



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**REPORT OF THE
MARTIAL LAW COMMITTEE
ON
ORGANISATIONAL SET UP**

**PHASE II
(DEPARTMENTS/DIRECTORATES AND OTHER
ORGANISATIONS UNDER THEM)**

VOLUME XVIII

**(MINISTRY OF SOCIAL WELFARE AND
WOMEN'S AFFAIRS)**

CHAPTER I

**DEPARTMENT OF SOCIAL SERVICES
(ERSTWHILE DEPARTMENT OF SOCIAL WELFARE)**

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT

Martial Law and Civil Wing

No. 7002/1/Civ.-1, dated Dhaka, the.....1983.

NOTIFICATION

Subject : Organisational Set Up—Ministries/Divisions, Departments and other Organisations under them.

REFERENCE :

- A. *Chief Martial Law Administrator's Secretariat letter No. 7005/1/civ/CMLA, dated 18 April, 1982.*
- B. *Chief Martial Law Administrator's Secretariat letter No. 7002/1/Civ-I, dated 12 July, 1982.*

The report of the Martial Law Committee on organisational set up of the Department of Social Services (erstwhile Department of Social Welfare), Ministry of Social Welfare and Women's Affairs, was submitted to the Chief Martial Law Administrator after consideration by the Review Committee in consultation with the representative of the organisation concerned.

The Chief Martial Law Administrator is pleased to approve the report and the revised organisational set up as printed in this booklet.

By order of the
Chief Martial Law Administrator



M. ATIQUUR RAHMAN
MAJOR GENERAL
Principal Staff Officer.

CONTENTS

					PAGES
1. Introduction	1
2. Existing Functions	1
3. Existing Organisations	2
4. Charter of Duties	2
5. Other Details	2
6. Work-load	2
7. Observations and Recommendations	3
8. Conclusion	16

ANNEXURES

9. Existing Organisations	Annexure A-1, A-2, A-3, A-4, A-5	17
10. Revised Charter of Duties	Annexure 'B'	27
11. State of Class-I Officer	Annexure 'C'	47
12. Statement of Transport	Annexure 'D'	52
13. Revised Organisation	Annexure E-1, E-2, E-3 ..	57
14. Statement of Personnel	Annexure 'F'	63
15. List of Unions of 402 Thanas	Annexure 'G'	66

DEPARTMENT OF SOCIAL SERVICES

INTRODUCTION

1. The history of the Department of Social Services goes back to the year 1955 when an humble beginning was made in the form of starting Urban Community Development Project in Dhaka City. The Directorate of Social Welfare was created in the year 1961 by integrating the Urban Community Development Project and the Secretariat of the then East Pakistan Council of Social Welfare and by transferring the State Orphanages from the Education Directorate and two Vagrants Homes from the Ministry of Relief and Rehabilitation. With the implementation of development schemes covering various fields over the successive Five-Year Plan periods, the Department of Social Welfare (as renamed in 1974) has grown into a sizeable organization—running 25 programmes and services under three broad heads, viz:

- a. Community based projects.
- b. Institutional Services.
- c. Specialised Social Case-Work Services.

2. The volume of work-load of the Department has, over the years, increased tremendously and the programmes and services run by the Department range from Urban Community Development Projects to Rural Development Programmes, Institutional services for the Socially and Physically Handicapped persons to highly specialised social case-work services for the correction and rehabilitation of the offenders mal-adjusted and delinquent children.

FUNCTIONS

3. The programme of the Department of Social Services took firmer base over the years both in rural and urban areas of the country. Functions allocated to the Department of Social Services are given in subsequent paragraphs.

- a. To organise and run Community Development Programme both in urban and rural areas.
- b. To look after Care, Protection, Education, Training and Rehabilitation of orphans and destitute children.
- c. To run Education, Training and Rehabilitation Services for the Physically Handicapped persons.
- d. To run Programme for Correction and Rehabilitation of Socially Handicapped persons including Juvenile Delinquents and After-Care of released prisoners.
- e. To run activities of National Council of Social Welfare.
- f. To provide Grants-in-Aid to Voluntary Social Welfare Agencies.
- g. To take steps for controlling Vagrants and Rehabilitation of Vagrants.
- h. To run Youth Welfare Activities (excluding youth hostels).

- i. To organise Youth festivals, camp work, etc.
- j. To organise programmes for Prevention of Juvenile Delinquency and After-Care Programmes.
- k. To conduct survey and research and organise seminar etc. on social welfare and related matters.
- l. To register and control of Voluntary Social Welfare Agencies both local and foreign as per provisions of the concerned Act and Ordinance.

EXISTING ORGANISATIONS

4. At present the Department of Social Services (Welfare) is headed by a Director who is assisted at the National Headquarters by two Additional Directors, 11 Deputy Directors and other supporting personnel. With a view to administer, supervise and strengthen the Institutional Service a Special Cell has been created under the Department of Social Services (Welfare) with one Administrator with the rank and status of the Director, as its Head. He is assisted by one Additional Director, two Deputy Directors and three Assistant Directors with supporting personnel in the National Headquarters. It has got 4 Divisional offices, 21 District offices, 72 Subdivisional offices (Project offices) and 123 Thanas offices. Besides it has 78 State Children's Home (Orphanages), 7 schools for the Deaf, 5 Schools for the Blind, 6 Vagrants Home, 2 Socio-Economic Centres for Women, 3 Baby Homes and one Day Care Centre. Moreover, one Rehabilitation Centre for the Blind, one Correctional Institute for the Juvenile delinquents and 47 units of Integrated Educational Programme for the blind children are in operation. As an integral part of on-job and refresher training to officers and staff of the Department there is one National Academy and two Regional Social Services In-Service Training Centres. The total sanctioned strength is 5096 posts, 79 of which are class-I, 542 are Class-II, 3001 are Class-III and 1519 are Class-IV. As of today 471 posts are lying vacant.

5. The existing organisation charts are given in Annexure A-1, A-2, A-3 A-4, and A-5.

CHARTER OF DUTIES

6. The revised charter of duties is given in Annexure "B"

OTHER DETAILS

7. **Officers :** Statement of officers is given in Annexure "C"

8. **Transport :** Statement of Transport is given in Annexure "D"

WORK-LOAD

9. The National Headquarters of the Department of Social Services in 1978 handled 2608 files which rose to 4480 files in 1981 registering an increase of 32%. The in-coming and out-going correspondence was 1,95,546 in 1978 which rose to 2,57,660 in 1981 registering a growth of about 72%. During the year 1981-82 the Department of Social Services through its 65 Rural Social Service Projects organised 1600 Mothers Centres with 48,195 beneficiaries; 1470 Children Centres with 10573 beneficiaries; 1452 Youth Centres with 42130 beneficiaries and 3577 Vocational Training Centres with 12440 beneficiaries. More than

10,000 poor families belonging to below subsistence level in rural areas have been assisted with interest-free refundable Socio-economic investments which has substantially raised their levels of living. 9220 orphans were taken care of in State Children's Home and 3,479 in private orphanages who were assisted with capitation grant of Tk. 150 per month per orphan. More than 2200 vagrants are taken care of in Vagrants Home and 6000 Voluntary Social Welfare Agencies are registered with the Department.

The average load of files, in-coming and out-going letters per officer and clerk of the Department of Social Services is as under :

a. **Department of Social Services (Welfare) (H.Q.)**

(1) Annual average number of files per officer	157
(2) Annual average number of files per clerk	129
(3) Annual average number of in-coming letters per officer	1779
(4) Annual average number of out-going letters per officer	7589
(5) Annual average number of in-coming letters per clerk	1463
(6) Annual average number of out-going letters per clerk	6240
(7) Number of in-coming letters per officer per day	6.5
(8) Number of in-coming letters per clerk per day	5.2
(9) Officer to clerk ratio	1:1.22

OBSERVATION AND RECOMMENDATION

10. **Renaming the Department :** The Department of Social Welfare may be renamed as Department of Social Services. This is necessary to broaden the scope of the Department in letter and spirit.

11. **Asstt. Director and Dy. Asstt. Directors** will have the following considerations :

- a. At present the pay scale of the post of Assistant Director under the Department of Social Services is Tk. 750-1,470 and that of the next higher post of the Deputy Director is Tk. 1,400-2,225. As of now, the officers who have completed 12 or more years of service are promoted as Assistant Director or equivalent in the Department of Social Services. Considering the seniority, extent of responsibility and the requirement of higher educational qualification at entry point, it is in the fitness of the things that the Asstt. Directors and equivalents in the Department of Social Services should be placed in NNSP Tk. 1150-1800 provided that placement in this scale would be subject to rendering of a minimum of 10 years service at the entry level i.e. Social Services Officers and equivalents and suitability of promotion.

- b. **Deputy Assistant Director :** The post of Deputy Assistant Director under the Department of Social Services was originally, a promotion post and it carried higher pay scale and responsibilities. They used to be promoted from the Social Welfare Organiser (now designated Social Services Officers) and equivalent posts. Still this post carries higher responsibilities and is considered as promotion post though the pay scale of the Deputy Assistant Director and that of the Social Services Officers and equivalents under the New National scale has become the same. The post of the Deputy Assistant Directors and some other Class-II posts have been abolished under the "Revised set up". Though the Committee has recommended that 33.3% of the officer at the entry level on completion of five years of satisfactory service will move on to the pay scale of Tk. 750-1470 yet with the approval of the set up the Deputy Assistant Directors will stand nowhere and as a matter of formality they will have to be appointed as Social Services Officer. This will adversely affect their morale and they will feel discouraged and lose their initiative. To maintain their status and position the Committee recommends that the existing Deputy Assistant Directors be allowed to retain the present designation as a special case till they are promoted or otherwise wasted out. In case of the promotion to the post of Asstt. Director or equivalent the cases of existing Dy. Asstt. Director should be considered before Social Service officers who are junior to them.

12. The minimum qualification for entry post under the existing Department of Social Welfare is Master's Degree with pay scale of Tk. 625-1315. The scope of their promotion to higher position is also limited. To offer due incentive to raise their morale the committee recommends that 33.3% of the incumbents of the entry posts of the Social Welfare Officers and equivalents may be promoted to the Class-I status subject to the following conditions :

- a. The incumbents shall have completed five years of regular service.
- b. He/She shall have good and satisfactory service record.
- c. The incumbent is considered fit to assume higher and supervisory responsibilities by the Departmental Promotion Committee.

13. The nature of the functions of the Department of Social Services is professional one which demands specialized training, knowledge and skill in human relation, motivational and organizational works on the part of the officers serving under the Department. At present the Senior positions like the Additional Director and the Director under the existing Department of Social Welfare are filled up by officers from Civil Service on transfer/deputation which blocks the promotion of the Junior officers and thereby affects adversely their morale, professional growth and development and in assuming higher responsibilities. The committee, therefore, recommends that as in the case of other specialized Departments such as, Agriculture, Fisheries, Livestock, Health, Labour and Manpower Development, etc, the cent percent senior posts up to the rank of the Director may be filled up by promotion from amongst the professionals of the Department of Social Services.

14. Encadrement of Social Services Officers :

a. The Department of Social Services prior to its re-organisation, was itself a vast organization with a sanctioned strength of 5141 personnel including 79 Class-I and 542 Class-II posts. The strength of the reorganised set up will stand at 4924 manpower with 96 Class-I and 641 Class-II posts, 3099 Class-III and 1088 Class-IV posts with services extending up to all Upazilas.

b. The Department of Social Services is assigned with the task of planning and implementing Welfare Services and programmes for disadvantaged segment of population. In pursuance of the well declared policy of the present Government for the Welfare of the people and for raising the socio-economic condition of the poor and by-passed groups in rural areas for which the Department is committed. The Department of Social Services deserves its rightful place in line with other Nation Building Departments. But as the Officers of this Department have not been included in the Cadre Service of the Government, this might adversely affect the morale of the officers and consequently the interest of the welfare programmes and services.

c. After reviewing the existing situations and giving thoughtful considerations to the facts stated below the Committee strongly recommends that the officers of the Department of Social Services be included in the Civil Service Cadre either as a separate "Social Services Cadre" or a "Social Services sub-cadre" under BCS Education on the following grounds :

- a. The Department of Social Services has got programmes up to Upazila/ Union level.
- b. The minimum qualification of the direct officers at the entry level is Master's Degree from a recognised university.
- c. The officers at the entry level are recruited by the Public Service Commission as per approved recruitment rules.
- d. The Committee has recommended that 33.3% of the officers at the entry level be raised to the pay scale of Tk. 750—1470 (Class-I) on completion of five years' satisfactory services, subject to PSC approval.
- e. Since the Department of Social Services have got more than 100 regular Class-I Officers plus about 200 suggested Class-I posts amongst 600 Class-II posts, the officers with time scale/pay scale of Tk. 750—1470 and above may be included into any of the Cadre mentioned above.

15. The existing Department of Social Welfare has got 68 UCD projects, 20 Youth Welfare Centres and 10 School Social Work units in High Schools. The committee after reviewing the activities of the above projects have recommended for merger of the above programmes with UCD Projects. The UCD Projects since renamed as Municipal Social Services Projects shall be located in District towns and under the revised set-up there shall be 30 such units of Municipal Social Services in 21 existing District towns -6 in Dhaka City, 1 in Narayanganj, 3 in Chittagong City, 2 in Khulna City, one in each of the rest 18 Districts. Each of the M.S.S. Project will be staffed with one Municipal Social Services Officer and 4 para-professionals—the Municipal Social Workers (M.S.W.)

16. **Office Equipment :** The Department of Social Services has got a total number of 375×Type-writer, 9×Duplicating machine, 12×Calculating machine, 4+ Plain Paper Copier, 2×Tape recorder, 1×Air-conditioner, 2+ Electric Stencil Cutter. The following equipments are authorised for the revised set-up :

570×Typewriter, 9×Duplicating machine, 12×Calculating machine, 3×Plain Paper Copier, 2×Tape Recorder, 2×Electric Stencil Cutter and 1×Air-conditioner for photographic unit. The Department of Printing, Stationery Forms and Publications will issue 195 Typewriter machine and 1× Electric stencil cutter to the Department of Social Services. The Department of Social Services will deposit 1×Plain Paper Copier to the Department of Printing, Stationery, Forms and Publications.

17. **Transport :** There are at present 12×Car, 25×Jeep, 11×Microbus, 1×Cinema Van, 1×Coaster and 1×Truck in Social Services Department. The following transports are authorised for the revised organisation :

- For Headquarters 4×Car, 4×Jeep, 3×Microbus and 1× Cinema Van.
- For Field 8×Microbus, 1×Coaster, 1×Truck and 22×Jeep.

The remaining 8×Car to be deposited to Government Transport Pool and 1×Jeep (Diesel) to be procured.

Rural Social Services :

18. The Committee observes that the present coverage of RSS programme is concentrated in 65 Upazilas only. It is now organised only in 5 villages of 8 unions of the following 65 Thanass under Revenue and development budget :

List of R.S.S. Thanass

Sl. No.	Name of Division	Name of District	Name of 65 thanas Covered by R.S.S.	Number of Unions.
1	Dhaka Division	Dhaka	Kaliakoir (Rev)	8 (eight)
2	"	"	Araihazar (Rev)	"
3	"	"	Gazaria (Rev)	"
4	"	"	Rupganj (Dev)	"
5	"	"	Nowabganj (Dev)	"
6	"	Tangail	Gopalpur (Rev)	"
7	"	"	Nagarpur (Rev)	"
8	"	"	Basail (Dev)	"
9	"	Mymensingh	Iswarganj (Rev)	"

Sl. No.	Name of Division.	Name of District.	Name of 65 Thanas covered by R.S.S.	Number of Unions.
10	Dhaka Division.	Mymensingh	Tarail (Rev)	8 (eight).
11	"	"	Fulbaria (Dev)	"
12	"	"	Gaffargaon (Dev)	"
13	"	Jamalpur	Melandha (Rev)	"
14	"	"	Sreebordi (Dev)	"
15	"	"	Nalitabari (Dev)	"
16	"	Faridpur	Kashiani (Rev)	"
17	"	"	Palang (Rev)	"
18	"	"	Shibchar (Dev)	"
19	Rajshahi Division	Rajshahi	Mohadevpur (Rev)	"
20	"	"	Putia (Rev)	"
21	"	"	Shibganj (Rev)	"
22	"	"	Singra (Dev)	"
23	"	Pabna	Sujanagar (Rev)	"
24	"	"	Tarash (Rev)	"
25	"	"	Kazipur (Dev)	"
26	"	Bogra	Sherpur (Rev)	"
27	"	"	Khetlal (Rev)	"
28	"	"	Gabtoli (Dev)	"
29	"	Rangpur	Jaldhaka (Rev)	"
30	"	"	Sadullapur (Rev)	"
31	"	"	Hatibandha (Rev)	"
32	"	"	Nageshari (Dev)	"
33	"	Dinajpur	Boda (Rev)	"
34	"	"	Fulbari (Rev)	"

Sl. No.	Name of Division	Name of District.	Name of 65 thanas covered by R.S.S.	Number of Unions.
35	Rajshahi Division	Dinajpur	Atwari (Dev)	8 (eight).
36	Chittagong Division	Chittagong	Rangunia (Rev)	"
37	"	"	Fatikchari (Rev)	"
38	"	"	Chokoria (Rev)	"
39	"	"	Chandnaish (Dev)	"
40	"	Chittagong Hill Tracts.	Kotwali (Rev)	"
41	"	"	Chandroghona (Dev)	"
42	"	"	Ramgarh (Dev)	"
43	"	Noakhali	Raipur (Rev)	"
44	"	"	Senbagh (Rev)	"
45	"	"	Parshuram (Dev)	"
46	"	Comilla	Hajiganj (Rev)	"
47	"	"	Kashba (Dev)	"
48	Khulna Division	Khulna	Fakirhat (Rev)	"
49	"	"	Tala (Rev)	"
50	"	"	Dumuria (Dev)	"
51	"	Barisal	Swarupkati (Rev)	"
52	"	"	Muladi (Rev)	"
53	"	"	Idurkani (Dev)	"
54	"	Patuakhali	Bauphal (Rev)	"
55	"	"	Amtali (Dev)	"
56	"	"	Bamna (Dev)	"
57	"	Jessore	Jhikargacha (Rev)	"
58	"	"	Sarsa (Rev)	"
59	"	"	Kotchandpur (Dev)	"
60	"	Kushtia	Alamdanga (Rev).	"
61	"	"	Mirpur (Rev)	"
62	"	"	Gangni (Dev)	"
63	"	Sylhet	Bianibazar (Rev)	"
64	"	"	Nabiganj (Rev)	"
65	"	"	Rajnagar (Dev)	"

65 × 8 = 520 Unions.

Social Services Programme at Upazila level

1.19. As Social Welfare deals with development of human resources—particularly to raise the socio-economic condition of the disadvantaged and by-passed segment of population through motivation and organization of people at local level and by utilizing resources available in and outside the community, the committee thinks that the present coverage of Rural Social Service Programme in 65 Rural thanas is not adequate enough in comparison to the existing needs. In view of the decentralization of administration down to Upazila and in line with the well declared policy of the present Government for comprehensive development of the socio-economic conditions of the great majority of the people living in rural areas, the committee recommends that Social Service Programme should be extended to all 402 rural Upazilas. Initially programme will be started in one Union of an Upazila where through socio-economic survey the existing needs and resource will be assessed, priorities will be fixed up and programme will be started by involving local people from the stage of planning to implementation. When programmes will be organized in the said Union, then the workers will move to the next Union and in this way all the Unions in the Upazila will be covered.

