

## Chapter-22

### Ministry of Public Administration

#### 1.0 Introduction

- 1.1 In order to achieve the goals of Vision - 2021, Sustainable Development Goals (SDGs) and Perspective Plan, and to build skilled and accountable civil service to ensure good governance and to provide effective service to people, is the prime responsibility of the Ministry of Public Administration. At the same time, the 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 scarce resources. 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 related to the welfare of the government employees and regarding service regulations and conditions; appointment/transfer, promotion and adoption of disciplinary procedures for the officers under the administrative control of the ministry. As an integral part of Administrative reforms, it has drafted the proposed Public Service Act-2017, National Training Policy for the improvement of professional skills of the government officers/staff and career planning and created Resource Persons Pool in order to coordinate the training programs.
- 1.3 For the purpose of evaluating the Government Officials, the Ministry has taken initiative to introduce Performance Based Evaluation System (PBES). The Ministry is committed to the Government in fulfilling the targets stated in the Annual Performance Agreement (APA) and the attached department/agencies are also signed APA with the Ministry to achieve the targets stated in agreement. Meanwhile, upon the instruction of the Hon'ble Prime Minister, the Ministry has reduced significantly the training tangle of Foundation Training (FT) for probationers of all BCS Cadres. All probationers of different BCS Cadres, who are going to fulfil 02 years services on 30 June 2018 are already nominated for Foundation Training and

30.87% of the nominated BCS Cadre officials for Foundation Training is female. Among the cadre officials recruited through BCS Examinations in the last 03 years, 37.67% is 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 is 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 more mobile courts are operated throughout the country.

## **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 services and enhance their capabilities by providing essential trainings. 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.

**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; such as: TR, FFW, VGF, VGD etc. Field administration plays a vital role to implement these programs. Besides the officers work in field administration, ensure implementation of all development and education activities in grass root level through coordination. This enables women to get involved in economic activities, resulting in their empowerment. In addition, 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:** Government provides medical services and financial assistance for medical treatment to government employees that decrease their health risk and keep them active. As a result, their productivity increases in the work place. 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 the government. The Ministry ensures woman quota to enter into government service. For this reason, the role of woman increases in the family as a earning member.

- 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 to Tk. 230 from Tk. 200. The Ministry of Public Administration has promoted 36 officers as Secretary, 234 officers as Additional secretary, 265 officers as Joint Secretary, 219 Officers as Deputy Secretary, and total of 148 officials of Grade 10 to 12 have been promoted as Assistant Secretary within the period of April 2015 to April 2017. On 30 April of 2018, 08 female officers were in the rank of Secretary, 77 as Additional Secretary, 97 as Joint Secretary, 323 as Deputy Secretary, 393 as Senior Assistant Secretary and 392 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 at least 29,352 mobile courts are being conducted. As a result, these kind of social crimes are in decline and society has become safer 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 equipment's 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 are commuting daily to their working places from their residences with the support of a fleet of 19 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, till date 4367 entitled officers have been advanced interest free car loans. Significant numbers of entitled female employees have been enjoying the facility.
- 4.7** A programme of allowing onetime grants of Tk. 8.00 Lac in case of death in service and Tk.3.00 Lac in case permanent disability during service of an employee in operation. 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 Center (BPATC), BCS Administration Academy and BIAM Foundation in order to carry out different training programmers. In last 05 years the budget of these institutes has been increased progressively. The female employees are also benefitted out of these training programs.

## 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, 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 are beneficial for 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 information services, which has direct contribution to women development.
4.	Strengthening field administration and bringing it under the ICT programme	Information Technology is spreading faster in the field level, women officers and employees delivering better service to the citizen through IT use in their all official activities. As a result. Women officer importance has increased; simultaneously in the administration their empowerment has been fostered.

## 6.0 Women's Share in Ministry's Total Expenditure

(Taka in Crore)

Description	Budget 2018-19			Revised 2017-18			Budget 2017-18		
	Budget	Women Share Women percent		Revised	Women Share Women percent		Budget	Women Share Women percent	
Total Budget	464574	136938	29.48	371495	86169	23.2	400266	112019	27.99
Ministry Budget	2627	383	14.6	2520	345	13.69	2048	232	11.33
Development	287	82	28.55	168	22	13.1	225	56	24.89
Non-Development	2340	301	12.88	2352	323	13.73	1823	176	9.65

Source: RCGP database

## 7.0 Success in Promoting Women's Advancement

- ❖ The Ministry of Public Administration administers the processes of placement and posting of officers to postings all ministers and attached departments. In this process, on 30 April 2018, a good number of women are posted at the top tiers of Government of which 8 women are posted as Secretaries, 77 as Additional Secretaries, 97 as Joint Secretaries and 323 as Deputy Secretary to the Government.
- ❖ Due to the implementation of female quota justifiably, at Assistant Secretary and Senior Assistant Secretary level 29.90% female officers are employed. At Present, out of 5741 officers 2290 are female officers, which is 39.89%. The quota in public service for women is 10%. The participation of female officers in government jobs has already exceeded the quota.
- ❖ Government publishes various reports, books, posters, pamphlets etc. to increase public awareness about domestic violence, eve-teasing, early marriage, food adulteration, bad effect of intoxicating, and terrorism. As a result, various social crimes, like domestic violence, early marriage, eve-teasing are in decreasing trend.

## 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 and establish Day-care center for working mother.	Establish Day-care centre for working mother in a separate building of secretariat and field level offices (all office of the Divisional commissioner and Deputy Commissioner), arrange improved and separate sanitation and hygiene facilities for women in their work place.
2.	Ensure implementation of couple's posting 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 balance effectively both work and family. It also serves as an incentive for women to join Government jobs.	As far as possible, ensure posting the couples at the same work station under Ministry of Public Administration