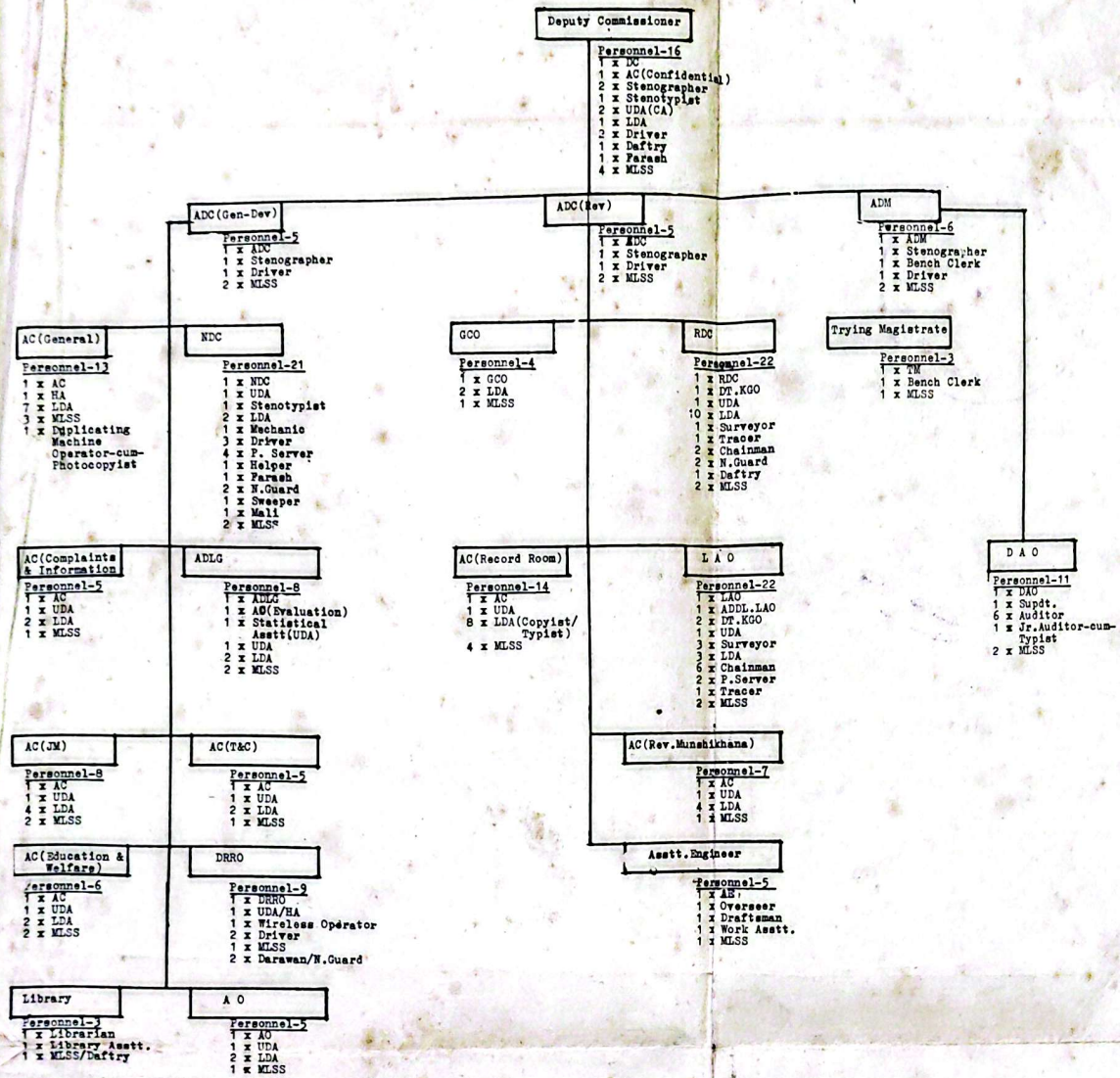


TO&E OF OFFICE OF THE DEPUTY COMMISSIONER



SUMMARY OF TRANSPORT & MAJOR EQUIPMENT

Sl.No.	Type of Transport/Equipment	Number
1.	Car (1 for DC and 1 for Protocol)	2
2.	Jeep	1
3.	Truck	26
4.	Typewriter	1
5.	Duplicating Machine	1
6.	Plain Paper Copier	1
7.	Calculator	1
8.	Intercom (24 line)	1

