

**Relevant Important Circulars Issued By
Local Government Division**

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Government of People's Republic of Bangladesh
Ministry of Local Government, Rural development and Cooperatives
Local Government Division
(Upa-1)

Memo No-LGD/upa-1/gari-(2)-2/99/93(472)

Date: 24-04-2005

Subject: Receiving prior permission for bearing cost of vehicle repair with Upazila Parishad revenue fund.

It is needed to maintain and repair of vehicles and water boats, which grew very old, of Upazila Parishad. It is allowed to spend 30000 taka from Upazila Parishad revenue fund to repair these vehicles and it will need to take permission from ministry to spent extra money. Application to spend this extra money came from Upazila Nirbahi officers very commonly. But it cost unexpected delay to take decision for absence of proper documents supporting to prior permission. So, to send complete and self- explained offer for prior permission following methods are followed:

1. With the prior permission request to bear cost of vehicle repair with Upazila Parishad revenue fund vehicle related information like as kind of vehicle, how much it will really cost to bear repair, certificate of BRTA and other main copy of important papers/documents have to included.
2. Other information and reports have to send as follows:
 - a. Type of vehicle, Model No:
 - b. Date of made and date of collection:
 - c. Registration number:
 - d. How much it runs until the date of application:
 - e. How much it will cost for repair in running economic year:
 - f. Year wise expenditure for last five years:
 - g. Copy of decision from Upazila development combination committee to repair vehicle:
 - h. Visiting reports of regional vehicle visitors committee after visit the vehicle:
 - i. Prepared estimate after justifying market rate considering reports of vehicle visitors:
 - j. Copy of tender advertisement which was publish in newspaper:
 - k. Certify copy of BRTA regarding lowest tender call:
 - l. Copies of applied tender (At least three):
 - m. Comparative description of tender:
 - n. Copy of decision taken at Upazila tender committee meeting and identifying lowest tender caller:
3. After repair the vehicle will have to visit by vehicle visitor and the certificate have to send to ministry within 7 days.
4. After getting prior permission to repair vehicle form the department, have to inform the department that approved money was spend according to other usual rules.
5. With this, it is declared that memo no. stasabi/oj-1/gari-(2)-2/99/163(463) dated 01/08/2000 is cancelled.

Mahbuba Farzana
Senior Assistant Secretary

To,
Upazila Nirbahi Officer
.....Upazila
Zila

For Acknowledgement:

1. Divisional Commissioner (all)
2. District Commissioner (all)

Government of People's Republic of Bangladesh
Ministry of Local Government, Rural development and Cooperatives
Local Government Division
Upa-2 section

Memo No-Upa-2/3P-46/2002/342(481)

Date: 07-08-2006

Circular

Subject: Zila Condemnation committee for declaring Government building/furniture/other materials

Zila condemnation is formed as follows to announce condemned of or out of use Government building/furniture/other materials under ownership of the Upazila Parishad:

- | | | |
|--|---|-------------------|
| a. District Commissioner | - | Convener |
| b. Executive Engineer, Establishment Division (of respective Zila) | - | Member |
| c. Respective Upazila Nirbahi Officer | - | Member |
| d. Deputy Director, Local Government | - | Member |
| e. Executive Engineer, LGED (of respective Zila) | - | Member Secretary. |

2. Respective Upazila Nirbahi Officer will prepare estimate for sell of Government building/furniture/ other materials which are out of use with the help of Upazila engineer. Prepared estimate will send to Zila condemned committee after been approved by Upazila development meeting. After considering the estimate condemned committee will declared condemned, if needed they can visit respective Government building/furniture/ other materials. District commissioner will send paper and the announcement of condemned to ministry for permission.

3. This order will be implemented soon.

(S M Zohorul Islam)
Secretary
Local Government Division

Distribution:

1. Divisional Commissioner Division.
2. Chief Engineer, LGED, Agargaon, Dhaka.
3. District Commissioner..... Zila (all).
4. Executive Engineer, Establishment Division/LGED..... Zila.
5. Upazila Nirbahi Officer Upazila Zila.
6. Deputy Director, Local Government Zila
7. Circle Officer, Tejgaon Development Circle.

Government of People's Republic of Bangladesh
Ministry of Local Government, Rural development and Cooperatives
Local Government Division

Memo No.- LGD/administration-1/C-2/2006/1245

Date: 31-05-2007

Circular

Following committee will be formed to declare out of use of vehicle of different department/institutes under local government division.

- | | |
|--|-------------------|
| 1. District Commissioner | - Chairman |
| 2. Prime Nirbahi Officer/Secretary. Respective Zila Parishad | - Member |
| 3. Chairman/Representative, respective Municipality | - Member |
| 4. Executive Engineer, Directorate General of Local Government Engineering | - Member |
| 5. Executive Engineer, Directorate General of Public Health Engineering | - Member |
| 6. Vehicle Inspector | - Member |
| 7. Deputy Director (Local Government) District Commissioner's Office | -Member Secretary |
-
2. This committee will cal meeting for declaring vehicles out of use of LGED, DPHE, Zila Parishad, Upazila Parishad, Municipality and union Parishad under local government division.
 3. After examine relevant paper regarding declaring vehicles out of order will send report to local government division.
 4. In case of vehicle which are out of order cause of accident will send report with suggestion of standing committee according to the Memo no ME (TR) IP-7/84 (PT)-590 (100) dated 26-09-2984 under Establishment ministry.
 5. No suggestion will be accepted if it comes without suggestion of Zila committee.

(Saleh Ahmad Mozaffar)
Senior Assistant Secretary
Phone 7169179

No. LGD/Administration-1/C-2/2006/1245

Date: 31/05/2007

Copy had been sent for kind information:

1. Chairman, BRTA, Elen Bari, Tejgaon, Farmgate, Dhaka:
2. Chief Engineer, LGED/DPHE, Dhaka. (It is requested to inform all other divisions that are subordinated to him)
3. District Commissioner (all)
4. Senior Assistant Secretary (Jpro/muni-1/2), Local Government Division. It is requested to inform the Zila Parishad's/City Corporations/Municipalities to seize necessary action that are subordinated to him)
5. Deputy Director, Local government (all), Office of District Commissioner.

(Saleh Ahmad Mozaffar)
Senior Assistant Secretary

Government of People's Republic of Bangladesh
Ministry of Local Government, Rural development and Cooperatives
Local Government Division
Upa- 2 section

Memo No-Upa-2/4P-124/2005/384

Date: 15-08-2007

Circular

Subject: About selling tress dead by abandoned, up rooted, and damaged of different places under/ownership of Upazila Parishad.

Tress dead by abandoned, up rooted, and damaged of different places under/ownership of Upazila Parishad can sell. If it required to auction following committee is formed to provide suggestion according to amount of wood and price this wood according to government rules:

- | | |
|---|---------------------|
| 1. Upazila Nirbahi Officer | - Chairman |
| 2. Representative of District Commissioner | - Member |
| 3. Representative of Forest Division | - Member |
| 4. One chairman from Union Parishad
(Nominated by Upazila development and combination) | - Member |
| 5. Upazila Engineer | - Member Secretary. |

2. Suggestion of this committee will present to Upazila development combination committee for approval. After getting approval from Upazila development combination committee it will send to district commissioner for approval. After getting approval from district commissioner, committee will sell trees according to rules by auction. Money get from selling trees will credit to Upazila revenue fund. If any trees need to cut for development works, it will need prior permission from local government division.

(Toslina Kaniz Nahida)
Senior Assistant Secretary
Phone- 7173058

Upazila Nirbahi Officer
..... Upazila
..... Zila

Copy:

1. Divisional Commissioner Division (all)
2. District Commissioner Zila (all)

Government of the People's Republic of Bangladesh
Local Government, Rural Development, & Cooperatives
Local Government Division
Upazila-1 wing

Memo no. LGD/Admin-1/C-2/2006/1884

Date: 28/08/2007

Circular

It is to inform in pursuit of the circular bearing number LGD/Admin-1/C-2/2006/1245 dated 31/05/2007 circulated earlier from local Government Division that as regards declaration of the vehicles as 'abandoned' of this department, the following papers must be attached with the proposal:

- (a) Attested copy of the minutes with decisions of hte concerned parishad in case of vehicles of Zila Parishad, Pourashava and Upazila Parishad.
- (b) Attached copies of papers related to vehicle registration as proof of ownership incase of vehicles of all office/organization.

(Saleh Ahmed Majumder)
Sr. Asstt. Secretary
Phone: 9169179

Memo no. LGD/Admin-1/C-2/2006/1884/1(72)

Date: 28/08/2007

Copy for kind information and necessary action:

1. Chairman, BRTA/BRTC, Dhaka.
2. Chief Engineer, LGED/DPHE, Dhaka. (Requested to inform all his subordinates).
3. Deputy Commissioner (all).....
4. Sr. Asstt. Secretary (ZPro/Upazila-2/Poura-1/2), LGD. Reuquested to inform zila parishad/City Corporation/Pourashava/ Upazilas for taking necessary action.

(Saleh Ahmed Majumder)
Sr. Asstt. Secretary

Memo no. LGD/UPZ-2/M-26/2007/404

Date: 28/08/2007

It is requested to taking necessary action accoring to the instruction of the Administration-1 wing of Local Government Division.

(Taslima Kaniz Nahida)
Sr. Asstt. Secretary
Phone: 7173058

Upazila Nirbahi Officer
..... Upazila,
..... Zila

Copy to:

1. DC (all)..... District
- 2, Sr. Asstt. Secretary, Admin-1, LGD.

Government of People's Republic of Bangladesh
Ministry of Local Government, Rural development and Cooperatives
Local Government Division
Upa- 2 section

Memo No- LGD/Upa-1/Vehicle-1/2009/04

Date: 05-01-2010

Circular

Subject: Vehicle use and fuel supply in Upazila

To keep the use of Jeep and its fuel in Upazila in rational level following guideline are issued by government:

- A. Jeep which are allotted for Upazila Parishad, will use for Upazila Parishad chairman to communicate with office, and to other administrative and to development works. But it can use for other officers and members of Parishad for the activities which are closely related to the interest of Upazila Parishad. In these issues, requisition is acceptable for officers/members which will be welcomed by Upazila Parishad chairman.
- B. Seven (7) liter fuel is acceptable per day for the jeep for communicating with office and to other administrative and to visit development works.
- C. 10 C.M. gases for per day for carburetor vehicle and 13.50 liter patrol/octane for per month to start the vehicle is acceptable for Upazila Parishad.
- D. Loge book have to maintain for the vehicle. Place of travel, distance, and cause to travel have to be register in loge book mentioning username, designation, signature.
- E. Generally, vehicle cannot use outside of Upazila Parishad. But government duty, vehicle can use in any area under Zila. If the vehicle requires taking outside of the Zila, then it will need to take permission from local government division.
- F. Upazila Parishad jeep cannot use for personal need.
- G. Those who have own vehicle between Upazila Parishad chairmen, it will need to inform government to use it for Upazila Parishad. Using personal vehicle for Upazila Parishad, he will avail fuel according to the section (B0 and (C). For this, he has to maintain loge book according to section (D). It is conditioned that if Upazila Parishad have vehicle, then using personal vehicle for Upazila Parishad will not avail any fuel.
- H. Vehicle use and burn of fuel for the vehicle of Upazila Parishad have control as far it could do. Have to control it within the allocated budget for it from government.
- I. Except regular driver, nobody can drive the vehicle.
- J. After office time, vehicle can not keep in any other places except specified garage/place. If it keep in any place except specific garage/place and if it lost/stolen anything then the person who keep it there will be responsible and he will pay for the damage.
- K. Upazila Parishad will spent 30,000 taka for maintain and repair vehicle from revenue fund according to the Memo no. stabi/upa-1/gari/(2)-2/99/93 (472) dated 24/04/2005 under local government. It will need permission from local government division to spend more than this.
- L. Measurement of number plate of the Upazila Parishad vehicle will be 14 inch in length and 6.5 inch in height. White font have to be used in black plate, and in accordance of BRTA rules-regulations.
- M. Any person who disobey this circular will be blamed personally.

