

Grant No. 5

07- Ministry of Public Administration

Medium -Term expenditure

(Taka in Thousand)

	Budget 2011-12	Projection			
		2012-13	2013-14	2014-15	2015-16
Non-Development	848,05,00	936,21,53	1054,77,64	1187,99,04	1337,82,16
Development	139,64,00	124,37,02	129,89,76	135,29,05	140,28,32
Total	987,69,00	1060,58,55	1184,67,40	1323,28,09	1478,10,48

1.0 Mission Statement and Major Functions

1.1. Mission Statement

Development of a competent and accountable public service by attracting, developing, engaging and managing an efficient and innovative organizational, functional and human resources support system.

1.2 Major Functions

- a) Formulation of policy on regulation of services and determination of their terms and conditions such as methods of recruitment, age limit, qualifications, reservation of posts for certain areas and sex, medical fitness, examinations, appointments, postings, transfers, deputation, leave, travels, seniority, promotions, selections, supersession, retirements, superannuation, re-employments, contractual appointments, conditions of pensions, determination of status etc.
- b) Composition of cadre services, policy regarding classification of services and posts and determining their status;
- c) First appointments to the cadre services, appointments and transfers of officers at different levels in Secretariat and field administration, nominations of government employees in projects and UN systems and deputation of officers under the administrative control of this ministry including fixation of their terms and conditions;
- d) Formulation of training policy and preparing career development plans for enhancing professional skills of government employees and sanction of pension and other retirement benefits to the officers and staffs under the administrative control of this ministry;
- e) Administrative research, management and reforms for a better and economically-efficient execution of government businesses; reviews and revisions of organograms and equipments and functions of public offices; simplifications of systems, procedures and forms; and policy regarding official and residential telephones of government, autonomous and semi-autonomous bodies and corporations;
- f) Absorption/employment of surplus public servants, recruitment rules for all services and posts under the Republic, recruitments of staff for the Secretariat including their duties and responsibilities and honorary appointments of persons to civil posts;
- g) Formulation of policy regarding the conduct of public servants, policy regarding disciplines, procedures, enquiries, appeals, reviews and welfare of government employees including management of benevolent & insurance fund;
- h) Publication of government documents and supply of stationery items to ministries, divisions and attached & subordinate offices and policy regarding the use, repair and disposal of government transport.

2.0 Medium -Term Strategic Objectives and Key Activities

Medium Term Strategic Objectives	Key Activities	Implementing Departments/Agencies
1. Enhancing the institutional capacity of the public administration	<ul style="list-style-type: none"> Appointments, transfers and postings of suitable officers under the administrative control of the Ministry Reviews and revisions of rules/policies and organizational structures Simplification of systems and procedures for prompt delivery of services Delegation of administrative authority to ministry's attached offices including field offices Formulation of career development plans for B.C.S. officers 	<ul style="list-style-type: none"> Secretariat

Medium Term Strategic Objectives	Key Activities	Implementing Departments/Agencies
	<ul style="list-style-type: none"> Providing adequate budgetary allocations to field administration for carrying out their functions Institutional development of departments/agencies 	
	<ul style="list-style-type: none"> Providing logistic support such as stationery items, computers & equipments etc. to the ministry and its attached & subordinate offices 	<ul style="list-style-type: none"> Secretariat Department of Printing & Publication
	<ul style="list-style-type: none"> Supply of transport 	<ul style="list-style-type: none"> Govt. Transport Department
2. Human resource development and management	<ul style="list-style-type: none"> Imparting training to B.C.S. officers of different cadres at different levels 	<ul style="list-style-type: none"> Secretariat B.P.A.T.C. B.C.S. Admin Academy B.I.A.M.
	<ul style="list-style-type: none"> Training to government servants at different levels under the administrative control of this ministry 	<ul style="list-style-type: none"> B.C.S. Admin Academy R.P.A.T.C. B.I.A.M.
	<ul style="list-style-type: none"> Support to government officers for training and higher education at home and abroad 	<ul style="list-style-type: none"> Secretariat B.C.S. Admin Academy B.P.A.T.C.
	<ul style="list-style-type: none"> Provide training to government employees on I.C.T. and improved service delivery 	<ul style="list-style-type: none"> B.P.A.T.C. Field Administration
	<ul style="list-style-type: none"> Arrange workshops, seminars and conferences on governance and other relevant issues and ensuring participation of officers 	<ul style="list-style-type: none"> B.P.A.T.C. B.I.A.M. B.C.S. Admin Academy
	<ul style="list-style-type: none"> Support to government officers to participate in study tours/visits at home and abroad for gathering practical experiences & knowledge. 	<ul style="list-style-type: none"> Secretariat B.P.A.T.C. B.C.S. Admin Academy
	<ul style="list-style-type: none"> Provide training for preparation, implementation and evaluation of development projects 	<ul style="list-style-type: none"> B.P.A.T.C.
	<ul style="list-style-type: none"> Arrange training on 'change management technique' 	<ul style="list-style-type: none"> Secretariat B.P.A.T.C.
	<ul style="list-style-type: none"> Support in conducting research work on governance and relevant issues 	<ul style="list-style-type: none"> B.C.S. Admin Academy B.P.A.T.C.
3. Ensuring transparency and accountability of government employees	<ul style="list-style-type: none"> Introduce performance-based evaluation system for civil servants 	▪
	<ul style="list-style-type: none"> Introduction and implementation of Citizen Charters for speedy service delivery 	<ul style="list-style-type: none"> Secretariat Attached and subordinate offices
	<ul style="list-style-type: none"> Initiating actions against government servants as per Conduct Rules for violating rules 	<ul style="list-style-type: none"> Secretariat Attached and subordinates offices
	<ul style="list-style-type: none"> Publication of government documents such as annual reports, manuals, policy documents, gazettes, bank cheques etc. for official use and transparency 	<ul style="list-style-type: none"> Directorate of Printing & Publication
	<ul style="list-style-type: none"> Holding public hearings regularly to resolve public complaints 	<ul style="list-style-type: none"> Field Administration
	<ul style="list-style-type: none"> Disposals of audit objections of the attached and subordinate offices including field offices under the administrative control of the Ministry and creation of database for such cases 	<ul style="list-style-type: none"> Secretariat D.C.'s office
	<ul style="list-style-type: none"> Creation of databases for disciplinary cases, corruption reports and wealth statements of all government officers 	<ul style="list-style-type: none"> Secretariat

