

Chapter-22

Ministry of Public Administration

1.0 Introduction

- 1.1 For the best utilization of government's scarce resources, an efficient, committed to service and pro-people human resources are needed. In order to achieve the goals of Vision – 2021, Sustainable Development Goals (SDGs) and Perspective Plan, and to build an skilled and accountable civil service to ensure good governance and to provide effective service to people, it is the prime responsibility of the Ministry of Public Administration (MoPA). The Ministry is playing a significant and integrated role by effectively managing personnel management to ensure dynamic public service at all spheres of the state. With the inspiration of "Administration for the Service to people" the ministry has expressed its firm commitment in the Mission Statement of the Ministry's Budget Framework (MBF) which states: "Development of a competent, service focused and accountable public administration through appointment, training and enhancement of institutional capabilities".
- 1.2 Upholding the mission, the Ministry of Public Administration engages in the following activities: composition of cadre services and first appointment to a post of a cadre service; Creation of posts in different government departments and institutions, formulation/ modification of organizational structure; formulation/modification of rules/policies regarding service regulations and conditions; appointment/transfer, promotion and adoption of disciplinary procedures for the officers under the administrative control of the Ministry of Public Administration; formulation of training policies for the improvement of professional skills of the government officers/staff and career planning and arrangement of training at home and abroad; deputation posting for the officers under the administrative control of the Ministry of Public Administration and absorption/employment of surplus public servants; ensure welfare of the government officers/staff and management of group insurance and welfare fund; publication of different government documents, questions, cheque books etc. and procurement and supply of different stationery items and transports etc.
- 1.3 For the purpose of evaluating the Government Officials, the Ministry has introduced Performance Based Evaluation System (PBES) instead of existing Annual Confidential Report (ACR) system. Above all, the Ministry is bound to the Government in fulfilling the targets stated in the Annual Performance Agreement (APA) and the attached dept/agencies are also bound to the Ministry to achieve the targets stated in the APA signed between the Ministry and individual Dept/Agency. Meanwhile, upon the instruction of the Hon'ble Prime Minister, the Ministry has arranged Foundation Training (FT) for probationers of all BCS Cadre in 10 additional training institutes in order to provide equal opportunities for all BCS Cadre officers to finish their FT within the 02 years tenure of job. A total of 1265 officers out of 2033, those who would finish their 02 years tenure of job on 30 June 2017, has already nominated for FT. This is 62.23% of the total probation officers where women are 30.87%. In the last 03 years, 12,130 cadre officers have been appointed through BCS Examinations where women are

4569. For higher education in Foreign Institutions, 931 cadre officers of Public Administration have been offered education donation amounted to Tk. 99.99 core where female are 145. In this time, government provide internal training among 7896 employee where women are 26.74%. To handle more mobile court in the field level for the development of the law and order situation, stop food adulteration, stop women violation, stop early marriage and eve teasing from the society.

2.0 Major Functions of the Ministry

- ❖ Composition of cadre services and first appointment to a post of a cadre service;
- ❖ Creation of posts in different government departments and institutions, formulation/ modification of organizational structure;
- ❖ Formulation/modification of rules/policies regarding service regulations and conditions;
- ❖ Appointment/transfer, promotion and adoption of disciplinary procedures for the officers under the administrative control of the Ministry of Public Administration;
- ❖ Formulation of training policies for the improvement of professional skills of the government officers/staff and career planning and arrangement of training at home and abroad;
- ❖ Deputation posting for the officers under the administrative control of the Ministry of Public Administration and absorption/employment of surplus public servants;
- ❖ Ensure welfare of the government officers/staff and management of group insurance and welfare fund;
- ❖ Publication of different government documents, questions, cheque books etc. and procurement and supply of different stationery items and transports.

3.0 Strategic objectives of the Ministry and their Relevance with Women's Advancement and Rights

- 3.1 Enhanced institutional capacity of public administration:** Measures have been undertaken to ensure participation of women in economic, educational, social and cultural fields by fixing quota in government service and providing essential trainings for enhancing their administrative capacity. As a result, they would be able to involve themselves in the aforementioned fields, thus accelerating women's advancement process.
- 3.2 Ensuring transparency and accountability in public administration:** Good governance will be ensured if transparency and accountability of government employees are increased. Women, as a significant part of the population, will also be benefited.
- 3.3 Effective implementation of government policies and programs at the field level:** The Government's poverty alleviation programs are implemented for the poor women at the grass root level. This enables women to get involved in economic activities, resulting in their empowerment. Besides, field administration has an important role in implementing

government's social safety-net programs such as widow allowance, old age allowance, stipends for girl students, etc. Successful implementation of these programs will increase the general well-being of women, bringing prosperity to their families.

3.4 Managing the welfare of government employees: A larger percentage of women are employed in government services, are getting financial assistance from the government for medical treatments etc. Like their male counterparts, female employees' children also get financial assistance like education stipends from the Welfare Board. This improves the financial condition and family welfare of female government employees.

4.0 Relevance of the Roles and Responsibilities of the Ministry for Women's Advancement and Rights

4.1 The Ministry of Public Administration pays careful attention for women's advancement and rights in preparing its strategies and policies. To create a better and conducive environment for women at work, MOPA has increased the Maternal Leave for the working mother to 6 months from the long prevailing rules of 4 months. It will protect the rights of working mothers and incentivize more women to seek employment in government. The Ministry has recently changed its quota systems for the Freedom Fighters. If the quota is not filled by Freedom fighters, then their immediate and extended families get preferences. This will create opportunity for more gender parity.