(Mohammad Habibul Kabir Chowdhury)
Deputy Secretary (Upazila)
Phone- 7161489

Copy had been sent for kind information:

1. Secretary of Ministry Cabinet, Ministry Cabinet Division.
2. Chief Secretary, Prime Minister's Office, Tejgaon, Dhaka.
3. Secretary Dhaka
4. Commissioner (all)..... Division.....
5. Transport Commissioner, Directorate General of Government Vehicles, Secretariat, link Road, Dhaka.
6. Chairman, BRTA (with a request of registering allotted vehicle), Elen Bari, Tejgaon, Dhaka.
7. District Commissioner (all)
8. Head Accounts Officer, Local Government Division, 83/B, Mouchak Tower (11 floor), New Circular Road. Malibagh, Dhaka.
9. Upazila Parishad Chairman (all) Upazila Zila
10. Upazila Nirbahi Officer..... Upazila Zila.
11. Accounts officer, Local Government Division, Bangladesh Secretariat, Dhaka.

(Toslima Kaniz Nahida)
Senior Assistant Secretary
Phone: 7171553

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development & Cooperatives
Local Government Division
Upazila-1 wing

Memo no. LGD/Upa-1/C-4/2009/447

Date: 11/11/2010

Sub: Facilities for Upazila Parishad Chairmen

The Upazila Parishad Chairmen shall avail the under mentioned facilities on recommendations of the committee constituted at national level for evaluation of the activates of the subjects handed over to the Upazila Parishad and also for giving advice, suggestion and circulation of instructions:

a. The Upazila Parishad Chairmen will get a total of highest Tk. 1200.00 (One Thousand and Two Hundred) per month on account of residential telephone bill. The spent amount shall be borne from the Upazila Revenue Fund. If the bill amount exceeds the specified amount, the chairmen shall pay the additional amount form their own.

b. The Upazila Parishad Chairman shall get Tk. 5,000/- (five Thousand) per month to pay the house rent to be borne by Upazila Parishad Revenue Fund and all utility bills (electricity, gas) shall be paid by the Chairman from his own.

2. This order shall be effective from 01/08/2010. All the instructions/orders circulated earlier in this regard are hereby cancelled.

(Taslima Kaniz Nahida)
Sr. Asstt. Secretary
Ph. Fax: 7171553

Distribution to:

01. Chairman (all), Upazila Parishad, Zila.
02. Upazila Nirbahi officer, Upazila, Zila.

Copy to:

01. Cabinet Secretary, Cabinet Division.
02. Secretary Division/ Ministry
03. Commissioner..... Division/Ministry.
04. Chief Engineer, LGED.
05. Deputy Commissioner, Zila.

Government of the People's Republic of Bangladesh
Ministry of Land
Wing-3

Memo no. LM/W-3/tax-1/2010-147

Date: 21-03-2011

Circular

Sub: Transfer of 2% money from land development tax to Upazila Parishad Fund.

The Upazila Parishad Law, 1998 has been reinstated by the Law no. 27 of 2009. In sl. No 8 of schedule four it is stated, "2% of the land development tax of the total collected land development tax in a particular Upazila" is the revenue income of that Upazila. The following activities are to be undertaken to transfer 2% land development tax to Upazila Parishad Fund.

(a) Concerned Commissioner (Land) shall open a bank account in the name, "2% share of the Upazila Parishad from land development tax." The Union Asstt. Land officers under the Upazila shall deposit 2% share from the collected land development tax to the Upazila Parishad fund regularly and remaining 98% shall be deposited through Government Treasury chalan to Government Fund. The Union Asstt. Land officers shall report to the Asstt. Commissioner (Land) within 5th of the next month on the deposit of 2% share from land development tax.

(b) Asstt. Commissioner (Land) shall deposit 2% share from land development tax, from all the Union Asstt. Land Development Officers within the Upazila, within 7th of every month to Upazila Parishad Fund through crossed check, and report to Deputy Commissioner, Upazila Parishad Chairman and Upazila Nirbahi Officer.

(Md. Mokhlesur Rahman)
Secretary
Ministry of Land

Government of the People's Republic of Bangladesh
Local Government, Rural Development, & Cooperatives
Local Government Division
Upazila-2 wing
www.lgd.gov.bd

Memo no. 46.046.006.00.00.004.2009(Part-1)-213,

Date: 10.04.2011

As directed, the copy of the above letter is sent for necessary action.

(Dr. Md. Sarwar Bari)
Sr. Asstt. Secretary
Ph: 7171553

Recipient:

01. Chairman (all) Upazila Parishad,
..... District
02. Upazila Nirbahi Officer, Upazila
..... District.

Copy to:

1. Deputy Commissioner (all)..... District.
2. PS to the Secretary, Local Government Division.
3. Vice-Chairman (male/female), Upazila Parishad..... (all)
4. Zila/Upazila Accounts Officer (all).....

Govt. of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development & Cooperatives
Local Government Division
Upazila-02 wing

Memo no. 46.045.027.08.02.002.2011-2309

Date: 15/06/2011

Subject: Regarding continuing the job of the head of a private educational institution or the teacher in their institution if elected as the Vice-Chairman of the Upazila Parishad.

It is to be informed in the above context that while participating in the Upazila Parishad elections held in 2009, there is a provision to resign from the service of a private educational institution. As per the Upazila Parishad Act 1998 (Amended in 2009), There are no legal barriers in participating in Upazila Parishad elections while serving in any private educational institutions. Those who have already resigned also have no legal barriers in performing their duties in private educational institutions. However, in this regard, the instruction of the issued circular of the Local Government Division (LGD) in memo no. Sha-8 / 1C-3/85/20 (460) dated 15-01-1986 has to be followed. The instruction is as follows:

"If a teacher of a private educational institution or any other teacher is elected as the chairman of the Upazila Parishad, he/she can remain in the post of the chairman of the Upazila Parishad without resigning from the service of the concerned educational institution subject to the grant of unpaid leave from the board of directors of that educational institution."

2. This instruction will also be applicable to the Vice Chairmen of the Upazila Parishad.

(Dr. Md. Sarwar Bari)
Senior Assistant Secretary
Phone-Fax: 7173058

Distribution:

1. Vice Chairman (All)
..... Upazila Parishad
..... District.
2. Vice Chairman (Female) (All)
..... Upazila Parishad
..... District.

Memo no. 46.045.027.08.02.002.2011-2309

Date: 15/06/2011

For kind information:

- 1) Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka.
- 2) Commissioner (All) ----- Division.
- 3) District Commissioner (All) ----- District.
- 4) Chairman (All) ----- Upazila Parishad ----- District.
- 5) UNO (All) ----- Upazila Parishad ----- District.

(Dr. Md. Sarwar Bari)
Senior Assistant Secretary

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development & Cooperatives
Local Government Division
Upazila-1 wing

Memo No. 46.045.026.00. 00.001.2009-405

Date: 20 July, 2011

Sub: Sending information in prescribed format to obtain permission for movement of Jeep out of the district, allocated in favor of Upazila Parishad by the Local Government Division.

In reference to the above subject, in case of movement of vehicle out of Upazila, it is to inform that the following information are there in the memo of the Local Government division bearing no. LGD/Upa-1/vehicle-1/2009/04, dated: 05-01-2010, circulated regarding the use of Upazila Parishad transport and fuel supply:

‘Section E: Generally, the vehicle shall not be used beyond the Upazila boundary. But the vehicle may be used in the district HQ or within the district boundary for the purpose of Government functions. If in any special reason the vehicle needs to be taken out of the district boundary, in that case prior approval from the Local Government Division shall be obtained.’

As per the above instruction, to obtain prior approval of the Government for movement of jeep of the Upazila Parishad beyond the district boundary, the undersigned is attaching herewith the prescribed format to take necessary steps for sending related information in this out of the district regard. It is to be mentioned that this prescribed format is also available in the wave site of this department (www.lgd.gov.bd).

Attachment: 1 (one) set (in the next page).

(Khalid Parvez Khan)
Sr. Asstt. Secretary
Ph. 7171553

Distribution (for taking necessary action):

1. Chairman,
..... Upazila Parishad (all),
..... Upazila, Zila.

Application to obtain approval for movement of the vehicle allotted to Upazila Parishad beyond the boundary of the district

<u>Sl No.</u>	<u>Subject</u>	<u>Information</u>
1.	Name of Upazila Parishad	:
2.	Name of District	:
3.	Name, Designation, address and phone no. (office/residence/mobile) of the transport user	:
4.	Complete registration no. of the vehicle	:
5.	Name of the driver of the jeep (Photocopy of the driver's license to be enclosed)	:
6.	Date of the proposed journey	:
7.	Logic of taking the vehicle outside of the district (official /personal)	: a) b) c) d)
8.	a) The last date and reason for taking the vehicle out of the district b) Last date of repairing /servicing and where (out of the district) the vehicle was taken for the purpose of repairing /servicing	:
9.	For taking out of the district whether the authority's approval was there or not	:
10.	From which head of expenditure would be expended in this regard	:
11.	Name, designation, address and phone number (in any) of the person to stay outside of the district with the vehicle	:

Name of the applicant
Designation, Signature and Stamp

NB: Filling up with the above information properly, the application with a forwarding shall have to be sent, at least before 10 (ten) days of the desired date, to the Local Government Division (Upazila-1 wing), Bangladesh Secretariat, Dhaka.

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development & Cooperatives
Local Government Division.
Upazila-2 wing

Memo No: 46.0.45.022.09.07.007.2011-424

Date: 06 February, 2012

Sub: Regarding sending of all letters related to Upazila Parishad and notice of the Upazila Parishad meeting in the name of Upazila Parishad.

In reference to the above subject this department was informed that in the light of different letters including issuance of notice of the Upazila Parishad meetings, the Upazila Nirbahi Officers are used to write 'Office of the Upazila Nirbahi Officer' which is against the clause 20 of the Upazila Parishad (implementation of activities) Rules, 2010.

Under the above circumstance, on being instructed it is requested to write in the name of Upazila instead of Office of the Upazila Nirbahi Officer in the title of activities of Upazila Parishad and all letters related to Upazila Parishad.

(Md. Akram-Al-Hossain)
Deputy Secretary (Upazila)
Ph. 7161489

Distribution (for taking action):
Upazila Nirbahi Officer (all)
.....Upazila, Zila.

Memo No: 46.0.45.022.09.07.007.2011-424

Date: 06 February, 2012

Copy for kind information:

1. Commissioner (all),Division.
2. PS to the Minister of LGRD & C.
3. Deputy Commission (all),Zila
4. Chairman (all), Upazila Parishad, Zila.
5. PS to the Secretary, LGD.
6. PS to the State Minister, Ministry & LGRD & C.
7. Computer Programmer, Local Government Division.
(Requested to put the letter in the wave site)

(Md. Akram-Al-Hossain)
Deputy Secretary (Upazila)

Very Urgent

Government of the People's Republic of Bangladesh
Local Government, Rural Development, & Cooperatives
Local Government Division
Upazila-1 Wing
www.lgd.gov.bd

Memo No. 46.046.025.00.00.006.2010-100

Date: 5 March, 2012

Circular

Sub: Enclosing Information of enjoyed leave in abroad during last one year with the application for abroad leave.