Medium Term Strategic Objectives	Key Activities	Implementing Departments/Agencies
4. Implementation of government policies and programs at the field level	<ul style="list-style-type: none"> Coordination with different departments at the field level for implementation of development projects and all other activities Coordinating law enforcing agencies' activities for improvement of law and order and conducting mobile court Implementation of poverty reduction and social safety net programs Implementing government policies and programs involving public representatives 	<ul style="list-style-type: none"> Field Administration
	<ul style="list-style-type: none"> Establishing improved communication system between the ministry and field offices through Video Conferencing and other e-networks for prompt decisions 	<ul style="list-style-type: none"> Secretariat Field Administration
	<ul style="list-style-type: none"> Supervision and inspection of subordinate offices and different development projects 	<ul style="list-style-type: none"> Field Administration
5. Managing welfare of government employees	<ul style="list-style-type: none"> Provide financial assistance to government employees for medical treatments and other purposes 	<ul style="list-style-type: none"> Govt. Employees Welfare Board Bangladesh Retired Govt. Employees Welfare Association
	<ul style="list-style-type: none"> Extend transport facilities to the government employees for official purpose Provide support to government employees from the Group Insurance Funds 	<ul style="list-style-type: none"> Govt. Employees Welfare Board
	<ul style="list-style-type: none"> Provide stipends to the children of the government employees for their education 	<ul style="list-style-type: none"> Govt. Employees Welfare Board Bangladesh Retired Govt. Employees Welfare Association
	<ul style="list-style-type: none"> Creating a database to facilitate pension payments to retired government servants 	<ul style="list-style-type: none"> Secretariat

3.0 Poverty and Gender Reporting

3.1 Impact of Strategic Objectives on Poverty and Women's Advancement

3.1.1 Enhancing the institutional capacity of the public administration

Impact on Poverty Reduction: Different programs have been undertaken to improve the efficiency and capacity of the public administration, including the project entitled 'Enhancing Capacity of Public Service Training in Bangladesh'. Once the efficiency and capacity of the public administration are enhanced, poverty will be reduced.

Impact on Women's Advancement: Administrative measures have been taken to ensure women's participation in economic, educational, social and cultural activities by extending the necessary support and providing speedy services to them. As a result, they will be more able to involve themselves in these activities, thus accelerating women's development process.

3.1.2 Human resource management and development

Impact on Poverty Reduction: The development of human resources of the Public Service through training programs will help strengthen the development of overall economic activities and implementation of poverty reduction programs.

Impact on Women's Advancement: Women officials of the civil service have a vital role in public administration. Under the human resource management and development program of the Ministry of Public Administration, they are getting opportunities to learn different issues concerning regulations of service, governance, gender development process, reforms and so on. As part of the training programs, women officials also participate in workshops/seminars/study tours that help them gain practical experiences, thus improving their skills, capacity and confidence in performing their official duties. As a result, participation of women in the decision making process and their involvement in the development activities are strengthened.

3.1.3 Ensuring transparency and accountability of government servants

Impact on Poverty Reduction: Transparency and accountability of the government employees, if could be ensured, will improve the quality of their work, and prompt and improved services delivery to the people. As a result, the poor people of the country will be benefited.

Impact on Women's Advancement: Good governance also brings benefits to women, as they are a significant part of the population.

3.1.4 Implementation of government policies and programs at the field level

Impact on Poverty Reduction: The Government has various poverty reduction programs such as Test Relief (T.R.), Gratuitous Relief (G.R.), Food for Works (F.F.W.), Vulnerable Group Feeding (V.G.F.) and Vulnerable Group Development (V.G.D.) at the grass root level. Field administration plays a vital role in preparing and implementing these programs. Apart from this, field administration ensures implementation of all government development projects and all other government activities through coordinating at the grass root level. Poverty reduction largely depends on the successful implementation of these programs.

Impact on Women's Advancement: It is mainly the poor women who implement Government poverty alleviation programs at the grass root level. They are therefore the main beneficiaries of these activities, resulting in enhancing women's empowerment. In addition, field administration has an important role in implementing government's social safety net programs such as widow allowance, old age allowance, and stipends for girl students. Successful implementation of these programs will increase the general well-being of the women, bringing prosperity to their families.

3.1.5 Managing welfare of government employees

Impact on Poverty Reduction: Financial grants for medical treatments given to the government employees reduce their health risks and help maintain a healthy workforce. As a result, productivity increases in the workplaces. The stipend program of the Government helps their children to continue their studies and help them transform themselves into capable human resources.