2.20.a. **Social Service Centre at Thana/Upazila Level :** The country is faced with complex of social problems—which, if not attended with proper emphasis may neutralise and negate the fruits of developmental efforts. Thus, the problems of beggary, juvenile delinquency, the physically handicapped persons—the blind the deaf, the orphans and the destitutes need to be tackled with due earnestness. And this can be done only if the problems are attended at the grass-root level. The Upazila Parishad can chalk out realistic plan to implement suitable programmes to deal with the aforesaid social problem by utilizing resources available in and outside the local community. The Upazila Social Services Officer with his para-professional staff can provide the needed technical advice and secretarial services for planning and implementation of the needed programmes. With this end in view a social Service Centre in each Upazila may be started and one Union Social Worker be assigned to each Upazila Social Services Centre. The Union social worker will be responsible for collection and compilation of data about the handicapped people in cooperation with the Upazila Parishad and other departments working at Upazila level. The Union Social Worker will send information to the National Headquarters about such people and try to organise rehabilitation programme for the most needy ones and cases needing immediate attention. Others may be referred to the National Headquarters of the Department for suitable training and rehabilitation. He, under the supervision of the Upazila Social Services Officer and the Upazila Parishad, will try to raise funds, prepare budget and estimates and employ suitable Instructors to train the handicapped in suitable trades so that these people, instead of running to cities and towns can be rehabilitated locally. The Upazilla Parishad may also be involved in providing regular funds from its budget to meet up expenses of these social services centres. Local Voluntary Agencies and philanthropic people may be motivated in donating and raising funds for making the centre a success. This will help not only in tackling the social problems at the local level but will also check migration of the socially and physically handicapped people from rural to urban areas. Upazila Social Service Officers will be given following legal powers : (a) Vagrancy, (b) Probation.

3.21. **Probation and After-Care Service :** The problem of juvenile delinquency and crime in general is assuming alarming proportions day by day. To deal with the problem of crime and juvenile delinquency for treatment and rehabilitation

of offenders the Committee recommends the present Correction and Rehabilitation Services run by the Department of Social Services be strengthened and the services be streamlined by assigning the Officers, i.e., the Probation and After-Care Officers to deal with a minimum number of Probation and After-Care cases. As per set International Standard, each of the Probation Officers, should have a minimum case-load of 40. The Committee has observed that at present our judicial courts, hardly utilize the services of the Probation Officers which is not in the interest of the country. The Upazila Social Services Officer, may also be declared as Probation Officers and Upazila Magistrate may refer suitable cases to the Probation Officers for pre-sentence investigation and if deemed fit may grant probation to suitable cases and place them under the supervision of Probation Officer, as per existing law of the country.

4.22. Medical Social Work : While reviewing the activities of the Medical Social Work Services renamed as Hospital Social Services of the Department of Social Services the Committee observed with satisfaction that the Hospital Social Services Officer in Hospital setting are rendering yeoman's services to the poor and deserving patients through psychological support, by supplying blood, medicine—not available in Hospital and in various other ways, by channelising resources from outside the Hospital to the aid of the patients. The Committee, however, noted with dissatisfaction, that as there is no minimum case-load for each of the workers, their services are not fully utilized. The Hospital authorities, are therefore, urged to issue instructions to the Doctors to fully utilize the services of the Hospital Social Services Officer by referring adequate number of cases of deserving patients to the Social Services Officer for case-work and rehabilitation services. The Department of Social Services should issue instructions to the Hospital Social Services Officer that each Officer handles at least 20 cases a month and furnishes report to the supervising authority of the Department as well as to the Hospital authority for their knowledge and information.

5.23(a). Voluntary Agencies : Voluntary Social Services Agencies have been playing a very significant role in the field of Social Services in our country. In fact many of the Socio-economic problems can be tackled locally by these Voluntary Social Services Agencies if they are provided with needed support, guidance and supervision. There are more than 7000 registered Voluntary Social Service Agencies of the following categories i.e.,

- a. Local Level Agencies—7097
- b. National Level Agencies—25
- c. Private Orphanages—199

24(b). Besides this there are 121 Foreign Voluntary Agencies throughout the country rendering valuable social services in different fields. With proper organization, supervision and co-ordination of the activities of the agencies a memendous force can be generated which can be gainfully utilized for developmental activities and re-construction works.

25(c). The Committee, therefore, recommends that Upazila Social Services-Council be formed with UNO (for the present and in the absence of elected Chairman/elected Chairman of Upazila Parishad) as its Chairman, the Upazila Social Services Officer as its ex-officio Secretary and from seven to nine members, three representatives of local prominent social services agencies, local Upazila Education Officer, Upazila Family Planning Officer (ex-officio members) and five

to seven Chairmen of local Union Councils to be nominated by Upazila Parishad. Besides supervision and co-ordination of the activities of the local Voluntary Social Services Agencies, the Council shall also recommend suitable agencies for grants-in-aid from the National Council of Social Welfare.

The Council shall also advise in formulating policies and plan Social Services Programmes at the local level, which can be implemented by Upazila Parishad/Upazila Administration at the local level as per local needs.

6.26(a). Financing Social Services Programmes (Continuous Voluntary Financing): As human life is becoming complex day by day in modern time, so are socio-economic problems affecting human being as a member of family, society and as a citizen of the country at large. To deal with the socio-economic problems, planning of welfare programmes and their implementation at the local level by the Local Institutions—including Upazila Parishad and by the government at the National level are necessary. In this sphere, the Upazila Parishad should shoulder the major responsibilities to plan, implement and run/operate various welfare/social services programmes as per local needs, while Government may help the Upazila Parishad with realistic policies, technical advice, guidance and professional supervision and with supplementary financing to meet the shortfall of the budget of the Parishad on this account.

27(b). To meet the financial requirements of the Welfare Services and Programme it has become imperative to think about generating fund through a system of "Continuous Voluntary Financing"—as it is neither feasible nor possible to meet the huge expenses that may be needed to be incurred to run the expanding welfare services and programmes at the Upazila level out of National Budget.

28.(c). The following steps may be thought about for the purpose :

- a. Creation of community chest at Upazila level under the supervision of Upazila Social Services Council. The Upazila Social Services Council shall first prepare its own budget for welfare services and programmes as per local need and shall endeavour to raise the fund locally through
 - (1) fund raising campaign—through individual drive, by observing social services week;
 - (2) selling social service seal with due approval of the Government;
 - (3) charity, cinema shows, cultural functions, fairs and exhibitions; and
 - (4) levying welfare taxes to be collected from local commercial concerns, local hats, etc. with due approval of competent authorities.
- b. Government may issue Social Service Savings/Security Bond in line with National Defence Certificate, National Savings Certificate and Postal Savings Certificate to encourage people for saving side by side helping government to finance welfare programmes including running Home for Orphans, Physically Handicapped, Destitute women and children, helpless, aged and infirm persons etc. The Upazila Social Services Council may take up the responsibility of selling at least a minimum number of Bonds under the jurisdiction through local Union Councils and Registered Voluntary Agencies. The Voluntary Agencies may be awarded prizes annually by the Upazila Council for best

performances in this respect. Two-fold benefits can be derived out of this programme (Social Service Savings/Security Bond), viz:—

- (a) The local people will develop the habit of savings and at the same time supporting welfare services and
- (b) Welfare Programmes can be financed out of the interest/profit to be accrued thereto (Social Service Bond money).

Government may appoint a Board at the National level to administer the Social Service Savings Bond.

(29). There are at present more than 7000 Voluntary Social Services Organisations in the country. These Organisations are rendering various social services activities both in rural and urban areas. Each Voluntary Organisation may be motivated to buy bonds which will add to their income in the form of interest accrued thereto. Similarly each organisation may be allotted certain number of bonds for sale to the public. The Upazila Social Services Officer will pilot the scheme throughout the Upazila and in the process will utilise the Upazila Parishad and other Nation Building Departments working at the Upazila level. Evaluation of the work of the Upazila Social Services Officer may be made on the basis of the sale of bonds in each Upazila and the best Upazila Officer may be awarded prizes as incentive. Similarly an organisation selling highest number of bonds may be allocated suitable amount of money for better performances.

30. Sarkari Shishu Sadan:

Assistant Superintendent-cum-Teacher—The Department of Social Services launched an Institutional programme named, Care Protection Centre for Destitute Children (renamed as Sarkari Shishu Sadan) after liberation in 60 Subdivisional towns. The Assistant Superintendents who play a vital role in the running and administration of the Centre have been placed in the scale of Tk. 370–745. Their minimum educational qualification is B.A. and they have limited scope for promotion. In view of their work the Committee recommends that 50% posts of Deputy Superintendents under the revised set-up of the Department of Social Services be filled up on promotion from among the Assistant Superintendents and other feeder posts with incumbents having at least B.A. Degree and that 25% post of Deputy Superintendents be reserved for the Assistant Superintendent-cum-Teachers.

31. The Instructor for Home Economics:

The post of Instructor for Home Economics, Balika Sadan, a Prevocational Training Centre, Tejgaon, Dhaka is a Class-III post and is being held by one employee who is a Graduate (B.Sc.) in Home Economics. The incumbent has been working in the present post since 1980. The nature of the job demands the employee to be well qualified and successful working experience. In view of the incumbent's experience, efficiency and satisfactory discharge of duties the committee recommends that the post of the Instructor for Home Economics be upgraded as Class-II post.

32. Integrated Educational Programme:

The post of Manager-cum-Foreman, Braille Press under the Integrated Educational Programme for the Blind is a Class-III post and is being held by one employee who is a Matriculate. He has obtained training

in Braille and Braille Press operation. He has been serving in the capacity of the Manager-cum-Foreman for the last 15 (fifteen) years. In view of his experience, efficiency and satisfactory discharge of duties the committee recommends that the post be upgraded as Class-II post.

7.33. National Institution for Correctional Services, Tongi:

- a. The problem of juvenile delinquency is becoming serious, as the time passes on, with a large number of juvenile being involved in anti-social activities and various types of offences. Under the provisions of the Bangladesh Children's Act, 1974, one Juvenile Court, one Remand Home and a Training Institute for the Juvenile Delinquents have been set up at Tongi under one complex for separate trial, remand and commitment and treatment of juvenile offenders. This is the only Institution in Bangladesh to deal with such a big problem. The present capacity is one hundred inmates for Remand Home and one hundred for the Training Institution. There is no separate such Institution for female offenders. The Department of Social Services should plan to set up such an Institution for the female offenders in or around Dhaka.
- b. With a view to admitting Juvenile Offenders from all over the country the existing Training Institute for Juvenile offenders at Tongi be upgraded as National Institution for correctional services. With its existing facilities, such as accommodation, staff, etc. the number of seat of this Institution can be raised from one hundred to two hundred and the Committee recommends to raise the accommodation capacity of the said Institute to 200 (two hundred) so that more offenders, as referred by the courts from all over the country can be admitted therein.
- c. *Recreation Teacher*—The Correctional Institute deals with Juvenile Delinquents and tries to rehabilitate them in the society as useful citizen. Besides rendering vocational training general and religious education the delinquents are required to be provided with physical education. The present Instructor with the qualification of H.Sc. and Junior Diploma in Physical Education is drawing his pay in the scale of Tk. 300—540. He alone is to conduct physical training for all the delinquent inmates. The Committee recommends that the post of Recreation Teacher be redesignated as Physical Instructor and his pay scale be raised to Tk. 470—1135.
- d. *House Father*—The well-being of the Juvenile Delinquents depends mostly upon the activity of the House Father. The educational qualification of the House Father is B.A., B.T. and their pay scale is Tk. 400—825 only. Similarly the pay scale of the House Parent of Sylhet Deaf School has not been raised though the pay scale of the House Parents of other Institutions has been enhanced to Tk. 470—1135. The Committee recommends that the post of House Fathers of the Institute of Correctional Services be redesignated as House Parent like other Institutions and their pay scale be enhanced to Tk. 470—1135 as existing in other similar posts to bring it in uniformity in the pay scale of the House Parents of other Institutes of this Department.
- e. All UNO/relevant Upazila level officers to be empowered to forward cases to National Institute for Correctional Services.

34. National Beggar Rehabilitation Centre, Dhala (Mymensingh) (Male and Female):

- a. The Department of Social Services at present runs six Vagrant Homes for detention, training and rehabilitation of vagrants. The problem of beggar, has by now assumed serious proportions, and the solution of this problem lies in tackling them at the grass-root level. The Upazila Parishad should, among other things, address itself to deal with the above problems by creating self-employment facilities at the village level with the help of local union councils etc. to stop migration of the economically hardpressed persons/un-employed ones who finding no other avenues, resort to begging. The problem of professional beggars, of course, is no less serious, which needs to be dealt under Vagrancy Act.
- b. In spite of best efforts and programmes organised to retain this group of people at their local level, a significant number of infirm and disabled persons will take to begging for their survival for considerable period of time, till appropriate measures with adequate programmes could be taken to help this unfortunate groups of people for their maintenance and rehabilitation as honourable citizen.
- c. With a view to deal with the problem of hard-core beggars, who otherwise cannot be retained at the local level and their place of abode, under present situations, the Vagrants Home at Dhala, Mymensingh with 15 acres of land and other available facilities be Upgraded as the National Vagrants Home where the hard-core cases of vagrants who are to be retained for a long period because of their physical and other handicaps, can be referred from other five Homes and also by the local bodies after proper identification of the beggars and with due assessment and classification of their socio-economic conditions, physical handicaps, etc.
- d. The other five Vagrant Homes where the Vagrants after commitment by the Magistrate, shall be kept for a temporary period for not more than two years and by that time efforts will be made to rehabilitate the able-bodied beggars with the help of local bodies and preference will be given for admission of the disabled and infirm ones will be referred to the National Vagrants Home at Dhala for their long term detention. Efforts will be made for their interview, care, movement, feeding, training and rehabilitation. The following action may be taken by the authorities concerned:—

(1) Ministry of Social Welfare and Women's Affairs will issue necessary instructions to the Director General, Department of Social Services and the Deputy Commissioners for arranging detention of disabled beggars under section 2(9) of the Bangladesh Vagrancy Act, 1943.

(2) The Director General and Controller of Vagrancy will ensure proper care and rehabilitation scheme for disabled beggars.

(3) Additional Warders if required will be provided to the Manager of the Centre out of contingency fund or development budget.

c. Further, provision will be made for admission of both male and female vagrants in the National Home at Dhala. The Home will arrange advanced training facilities for the beggars so that they may find out suitable job opportunities themselves or the authority may find out jobs for them outside the centre. The centre will further arrange survey and research on the problems of the beggars and advise the Government for adopting realistic policies for training and rehabilitation of the beggars throughout the country. To take care of the problem at Upazila level Upazila Social Service Officers should be empowered to exercise vagrancy Act.

9.35. National Training and Rehabilitation Centre for the Physically Handicapped:

- a. The training and rehabilitation of physically handicapped persons i.e. the blind, the deaf and other type of handicapped persons is one of the important functions of the Department of Social Services. For the said purpose a good number of institutions, viz., 5 Schools for the blind, 7 schools for the deaf and 47 Integrated Educational Programme Centres for the blind are now in operation. All these Institutions provide general education and trade training facilities to the above categories of the handicapped persons.
- b. With a view to provide advanced educational and training facilities to the handicapped persons—already imparted preliminary education and training in other Institutions—a National Training and Rehabilitation Centre for the physically handicapped persons has been recommended to be set up in Tongi, Dhaka, by up-grading the existing Employment Rehabilitation Centre for the physically handicapped at Tongi.
- c. The National Institute, besides offering advanced training facilities to the physically handicapped, shall also arrange higher training courses for the Instructors of other Institutions, conduct survey and research on the problems of the handicapped persons and advise Government for adopting realistic policies for the training and rehabilitation programmes to be undertaken in the country for the physically handicapped persons.
- d. This National Training Centre has been equipped with an Industrial Unit where the physically handicapped persons also get the facilities to work in factory on commercial basis. The experiences gained here can be used to secure employment for them in outside factories.
- e. This National Training Centre shall also establish contact with other Industrial concerns and factories and shall strive to arrange employment facilities in those agencies for the handicapped persons. A follow-up and placement service unit shall function attached to this centre to achieve the above objectives.

10.36. National Academy of Social Services :

With a view to provide training facilities to the professional and para-professionals to run the different programmes and services under the

Department of Social Services a National Academy of Social Services has been set up in Dhaka. The Academy shall perform the following functions:

- a. To conduct both long-term and short-term training course (basic courses) for the officers recruited at the entry level for different programmes and services under the Department of Social Services.
- b. To organise and conduct refresher training courses for different categories of personnel serving under the Department of Social Services from time to time.
- c. To organise and conduct training courses, seminars and workshops etc. for the leaders and voluntary social workers of different Voluntary social welfare agencies engaged in development activities.
- d. To conduct training courses for Teachers/Instructors in specialized field of services, such as, the training and rehabilitation of the physically handicapped persons, the deaf, blind etc.
- e. To organise and conduct advanced training programme for the Trade Instructors/Vocational Instructors serving under different projects/Institutions.
- f. To conduct survey and research in the field of Social Services and publish reports thereof.
- g. To advise the Department of Social Services on approaches and strategies of programme planning and development.
- h. To conduct seminar, workshops on different social problems/social services and submit recommendations for action programme.
- i. To guide and supervise the works of the Regional Training Centre of Social Services.

37. **Khagrachari Set-up** While the revised organogram was submitted to the CMLA for approval, Khagrachari was not declared a Zila. Later on, due to increase of another zila named Khagrachari, it is recommended that the Department of Social Services should be authorised with another zila Headquarter set-up as recommended for other 21 Zilas and all the Department installation within the Zila should come under this office as normal practices.

