NIS Work Plan for Legislative and Parliamentary Affairs Division

Legislative and Parliamentary Affairs Division		Approved by: Ethies Commitee Date: 30/06/15			
Activities	Time frame	Indicator			Unit/Person in charge
		Baseline No. (as of June 2015)	Target No.	Unit	
1. Insitutional Arrangement					
Meeting of Ministry's Ethics Committee	Quarterly	3	4	number/year	FP
Formation of Ethics Committee in the subordinate departments	Target Achieved	2	-	Percentage of the departments	Head of the Dept.
Reporting to Ethics Committee	Dec, 15	3	4	No/year	Head of Dept.
2. Awareness raising					
Awareness raising meting	Quarterly	3	4	Meetings/year	FP&CPT
Training of NIS in ministry	Dec, 15	-	30	No.of trainees	FP& Head of depts.
Training of NIS in department	Dec, 15	-	50	No.of trainees	Head of depts.
3. Reforms of Rules and Regulations/Ordinances					
Vetting/Drafting of Laws, Rules, Regulations, bye-laws, etc. as and when required by the Other Ministries/Divisions	No time Limit but prompt response	-	-		Concerned responsible Unit (Headed by Joint Secretary)
Formulation of "Career Development Plan"	June, 16	-	-	Under Process	Administration Section
Formulation of Attorney Service and Establishtment of Office of Ombudsmen	No time Limit as the policy requires inter-ministrial co-ordination.	-	-		
Framing of Judges enquiry and removal Act.	Draft Law is prepared which will be presented in the Cabinet immediately				Concerned Unit under the Secretary
4. Capacity Development					
(1) Conduct training of NIS for officials of Ministry	June, 15	0	10	Number of trainees	FP

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(2) Provision of training for NIS in Departmental offices	June, 2015	0	20	Number of trainees	FP of the departments
5. Rewards for officers					
Integrity award or good practices Within the Division	Dec, 2015	-	2	Awards/year	Administration Section
6. Service Up-gradation					
Strenthening the Capacity of Legislative Drafting Officials	June, 2016				Administration Section
Update Website	Daily	Daily	Daily	Updated	ICT Cell
Internet facility in the Ministry	June, 2016	All 1st class officials	All 1st and 2nd class officials	Coverage of PC with internet connectivity	ICT Cell
Introduction of Wi-Fi facility in the ministry	Feb, 15	-	Target achieved	Introduced	ICT Cell
Career development Training of officers & staffs	Continuous Process	-	All Officers/Staffs	No of trainees/year	Administration Section

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Introducing e-learning platform with e-training	June, 2016	-	-	Under Process	ICT Cell
Uploading tender/invitation notices on website	June, 2016	20%	100%	Percentage of tender/invitations	Admin Section and ICT Cell
Introduction of E-procurement	June, 2016	-	-	Under Process	Administration Section
Introduction of Video conference	June, 2016	-	-	Introduced	Admin Section and ICT Cell
Introduction of e-filling	June, 2016	-	-	Under Process	Admin Section and ICT Cell
7. Transparency & Accountability					
Nomination & publication of GRS focal point	-	-	Target Achieved	Nominated & published	Admin Section and ICT Cell
Disposal of complaints	June, 2016	-	00	00	Administration Section
Uploading the report of GRS on the website	Monthly	-	10th of each month	Timely	Admin Section and ICT Cell
Introduction of online GRS System	June, 2016	-	-	Under Process	Admin Section and ICT Cell
Submission of wealth statement by the new recruited officers	June, 2016	-	-	-	Administration Section
Submission of wealth statement after each 5 years	Dec, 2016	-	-	-	Administration Section
Introduction of Internal GRS one desk service	June, 2016	-	-	Under Process	Administration Section

8. Innovation Team					
Ministry level meeting	Quarterly	3	4	meetings/year	Admin Section and ICT Cell
9. Right to Information					
'Daittoprapto Karmakarata' nomination	-	-	Target achieved	Nominated	Administration Section
Publication of the DPK of the Ministry Depts., Com.Offices & DC offices (Gok & website)	-	-	Target achieved	published	Admin Section and ICT Cell
Publication of information	Dec, 2015	-	1	Publication per year	Administration Section
10. Internal Audit & Budget					
Introduction of Internal audit among the wings to maintain NIS	Dec, 2015	-	-	-	Administration Section and Accounts Section
Arrange meeting for the Consultation & Implementation of the suggestions Proposed by the Internal audit	Dec, 2015	-	-	-	Administration Section and Accounts Section
Placement for Budget to the MOF for the NIS implementation	Dec, 2015	-	-	Timely submission	Budget & Administration Section
11. Monitoring					
Monitoring the implementation of the work plan	Dec, 2015	-	-	Meetings/year	Ethics Committee
Formulate a monitoring report	Dec, 2015	-	-	-	FP
Submit the report to NIIU	Dec, 2015	-	-	-	FP
Up-gradation of the work plan	Dec, 2015	-	-	-	FP