Impact on Women's Advancement: Women employees, constituting a significant proportion of the total number of government employees, also get the same financial support from the Government, as described above. This will help improve financial conditions and family welfare of female government employees.

3.2 Allocation for Poverty Reduction and Women's Advancement

(Taka in Thousand)

	Budget 2011-12	Projection			
		2012-13	2013-14	2014-15	2015-16
Poverty Reduction	449,07,69	499,79,79	552,31,09	584,64,99	652,82,83
Gender	91,34,15	106,58,05	118,29,37	131,08,16	145,72,55

4.0 Priority Spending Areas/Programs

Priority Spending Areas/Programs	Related Strategic Objectives
1. Speedy services delivery: The main objective of the Ministry of Public Administration is to provide better services to the people through the overall personnel management of the public administration. As part of the public administration, field administration provides direct services to people at the grass-roots level. Hence steps have been taken to transform the public administration into an efficient, modern, and capable institution. At the same time, efforts to update the existing rules, policies and procedures are continuing. Steps are also being taken to simplify the system and procedure and to arrange training programs to change the mindset of government officials. Necessary measures are taken to ensure transparency and accountability by government officers. Initiatives have also been taken to implement programs for reducing corruption and for improving the quality of services to the people. For these reasons, this program is given highest priority.	1
2. Training and enhancing competencies: There is no alternative to training for making government servants efficient and competent. New recruits in the civil service have been providing short and long- term training to make them suitable to the government organizations. Apart from the basic training, government officers have been trained at home and abroad on recent issues such as governance, gender issues, climate change, negotiation skills, public procurement, change management, preparation and implementation of development projects, computer and communicative English programs etc to enable them to keep pace with the changing needs of the time, consistent with expectations of the people. In addition, government officers are provided with higher education to make them a capable workforce under the MATT-2 project. For these reasons, it is considered as a priority.	2
3. Institutional reforms programs: Institutional reforms such as enacting <i>the Civil Service Act</i> , formulation of posting and transfer policy, reorganizing field administration, clustering of ministries, framing career development plans etc. have been undertaken to make the public administration more suitable for the twenty first century. Steps have also been taken to introduce the performance-based evaluation system to ensure greater accountability. At the same time, under the Civil Service Change Management Project, Citizen Charters are being formulated to ensure speedy and quality services delivery at the grass-roots level and to ensure greater accountability. Provisions have also been made to introduce Front Desks in field offices, and arrangement of public hearings to address public complaints. Therefore, this is one of the priority programs.	1
4. Strengthening field administration and bringing it under the I.C.T. program: Field administration has a pivotal role in implementing government policies, development projects, poverty reduction and social safety net programs at the grass-roots level. It is being modernized through the	4

Priority Spending Areas/Programs	Related Strategic Objectives
I.C.T. program in order to provide prompt services to the people and to improve communications. With this end in view, field offices are being connected with the Ministry through a Video Conferencing Network. Efforts are being continued to train field officials on I.C.T. and provide them with logistic supports such as laptop computers, web-cams and internet modems. As part of the modernization of field administration, two posts, such as Additional Deputy Commissioner (Development and HRD) and Additional Deputy Commissioner (Literacy and I.C.T.) have been created and more administrative authority has been delegated to the field administration. Therefore, the Ministry has considered it as a priority program.	

Key Performance Indicators (KPIs)

Indicators	Related Strategic Objectives	Unit	Target 2009-10	Actual 2009-10	Target 2010-11	Revised Target 2010-11	Medium Term Targets				
							2011-12	2012-13	2013-14	2014-15	2015-16
1. Providing training to govt. employees for skill and capacity developments	2	Person	5103	5103	6000	6000	6500	6800	7000	7500	8000
2. Participation in seminars-conferences-workshops on governance and other issues	2	Number	882	882	900	900	1000	1500	2000	2500	3000
3. Coordination meetings on execution of policies and development projects at dist. I.C.T. & upazila levels	4	Number	3072	3072	3080	3080	3090	3100	3200	3250	3300
4. Resolutions of complaints by holding public hearings at dist. I.C.T. level	3	Number	-	-	15200	15200	15360	18432	21504	24576	24576
5. Conducting Mobile courts to prevent stalking, adulteries and other issues.	4	Number	-	-	10560	10624	10688	10752	10816	10880	10890
6. Supervision of development projects and inspection of subordinate offices	4	Number	16000	16000	16100	16100	16128	16896	17664	18432	19200

5.0 Recent Achievements, Key Activities and Outputs of the Departments and Agencies under the Ministry

5.1 Secretariat

- 5.1.1 Recent Achievements:** The Ministry of Public Administration has been working relentlessly to make the Public Service more people-oriented and a people-friendly institution, suitable for meeting the needs of the twenty first century. With this end in view, the *Civil Service Act* is being formulated to bring the whole civil service under a legal framework. The Ministry has undertaken programs such as updating promotion rules, transfer and posting policies, training policies, reorganization of field administration, clustering of ministries and formulating a comprehensive work plan for the public service. Measures have also been taken to develop the vision, mission, and revisions of the business of the ministry and changing the Ministry's name to the Ministry of Public Administration. In addition, the performance-based evaluation system has been introduced for ensuring greater accountability of government officers. International Public Service Day was observed on 23rd June 2010 to create awareness of accountability for delivery of improved services to people by government employees.