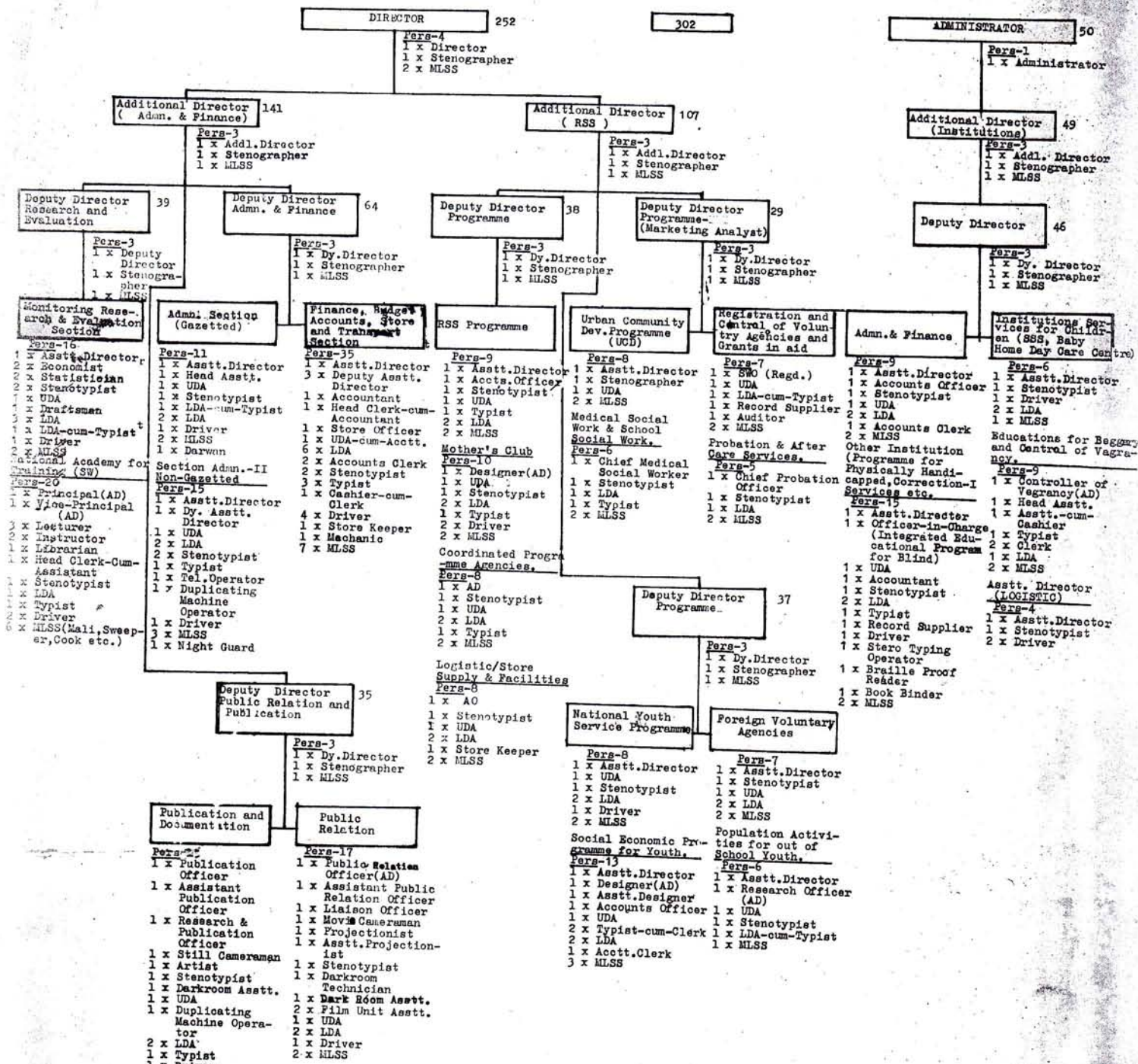
38. **Future Co-ordinating Offices at Divisional/Regional Level:** As decision is yet to be taken by Government regarding the retention of administrative set up at Divisional/Regional level, the Committee has not recommended any hierarchical set up for the Department in the revised set up. But in case the Divisional/Regional set up is retained by Government, then the Department may be examined and suitable decision may be taken as per Government policy. However existing Divisional set-up of the Department may continue on adhoc basis. But it should be headed by the senior-most Deputy Directors of the Region/Division.

CONCLUSION

39. The revised set up recommended by the Committee will enforce economy and enhance efficiency of the Department.

EXISTING ORGANISATION
DEPARTMENT OF SOCIAL WELFARE(HQ)
MINISTRY OF SOCIAL WELFARE & WOMEN'S AFFAIRS

Annexure - A-1
Phase II, Volume-XVIII
Chapter-1



SUMMARY OF MANPOWER			
Sl. No.	Name of posts	Sanctioned	Posted
1.	Class-I		
1.	Director	1	1
2.	Administrator	1	1
3.	Additional Director	3	3
4.	Deputy Director	7	7
5.	Assistant Director	15	15
6.	Economists	2	2
7.	Statistician	2	2
8.	Principal	1	1
9.	Vice-Principal	1	1
10.	Publication Officer	1	1
11.	Public Relation Officer	1	1
12.	Designer	1	1
13.	Chief Medical Social Worker	1	1
14.	Chief Probation Officer	1	1
15.	Controller of Vagrancy	1	1
16.	Research Officer	1	1
	Total Class-I	40	34
	Total Class-II	21	15
	Total Class-III	171	150
	Total Class-IV	70	70
	GRAND TOTAL	302	269
N.B. Excluding National Institutes.			

TOTAL SUMMARY OF MANPOWER (EXISTING)			
Sl. No.	Division	Sanctioned	Posted
1.	Headquarters	302	269
2.	Dhaka Division	1418	1307
3.	Chittagong Division	1085	973
4.	Rajshahi Division	1190	1045
5.	Khulna Division	1146	1058
		5141	4652

DHAKA DIVISION 1410

Para-18
 1 x Dy. Director
 2 x Asstt. Director
 1 x SMO(VA)
 3 x Stenotypist
 1 x Head Clerk-cum-Asstt.
 1 x Cashier
 2 x Clerk-cum-Typist
 1 x LDM
 1 x Projectionist-cum-Driver
 1 x Driver
 1 x Darwan
 3 x MLSS

DISTRICT DHAKA	DISTRICT JAMALPUR	DISTRICT TANGAIL	DISTRICT MYMENSINGH	DISTRICT FARIDPUR
Para-6 1 x DSWO(AD) 1 x DAD 1 x UD-cum-Acctt. 2 x TC 1 x Driver 2 x MLSS	Para-9 1 x DSWO(AD) 1 x DAD 1 x UD-cum-Acctt. 1 x Acctt. Clerk 1 x Driver 2 x MLSS	Para-9 1 x DSWO(AD) 1 x DAD 1 x UD-cum-Acctt. 1 x Acctt. Clerk 2 x TC 1 x Driver 2 x MLSS	Para-9 1 x DSWO(AD) 1 x DAD 1 x UD-cum-Acctt. 2 x TC 1 x Accounts Clerk 1 x Driver 2 x MLSS	Para-9 1 x DSWO(AD) 1 x DAD 1 x UD-cum-Acctt. 1 x Accounts Clerk 2 x TC 1 x Driver 2 x MLSS

PROGRAMME	INSTITUTION	INSTITUTION	INSTITUTION	PROGRAMME	INSTITUTION	PROGRAMME	INSTITUTION	PROGRAMME	INSTITUTION	PROGRAMME	INSTITUTION
UCD Dhaka-6 N.Ganj-1 N.Ganj-1 N.Ganj-1 N.Ganj-1 Para-33 20x SWO 4x KLM 10x TC 10x MLSS 10x N.Guard Youth Welfare Centre Dhaka-1 Para-33 1x TC 1x Care Taker 1x Peon 1x Chowkidar School Social Work Dhaka-1 Para-33 1x SWO 1x TC 1x MLSS Medical Social Work Dhaka-1 Para-33 1x SWO 1x TC 1x MLSS Probation & After Care Dhaka-1 Para-33 1x SWO 1x TC 1x MLSS National Youth Services Dhaka-1 Para-33 1x SWO 1x TC 1x MLSS Rural Social Services Dhaka-1 Para-33 1x SWO 1x TC 1x MLSS	Baby Home Dhaka-1 Para-15 1x SMO 1x Nurse 1x LDA 1x Matron 4x Aya 1x Cook 1x O.Helper 1x Office Peon 1x Sweeper 1x Messenger 1x Chowkidar Socio Economic Centre for Women Dhaka-1 Para-11 1x Supdt. 3x Instructor 1x Cashier-cum-Store-keeper 1x LDA-cum-Typist 2x Aya 1x Peon 2x Chowkidar Day Care Centre for Children Dhaka-1 Para-12 1x SMO 1x Clerk-cum-Typist 3x Day Care Asstt. 1x NO(PT) 2x Aya 1x Cook 1x Maid 1x Peon 1x Sweeper Govt. School for Deaf Dhaka-1 Para-13 1x Head Master 4x Asstt. Teacher 1x Clerk-cum-Typist 1x Matron 1x Female 1x Supdt. (Hostel) 1x Male 1x Head-Attend. 1x Cook 1x Darwan 1x MLSS Juvenile Court Dhaka-1 Para-15 1x Magistrate 5x GDO 1x Steno-grapher 1x O.Clerk 1x AGO 1x Typist 1x L.Const. 2x MLSS 1x V.Physio.	Gvt. School for Blind Dhaka-1 Para-11 1x Head Master 4x Asstt. Teacher 1x Supdt. (Hostel) 1x Cook 1x Darwan 1x Male Attend. 1x Driver Workshop PM Dhaka-1 Para-11 1x Works Manager 6x Instructor 1x Fitter 1x Attend. 1x Store-keeper 1x Keeper 1x Acctt. Pre-Vocational Training for Orphanage Dhaka-2 Para-9 4x Instructor for Trade Course 1x Instructor for Home Economics 2x TC 2x MLSS Sarkari Shishu Sadan(CPG) Dhaka-2 Para-105 5x Supdt. 5x Asstt. Supdt. 5x TC 5x NO(PT) 30x Teacher 20x Matron-cum-Nurse 40x MLSS Integrated Educational Programme for the Blind Dhaka-1 Para-26 1x Manager 1x Asstt. Manager 2x LDA 1x Compounder 1x Record Keeper 2x Religious Teacher 1x N.Nurse 2x Cook 10x Wardan 1x H.Guard 2x Cook C.Helper 1x Driver 1x Mali 2x Sweeper 5x MLSS 1x H.Teacher	Vocational Training & Rehabilitation Centre for Women Dhaka-1 Para-34 1x P.Supt. (AD) 1x A.P.Supt. (AD) 12x F.T. Asstt. 1x Typist. 1x Cashier-cum-Store-keeper 2x Ironman 1x Dying Master 1x Marketing Asstt. 2x N.Guard 2x MLSS 1x Darwan 1x Mali 2x Sweeper 1x Vanwarden 4x Instructor Training & Reh.Center for Blind Dhaka-1 Para-46 2x Supervisor 4x TC 32x VSW 4x MLSS Institution for Correctional Service Dhaka-1 Para-49 1x Supdt. 2x Asstt. Supdt. 2x P.O. 1x Doctor (PT) 2x House Parent 1x House Mother 1x Head-Clerk-cum-Acctt. 1x Steno-typist 2x Teacher 5x Asstt. Teacher 2x LDA 1x Typist 1x Record Keeper 2x Religious Teacher 1x N.Nurse 2x Cook 10x Wardan 1x H.Guard 2x Cook C.Helper 1x Driver 1x Mali 2x Sweeper 5x MLSS 1x H.Teacher	UCD Jamalpur-1 Para-7 1x SMO 1x MLW 1x TC 1x Supdt. 1x Asstt. Supdt. 1x NO(PT) 1x Compounder 4x Teacher 4x Matron-cum-Nurse 1x SMO 1x TC 1x MLSS Integrated Educational Programme for the Blind Jamalpur-1 Para-1 1x Resource Teacher Probation & After Care Tangail-1 Para-3 1x PO 1x TC 1x MLSS National Youth Services Tangail-1 Para-14 2x TC 2x UD-cum-Acctt. 2x TC 4x FA 4x MLSS Rural Social Services Mirzapur-1 Para-46 2x Supervisor 4x TC 32x VSW 4x MLSS	Sarkari Shishu Sadan(CPG) Tangail-1 Para-7 1x SMO 1x MLW 1x TC 1x Supdt. 1x Asstt. Supdt. 1x NO(PT) 1x Compounder 4x Teacher 4x Matron-cum-Nurse 1x SMO 1x TC 1x MLSS Integrated Educational Programme for the Blind Tangail-1 Para-1 1x Resource Teacher Probation & After Care Tangail-1 Para-3 1x PO 1x TC 1x MLSS National Youth Services Tangail-1 Para-14 2x TC 2x UD-cum-Acctt. 2x TC 4x FA 4x MLSS Rural Social Services Mirzapur-1 Para-46 2x Supervisor 4x TC 32x VSW 4x MLSS	UCD Tangail-1 Para-7 1x SMO 1x MLW 1x TC 1x Supdt. 1x Asstt. Supdt. 1x NO(PT) 1x Compounder 4x Teacher 4x Matron-cum-Nurse 1x SMO 1x TC 1x MLSS Integrated Educational Programme for the Blind Tangail-1 Para-1 1x Resource Teacher Probation & After Care Tangail-1 Para-3 1x PO 1x TC 1x MLSS National Youth Services Tangail-1 Para-14 2x TC 2x UD-cum-Acctt. 2x TC 4x FA 4x MLSS Rural Social Services Mirzapur-1 Para-46 2x Supervisor 4x TC 32x VSW 4x MLSS	Sarkari Shishu Sadan(CPG) Tangail-1 Para-7 1x SMO 1x MLW 1x TC 1x Supdt. 1x Asstt. Supdt. 1x NO(PT) 1x Compounder 4x Teacher 4x Matron-cum-Nurse 1x SMO 1x TC 1x MLSS Integrated Educational Programme for the Blind Tangail-1 Para-1 1x Resource Teacher Probation & After Care Tangail-1 Para-3 1x PO 1x TC 1x MLSS National Youth Services Tangail-1 Para-14 2x TC 2x UD-cum-Acctt. 2x TC 4x FA 4x MLSS Rural Social Services Mirzapur-1 Para-46 2x Supervisor 4x TC 32x VSW 4x MLSS	UCD Tangail-1 Para-7 1x SMO 1x MLW 1x TC 1x Supdt. 1x Asstt. Supdt. 1x NO(PT) 1x Compounder 4x Teacher 4x Matron-cum-Nurse 1x SMO 1x TC 1x MLSS Integrated Educational Programme for the Blind Tangail-1 Para-1 1x Resource Teacher Probation & After Care Tangail-1 Para-3 1x PO 1x TC 1x MLSS National Youth Services Tangail-1 Para-14 2x TC 2x UD-cum-Acctt. 2x TC 4x FA 4x MLSS Rural Social Services Mirzapur-1 Para-46 2x Supervisor 4x TC 32x VSW 4x MLSS	Sarkari Shishu Sadan(CPG) Tangail-1 Para-7 1x SMO 1x MLW 1x TC 1x Supdt. 1x Asstt. Supdt. 1x NO(PT) 1x Compounder 4x Teacher 4x Matron-cum-Nurse 1x SMO 1x TC 1x MLSS Integrated Educational Programme for the Blind Tangail-1 Para-1 1x Resource Teacher Probation & After Care Tangail-1 Para-3 1x PO 1x TC 1x MLSS National Youth Services Tangail-1 Para-14 2x TC 2x UD-cum-Acctt. 2x TC 4x FA 4x MLSS Rural Social Services Mirzapur-1 Para-46 2x Supervisor 4x TC 32x VSW 4x MLSS	UCD Tangail-1 Para-7 1x SMO 1x MLW 1x TC 1x Supdt. 1x Asstt. Supdt. 1x NO(PT) 1x Compounder 4x Teacher 4x Matron-cum-Nurse 1x SMO 1x TC 1x MLSS Integrated Educational Programme for the Blind Tangail-1 Para-1 1x Resource Teacher Probation & After Care Tangail-1 Para-3 1x PO 1x TC 1x MLSS National Youth Services Tangail-1 Para-14 2x TC 2x UD-cum-Acctt. 2x TC 4x FA 4x MLSS Rural Social Services Mirzapur-1 Para-46 2x Supervisor 4x TC 32x VSW 4x MLSS	Sarkari Shishu Sadan(CPG) Tangail-1 Para-7 1x SMO 1x MLW 1x TC 1x Supdt. 1x Asstt. Supdt. 1x NO(PT) 1x Compounder 4x Teacher 4x Matron-cum-Nurse 1x SMO 1x TC 1x MLSS Integrated Educational Programme for the Blind Tangail-1 Para-1 1x Resource Teacher Probation & After Care Tangail-1 Para-3 1x PO 1x TC 1x MLSS National Youth Services Tangail-1 Para-14 2x TC 2x UD-cum-Acctt. 2x TC 4x FA 4x MLSS Rural Social Services Mirzapur-1 Para-46 2x Supervisor 4x TC 32x VSW 4x MLSS

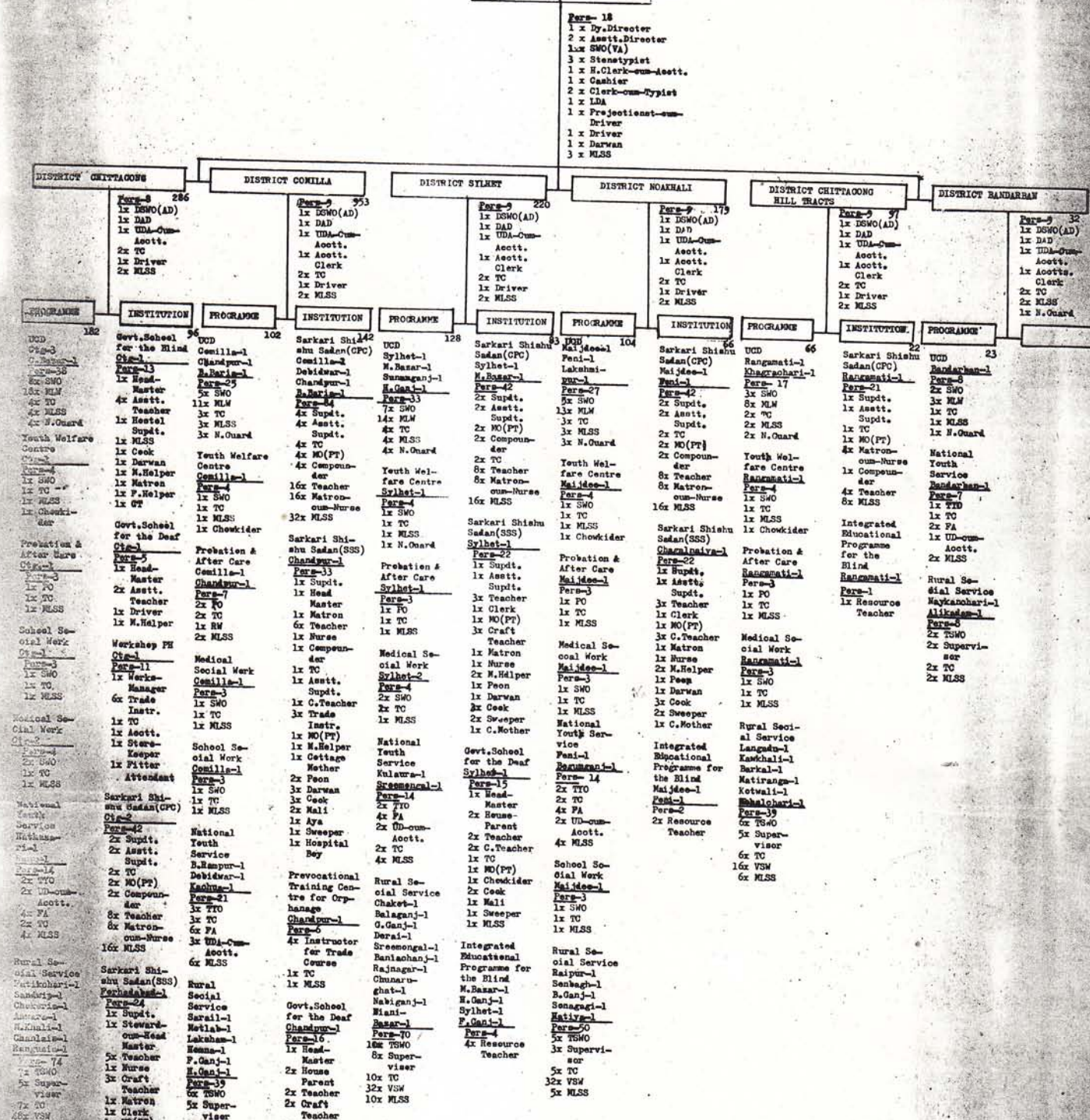
SUMMARY OF EMPLOYMENT

Sl.No.	Name of post	Sanctioned	Existing
CLASS - I			
1.	Deputy Director	1	1
2.	Assistant Director	2	2
3.	District Social Welfare Officer (VA)	5	4
4.	Magistrate (AD)	1	1
5.	Superintendent (AD)	1	1
6.	Manager	1	1
7.	Placement Officer	1	1
8.	Rehabilitation Officer	1	1
9.	Production Superintendent	1	1
CLASS - II			
1.	Deputy Asstt. Director	5	5
2.	Social Welfare Officer (VA)	1	1
3.	Social Welfare Officer (UCD)	36	32
4.	Social Welfare Officer (T.W.)	5	4
5.	Social Welfare Officer (SSW)	3	3
6.	Social Welfare Officer (NSW)	17	17
7.	Probation Officer	7	5
8.	Thana Youth Officer (NTS)	8	6
9.	Thana Social Welfare Officer (TSWO)	37	37
10.	Social Welfare Officer (Baby Home)	1	1
11.	Social Welfare Officer (Day Care)	1	1
12.	Superintendent (SBC)	1	1
13.	Manager (Vagranats)	1	1
14.	Superintendent (CPG)	15	15
15.	Superintendent (SSS)	4	4
16.	Headmaster (Deaf)	2	2
17.	Headmaster (Blind)	1	1
18.	Asstt. Production	1	1
19.	Prescription Officer	1	1
20.	Asstt. Superintendent	2	2
21.	Social Case Worker	4	3
22.	Works Manager	1	1
CLASS - III			
		154	142
CLASS - IV			
		465	454
Grand total			
		1418	1397