Notes

- The post of NDC, RDC, LAO, ADLG and GCO in scale 1150-1800 shall be designated as those of Senior Asstt. Commissioner, Nazarat, Revenue, Land acquisition, Local Govt. and Certificate respectively.
- The post of whole-time Trying Magistrates should also be in scale 1150-1800. They will all be vested with powers under section 290 of the Cr. P.C.
- LAO establishment will be flexible depending on work load. Existing establishment in the bigger districts should continue.
- Existing marine establishments should continue. In new riverine districts like Ferozpur, such establishment will have to be added.
- A.O. (This post is not borne on ECS(AI) cadre. It is the only post filled up by promotion from among subordinate staff.
- Protocol Officer (This post is specific to the districts of Dhaka & Chittagong. Sylhet & Jessore for extra AC with one LDA & one MLSS have been included.
- D.R.R.O. - DRRO with supporting staff will be provided by the Directorate General of Relief & Rehabilitation. They will be under local administrative control of D.C.
- The post is not borne in ECS(AI) cadre. Of the two Branches of the District Treasury the Treasurer's branch will be under the direct administrative control of the D.C. and an Asstt. Commissioner will act as Treasury Officer in addition to his normal duties. Existing Treasury staff will continue subject to future adjustment. The personnel for Accounts branch will be posted by CA & AG.
- LDA - This means LDA-cum-Typist. Library Assnt. is also an LDA.
- All ACs will try criminal cases as part-time Magistrates and will also dispose of Certificate cases.
- In addition to his normal duties, GCO will look after the loan recovery matters.
- Two City Magistrates and one City Magistrate for Khulna & Rajshahi districts respectively in scale 1150-1800 should be posted. They will have same staff as that of a Trying Magistrate.
- There will be one ADG(City) for each of Rajshahi, Mymensingh & Khulna district with standard supporting staff.
- There will be one ADG(LA) for each of Dhaka, Chittagong & Khulna districts with standard supporting staff.
- In addition to the above set up required number of AOs (on probation) will also be posted for training.

ABBREVIATIONS USED

DC	- Deputy Commissioner
ADC	- Additional Deputy Commissioner
ADM	- Additional District Commissioner
ADLG	- Assistant Director Local Government
NDC	- Nazarat Deputy Collector
RDC	- Revenue Deputy Collector
TM	- Trying Magistrate
LAO	- Land Acquisition Officer
GCO	- General Certificate Officer
DAO	- District Accounts Officer
AC	- Assistant Commissioner
DRRO	- District Relief and Rehabilitation Officer
AE	- Assistant Engineer
ADDL LAO	- Additional Land Acquisition Officer
AO	- Administrative Officer
SUPDT	- Superintendent
DT, KGO	- District Kanungo
HA	- Head Assistant
UDA	- Upper Division Assistant
LDA	- Lower Division Assistant
BC	- Bench Clerk
P. Server	- Process Server
MLSS	- Member of Lower Subordinate Service
N.GUARD	- Night Guard
GN	- General
REV.	- Revenue
REV.	- Revenue
MUNNIKHANA	- Revenue Munnikhana
T&C	- Trade and Commerce
JM	- Judicial Munnikhana
DCS(AI)	- Bangladesh Civil Service (Administrative)

CABINET DIVISION  
 24-12-1981

SUMMARY OF MANPOWER

Sl. No.	Name of post	No.
<b>Class-I</b>		
1.	DC	1
2.	ADC	2
3.	ADM	1
4.	ADLG	1
5.	NDC	1
6.	RDC	1
7.	TM	1
8.	LAO	1
9.	GCO	1
10.	DAO	1
11.	AC	9
12.	DRRO	1
13.	Asstt. Engineer	1
14.	Librarian	1
<b>Class-II</b>		
15.	AO	1
16.	AO	1
17.	Suptt. (Accounts)	1
<b>Class-III</b>		
18.	Overseer	1
19.	DT, KGO	3
20.	Draftsman	1
21.	HA	1
22.	UDA	1
23.	Wireless Operator	1
24.	Stenographer	5
25.	Statistical Assnt.	14
26.	LDA	52
27.	BC	2
28.	Surveyor	6
29.	Driver	10
30.	Mechanic	2
31.	Helper	2
32.	Farash	2
33.	Library Assnt.	1
34.	Stenotypist	2
35.	Work Assnt.	1
36.	Jr. Auditor	1
<b>Class-IV</b>		
37.	P. Server	6
38.	Chainman	1
39.	Tracer	1
40.	Guard	40
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