



# গাজীপুর সিটি কর্পোরেশন

নগর ভবন-গাজীপুর

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স্মারক নং : ৪৬.১৯.০০০০.০১৮.১৪.০৩০.২৪-৮২০

তারিখ : ২৫/১১/২০২৪

বিষয় : আরবান ডেভেলপমেন্ট এ্যান্ড সিটি গভারন্যান্স প্রকল্পের আওতায়, গাজীপুর সিটি কর্পোরেশনের Annual Governance Improvement Action Plan (AGIAP), FY 2024-2025 প্রনয়ণ ও প্রেরণ প্রসঙ্গে।

উপর্যুক্ত বিষয়ের প্রেক্ষিতে জানানো যাচ্ছে যে, আরবান ডেভেলপমেন্ট এ্যান্ড সিটি গভারন্যান্স প্রকল্পের আওতায়, গাজীপুর সিটি কর্পোরেশনের গভারন্যান্স কার্যক্রম সঠিকভাবে বাস্তবায়নের লক্ষ্যে Annual Governance Improvement Action Plan (AGIAP), FY 2024-2025 প্রনয়ণ ও অনুমোদন সাপেক্ষে নির্দেশক্রমে প্রেরণ করা হলো।

সংযুক্তি : Annual Governance Improvement Action Plan (AGIAP), FY 2024-2025.

প্রকল্প পরিচালক

আরবান ডেভেলপমেন্ট এ্যান্ড সিটি গভারন্যান্স প্রজেক্ট (ইউডিসিজিপি)

লেভেল ০৮, আরডিইসি ভবন।

এলজিইডি সদর দপ্তর, ঢাকা-১২০৭।

(মোঃ আকবর হোসেন)

প্রধান প্রকৌশলী (অ: দা:)

গাজীপুর সিটি কর্পোরেশন গাজীপুর।

স্মারক নং : ৪৬.১৯.০০০০.০১৮.১৪.০৩০.২৪-৮২০

তারিখ : ২৫/১১/২০২৪

অবগতির ও কার্যার্থে অনুলিপিঃ

০১. সকল প্রকল্প বাস্তবায়ন ইউনিটের (PIU) সদস্য, গাজীপুর সিটি কর্পোরেশন, সার্বিক কার্যার্থে।

০২. সকল ওয়ার্কিং গ্রুপের (WG) সদস্য, গাজীপুর সিটি কর্পোরেশন, সার্বিক বাস্তবায়নে।

০৩. প্রশাসক মহোদয়ের একান্ত সচিব, গাজীপুর সিটি কর্পোরেশন, গাজীপুর (প্রশাসক মহোদয়ের সদয় অবগতির জন্য)।

০৪. রেসিডেন্সিয়াল ইঞ্জিনিয়ার, ইউডিসিজিপি, গাজীপুর সিটি কর্পোরেশন।

০৫. অফিস কপি।

(মোঃ আকবর হোসেন)

প্রধান প্রকৌশলী (অ: দা:)

গাজীপুর সিটি কর্পোরেশন গাজীপুর।

Annual Governance Improvement Action Plan, (AGIAP). FY 2024-2025  
 Under Urban Development and City Governance Project (UDCGP)  
 Gazipur City Corporation.

**Focused area-1: Institutional Arrangement**

Activity	Yearly Target	Time frame, FY 2024-2025												Responsibility		
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Primary	Secondary	
1.1 Formed Project Implementation Unit (PIU) for implementing UDCGP activities.	Formed															
1.2 Formed Working Group (WG) for performing general governance improvement activities.	Formed															
1.3 Reformed Project Implementation Unit (PIU) for implementing UDCGP activities, if necessary for any reason.	1															Office memo.
1.4 Reformed Working Group (WG) for performing General Governance Improvement Activities, if necessary for any reason.	1															Office memo.
1.5 Prepared and submitted quarterly progress report of AGAIP implementation to PMU, by 2nd week of following quarter.	4	←														Office memo.
1.6 Organized joint quarterly meeting of PIU & WG on progress review of General Governance Improvement Activities on 2nd week of each following quarter.	4	←														Office memo.

**Focused area-2: Workshops**

Activity	Yearly Target	Time frame, FY 2024-2025												Responsibility		
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Primary	Secondary	
2.1 Organized orientation workshop on Draft Operational Guidelines of UDCGP for elected representatives and staff.	N.A.															
2.2 Organized reorientation workshop for PIU & WG members on their Role and Responsibilities in implementing UDCGP & AGIAP activities, if necessary.	1															Workshop report
2.3 PIU and WG prepared AGIAP with support of consultants for FY 2024-2025, in June of previous year.	1															Copy of AGIAP
2.4 The Mayor endorsed AGIAP of FY 2024-2025 in July.	1															Office memo.

