



# গাজীপুর সিটি কর্পোরেশন

নগর ভবন, গাজীপুর।

gcc.gov.bd

স্মারক নং:- ৪৬.১৯.০০০০.০১৮.৯৯.০১৭.২৪. ৬৭৬


তারিখ : ০৪/০৯/২৪

বিষয় : UDCGP এর আওতায় গাজীপুর সিটি কর্পোরেশন এর Governance Improvement Activity, Progress Report Quarter-4, FY-2023-2024 প্রেরণ প্রসঙ্গে।

উপর্যুক্ত বিষয়ের শ্রেণিতে UDCGP এর আওতায় গাজীপুর সিটি কর্পোরেশন এর Governance Improvement Activity, Progress Report Quarter-4, FY-2023-2024 এর রিপোর্ট আপনার সদয় অবগতির জন্য প্রেরণ করা হলো। উল্লেখ্য যে রিপোর্টে উল্লেখিত Evidence, Focal Person, এ কে এম হাবুনুর রশীদ, তত্ত্বাবধায়ক প্রকৌশলী, গাজীপুর সিটি কর্পোরেশন এর নিকট সংরক্ষিত আছে।

সংযুক্তি : Progress Report Quarter-4, FY- 2023-2024।

প্রকল্প পরিচালক  
আরবান ডেভেলপমেন্ট গ্র্যান্ড সিটি গভারন্যান্স প্রজেক্ট (ইউডিসিজিপি)  
স্থানীয় সরকার প্রকৌশল অধিদপ্তর  
আগারগাঁও, শেরে বাংলা নগর, ঢাকা-১২০৭।

  
০৪/০৯/২৪  
(আকবর হোসেন)

প্রধান প্রকৌশলী (অ: দা:)  
গাজীপুর সিটি কর্পোরেশন, গাজীপুর।



স্মারক নং:- ৪৬.১৯.০০০০.০১৮.৯৯.০১৭.২৪.

তারিখ :

অনুলিপি : সদয় অবগতির জন্য (জৈষ্ঠ্যতার ভিত্তিতে নয়) :

০১. প্রধান নির্বাহী কর্মকর্তা, গাজীপুর সিটি কর্পোরেশন, গাজীপুর।
০২. সচিব, গাজীপুর সিটি কর্পোরেশন, গাজীপুর।
০৩. প্রধান প্রকৌশলী, গাজীপুর সিটি কর্পোরেশন, গাজীপুর।
০৪. অফিস কপি।

(আকবর হোসেন)

প্রধান প্রকৌশলী (অ: দা:)  
গাজীপুর সিটি কর্পোরেশন, গাজীপুর।

# Quarterly Governance Improvement Activity Progress Report, FY 2023-24, Gazipur City Corporation

Reporting Quarter 4 and Period April-June, FY 2023-2024

The reporting has to be done on the following month of the quarter with necessary evidence/snapshot and signed by RE, UDCGP & counter signed by the assigned GCC Officer.

Activity	FY 2023-2024										Remarks, if any deviation
	Year-1 Target	Quarter-1		Quarter-2		Quarter-3		Quarter-4			
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.		
<b>Focused area: Investment plan management</b>											
<b>Output: 1-(1): Revised IDP/PDP</b>											
4-(11): Collected new project list from all wards for inclusion in IDP <sup>1</sup> through WLCC <sup>2</sup> meetings. Evidence: MM of WLCC & new project list	1 form each ward	19	0	38+19=57	57						
Prepared draft IDP list ensuring core elements <sup>3</sup> Evidence: Draft copy of IDP	1			1	1						
4-(2): Deliberated new IDP list in SC-UPD <sup>4</sup> meeting Evidence: MM of SC-UPD meeting	1					1	1				
4-(7): Deliberate new IDP list in CLCC <sup>5</sup> meeting Evidence: MM of CLCC meeting	1					1	1				
4-(14): Ensured coordination with other govt. agencies on sharing through CLCC, SC & council meeting Evidence: Adjusted IDP list	1 at least					1	1				
Approved IDP list in council meeting Evidence: MM of council	1					1	1				
Published approve IDP list on notice board & website Evidence: Notice board & website	1					1	1				
<b>Output: 1-(2): Produced annual O&amp;M Plan</b>											

<sup>1</sup> IDP: Infrastructure Development Plan

<sup>2</sup> WLCC: Ward Level Coordination Committee

<sup>3</sup> Core elements: Inclusion of different funding sources, inclusion of all sectors, multi-year framework, project cost and implementation & financial plan.

