



# গাজীপুর সিটি কর্পোরেশন

নগর ভবন-গাজীপুর

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স্মারক নং : ৪৬.১৯.০০০০.০১৮.১৪.০৩০.২৪.০৬

তারিখ : ২৬/০৬/২০২৫ খ্রি

বিষয় : আরবান ডেভেলপমেন্ট গ্র্যান্ড সিটি গভারন্যান্স প্রকল্পের আওতায়, গাজীপুর সিটি কর্পোরেশনের Annual Governance Improvement Action Plan (AGIAP) FY 2025-2026 প্রনয়ণ ও প্রেরণ প্রসঙ্গে।

উপর্যুক্ত বিষয়ের প্রেক্ষিতে জানানো যাচ্ছে যে, আরবান ডেভেলপমেন্ট গ্র্যান্ড সিটি গভারন্যান্স প্রকল্পের আওতায়, গাজীপুর সিটি কর্পোরেশনের গভারন্যান্স কার্যক্রম সঠিকভাবে বাস্তবায়নের লক্ষ্যে Annual Governance Improvement Action Plan (AGIAP) FY 2025-2026 এতদসহ নির্দেশক্রমে প্রেরণ করা হলো।

সংযুক্তি : Annual Governance Improvement Action Plan (AGIAP) FY 2025-2026.

  
(মোঃ আমিন আল পারভেজ)  
সচিব

গাজীপুর সিটি কর্পোরেশন গাজীপুর

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প্রকল্প পরিচালক

আরবান ডেভেলপমেন্ট গ্র্যান্ড সিটি গভারন্যান্স প্রজেক্ট (ইউডিসিজিপি)

লেভেল ০৮, আরডিইসি ভবন।

এলজিইডি সদর দপ্তর, ঢাকা-১২০৭।

অবগতির ও কার্যার্থে অনুলিপি :

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।

Annual Governance Improvement Action Plan, (AGIAP), FY 2025-2026  
 Under Urban Development and City Governance Project (UDCGP), Gazipur City Corporation.  
**Focused area-1: Institutional Arrangement.**

Activity	Yearly Target	Time frame, FY 2025-2026												Responsibility					
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Evidence	Primary	Secondary			
<b>a. Institutional Arrangement.</b>																			
1.1 Formed <b>Project Implementation Unit (PIU)</b> for implementing UDCGP activities	Formed	Formed in FY 2022-2023.												Office memo.	Mayor.	Focal Person.			
1.2 Formed <b>Working Group (WG)</b> for performing general governance improvement activities.	Formed	Formed in FY 2022-2023.												Office memo.	Mayor.	Focal Person.			
1.3 Reformed <b>Project Implementation Unit (PIU)</b> for implementing UDCGP activities, <b>if necessary for any reason.</b>	As Required	[Redacted]												Office memo.	Administrator /CEO.	Focal Person & RE.			
1.4 Reformed <b>Working Group (WG)</b> for performing general governance improvement activities, <b>if necessary for any reason.</b>	AS Required	[Redacted]												Office memo.	Administrator /CEO.	Focal Person & RE.			
<b>b. Institutional Functionality.</b>																			
1.5 Prepared and submitted quarterly progress report of AGAIP implementation to PMU, <b>by 2<sup>nd</sup> week of following quarter.</b>	4																Office memo.	Administrator /CEO.	Focal Pearson & RE.
1.6 Organized quarterly joint meeting of PIU & WG on progress review of General Governance Improvement Activities <b>on 2<sup>nd</sup> week of each following quarter.</b>	4																Office memo.	Administrator /CEO.	Focal Person & RE.

**Focused area-2: Workshops, Trainings & Meetings.**

Activity	Yearly Target	Time frame, FY 2025-2026												Responsibility		
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Evidence	Primary	Secondary
2.1 Organized <b>orientation workshop</b> on Draft Operational Guidelines of UDCGP for elected representatives and staff.	N.A.	Conducted Orientation workshop in FY 2022-2023.														
2.2 Organized <b>reorientation workshop</b> for PIU & WG members on their Role and Responsibilities in implementing UDCGP & AGIAP activities, <b>if necessary.</b>	1	[Redacted]												Workshop report.	Administrator /CEO.	Focal Person & RE.
2.3 PIU and WG prepared <b>AGIAP</b> with support of consultants for FY 2025-2026, <b>in June of previous FY.</b>	1	[Redacted]												Copy of AGIAP.	Administrator /CEO.	Focal Person & RE.
2.4 The Administrator endorsed <b>AGIAP</b> of FY 2025-2026, <b>in July.</b>	1	[Redacted]												Office memo.	Administrator /CEO.	Focal Person & RE.

