**Innovation Project 2019**

Digitized Work Schedule of the Secretary, TMED

1. Purpose

To simplify and digitize maintaining and updating work schedule of the Secretary, TMED

1. Main Features
   1. Electronically maintain/update the work schedule
   2. Both desktop and mobile app
   3. Maintain paper-free work schedule
   4. Secretary may be invited for an event online
   5. Secretary’s appointment may be sought online
   6. Cancellation of appointment and update through SMS and email
   7. Issue invitation confirmation and appointment seeking request through email and SMS
   8. Issue letter for pass to the Public Security Division automatically
   9. Monthly report (auto generated)
2. Expected Outcomes
   1. It will save papers
   2. It will minimize errors/duplications/work load of concern staff
   3. Citizens will be better served
   4. Citizens/agencies/donors/others may seek appointment online
   5. Cancellation of appointment and update through SMS and email
3. Inputs may be put by
   1. PO --> PS --> Secretary
   2. PS --> Secretary
   3. Secretary
   4. Programs may be approved/confirmed by PS/Secretary
4. Outputs may be displayed to
   1. Secretary (desktop, tab, mobile etc.)
   2. PS (desktop, tab, mobile etc.)
   3. PO (desktop, tab, mobile etc.)
   4. Website integration (www.tmed.gov.bd)
5. Information fields
   1. Appointment seeking

Name, organization, purpose, proposed date and time, venue, mobile, email, identity (NID for PoB)

* 1. Invitation

Name, organization, purpose, proposed date and time, venue, proposed date and time, contact number , email, identity (NID for PoB)