5.1.2 Key Activities, Output related to the Activity, and related Strategic Objectives

Key Activities	Output Related to the Activity	Related Strategic Objectives
1. Appointments, transfers and postings of suitable officers under the administrative control of the Ministry	<ul style="list-style-type: none"> Transfers and postings of officers at different levels of the administration. Appointments on a deputation/ contract basis of civil and military officers at different levels 	1
2. Reviews and revisions of rules/policies and organizational structures	<ul style="list-style-type: none"> Enacting the Civil Service Act Formulation of promotion/transfer and posting rules Revisions of different rules Reforming the organizational structure of field administration Creation of posts and reorganizing organograms of different ministries/divisions Clustering of ministries Digital file management 	1
3. Formulation of career development plans for B.C.S. officers	<ul style="list-style-type: none"> Formulation of career development plans Posting and appointment of suitable officers to 	1

Key Activities	Output Related to the Activity	Related Strategic Objectives
	different positions • Accelerating the speed of work	
4. Simplification of systems and procedures for prompt delivery of services	• Implementation of Citizen Charters • Simplification of systems and procedures of work • Preparing digital filing through the internet and introducing a file tracking and noting system • Providing group e-mail facilities for field-level officers	1
5. Delegation of administrative authority to ministry's attached offices including field offices	• Delegation of administrative authority to Divisional Commissioner for transfer and posting of B.C.S. (Administration) cadre officers	1
6. Providing logistic support such as stationery items, computers & equipments etc. to the ministry and its attached & subordinate offices	• Provide computer, printer and internet facilities to field level offices	1
7. Providing adequate budgetary allocations to field administration for carrying out their functions	• Provide timely budgetary allocations to field offices	1
8. Imparting training to B.C.S. officers of different cadres at different levels	• Support to officers of different cadres for higher education • Assistance to mid - level officers to participate in short courses	2
9. Institutional development of departments/agencies	• Infrastructure and institutional development	1

5.1.3 Output Indicators and Targets

Indicators	Related Strategic Objectives	Unit	Target 2009-10	Actual 2009-10	Target 2010-11	Revised Target 2010-11	Medium Term Targets				
							2011-12	2012-13	2013-14	2014-15	2015-16
1. Support to officers in higher education	2	Person	-	-	172	172	172	172	172	172	172
2. Training to officers in short courses	2	Person	-	-	130	130	130	130	130	130	130
3. Resolutions of audit objections	2	Number	418	418	450	450	460	475	490	500	520
4. Resolutions of departmental cases	3	Number	106	106	110	110	112	115	120	125	130

5.1.4 Forward Budget Estimates

(Taka in Thousand)

	Budget 2011-12	Projection			
		2012-13	2013-14	2014-15	2015-16
Non-Development	170,40,15	189,62,62	210,98,45	234,15,58	260,38,13
Development	125,95,00	124,37,02	129,89,76	135,29,05	140,28,32
Total	296,35,15	313,99,64	340,88,21	369,44,63	400,66,45

5.1.5 List of Operation Units/Programs/Projects

Operation Unit/Program/Name of Project	Related Key Activity
Secretariat	1 - 9
Approved Projects	
1. Strengthening Government Through Capacity Development of the B.C.S. Cadre Officials	8
2. Civil Service Change Management (U.N.D.P.)	8
3. Construction of New Court Building	9

5.2 Bangladesh Public Administration Training Center (B.P.A.T.C.)

5.2.1 Recent Achievements: The B.P.A.T.C., as the highest training institute for human resource development, provided training to 12,329 government officials in the last three years. During this period, the Institute has increased its training courses from 25 to 56. In addition, 949 were sent abroad for higher education/study tours. New modules/topics such as Change Management, Knowledge Management, Strategic Management in the Public Sector, Public Private Partnership (P.P.P.), MTBF, Globalization, E-governance, Digital Bangladesh, etc have been included in the syllabus of B.P.A.T.C. training courses. Courses such as A.C.A.D., S.S.C. and F.T.C. including communicative English and I.C.T. have been updated. Wi-Fi Internet

connections have been introduced in the library, reception room, dormitory room-1 and I.C.T. area of the center.

5.2.2 Key Activities, Output related to the Activity, and related Strategic Objectives

Key Activities	Output Related to the Activity	Related Strategic Objectives
1. Imparting training to B.C.S. officers of different cadres at different levels	<ul style="list-style-type: none"> Provide Foundation training every year to 780 B.C.S. officers ACAD training to 150 deputy secretaries every year Senior Staff Courses provided to 100 senior officers every year Training to 75 officers every year on efficiency enhancement. Training provided to 20 officers every year on policy, planning and management. Training provided to 1070 officers every year on specialized short courses. Training provided to 300 officers every year through Collaborative Courses. 	2
2. Training to government employees at different levels under the administrative control of this ministry	<ul style="list-style-type: none"> Provide training to 4000 employees every year through 4 regional training centers. 	2
3. Arrange workshops/seminars/conferences on governance and other relevant issues and ensuring participation of officers	<ul style="list-style-type: none"> Participation of 420 officers in different workshops/seminars/conferences 	2
4. Support to government officers to participate in the study tours/visits at home and abroad to gain practical experience	<ul style="list-style-type: none"> Every year 2,985 participants of the foundation, ACAD and SSC courses are sent on study tours at home and abroad 	2
5. Publication of government documents such as annual reports, manuals, policy documents, gazettes, bank cheques, etc for official use and transparency	<ul style="list-style-type: none"> Completion of 4 research works in every year. In every year, publications of 16 categories of Journals/Periodicals and Annual Reports 	2, 3
6. Institutional development of departments/agencies	<ul style="list-style-type: none"> Infrastructure and institutional development 	1