4.2 Retirement age of the Civil Servants has been raised to 59 from 57 and 60 from 57 for freedom fighters. Encashment of gratuity has been increased Tk. 230 from Tk. 200. A 10% Quota in 16th to 20th grade and 1% in 17th and above grade government jobs for physically challenged persons has been reserved which enables the physically disabled female candidates to enter into the government jobs significantly. The Ministry of Public Administration has promoted 94 officers as Secretary, 524 officers as Additional secretary, 1394 officers as Joint Secretary and 1415 Officers as Deputy Secretary within the period of January 2009 to April 2015. A total of 251 officials of Grade 10 to 12 have been promoted as Assistant Secretary. On 31 March of 2017, 07 female officers were in the rank of Secretary, 75 as additional Secretary, 97 as Joint Secretary, 201 as Deputy Secretary, 360 as Senior Assistant Secretary and 432 as Assistant Secretary.

4.3 To create mass-awareness against eve-teasing and food adulteration, mobile courts have been operated throughout the country and each year minimum 29,352 mobile courts has been held. As a result, these kind of social crimes are in decline and society has become safe for female.

4.4 The Government Employment Hospital at Fulbaria, Dhaka has been upgraded to 150 beds from 50 beds. The Hospital has been modernized with new medical equipments and modern facilities and handed over the Ministry of Public Administration, which enables the government employees and their family members to have health services easily at a minimum cost. A significant number of female government employees have been enjoying this facility.

- 4.5 A total of 9600 Government employees living in Dhaka and around Dhaka have been commuted daily to their working places from their residences with the help of a fleet of 14 buses and another 05 new buses would have been joining in the fleet, which will enhance the pick-drop bus services. Female employees are also enjoying the facilities.
- 4.6 To enhance the ability of the government employees as well as quality of work and to save public money, till date 1367 entitled officers have been advanced interest free car loans. Significant number of entitled female employees has been enjoying the facility.
- 4.7 A programme of allowing onetime grants of Tk. 5.00 Lac in case of death in service and Tk. 2.00 Lac in case permanent disability during service is in operation. The families of 1443 deceased government employees have been benefitted and Tk. 15.72 core has been distributed among the families so far. The same facility is also allowed for the family of a deceased on job female employee.
- 4.8 The Government has been allocating budget for Bangladesh Public Administration Training Centre (BPATC), BCS Administration Academy and BIAM Foundation in order to carry out different training programmes. In last 05 years the budget of these institutes has been increased progressively. The female employees are also benefitted out of these training programmes.

5.0 Priority Spending Areas and Benefits for Women's Advancement

Serial No.	Priority Spending Area/Programmes	Impact on Women's Advancement (direct/indirect)
1	2	3
1.	Speedy services delivery	Women constitute 50% of our population. If services are provided speedily, women, as the larger proportion of population, are also be benefitted with this service and with the development of the nation, the development of women also be achieved.
2.	Training and enhancing competencies	In order to enhance the capability of the government employees, different trainings are arranged for them after joining the job. These types of efficiency enhancing training benefit of the female employees too.
3.	Institutional reforms programmes	As per the Action Plan formulated under the Women Development Policy -2011, initiatives to employ female officials and increase promotion quota for female have been adopted. At present a female employee is enjoying 06 months maternity leave instead of 04 months leave. At grass root level, female employees have access to different beneficial information, which has direct contribution to women development.

Serial No.	Priority Spending Area/Programmes	Impact on Women's Advancement (direct/indirect)
1	2	3
4.	Strengthening field administration and bringing it under the ICT programme	Information Technology spread faster in the field level, women officer and employee delivered better service to the citizen through IT use in their all official activities. As a result. Women officers importance increased, simultaneously women empowerment happened rapidly.

6.0 Women's Share in Ministry's Total Expenditure

(Taka in Crore)

Description	Budget 2017-18			Revised 2016-17			Budget 2016-17		
	Budget	Women Share Women percent	Women percent	Revised	Women Share Women percent	Women percent	Budget	Women Share Women percent	Women percent
Total Budget	400266	112019	27.99	317174	86586	27.3	340605	92781	27.24
Ministry Budget	2048	232	11.32	1969	237	12.03	2077	210	10.11
Development	225	56	24.67	114	64	56.39	127	40	31.4
Non-Development	1823	176	9.68	1855	172	9.29	1950	170	8.73

Source: RCGP database

7.0 Success in Promoting Women's Advancement

- ❖ The Ministry of Public Administration ensures postings in all departments/ attached departments. Under its postings, at present, a good number of women are posted at the top tier of Government of which 7 women are posted as Secretaries, 75 as Additional Secretaries, 97 as Joint Secretaries and 201 as Deputy Secretary to the Government.
- ❖ Due to the implementation of female quota justifiedly, at Assistant Secretary and Senior Assistant Secretary level 35.74% of female officers are employed. At Present, out of 5510 officers (Assistant Secretary/Assistant Commissioner to Senior Secretary) 1172 are female officers, which is 21.27%. The government quota for women is 15%. The participation of female officers in government jobs has already exceeded the quota.
- ❖ Government takes various publishing activities to increase public awareness about women torturing, eve-teasing, early marriage, food adulteration, bad effect of intoxicating, terrorism, stop belligerent. As a result, decrease various social crime, like as women torturing, early marriage, eve-teasing.

8.0 Recommendations for Future Activities:

Sl. No	Recommendations	Progress/ implementation
1.	Ensure better environment for women at public sector offices and buildings by providing improved and separate sanitation and hygiene facilities.	Implemented
2.	Ensure implementation of couple's policy of the Government. Many married officers/staffs are working in different stations at the field level. As per the policy, the couples should be posted at the same work station. The Ministry of Public Administration should ensure the policy as it will help working mothers to effectively balance both work and family. It also serves as an incentive for women to join Government jobs.	On going