ABBREVIATION

D.D.	= Deputy Director
A.D.	= Assistant Director
D.S.W.O.	= District Social Welfare Officer
S.W.O.	= Social Welfare Officer
T.S.W.O.	= Thana Social Welfare Officer
T.Y.O.	= Thana Youth Officer
P.O.	= Deputy Assistant Director
S.C.W.	= Probation Officer
SCW	= Social Case Worker
NO(PT)	= Superintendent
TC	= Medical Officer (Part time)
MLW	= Mohalla Level Worker
VSW	= Village Social Worker
FA	= Field Assistant
LDA	= Lower Division Assistant
MLSS	= Member of Lower subordinate staff
CPG	= Care Protection Centre
SSS	= Sarkari Shishu Sadan
NTS	= National Youth Service
PO(SI)	= Probation Officer (SI)
V.Physio.	= Visiting Physician
L.Const.	= Lateral Constable
A.P.Supt.	= Assistant Production Superintendent
P.T.Asstt.	= Production-cum-Tailoring Assistant

1085



ABRIERATION

S.No.	Name of post	Sanctioned	Existing
CLASS - I			
1.	Deputy Director	1	1
2.	Assistant Director	2	2
3.	District Social Welfare Officer	6	5
		<u>9</u>	<u>8</u>
CLASS - II			
1.	Deputy Assistant Director	6	5
2.	Social Welfare Officer (VA)	1	-
3.	Social Welfare Officer (UCD)	30	27
4.	Social Welfare Officer (TV)	5	5
5.	Probation Officer	6	5
6.	Social Welfare Officer (SSW)	3	2
7.	Social Welfare Officer (MSW)	7	6
8.	Thana Youth Officer (TYO)	10	9
9.	Thana Social Welfare Officer (SSS)	36	36
10.	Superintendent (Baby Home)	1	1
11.	Headmaster (Blind)	1	1
12.	Headmaster (Deaf)	3	2
13.	Works Manager	11	11
14.	Superintendent (CPC)	1	-
15.	Superintendent (SSS)	4	4
		<u>125</u>	<u>115</u>
CLASS - III		637	600
CLASS - IV		<u>314</u>	<u>250</u>

Grand Total	-	1085	973
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- Deputy Director
- Assistant Director
- District Social Welfare Officer
- Social Welfare Organizer
- Thana Social Welfare Officer
- Thana Youth Officer
- Deputy Assistant Director
- Probation Officer
- Social Case Worker
- S Superintendent
- Medical Officer (Part-time)
- Typist-cum-Clerk
- M Mahalla Level Worker
- Village Social Work
- Field Assistant
- Lower Division Assistant
- Member of Lower subordinate staff
- Care Protection Centre
- Sarkari Shishu Sadan
- National Youth Service.

1190



AFRIERATION

1. D.D.	- Deputy Director
2. A.D.	- Assistant Director
3. DSWO	- District Social Welfare Officer
4. S.W.O.	- Social Welfare Organizer
5. T.S.W.O.	- Thana Social Welfare Officer
6. TTO	- Thana Youth Officer
7. DAD	- Deputy Assistant Director
8. F.O.	- Probation Officer
9. SOW	- Social Case Worker
10. Supdt.	- Superintendent
11. MO(Pt)	- Medical Officer (Part time)
12. TC	- Typist cum-clerk
13. MLW	- Mohalla Level Worker
14. VSW	- Village Social Work
15. F.A.	- Field Assistant
16. LDA	- Lower Division Assistant
17. MLSS	✓ Member of lower subordinate staff
18. CPC	- Care Protection Centre
19. SSS	- Sarkari Shishu Sadan
20. NTS	- National Youth Service.

1146

DISTRICT KULMA	DISTRICT KUSHIA	DISTRICT JESSORE	DISTRICT BARISAL	DISTRICT PATUAKHALI
Para-8 262 1x DSWO(AD) 1x DAD 1x UD-cum-Accott. 2x TC 1x Driver 2x MLSS	Para-9 196 1x DSWO(AD) 1x DAD 1x UD-cum-Accott. 1x Accott. Clerk 2x TC 1x Driver 2x MLSS	Para-9 209 1x DSWO(AD) 1x DAD 1x UD-cum-Accott. 1x Accott. Clerk 2x TC 1x Driver 2x MLSS	Para-9 302 1x DSWO(AD) 1x DAD 1x UD-cum-Accott. 1x Accott. Clerk 2x TC 1x Driver 2x MLSS	Para-9 159 1x DSWO(AD) 1x DAD 1x UD-cum-Accott. 1x Accott. Clerk 2x TC 1x Driver 2x MLSS
PROGRAMME	INSTITUTION	PROGRAMME	INSTITUTION	PROGRAMME
UCD 111 Kulma-1 Bagerhat-1 Sathkira-1 Para-25 5x SMO 11x M/W 3x TC 3x MLSS 3x N.Guard Youth Welfare Centre Kulma-1 1x SMO 1x Care Taker 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Kulma-1 Para-3 1x PO 1x TC 1x MLSS School Social Work Kulma-1 Para-3 1x SMO 1x TC 1x MLSS Medical Social Work Kulma-1 Para-3 1x SMO 1x TC 1x MLSS National Youth Service Kulma-1 Para-3 1x SMO 1x TC 1x MLSS Rural Social Service Kulma-1 Para-3 1x SMO 1x TC 1x MLSS	Sarkari Shishu Sadan (CPC) 143 Kulma-1 Bagerhat-1 Sathkira-1 Para-25 5x SMO 11x M/W 3x TC 3x Asstt. Supdt. 3x N.Guard Youth Welfare Centre Kulma-1 1x SMO 1x Care Taker 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Kulma-1 Para-3 1x PO 1x TC 1x MLSS Medical Social Work Kulma-1 Para-3 1x SMO 1x TC 1x MLSS National Youth Service Kulma-1 Para-3 1x SMO 1x TC 1x MLSS Rural Social Service Kulma-1 Para-3 1x SMO 1x TC 1x MLSS	UCD 88 Kushia-1 C.Danga-1 Kushia-1 Maherpur-1 Para-25 5x SMO 11x M/W 3x TC 3x Asstt. Supdt. 3x N.Guard Youth Welfare Centre Kushia-1 1x SMO 1x Care Taker 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Kushia-1 Para-3 1x PO 1x TC 1x MLSS Medical Social Work Kushia-1 Para-3 1x SMO 1x TC 1x MLSS National Youth Service Kushia-1 Para-3 1x SMO 1x TC 1x MLSS Rural Social Service Kushia-1 Para-3 1x SMO 1x TC 1x MLSS	UCD 124 Barisal-1 Shola-1 Barisal-1 Shola-1 Para-17 5x SMO 11x M/W 3x TC 3x Asstt. Supdt. 3x N.Guard Youth Welfare Centre Barisal-1 1x SMO 1x Care Taker 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Barisal-1 Para-3 1x PO 1x TC 1x MLSS Medical Social Work Barisal-1 Para-3 1x SMO 1x TC 1x MLSS National Youth Service Barisal-1 Para-3 1x SMO 1x TC 1x MLSS Rural Social Service Barisal-1 Para-3 1x SMO 1x TC 1x MLSS	UCD 86 Patuakhali-1 Barguna-1 Patuakhali-1 Barguna-1 Para-17 5x SMO 11x M/W 3x TC 3x Asstt. Supdt. 3x N.Guard Youth Welfare Centre Patuakhali-1 1x SMO 1x Care Taker 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Patuakhali-1 Para-3 1x PO 1x TC 1x MLSS Medical Social Work Patuakhali-1 Para-3 1x SMO 1x TC 1x MLSS National Youth Service Patuakhali-1 Para-3 1x SMO 1x TC 1x MLSS Rural Social Service Patuakhali-1 Para-3 1x SMO 1x TC 1x MLSS
PROGRAMME	INSTITUTION	PROGRAMME	INSTITUTION	PROGRAMME
UCD 111 Kulma-1 Bagerhat-1 Sathkira-1 Para-25 5x SMO 11x M/W 3x TC 3x MLSS 3x N.Guard Youth Welfare Centre Kulma-1 1x SMO 1x Care Taker 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Kulma-1 Para-3 1x PO 1x TC 1x MLSS School Social Work Kulma-1 Para-3 1x SMO 1x TC 1x MLSS Medical Social Work Kulma-1 Para-3 1x SMO 1x TC 1x MLSS National Youth Service Kulma-1 Para-3 1x SMO 1x TC 1x MLSS Rural Social Service Kulma-1 Para-3 1x SMO 1x TC 1x MLSS	Sarkari Shishu Sadan (CPC) 143 Kulma-1 Bagerhat-1 Sathkira-1 Para-25 5x SMO 11x M/W 3x TC 3x Asstt. Supdt. 3x N.Guard Youth Welfare Centre Kulma-1 1x SMO 1x Care Taker 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Kulma-1 Para-3 1x PO 1x TC 1x MLSS Medical Social Work Kulma-1 Para-3 1x SMO 1x TC 1x MLSS National Youth Service Kulma-1 Para-3 1x SMO 1x TC 1x MLSS Rural Social Service Kulma-1 Para-3 1x SMO 1x TC 1x MLSS	UCD 88 Kushia-1 C.Danga-1 Kushia-1 Maherpur-1 Para-25 5x SMO 11x M/W 3x TC 3x Asstt. Supdt. 3x N.Guard Youth Welfare Centre Kushia-1 1x SMO 1x Care Taker 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Kushia-1 Para-3 1x PO 1x TC 1x MLSS Medical Social Work Kushia-1 Para-3 1x SMO 1x TC 1x MLSS National Youth Service Kushia-1 Para-3 1x SMO 1x TC 1x MLSS Rural Social Service Kushia-1 Para-3 1x SMO 1x TC 1x MLSS	UCD 124 Barisal-1 Shola-1 Barisal-1 Shola-1 Para-17 5x SMO 11x M/W 3x TC 3x Asstt. Supdt. 3x N.Guard Youth Welfare Centre Barisal-1 1x SMO 1x Care Taker 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Barisal-1 Para-3 1x PO 1x TC 1x MLSS Medical Social Work Barisal-1 Para-3 1x SMO 1x TC 1x MLSS National Youth Service Barisal-1 Para-3 1x SMO 1x TC 1x MLSS Rural Social Service Barisal-1 Para-3 1x SMO 1x TC 1x MLSS	UCD 86 Patuakhali-1 Barguna-1 Patuakhali-1 Barguna-1 Para-17 5x SMO 11x M/W 3x TC 3x Asstt. Supdt. 3x N.Guard Youth Welfare Centre Patuakhali-1 1x SMO 1x Care Taker 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Patuakhali-1 Para-3 1x PO 1x TC 1x MLSS Medical Social Work Patuakhali

Para- 18
1x Dy. Director
2x Asstt. Director
1x SMO(VA)
3x Stenotypist
1x H. Clerk cum-Acctt.
1x Cashier
2x Clerk-cum-Typist
1x LDA
1x Projectionist-cum-Driver
1x Driver
1x Darwan
3x MLSS

DISTRICT KHULNA		DISTRICT KUSTHIA		DISTRICT JESSORE		DISTRICT BARISAL		DISTRICT PATUAKHALI	
Para- 8 262 1x DSWO(AD) 1x DAD 1x UD-cum-Acctt. 2x TC 1x Driver 2x MLSS		Para- 9 196 1x DSWO(AD) 1x DAD 1x UD-cum-Acctt. 1x Acctts. Clerk 2x TC 1x Driver 2x MLSS		Para- 9 209 1x DSWO(AD) 1x DAD 1x UD-cum-Acctt. 1x Acctts. Clerk 2x TC 1x Driver 2x MLSS		Para- 9 302 1x DSWO(AD) 1x DAD 1x UD-cum-Acctt. 1x Acctts. Clerk 2x TC 1x Driver 2x MLSS		Para- 9 159 1x DSWO(AD) 1x DAD 1x UD-cum-Acctt. 1x Acctts. Clerk 2x TC 1x Driver 2x MLSS	
PROGRAMME	INSTITUTION	PROGRAMME	INSTITUTION	PROGRAMME	INSTITUTION	PROGRAMME	INSTITUTION	PROGRAMME	INSTITUTION
UCD 111 Khulna-1 Bagerhat-1 Sathkhira-1 Para- 25 5x SMO 11x MW 3x TC 3x MLSS 3x N.Guard Youth Welfare Centre Khulna-1 Para- 5 1x SMO 1x Care Taker 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Khulna-1 Para- 3 1x PO 1x TC 1x MLSS School Social Work Khulna-1 Para- 3 1x SMO 1x TC 1x MLSS Medical Social Work Khulna-1 Para- 3 1x SMO 1x TC 1x MLSS National Youth Service Enashahi-1 Enashahi-1 Para- 14 2x TIO 2x TC 2x UD-cum-Acctt. 4x PA 4x MLSS Rural Social Service Padkhat-1 Padkhat-1 Moralgonj-1 S.Nagar-1 S.Chata-1 Saranichola-1 Para- 58 7x TSWO 7x TC 5x Supervisor 32x VSW 7x MLSS	Sarkari Shishu Sadan (CPC) Khulna-1 Bas-rhat-1 St.Khing-1 Para- 63 3x Supdt. 3x Asstt.Supt. 3x TC 3x MD(PT) 3x Compo- under 12x Teacher 12x Matron-cum-Nurse 24x MLSS Sarkari Shishu Sadan (SSS) Mulghar-1 M.Pasha-1 Para- 43 2x Supdt. 2x Asstt. Supdt. 6x Teacher 3x Instrator 3x Craft 2x Teacher 2x Matron 2x Nurse 1x Clerk 1x TC 1x Compounder 2x MD(PT) 1x Helper 2x M.Helper 7x MLSS 1x Peon 1x Darwan 3x Cook 2x TC 2x UD-cum-Acctt. 4x PA 4x MLSS Pre-Vocational Training Centre in Orphanage Mulchar-1 Para- 5 3x Instrutor for Trade Course 1x TC 1x MLSS Govt. School for Blind Enulna-1 Para- 13 1x H.Master 4x Teacher 1x TC 1x Hostel Supdt. 1x Matron 1x Cook 1x M.Helper 1x P.Helper 1x Darwan 1x MLSS Govt. School for Deaf Khulna-1 Para- 1 1x Works Manager 6x Trade Instructor 1x TC 1x Acctt. 1x Store Keeper 1x P. Attend. Integrated Educational programme for Blind Enulna-1 Bagerhat-1 Sathkhira-1 Para- 3 3x Resource Teacher.	UCD 88 Kusthia-1 G.Danga-1 Meherpur-1 Para- 25 5x SMO 11x MW 3x TC 3x MLSS 3x N.Guard Youth Welfare Centre Kusthia-1 Para- 4 1x SMO 1x TC 1x MLSS 24x MLSS Sarkari Shishu Sadan (SSS) Kusthia-1 Para- 22 1x Supdt. 1x Asstt. Supdt. 1x P.O. 1x TC 1x MLSS Medical Social Work Jessore-1 Para- 3 1x SMO 1x TC 1x MLSS National Youth Service Horail-1 Sweepur-1 Para- 14 2x TIO 2x UD-cum-Acctt. 4x PA 4x MLSS Rural Social Service Sarai-1 Jhiker-gacha-1 Sailakupa-1 Keshebpur-1 Kalia-1 Sailakupa-1 Para- 54 6x TSWO 6x TC 4x Supervisor 32x VSW 6x MLSS	UCD 111 Jessore-1 Narail-1 Jenaidah-1 Mamur-1 Para- 33 7x SMO 14x MW 3x Supdt. 3x Asstt. Supdt. 4x N.Guard Youth Welfare Centre Jessore-1 Para- 4 1x SMO 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Jessore-1 Para- 3 1x Supdt. 1x Asstt. Supdt. 1x P.O. 1x TC 1x MLSS Medical Social Work Jessore-1 Para- 3 1x SMO 1x TC 1x MLSS National Youth Service Horail-1 Sweepur-1 Para- 14 2x TIO 2x UD-cum-Acctt. 4x PA 4x MLSS Integrated Educational Programme for Blind Jessore-1 Jenaidah-1 Narail-1 Para- 4 4x Resource Teacher	UCD 124 Barisal-1 Bhola-1 Pirojpur-1 Jhalakati-1 Para- 33 7x SMO 14x MW 4x TC 4x MLSS 4x N.Guard Youth Welfare Centre Barisal-1 Para- 4 1x SMO 1x TC 1x MLSS 1x Chowkidar Probation & After Care Service Barisal-1 Para- 22 1x Supdt. 1x Asstt. Supdt. 1x P.O. 1x TC 1x MLSS Medical Social Work Barisal-1 Para- 3 1x SMO 1x TC 1x MLSS National Youth Service Barisal-1 Para- 14 2x TIO 2x UD-cum-Acctt. 4x PA 4x MLSS Govt. School for Blind Barisal-1 Para- 19 1x Head Master 2x House Parent 2x Teacher 3x Craft Teacher 1x Asstt. Craft Teacher 1x LDA 1x Driver 1x Cook 1x Asstt. Cook 1x MLSS Integrated Educational Programme for Blind Bhola-1 Para- 2 2x Resource Teacher	Sarkari Shishu Sadan (CPC) Patuakhali-1 Barguna-1 Para- 17 5x SMO 8x MW 2x TC 2x MLSS 2x N.Guard Youth Welfare Centre Patuakhali-1 Para- 3 1x SMO 1x TC 1x MLSS Probation & After Care Service Patuakhali-1 Para- 3 1x PO 1x TC 1x MLSS Medical Social Work Patuakhali-1 Para- 3 1x SMO 1x TC 1x MLSS National Youth Service Patuakhali-1 Para- 14 2x TIO 2x UD-cum-Acctt. 4x PA 4x MLSS Rural Social Service Patuakhali-1 Antali-2 Kalapani-1 Para- 46 4x TSWO 4x TC 2x Supervisor 32x VSW 4x MLSS	Sarkari Shishu Sadan (CPC) Shishu Sadan (CPC) Barguna-1 Patuakhali-1 Para- 42 2x Supdt. 2x Asstt. Supdt. 2x TC 2x MO(PT) 2x Compo- under 8x Teacher 8x Matron-cum-Nurse 16x MLSS Sarkari Shishu Sadan (SSS) Patuakhali-1 Para- 21 1x Supdt. 1x Asstt. Supdt. 3x Teacher 3x Trade Instructor 1x MD(PT) 1x TC 1x Nurse 1x Matron 1x Compo- under 1x Helper 7x MLSS Integrated Educational Programme for the Blind Patuakhali-1 Para- 1 1x Resource Teacher			

SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing
CLASS - I			
1.	Deputy Director	1	1
2.	Assistant Director	2	2
3.	District Social Welfare Officer	5	4
CLASS - II			
1.	Deputy Assistant Director	5	5
2.	Social Welfare Officer (VA)	1	1
3.	Social Welfare Officer (UCD)	27	25
4.	Social Welfare Officer (YM)	5	2
5.	Probation Officer	5	2
6.	Social Welfare Officer (SSW)	2	1
7.	Social Welfare Officer (MSW)	6	3
8.	Thana Youth Officer (NTS)	10	8
9.	Thana Social Welfare Officer (RSS)	30	30
10.	Superintendent (CPC)	16	14
11.	Superintendent (SSS)	7	7
12.	Headmaster (Blind)	2	2
13.	Headmaster (Deaf)	1	1
14.	Works Manager	1	1
		118	103
CLASS - III		693	650
CLASS - IV		327	300
Grand total		1146	1058

ABBREVIATION

=	Deputy Director
=	Assistant Director
=	District Social Welfare Officer
=	Social Welfare Officer
=	Thana Social Welfare Officer
=	Thana Youth Officer
=	Deputy Asstt. Director
=	Probation Officer
=	Social Case Worker
=	Superintendent
=	Medical Officer (Part time)
=	Typist-cum-clerk
=	Rehabilitation Worker
=	Village Social Worker
=	Field Assistant
=	Lower Division Assistant
=	Member of Lower subordination staff
=	Care Protection Centre
=	Sarkari Shishu Sadan
=	National Youth Service.