5.2.3 Output Indicators and Targets

Indicators	Related Strategic Objectives	Unit	Target 2009-10	Actual 2009-10	Target 2010-11	Revised Target 2010-11	Medium Term Targets				
							2011-12	2012-13	2013-14	2014-15	2015-16
1. Provide basic & specialized training to different levels of officers	2	Persons	1485	4859	5320	5320	6535	6800	7150	7500	7900
2. Arranging seminars/workshops	2	Persons	290	185	290	290	820	450	480	560	600
3. Administrative research on public administration	2	Number	3	3	3	3	4	5	6	7	9
4. Publication of Journals and periodicals	2	Number	-	-	-	-	16	17	17	18	18
5. Participation in study tours at home & abroad	2	Number	433	433	367	367	420	450	480	500	520

5.2.4 Forward Budget Estimates

(Taka in Thousand)

	Budget 2011-12	Projection			
		2012-13	2013-14	2014-15	2015-16
Non-Development	27,26,17	30,33,95	33,76,18	37,51,95	41,72,17
Development	0	0	0	0	0
Total	27,26,17	30,33,95	33,76,18	37,51,95	41,72,17

5.2.5 List of Operation Units/Programs/Projects

Operation Unit/Program/Name of Project	Related Key Activity
Operation Unit (Non-development)	
Bangladesh Public Administration Training Center (B.P.A.T.C.)	1 - 6

Operation Unit/Program/Name of Project	Related Key Activity
Approved Projects	
1. Strengthening of Bangladesh Public Administration Training Center (Phase-3)	6
2. Managing at the top -2 (M.A.T.T.-2) Bangladesh Public Service Capacity Program	1, 2, 3, 4
Approved Program	
1. Repairs, reforms, maintenance of physical infrastructure of B.P.A.T.C. and procurement/repair of furniture and purchase of office equipments	6

5.3 Bangladesh Institute of Administration and Management (B.I.A.M.)

5.3.1 Recent Achievements: B.I.A.M. Foundation, a self-financed associated institution of B.C.S. (Administration) Association, has been engaged in developing human resources in the country and conducting various training programs for B.C.S. (Admin) Cadre officers and other officers of different services and organizations. Foundation training for B.C.S. health cadre officers, Computer and Communicative English and mobile court management training courses for B.C.S. (Admin) Cadre officers were the noteworthy courses conducted in FY2010-11. One accounting software for Accounts Section and additional one more software for the store department for keeping accurate accounts of consumable items in the store department have been installed. Now accounts and store keeping works can be done more quickly and accurately. One I.C.T. cell and one cyber center have been established in B.I.A.M.

5.3.2 Key Activities, Output related to the Activity, and related Strategic Objectives

Key Activities	Output Related to the Activity	Related Strategic Objectives
1. Imparting training to B.C.S. officers of different cadres at different levels	<ul style="list-style-type: none"> Foundation training to 325 Health Cadre officers through 8 courses; Computer and Communicative English training to 75 B.C.S. (Admin) cadre officers in 3 courses; Mobile Court Management training to 90 B.C.S. (Admin) cadre officers in 2 courses 	2
2. Training to government servants at different levels under the administrative control of this ministry	<ul style="list-style-type: none"> Training to 142 officers/staff under Upazila Secondary Education Program; Training to 47 officers/staff on office management and capacity building course; Training on Financial Management to 216 officers/staff of different ministries; 	2
3. Arrange workshop/seminar/conference on governance and relevant issues and ensuring participation of officers	<ul style="list-style-type: none"> Arrangement of 60 workshops/seminars /conferences for 34,500 participants sponsored by different institutions. 	2
4. Institutional development of departments/agencies	<ul style="list-style-type: none"> Infrastructure and institutional development 	1

5.3.3 Output Indicators and Targets

Indicators	Related Strategic Objectives	Unit	Target 2009-10	Actual 2009-10	Target 2010-11	Revised Target 2010-11	Medium Term Targets				
							2011-12	2012-13	2013-14	2014-15	2015-16
1. Foundation Training Course	2	Person	400	400	320	320	400	440	450	475	480
2. Computer and Communicative English Course	2	Person	69	69	75	75	75	75	75	75	75
3. Other Courses	2	Person	327	327	400	400	420	440	450	460	470
4. Workshop/seminar	2	Number	55	55	58	58	60	65	70	75	80

5.3.4 Forward Budget Estimates

(Taka in Thousand)

	Budget 2011-12	Projection			
		2012-13	2013-14	2014-15	2015-16
Non-Development	30,62	34,08	37,92	42,14	46,86
Development	13,69,00	0	0	0	0
Total	13,99,62	34,08	37,92	42,14	46,86

5.3.5 List of Operation Units/Programs/Projects

Operation Unit/Program/Name of Project	Related Key Activity
Operation Unit (Non-development)	
Bangladesh Institute of Administration and Management (B.I.A.M.)	1 - 4
Approved Project	
1. Establishment of Regional B.I.A.M. Foundation including Completion of Incomplete Work of B.I.A.M. Main Foundation Office	6
Approved Program	
1. Development of Training facilities of B.I.A.M. Foundation and Development physical infrastructure facilities of different schools of the Foundation	6

5.4 Bangladesh Retired Government Employees' Welfare Association

5.4.1 Recent Achievements: In the FY 2010-11, the Bangladesh Retired Government Employees' Welfare Association disbursed Tk 21,29,200/- as stipends for education of 1,135 pensioners' children and Tk 15.00 crore as grants to 1,500 members of the association. Moreover, Tk. 9,20,000/- was given to 184 members as interest free loans. Besides this, 300 members of the association received Tk. 3,90,000/- as financial assistance from its charity fund for their daughters' marriage and emergency medical treatment. In 2010, 25,844 patients received medical treatment at its medical center Dhaka.

