

# **Change management in the Ministry of Textiles & Jute**

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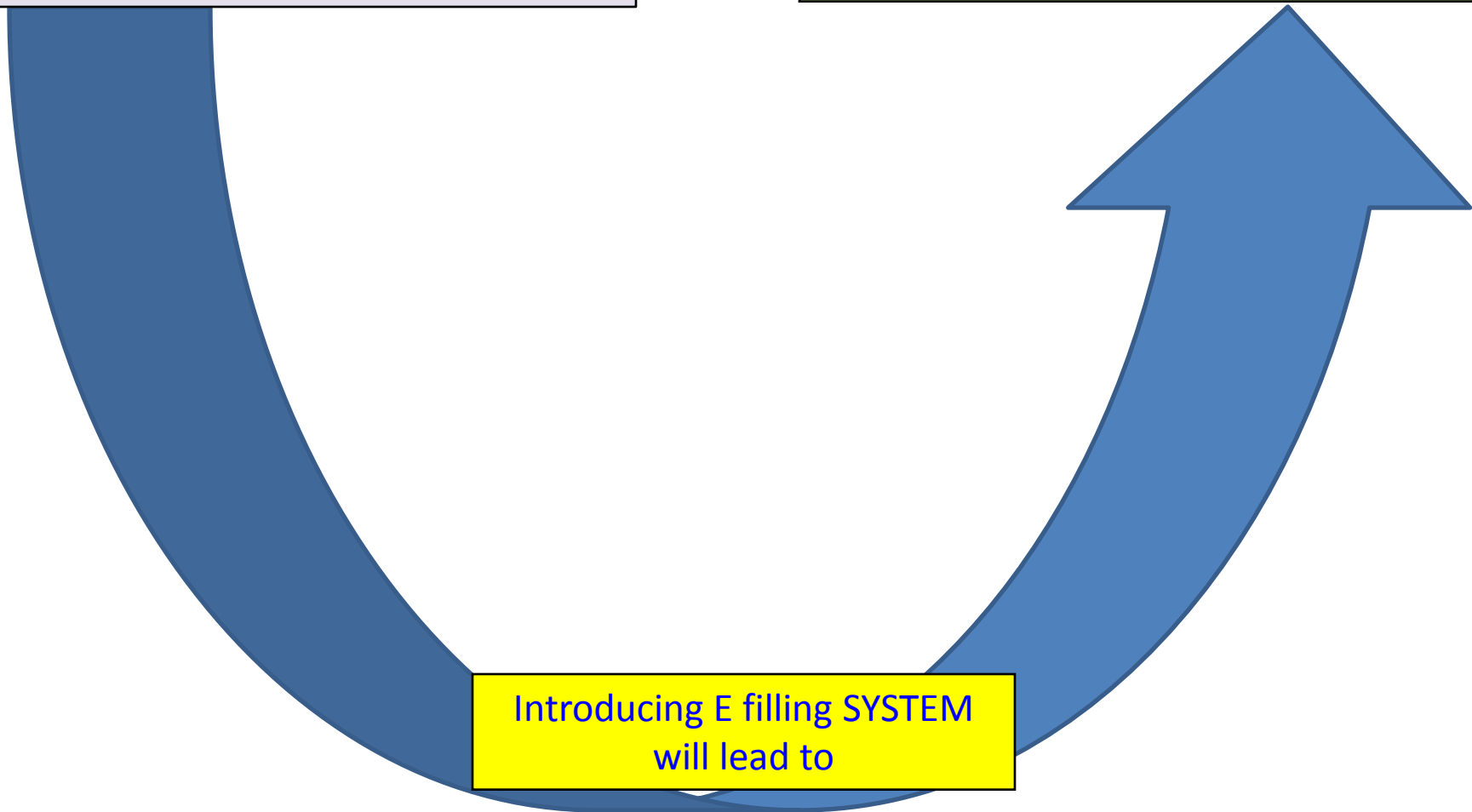
# **AREAS OF CHANGE**

**Introduce E filling System  
in the Ministry of Textiles & Jute  
Under New E Filling System of  
Access to Information Program**

Traditional filing system leads to delay in delivery of services, cost is higher, lack of accountability & responsibility

Reduces time, Reduces cost, Service delivery ensured in time, Ensure accountability & responsibility

Introducing E filing SYSTEM will lead to



# ACTION PLAN

SI	Activity	Role	Time Frame	Resource
1	Attend TOT arrange by a2i program, Prime Ministers Office	JS (Admin) JS (Jute 3) Assistant programmer	21-22 March 2016	a2i program
2	Assessment of ICT logistic -- <b>computer, scanner, printer</b> etc. submit requisition for procurement.	Assistant programmer SAS (Common service)	31 March 2016	
3	Ensure wi fi internet service with in the ministry	Assistant programmer SAS (Common service)	By 17 April 2016	
4	Procurement of ICT logistics; Computer , scanner , laser printer	SAS (Common service)	By 25 April 2016	Govt. budget given to MOIND
5	1 <sup>st</sup> phase training for 30 officer and staff	Trainers	10-11 April 2016	Own budget

# ACTION PLAN

	Activity	Role	Time Frame	Resource
6	2 <sup>nd</sup> phase training 30 officer and staff	Trainers	12-13 April 2016	Own budget
7	Establishment of Front Desk and Practical training for front desk personnel	Admin wing Trainers	17- 21 April 2016	
8	Start experimentally e filling system within Admin wing	JS Admin, Trainers, All officers of admin wing	24 - 28 April 2016	
9	Feedback and take corrective measures	Trainers	2-5 May 2016	

# ACTION PLAN

SI	Activity	Role	Time Frame	Resource
10	Start experimentally e filling system all wing of the motj	All officers Trainers	8 May 2016	
11	Evaluate and take corrective measures	Trainers	Regular basis	
12	Officially open E filling System in the MOIND	Honorable Minister	15 May 2016	Own fund
13	E filling system introduced	All	Continue	

# E filling System

## Changed areas:

**Work could be done from any where any time,  
that will :**

- Time reduced
- Cost reduced
- Efficient service delivery ensured in time
- Accountability & responsibility ensured

Thank You