REVISED CHARTER OF DUTIES

1. Director-General

- a. To act as administrative Head of the Department of Social Services and Women's Affairs.
- b. To be responsible for overall supervision, administration and control of all programmes and activities of the Department. Remain responsible for administration and establishment matters as the controlling officer in respect of all Gazetted Officers and Staff serving under the Department of Social Services and Women's Affairs.
- c. To formulate policies and plan in respect of all activities of the Department and supervision and administration of programmes and personnel thereof.
- d. To control and sanction of funds in respect of all programmes under the Department.
- e. To act as the link between the Department and the administrative and other Ministries, Planning Commission and other National and International Agencies and represent the Department.
- f. To act as Registration Authority in respect of Foreign and Local Voluntary Social Services Agencies.
- g. Statutory guardian of children declared as abandoned.
- h. To act as the ex-officio Secretary of the National Council of Social Services.

2. Director

(Directorate of Admn. and Finance)

- a. To be responsible for establishment matters of all Class-I, Class-II and non-gazetted officers and staffs under the Department e.g. appointment, creation of posts, transfer, promotion, leave, disciplinary cases etc. and reports and returns on connected matters under general supervision and control of the Director-General.
- b. To remain responsible for all records, confidential documents/files and security matters of the Department.
- c. To remain responsible for preparation of Revenue Budget and matters relating to budget accounts, audit relating to the Department.
- d. To remain responsible for coordination, sanction and allocation of funds for programmes and personnel under the Department.
- e. To be responsible for management and maintenance of all transport under the Department.

- f. To be responsible for all purchases, tenders and stores and equipments of the Department.
- g. To be responsible for administrative matters not mentioned herein relating to the Department of Social Services.
- h. To be responsible for direct charge for programme planning programme development, supervision of activities of the National Academy of Social Welfare and also the Regional Training Institutes of the Department.
- i. Any other duty as may be assigned to him by the Director-General.

3. Additional Director

(Planning, Development, Research, Evaluation)

- a. To be responsible for planning of different programmes under the Department of Social Services in the light of the National policy; under supervision of Director.
- b. To be responsible for preparation of Development Projects (PP) and preparation of Annual Development Programmes (ADP) under supervision and guidance of the Director.
- c. To maintain liaison with Planning Commission, PIB, Ministry of Finance and other related Ministries and Government Department and Agencies.
- d. To be responsible in respect of implementation of the decisions of the National Economic Council regarding Social Services.
- e. To be responsible for Programme Development and Programme Planning and overall supervision of work of the Research and Evaluation Unit of the Department of Social Services.
- f. To supervise the works of the Publication and Public Relation Unit of the Department of Social Services.
- g. To be responsible for monitoring, preparation and publication of all records and returns relating to the Department of Social Services.
- h. To be responsible for processing of all financial demands for the programmes under his/her charge.
- i. To help the Director (Admn. and Finance) for all establishment and financial matters.

4. Deputy Director

(Administration and Finance)

- a. To assist the Additional Director (Administration and Finance) in establishment matters of all Class-I, Class-II and non-gazetted Officers and staff under the Department e. g. appointment, creation of posts, transfer, promotions, leave, disciplinary cases etc, and reports and returns on connected matters.

- b. To assist the Additional Director in maintenance of all records, confidential documents/files and security matters of the Department.
- c. To assist the Additional Director in preparation of Revenue Budget and all matters relating to budget, accounts, audit relating to the Department.
- d. To assist the Additional Director in matters of coordination and sanction and allocation of funds for programmes and personnel under the Department.
- e. To assist the Additional Director in management and maintenance of all transport under the Department.
- f. To assist the Additional Director in matters of purchase, tenders, stores equipments etc., of the Department.
- g. Any other matters as may be assigned by the Director/Additional Director (Administration and Finance).

5. Deputy Director

(Planning and Development External Resources, Foreign and local Training)

- a. To assist the Additional Director (Admn. and Finance) for carrying overall responsibility for planning of different programmes under the Department of Social Services in the light of the National Policy.
- b. To assist the Additional Director in preparation of Development Project (PP) and preparation of Annual Development Programmes (ADP).
- c. To assist the Additional Director in implementation of the decisions of the National Economic Council regarding Social Services.
- d. To assist the Additional Director in processing of all financial and other logistic support relating to the Planning and Development Wing.
- e. To assist the Additional Director in maintaining liaison with Planning Commission, PIB, Ministry of Finance and other related Ministries and Government Department and Agencies and also maintenance of liaison with Project Managers and subordinate officers on different development projects for proper and timely implementation of the projects.
- f. To assist the Additional Director in matters of foreign training and all other external resources affairs relating to the Social Services Department.

6. Assistant Director

(Admn. Gazetted)

- a. To assist the Additional Director (Admn.) through the Deputy Director (Admn.) in all establishment matters relating to the Gazetted officers of the Department of Social Services e.g. appointment, creation of posts, transfer, promotion, leave, disciplinary cases, pension etc. and preparation of all reports/returns on connected matters.

- b. To be responsible for maintenance of all records, confidential documents/ files, personal files etc. relating to the Gazetted officers of the Department.
- c. To assist the Deputy Director in matters of coordination relating to administrative/establishment matters of Gazetted officers of the Department of Social Services.
- d. Any other duties as may be assigned by the Deputy Director/Director (Admn).

7. Assistant Director.

(Admn. Non-Gazetted)

- a. To assist the Additional Director (Administration) through the Deputy Director (Administration) in all establishment matters relating to non-Gazetted officers and staff of the Department of Social Services e.g. appointment, creation of posts, transfer, promotion, leave, disciplinary cases, pension etc. and preparation of all reports/returns on connected matters.
- b. To be responsible for maintenance of all records, confidential documents, files, personal files, etc. relating to the non-Gazetted officer, and staff of the Department.
- c. To assist the Deputy Director in matters of coordination relating to administrative/establishment matters of non-Gazetted officers and staff of the Department.
- d. Any other duties as may be assigned by the Deputy Director/Director (Administration).
- e. To be responsible for all matters relating to Daily Dak, Receipts Despatch, etc.

8. Assistant Director

(Store, Equipments and Transports)

- a. To be responsible for supervision and maintenance of stores, office and programme equipments and transports (vehicle) belonging to the Department of Social Services.
- b. To assist the Director (Admn. and Finance) through the Deputy Director (Admn.) in matters of purchases and tenders, etc. of the Department of social Services.
- c. To be responsible for maintenance of liaison with other related agencies e.g. Government Transport Pool, Government Vehicle Workshop, Supply Department, UNICEF, etc. relating to the affairs of the equipments and transports of the Department of Social Services.
- d. To be responsible for all matters relating to office on security measures and estate affairs of the Department of Social Services.

9. Assistant Director

(Finance)

- a. To be responsible for preparation of the revenue budget and shall assist the Director (Admn. and Finance) through the Deputy Director (Admn. and Finance) in all matters relating to budget, sanction, allocation of funds, re-appropriation, processing of demands, allocation of funds for different programmes under the Department of Social Services.
- b. To maintain liaison with the Ministry of Finance, controlling Ministry of the Department of Social Services and other concerned agencies in respect of budget and allocation of funds relating to the Department of Social Services.
- c. Any other duties as may be assigned by the Deputy Director/Director (Admn. and Finance).

10. Assistant Director

(Planning and Development)

- a. To assist the Additional Director (Admn. and Finance, Planning and Development) through the Deputy Director (Planning and Development) in all matters for preparation of Development projects and annual development programmes etc. in the light of the National Policy relating to the Department of Social Services.
- b. To maintain liaison with the Planning Commission, PIB, Ministry of Finance and other related Government and non-Governmental agencies relating to the duties assigned.
- c. To assist the Additional Director (Planning and Development) through the Deputy Director (Planning and Development) in matters relating to the decision of the National Economic Council regarding Social Services.

11. Assistant Director

(External Resources and Foreign Training)

- a. To assist the Additional Director (Planning and Development) through the Deputy Director (Planning and Development) in all matters relating to foreign training programme for the personnel of the Department of Social Services.
- b. To assist the Deputy Director (Planning and Development) in all matters relating to the external resources activities of the Department of Social Services and maintain liaison with the Ministry of Finance, ERD, Planning Commission and other related Government and non-Government agencies.
- c. Any other duties as may be assigned by the Deputy Director (Planning and Development)/Additional Director (Planning and Development).

12. Deputy Director**(Research, Evaluation, Publication and Public Relation).**

- a. To be responsible for programme planning and programme development relating to monitoring, research and evaluation of the on-going Projects/schemes/programmes of the Department of Social Services.
- b. To be responsible for guidance and preparation of study designs, collection of data processing and tabulation of data and preparation of reports thereof.
- c. To be responsible for maintenance of data and statistics of all programmes under the Department of Social Services.
- d. To be responsible for all references/documentation, publication, etc. relating to the Department of Social Services.
- e. To be responsible for publication of journal, periodicals, leaflets, reports, etc., under supervision of the Additional Director.
- f. To assist the Additional Director in supervision of the activities of the public Relation Unit of the Department and to maintain liaison with the Public Relation Department and other concerned nation-building departments of the Government and non-Government agencies.
- g. To assist the Additional Director in processing all financial demands and other logistic supports for the programmes under Research Evaluation, Publication and Public Relation Unit of the Department of Social Services.

13. Assistant Director**(Research, Evaluation and Survey).**

- a. To assist the Deputy Director (Research and Evaluation) in programme Planning and Development relating to monitoring study, designs, research, tabulation, evaluation and preparation of reports thereof and such other activities in respect of the on-going projects/schemes/programmes of the Department of Social Services.
- b. Any other duties as may be assigned by the Deputy Director/Additional Director (Planning and Development).

14. Assistant Director**(Publication and Public Relation and Document)**

- a. To be responsible for all references, documentation and publication of journals, periodicals, brochures, leaflets, reports, booklets etc., relating to the Department of Social Services.
- b. To be responsible for the activities of the Public Relation Unit of the Department of Social Services and shall maintain liaison with the Public Relation Department and other concerned Nation-Building Departments of the Government and non-Government agencies of the Department of Social Services.

- c. To be responsible for preparation/writing of script/stories and also production of documentary films and such other audiovisual and publicity/public relation materials for the Department of Social Services.
- d. To be responsible for preparation of reports/returns on the activities of above programmes.
- e. To maintain liaison with other agencies relating to these programmes.
- f. Any other duties as may be assigned by the Deputy Director.

15. Director

(Directorate of Institutional Services)

- a. To formulate policy and plans under general guidance of the Director-General for Institutional Services under the Department of Social Services.
- b. To be responsible for programme, planning and programme development under general supervision and guidance of the Director-General, Department of Social Services and Women's Affairs.
- c. To be responsible for overall supervision and coordination of the activities of the Projects relating to the Institution.
- d. To maintain liaison with National and International Agencies in respect of Institutional programmes.
- e. To be responsible for day-to-day administration and functioning of the Institutional Programmes of the Department of Social Services and Women's Affairs under general guidance and supervision of the Director-General.
- f. To initiate all disciplinary actions of Class-II and Class-III and Class IV employees under institutional programmes of the Directorate and recommend for actions to the Director-General.
- g. To be responsible for processing of all financial demands for institutions for orders of the Director-General.
- h. To be responsible for inspection of the Institutions of the Department and monitoring of information and data to evaluate effectiveness of implementation of the programmes.
- i. Any other duty as may be assigned to by the Director-General.

16. Additional Director

(Institutional Services)

- a. To assist the Director (Institutional Services) in supervision and administration of all Orphanages (Sishu Sadan) both Government, Government Aided and Non-Government only, Vagrants Home and Destitute

Children's Home, Institutions for the Physically Handicapped persons including Blind, Deaf and Dumb, Institute of Correctional Services and such other Institutions under the Department of Social Services.

- b. To assist the Director in initiation for sanction, allotment and re-allotment of funds for the Institutional Programmes.
- c. To be responsible for programme development and programme planning in the Institutions relating to training and rehabilitation of the inmates.
- d. To be responsible for monitoring and preparation of all reports/returns of the Institutional Services under the Department.
- e. To assist the Director in day-to-day administration and functioning of the programmes of the Institutional Services.
- f. To assist the Director in initiation of all disciplinary action of Class-II and Class-III and Class-IV employees under the Institutions.
- g. To be responsible for processing of all financial demands for the Institutions.
- h. To be responsible for inspection of Social Services Institutions of the Department and monitoring of information and to evaluate effectiveness of implementation of the programmes.
- i. Any other duty as may be assigned to by the Director.

17. Deputy Director

(Institutional Services for Children, Orphan and Physically Handicapped).

- a. To assist the Additional Director (Institution) in supervision and administration of functioning of the Sarkari Shishu Sadans, Training Centre for Physically Handicapped, Government School for the Blind and Deaf and non-Government aided orphanages (Shishu Sadan).
- b. To assist the Additional Director in all matters relating to programme planning and programme development of the above institutional services.
- c. To examine the financial demands and initiation of proposal for sanction allotment and re-allotment of funds for the institutions under his supervision.
- d. To be responsible for monitoring and processing of reports and returns on the activities of the above institutional programmes of the Department of Social Services.
- e. To be responsible for arranging in-service/on-the-job-training/re-training of the personnel attached with the programmes under his/her supervision.

18. Assistant Director

(Government Orphanages)

- a. To assist the Additional Director, Institutional Services through the Deputy Director (Institution) in matters of programme planning and programme development, supervision and administrative functions of the Sarkari Shishu Sadans.
- b. To assist the Deputy Director in matters relating to processing of financial demands for the institutions.
- c. To assist the Deputy Director in matters relating to organising in-service/on-the-job training/re-training of the personnel attached with the institutions.
- d. To be responsible for monitoring and processing of reports and returns on the activities of such institutions.

19. Assistant Director

(Physically Handicapped Programmes)

- a. To assist the Additional Director, Institutional Services through the Deputy Director (Institution) in matters of programme planning and programme development, supervision and administrative functions of the Centre for Physically Handicapped Training and Rehabilitation Programmes.
- b. To assist the Deputy Director in matters relating to processing of financial demands for such institutions/centres/programmes.
- c. To assist the Deputy Director in matters relating to organising in-service/on-the-job training/re-training of the personnel attached with the Centre/Institutions above.
- d. To be responsible for monitoring and processing of reports and returns on the activities of such institutions.

20. Deputy Director

(Institutional services for Destitutes, Vagrants and Case-work Services)

- a. To assist the Additional Director (Institution) in supervision and administration of programme of the Destitute Children Centres, Vagrants Welfare Homes, Correctional Institute for Juvenile Delinquents and other Case-work Services under the Department of Social Services.
- b. To assist the Additional Director for programme development for training and rehabilitation of vagrants, destitute children and juvenile delinquents.
- c. To be responsible for examination of financial demand of the Institution under his supervision and initiation of proposal for financial sanction, allotment and re-allotment of funds.

- d. To inspect the programmes of the institutions of the Department of Social Services.
- e. To be responsible for preparation of reports and returns relating to the above programmes.
- f. To be responsible for monitoring and maintenance of data relating to the above programmes of the Department of Social Services.

21. Assistant Director

(Controller of Vagrancy)

- a. To assist the Additional Director (Institution) through the Deputy Director (Institution) in matters of programme planning and programme development, supervision and administrative functions of Vagrants Homes of the Department, besides discharging responsibilities and functions in accordance with the provision of the relevant Act.
- b. To remain responsible for the matters relating to processing of financial demands for the Vagrants Homes.
- c. To be responsible for monitoring and processing of reports and returns on the activities of such institutions.
- d. Any other duties as may be assigned by the Deputy Director, Additional Director (Institution).
- e. He will be empowered to delegate his power or part thereof to the subordinate officers down to Upazila social service officers.

22. Assistant Director

(Destitute Children Centre and Special Education)

- a. To assist the Additional Director (Institution) through the Deputy Director (Institution) in matters of programme planning and programme development, supervision and administrative functions of the Destitute Children Centre.
- b. To assist the Deputy Director in matters relating to processing of financial demands for the institutions.

23. Assistant Director

(Programme Implementation and monitoring)

- a. To be responsible for programme implementation as per direction and guidance of Additional Director through Deputy Director.
- b. To be responsible for collection and maintenance of data and statistics relating to the programmes under the Department of Social Services.
- c. To be responsible for preparation of all reports and returns for submission to the Ministry and to other agencies.
- d. To be responsible for preparation of replies of the Assembly questions.
- e. Any other duties as may be assigned by the Deputy Director, Additional Director (Planning and Development).

24. Director

(Directorate of Community-based Programmes and Youth Services and Registration and Control of Voluntary agencies)

- a. To be responsible for overall supervision and coordination of Rural and Urban Community based services, including specialised services in the country.
- b. To assist the Director-General in the formulation of broad policies, guidelines for implementation of all the community-based programmes in the country.
- c. To be responsible for programme planning, programme development including determination of strategies on marketing quality control and feasibility etc, of the products of the socio-economic programmes relating to the rural and urban community-based programmes under the Department of Social Services under general guidance of the Director-General.
- d. To be responsible for matters relating to registration and control of voluntary social services agencies, local and foreign and coordination and liaison thereof under general guidance of the Director-General.
- e. To be responsible for matters relating to National Council of Social Services.
- f. To be responsible for organising in-service and on-the-job training/re-training programmes for officers and field staff of programmes under his charge.
- g. To maintain liaison with National and International Agencies in respect of rural and urban-based community services.
- h. To be responsible for day-to-day administration and functioning of rural and urban-based community services and other specialized programmes under general guidance and supervision of the Director-General.
- i. To initiate all disciplinary actions of Class-II and Class-III and Class-IV employees under rural and urban-based community services and specialized programmes of the Department and recommend for actions to the Director-General.
- j. To be responsible for processing of all financial demands for the rural and urban-based community services and other specialized programmes for orders of the Director-General.
- k. To be responsible for inspection of rural and urban community based Programmes of the Department and monitoring of information and data to evaluate effectiveness of implementation of the programmes.