5.4.2 Key Activities, Output related to the Activity, and related Strategic Objectives

Key Activities	Output Related to the Activity	Related Strategic Objectives
1. Provide stipends to the children of the government servants for their education	<ul style="list-style-type: none"> Provide stipends to 1,135 children for education. 	5
2. Provide financial assistance to the government servants for medical treatment and other purposes	<ul style="list-style-type: none"> Financial assistance for welfare of 1,684 members of pensioners. Financial assistance provided for welfare of pensioners and marriage of their 300 daughters. Annual medical treatment to 50,000 persons through Medicare centre. 	
3. Institutional development of departments/agencies	<ul style="list-style-type: none"> Infrastructure and institutional development 	1

5.4.3 Output Indicators and Targets

Indicators	Related Strategic Objectives	Unit	Target 2009-10	Actual 2009-10	Target 2010-11	Revised Target 2010-11	Medium Term Targets				
							2011-12	2012-13	2013-14	2014-15	2015-16
1. Financial help	5	Person	-	-	3119	3119	3500	4000	4500	5000	5500
2. Medical treatment	5	Person	-	-	50,000	50,000	52,000	55,000	57,500	60,000	62,000

5.4.4 Forward Budget Estimates

(Taka in Thousand)

	Budget 2011-12	Projection			
		2012-13	2013-14	2014-15	2015-16
Non-Development	2,38,78	2,40,41	2,67,53	2,97,30	3,30,60
Development	0	0	0	0	0
Total	2,38,78	2,40,41	2,67,53	2,97,30	3,30,60

5.4.5 List of Operation Units/Programs/Projects

Operation Unit/Program/Name of Project	Related Key Activity
Operation Unit (Non-development)	
Bangladesh Retired Government Employees' Welfare Association	1 - 3
Approved Project	
1. Extension of ABOSHOR BHABON for construction of a Hospital and Office building (GOB and Self financed)	3

5.5 Bangladesh Government Employees' Welfare Board

5.5.1 Recent Achievements: In FY 2009-10, 1,341 employees were given Tk. 8,35,00,000/- for serious diseases requiring expensive treatment, Tk 11,09,70,221/- was given to employees' 1,14,287 children as stipends for education, Tk. 24,00,00,000/- as one time grant to 2400 employees' families who had died in the service. In the same year, Tk. 1,10,00,000/- was given as financial assistance for 642 3rd and 4th class employees' funerals and 2,446 for medical treatments.

5.5.2 Key Activities, Output related to the Activity, and related Strategic Objectives

Key Activities	Output Related to the Activity	Related Strategic Objectives
1. Provide financial assistance to government employees for medical treatments and other purposes	• Financial assistance of Tk 35.00 crore for medical treatments and funerals.	5
2. Extend transport facilities to the government employees for official purposes	• Issuance of transport tickets to 6,000 government employees.	5
3. Provide stipends to the children of eligible government employees for their education	• Provide stipends amounting to Tk 11.10 crore to 1,15,000 children of eligible employees.	5
4. Support to government employees from the Group Insurance Funds	• Payment of an amount equivalent to 24 months' basic salary or an amount not exceeding one lakh Taka to the families of those who die in the service.	5

5.5.3 Output Indicators and Targets

Indicators	Related Strategic Objectives	Unit	Target 2009-10	Actual 2009-10	Target 2010-11	Revised Target 2010-11	Medium Term Targets				
							2011-12	2012-13	2013-14	2014-15	2015-16
1. Medical Grants	5	Number	1450	1600	1600	1625	1750	1800	1850	1900	1500
2. Transport tickets	5	Number	5000	6000	6000	7000	7500	8000	8500	9000	10000
3. Stipends for Education	5	Number	111287	114287	114287	125000	150000	200000	250000	300000	350000
4. Payments of group insurance claims	5	Number	1600	2400	2400	2400	2500	2750	3000	3200	3400
5. Grants for funerals and general medical treatments	5	Number	3021	3088	3088	4042	4500	4800	5200	5500	6000

5.5.4 Forward Budget Estimates

(Taka in Thousand)

	Budget 2011-12	Projection			
		2012-13	2013-14	2014-15	2015-16
Non-Development	57,32,02	63,79,74	70,99,38	78,89,54	87,73,17
Development	0	0	0	0	0
Total	57,32,02	63,79,74	70,99,38	78,89,54	87,73,17

5.5.5 List of Operation Units/Programs/Projects

Operation Unit/Program/Name of Project	Related Key Activity
Operation Unit (Non-development)	
Bangladesh Government Employees' Welfare Board	1 - 3

5.6 B.C.S. (Administration) Academy

5.6.1 Recent Achievements: In the last three years, the B.C.S. (Administration) Academy arranged 14 courses on the law and administration for new entrants of B.C.S. (Administration) cadre, 3 on Upazila administration and on development for UNOs, 4 orientation courses for officers considered as suitable for appointments to UNOs, 9 on the prevention of corruption, 4 on development administration and management for Deputy Secretaries promoted from different cadres other than the administration cadre, 3 each on computer, public procurement management, and 2 on the English language and 4 on post-graduate diplomas in governance studies. Two foundation courses have also been arranged for Upazila Election Officers.

