmakarta' nomination under RTI	07.08.2015	Nil	DPK nominated	GO issued date	Gen. Services Wing, ICTD
10. Internal Audit and Budget					
9.1 Meeting of Ethics Committee to make strategic plans on NIS Work Plan	05.05.2016	Nil	1 meeting	Minutes of the meeting	Ethics Comm.


 Mahbooba Panna
 Deputy Secretary &
 Focal Point, NIS
 ICT Division