In reference to the above subject this is for your information that in the “rules for leave of Chairman, Vice-Chairman, member and female members, 2010” there are provisions for availability of different types of leave. There is instruction for furnishing required information in the prescribed format to the ministry for enjoying leaving outside Bangladesh.

In sl. No. 9, the sentence “Statement of travelling abroad during the current calendar year” shall be substituted with “statement of travelling abroad during last 1 (one) year.” All other things of the format shall remain unchanged.

Under the above circumstances, it is hereby requested to sent the application for leave to abroad filling the application for leave to abroad filling the prescribed format property following the changes made.

(Khalid Parvez Khan)
Deputy Secretary
Phone: 7171553

Distribution:

For taking action-

- (1) Chairman, (all), Upazila Parishad,
..... Upazila, Zila.
- (2) Vice-Chairman, (all),
..... Upazila Parishad, Upazila, Zila.

Copy (for information):

1. Deputy Commissioner, (all) Zila.
2. Upazila Nirbahi Officer (all)..... Upazila, District.
3. PS to the Secretary, LGD, Bangladesh Secretariate, Dhaka.

Government of the People's Republic of Bangladesh
Local Government Rural Development and Cooperatives
Local Government Division
Upazila-2 wing

Memo no: 46.045.022.09.02.002.2011-857

Date: 4 July, 2012

Sub: As regards continuation of Job in their concerned institutions of those officer/staff or any other member of non-government institution on being elected as the Chairman/Vice-Chairman of Upazila Parishad.

Being instructed, it is to be informed in reference to the above subject that, if any officer/staff or any other member of any non-governmental institution is elected as the Chairman/Vice Chairman of Parishad, in that case they shall continue their office as the Chairman/Vice-Chairman of Upazila Parishad on granting leave without pay from the Managing Committee of that institution instead of resigning from the post. Provided, the institution, where he is involved with (without pay), shall not be involved with any activity concerned with Upazila Parishad interest.

(M Kazi Emdadul Islam)
Sr. Asstt. Secretary
Ph: 7173058

Distribution (for taking action):

1. Chairman (all)
..... Upazila Parishad,
..... Zila.

Memo no: 46.045.022.09.02.002.2011-857

Date: 4 July, 2012

Copy (for kind information):

1. Commission (all), Division.
2. Deputy Commissioner (all), Zila.
3. Upazila Nirbahi Officer (all), Upazila, Zila
4. Vice Chairman (all), Upazila Parishad, Zila.

(M Kazi Emdadul Islam)
Sr. Asstt. Secretary

Government of the People's Republic of Bangladesh
Local Government Rural Development and Cooperatives
Local Government Division
Upazila-2 Wing
www.lgd.gov.bd

Memo no: 46.045.001.08.02.002.2012-1020

Date: 23 September 2012

Sub: Mitigation of Audit objection of Upazila Parishad.

In reference to the above subject, it is to inform that the annual report 1998-99 on the Ministry of LGRD&C and with a view to mitigate the audit objection of the ministry since its commencement and till to date, the following 2 (two) different Tables have been formatted by the Audit-1 Wing of this Department:

Table-1

(Regarding unmitigated advance audit objection of Upazila Parishad and office of the Upazila Engineer since its commencement)

Year of objection	Clause No.	Title of objection	Nature of objection (General/Advance/Draft)	Concerned Audit Department
1	2	3	4	5

Table-2

(Reply/Broad sheet of the Audit Objections mentioned in the 1998-99 Report)

Year of objection	Clause No.	Title of objection & detailed description	Reply of concerned department	Recommendation/opinion of the ministry
1	2	3	4	5

Under the above circumstances, the information are given in Table-2 with a view to mitigate the audit objections mentioned in the report on this ministry for 1998-99 financial year prepared by the Auditor General and comptroller, and to mitigate the audit objection since inception to till date the reply/broad sheet are to be sent to the Joint Secretary (Audit) on an urgent basis using Table 1; on being ordered it is requested for.

(Md. Ali Akbar
Sr. Asstt. Secretary
Phone: 7173058)

Distribution (for taking action)-

1. Chairman (all) Upazila, District.
2. Upazila Nirbahi Officer (all), Upazila, District.

Memo no: 46.045.001.08.02.002.2012-1020

Date: 23 September 2012

Copy (for kind information):

1. Deputy Commissioner (all)..... District.
2. Sr. Asstt. Secretary (Audit-1 wing), Local Government Division.
3. PA to the Joint Secretary (Audit), Local Government Division.

(Md. Ali Akbar)
Sr. Asstt. Secretary

Government of the People's Republic of Bangladesh
Local Government, Rural Development and Cooperatives
Local Government Division
Upazila-1 wing

Memo no. 46.046.022.00.00.002.2012-692

Date: 09 December, 2012

Officer Order

On being instructed, re-circulating the office order in pursuit of the office order of the Local Government Division on 9.10.2011 under memo no. 46.046.006.00.00.004.2009-535 and as per instruction of the Finance Division Vide their memo no 07.00.0000.129.00.026.12-99 dated 21-11-2012 regarding the travel allowance (TA) and daily allowance (DA) of the chairman/vice-chairman and also to decide the approving authority, as follows:

(a) The TA & DA of the Upazila Parishad Chairman and Vice-Chairman are fixed as follows:

SI	Name of Allowance		Recommended Rate of Finance Division		Remarks
			Chairman Upazila Parishad	Vice Chairman Upazila Parishad	
1.	Daily Allowance		Tk. 625.00	Tk. 500.00	For expensive places (Dhaka, Ctg., N.gonj, Khulna, Rajshahi, Barisal & Sylhet), allowance would increase by 33%
2.	Travel Allowance	(a) By Road	Tk. 1.25/km This rate is applicable to all roads	Tk. 1.25/km This rate is applicable to all roads	
		(b) Train/ Steamer	Eligible for AC class. In this case fare will be at the ratio of 1.5 of the actual fare. Travel by other than AC classes the fare ratio shall be 1.8 with the actual fare	Eligible for non-AC class. In this case the fare will be at the rate of 1.8 of the actual fare.	
		(c) Air travel (Domestic)	Eligible for Economy Class In this case an extra 20% shall be added with the plane fare	Not eligible	

Provided that-

- The above TA/DA shall only be applicable for travel for Government and public interest;
- TA shall not be allowed if travelled by Government transport. But DA shall be given
- Those TA/DA shall be made out of the Upazila Parishad Revenue Fund. No financial involvement of the government shall be there; and
- Where, there is nothing spell out clearly, in those cases the rules/regulations for Government officials shall be applied.

(b) Arrangements are to be made by the Upazila Parishad Chairman and Vice-Chairman for approval of this sort of bills, by the Upazila Parishad.

(Enamul Habib)
 Sr. Asstt. Secretary
 Ph: 9562247

Government of the People's Republic of Bangladesh
Local Government Rural Development and Cooperative
Local Government Division
Upazila-1 Wing.

Very Urgent

Memo no. 46.046.026.00.00.004.2011-239

Date: 03 March, 2013

Subject: Regarding taking action for failure in following the instructions of the circular for using Upazila Parishad Vehicle and fuel supply

Ref: Local Govt. (1) Division's memo no. LGD/Upa-1/Vehicle-1/2009/04, Date: 05 January, 2010.
(2) LGD's memo no LGD/Upa-1/Vehicle-1/2009/260; Date: 02 May, 2011.

In reference to the above subject, his attention is drawn to the memos in reference that the following issues have been stated in the clauses (e, f, j & m) regarding use of transport supplied by the local Government Division in favour of Upazila Parishad and supply of fuel for them:

Clause E: Generally, vehicles shall not be used out of Upazila boundaries. But the transport may be used in district headquarters and within the Zila for the purpose of Government duty. Prior permission from the Local Government Division shall be taken in the cases of taking the vehicle out of the district on special ground.

Clause F: The jeep of the Upazila Parishad shall not be used in personal matters.

Clause J: The vehicle after office hours shall not be kept in any other place except the specified garage/place. In case of any damage/theft occurred to the transport for keeping it other than the specified garage/place, in that case the person shall be responsible for that occurrence and he shall compensate it.

Clause M: Violators of any provision of this circular would be personally liable.

2. Nowadays it could be observed that some of the Upazila Parishad Chairmen are taking the vehicles out of the district and staying there violating the rules of this circular. No improvement has happened in this regard even after orders given earlier through the memo in reference, which is unexpected, undesirable and against the existing circular.
3. Government has taken decision that without prior approval of the LGD if the vehicles of Parishad are taken out of the district violating the rules of the existing circular of the Local Government Division and the matter comes to the knowledge of the LGD, legal actions instantly be taken.
4. Under the above circumstances, being ordered it is hereby requested all that according to the existing circular of the LGD, not to take the jeep of the Upazila Parishad out of the district without prior approval of the LGD. Otherwise, legal actions shall be taken against them who have used the vehicle violating the circular.
5. This is very urgent.

(Md. Sabur Hossain)
Sr. Asstt. Secretary
Ph: 9562247

Memo no. 46.046.026.00.00.004.2011-239

Date: 03 March, 2013

Copy to:

1. Inspector General of Police (IGP), Police HQ.
2. Commissioner (all)..... Division
3. Police Commissioner (all), Division.
4. Deputy Commissioner (all), District (requested to report to the LGD immediately).
5. Police Super. (all), District.
6. Upazila Nirbahi Officer (all)..... Upazila, Zila.
7. Vice-Chairman (male/female), all Upazila, Zila
8. Zila/Upazila Accounts Officer (all) Upazila, Zila.

(Md. Sabur Hossain)
Sr. Asstt. Secretary

Letter No. 03.092.002.00.00.037.2013-311

Date: 13/12/2013

Subject: Recommendation of Governance Innovation Unit (GIU) on “Strengthening Night Security in the Upazila Parishad”.

Modern public administration is citizen centric; its main goal is to improve the quality of life of the people through fast and cost-effective service. Realizing the importance of creating innovation culture in the public sector in human resource development, a course titled Innovation Concept & Practice of Government Officials was recently organized by GIU. During the group discussion session of the training, different groups presented proposals for different problems and their solutions. In the training on 29/10/2013, a team presented a well-thought-out opinion on the problem of inadequate security arrangements of the Upazila Parishad. Considering the importance of the issue, after further review and analysis by the GIU identified the following recommendations for its outcome and solution:

"Strengthening night security of Upazila Parishad"

A) Reasons for inadequate security measures of Upazila Parishad:

1. The number of night guards in the Upazila Parishad is less than required;
2. Vacant Posts;
3. To employ night watchmen in other duties of the office;
4. Lack of coordination in the duties of night watchmen;
5. Lack of monitoring;
6. Many Upazila Parishads do not have boundary walls;
7. Free movement of people in the Upazila Parishad at night;

B) Problems arising due to the mentioned reasons:

1. Inadequate quality of service due to poor number of guards;
2. Increase the likelihood of theft, robbery and sabotage in the Parishad;
3. Insecurity of government resources;

C) The recommendations made by the GIU during the training to address “inadequate security measures in the Upazila Parishad” are as follows:

1. Prepare a comprehensive list of night watchmen and distributes responsibilities among them at each office of the Upazila Parishad;
2. Provide regular briefings to night watchmen on their responsibilities;
3. Monitoring the work of night watchmen. In this case, the responsibility to Upazila Ansar/VDP officers can be given;
4. Use of a specific telephone / mobile number for night and round the clock communication with the local police station;
5. To increase the morale and courage of the guards, the patrol team of the local police station patrols the Upazila Parishad 1/2 times at night as part of their regular patrols;
6. Night Guards should be informed the contact numbers of the Upazila Executive Officer, the officer-in-charge of the police station, the police officer in charge of patrolling and the Ansar VDP officer;

D) Benefits of taking the above measures:

1. The shortage of night watchmen will be resolved if arrangements are made to perform the duties in the integrated list with the night watchmen of all the Departments of the Upazila Parishad. The quality of service and sincerity in work will increase and satisfaction at service standard will be ensured;
2. The security of government office assets will be enhanced and ensured;
3. Public resources will be protected from damage and sabotage;

4. There will be a sense of responsibility towards the work of night watchmen at all levels. No money will be spent on recruitment / outsourcing of additional manpower to implement the above proposal. But the security arrangements of each Upazila Parishad will be ensured and the quality of service will increase. At the same time the proposal is feasible in a short time. The GUI firmly believes that it will be possible to strengthen the night security of the Upazila Parishad if all the night watchmen working in the various offices under the existing Upazila Parishad structure are given a coordinated duty.