### Focused area-3: Investment Plan Management.

Activity	Yearly Target	Time frame, FY 2025-2026												Responsibility				
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Evidence	Primary	Secondary		
3.1 Collected new IDP list from all wards for FY 2026-2027, between September & November 2025.	57																Govt. committee/ Tag Officer.	Assigned M/Secretary to WLCC & MS of WG.
3.2 Compiled & prepared draft IDP list of FY 2026-2027 ensuring core elements, between November & December 2025.	1																Member secretary, WG.	Focal Pearson & RE.
3.3 Presented compile IDP list of FY 2026-2027 in SC-UPD meeting, in January 2026.	1																Member secretary, WG & SDO.	Focal Pearson & RE.
3.4 Presented compile IDP list FY 2026-2027 in council meeting, in February 2026.	1																Member secretary, WG & AO.	Focal Pearson & RE.
3.5 Shared IDP list of FY 2026-2027 with other government agency representatives either in CLCC, SC or Council meetings, in February 2026.	1																Administrat or/CEO.	Focal person, SDO, Secretary, ARE & AO.
3.6 Approved IDP list of FY 2026-2027 in council meeting, in February 2026.	1																Administrat or/CEO.	Focal person, AO, Secretary & RE.
3.7 Published approve IDP list of FY 2025-2026 on office notice board and website, in July 2026.	1																SDO, OA & Computer Operator.	Focal person, Secretary, RE & Assistant Programmer.

### Focused area-4: Preparation of O&M Plan.

Activity	Yearly Target	Time frame, FY 2025-2026												Responsibility				
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Evidence	Primary	Secondary		
4.1 Prepared draft Annual Operation & Maintenance (O&M) plan for FY 2026-2027, between October & December 2025.	1																Administrat or/ Sec of O&M Working Group.	Focal person & RE.
4.2 Approved Annual Operation & Maintenance (O&M) plan of FY 2026-2027 in SC-UPSCD and Council meetings, between January & March 2026.	2																Administrat or/CEO.	Focal person & RE.

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

Activity	Yearly Target	Time frame, FY 2025-2026												Responsibility						
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Evidence	Primary	Secondary				
5.1 Prepared & submitted quarterly progress monitoring report of AGIAP including IDP implementation in FY 2025-2026, by following quarter.	4																	Copy of progress report.	Focal Person & SDO.	RE & AE.
5.2 Published AGIAP including IDP implementation quarterly progress monitoring report of FY 2025-2026 on official website, by following quarter.	4																	Website.	Assistant Programmer.	Focal Person & RE.

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

Activity	Yearly Target	Time frame, FY 2025-2026												Responsibility						
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Evidence	Primary	Secondary				
6.1 Announced approve Annual Budget of FY 2025-2026 in Mass Public meeting, in July 2025.	1																	Meeting minutes.	Administrat or/CEO.	Head of Accounts.
6.2 Posted approve Annual Budget of FY 2025-2026 on official website and notice board, in July 2025.	1																	Website & notice board.	Head of Accounts.	Assistant Programmer.
6.3 Prepared draft Annual Budget of FY 2026-2027, taking in to account of approve IDP list and O&M plan, by March 2026.	1																	Draft copy of annual budget.	Head of Accounts.	Relevant CC staff.
6.4 Presented draft Annual Budget of FY 2026-2027, in SC-FE meeting, by March 2026.	1																	Meeting minute.	Head of Accounts & SC-FE.	Relevant CC staff.
6.5 Presented draft Annual Budget of FY 2026-2027, in CC council meeting, by April 2026.	1																	Meeting minute.	Head of Accounts.	Relevant CC staff.
6.6 Presented draft Annual Budget of FY 2026-2027 in CLCC meeting, by April 2026.	1																	Meeting minute.	Head of Accounts.	Relevant CC staff.
6.7 Approved Annual Budget of FY 2026-2027 in CC council meeting, before June 1, 2026.	1																	Meeting minute.	Administrat or/CEO.	Head of Accounts.
6.8 Announced approve Annual Budget of FY 2026-2027 in Mass Public meeting, by July 2026.	1																	Meeting minute.	Administrat or/CEO.	Head of Accounts.
6.9 Posted approve Annual Budget of FY 2026-2027 on official website and notice board, by July 2026.	1																	Website & notice board.	Head of Accounts.	Assistant Programmer.

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

Activity	Yearly Target	Time frame, FY 2025-2026												Evidence		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 2025-2026, in each quarter.	4															Accounts record/Registrer.	CAO.	CEO & Secretary.
7.2 Maintained prohibited case (transfer) of fund use of approve Annual Budget of FY 2025-2026, in each quarter.	4															Accounts & Audit records.	CAO.	Relevant CC staff.
7.3 Prepared Annual Financial Statement (AFS) of FY 2024-2025, by December 2025.	1															Copy of AFS.	CAO.	Relevant CC staff.
7.4 Posted Annual Financial Statement (AFS) of FY 2024-2025 on official website, by December 2025.	1															Website.	CAO.	Programmer.