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**Focused area-3: Investment Plan Management**

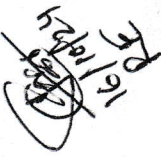
Activity	Yearly Target	Time frame, FY 2024-2025												Evidence	Responsibility			
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		Primary	Secondary		
3.1 Collected new IDP list from all wards of FY 2025-2026, between September & November.	57															Ward meeting minutes & Project list.	Ward councillors.	M/Secretary to WLCC & AE UDCGP.
3.2 Compiled & prepared draft IDP list of FY 2025-2026 ensuring core elements, between November and December.	1															Copy of compiled IDP	Member secretary, WG	Focal Pearson, RE & AE UDCGP.
3.3 Presented compile IDP list of FY 2025-2026 in SC-UPD meeting, in January.	1															Meeting minute	Member secretary, WG	Focal Pearson, RE & AE UDCGP.
3.4 Presented compile IDP list of FY 2025-2026 in council meeting, in January.	1															Meeting minute	Member secretary, WG	Focal Pearson, RE & AE UDCGP.
3.5 Shared IDP list FY 2025-2026 with other government agency representatives either in CLCC, SC of Council meetings in February.	1															Meeting minutes	Mayor/CEO.	Focal person, Secretary & RE and AE UDCGP.
3.6 Approved IDP list FY 2025-2026 in council meeting, in February.	1															Meeting minute	Mayor/CEO.	Focal person, Secretary & RE and AE UDCGP.
3.7 Published approve IDP list FY 2025-2026 on office notice board and website, in July next FY.	1															Notice board & website.	Head ICT.	Focal person, Secretary & RE and AE UDCGP.

**Focused area-4: Preparation of O&M Plan**

Activity	Yearly Target	Time frame, FY 2024-2025												Evidence	Responsibility				
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		Primary	Secondary			
4.1 Prepared draft Annual Operation & Maintenance (O&M) plan FY 2025-2026, between October & December.	1																		Focal person, and RE & AE UDCGP.
4.2 Approved Annual Operation & Maintenance (O&M) plan FY 2025-2026 in SC-UPSCD and council meetings, between January & March.	2																		Focal person, and RE & AE UDCGP.

**Focused area-5: Preparation of Quarterly Monitoring Report of IDP Implementation**

Activity	Yearly Target	Time frame, FY 2024-2025												Evidence	Responsibility				
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		Primary	Secondary			
5.1 Prepared & submitted quarterly progress monitoring report of IDP implementation in FY 2024-2025, by following quarter.	4																		Focal person and RE & AE UDCGP.
5.2 Published quarterly progress monitoring report of IDP implementation of FY 2024-2025 on official website, by following quarter.	4																		Focal person and RE & AE UDCGP.

16/11/24  




**Focused area-6: Budget Management and Revenue Mobilization**

Activity	Yearly Target	Time frame, FY 2024-2025												Responsibility	
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Primary	Secondary
6.1 Announced approve Annual Budget of FY 2024-2025 in Mass Public meeting, in July.	1	█												Mayor/CEO.	Head of Accounts. & Secretary.
6.2 Posted approve Annual Budget of FY 2024-2025 on official website and notice board, in July.	1	█												Head of Accounts.	Head ICT.
6.3 Prepared draft Annual Budget of FY 2025-2026 taking in to account of approve IDP list and O&M plan, by March.	1			█										Head of Accounts.	Relevant CC staff.
6.4 Presented draft Annual Budget of FY 2025-2026 in SC-FE meeting, in March.	1									█				Head of Accounts & SC-E & Finance.	Relevant CC staff.
6.5 Presented draft Annual Budget of FY 2025-2026 in CC council meeting, by April.	1									█				Head of Accounts.	Relevant CC staff.
6.6 Presented draft Annual Budget of FY 2025-2026 in CLCC meeting, by April.	1									█				Head of Accounts.	Relevant CC staff.
6.7 Approved Annual Budget of FY 2025-2026 in council meeting, before June 1.	1										█			Mayor/CEO.	Head of Accounts. & Secretary.
6.8 Announced approve Annual Budget of FY 2025-2026 in Mass Public meeting, by July next FY.	1													Mayor/CEO.	Head of Accounts. & Secretary.
6.9 Posted approve Annual Budget of FY 2025-2026 on official website and notice board, by July next FY.	1													Head of Accounts.	Head ICT.

**Focused area-7: Execution of Approve Annual Budget and Proper Recording**

Activity	Yearly Target	Time frame, FY 2024-2025												Responsibility	
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Primary	Secondary
7.1 Executed and properly recorded approve Annual Budget of FY 2024-2025, in each quarter	4	█	█	█	█									Head of Accounts.	CEO & Secretary.
7.2 Maintained prohibited case (transfer) of fund use of approve Annual Budget of FY 2024-2025, in each quarter.	4	█	█	█	█									Head of Accounts.	Relevant CC staff.
7.3 Prepared Annual Financial Statement (AFS) FY 2023-2024, by December.	1													Head of Accounts.	Relevant CC staff.
7.4 Posted Annual Financial Statement (AFS) FY 2023-2024 on official website, by December.	1													Head of Accounts.	Head ICT.