In this context, considering the importance of the proposal, it is kindly requested to inform the office to take appropriate steps including giving necessary instructions at the field level for its implementation.

Mohammad Navid Shofiullah
Director
Governance Innovation Unit (GIU)
Phone: 9131854, Fax:91311869
e-mail: innovation@pmo.gov.bd

Secretary
Local Government Division
Ministry of Local Govt. Rural Dev. and Cooperative
Bangladesh Secretariat, Dhaka

Copy (not in order of seniority)

- 1) Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
- 2) Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
- 3) Additional Secretary, Ministry of Public Administration and NPD, CSCMP, Bangladesh Secretariat, Dhaka.
- 4) Director (Administration), Prime Minister Office, Dhaka.
- 5) Principal Secretary, Prime Minister Office, Dhaka.
- 6) Personal Secretary to the Senior Secretary, Prime Minister Office, Dhaka.
- 7) Mr. Panos Liverkes, Project Manager, CSCMP, 63, New Eskatan, Dhaka -1000
- 8) Personal Secretary to the International Affairs Advisor of the Prime Minister, Prime Minister Office, Dhaka.
- 9) Deputy Director (all), Prime Minister Office, Dhaka.
- 10) Personal Secretary, Director General, Governance Innovation Unit, Prime Minister Office, Dhaka.
- 11) Office Copy

Government of People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperative
Division of Local Government
Upazila Wing- 1

Memo no - 46.046.015.00.00.004.2012-98

Date: 26 January, 2014

Subject: Recommendation of Governance Innovation Unit (GIU) regarding strengthening night security in Upazila Parishad.

Source: Prime Minister's Office - Memo No. 03. 092. 002. 00. 00. 037. 0213-311; Date: 31 December 2013

In the light of the above-mentioned letter, it is to be informed that the photocopy of the letter received from the Prime Minister's Office (including the attachment) has been sent along with it. All the Upazila Parishads of his district were requested to take all necessary steps as per the recommendation to strengthen the night security system in the Upazila Parishad mentioned in the letter.

(Md. Sobur Hossain)
Deputy Secretary
Phone: 9562247

Deputy Commissioner (All)
..... District

Copy:

1. Director, Governance Innovation Unit, Prime Minister's Office, Tejgaon, Dhaka.
2. Chairman, Upazila Parishad (All) Upazila District.
3. UNO (All) Upazila District.

Government of People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperative
Division of Local Government
(Upazila Wing- 1)

Memo no - 46.046.015.00.00.004.2012-158

Date: 11 February, 2014

Subject: Keeping Upazila Parishad building, valuable equipment, documents and other materials safe at night.

In view of the above, it is informed that all Upazila Parishad buildings, valuable equipment, documents and other materials should be kept safe at night by the night guards / guards of the Upazila Nirbahi Officer's Office, Upazila Secondary Education Office and Upazila Engineering Office. If any, the Chairman and the Executive Officer of the Upazila Parishad have been requested to make a roster centrally and give instructions for the assignment of responsibilities.

(Md. Sobur Hossain)
Deputy Secretary
Phone: 9562247

1. Chairman (All)
..... Upazila Parishad
..... Zila.
2. Upazila Nirbahi Officer (All)
..... Upazila, Zila.

Copy to:

1. Deputy Commissioner (All), District.
2. Private Secretary to the Secretary, Local Government Division.

Very Urgent

**Government of People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperative
Division of Local Government
Upazila- 1 Section**

Memo no- 46.046.006.00.00.001.2012-1057

Date: 02 November, 2014

Subject: Sending 'Guideline on the formulation and implementation of development plan for Local Government Institutions'.

In reference to the mentioned subject, the 'Guideline on the formulation and implementation of development plan for Local Government Institutions' is sent herewith. It is requested to ensure the fulfilment of order by formulating five-year plan in line with this guideline and by sending it to the Local Government Division by March 31, 2015.

Attachment: 'Guideline on Formulation and Implementation of Development Plan for Local Government Institutions' 14 pages.

(Md. Sobur Hossain)
Deputy Secretary
Phone: 9562247

1. Chairman (all)

..... Upazila Parishad
..... Zila.

2. Upazila Nirbahi Officer (all)

..... Upazila, Zila.

Copy:

1. Cabinet Secretary, Cabinet Division.
2. Commissioner (all), Division.
3. Director (all), Local Government, Division.
4. Deputy Commissioner (all), District.
5. Deputy-Director (all), Local Government Division, Zila.
6. Personal Secretary to the Senior Secretary, Local Government Division, Bangladesh Secretariat, Dhaka.

Guideline on the formulation and implementation of development plan form local Government Institutions

1. An effective plan is the best way for achieving the desired targets through the proper and efficient use of limited resources. Just after being free from the squeeze of colonial rule, like other developing countries, Bangladesh became familiar with the five year and annual plan. Specially, after the independence a powerful planning commission was established in 1972-73 and thus the planned development program was introduced.
At present long-term 'Perspective Plan' (from 2010-11 to 2020-21) and mid-term 'sixth five-year plan' (2010-2015) has been formulated. Though unfortunate but it is true that, due to the absence of long-term and mid-term plan in the decade prior to the formulation of 6th Five Year Plan, the country's development activities were without any direction. After the formulation of perspective plan and sixth five-year plan in the year 2010, the mid- and -long term direction of national development activities gained a specific form and structure. Aiming at being a middle-income country in the golden jubilee of the independence (2021), the 6th five-year plan is being implemented targeting the overall growth rate at 8-10 percent. Some of its benefits are already visible. Bangladesh has made significant progress in each of the targets of UN declared Millennium Development Goals.
2. Only central planning is not enough for a balanced and overall development of the country. Traditional public-representatives and democratically elected local government institutions that is autonomous and established in light of the constitution will formulate and implement 'the socio- economic development plan' within their jurisdiction. Government, Government, for effective decentralization in the formulation and implementation of socio-economic development plan, has granted sufficient authority under Zila Parishad Act 2000, Upazila Parishad Act 1998 (revised upto 2011), Local Government (Union Parishad) Act 2009, Local Government (Pouroshova/township) Act 2010, Local Government (City Corporation) Act 2009 to all these local Government institutions in formulating and implementing the local level plan and in funding those plans with local and central financing.
3. At present all local government institutions have to assimilate target, goal and strategy of perspective plan, and they have to prepare mid-term and short-term social and economical plan to implement all development work. Preparing annual development plan as short-term plan and five-year plan as mid-term plan, all development activities will be implemented by combining these two.
4. Plan utilization has to be ensured for all the allocation received from national government; all taxes received nationally and locally; resources received from revenue, fees, services and supplies; and allocations of all government offices. In this regard laws and rules of respective institution and government finance and accounting policies will be followed to ensure the best development possible using the money. All local government institutions have to make plan by its own to increase the supply of money and should continue it yearly. About this matter Upazila Parishad Act Section 44 and fourth Schedule can be followed.
5. Every local government institution may have its own development perspective, development goals and priority. This perspective, goal and priority will also be identified according to sectors. Detailed activities of sector-wise perspective, goals priorities of infrastructure, education, health, agriculture, poverty, women and children, fisheries, livestock, forestry and environment, sports and culture etc. has to be determined and prioritized in the annual and five-year plan before implementation.
6. At present, all services and supplies will be coordinated at Upazila level and Upazila Parishad will be considered as the centre point of local development specially until the Zila Parishad is not fully active. All officers working in the government offices of the Upazila will assist the Parishad by mean of information collection of the respective sector and by formulating and implementing the plan.

7. City corporation, Paurashava of district headquarter and Zila Parishad will discuss among themselves and will coordinate about the projects undertaken in their respective plan. Urban and rural local government institutions (Union Parishad and Upazila Parishad) will encourage ministries, divisions, department/directorates in joint financing and implementation of projects for service and development.
8. 17 government departments whose activities and manpower have been transferred to the Parishad will accomplish the development activities of their respective department under a coordinated mid-term plan for Upazila. Accomplishment of the national target of respective department/division will be monitored from the district level. About three districts of Chittagong hilly area Bandorban, Khagrachori and Rangamati, district level officers lawfully will be considered under Zila Parishad and Upazila level officers lawfully will be considered under in Upazila Parishad. For the plane land in the same way the respective office of Zila level will execute the administration of same type of office in the Upazila. But the Zila Parishad must implement comprehensive and economic plan under mid-term and long-term plan.
9. Upazila Parishad through sector-based 17 committees, formed according to Upazila Parishad Act, will collect the base-data, process, analyze and store those data for every sector and then prepare an information book in every Upazila accumulating information of all the sectors, it will be updated every year. The officers of the Upazila will give intensive support in collecting data of respective department and the Upazila Statistics Office will give special help about this affair.
10. By analysing departmental and sectoral data to prepare a mid-term plan, the following method will be followed for sector wise data analysis, data consistency and sectoral vision for preparing planning documents, planning framework and project design:

Sl No	Sector	Responsible government department	Parishad Committee formed by Union/ Upazila Act	issues to be considered for the adoption of vision, plan and project
1.	Communication and physical infrastructure development	<ul style="list-style-type: none"> ▪ LGED ▪ DPHE ▪ Relief and disaster management 	<ul style="list-style-type: none"> ▪ Communication and infrastructure development 	<ul style="list-style-type: none"> ▪ Preparation of infrastructure plan using GIS; ▪ Re-introduction and update of thana plan book prepared by LGED ▪ Coordination of TR, GR, kabikha, kabita, and other central allocation ▪ Allocation of ADB, any other special allocation, divisional and project, Combination of any part of national project.
2.	Agriculture and irrigation	<ul style="list-style-type: none"> ▪ Department of agricultural extension ▪ BADC ▪ BRDB ▪ LGED 	<ul style="list-style-type: none"> ▪ Agriculture and irrigation 	<ul style="list-style-type: none"> ▪ Renewal of land-use development plan ▪ Crop layout, crop diversification, modernization of agriculture ▪ The logical extension of the irrigation system ▪ Transfer of agriculture technology
3.	Primary and Mass education	<ul style="list-style-type: none"> ▪ Department of Primary Education/Mass Education 	<ul style="list-style-type: none"> ▪ Primary and Mass education 	<ul style="list-style-type: none"> ▪ By combining school management committee and Standing Committee on Education and strengthen school-based education ▪ Special attention to achieve education related MDG ▪ Combination between Connecting people in education program initiatives and activities of NGOs