5.6.2 Key Activities, Output related to the Activity, and related Strategic Objectives

Key Activities	Output Related to the Activity	Related Strategic Objectives
1. Imparting training to B.C.S. officers of different cadres at different levels	• Law and Administration training to 160 officers. • Development Administration and Management	2

Key Activities	Output Related to the Activity	Related Strategic Objectives
	Training to 35 deputy secretaries from other cadres. • Provide post-graduate diploma courses on governance to 35 officers. • 35 officers are sent abroad for higher education (masters and diplomas) and short training courses.	
2. Training to government employees at different levels under the administrative control of this Ministry	• Provide training on upazila administration and development course to 35 UNOs. • Training to 35 officers suitable to be appointed to UNOs • Provide training on the prevention of corruption to 70 Officers. • Computer training to 70 officers • Public procurement management training to 70 officers. • English language training to 35 officers.	2
3. Support to government officers to participate in the study tours/visits at home and abroad for gaining practical experiences	• 175 officers are sent abroad for 10 days' study tours to gather practical experience in development activities of different countries.	
4. Support in conducting research work on governance and other relevant issues	• In every year, publication of 5 Curriculum Text books on 5 subjects through joint research programs.	
5. Arrange workshop/seminar/ conference on governance and relevant issues and ensuring participation of officers	• Arrangement of 10 workshops on public administration every year.	
6. Institutional development of departments/agencies	• Infrastructure and institutional development	1

5.6.3 Output Indicators and Targets

Indicators	Related Strategic Objectives	Unit	Target 2009-10	Actual 2009-10	Target 2010-11	Revised Target 2010-11	Medium Term Targets				
							2011-12	2012-13	2013-14	2014-15	2015-16
1. Training on Law & Administration Courses	2	Person	160	114	160	160	160	160	160	160	160
2. Short Course training	2	Number	14	14	14	14	16	16	16	16	16
3. Higher Education (Diplomas and Masters)	2	Number	1	1	1	1	1	1	1	1	1
4. Foreign Training/Course	2	Person	70	68	70	70	80	80	80	80	80

5.6.4 Forward Budget Estimates

(Taka in Thousand)

	Budget 2011-12	Projection			
		2012-13	2013-14	2014-15	2015-16
Non-Development	4,78,97	4,84,12	5,38,73	5,98,69	6,65,74
Development	0	0	0	0	0
Total	4,78,97	4,84,12	5,38,73	5,98,69	6,65,74

5.6.5 List of Operation Units/Programs/Projects

Operation Unit/Program/Name of Project	Related Key Activity
Operation Unit (Non-development)	
B.C.S. (Administration) Academy	1 – 6
Approved Project	
1. Institutional development of Bangladesh Civil Service Administration Academy	6

5.7 Field Administration (Divisional Commissioner's Office, Deputy Commissioner's Office, Upazila Nirbahi Officer's Office)

5.7.1 Recent Achievements: Field Administration is run by offices consisting of 7 Divisional Commissioners, 64 Deputy Commissioners & 483 Upazila Nirbahi Officers through out the country. Recently, all divisional commissioners, deputy commissioners & UNOs have been provided with 645 laptop computers and webcam for instant communication with ministry and making them I.C.T. dependant officers. Group e-mails have been opened for these officers and they have been brought under video conferencing network system. Workshops on citizen charter and business processes have been organized at the dist. I.C.T. and

division levels to prepare draft manual. Besides this, officers have been provided with training on different issues to improve the quality of services rendered at the grass root level.

5.7.2 Key Activities, Output related to the Activity, and related Strategic Objectives

Key Activities	Output Related to the Activity	Related Strategic Objectives
1. Coordination with different departments at field level for implementation of development projects and education related activities	• Holding of 12 & 48 coordination meetings every year at division and dist. I.C.T. level respectively.	4
2. Coordinating law enforcing agencies' activities for improvement of law and order and conducting mobile court	• Conducting at least 165 mobile courts every year at dist. I.C.T. & upazila levels.	4
3. Implementation of poverty reduction and social safety net programs	• Implementation of poverty reduction programs e.g., TR, GR, FFW and social safety net programs e.g. widow allowance, old age allowance, freedom fighters' allowance etc.	4
4. Holding public hearings regularly to resolve public complaints	• Holding 48 public hearings annually at the dist. I.C.T. level.	3
5. Supervision and inspection of subordinate offices and different development projects	• Supervisions/visits of 378 projects and early inspection of subordinate offices by each divisional commissioner, deputy commissioner & U.N.O..	4

5.7.3 Output Indicators and Targets

Indicators	Related Strategic Objectives	Unit	Target 2009-10	Actual 2009-10	Target 2010-11	Revised Target 2010-11	Medium Term Targets				
							2011-12	2012-13	2013-14	2014-15	2015-16
1. Arranging coordination meetings for development projects.	4	number	-	-	768	768	780	790	800	810	820
2. Inspection of development projects.	4	Number	-	-	4608	5376	6144	6912	7680	8448	9216
3. Implementation of education related function and arranging coordination meetings.	4	Number	-	-	12000	12000	12300	12400	12500	12600	12700

5.7.4 Forward Budget Estimates

(Taka in Thousand)

	Budget 2011-12	Projection			
		2012-13	2013-14	2014-15	2015-16
Non-Development	363,66,18	416,05,83	478,17,96	547,21,85	625,28,32
Development	0	0	0	0	0
Total	363,66,18	416,05,83	478,17,96	547,21,85	625,28,32

5.7.5 List of Operation Units/Programs/Projects

Operation Unit/Program/Name of Project	Related Key Activity
Operation Unit (Non-development)	
1. Field Administration (Divisional Commissioner's Office, Deputy Commissioner's Office, Upazila Nirbahi Officer's Office)	1 - 5

5.8 Printing and Publication Directorate.

5.8.1 Recent Achievements: Recently a website has been established at BG Press to make government gazettes, various government forms, laws and rules/regulations and other government publications easily available to the public. On the other hand, all formalities have been completed to import 6 digitized bicolor offset machines equipped with all logistic facilities and 2 image center machines for 3 printing presses. In the meantime 5 modern machines have been bought and installed. Internet connections and procurement of computers and other I.C.T. equipment have been completed to introduce e-governance for bringing dynamism in the works of the directorate.