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

Activity	Yearly Target	Time frame, FY 2025-2026												Evidence		Responsibility		
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Primary	Secondary			
8.1 Conducted annual internal Accounts Audit of FY 2024-2025 under guidance of SC-AA, by March 2026.	1															Copy of audit report.	SCAA.	CAO.
8.2 Presented draft Internal Audit Report of FY 2024-2025 in SC-AA meeting, by March 2026.	1															Meeting minute.	Head of Accounts.	SCAA.
8.3 Organized Annual External Accounts Audit of FY 2024-2025 by audit authority, by March 2026.	1															Copy of audit report.	Head of Accounts.	Relevant CC staff.

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**Focused area-9: Management of Revenue and tax.**

Activity	Yearly Target	Time frame, FY 2025-2026												Responsibility		
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Evidence	Primary	Secondary
9.1 Conducted regular holding tax reassessment (once in 5 year) and properly recorded, <b>due in FY 2027-2028.</b>	1	<b>Due in FY 2027-2028</b>												Reassessment report.	CRO, GCC.	Review board & Relevant CC staff, GCC
9.2 Conducted interim tax assessment and properly recorded, <b>in each quarter of FY 2025-2026.</b>	AS Required													Assessment List.	CRO.	ZEO (all) TAO (all)
9.3 Tax collection rate against target of each quarter (demand including carried over amount), <b>by quarter.</b>	235100000/-													Collection Register.	CRO.	ZEO (all) TAO (all)
9.4 Increased tax collection rate in first two quarters of FY 2025-2026 against yearly demand of FY, <b>by quarter (at least 40% of yearly demand).</b>	94040000/-													Collection Register+ report.	CRO.	ZEO (all) TAO (all)
9.5 Collected revenue from indirect & non-tax sources of FY 2025-2026 adding announced inflation rate <b>compare to FY 2024-2025 collection.</b>	1820000000/-													Collection Register+ report.	CAO.	Relevant CC staff.

**Focused area-10: Cross Cutting Issues.**

Activity	Yearly Target	Time frame, FY 2025-2026												Responsibility			
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Evidence	Primary	Secondary	
10.1 Prepared Annual Administrative Report (AAR) of FY 2024-2025, <b>by September 2025.</b>	1														Copy of AAR.	CEO.	Focal person, Secretary & RE.
10.2 Submitted Annual Administrative Report (AAR) of FY 2024-2025 to LGD, <b>by September 2025.</b>	1														Office memo.	CEO.	Focal person & Secretary.
10.3 Published Annual Administrative Report (AAR) of FY 2024-2025 on official website and notice board, <b>by December 2025.</b>	1														Notice board & website.	Secretary.	Assistant Programmer.
10.4 Held Quarterly Statutory Standing Committee Meetings of FY 2025-2026, <b>in each quarter.</b>	14 x 4 = 56														Meeting minutes.	Administrator/CEO.	Secretary.
10.5 Published Quarterly Statutory Standing Committee Meeting Minutes of FY 2025-2026, on official website, <b>in each quarter.</b>	14 x 4 = 56														Website.	Secretary.	Assistant Programmer.
10.6 Held semi-annually CLCC meetings of FY 2025-2026, <b>in each quarter.</b>	2														Meeting minutes.	Administrator/CEO.	SDO.
10.7 Published semi-annually CLCC Meeting Minutes of FY 2025-2026 on official website, <b>in each quarter.</b>	2														Website.	SDO.	Assistant Programmer.

	57 x 4 = 228	Meeting minutes.	Ward Secretary.	SDO.
10.8 Held Quarterly WLCC meetings of FY 2025-2026, in each quarter.		Meeting minutes.	SDO & Ward Secretary.	Relevant CC staff.
10.9 Briefed grievance redress policy at least in one WLCC meetings in FY 2025-2026, once a year.	57	Physical existence.	Secretary.	Relevant CC staff.
10.10 Introduce multi place & channel complain receive system, by quarter.	As required	Separate register.	Secretary & SDO.	Relevant CC staff.
10.11 Maintained separate complain receive and response register, by quarter.	2	Website.	SDO.	Assistant Programmer.
10.12 Published received complaints and responses on official website, by regular.	As available			

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Md. Mizanur Rahman  
Residential Engineer  
Urban Development & City Governance Project  
Gazipur City Corporation

১৮/০৮/২৫

AKM Harunur Rashid  
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১৮/০৮/২৫

সেঃ আমিন আল পারভেজ  
সচিব  
গাজীপুর সিটি কর্পোরেশন