4.	Secondary and Madrasa Education	<ul style="list-style-type: none"> ▪ Secondary Education officer 	<ul style="list-style-type: none"> ▪ Secondary and Madrasa Education 	<ul style="list-style-type: none"> ▪ To make a long-term aspect about Primary and Secondary education as total education sector ▪ To take school-based activities with the combination with existing management committees
5.	Health and Family welfare	<ul style="list-style-type: none"> ▪ Health Division and Family Welfare Division 	<ul style="list-style-type: none"> ▪ Health and Family welfare 	<ul style="list-style-type: none"> ▪ To take long term planning about Upazila and Union based health; population and family welfare related ▪ To take collaborative initiatives of Union Parishad and Upazila Parishad to improve the health facilities in Hospitals and in Health & family welfare centres ▪ To combine the resources of Upazila Parishad and Union Parishad with government allocation ▪ Undertaking joint activities by the standing committees of Union and Upazila Parishad
6.	Fisheries and Livestock	<ul style="list-style-type: none"> ▪ Fisheries division ▪ Livestock division ▪ Cooperatives ▪ BRDB 	<ul style="list-style-type: none"> ▪ Fisheries and Livestock Committe 	<ul style="list-style-type: none"> ▪ Fisheries cultivation and natural reservoir development, preservation and undertaking activities for fisheries development ▪ To take measures for the improvement of poultry, cattle and other livestock ▪ Farm development of fisheries and livestock and treatment development ▪ Involvement of NGOs and cooperatives
7.	Social security, food safety and poverty reduction	<ul style="list-style-type: none"> ▪ Social service ▪ Youth Department ▪ Department for Women's affairs 	<ul style="list-style-type: none"> ▪ Social welfare 	<ul style="list-style-type: none"> ▪ Ensuring proper implementation and monitoring of Upazila and Union based social security activities. ▪ Identification of Upazila based poverty, taking all local measures to achieve national target ▪ Ensure regular monitoring and supervision of all activities of all measures taken to assure food security
8.	Rural development and cooperative	<ul style="list-style-type: none"> ▪ Cooperative division ▪ BRDB 	<ul style="list-style-type: none"> ▪ Rural development and cooperative 	<ul style="list-style-type: none"> ▪ Taking initiative for rebirth of cooperative by re-evaluating the upazila cooperative process ▪ Connecting with other offices to use cooperative as the stair of development ▪ To create total plan for rural development division for creating rural work ▪ Identification of upazila based poverty, preparing and implementation of action plan to use resources given by rural development division to eradicate poverty ▪ Making plan to proper use of resources received from 'one house, one farm' project ▪ Strengthen the election, AGM and audit system of all cooperative
9.	Women and child development	<ul style="list-style-type: none"> ▪ Women Affairs Officer ▪ Health Officer ▪ Family welfare ▪ Social services 	<ul style="list-style-type: none"> ▪ Women and child development 	<ul style="list-style-type: none"> ▪ Preparing plan by considering the importance of women and child development in the budget of upazila and union parishad ▪ Coordination of different government-non government and civil activities for empowering and equalization of women

				<ul style="list-style-type: none"> ▪ Taking all activities for child labour, child education and child nutrition ▪ By analyzing the position in women and child MDG, taking initiative to achieve national goal within 2015
10.	Youth, sport and culture	<ul style="list-style-type: none"> ▪ Youth department ▪ Education officers 	<ul style="list-style-type: none"> ▪ Youth and sport ▪ culture 	<ul style="list-style-type: none"> ▪ training to increase efficiency of youth, creating youth organizations, taking and implementing projects about sports and cultural in educational institutions ▪ development of play ground and cultural centre or organization
11.	Public health, sanitation and pure water supply	<ul style="list-style-type: none"> ▪ public health ▪ LGED 	<ul style="list-style-type: none"> ▪ Public health, sanitation and pure water supply 	<ul style="list-style-type: none"> ▪ Creating vision, preparing plan, making and implement projects to supply 100% healthy sanitation and pure water within 2015 ▪ Find out the condition of arsenic regularly ▪ Taking projects and implement them to find out sources of pure water using surface water in Arsenic affected area ▪ Making reservoir to reserve rain water, awaken people, taking schemes with union parishad and making reservoir on government building ▪ Making suitable public toilets in the upazila and remove unhealthy toilets
12.	Environment and forestry	<ul style="list-style-type: none"> ▪ Forestry division ▪ Agriculture division ▪ Cooperative ▪ Youth development department ▪ LGED 	<ul style="list-style-type: none"> ▪ Environment and forestry 	<ul style="list-style-type: none"> ▪ Combination of local initiatives with national activities about environment change ▪ Planting trees beside roads, in educational institutions and religious institutions ▪ Social forestation ▪ Justifying environmental effect on making any infrastructure ▪ Working on water resources, wild life and bird reservation all over the upazila ▪ Taking effective action against air, soil, water pollution on the basis of national environment policy
13.	All with information technology	<ul style="list-style-type: none"> ▪ Education ▪ LGED ▪ Agriculture 	<ul style="list-style-type: none"> ▪ Special committee will be formed 	<ul style="list-style-type: none"> ▪ Making use of Internet mandatory in all offices and for officers under the upazila parishad

11. If the Union or Upazila Parishad think any other matter important outside of this list the Parishad may prepare project following due procedures and may implement. No barrier will be there for involvement of any government office, NGO and individual.

12. Long term vision, plan and projects for the Upazila and Union will be implementable after the approval from the respected institutions.

13. Every committee and department will prepare jointly a sectoral 'vision-2021' after analyzing the problems of sector. In light of this vision a mid-term target, achievable within 2015, and annual plan for every sector will be prepared. To determine the Upazila-wise targets for achieving the millennium goal, a diagram (appendix-1) is attached at the end. Also, the mid-term plan will be divided into annual plans and will be submitted to Upazila Parishad for the approval while filling the projects according to the attached table (Appendix-2).

14. While making the 'Vision-2021', Upazila will arrange huge mass participation and public dialogue. Union Parishad, Paurashava, local NGOs, civic organizations, cooperative organization, professional organization and ordinary citizen will be included in the dialogue. Opinion of the concerned persons, groups and parties will be written down and preserved. After the timeframe of Millennium Goal i.e. for the period of post-2015 the outlook in view of taken policy of the government should be analyzed.
15. Related government divisions specially ministry of food, relief and disaster management and other government divisions with their respective ministry, division and offices already have issued the notification, circular and guidelines for financing the plan, after necessary correction in view of local government laws and they will create suitable situation in union, Upazila, Paurashava, Zila and everywhere for formulation and implementation of coordinated plan .
16. Divisible part of the ongoing project undertaken at national level will be implemented locally in coordination with the related Parishad. In future to formulate any plan nationally, regionally and locally related ministries and division will determine the procedure in view of running local government laws and the planning commission will ensure this.
17. Planning Commission, IMED and Statistics Division will supervise the coordination of Upazila information & plan books with the national information, statistics and plans. Every Upazila Parishad will publish an information book. Every year in January the book will be updated. Annual report will be published every year coordinating the annual plan, five-year plan and budget etc. This information book will be displayed in the concerned Upazila Parishad, the web-portal of local government division and every district and in LGED's web site.
18. To ensure the proper reflection of national goals, objectives and strategies in the plans of union, Upazila, Zila, Paurashava and city corporation, the planning ministry and local government division will make an administrative arrangement for monitoring those plans.
19. For the improvement of local-based social and economic planning, planning ministry and local government division may publish necessary manual, guideline and notification under the control of Cabinet Division.
20. Every Union, Upazila, Paurashava and city corporation will prioritize the achievement of the national target of millennium goals within 2015. Related government division/department and related every local government institution will contribute jointly to achieve this target.

The achievement of the national target of the millennium targets and determination of the status and position of union/Upazila-wise targets

Goals-1: Eradicate Extreme Poverty and Hunger

National status and goals					Union/Upazila status and goals		
		1991	2008	2015	2011	2013	2015
1. Income Poverty (the proportion of people living on less than \$1.25 a day)	National	56%	38.7%	29.4%			
	Rural	58.7%	42.3%	30.6%			
	Town	42.7%	27.6%	22.5%			
2. Prevalence of underweight children under five years of age	66%		45%	33%			

Goals-2: Achieve Universal Primary Education

National-based status and goals				Union/upazila based status and goals			
	1990-91	2008	2015	1990	2011	2013	2015
1. Enrollment in Primary School	60.5%	91.9%	100%				
2. Completion of five-year primary education	43%	54.9%	100%				
3. Literacy rate of fifteen year and above	36.9%	58.3% (2007)	100%				

Goals-3: Promote Gender Equality and Empower Women

National-based status and goals				Union/upazila based status and goals		
	1991	2008	2015	1991	2011	2015
1. Ratio of boys to girls in primary education	0.83%	1.01%	1			
2. Ratio of boys to girls in Secondary education	0.52%	1.2%	1			
3. Ratio of boys to girls in higher education	0.37%	0.32% (2006)	1			
4. Share of Women in wage employment in non-agricultural sector	19%	24.6%	50			

Goals-4: Reduce Child Mortality

National-based status and goals				Union/upazila based status and goals		
	1991	2008	2015	1991	2012	2015
1. Deaths of children under five (per 1000 children)	146%	53.8%	48%			
2. Infant Mortality Rate	92%	41.3%	31%			
3. Proportion of 1-year-old children immunized against measles	54%	82.8% (2009)	100%			

Goals-5: Improve Maternal Health

National-based status and goals				Union/upazila based status and goals			
	1990	2008	2015	1990	2011	2013	2015
1. Maternal mortality ratio (per 1000)	574	348 (2001-320)	143				
2. Proportion of births attended by skilled health	40	60 (2008)	100				

personnel							
3. Contraceptive prevalence rate	40 (1991)	60 (2008)	100				
4. Child delivery rate of mother under 18 years	77	60 (2007)	-				
5. Antenatal care coverage (one test)	28%	60% (2007)	100%				
6. Antenatal care coverage (4 or more test)	6% (1993-94)	21% (2007)	100%				
7. Shortage of birth control service for newly couple	19 (1993-94)	17 (2007)	7.60				

Goals-6: Combat HIV/AIDS, Malaria & other diseases

	National-based status and goals	Union/upazila based status and goals
1. HIV prevalence (among population aged 15-24 years)	Generally, HIV prevalence in Bangladesh is below 0.1%. But among some special group of people it is seen 7%-11% in a survey of 2007. specially among sex workers and some other special professional's HIV is spreading quickly	- in every upazila taking program to aware about this - with some other diseases and birth control activities this initiative of awareness can be taken
2. Use of condom	Use of condom in risky sex life for 44-67 age limit population (2007) the level of using condom is in low level	- the initiative can be taken to increase awareness and supply in upazila and union level. In this regard at first informatization can be done
3. Proportion of population aged 15-24 years with comprehensive correct knowledge of HIV/AIDS	15.8 (2008)	
4. Malaria (for 1,00,000 people)	776.9 (2008) 586.0 (2009) 310.8 (2015)	
5. Death for Malaria (for every lakh)	1.4 (2008) 0.4 (2009) 0.6 (2015)	
6. Infected with Tuberculosis (for every lakh)	639 (1990) 412 (2009) 320 (2015)	

Goals-7: Ensure Environmental sustainability

National-based status and goals	Union/Upazila based status and goals
Proportional area of forest 19.2% (tree-density 10%), target-20% (tree-density 70%)	
Ration of safe fish breeding and fish browse area Marine fisheries 16%, freshwater 54%	
Safe water. 86% people use safe water, target-100%	
Biodiversity/preservation (Proportion of species threatened with extinction- Inland 20, Marine 18, Vascular plants 106)	
Hygienic latrine/Sanitation 89% (2008) 100% (2015)	

Project table to include in union/upazila parishad planning

1. Project Title:
2. The project is included in which sector?
3. The purpose and goal of the project:
4. Importance and justification:
5. Description of direct benefit and beneficiaries:
6. Description of indirect benefit and beneficiaries:
7. Funding method of the project:

Single Bilateral Multilateral

8. Parties of the project and amount of fund:

Union Parishad	Upazila Parishad	Concerned government departments	Other NGO/ individual	
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9. Probable time to start the project:
10. Project completion time:
11. Nature of coordination among various similar activities and organizations:
12. Government Department responsible for the accomplishment of main job:
13. Project activities implementation methods:

Contractor/supplier

Project implementation committee NGO

Direct Government Departments Others

14. Measurement and quantity of physical material (cement, sand, soil, rod, land)
15. Effects on environment:
16. After project completion project ownership, use and maintenance:
17. Ways to protect the quality of the project activities:
18. Probable risks and alternative activities to deal with the risk:
19. How the idea and demand of the project was got?
20. was there any dialogue with the experts and related people about the project idea? If so, then who are those people and what is the reflection of their opinion?
21. Three main reasons for undertaking the project:
22. Decision in the meeting of union and Upazila Parishad:
23. Statement of the related government office/non-government development agencies:
24. Other special statement:

- Sectors: Physical infrastructure (road, water resources, building etc.), secondary education, agriculture, fisheries, livestock, health and treatment, population and family welfare, social welfare, poverty alleviation, social security, cooperative, rural development, youth development, human resource development, sports, culture, forestry and environment, law and order, Public Organizations and Public Enterprises, women development, child development, food security, housing. Responsible committees (permanent) for different sectors and non-government organizations who are working locally, project or project proposal can be sent from government offices even individual-citizen and expert for consideration of the parishad.

