

[একই নম্বর তারিখের স্থলাভিষিক্ত আদেশ]

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

তথ্য মন্ত্রণালয়

প্রশাসন-১ শাখা

বাংলাদেশ সচিবালয়, ঢাকা

www.moi.gov.bd

স্মারক নং- ১৫.০০.০০০০.০১৪.১৮.০৩৩.১৫. ৫৫৫

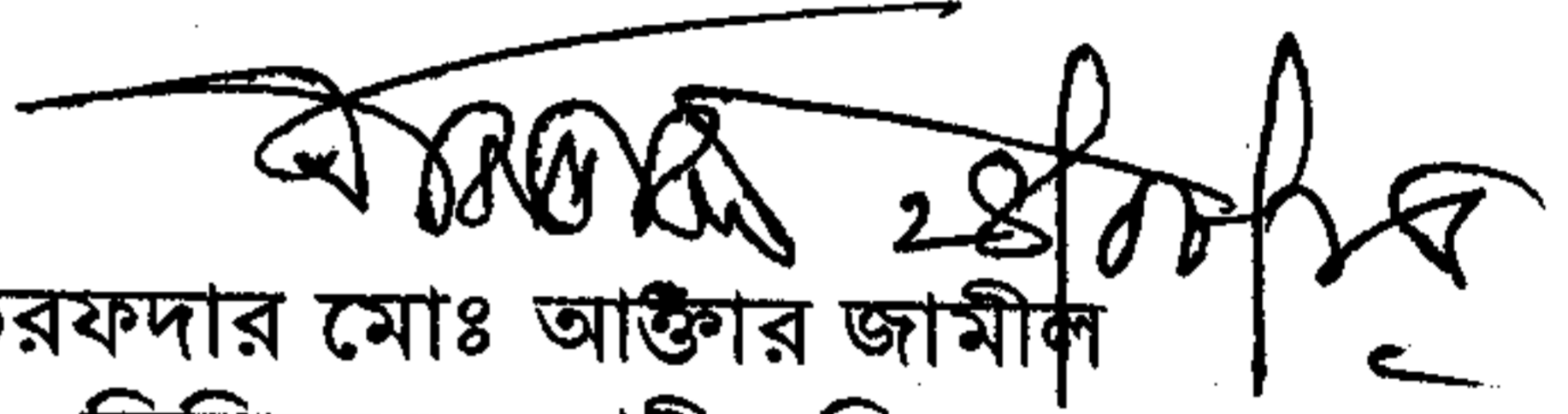
তারিখ: ১০ চৈত্র ১৪২১
২৪ মার্চ ২০১৫

বিষয়: শুদ্ধাচার কৌশল বাস্তবায়নের লক্ষ্যে ১ জানুয়ারি ২০১৫ হতে ৩০ জুন ২০১৬ মেয়াদের কর্ম-পরিকল্পনা প্রণয়ন এবং বাস্তবায়ন।

সূত্র: মন্ত্রিপরিষদ বিভাগের ২৬.০২.২০১৫ তারিখের ০৪.০০.০০০০.৮২২.১৪.০০১.১৫.০০২ নং স্মারক।

উপর্যুক্ত বিষয় ও সূত্রের প্রেক্ষিতে শুদ্ধাচার কৌশল বাস্তবায়নের লক্ষ্যে ১ জানুয়ারি ২০১৫ হতে ৩০ জুন ২০১৬ মেয়াদের তথ্য মন্ত্রণালয়ের কর্ম-পরিকল্পনা পরবর্তী প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে এ সাথে প্রেরণ করা হলো।

সংযুক্ত : বর্ণনামতে।


তরফদার মোঃ আক্তার জামীল
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মন্ত্রিপরিষদ সচিব
মন্ত্রিপরিষদ বিভাগ
বাংলাদেশ সচিবালয়, ঢাকা
(দৃ: আ: সচিব, সমন্বয় ও সংস্কার)।

অনুলিপি: সদয় কার্যার্থে ও জ্ঞাতার্থে

১. মন্ত্রণালয়ধীন সকল দপ্তর / অধিদপ্তর সংস্থা প্রধান।
২. সকল কর্মকর্তা, তথ্য মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
৩. সচিব মহোদয়ের একান্ত সচিব, তথ্য মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (সচিব মহোদয়ের সদয় অবগতির জন্য)।
- ✓ ৪. সিস্টেম এনালিস্ট, তথ্য মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (ওয়েবসাইটে প্রকাশের জন্য)।
৫. অতিরিক্ত সচিব/অতিরিক্ত সচিব (উন্নয়ন)/যুগ্ম-সচিব (প্রশাসন)/উপ-সচিব (প্রশাসন) মহোদয়ের ব্যক্তিগত কর্মকর্তা, তথ্য মন্ত্রণালয়, ঢাকা।