25. Additional Director

(Community-based and Youth Services, Registration and Control of Voluntary Agencies), Department of Social Services.

- a. To assist the Director in programme planning and programme development relating to the urban and rural community-based programmes of the Department.

- b. To assist the Director in supervision, coordination and implementation of the urban and rural-based community services programmes.
- c. To assist the Director in determination of strategies on marketing quality control and feasibility etc. of the products of socio-economic programmes, relating to the rural and urban community-based programmes.
- d. To assist the Director for organising in-service and on-the-job training/re-training programme for officers and field staff of programmes under his charge.
- e. To assist the Director to maintain liaison with National and International Agencies in respect of all the community-based services.
- f. To assist the Director in day-to-day administration and functioning of rural and urban-based community services.
- g. To assist the Director to initiate all disciplinary actions of Class-II and Class-III and Class-IV employees under community-based services under the Department.
- h. To assist the Director for processing of all financial demands for the community-based programmes.
- i. To assist the Director in respect of rural and urban community-based programmes of the Department and monitoring of information and data to evaluate effectiveness of implementation of the programmes.

26. Deputy Director

(Rural Social Services and Community-based Programme)

- a. To assist the Additional Director for implementation of Rural Social Services Programme in the field.
- b. To be responsible for supervision and guidance to field officers of Rural Social Services for programme implementation.
- c. To assist the Additional Director in processing all financial and administrative matters including logistic support relating to the programme.
- d. To assist the Additional Director in respect of maintaining liaison with other Nation-building Departments and Foreign and local agencies in respect of Rural Social Services programme.
- e. To be responsible for audit and inspection of the financial matters relating to the Rural Social Services Programmes.
- f. To be responsible for organising in-service training of field staff.
- g. To be responsible for monitoring and maintenance of data relating to the programme and activities (RSS).

27. Assistant Director**(RSS-Programme Planning and Development)**

- a. To assist the Additional Director (Community-based Programme) through the Deputy Director (CBP) in matters of programme planning and programme development, supervision and administrative functions of the CBP Programmes.
- b. To assist the Deputy Director in matters relating to processing of financial demands for the programmes.
- c. To be responsible for monitoring and processing of reports and returns on the activities of such programmes.
- d. To maintain liaison with other Ministries/Departments and other non-Government agencies related to the programmes.

28. Assistant Director**(RSS-Programme implementation and monitoring)**

- a. To assist the Additional Director (CBP) through the Deputy Director (CBP) in matters of programme planning and programme development supervision and administrative functions of the RSS-programme.
- b. To assist the Deputy Director in matters relating to processing of financial demands and channelising of all other logistic support for implementation of the programmes.
- c. To maintain liaison with other Government offices/non-Government agencies.

29. Assistant Director**(Mother's Club and Marketing)**

- a. To be responsible for all matters relating to market research, market study, feasibility and marketing of the productions of handicrafts and such other products undertaken by different programmes/schemes/projects of the Department of Social Services.
- b. To be responsible for organising Exhibition, Mela and other sale programmes.
- c. To maintain liaison with other related agencies.
- d. Any other duties as may be assigned by the Deputy Director/Director.

30. Deputy Director**(Specialized Services, Case-work and the Youth and Municipal Community based Programmes)**

- a. To assist the Additional Director in formulating plants and development of specialised programmes for the youths under National Youth Services, Social Welfare Centre, etc.

- b. To assist the Additional Director for creating employment opportunities for the youths through skill training and production and marketing of Products.
- c. To assist the Additional Director in formulating guidelines for programmes planning and programme development in urban-based community development programmes.
- d. To be responsible for administration and establishment matters of personnel working under Urban Community Programmes.
- e. To assist the Additional Director in matters of financial sanction allotment and re-allotment of funds relating to the urban-based Community Services.
- f. To assist the Additional Director in monitoring, compilation and preparation of all reports and returns in respect of the programmes under his supervision.
- g. To be responsible for providing assistance and help for evaluation of the programme by the concerned section of the Department of Social Services.
- h. To assist the Additional Director in liaison work with other related agencies for coordination and programme development.
- i. To assist the Additional Director in determination of strategies on marketing quality control and feasibility, etc. of the products of socio-economic activities under rural and urban community services and other programmes of the Department of Social Services.
- j. To be responsible for arranging training/re-training of the personnel under the related programmes.
- k. To assist the Additional Director in matters of programmes planning, programme development, Supervision and administrative functions of the Case-Work Services Programmes (Medical and Correctional Services).

31. Assistant Director

(Case-works Services and Medical Services)

- a. To assist the Additional Director (Community-based Programme) through the Deputy Director in matters of programme planning and programme development, supervision and administrative functions of the Case-Works Services Programme under the Department of Social Services.
- b. To assist the Deputy Director in matters relating to processing of financial demands for such programme.
- c. Any other duties as may be assigned by the Deputy Director.

32. Assistant Director**(Case-work of Probation Services)**

- a. To assist the Additional Director (Community-based Services) through the Deputy Director in all matters relating to programme planning and programme development for Crafts/Trade Training Programmes under the Department of Social Services.
- b. To be responsible for collection/modification and preparation of designs/models for crafts training programme and production of materials thereof.
- c. To be responsible for control and improvement of qualities of the products of all socio-economic activities undertaken under the Department of Social Services.
- d. To maintain liaison with other related agencies.
- e. To be responsible for maintenance and custody of records, data and other information including samples/designs, specimen, etc. relating to the activities/programmes assigned under this section.

33. Assistant Director**(Youth and Urban Community-based Programme)**

- a. To assist the Additional Director (CBP) through the Deputy Director (Urban Community) in matters of programmes planning and programmes development, supervision and administrative functions of such programmes.
- b. To assist the Deputy Director in matters relating to processing of financial demands for effective implementation of the programmes.
- c. To maintain liaison with other agencies related with the programme.
- d. To be responsible for monitoring and processing/preparation of reports/returns on the activities of this programme.

34. Principal**(National Academy of Social Services)**

- a. To work as head of the Institution and to organise and conduct training programmes for the officers entering into services newly and to voluntary workers and leaders.
- b. To conduct seminar and workshop and to conduct survey and research.
- c. To prepare syllabus and to contact Lecturers.
- d. To arrange Field visits of the trainees.
- e. To be responsible for all establishment and financial matters.

35. Vice-Principal**(National Academy of Social Services)**

- a. To work as Principal in his absence.
- b. To assist the Principal in all establishment and financial matters.

- c. To contact organisations and agencies for field visits of the trainees.
- d. To assist the Principal for preparation of syllabus and reading materials and to remain responsible for the management and running of the Library attached to the training centre.
- e. To arrange publication of articles and reading materials.

36. Manager

(National Training and Rehabilitation Centre for Physically Handicapped).

- a. To be responsible for overall administration and establishment matters of the centre.
- b. To work as drawing and disbursing officer.
- c. To arrange educational and training facilities for the inmates of the centre.
- d. To secure employment facilities for the trained blind persons.
- e. To conduct survey and research on the problems of the handicapped persons.
- f. To be responsible for preparation and submission of reports and returns of the programmes.

37. Rehabilitation and Placement Officer

(National Training and Rehabilitation Centre for Physically Handicapped).

- a. To try to secure job and employment facilities for the trained handicapped (Blind) in factories, Industries and other organisations.
- b. To create self-awareness and self-dependency among the handicapped persons.
- c. To follow up cases of trained personnel for their ultimate socio-economic rehabilitation through voluntary agencies and social workers.
- d. To categorise the inmates for vocational training.
- e. To look after the progress of training being given to handicapped inmates.
- f. To tag up handicapped (Blind) inmates with local training and industrial units for their proper and better training.

38. Superintendent

(National Institution for Correctional Services)

- a. To remain in overall charges of the Institution.
- b. To work as drawing and disbursing officer.
- c. To supervise the activities of the Probation Officer and the Social Case Workers in the development of treatment plan for the inmates and thereby to ensure effective rehabilitation of the inmates.

- d. To co-ordinate the functions between the training Institute and the Juvenile Court attached to the Correctional Institute.
- e. To supervise the training Institute and the Remand Home and remain as the Custodian of the inmates.
- f. To be responsible for the development planning and implementation of the programmes of the Institutions.

39. Deputy Director (District).

- a. To remain incharge of planning and developing and supervising of programmes of the Department of Social Services within the district.
- b. To remain incharge of all establishment and financial matters.
- c. To maintain contact and co-ordination with other Nation-building Department working in the district.
- d. To be responsible for inspection and Audit of all funds and to help Project Officers in formulation of schemes under the Department of Social Services.

40. Assistant Director (District)

- a. To assist the Deputy Director (Dist.) in matters of administration and supervision of all Social welfare programmes located in the District.
- b. To perform the functions of the Deputy Director (Dist.) in his absence.
- c. To prepare reports and returns in respect of the Social Welfare Programmes and submit the same to the concerned authority.
- d. To act as drawing and disbursing officer of the office of the District Headquarters on behalf of the Deputy Director (Dist.).
- e. To perform any other duties as may be assigned to him by higher authority.

41. Deputy Director

(Registration and Control of Voluntary Agencies)

- a. To assist the Additional Director (Community-based Services) in matters of Registration and control of Voluntary Agencies both local and foreign at the National level.
- b. To assist the Additional Director in formulating policy on matters relating to supervision and control of Voluntary Agencies.
- c. To deal with matters relating to inspection and audit of Voluntary Agencies.
- d. To assist the Additional Director in all matters relating to the National Council of Social Welfare and Grants-in-aid Programme of the Department of Social Services.

- e. To prepare reports and returns about the activities of Voluntary Social Welfare Agencies and utilization of Grants-in-aid fund.
- f. To assist the Additional Director in matters relating to coordination of the activities of the Voluntary Agencies and evaluation of their programmes.
- g. Any other duties as may be assigned by the Director/Additional Director.

42. Assistant Director

(Registration and Control of Foreign Agencies)

- a. To assist the Director through the Deputy Director in all matters relating to processing of Registration of Foreign Voluntary Agencies in accordance with the provisions of the relevant Act.
- b. To be responsible for maintenance of records/documents etc. relating to the Foreign Voluntary Agencies.
- c. To maintain liaison with Government/Ministries/Departments and other Non-government Agencies.
- d. To be responsible for preparation of reports/returns in respect of the Foreign Voluntary Agencies.
- e. Any other duties as may be assigned by the Deputy Director.
- f. To be responsible for preparation of reports/returns on the subject/functions assigned.
- g. Any other duties as may be assigned by the Deputy Director/Director.

43. Manager

(National Beggars Rehabilitation Centre, Dhaka)

- a. To be responsible for overall administration and establishment matters of the above.
- b. To work as Drawing and Disbursing Officer.
- c. To arrange vocational training facilities for the inmates and to take effective steps for their rehabilitation in the society through employment.
- d. To conduct survey and research on the problems of the Vagrants.
- e. To be responsible for preparation and submission of reports and returns of the programmes.
- f. To help the Director/Addl. Directors in formulating the policy on matter relating to the control of Vagrancy in the country.

44. Accounts Officer

- a. To scrutinize the proposal for allotment and sanction.
- b. To check the Bills.
- c. To scrutinize arrear claims.
- d. To scrutinize Pension papers, Benevolent paper, Group Insurance papers, etc.
- e. To verify various accounts.
- f. To pass Bills.
- g. To act as the Drawing and Disbursing Officer.
- h. To inspect and audit Government fund.
- i. Any other duties as may be assigned by the Deputy Director/Addl. Director.

45. Statistician

- a. To conduct evaluation both external and internal on the on-going Social Welfare Programme by preparing design and questionnaire.
- b. To conduct programme-based survey and to make report by collection of data through inquiry, assimilation of collected data, finding out the errors, omission and mistakes, classification, tabulation and interpretation of statistics.
- c. To collect and prepare required Assembly questions and report thereof.

46. Magistrate,**Juvenile Court, Tongi**

- a. To try the cases of the juvenile and youthful offenders referred to the juvenile Court as per the provisions of Bangladesh Children's Act, 1974.
- b. To prepare reports and returns in respect of the cases tried and disposed of by the Juvenile Court and submit those to the concerned authority.
- c. To initiate financial proposals on different matters regarding the administration and functioning of the Juvenile Court.
- d. To supervise and administer the personnel attached to the Juvenile Court.

47. Superintendent (AD),**(PH Centre)**

- a. To act as the Head of PH Centre.
- b. To be in charge of administration, establishment and financial matters of the centre.

- c. To be responsible for administration, supervision and control of the Blind's and Deaf's School and Integrated educational programme for the blind children located within the Division.
- d. To act as controlling officer in respect of non-gazetted employees of the Institution mentioned under item (c).
- e. To perform any other duties that may be assigned to him by higher authorities.

**48. Superintendent (AD),
(Sarkari Shishu Sadan)**

- a. To act as the Head of the Institution under his direct charge.
- b. To be responsible for planning programme development, administration and supervision of the Sarkari Shishu Sadan under his direct charge and all other Sarkari Shishu Sadan located within the Division/Region.
- c. To act as the Drawing and Disbursing Officer in respect of the Sadan under his direct charge.
- d. To perform any other duties that may be assigned to him by higher authorities from time to time.

**49. Production Superintendent
(Vocational Training and Production Centre for [Destitute, Dattapara, Tongi])**

- a. To act as the Head of the Centre under his charge.
- b. To be responsible for administration and supervision of programmes of the Centre under his charge.
- c. To be responsible for planning and programme development of the centre.
- d. To prepare syllabus, organise and conduct training programmes for the poor and destitute women as per need.
- e. To organise and run production centre for the trained women attached to the centre.
- f. To arrange marketing facilities for the products of the centre.
- g. To make endeavour for socio-economic rehabilitation of the trained women.

STATE OF CLASS-I OFFICER
DEPARTMENT OF SOCIAL WELFARE

Sl. No.	Name of Officer with Designation (Class-I Officer only).	Date of birth.	Date of appointment as Class-I Officer.	Date of joining the present post.	Remarks.
1	Lt. Col. Gazi Sirajul Islam (Rtd), Administrator.	14-12-1943	29-7-1962	30-8-1983	
2	Director.				Vacant.
3	Mr. Abdul Mannan, Additional Director.	1-12-1930	12-2-1962	26-4-1983	On deputation from Establishment Division.
4	Mr. Nazrul Islam Siddiquee, Additional Director.	30-11-1939	1-7-1964	1-9-1982	On deputation from Establishment Division.
5	Mr. Kabiruddin Sarker, Additional Director.	30-11-1930	18-8-1967	1-12-1980	
6	Mr. Nurul Islam Khan, Deputy Director.	2-9-1936	18-8-1967	4-6-1973	On deputation to UN High Commission for Refugees in Geneva for a period of 3 years.
7	Mr. Md. Shamsul Hoque, Deputy Director.	4-1-1935	12-10-1970	17-3-1977	
8	Mr. Harun-ur-Rashid, Deputy Director.	3-4-1945	1-8-1971	18-3-1977	Substantive appointment.
9	Mrs. Tahera Shafiq, Deputy Director.	29-7-1931	7-2-1973	4-6-1977	
10	Mrs. Kazi Shamsun, Deputy Director.	1-11-1930	7-2-1973	4-6-1977	
11	Mr. A. M. Shafiq-ul-Hoque, Deputy Director.	12-2-1934	7-2-1973	4-6-1977	
12	Mr. Sk. Neyamat Ali, Deputy Director.	4-7-1935	7-2-1973	20-1-1978	On deputation to SOS International.
13	Mr. Mohammad Ali, Deputy Director.	4-5-1935	7-2-1973	20-1-1978	
14	Mrs. Marium Khatoon, Deputy Director.	17-12-1935	6-2-1973	23-8-1979	
15	Mrs. Aksirunnessa, Deputy Director.	31-10-1939	28-12-1974	23-8-1979	
16	Mr. Md. Azizur Rahman, Deputy Director.	31-5-1935	7 2 1973	23-8-1979	

Sl. No.	Name of Officer with Designation (Class-I Officer only).	Date of birth.	Date of appointment as Class-I Officer.	Date of joining the present post.	Remarks.
17	Mrs. Falak Ara Begum, Deputy Director.	16-7-1934	10-9-1977	10-2-1981	
18	Mr. Zillur Rahman, Deputy Director.	1-4-1930	2-6-1973	23-8-1979	
19	Mr. A.M.B. Rafiqul Alam, Deputy Director.	1-12-1940	17-9-1977	10-2-1981	
20	Mr. Abdul Matin Khandaker, Deputy Director.	2-1-1939	10-9-1977	10-2-1981	
21	Mr. Syed Akmal Ali, Deputy Director.	1-3-1938	22-5-1975	10-2-1981	
22	Mrs. R.A. Jahan Ara Begum, Deputy Director.	25-5-1939	10-9-1977	10-2-1981	
23	Mr. Abdur Rob, Deputy Director.	30-9-1934	10-9-1977	7-8-1981	
24	Mr. Saroj Kumar Mondal, Deputy Director.	1-9-1935	6-6-1975	1-9-1981	
25	Mr. S. M. Deb, District Social Welfare Officer.	14-2-1934	10-9-1977	10-9-1977	
26	Mrs. Nurjahan Begum, Assistant Director.	17-1-1939	10-9-1977	10-9-1977	
27	Mrs. Begum Hosne Ara, Assistant Director.	21-10-1939	10-9-1977	10-9-1977	
28	Mrs. Jamila Khatoon, Assistant Director.	25-9-1939	10-9-1977	10-9-1977	
29	Mrs. Saleha Kashem, Assistant Director.	4-8-1939	10-9-1977	10-9-1977	
30	Mr. Momtazuddin Dhali, Assistant Director.	1-1-1937	10-9-1977	10-9-1977	
31	Mr. Md. Ismail Hossain Mondal District Social Welfare Officer.	1-1-1937	10-9-1977	10-9-1977	
32	Mrs. Abeda Chowdhury, Assistant Director.	1-3-1926	10-9-1977	10-9-1977	
33	Mr. Fakir Ahmed, Assistant Director.	1-11-1936	10-9-1977	10-9-1977	
34	Mr. Md. Shamsuzzaman, District Social Welfare Officer.	1-1-1939	10-9-1977	10-9-1977	
35	Mrs. Hosne Ara Chowdhury (Islam), Assistant Director.	8-1-1939	10-9-1977	10-9-1977	
36	Mrs. Hasina Khatoon, Assistant Director.	27-10-1938	10-9-1977	10-9-1977	