<sup>4</sup> SC-UPD: Standing Committee on Urban Planning and Development

<sup>5</sup> CLCC: City Level Coordination committee




Activity	FY 2023-2024									Remarks, if any deviation
	Year-1 Target	Quarter-1		Quarter-2		Quarter-3		Quarter-4		
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.	
Prepared draft annual O&M plan <sup>6</sup> Evidence: Copy of draft O&M plan	1/GCC			1	1					
4-(5) and 1-(2): Approved annual O&M plan in SC-UICM/UPD <sup>7</sup> and CC council meetings Evidence: MM of SC-UICM / Copy of approved O&M Plan	1					1	1			
<b>Output: 1-(3): Produced QM monitoring report of IDP implementation</b>										
Prepared & submitted quarterly monitoring report (QMR) of IDP implementation Evidence: QMR	4	1	1	1	1	1	1	1	1	IDP implementation report format yet to receive (cover AAR)
Published QMR reports of IDP implementation on website Evidence: CC website	4	1		1	1	1	1	1	1	
<b>Focused area: Budget Management/Revenue Mobilization</b>										
<b>Output: 2-(1): Prepared annual budget</b>										
Prepared draft annual budget taking account of revised IDP project list Evidence: Copy of draft annual budget	1					1	1			
4-(3): Deliberated draft annual budget in SC-FE <sup>8</sup> meeting Evidence: MM of SC-FE / relevant section of AAR	1					1	1			
Deliberated draft annual budget in council meeting Evidence: MM of Council	1							1	1	
4-(8): Deliberated draft annual budget in CLCC meeting Evidence: MM of CLCC relevant part of AAR <sup>9</sup>	1							1	1	
2-(1): Approval of annual budget in council meeting Evidence: MM of Council & Copy of budget	1							1	1	
4-(9): Announced approve annual budget in Mass Public Meeting (MPM) Evidence: Record of MPM & relevant section of AAR	1							1	1	July next FY

<sup>6</sup> O&M Plan: Operation & Maintenance Plan

<sup>7</sup> SC-UICM/UPD: Standing Committee on Urban Infrastructure Construction and Maintenance/Urban Planning & Development

<sup>8</sup> SC-FE: Steering Committee on Finance and Establishment.

<sup>9</sup> AAR: Annual Administrative Report

Activity	FY 2023-2024									Remarks, if any deviation
	Year-1 Target	Quarter-1		Quarter-2		Quarter-3		Quarter-4		
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.	
Posted approve annual budget on website and notice board Evidence: CC website & notice board	1							1	1	July next FY
<b>Output: 2-(2): Executed approve annual budget and recorded</b>										
Executed approve annual budget with proper recording Evidence: Books & records of acc. section	1									July next FY
Used prohibited cases (transfer) of funds Evidence: Books & records of account section	1									July next FY
Prepared Annual Financial Statement (AFS)/Annual Statement of Accounts (ASA) Evidence: Copy of AFS/ASA	1									December next FY
Posted AFS/ASA on website Evidence: CC website	1									December next FY
<b>Output: 2-(3): Conducted internal /external accounts audit</b>										
Conducted annual internal account audit Evidence: Audit report	1									March next FY
4-(4): Deliberated draft annual internal audit report in SC-AA <sup>10</sup> meeting Evidence: Meeting minutes of SC-AA	1					1	1			
Conducted annual external audit of previous FY by audit authority Evidence: Audit report	1					1	1			
<b>Output: Managed revenue and taxes</b>										
<u>Holding tax</u> 3-(1): Conducted regular holding tax assessment once in 5 years & properly recorded Evidence: Tax assessment/ reassessment report										Last assessment year-2018-2019. Target year 2023-2024
<u>Holding tax</u> 3-(2): Conducted interim tax assessment & properly recorded Evidence: Interim tax assessment report			18968 Nos.		12300 Nos.		6370 Nos.		7562 Nos.	