National Integrity Strategy Work Plan
Ministry of Information

1) The Ministry

Vision	A dynamic and participatory information system.
Mission	To keep people informed, involved, motivated and made aware about the development activities of the government, the national history, heritage and culture and information relating to public welfare through mass media and ensure their right of access to information
Major Functions	<ul style="list-style-type: none"> ➤ Formulate and implement Government's internal and external publicity policy; ➤ Perform all activities of the programs, media coverage of tours, press briefing/conference of the important persons of the state both at home and abroad; ➤ Coordinate activities relating to publicity of the Ministries/Divisions and Bangladesh Missions abroad and with regional and international organizations relating to media; ➤ Keep the Government informed of the main trends in public opinion as reflected in the press and problems relating to press and liaison between Government and the press; ➤ Preserve and interpret policies and activities of the Government through media; collect and release information from national and international sources; ➤ Certify Cinematographic films for exhibition, make and preserve newsreels, documentaries and films and assist in the production of decent films by taking steps against vulgarity and piracy in films, ensure display of those and confer National Film Award; ➤ Formulate, implement and update legislation on newspaper and its publication; administration of the Cinematograph and Censorship Act, assist in the publicity of Armed Forces, formulate policies relating to Government advertisement and formulate and implement policies and legislation relating to satellite television and national/commercial/community radio; ➤ Assist in the development of mass media industry and conduct research and training on mass media

	and and publications of documents thereto.
Strategic Objectives	<ul style="list-style-type: none"> ➤ Bulding mass awareness and upholding right to information; ➤ Development and promotion of modern, effective and pro-people mass media industry; ➤ Promotion, enrichment and preservation of national history, heritage and culture
Departments/Units	<ul style="list-style-type: none"> ➤ Bangladesh Television ➤ Bangladesh Betar ➤ Press Information Department ➤ National Institute of Mass communication ➤ Department of Films and Publications ➤ Department of Mass communication ➤ Press Institute of Bangladesh ➤ Bangladesh Film Development Corporation ➤ Bangladesh Film Archive ➤ Bangladesh Film Censor Board ➤ Bangladesh Film and Television Institute ➤ Bangladesh Press Council ➤ Bangladesh Sangbad Sangstha (BSS)

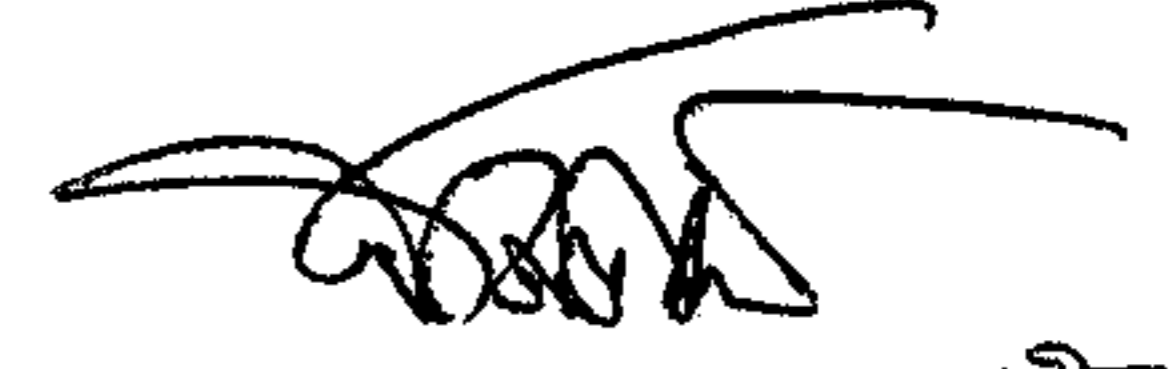
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**National Integrity Strategy (NIS) Work Plan for Ministry of Information
(January 2015-June 2016)**