5.8.2 Key Activities, Output related to the Activity, and related Strategic Objectives

Key Activities	Output Related to the Activity	Related Strategic Objectives
1. Publication and distribution of government documents such as annual report, manual, policy document, gazette, bank cheque etc	• All printing works such as various kinds of forms, gazette, register, bank cheque, all kinds of question papers etc. totaling 51 core impressions are done	3

Key Activities	Output Related to the Activity	Related Strategic Objectives
for official use and transparency	through printing presses. <ul style="list-style-type: none"> Printing of election ballot papers, posters, national budget and debating documents of parliament are printed as and when required. Printing of 7 core impressions relating to death references and cause list of Supreme Court. 	
2. Providing logistic support such as transport, stationery items, computer & equipments etc. to the ministry and its attached & subordinate offices	<ul style="list-style-type: none"> Distribution of 91 kinds of stationery items and 7 crore forms to different government offices. Procurement and supply of cartridge papers. 	1

5.8.3 Output Indicators and Targets

Indicators	Related Strategic Objectives	Unit	Target 2009-10	Actual 2009-10	Target 2010-11	Revised Target 2010-11	Medium Term Targets				
							2011-12	2012-13	2013-14	2014-15	2015-16
1. Printing of all kinds of gazette, forms, register etc.	3	number in lakh	27,00	26,68	30,82	30,08	37,73	39,23	39,71	40,00	40,50
2. Printing of question papers	3	number in lakh	4350	4300	4500	4520	4550	4570	4600	4620	4700
3. Printing of all kinds of election materials	3	number in lakh	200	100	2400	2450			1200		
4. Printing of government cheque	3	number in lakh	6,40	6,60	6,82	6,82	7,00	7,20	7,20	7,25	7,30
5. Procurement and disbursement of stationery items.	1	kinds	91	71	104	110	110	105	115	118	122

5.8.4 Forward Budget Estimates

(Taka in Thousand)

	Budget 2011-12	Projection			
		2012-13	2013-14	2014-15	2015-16
Non-Development	48,27,61	56,40,25	62,76,47	69,75,04	77,56,24
Development	0	0	0	0	0
Total	48,27,61	56,40,25	62,76,47	69,75,04	77,56,24

5.8.5 List of Operation Units/Programs/Projects

Operation Unit/Program/Name of Project	Related Key Activity
Operation Unit (Non-development)	
Printing and Publication Directorate	1 - 2

5.9 Government Transport Directorate:

5.9.1 Recent Achievements: In the last 3 years, 68 sedan cars were purchased and allotted to Secretaries/ Additional Secretaries/Joint Secretaries and officers of equivalent rank and status who are entitled to use full time government vehicles and 50 sedan cars to ministers/state ministers/deputy ministers and persons of equivalent rank and status. Besides this, 14 pajero jeeps were purchased and allotted to Additional Divisional Commissioners, 62 to district administrations and 416 to UNOs. During this period 195 employees were recruited in the vacant posts. Moreover, 484 employees of the upazila parishads have been absorbed in the directorate.

5.9.2 Key Activities, Output related to the Activity, and related Strategic Objectives

Key Activities	Output Related to the Activity	Related Strategic Objectives
1. Supply of Government vehicles	<ul style="list-style-type: none"> Supply of government vehicles to VIPs, entitled officers and dist. I.C.T. transport pools. Appointment of drivers, technical and other employees for government vehicles and providing training to them. Repair and maintenance of condemned vehicles. Supply of fuels to the field offices 	1

5.9.3 Output Indicators and Targets

Indicators	Related Strategic Objectives	Unit	Target 2009-10	Actual 2009-10	Target 2010-11	Revised Target 2010-11	Medium Term Targets				
							2011-12	2012-13	2013-14	2014-15	2015-16
1. Repair and maintenance of government vehicles	1	Number	2000	2000	2500	2500	3000	3750	4800	6200	8000

Indicators	Related Strategic Objectives	Unit	Target 2009-10	Actual 2009-10	Target 2010-11	Revised Target 2010-11	Medium Term Targets				
							2011-12	2012-13	2013-14	2014-15	2015-16
2. Providing training to government drivers and technical employees	1	person	100	100	300	400	450	500	550	600	700
3. CNG conversion of government vehicles.	1	Number	100	100	150	200	250	300	325	350	400

5.9.4 Forward Budget Estimates

(Taka in Thousand)

	Budget 2011-12	Projection			
		2012-13	2013-14	2014-15	2015-16
Non-Development	105,04,07	103,18,03	114,81,91	127,59,85	141,88,95
Development	0	0	0	0	0
Total	105,04,07	103,18,03	114,81,91	127,59,85	141,88,95

5.9.5 List of Operation Units/Programs/Projects

Operation Unit/Program/Name of Project	Related Key Activity
Operation Unit	
Government Transport Directorate	1