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| **Chapter-22**  **Ministry of Public Administration** |

**1.0 Introduction**

1.1 The prime responsibility of the Ministry of Public Administration is to facilitate the Achievement of goals of Vision-2021, Vision-2041, Sustainable Development Goals (SDGs), Digital Services Implementation Roadmaps (DSIR) and Perspective Plan, and to build a skilled and accountable civil service to ensure good governance and to provide effective services to people. Ministry of Public Administration is always giving best effort to develop an efficient, committed to serve and pro-people human resources for the best utilization of government’s resources. The Ministry is playing a significant and integrated role in effective personnel management to ensure dynamic public service at all spheres of the state. Imbued with the mantra 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: “Building an efficient, service and welfare oriented and responsible public administration through enhancing institutional capacity”.

1.2 As per Rules of Business, the Ministry of Public Administration deals with 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 related to the welfare of the government employees and regarding service regulations and conditions; appointment/transfer, promotion, absorption and determine seniority of the employee under the administrative control of the Ministry of Public Administration. Compulsory 60 hours training for every employee, career planning and creation of a resource pool (consisting of experts) for the improvement of professional skill through training have been completed as per National Training Policy.

1.3 The Ministry is committed to fulfilling the targets stated in the Annual Performance Agreement (APA) and signed APA with the attached department/agencies to achieve the targets stated in agreement. Meanwhile, upon the instruction of the Hon’ble Prime Minister, the Ministry has completed foundation training for all BCS Caders member. All probationers of different BCS Cadres, who are going to fulfil 02 years services on 30 June 2019 are already nominated for Foundation Training and 30.62% of the nominated BCS Cadre officials for Foundation Training are female. Among the cadre officials recruited through BCS Examinations in the last 03 years, 28.56% are female. On the other hand, 26.57% of the nominated officials for different trainings in home and abroad arranged by the Ministry of Public Administration are female. To eradicate cruelty to women, eve teasing, child marriage and food adulteration from the society and to improve law and order situation and to create mass awareness, mobile courts are operated throughout the country.

**2.0 Major Functions of the Ministry:**

As per Rules of Business and Allocation of Business, the main Functions of Ministry of Public Administration are as follow-

* 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 professional development 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 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:** Different programmes have been undertaken to increase efficiency and capability of Public Administration. Women are participating in these programmes. As a result, it has improved their role in decision and policy making processes and enabled them to participate actively in financial, social and cultural fields. Thus accelerates the process of women's advancement.

* 1. **Ensuring transparency and accountability in public administration:** If the transparency and accountability of government employee will ensured, the quality of their work will increase and it will be ensured to provide fast and quality services to the people. As a result, poor people of the country will be benefited. Women, as a significant part of the population, will also be benefited.
  2. **Effective implementation of government policies and programs at the field level:** At the grassroots level, there are various government programme for poverty alleviation, such as: T.R, G.R, F.F.W, V.G.F, V.G.D. etc. The field administration plays an important role in formulating and implementation of these programmes. Besides, the employees working in the field administration ensure the implementation of all the development and educational activities of government through coordination. The grassroots level government poverty alleviation programmes are mainly implemented through women. This ensures the women’s economic activity and increases empowerment of women. 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 programmes will increase the general well- being of women, bringing prosperity to their families.
  3. **Managing the welfare of government employees:** Financial grants given to the employees for health services, it reduces the health hazards and make them operational. A larger percentage of women 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.

4.2 Gratuity encashment rate of government employee has been increased from 200 to 230, which has ensured greater economic freedom of women employees and their empowerment.

4.3 To create mass-awareness against eve-teasing and food adulteration, mobile courts have been operated throughout the country and each year minimum 32,147 mobile courts have been conducted. As a result, these kinds of social crimes have been declined significantly and society has become a safer place for female.

4.4 The Government Employee Hospital has been modernized with 16 operational departments, including the Department of Medicine, Orthopedics, Surgery, Eye, ENT, Dental, Dermatology, Gynecology, Radiology, Emergency Department, and Paediatric Department. It has 07 Operation Theaters with modern facilities and the latest ICU wards. A total of 42 doctors, 43 medical officers and 57 nurses are employed at the consultative level. Nearly 120 thousand government employees at outdoor and 9.5 thousand government employees in wards have received health services in the last financial year at a minimum cost. A significant number of female government employees have been enjoying these facilities and getting necessary medical services.

4.5 A total of 10,000 Government employees working in Dhaka and neighbouring area commute daily to their working places from their residences with the help of a fleet of 20 buses/double decker buses. 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, 1618 entitled officers have been given interest free car loans amounting to Tk.463 crore. A total of 496 entitled female employees have taken this facilities.

4.7 A programme of allowing onetime grants of Tk. 8.00 Lac in case of death in service and Tk. 5.00 Lac in case of permanent disability during service is in operation. The families of 5174 deceased government employees have been given one time grants. 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 Cente (BPATC), BCS Administration Academy and BIAM Foundation in order to carry out different training programmes. In the last 05 years the budget of these institutes have 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/Programs** | **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, will also be benefitted with this service. With the development of the nation, the development of women will 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 for female have been taken. At present a female employee is entitled to 6 months maternity leave instead of 4 months leave. At grass root level, female employees have access to different beneficial information, which has direct contribution to women development. |
| 4. | Strengthening field administration and bringing it under the ICT programme | Information Technology spread faster in the field level, women employees delivery better service to the citizen through IT use in their all official activities. As a result. The importance of Women employees are increased, thus enables women empowerment simultaneously. |

**6.0 Women’s Share in Ministry’s Total Expenditure**

(Taka in Crore)

| **Description** | **Budget 2021-22** | | | **Revised 2020-21** | | | **Budget 2020-21** | | | **Actual 2019-20** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget** | **Women Share** | | **Revised** | **Women Share** | | **Budget** | **Women Share** | | **Actual** | **Women Share** | |
| **Women** | **percent** | **Women** | **percent** | **Women** | **percent** | **Women** | **percent** |
| Total Budget |  |  |  |  |  |  |  |  |  |  |  |  |
| Ministry Budget |  |  |  |  |  |  |  |  |  |  |  |  |
| Development |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating |  |  |  |  |  |  |  |  |  |  |  |  |

Source: RCGP database

**7.0 Success in Promoting Women’s Advancement**

* The Ministry of Public Administration ensures postings in all departments/ attached departments. At present, a good number of women are posted at the top tier of the Government of which 6 are posted as Secretaries, 82 as Additional Secretaries, 91 as Joint Secretaries and 362 as Deputy Secretaries to the Government.
* Due to the implementation of female quota in employment of government services strictly, the participation of women in government has increased. In the last three general BCS Examinations, 28.56 % female were recruited. 6,033 doctors have been appointed through special BCS examination, of which 2,379 i.e. 39.43% are female.
* Government has taken various initiatives including publications to increase public awareness about cruelty to women, child labour, eve-teasing, early marriage, dowry, food adulteration, bad effect of intoxicating food, terrorism, drug abuse. As a result, a sharp decline in various social crimes has been clearly observed such as cruelty to women, early marriage, eve-teasing etc.

**8.0 Recommendations for Future Activities:**

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| **Sl. No** | **Recommendations** | **Progress/ implementation** |
| 1. | Ensure better environment for women at public sector offices and buildings by providing improved and separate toilets with proper sanitation and hygiene facilities. | Under Implementation |
| 2. | Many married employees are working in different stations at the field level. As per the couple policy of the government, the couples should be posted at the same work station. The Ministry of Public Administration has taken step to implement this policy. It serves as a motivation for women to join Government jobs. | Under Implementation |