Government of the People's Republic of Bangladesh
Local Government, Rural Development and Cooperation Ministry
The Local Government Division
Upazila-1 Section

Memo No. upa-2/m-02/2010/1252

Date: 10 November 2014

Dispatcher: Manzur Hossain
Secretary

Receiver: Chairman
..... Upazila Parishad,
Zila:

Subject: Upazila Parishad Development Fund Utilization Guideline.

Target of administrative decentralization are to convey benefit of decentralization to people, to ensure participation of people in local development and administration and to implement important project with local expertise using government fund and local resource. To fulfill these targets, every year mentionable amount of allocation delivered to Upazila as development subsidy fund. These funds are playing important role in implementing people centered project according to welfare and socio-economic condition by elected members of Upazila Parishad.

2. It is to mention that one guideline manual was issues first time in 1983 to implement project under Upazila Parishad development fund. After extinct Upazila Parishad in 1991, another guideline manual was declared by 3rd august 1994. Basically, the guideline Manuel was issued to use ADP fund for the year of 1994-1995, which was followed by later also. It was a demand from long time to declare specific, absolute and effective manual to use ADP allocation for Upazila development fund. So, to implement project and to established economic discipline to use ADP allocation, a well-combine manual was issued by 10th August 2004. From 1991 to 2008, there was to elect Parishad in Upazila level. But the Local Government (Upazila Parishad) Ordinance 1998 (ordinance no. 24 of 1998) was reintroduced by Upazila Parishad (recirculation and amendment of rescind act) ordinance, 2009 and an elected Upazila Parishad is acting duties now. Under this perspective the amendment of development fund using guideline of the Upazila Parishad is found essential.

3. Despite being having wealth scarcity in Bangladesh, everyone in local level has been achieved huge experiences in such rural structural construction or other programme implementations. Effective contribution can be made for successful programme implementation with a coordinated application of these experiences in national level. Therefore, formerly promulgated orders, directions, guidelines about the use of Upazila development fund shall be considered as abandon after being the circulation of this guideline, and the proper expenditure of allocated fund for Upazila development support should be ensured under this guideline. Government wish the proper use of this manual will establish transparency and accountability of taking and implementing Upazila level development projects/programs.

4. Upazila Parishad will be responsible to use this guideline for using Upazila development support fund and implementing development programs in accordance of the guideline till next declaration. Upazila Parishad chairman and Upazila Nirbahi Officer will jointly act as income-expenditure officer for expending ADP fund.

5. This guideline has been issued for public interest and will be effective without any delay.

(Manzur Hossain)
Senior Secretary

Upazila Parishad Development Fund Utilization Guideline

As part of decentralization, total 483 Upazila has been formed with the large rural area of the country. These Upazila has been formed considering over population, area, disadvantage, infrastructural benefit, administrative benefit etc. Target of this system is to convey benefit of decentralization to the people, to ensure peoples participation in local development and administration, and to implement important project with local expertise using government fund and local resource. Every year mentionable amount of allocation delivered to Upazila as development subsidy fund. These funds playing important role in implementing people centered project according to welfare and socio-economic condition by elected members of Upazila Parishad.

It is to mention that one guideline manual was issued first time in 1983 to implement project under Upazila Parishad development fund. After considering real facts this manual was declared after been correction in 1985 and 1988. After extinct Upazila Parishad in 1991, another guideline manual was declared by 3rd august 1994. Basically, the guideline Manuel was issued to use ADP fund for the year of 1994-1995. Later a complete manual was issued by 10th August 2004 to using allocation from ADP. It was important to issue a manual to established economic discipline for ADP fund after election of chairman and vice-chairman of Parishad. Issuing this guideline, following subjects was important to consider:

- a. To strengthening and development focusing local government system.
- b. To ensure effective use of limited resource and encouraging for the accumulation local resource.
- c. To use experience of development planning and skills for project implementation in local settings.
- d. To ensure peoples participation in local development and administration in local level.
- e. Taking and implementing priority basis development program regarding public demand.

In spite of limited resource agricultural production increased along with rural infrastructural development. Already local level respective peoples achieved experience regarding primary health care. If this experience could be use in national level, it will affect implementing project. All declared notice, order and guideline regarding using Upazila development fund will be dissolve after declaring this guideline. All expenditure of Upazila development fund will follow this guideline. Government wish the proper use of this manual will establish transparency and accountability of using government resource for taking and implementing Upazila level short term and long-term development projects/programs.

2. Taking and Implementation of development project:

Generally, Upazila Parishad shall seize and implement supplementary projects of national planning. In this case local level demand, resource and technological skills should be taken into account and project, should be implemented by thinking the total Upazila as a unit. It is hope that this guideline will take necessary action to take and implement project according to item 2of section 23 under Upazila Parishad act 1998. Sectors, where development initiatives will continue under Upazila are as follows:

- a. Upazila Parishad will take and implement priority basis project regarding skills and experience for implementing project and public demand. It means skills, experience and public demand will be the main priority for taking project. Along with these any other project of different ministry, department, and institution handover to Upazila Parishad or will be handover timely to implement, Upazila Parishad will implement and supervise these projects. Examples of these projects are: Food for work, Intensive cultivation program, fish and poultry cultivation project, Vaccine program, family planning program.
- b. Government, different ministry/division implement different project for Upazila under annual development program. Upazila Parishad can act as joint partner to seize and implement project. According to the request of this ministry, it will be mandatory for Upazila Parishad to implement their projects. Upazila Parishad will follow the rules and guidelines that are prescribed by the respective authority in implementation of these projects. In implementing of these types of project, Upazila Parishad will send

report to respective project directors, respective authority of the government and to the local government division.

c. Generally, Upazila Parishad will implement inter-union projects on the basis of public demand. Union Parishad is responsible to implement local level project. Upazila Parishad will provide necessary technical and administrative support to implementing institution and in special cases Upazila Parishad will coordinate and supervise the project. Union Parishad will prepare annual planning to identify project and to gather resource.

d. Fund delivered by Upazila Parishad can be use to implement project using any method or combinations of both method to implement projects which are described in 6th section. It means local demand and reality will determine the project implementation. Here Upazila Parishad will enjoy independence whereas it will achieve effective skills to implement long term and short term planning. Government can apply program based project implementation in any Upazila as experimental basis.

1. Upazila Parishad can implement program based development project according to local demand and real situation. As example: Sanitary latrine setup from fund in any year, development of water supply system in any year or can take initiative to setup school building in any year or can spend all fund in any specific program based project in any year. Here, attention is not to make delay any important or mandatory project for this type of implementation. If this method is followed, then same type of project can be implemented within single program in whole Upazila area. In this situation, misuse of resources will decrease, visible and material development will increase, it will be possible to keep quality of work, and social-economic and life standard will increase many ways. Gradually Upazilas wills tern self independent unit.

2. Again, project can be also implemented according to sector-wise division, addressed in article 6. Basic rules to implement project according to sector-wise division is important and need based project implementing. In this case it is equally important of peoples need in Upazila. For this, project should be implemented in accordance of the priority list.

e. Upazila Parishad will consider environment preservation; saving public health in selecting, taking and implementing any project. Upazila Parishad will avoid implementing any project which will pollute environment.

f. Foreign Donation:

1. Upazila Parishad will not take any project which will need foreign donation and will not setup any communication with foreign donation institute.

2. If foreign donation is needed for any special development initiative, proposal should send to respective ministry for considering project and attempt for foreign donation. After examining the project if the ministry considers it as necessary, will attempt to approve and implement include in annual development plan as per rule. But differentiated part of the projects can be implemented by Upazila Parishad in accordance of policy. In this case Upazila Parishad will send report to respective ministry.

g. Matching Fund:

If matching fund founds essential for such implemented programmes under the contracts of national programme functions by Upazila or Union Parishad, or other donor organizations then the money shall be provided from self or revenue funds. In case of being failure to manage essential matching funds for facing scarcity or unavailability of local resources, a Union Parishad may complete that from their own part of Upazila development allocation fund. But the quantity will not be more than the one third of a Union's total ratio.

3. Upazila Parishad Revenue Fund

Regulations of the constitution of Upazila Parishad Fund have been kept under section 35 of the Local Government (Upazila Parishad) Ordinance, 1998. It will have two parts:

- a) Upazila Parishad revenue collection/fund;
- b) Upazila Parishad development collection/fund.

Description of those two funds is as following-

a. Upazila Parishad Revenue Fund

The form of Upazila Parishad revenue fund shall be based on local resources. Sources of this fund will be the incomes from Upazila defined house taxes; other taxes, raits, tolls, fees, different demand based incomes, incomes levied by hat-bazaars that described in forth schedule of the Local Government (Upazila Parishad) Ordinance, 1998; 1% of land handover taxes, 2% of land development taxes, benefits or incomes from Upazila carried resources, institutions or individually provided donations, achieved benefits from Upazila invested money, other money received by Upazila and other income sources of money by Upazila in government prescribed manner.

At the end of the year the surplus money from income of revenue will be included for next year development fund. It is to mention here that to increase proper use of local resources and increase delivery guideline for using revenue is declared. To increase supply of local resource, Parishad did not ensure saving money only, it also try to increase its revenue.

b. Upazila Parishad Development Fund:

Main target of government is to make local development activities dynamic, proper use of local resources and to ensure peoples participation through elected persons. Beside these, bringing equality among develop and under-develop areas of the country. To achieve these targets government, keep lump sum allocation system through annual development program. Governmental grants, own revenue surplus and other sources of donations will be included in Upazila Parishad development fund.

Generally, the source of the fund will be-

- 1) Lump sum allocation of annual development program
- 2) Rest over of revenue
- 3) Local donation
- 4) Any other received fund for development project, which is not part of ADP and national project.
- 5) Fund gets from contract with any organization or authority or institution of local government for implement project.

