

List of Simple Improvement Project (SIP)

Sl. No.	Name of SIP	Comments
1	Idea Box on all floors of Setu Bhaban	Completed
2	Complaint Box in front of Setu Bhaban	Completed
3	Online Grievance Redress System	Completed
4	File Tracking System	Completed
5	Online Entry Pass for the Visitors	Completed
6	Electronic/Biometric Access Control System	Completed
7	Vehicle Tracking System for BBA	Completed
8	Used Paper Recycle Box	Completed
9	Electronic Public Display Board at Office Premise	Completed
10	Construction of Drivers Shade	Completed
11	Use of shared folder on BBA LAN	Completed
12	HRM System	Completed
13	Environment and health related awareness poster	Completed
14	Improved Toilet Facilities for the Visitors	Completed
15	Improvement of Prayer Room Facilities	Completed
16	Setting up 'Front Desk' at Setu Bhaban	Completed
17	Beautification of Setu Bhaban with decorative plants	Completed
18	Cost Efficient Smart LAN Printing	Completed
19	Extension and improvement of GRS	Completed
20	Online AIT Certificate	Completed
21	Setting up waste-bin corners in Setu Bhaban	Completed
22	Adorning Walls of Office Building with Pictures of Completed and On-going Projects	Completed
23	Office room directory of the officers	Completed
24	Installing Information Kiosk at Reception Room	Ongoing
25	Visitor's Smart Feedback	Completed


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