For Ministry of Information		Approved by: Secretary, Ministry of Information			
Activities	Time Frame	Indicator			Unit/Person in Charge
		Baseline No (as of Dec 2014)	Target	Unit	
1. Institutional Arrangement					
1.1 Formation of Ethics Committee in the Ministry	Done	1	N/A	Number/Year	Secretary MoI
1.2 Meeting of Ministry's Ethics Committee	Quarterly	1	6	Number	Admin Wing/ NIS Focal Point
1.3 Formation of Ethics Committee in the subordinate offices	Done	14	N/A	Number	Head of Department/ Secretary of the Org.
1.4 Arrange the stakeholders meeting at Ministry level	Quarterly	0	4	Number	Admin Wing/ NIS Focal Point
1.5 Arrange Stakeholders meeting at Subordinate offices	Half Yearly	0	28	Number	Head of Department/ NIS Focal Point of subordinate offices
2. Awareness raising					
2.1. Hold awareness meeting/ Seminar at the Ministry level	Half Yearly	0	3	Number	Admin Wing/ NIS Focal Point
2.2. Hold awareness meeting/ Seminar at the subordinate offices	Half Yearly	0	42	Number	Head of Department /NIS Focal Point of subordinate offices
3. Capacity Development					
3.1 Conduct training of NIS for officials of Ministry and departments	June, 2015	0	30	Number of Participants	NIS Focal Point
3.2 Incorporate NIS as a module in educational /technical training institutes under MoI	June, 2015	0	20	Number	All educational/ training institute under MoI
4. Reforms of Rules and Regulations/Ordinances					
4.1 National Broadcast Policy	-	-	-	Formulated	Broadcast Wing
4.2 Bangladesh Press Council Act, 2014	June,2016	0	1	Formulated	Press wing
4.3 Bangladesh Sangbad Sangstha Act, 2014	June,2016	0	1	Formulated	Press wing
4.4 Bangladesh Press Institute Act, 2014	December,2015	0	1	Formulated	Press wing
4.5 Online Media Policy 2015	June 2016	0	1		Press wing
4.6 The Media Employees (Conditions of Services) Act, 2015	June 2016	0	1		Press wing
5. Rewards for officers					
5.1 Introduction of performance evaluation including integrity element in Ministry and all subordinate offices	December, 2015	0	8	Number	Admin wing / Head of Department
5.2 Provision of integrity award for good practices within the Ministry	December, 2015	0	2	Number	Admin wing

5.3 Provision of integrity award for good practices within the Departments	February, 2016	0	7	Number	Head of Department
6. Service Update					
6.1 Meeting Schedule	Daily	-	-	Formulated	
6.2 File Movement Register	Daily	-	-	Formulated	
6.3 Letter Movement Register	Daily	-	-	Formulated	
6.4 Update Citizen's Charter	Monthly	8	By 1 st week of every month	Time	Admin Wing/ NIS Focal Point
6.5 Update Website	Daily	-	-	Time	Admin Wing/ NIS Focal Point
6.6 Case Management System					
6.7 Internet facility in the Ministry	June,2016	All 1 st Class Officials	All 2nd officials	Coverage of PC with internet connectivity	Admin Wing
6.8 Internet facility in the Departments	June,2016	All 1 st Class	All 2nd officials	Coverage of PC with internet connectivity	Head of Department
6.9 Online response system	June,2016	0	50	Number of Clients	Head of departments/ All Wing chief
6.10 Introduction of Video conference	June, 2015	0	1	Introduced	Admin wing
6.11 Introduction of online complaint (only e-mail)	December, 2015	0	Ministry/ All departments	Level	Head of departments/ All Wing chief
6.12 E-procurement	December, 2015	0	Ministry/ All departments	Level	Admin wing/ Head of departments
7. GRS					
7.1. GRS System	June, 2015	Ministry	All department	Level	Head of departments/ All Wing chief/ GRS Focal Point
7.2. Report to Cabinet Division	Monthly	By 2 nd Week	By 1 st Week	Time	GRS Focal Point
8. Innovation Team					
8.1. Ministry level meeting	Monthly	4	18	Number of meetings	Chief innovation officer (JS Admin)
8.2. Department level meeting	Quarterly	0	42	Number of meetings	Innovation Focal Point
9. Right to Information					
8. 1 Proactive disclosure of information as per regulation	June,2015	Ministry	All Departments	Level	Admin wing/ Information disclosure officer at Ministry and department level
8. 2 Disposal of application for information	Regularly	02	50	% Application received	Information disclosure officer at Ministry and department level

10. Monitoring					
9.1 Formulate monitoring report and submit to NIU	Yearly	0	1	Submission of Report	Secretary MoI/ Admin Wing/ NIS Focal Point



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তথ্য মন্ত্রণালয়
দপত্রাভ্যন্তরীণ বাংলাদেশ সরকার