<sup>10</sup> SC-AA: Steering Committee on Accounts and Audit




Activity	FY 2023-2024									Remarks, if any deviation
	Year-1 Target	Quarter-1		Quarter-2		Quarter-3		Quarter-4		
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.	
<b>Holding tax</b> 3-(3): Increased annual tax collection rate Evidence: Tax collection report/relevant section of AAR	2058000 000.00	51450 0000. 00	4026180 00.00	626382000. 00	4980272 50.00	754736 750.00	40669560 0.00	7547367 50.00	5624815 00.00	
<b>Holding tax</b> 3-(4): Increased tax collection rate during first two quarters Evidence: Tax collection report	%		4026180 00.00		4980272 50.00					
3-(5): Increased revenue from indirect taxes & non-taxes at least by inflation rate Evidence: Tax & non-tax collection report/ relevant section of AAR	2071884 100.00	51797 1025. 00	9528880 00.00	517971025. 00	1080012 500.00	517971 025.00	95414720 0.00	5179710 25.00	8970520 00.00	
<b>Focused area: Cross Cutting</b>										
<b>Output: 4-(1): Produced Annual Administrative Report (AAR)</b>										
Prepared annual administrative report (AAR) of previous FY using standard format Evidence: Copy of AAR	1	1	1							
Submitted AAR to LGD Evidence: Office memo	1	1	1							
Published AAR on website & notice board Evidence: CC website/notice board	1			1	1					
<b>Output: 4-(6): Held Statutory Standing Committee<sup>11</sup> meetings</b>										
Held quarterly meeting of statutory standing committees Evidence: Relevant section of AAR	56	14	0	14+14= 28	14	14	14	14	14	
Published statutory standing committee meeting minutes on website Evidence: CC website	56	14	0	14+14= 28	0	14	14	14	14	
<b>Output: 4-(10): Held regular CLCC meetings</b>										
Held at least semi-annual CLCC meetings Evidence: Relevant section of AAR	2			1	0	1	1	1	1	
Published semi-annual CLCC meeting minutes on website & notice board	2			1	0	1	1	1	1	

<sup>11</sup> Statutory Standing Committees: 1) Finance & Establishment; 2) Waste Management; 3) Education, Health, Family Planning & Health Management; 4) Urban Planning & Development; 5) Audit & Accounts; 6) Urban Infrastructure Construction & Maintenance; 7) Water & Electricity; 8) Social Welfare & Community Centres; 9) Environment Improvement; 10) Sports & Cultural Affairs; 11) Birth-Death registration; 12) Communication Affairs; 13) Market Price Observation, Monitoring & Control; and 14) Disaster Management.

Activity	FY 2023-2024									Remarks, if any deviation
	Year-1 Target	Quarter-1		Quarter-2		Quarter-3		Quarter-4		
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.	
Evidence: CC website/ notice board										
<b>Output: 4-(13): Held regular WLCC meetings</b>										
Held quarterly WLCC meeting Evidence: Meeting minutes and relevant section of AAR	228	57	20	37+57=94	94	57	57	57	57	
<b>Output: Implemented grievance redress activities</b>										
4-(12): Briefed grievance redress policy in WLCC meetings Evidence: Relevant meeting minutes and section of AAR	57			38	38	19	19	19	19	
4-(15): Introduced multi places & channels to receive complaints Evidence: Register	As required		YES		YES		YES		YES	
4-(16): Maintained proper records of received complaints & responses in two separate registers Evidence: Relevant section of AAR	2		YES		YES		YES		YES	
4-(16): Published received complaints & responses website and notice board Evidence: QR <sup>12</sup> of GRO <sup>13</sup> , website & notice board	As required		YES		YES		YES		YES	



Signature of RE, UDCGP

24/09/28  
Signature of A. K. Bhatnagar (Officer of GCC)  
अ. के. बहत्नागर (ऑफिसर ऑफ जीसीसी)  
अ. के. बहत्नागर (ऑफिसर ऑफ जीसीसी)  
अ. के. बहत्नागर (ऑफिसर ऑफ जीसीसी)

<sup>12</sup> QR: Quarterly Report

<sup>13</sup> GRO: Grievance Redress Officer