4. Lump sum allocation from annual development fund

Local government will ensure divides and distributes lump sum allocation under annual development program each year among Upazilas as following ways-

Distribution

Local government division will divide lump sum allocation under annual development program as following ratio-

- | | |
|--|-------|
| A. Construction/reconstruction, repair and maintenance of buildings | - 15% |
| B. General | - 50% |
| C. Training visits at home / abroad | - 3% |
| D. Unexpected Sector (Natural Disaster) | - 2% |
| E. Special allocation for backward upazilas
(as per the intention of Hon'ble Minister) | - 25% |
| F. Special allocation for implementation of ongoing projects
(as per the intention of Hon'ble Minister) | - 5% |

A. Construction/reconstruction, repair and maintenance of Upazila Parishad Complex buildings:

Most of the handed over office buildings including Upazila Parishad buildings in the country are very old, dilapidated and some of them are unusable. Emergency construction / reconstruction, maintenance and repair of these buildings is an ongoing process. It is very difficult to meet this need by spending money

from the revenue fund. As a result, the Local Government Division will set aside more than 15% of the total development assistance allocation for the annual development program and allocate it separately as per the need. Construction / Reconstruction / Expansion, Repair and Maintenance Estimates of these buildings will be prepared by the Upazila Engineer on the basis of the decision of the Upazila Parishad. Construction / Reconstruction of the said buildings or Expansion, repair and maintenance of the existing building requirements and the estimates prepared by the Local Government Engineering Department dated 02-05-2011 Stasbi/Upo-2/Em-5/2008/2185 following the circular of the concerned District Engineer of Local Government Engineering Department. After receiving the technical report of the Executive Engineer and approving it in the Upazila Parishad meeting, the proposal has to be sent to the Local Government Division through the Upazila Parishad Chairman / Upazila Nirbahi Officer by 30th November.

1. After getting offer, following committee will approve Upazila wise fund allocation offer by setting one in time three month-

- | | |
|---|---------------------|
| 1) Joint Secretary (administration), Local government division | - Convener. |
| 2) Deputy-Secretary (Upazila) | - Member. |
| 3) One representative from Housing Division
(not lower than executive engineer) | - Member. |
| 4) One representative from local government engineering department
(not lower than executive engineer) | - Member. |
| 5) Related branch officer (local government division) | - Member secretary. |

2. In this sector, not more than but 40 lacs taka can be allocated in an Upazila in a year and no project would be considered taka less than 7 lacs. Allocation of fund in any Fiscal Year will have to be ensured within 31 March.

3. If construction/reconstruction, repair and maintenance of Upazila Parishad Complex buildings are under any project of local government engineering department, should not be considered under ADP development support.

B) General:

The Local Government Division will distribute 50% of the general and other sector funds in favor of the Upazila Parishads as per the above division.

- 1) Population- 35%
- 2) Volume- 35%
- 3) General- 30%

C) Training inspection sector at home or abroad:

3% of the total annual development program would be allocated to the Local Government Division for the purpose of training at home or abroad. Arrangements can be made for training of Upazila Parishad Chairman / Vice Chairman, Upazila Nirbahi Officer and officials related to Local Government Division from Local Government Division at home or abroad. In this sector, internal training arrangements can be made for the Upazila Parishad employees from the Local Government Division. If there is still money left after this, it can be distributed among the upazilas in the last quarter of the year as per the criteria of paragraph 4 (b).

D) Unexpected sector:

The Local Government Division will distribute 2% of the total allocation among the affected upazilas separately. If it is not necessary to allocate this amount in the unforeseen sector, arrangements can be made to distribute it among the upazilas in the last quarter of the year as per the criteria of paragraph 4 (b).

E) Special allocation for backward upazilas:

According to the intention of the Hon'ble Minister of Local Government, Rural Development and Cooperatives, 25% of the development allocation for the annual development program can be allocated

from the Local Government Division in favor of those Upazila Parishads which are poor and backward and whose revenue income is low. The approval of the Local Government Division is required for the implementation of the projects undertaken with the allocated funds. If it is not necessary to allocate this amount in the special bulk sector for the backward upazilas, then in the last quarter of the year arrangements can be made to distribute it among the upazilas as per the criteria of paragraph 4 (b).

F) Special allocation for implementation of ongoing projects:

As per the intention of the Hon'ble Minister of the Ministry of Local Government, Rural Development and Cooperatives, 5% of the development allocation of the annual development program will be allocated from the Local Government Division for implementation in the ongoing projects. The approval of the Local Government Division is required for the implementation of the projects undertaken with the allocated funds. If it is not necessary to allocate this money in the special bulk sector for the implementation of ongoing projects, arrangements can be made to distribute it among the upazilas at the end of the year as per the criteria of paragraph 4 (b).

5. Preparation and implementing Upazila development plan:

- (1) In accordance of section 42 of the Local Government (Upazila Parishad) Ordinance, 1998 and under the objective of implementing functions described in second schedule, the Upazila Parishad shall compose the development programme lists and annual development plans as priority basis. Recommendations from the respective parliament member shall be collected prior to composing the plans. One CC of programme list and plan shall be sent to the Local Government Division prior to the implementation, and shall be disclosed for information and recommendations by the peoples in proper manner that defined by the Parishad.
- (2) Generally, the Upazila Parishad will compose programmes; prepare design with implementation and supervision. If further experience requires to prepare programme design and to supervise programmes, the Upazila Parishad will take full support from the respective Zila Nirbahi Engineer of the Directorate General of local Government. The Nirbahi Engineer and the Directorate General of local Government shall consider these types of issues as priority basis.

6. Sector wise division of Upazila annual development programmes

- (1) Upazila Parishad's can take necessary actions to implement project by dividing following ways addressed in sub section 2 according to exception described in sub section 1 of section 2.D.

Sector	Allocation
1. Agriculture and small-irrigation:	10%
A) <u>Agriculture and Irrigation:</u> Intensive Crop Program, Exhibition Farm, Seed Supply, Social Forestry including Roadside Plantation, Fruit and Vegetable Cultivation, Drainage and Irrigation System, Construction of Small Flood Prevention Dams and Small Irrigation Structures.	
B) <u>Fisheries and Livestock:</u> Conservation and development of fishery resources, development of poultry and cattle and digging of ponds and renovation of Majapukur, rural fish farms.	5%
C) <u>Small and cottage industries:</u> Small and cottage industries workshop programs, skill development, training and expansion, income generating activities etc.	5%
2. Infrastructural infrastructure:	15%
A) <u>Transport and communication:</u> Road construction, rural construction program, construction of small bridges, culverts / reconstruction and development.	
B) <u>Public health:</u> Public health, provision of clean drinking water, construction of low-cost sanitary latrines, elimination of arsenic problem etc.	15%
3. Socio-economic Infrastructure:	10%
A) <u>Development of education:</u> Development and supply of educational institutions,	

classrooms, playgrounds, educational materials.	
B) <u>Health and Social Welfare:</u> Hygiene, family planning, primary health care, EPI program, medical services for arsenic victims.	15%
C) <u>Youth, Sports and Culture:</u> Youth activities, sports, sports, cultural activities, physical, mental and cultural development of children.	10%
D) <u>Women and Child Welfare:</u> Social welfare activities including women's welfare.	10%
E) <u>Miscellaneous:</u> Registration of births and deaths, post-disaster relief work (if necessary, Upazila survey and development work, 1% of the money can be used from this sector as supervision cost.) Extrude Climate Change induced problems and Scouting / Girls Guide (not more than 1%).	5%

7. Project selection, preparation and approval procedure

- 1) The programs which will be planned and implemented by Upazila Parishad should be included in total structure of Upazila planning. This guideline should be followed in allocation of development fund.
- 2) Upazila Parishad will act as approval authority of development programs. Decision of project approval will be taken by following rules through common concern of Upazila Parishad meeting. In absence of common concern, decision of majority will be taken as final.
- 3) For selecting development project, every Upazila Parishad will have a selection committee of 13 members. Selection committee will be as follows:
 1. Upazila Parishad Chairman - Convener.
 2. Upazila Nirbahi Officer - Member
 3. Upazila Parishad Chairman - Member
 4. Upazila Parishad Chairman (Female) - Member
 5. Upazila Agriculture Officer - Member
 6. Upazila health and family welfare officer - Member
 7. Upazila livestock officer - Member
 8. Upazila Public Health Assistant Engineer - Member
 9. Upazila Project implement Officer - Member
 10. Upazila Education Officer - Member
 11. Related UP Chairman - Member
 12. Upazila Engineer - Member Secretary

Presence of two-thirds member of the committee will create Corum.

(4) Project preparation:

- A) Upazila Parishad Chairman, Vice Chairman, Female Vice Chairman, reserved female members will submit important projects to the Upazila Parishad;
- B) The departmental heads of the departments transferred to the Upazila Parishad shall prepare inter-union projects and departmental projects and submit them to the Upazila Parishad.
- C) The Chairman of the Union Parishad will summon the members of the concerned Union Parishad and local dignitaries and present the development projects prepared in their presence to the Upazila Parishad after examination and selection. The committee will finalize the selection of projects received from all Union Parishads and Upazila Parishad Chairmen, Vice Chairmen / Vice Chairmen Women and reserved women seats and present them at the Upazila Parishad meetings. Besides, the inter-union projects will be prepared and selected by the Upazila Engineer or the concerned department head and presented to the committee. The committee will select the verification and present it to the council meeting for final approval.
- 5) Project Selection: The committee formed for the selection of development projects will examine and select the projects received under 84) and will submit them to the Upazila Parishad with recommendations for final approval. The Upazila Parishad will approve the project after review.
- 6) The Upazila Parishad may, if necessary, form a sub-committee with the members of the Upazila Parishad or non-members to examine the feasibility and technical analysis of the development projects. The project

proposal will be prepared by the concerned Upazila Engineer / Divisional Officer as per the schedule prescribed by the Upazila Parishad. He will be responsible for submitting the said projects to the Upazila Parishad or in the field especially for the consideration of the project selection committee as per the guidelines. A sample of the project table is attached in Annexure 2.

(7) The Upazila Parishad shall prepare a priority list of such projects by March 31 of the previous year to ensure allocation of necessary funds for appropriate projects and its utilization.

(8) The selection committee shall ensure that such projects are not adopted as they have a detrimental effect on the environment.

8. Project Implementation:

1) Upazila Parishad will implement project through tender/open tender or project committee.

2) After been finalizing project selection, as early as possible Upazila parishad will quickly call tender, select conductor and provide work order to implement the projects according to the Upazila Parishad (contract rule) rules and public procurement act 2006 and PPR 2008 considering fund to implement these projects. To avoid delay, Parishad may call tender for all implemental projects of a year in a single time.

3) To implement the project, planning should be in a way that development programs for any economic year should be implemented by 31 March of that year.

4) Generally finalized estimation can't be changed in time of implementation. To avoid this type of change engineer, who prepared the estimation will complete needed survey before preparing the estimation and will careful in preparing the estimation.

But, for unwanted and logical cause if corrected estimation cost is more than 10% and if this corrected estimated cost is approved by Upazila parishad, then the extended work should be completed by calling separate tender and selecting conductor.

5) Cost of renew or special change of any project will be limited within specific sector-based allocation.

6) A list provided in Annexure-1 for the projects or programs where Upazila parishad development fund can not spent.

9. Call for Tender:

To implement project valued less than 200,000/- taka, Upazila Engineer will call tender according to the Upazila Parishad (contract rule) rules, PPA and PPR considering Upazila parishad approved estimation. To select conductor, he will submit comparative description to tender evaluation committee after examining the receipt tender application. Tender evaluation committee will be formed as following:

- | | |
|---------------------------------------|--------------------|
| 1. Upazila Nirbahi Officer | - Convener |
| 2. Two members nominated by parishad | - Member |
| 3. Women member nominated by parishad | - Member |
| 4. Respective divisional Head | - Member |
| 5. Upazila Engineer | - Member-Secretary |

2) To finalize conductor selection, tender committee will present to Upazila parishad chairman for final selection. After been final selection, Upazila Engineer will deliver work order according to contract. Upazila Engineer wills responsible if any project is implemented other ways. Upazila Parishad can cancel any tender showing appropriate causes.