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**Focused area-8: Internal/External Accounts Audit**

Activity	Yearly Target	Time frame, FY 2024-2025												Responsibility			
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Primary	Secondary		
8.1 Conducted annual Internal Accounts Audit of FY 2023-2024 under guidance of SC-AA, by March.	1															SC AA.	Head of Accounts.
8.2 Presented draft Internal Audit Report of FY 2023-2024 in SC-AA meeting, by March.	1															Head of Accounts.	SC AA.
8.3 Organized Annual External Accounts Audit of 2023-2024 by audit authority, any time of the year.	1															Head of Accounts.	Relevant CC staff.

**Focused area-9: Management of Revenue and Tax**

Activity	Yearly Target	Time frame, FY 2024-2025												Responsibility			
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Primary	Secondary		
9.1 Conducted regular holding tax reassessment (once in 5 year) and properly recorded, was due in FY 2023-2024, continuing.	1															CRO.	Review board & relevant CC staff.
9.2 Conducted interim tax assessment and properly recorded in each quarter of FY 2024-2025.	As required															CRO.	Relevant CC staff.
9.3 Tax collection rate against target of each quarter including carried over amount, by quarter.	276416 0000.00															CRO.	Relevant CC staff.
9.4 Increased tax collection rate in first two quarters of FY 2024-2025 against yearly demand of FY, by quarter.	110566 4000.00															CRO.	Relevant CC staff.
9.5 Collected revenue from indirect & non-tax sources adding announced inflation rate of FY 2023-2024, by quarter.	427250 9670.00															Head of Accounts.	Relevant CC staff.

**Focused area-10: Cross Cutting**

Activity	Yearly Target	Time frame, FY 2024-2025												Responsibility			
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Primary	Secondary		
10.1 Prepared Annual Administrative Report (AAR) of FY 2023-2024, by September.	1															CEO.	Focal person, Secretary & RE.
10.2 Submitted Annual Administrative Report (AAR) of FY 2023-2024 to Local Government Division (LGD), by September.	1															CEO.	Focal person & Secretary.

Activity	Yearly Target	Time frame, FY 2024-2025												Responsibility		
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Evidence	Primary	Secondary
10.3 Published Annual Administrative Report (AAR) of FY 2023-2024 on official website and notice board, <b>by December.</b>	1													Notice board & website.	Secretary.	Relevant CC staff.
10.4 Held quarterly Statutory Standing Committees meeting of FY 2024-2025, <b>in each quarter.</b>	14 x 4 = 56													Meeting minutes.	CEO.	Secretary & Head of SC.
10.5 Published quarterly Statutory Standing Committees meeting minutes of FY 2024-2025, on official website, <b>in each quarter.</b>	14 x 4 = 56													Website.	Secretary.	Relevant CC staff.
10.6 Held semi-annual CLCC meetings of FY 2024-2025, <b>by December &amp; June.</b>	2													Meeting minutes.	Mayor/CEO.	SDO.
10.7 Published semi-annual CLCC Meeting Minutes of FY 2024-2025 on official website, <b>by December &amp; June.</b>	2													Website.	SDO.	Relevant CC staff.
10.8 Held quarterly WLCC meetings of FY 2024-2025, <b>in each quarter.</b>	57 x 4 = 288													Meeting minutes.	Ward Councillors.	SDO.
10.9 Briefed grievance redress policy at least in one WLCC meetings in FY 2024-2025, <b>once a year.</b>	57													Meeting minutes.	SDO & Ward Councillor.	Relevant CC staff.
10.10 Introduce multi place & channel complain receive system, <b>by quarter.</b>	As required													Physical existence.	SDO.	Relevant CC staff.
10.11 Maintained separate complain receive and response register, <b>by quarter.</b>	2													Separate register.	SDO.	Relevant CC staff.
10.12 Published received complaints and responses on official website, <b>by regular.</b>	As available													Website.	SDO.	Relevant CC staff.

*[Signature]*  
 (এ কে এম হারুন রশীদ)  
 তত্ত্বাবধায়ক প্রকৌশলী (চ: দা:)  
 গাজীপুর সিটি কর্পোরেশন  
 গাজীপুর।

*[Signature]*  
 মোঃ আকবর হোসেন  
 প্রধান প্রকৌশলী  
 গাজীপুর সিটি কর্পোরেশন  
 গাজীপুর।

*[Signature]*  
 16/11/24  
 Md. Mizanur Rahman  
 Residential Engineer  
 Urban Development & City Governance Project  
 Gazipur City Corporation