Sl. No.	Name of Officer with Designation (Class-I Officer only).	Date of birth.	Date of appointment as Class-I Officer.	Date of joining the present post.	Remarks.
37	Mrs. Salma Chowdhury, Chief Probation Officer.	18-7-1937	10-9-1977	10-9-1977	
38	Mrs. Fazilatun Nessa, Assistant Director.	10-8-1927	10-9-1977	10-9-1977	
39	Mrs. Amena Khatoun, Assistant Director.	8-4-1937	10-9-1977	10-9-1977	
40	Mrs. Sazeda Begum, Assistant Director.	1-11-1935	10-9-1977	10-9-1977	
41	Mr. Abdul Motaleb, Assistant Director.	11-7-1939	10-9-1977	10-9-1977	
42	Mr. S. M. Jahangir Haider, Assistant Director, (Vice-Principal).	1-1-1935	10-9-1977	10-9-1977	
43	Mr. A. N. M. Aminul Islam, Assistant Director.	2-2-1936	10-9-1977	10-9-1977	
44	Mr. Mohiuddin Khan, District Social Welfare Officer.	1-1-1941	10-9-1977	10-9-1977	
45	Mrs. Hosne Ara Ali, Assistant Director.	10-10-1940	10-9-1977	10-9-1977	
46	Mrs. Salma Rizvi, Assistant Director.	1-3-1940	10-9-1977	10-9-1977	
47	Mrs. Hosne Ara Latif, Chief Medical Social Worker.	31-5-1940	10-9-1977	10-9-1977	
48	Mr. Shahabuddin Ahmed, Superintendent, (Correction Services).	13-1-1936	10-9-1977	10-9-1977	
49	Mr. Abdur Rahim, District Social Welfare Officer.	28-2-1936	10-9-1977	10-9-1977	
50	Mr. Abdur Rashid, Assistant Director.	28-12-1937	10-9-1977	10-9-1977	
51	Mrs. Nilufar Begum, Rehabilitation Officer.	22-3-1941	10-9-1977	10-9-1977	
52	Mr. M. A. Wazed, Assistant Director.	17-9-1933	10-9-1977	10-9-1977	
53	Mrs. Shaheen Sultana, Principal.	1-3-1941	10-9-19177	10-9-1977	
54	Mr. A. S. M. Nurullah, Placement Officer.	12-1-1936	10-9-1977	10-9-1977	On deputation to Finish Free Mission.
55	Mr. Golam Mostafa Miah, Controller of Vagrancy.	7-3-1937	10-9-1977	10-9-1977	

Sl. No.	Name of Officer with Designation (Class-I Officer only).	Date of birth.	Date of appointment as Class-I Officer.	Date of joining the present post.	Remarks.
56	Mrs. Nurun Nahar, Assistant Director.	4-4-1940	10-9-1977	10-9-1977	
57	Mr. Nurul Islam Khan, Principal.	6-6-1941	11-4-1981	11-4-1981	
58	Mr. A. N. M. Abdul Hakim, Assistant Director.	1-1-1936	20-1-1980	20-1-1980	
59	Mr. Abdul Hai, Placement Officer.	29-1-1935	20-1-1980	20-1-1980	
60	Mr. Golam Mowla, Assistant Director.	31-12-1939	20-1-1980	20-1-1980	
61	Mr. Mofizuddin, Assistant Director.	1-9-1938	20-1-1980	20-1-1980	
62	Mr. Syed Ahmed, District Social Welfare Officer.	31-12-1939	20-1-1980	20-1-1980	
63	Mr. Serajul Islam Chowdhury, Assistant Director.	7-12-1938	4-6-1981	4-6-1981	
64	Mr. Ali Akbar, District Social Welfare Officer.	7-1-1935	20-1-1980	20-1-1980	
65	Mr. Md. Afazuddin Khan, Assistant Director.	28-3-1937	20-1-1980	20-1-1980	
66	Mr. Abdul Matin, District Social Welfare Officer.	20-1-1938	20-1-1980	20-1-1980	
67	Mr. Nurul Islam Bhuyan, Assistant Director (Logistic).	2-1-1940	20-1-1980	20-1-1980	
68	Mrs. Anisa Khatoon, Assistant Director.	14-8-1934	10-9-1977	10-9-1977	
69	Mr. A. Q. M. Alauddin, Assistant Director.	1-3-1940	11-4-1981	11-4-1981	
70	Mr. Shamsul Hoque, Deputy Director.	1-1-1937	23-3-1981	23-3-1981	
71	Mr. Mir Jafar, District Social Welfare Officer.	22-12-1940	11-4-1981	11-4-1981	
72	Mrs. Rowshan Ara Begum, Senior Instructor.	20-1-1941	9-7-1981	9-7-1981	
73	Mr. Aminur Rasul, District Social Welfare Officer.	14-8-1942	9-7-1981	9-7-1981	
74	Mr. Abdur Razzaque, District Social Welfare Officer.	31-12-1937	9-7-1981	9-7-1981	
75	Mrs. Rahima Khatoon, Assistant Director.	18-5-1938	9-7-1981	9-7-1981	

Sl. No.	Name of Officer with Designation, (Class-I Officer only).	Date of birth.	Date of appointment as Class-I Officer.	Date of joining the present post.	Remarks.
76	Mr. Abdul Motaleb, District Social Welfare Officer.	1-3-1936	20-1-1981	20-1-1981	
77	Mr. Abdus Samad, Assistant Director (Admn.).	10-11-1935	1-7-1977	1-7-1977	
78	Mr. Abdul Mannan, Statistician.	1-1-1952	9-5-1975	9-5-1975	
79	Mr. Matiur Rahman, Statistician.	1-9-1948	30-4-1974	30-4-1974	

STATEMENT OF TRANSPORT
DEPARTMENT OF SOCIAL SERVICES

Sl. No.	Registration No.	Type of vehicle.	State of Serviceability.	Users.	Source.	Whole-time use, if any.	Remarks.
1	2	3	4	5	6	7	8
1	Dhaka GA-9891	.. Car	Running	Director	Purchased by the Department.	..	
2	Dhaka GA-9736	.. Car	Do.	Office duty (Pool)	Do.	..	
3	Dhaka GA-9901	Car	Do.	Supervision of Youth Service Projects.	Do.	..	
4	Dhaka GA-5988	.. Car	Do.	Supervision of U.C.D. Programme.	Do.	..	
5	Dhaka GA-8906	.. Jeep	Do.	Publication and Public Relation Officer.	Do.	..	
6	Dhaka GA-9234	.. Car	Do.	Supervision of Institutional Programmes.	Do.	..	
7	Dhaka GA-9709	.. Car	Do.	Supervision of R. S. S. Programmes.	Do.	..	
8	Dhaka CHA-1140	.. Microbus	Do.	Ditto	Do.	..	Used as part-time transport by 10 officers for journeys from Residence to office on payment basis.
9	Dhaka GA-6834	.. Car	Not running	National Academy for Social Welfare.	Do.	..	

10	Dhaka GA-974	..	Car	Running	UNICEF CELL	Programme assistance from UNICEF.	..
11	Dhaka GA-1142	..	Microbus	Do.	Being used in Blind Training Rehabilitation Centre, Tongi for transportation of Blind trainees to and from different mills and factories etc.	Programme assistance from Tere-Des Homes, The Ne-therland.	..
12	Dhaka KA-9451		Jeep	Not running	Ditto	Purchased by the Department.	.. Repairable.
13	Dhaka KA-7551	..	Cinema Van	Do.	Projection of documentary films pertaining to Social Welfare.	Programme assistance by UNTAB.	.. Do.
14	Dhaka GA-251	..	Coaster	Running	For transportation of Non-Resident Blind and Deaf students to and from P.H. Centre, Dhaka.	Donated by the Prime Minister in 1973.	..
15	Dhaka CHA-901	..	Microbus	Do.	For supervision of Mothers Club (World Bank Programmes).	Purchased by the Department.	..
16	Dhaka CHA-1274		Microbus	Do.	Being used by the Institute for Correctional Services, Tongi for transportation of Children.	Ditto	..
17	Dhaka CHA-1452	..	Microbus	Not running	National Academy for Social Welfare.	Ditto	.. Repairable.
18	Dhaka JA-2429	..	Jeep	Running	Ditto	Programme assistance from UNICEF.	..
19	Dhaka DA-2531	..	Truck	Do.	For distribution of UNICEF equipments and materials to various projects of this Department throughout the country.	Ditto	..

Sl. No.	Registration No.	Type of vehicle.	State of Serviceability.	Users.	Source.	Details of Whole-time use, if any.	Remarks.
1	2	3	4	5	6	7	78
20	Dhaka GA-7233	.. Car	Running	For general duties (Pool)	Purchased the by Department.
21	JAS-63-263	Jeep	Do.	National Academy for Social Welfare.	Programme assistance from IUCW.
22	Dhaka CHA-1275	.. Microbus	Not running	Supervision of Programme on Population Activities out of School Youths.	Purchased by the Department.	..	Repairable.
23	Dhaka GA-6668	.. Car	Do.	Miscellaneous duties (Pool)	Ditto	..	Do.
24	Dhaka GA-9761	.. Car	Do.	For use in the Planning Cell.	Ditto	..	Do.
25	Dhaka CHA-2794	.. Jeep	Do.	Supervision of construction work of Destitute Childrens Rehabilitation Project, Konabari (Joydevpur).	Programme assistance from UNICEF.	..	Do.
26	Dhaka GHA-221	.. Car	Do.	For supervision of Institutional Programmes.	Purchased by the Department.	..	Do.
27	SAS 65-178	.. Land Rover	Do.	Supervision of Vagrancy Programmes.	Programme assistance from IUCW.	..	Do.
28	SAS-65-181	.. Microbus	Do.	For supervision of Medical and Probation Programmes.	Ditto.	..	Do.

Division :		FIELD (Division)		
29	Dhaka Cha-904 ..	Colt Microbus	Off-road	Deputy Director
30	Khulna Cha-903 ..	Do.	Running	Do.
31	Chittagong Cha-900	Do.	Do.	Do.
32	Rajshahi Cha-902 ..	Do.	Do.	Do.
District :				
33	For 19 Districts 1 x 19 = 19.	Mitsubishi Diesel Jeep.	Do.	District Social Services Officer.
		Summary H.Q.		UNICEF
		(1) Car	..	12
		(2) Jeep	..	25
		(3) Microbus	..	11
		(4) Cinema Van	..	1
		(5) Coaster	..	1
		(6) Truck	..	1
		Total	..	51
			..	Supervision.
			..	Supervision.
			..	Supervision.
			..	Do.
			..	Do.

FUNCTIONS:

7. To take steps for controlling Vagrancy and Rehabilitation of Vagrants.
8. To run Youth Welfare Activities (excluding youth hostels).
9. To organise youth festivals, camp work etc.
10. To organise programmes for Prevention of Juvenile Delinquency and After-Care-Programmes.
11. To conduct survey and research and organise seminar etc.on social welfare and related matters.
12. To register and control of Voluntary Social Welfare Agencies, both local and non-local.

[illegible]

(80. & NATIONAL LEVEL INSTITUTIONS)

Sr. No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director General	-	-	1
2.	Director/Administrator	2	2	3
3.	Addl. Director	3	3	3
4.	Deputy Director	1	1	8
5.	Principal (DD)	1	1	1
6.	Vice Principal	1	1	1
7.	Asstt. Director/Equivalent	18	17	21
8.	Superintendent (DD)	1	1	1
9.	Economist	2	-	-
10.	Statistician	2	-	-
11.	Manager (AD)	1	1	2
12.	Rehabilitation & Placement Officer	1	-	-
13.	Magistrate	2	1	1
14.	Publication Officer	1	-	-
15.	Public Relation Officer	1	-	-
16.	Designer	-	-	-
17.	Research Officer	1	-	-
18.	Accounts Officer	-	-	1
	Class - I	45	27	45
	Class - II	34	24	29
	Class-III	246	218	148
	Class- IV	148	148	110
	TOTAL TOTAL	473	427	329

1. Department of Social Services has got
12 x Car, 25 x Jeep, 1 x Microbus, 1 x Cinema
Van, 1 x Coaster and 1 x Truck.
The following are authorised:

<u>For Headquarters</u>	<u>For Field Offices</u>
a. 4 x Car (12 B.G., 3rd Director)	a. 4x Microbus (4x MLI)
b. 4 x Jeep (Adm. duty)	b. 4x Microbus (4x PWT Centre)
c. 3 x Microbus (Adm. duty)	c. 1x Coaster (Adm. duty)
d. 1 x Cinema Van	d. 1x Truck
	e. 22x Jeep (11 in Office)

2. The remaining 8x Car will be deposited with the Directorate of Govt. Transport. 1x Jeep (Diesel) to be procured.

3. Private Use of transport on payment will be strictly as per latest instruction issued by the Government.

4. ~~Air-conditioning/Air-cooler~~
The existing 1x Air-conditioner is authorised.

Major equipment:

5. The Department is holding 375x Typewriter, 9x Duplicating machine, 12x Calculating Machine, 12x Plain Paper copier, 2x Tape Recorder and 2x Electric Stencil Cutter.
The following equipment are authorised:

a. 570 x Typewriter	
b. 9 x Duplicating Machine	
c. 12 x Calculating Machine	
d. 3 x Plain Paper Copier	
e. 2 x Tape Recorder	
f. 2 x Electric Stencil Cutter	

6. The Department of Printing, Stationery, Forms & Publications will issue 195x Typewriter to the Department of Social Services. The Department of Social Services will deposit 1x Plain Paper copier to the Department of Printing, Stationery, Forms & Publications. 1x Electric Stencil Cutter

Miscellaneous Points

7. Union Social Service Centre (USSC) will be organised to carry out the functions of Rural Social Services (RSS).

8. Required number of MGS may be employed on Farash/Jamadar/Headman/Guard out.

DEVIATIONS	
LI	National Level Institutions
30	Social Services Officer
4	Voluntary Agencies
15	Institute of Correctional Services

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

[illegible]

[illegible]

[illegible]

[illegible]

NUMBER OF VOLUMES

DEPARTMENT OF SOCIAL SERVICES

STATEMENT OF PERSONNEL

(After Revision/Reorganisation)

Sl. No.	Name of the post/designation.	Deptt. of Social Services.		Revised.	Remarks.
		Sanctioned.	Posted.		
1	2	3	4	5	6
Class-I					
1	Director General	1	
2	Director/Administrator ..	2	2	3	
3	Additional Director	3	3	3	
4	Deputy Director	11	11	29	
5	Principal (DD)	1	1	1	
6	Assistant Director/equivalents ..	50	40	42	
7	Superintendent (ICS)	1	1	1	
8	Vice-Principal, National Academy of Social Welfare.	1	1	1	
9	Research Officer	1	
10	Production Superintendent (AD) ..	1	1	1	
11	Manager (AD)	1	1	2	
12	Placement and Rehabilitation Officer	2	1	1	
13	Superintendent (AD) (P.H.)	4	(In lieu of 4 Class-II Officers).
14	Superintendent (AD) (SSS)	4	(in lieu of 16 Class-II Officers).
15	Magistrate (ICS), Tongi	1	1	1	
16	Economist	2	
17	Statistician	2	1	1	
18	Accounts Officer	1	(In lieu of 3 Class-II Officers).
Class-I Total ..		79	64	96	

Sl. No.	Name of the post/designation.	Deptt. of Social Services.		Revised.	Remarks.
		Sanctioned.	Posted.		
1	2	3	4	5	6
Class-II					
1	Social Service Officer (MSS) ..	121	88	30	
2	Social Service Officer (HSS) ..	38	38	39	
3	Social Service Officer (SSW) ..	10	10	..	
4	Social Service Officer (VA & Regn.)	5	4	23	
5	Social Service Officer (Youth Welfare)	20	14	..	
6	Probation Officer	21	21	21	
7	Probation Officer (ICS), Tongi ..	2	2	1	
8	Assistant Superintendent (ICS), Tongi	2	2	1	
9	Social Case Worker, Tongi ..	4	4	4	
10	Research and Publication Officer	1	1	1	
11	Liaison Officer	1	1	1	
12	Assistant Publication Officer ..	1	
13	Assistant Public Relation Officer	1	
14	Upazila Social Service Officer (SSO)	136	136	402	(Will perform the duties of Youth Officer and Youth Service).
15	Thana Youth Officer	38	31	..	
16	Lecturer (SWITC)	3	3	3	
17	Deputy Superintendent (SSO), Baby Home.	3	2	3	
18	Deputy Superintendent (SSO), Day Care.	1	1	1	
19	Deputy Production Superintendent	1	
20	Deputy Superintendent (SSS & CPC) (Ex-Superintendent).	78	76	58	
21	Deputy Superintendent (SEC) ..	2	2	2	
22	Deputy Assistant Director ..	24	24	..	
23	Assistant Manager (SSO, PH) ..	1	1	1	
24	Assistant Manager (SSO) Vagrants Home).	2	2	1	

Sl. No.	Name of the post/designation.	Deptt. of Social Services.		Revised.	Remarks.
		Sanctioned.	Posted.		
1	2	3	4	5	6
25	Administrative Officer ..	1	1	1	
26	Accounts Officer	3	2	..	Upgraded as Class-I for DSS.
27	Store Officer	1	1	1	
28	Artist	1	..	1	
29	Camerman (Movie and Still) ..	2	..	2	
30	Assistant Designer-cum-Quality Control Officer. ..	1	..	1	
31	Administrative-cum-Junior Accounts Officer.	22	(One for Headquarters and 21 for District).
32	Headmaster (Deaf and Blind) ..	12	11	12	
33	Works Manager	4	2	..	
34	Prosecution Officer (ICS) ..	1	..	1	
35	Instructor for Home Economics, Prevocational Training Centre.	1	(Graduate holder in Home Economics, Upgraded to Class-II).
36	Social Service Officer (Orph.)	1	
37	Manager-cum-Foreman	1	(Upgraded to Class-II)
38	Social Welfare Organiser (RO)	4	
39	Audit Officer	1	
Total Class-II ..		542	480	641	
Total Class-I ..		79	64	96	
Total Class-II ..		542	480	641	
Total Class-III ..		3,001	2,734	3,099	
Total Class-IV ..		1,519	1,374	1,088	
Grand Total ..		5,141	4,652	4,924	

LIST OF UNIONS OF 402 UPAZILAS FOR RE-EMPLOYMENT RSS PROGRAMMES

Sl. No.	Name of Union.	Name of Thana.	District.
1	2	3	4
CHITTAGONG DIVISION			
1	Balipara ..	Ruma ..	Bandarban.
2	Rowangchari ..	Rowangchari ..	Do.
3	Thanchi Union ..	Thanchi ..	Do.
4	Ali Kadam Union ..	Ali Kadam ..	Do.
5	Naikhyongchari Union ..	Naikhyongchari ..	Do.
6	Baisari ..	Baisari ..	Do.
7	Belaichari ..	Belaichari ..	Chittagong Hill Tracts.
8	Ghilachari ..	Chandraghona ..	Do.
9	Rajasthali ..	Rajasthali ..	Do.
10	Farua ..	Farua ..	Do.
11	Chotomerung ..	Dighinala ..	Do.
12	Mohalchari ..	Mohalchari ..	Do.
13	Panchari ..	Panchari ..	Do.
14	Manikchhari ..	Manikchari ..	Do.
15	Matiranga ..	Matiranga ..	Do.
16	Guimara ..	Guimara ..	Do.
17	Lakshmichari ..	Lakshmichari ..	Do.
18	Bagaichari ..	Bagaichari ..	Do.
19	Dumdumya ..	Barkal ..	Do.
20	Kawkhali ..	Kawkhali (Betbunia) ..	Do.
21	Juraichari ..	Juraichari ..	Do.
22	Bagachatar ..	Langadu ..	Do.
23	Naniarchar ..	Naniarchar ..	Do.
24	Sajek ..	Sajek ..	Do.
25	Paindang ..	Fatikchari ..	Chittagong.
26	Karerhat ..	Mirshari ..	Do.
27	Hosnabad ..	Rangunia ..	Do.
28	Sultanpur ..	Rawzan ..	Do.

