

## Action Plan for Activities of Management Reforms Cells -2011

No	Activity	Date	Responsible Officers
01	Establishment of MRCs	30-05-2011	Ministry Secretary , Convener
02	Amending of Organizational Structure	01-06-2011/ 15-06-2011	Additional Secretary (Admin)
03	Work study and work allocation	01-06-2011/ 15-06-2011	Additional Secretary (Admin)
04	Simplification of systems and procedures	01-06-2011/ 30-06-2011	Assistant Secretary, Administrative Officer
05	Introduction and simplification of new forms /formats	01-06-2011/ 15-06-2011	Senior Assistant Secretary , Assistant Secretary
06	Preparation and maintain a web site	From 30-05-2011	Additional Secretary (Admin)
07	Usage of E-mail and Internet	From 30-05-2011	Additional Secretary (Admin)
08	Setting up small groups (as productivity circles)	01-06-2011/ 30-06-2011	Assistant Secretary, Administrative Officer
09	Identification of training needs and preparation a plan	01-06-2011/ 15-06-2011	Additional Secretary (Admin), Senior Assistant Secretary
10	Conducting of training programmes for improving Attitudes and qualities.	01-07-2011/ 15-06-2011	Additional Secretary (Admin)
11	Revising of Citizen's Charter	01-07-2011/ 15-06-2011	Senior Assistant Secretary, Administrative Officer
12	Welfare activities	From 30-05-2011	Administrative Officer
13	Preparation of Service Minutes and Scheme of Recruitments according to the Public Administration circular 6/2006	From 01-06-2011	Coordinating Officer
14	Monitoring and reporting the progress	Monthly	Convener