Sl. No.	Name of Union.	Name of Thana.	District.
1	2	3	4
29	Mushapur ..	Sandwip ..	Chittagong.
30	Battali ..	Anwara ..	Do.
31	Pukuria ..	Banshkhali ..	Do.
32	Amuchia ..	Boalkhali ..	Do.
33	Hashimpur ..	Chandanaish ..	Do.
34	Lohagara ..	Lohagara ..	Do.
35	Mohasari ..	Patiya ..	Do.
36	Adhunagar ..	Satkania ..	Do.
37	Harbong ..	Chhokaria ..	Do.
38	Baragope ..	Kutubdia ..	Do.
39	Shaplapur ..	Moheshkhali ..	Do.
40	Idgor ..	Ramu ..	Do.
41	Subrang ..	Teknaf ..	Do.
42	Palongkhali ..	Ukhia ..	Do.
43	Burirchar ..	Hathazari ..	Do.
44	Salimpur ..	Sitakunda ..	Do.
45	Akhaura (N) ..	Akhaura ..	Comilla.
46	Kuti ..	Kashba ..	Do.
47	North Barikangi ..	Nabinagar ..	Do.
48	Gokarna ..	Nasirnagar ..	Do.
49	Churta ..	Sarail ..	Do.
50	Saifullakandi (East) ..	Bancharampur ..	Do.
51	Subitpur ..	Faridganj ..	Do.
52	Rajargaon (S) ..	Hajiganj ..	Do.
53	North Kachua ..	Kachua ..	Do.
54	Islampur ..	Matlab ..	Do.
55	Shaharasti ..	Shaharasti ..	Do.
56	East Chandina ..	Chandina ..	Do.
57	Mojidpur ..	Daudkandi ..	Do.
58	Gunaighar (South) ..	Debidwar ..	Do.
59	Nilakhi ..	Homna ..	Do.

Sl. No.	Name of Union.	Name of Thana.	District.
1	2	3	4
60	South Paharpur Muradnagar Comilla.
61	Galimpur Barura Do.
62	Madhabpur Brahmanpara Do.
63	Bharella Burichang Do.
64	Satbaria Chouddagram Do.
65	Nangalkot Nangalkot Do.
66	Adra Laksham Do.
67	Gopalpur Chhagalnaiya Noakhali.
68	Daganbhuiya Daganbhuiya Do.
69	Fulgasi Fulgazi Do.
70	Mirzanagar Parshuram Do.
71	Amirabad Sonagazi Do.
72	Keroa Raipur Do.
73	Khilpara Ramganj Do.
74	Char Alexander Ramgati Do.
75	Tamaruddin Hatiya Do.
76	Alayarpur Begumganj Do.
77	Chatkhil Chatkhil Do.
78	Rampur Companyganj Do.
79	Mohammadpur Senbagh Do.
80	Shibpassa Ajmiriganj Sylhet
81	Mirpur Bahubal Do.
82	Sujatpur Baniachong Do.
83	Ranigaon Chunarughat Do.
84	Bamai Lakhai Do.
85	Bagasura Madhabpur Do.
86	Kurshi Nabigonj Do.
87	Kakailsee Kakailsee Do.
88	North Shabadpur Barlekha Do.
89	Alinagar Kamalganj Do.
90	Goalbari Kulaura Do.

Sl. No.	Name of Union.	Name of Thana.	District.
1	2	3	4
91	Mansernagar	Rajnagar	Sylhet.
92	Kalapur	Sreemangal	Do.
93	Kalkalia	Jagannathpur	Do.
94	Atgaon	Sulla	Do.
95	Charnarchar	Derai	Do.
96	Sachnabazar	Jamalganj	Do.
97	Balihuri	Tarirpur	Do.
98	Joysree	Dharampasha	Do.
99	Dularbazar	Chhatak	Do.
100	Mannargaon	Duwarabazar	Do.
101	Chanardair	Maddanagar	Do.
102	Lamakazi	Biswanath	Do.
103	Nandirgaon	Gowainghat	Do.
104	Saidpur	Balganj	Do.
105	Maisgaon	Fenchuganj	Do.
106	Bhaswer	Golapgonj	Do.
107	Mollahpur	Beanibazar	Do.
108	Biroaree	Zakigonj	Do.
109	Rajgonj	Kanaighat	Do.
110	Darbost	Jayntiapur	Do.
111	Biswambarpur	Biswambarpur	Do.

DHAKA DIVISION

112	Bachamara	Daulatpur	Dhaka.
113	Singajuri	Ghior	Do.
114	Baraid	Shibalaya	Do.
115	Baliati	Saturia	Do.
116	Gopinathpur	Harirampur	Do.
117	Talebpur	Singair	Do.
118	Kushumhati	Dohar	Do.
119	Boxnagar	Nawabganj	Do.
120	Shombagh	Dhamrai	Do.

Sl. No. 1	Name of Union. 2	Name of Thana. 3	District. 4
121	Rohitpur Keraniganj Dhaka ..
122	Baluchar Sirajdikhan Do. ..
123	Bhagyakul Sreenagar Do. ..
124	Khidirpara Lohajong Do. ..
125	Betka Tangibari Do. ..
126	Bhaberchar Gasaria Do. ..
127	Chandanbari Monohardi Do. ..
128	Masimpur Shibpur Do. ..
129	Alipura Raipura Do. ..
130	Palash Palash Do. ..
131	Belaboo Belaboo Do. ..
132	Mirjanagar Rugganj Do. ..
133	Kalapaharia Araihaaz Do. ..
134	Aminpur Baidderbazar Do. ..
135	Lalagachia Bandar Do. ..
136	Godnail Siddergonj Do. ..
137	Baktabali Fatulla Do. ..
138	Rajabari Sreepur Do. ..
139	Sutrapur Kaliakoir Do. ..
140	Pathalia Savar Do. ..
141	Chandpur Kapashia Do. ..
142	Charsindur Kaligonj Do. ..
143	Ujani Mukshedpur Faridpur ..
144	Sajail Kashiani Do. ..
145	Ghagore Kotailpara Do. ..
146	Barni Tongipara Do. ..
147	Mathabarerchar Shibchar Do. ..
148	Bajitpur Rajoir Do. ..
149	Nabagram Kalkini Do. ..
150	Rudrakar Palong Do. ..

Sr. No.	Name of Union.	Name of Thana.	District.
1	2	3	4
151	Joynagar Janzira Faridpur.
152	Chamta Naria Do.
153	Shakipur Bhedergonj Do.
154	Kodalpur Goshairhat Do.
155	Dhanakati Damuddya Do.
156	Madhukhali Boalmari Do.
157	Gopalpur Alfadanga Do.
158	Dangi Nagarkanda Do.
159	Nasirabad Bangha Do.
160	Narikelbaria Sadarpur Do.
161	Gasirtek Charbhadrasan Do.
162	Majbari Pangsha Do.
163	Narua Baliakandi Do.
164	Usanchar Goalundaghat Do.
165	Nilakhia Dewangonj Jamalpur.
166	Goalarchar Islampur Do.
167	Duamut Melandha Do.
168	Baliajori Madargonj Do.
169	Satpoa Sarishabari Do.
170	No. 3 Narishimul Sreebordi Do.
171	Ramchandrapur Nalitabari Do.
172	Chandrakona Nakla Do.
173	Jhinaigathi Jhinaigathi Do.
174	Bakshigonj Bakshigonj Do.
175	Bahadurabad Bahadurabad Do.
176	Bildora Haluaghat Mymensingh.
177	Sidhla Fulpur Do.
178	Shahagi Iswargonj Do.
179	Bahadurpur Nandail Do.
180	Kashimpur Muktagacha Do.
181	Bogta Fulbaria Do.

Sl. No.	Name of Union.	Name of Thana.	District.
1	2	3	4
182	Mallickbari Bhaluka Mymensingh.
183	Balipara Trishal Do.
184	Datterbazar Gaffargaon Do.
185	Araibaria Hossainpur Do.
186	Sokia Pakundia Do.
187	Banagaram Katiadi Do.
188	Osmanpur Kuliarchar Do.
189	Simulkandi Bhairab Do.
190	Nalimpur Bajitpur Do.
191	Ghogra Nikli Do.
192	Joyka Karimgonj Do.
193	Mriga Itna Do.
194	Kalma Astagram Do.
195	Chandighar Durgapur Do.
196	Guatola Purbadhala Do.
197	Noapara Kendua Do.
198	Fatipur Modan Do.
199	Chakua Khaliajuri Do.
200	Tetulia Mohangonj Do.
201	Sukhari Atpara Do.
202	Shahata Barhatta Do.
203	Pogla Kalmakanda Do.
204	Sachail Tarail Do.
205	Mitamain Mitamain Do.
206	Dhubaura Dhubaura Do.
207	Atharabari Gouripur Do.
208	Suti Gopalpur Tangail.
209	Alokdia Madhupur Do.
210	Gabsara Bhuapur Do.
211	Rasulpur Ghatail Do.
212	Birbasundia Kalihati Do.

Sl. No.	Name of Union.	Name of Thana.	District.
1	2	3	4
213	Bharrah Nagarpur Tangail.
214	Jamurki Mirzapur Do.
215	Habla Basail Do.
216	Shakipur Shakipur Do.
217	Delduar Delduar Do.

KHULNA DIVISION

218	Batajore Gournadi Bakergonj.
219	Harinathpur Hizla Do.
220	Lata Mehendigonj Do.
221	Kazirchar Muladi Do.
222	Agailjhara Agailjhara Do.
223	Chanpasha Babugonj Do.
224	Niamati Bakergonj Do.
225	Gutia Uzirpur Do.
226	Bara Nanika Borhanuddin Do.
227	Nilkamal Charfession Do.
228	Uttarjoynagar Daulatkhan Do.
229	Kalma Lalmohan Do.
230	Sakuchia Manpura Do.
231	Chandpur Tazumuddin Do.
232	Aurabunia Kathalia Do.
233	Subitpur Nalchiti Do.
234	Saturia Rajapur Do.
235	Baishari Banaripara Do.
236	Gouripur Bandaria Do.
237	Parerhat Indorkani Do.
238	Sialkatho Kowkhali Do.
239	Tushkhali Matbaria Do.
240	Malikhali Nazirpur Do.
241	Idikuti Swarupkati Do.

Sl. No.	Name of Union.	Name of Thana.	District.
1	2	3	4
242	Bagutia ..	Abhoynagar ..	Jessore.
243	Dhalgram ..	Bagerpara ..	Do.
244	Shingajhuli ..	Chowgacha ..	Do.
245	Godkali ..	Jhikargacha ..	Do.
246	Khanpur ..	Mani Rampur ..	Do.
247	Sagardori ..	Keshabpur ..	Do.
248	Roghunathpur ..	Harinakunda ..	Do.
249	Kola ..	Kaligonj ..	Do.
250	Baluhar ..	Kotchandpur ..	Do.
251	Bashbaria ..	Maheshpur ..	Do.
252	Tribeni ..	Sailakopa ..	Do.
253	Nohata ..	Mohammadpur ..	Do.
254	Bunagati ..	Salikha ..	Do.
255	Kadirpara ..	Sreepur ..	Do.
256	Puralia ..	Kalia ..	Do.
257	Itna ..	Lohaghara ..	Do.
258	Chitalmari ..	Chitalmari ..	Khulna.
259	Mulghar ..	Fakirhat ..	Do.
260	Charbanjari ..	Kachua ..	Do.
261	Gawla ..	Mullarhat ..	Do.
262	Banagram ..	Morrelgonj ..	Do.
263	Hurka ..	Rampal ..	Do.
264	Damsagar ..	Sarankhola ..	Do.
265	Surkhali ..	Batiaghata ..	Do.
266	Chalna ..	Dacope ..	Do.
267	Rangpur ..	Dumuria ..	Do.
268	Raruli ..	Paikgacha ..	Do.
269	Bagali ..	Koyra ..	Do.
270	Damodar ..	Phultola ..	Do.
271	Sachiadaha ..	Terokhada ..	Do.
272	Dorgapur ..	Assasuni ..	Do.

Sl. No.	Name of Union.	Name of Thana.	District.
1	2	3	4
273	Parala ..	Devhata ..	Khulna.
274	Mararikhati ..	Kalaroya ..	Do.
275	Naim ..	Kaliganj ..	Do.
276	Godum ..	Shyamnagar ..	Do.
277	Tetala ..	Tala ..	Do.
278	Kumari ..	Alamdanga ..	Kushtia.
279	Bishnapur ..	Damurhuda ..	Do.
280	Uthali ..	Jibannagar ..	Do.
281	Khalika Kandi ..	Daulatpur ..	Do.
282	Dharumpur ..	Bheramara ..	Do.
283	Talbaria ..	Mirpur ..	Do.
284	Jagannathpur ..	Kumarkhali ..	Do.
285	Janipur ..	Khoksha ..	Do.
286	Khatoli ..	Gangni ..	Do.
287	Bibichini ..	Betagi ..	Patuakhali.
288	Khaltoli ..	Pathorghata ..	Do.
289	Deuatala ..	Bamna ..	Do.
290	Atharogachia ..	Amtoli ..	Do.
291	Daspara ..	Bhauphal ..	Do.
292	Alipura ..	Dashmina ..	Do.
293	Rangabali ..	Golachipa ..	Do.
294	Latachapli ..	Kalapara ..	Do.
295	Kakrabunka ..	Mirjaganj ..	Do.

RAJSHAHI DIVISION

296	Chompapur ..	Adamdighi ..	Bogra.
297	Gosai Bari ..	Dhunot ..	Do.
298	Gobindapur ..	Dhupchachia ..	Do.
299	Baliadhiangi ..	Gabtolli ..	Do.
300	Mancho ..	Kahaloo ..	Do.
301	Bhatra ..	Nandigram ..	Do.

Sl. No.	Name of Union.	Name of Thana.	District.
2	3	4	
302	Pakulla	Sariakandi	Bogra.
303	Garidaha	Sherpur	Do.
304	Deull	Shibganj	Do.
305	Sonatola	Sonatola	Do.
306	Sonamukhi	Akkelpur	Do.
307	Punat	Kalai	Do.
308	Dharongee	Panchbibi	Do.
309	Baratara	Khetlal	Do.
310	Banglabanda	Tetulia	Dinajpur.
311	Chandanbaria	Boda	Do.
312	Balarampur	Atowari	Do.
313	Parea	Baliadangi	Do.
314	Dharmagharh	Ranishonkail	Do.
315	Gedura	Haripur	Do.
316	Begunbari	Pirganj	Do.
317	Chilahati	Debiganj	Do.
318	Polashbari	Birganj	Do.
319	Atgaon	Bochaganj	Do.
320	Ranipukur	Biral	Do.
321	Sunderpur	Kharole	Do.
322	Alokhari	Khanshama	Do.
323	Satnola	Chiribandar	Do.
324	Chondipur	Parbotipur	Do.
325	Jatbari	Phulbari	Do.
326	Baoldar	Hakimpur	Do.
327	Jhanpur	Nawabganj	Do.
328	Singra	Ghoraghat	Do.
329	Birampur	Birampur	Do.
330	Subhogasa	Kazipur	Pabna.
331	Nolka	Royganj	Do.
332	Madchainagar	Tarash	Do.

Sl. No.	Name of Union.	Name of Thana.	District.
1	2	3	4
333	Salonga ..	Ullapara ..	Pabna.
334	Narina ..	Shajadpur ..	Do.
335	Omorpur ..	Chowhali ..	Do.
336	Rajapur ..	Belkuchi ..	Do.
337	Zamtoli ..	Kamarkhali ..	Do.
338	Neemayichora ..	Chatmoher ..	Do.
339	Lakshmiপুর ..	Atghoria ..	Do.
340	Salimpur ..	Iswardi ..	Do.
341	Dulai ..	Sujanagar ..	Do.
342	Zatshakhini ..	Bera ..	Do.
343	Raghnathpur (Ataikola) ..	Santhia ..	Do.
344	Bonoarinagar ..	Faridpur ..	Do.
345	Bongoora ..	Bongoora ..	Do.
346	Zahanpur ..	Dhamoirhat ..	Rajshahi.
347	Krishnowpur ..	Patnitola ..	Do.
348	Mithapur ..	Badolgachi ..	Do.
349	Hatur ..	Mahadebpur ..	Do.
350	Hazinagar ..	Niamatpur ..	Do.
351	Kolikapur ..	Mandha ..	Do.
352	Kasimpur ..	Raninagar ..	Do.
353	Maniari ..	Atrai ..	Do.
354	Pathari ..	Porsha ..	Do.
355	Bongabari ..	Gomastapur ..	Do.
356	Zambaria ..	Bholahat ..	Do.
357	Shabajpur ..	Shibganj ..	Do.
358	Nizampur ..	Nachole ..	Do.
359	Kolma ..	Tanore ..	Do.
360	Rishikule ..	Godagari ..	Do.
361	Monigram ..	Charghat ..	Do.
362	Putia ..	Putia ..	Do.
363	Zhaluka ..	Dhurgapur ..	Do.

Sl. No.	Name of Union.	Name of Thana.	District.
1	2	3	4
364	Shripur ..	Bagmara ..	Rajshahi.
365	Mangachi ..	Mohonpur ..	Do.
366	Doyarampur ..	Bagatipara ..	Do.
367	Arbab ..	Lalpur ..	Do.
368	Goari ..	Boraigram ..	Do.
369	Bayghat ..	Gurudaspur ..	Do.
370	Italey ..	Singra ..	Do.
371	Bagha ..	Bagha ..	Do.
372	Sapahar ..	Sapahar ..	Do.
373	Jorabari ..	Domar ..	Rangpur.
374	Kamarpukur ..	Saidpur ..	Do.
375	Garagram ..	Kishoregonj ..	Do.
376	Balagram ..	Jaldhaka ..	Do.
377	Gayabari ..	Dimla ..	Do.
378	Sreerampur ..	Patgram ..	Do.
379	Tongbanga ..	Hatibandha ..	Do.
380	Kamalabari ..	Kaligonj ..	Do.
381	Kalkanda ..	Gangachara ..	Do.
382	Ramnathpur ..	Badargonj ..	Do.
383	Haragach ..	Kaunia ..	Do.
384	Kandi ..	Pirgacha ..	Do.
385	Changmari ..	Mithapukur ..	Do.
386	Madankhali ..	Pirganj ..	Do.
387	Pathardobi ..	Bhurangamari ..	Do.
388	Santoshpur ..	Nageshwari ..	Do.
389	Aditmari ..	Aditmari ..	Do.
390	Shimulbari ..	Fulbari ..	Do.
391	Buraburi ..	Ulipur ..	Do.
392	Ramna ..	Chilmari ..	Do.
393	Soulmari ..	Rowbari ..	Do.

Sl. No.	Name of Union.	Name of Thana.		District.
1	2	3		4
394	Bamandanga Sondargonj	Rangpur.
395	Rasulpur Sadullapur	Do.
396	Barisal Palashbari	Do.
397	Sapmara Gobindagonj	Do.
398	Kamalarpara Saghatta	Do.
399	Fazlapur Fulchari	Do.
400	Rajibpur Rajibpur	Do.
401	Rajarhat Rajarhat	Do.
402	Taragonj Taragonj	Do.