3) Upazila Engineer will be responsible to Upazila Parishad to implement project in proper way and within prescribes timeline with ensuring quality. If any shortcoming of the project comes to his observation or if conductor breaks any condition of contract and if these are out of his control, he will immediately bring these to Upazila parishad chairman by written. He will take necessary steps to implement the project according to guideline provided by Upazila parishad chairman. In necessary cases, decision will be taken in Upazila parishad meeting.

10. Project Committee:

1) Project valued up to 100000 can be implemented by project committee. Project committee members will be limited within 7-9. Every project committee will have a chairman. Upazila Parishad Vice

Chairman, Union Parishad Chairman, Female member of reserved seat, respective ward member, respective divisional chairman of Upazila parishad, school teacher and other respective persons can be included in project implement committee.

- 2) Local elected person will be chairman of the project committee. But appointed or nominated person prescribed in section 15 (5) will provide technical and accounts related support to project committee in implementing project.
- 3) Upazila parishad will implement 16 projects with project committee each year.
- 4) Project implement committee will be responsible to Upazila parishad for total expenditure. Upazila parishad will take necessary attempts if any financial irregularities showed in any project. Attempts would be taken to preserve all accounts regarding project implementation with appointed/nominated person by Upazila Engineer Parishad. Reports should submit to Upazila parishad on time.
- 5) Upazila Engineer or his nominated person will provide support in preparing estimate, design of projects implemented by project committee.
- 6) All project committee will be approved by Upazila Parishad. One person will not be chairman of more than one project at a time.
- 7) Upazila Parishad can create project committee including local elected members, government officers, non government persons to implement projects. Project committee will take all attempts to implement the project and will be responsible to Upazila parishad.
- 8) Upazila Parishad may give 25% money on prior to appointed project committee to implement project. Appropriate due can be paid from this prior money. But, normally giving prior money is dependent on getting fund.

11. Receiving Project Regarding Allocation:

- a) After been call tender and implement project regarding allocated or first installment of allocated fund at the beginning of the year, if allocation is less than estimated allocation of the respective year, then the project will not implement against the amount of money did not get. But the project may implement with the allocated money of the next year, in any condition allocation for one year can not articulate/spend in the next year.
- b) The amount of allocation is informed or the sum is calculated by the first allocation of received money at the beginning of the year, tender can not be called more than that amount of money.

12. Guideline to define Workplan:

Upazila parishad will follow following guidelines to prepare project, prepare design, implementation and supervision:

A. Strategy for compose and implement development project:

- 1) According to fifth section of this guideline Upazila Parishad will compose development planning and will preserve a book of planning. Beside this an annual Upazila development program (ADP) will also compose in every year. Priority based development project list will be included in this program.
- 2) Planning of Upazila Parishad development program should be limited according to the skill and experience of Upazila level described in section 6.
- 3) Target and priority of national government reflect in annual development program should be taken in account in taking development program for Upazila parishad.
- 4) Misuse of rare resource should be avoided by avoiding repetition of similar types of project which are implementing by national government or other organizations in the same area.
- 5) Generally, Upazila parishad will take those types of project which can be plan and implement by local resource and the projects which are not included in annual development plan but supplementary to the program that can take to implement. To take a project, socio-economic development of the people of the Upazila, like as: development of girls' guide, library setup, child development, women development, youth development, spread sports and importance of welfare related activities should be taken into accounts.
- 6) For the benefit of locality, Upazila parishad will receive programs which are able to bring quick result,

able to prevent inflation and able to implemented in short time. No project will be implemented more than two years.

7) Ensuring proper use of rare resources as per as possible Upazila parishad will avoid to receive large projects. Generally, those projects have to receive which will able to serve for majority of the peoples. To achieve this target Upazila parishad will follow the following conditions:

- a. Only those projects would be taken which could be implemented by two years.
- b. Upazila Parishad will not take any development project in municipality if not essential.
- c. Have to take supportive project for local resource and will have to implement the project on priority basis for best use of it or to ensure its marketing.

8) Upazila Parishad will be careful about the self-employment of the local people, attempts of income generating works in taking development projects.

9) Local government engineering department and other organization implementing different project to develop Upazila level communication system. So, in carefully and justified way, Upazila Parishad will receive and implement project for communication development. Avoiding repetition and overlapping Upazila Parishad will articulate with local government engineering department at the time of taking project.

10) In same way, implementing tube well and sanitation related activity will have to articulate with local government engineering department.

11) Upazila Parishad will give importance to road development and construction of small bridge/culvert connecting with different development center and Upazila Head Quarter.

12) Any type of earth digging related works will not implement by Upazila development fund except rural establishment activities and food for works implementing by union Parishad. If there is any exception or if it could not do with food for work for locality or geographical location, have to take approval from local government division to do that.

13) Upazila Parishad will consider receiving supplementary or complimentary development activities with national government. These attempts will helpful to national attempts for rapid socio-economic development.

14) Have to ensure best use of manpower in implementing project. Types of project like as digging pond for fish raring, marketing of produced goods which Upazila Parishad thinks good to implement will implement through cooperative associations.

15) Upazila Parishad will spend not more than 0.5% of development fund as relevant expenditure to supervise the development projects.

16) In implementing operation of any project will be account as part of the project around the year. After implementing any project have to be careful about maintenance of the project. Actually, it will not be logical to receive any project without specific planning of its maintenance and operation after the end of the project.

17) In selecting any project Upazila Parishad and Union Parishad will give special care on following issues:

- a. Have to give importance for rural roads to complete all incomplete works and project maintaining after end of the project.
- b. Generally, if construction of bridge in rural street is needed, Upazila Parishad will keep reservation in talking these types of projects. If expenditure of pool/culvert construction remains less than 7 lacs and if constructing one or two pool will complete road communication then these types of project can give priority.
- c. It will be good to keep reservation in receiving any project which will need earth works.
- d. Upazila Parishad will definitely take plantation program at road side in rural road construction/maintaining project. Have to follow announced guideline of local government engineering department in plantation, maintaining and selling trees and its allocation.
- e. If Upazila Parishad announced any rules regarding composing planning according to sector 63 of Upazila Parishad act 1998, then that rules have to maintain for any specific projects.

B. Taking irrigation Projects:

Along with local government engineering division, different ministry/departments/organizations will implement irrigation project for agricultural development and water drainage. If construction of channel is

needed for running water under any irrigation project, for the benefit of mass people it can be implemented. But individual should dig field channel for running water to any one's field. Concrete irrigation channel will be implemented according to the logic of economy regarding Upazila irrigation manual. For concrete irrigation channel, the local technology of burnt soil and jute sack with bitumen can be used by low cost.

C. National project

Development projects implementing under national program will not consider for Upazila development support fund. Upazila Parishad will ensure to avoid funding from national government and Upazila Parishad for same project. If needed, to follow this rule Upazila Parishad can examine the projects through officers of that specific institution.

D. Motor Vehicle Procurement:

Motor vehicle (car, jeep, micro bus, bus or motor) cannot buy with Upazila Parishad development fund. Only Pick-Up can buy for exceptional cause or on behalf of real demand. For this, Parishad have to take permission from local government division. Local government will give decision according to the rules. For buying motorcycle or local engine boat, guideline of Upazila Parishad revenue fund will be followed.

13. Survey:

1) Composing proper plan, Upazila Parishad will conduct socio-economic survey in its own area. Generally, this survey will conduct with staffs of local departments. Advisor/consultant cannot appoint for this survey.
2) Upazila Parishad will publish the findings of survey as kind of book. Local government division will publish the findings along with list of implementing projects in different Upazila level.
3) Composing planning in local level, in the mean time Care Bangladesh conduct socio-economic survey and social planning program in 153 union of Bangladesh. Along with these UNDP in Sirajgonj and BARD in Comilla conduct participatory planning and combined village development plan as examination. A combined socio-economic survey and participatory based village development plan can take by combination on of Care Bangladesh and other organizations examined program.

14. Research based Works:

Development support fund cannot use for any type of research-based works, probability testing survey or any academic works. But if probability testing survey is needed for any project then Upazila Parishad can spent money according to the following rules:

- a. These types of probability testing survey will not more than 3 in a year.
- b. Any scheme will not cost more than 25000 taka.

15. Project implementation, supervision and evaluation:

- 1) Upazila Parishad will take necessary steps to monitor project implementing.
- 2) Upazila Parishad chairman can go for visit in any stage of project planning, approval, implementation and implemented project any time. For any mislead he can give advice for correction. If needed, he will take attempts to take decision from Parishad meeting.
- 3) Upazila Nirbahi Officer can also visit the sites same way and can provide suggestion immediately for any correction. He will inform about the findings he get to Upazila Parishad chairman. If needed, can raise the issues in Parishad meeting.
- 4) Upazila Engineer/Departmental head will be responsible to Upazila Parishad for all projects taking, prepare design and preparing estimation through practical site observation.
- 5) As responsibility to implement any project, Upazila Parishad will appoint one officer of respective department.
- 6) To monitor project implementing, Upazila Parishad can appoint one monitoring committee from each union Parishad. This committee will report to Upazila Parishad on time. Evaluating the report, Parishad will take necessary steps. But chairman of project implementing committee and monitoring committee will not same person. Generally, union Parishad chairman or related female

word member will be the chairman of monitoring committee. If there is any exception then respective departmental head will take the responsibility.

- 7) Upazila Parishad will give guideline for careful monitor and supervision at least once in a month for project implementing. If any mislead is observed by any person or project committee in implementing project, Upazila Parishad will stop giving fund for next installment. By taking necessary steps, if needed, rebuilding project committee Upazila Parishad will implement the project.
- 8) Divisional commissioner or high officials of government can visit any implementing project in his area and he can send his reports mentioning his visit including his comments, advice or any suggestion to concerned Ministry/Department/Organization.
- 9) District commissioner and higher officials of government can also visit Upazila Parishad development activities to keep informed. Their respective visit report will send to Upazila Parishad and if it looks important have to send copy of this report to respective ministry/department/organizations.
- 10) The Director, Local Government shall inspect at least 03 (three) Upazila Parishads per month under his jurisdiction and the Deputy Director, Local Government shall inspect at least 02 (two) Upazila Parishads under his jurisdiction and submit a report on the deviations and implementation progress of the project to the Local Government Division.
- 11) Every Upazila Parishad will prepare a report on 30th June in ending fiscal year on sector wise expenditure and compose report on actual status of taken development projects by 15th July of next fiscal year. Upazila Parishad will ensure to send a copy of this report to local government division, Finance department and respective district commissioner by 30th July.
- 12) Local government division will define activity for Upazila's considering reports of project implementation and take attempts to deliver fund for next installment by 30th august. If any Upazila failed to send implement implementation report on time then its fund disbursement will remain stop.
- 13) To inform people Upazila Parishad take attempts to display the project implementation report at Upazila Parishad and union Parishad at union Parishad.
- 14) Without this every Upazila Parishad will publish project implement report to inform people. This will include information about project name, aims of project, expenditure of project, number of beneficiaries, target, promoting skilled/unskilled public Labor Day, qualitative standard of the project. Copy of this report has to send to planning commission, local government division and district commissioner. Local government division will prepare a project implementation report combining reports of all Upazila.
- 15) To inform public a sign board has to setup at the site of project implementation, information including project name, project budget, date of start and end of the project.

16. Ensuring sending report:

Upazila Parishad:

- 1) Prepare reports on finalized annual development program, approved by the Upazila committee at the beginning of the economic year have to send by 31st august every year.
- 2) Project implementation report has to send by 31st march mentioning percentage of spent disburse money of specific year.
- 3) Project implementation report for next year has to ensure to send by 31st august to respective authority.

17. This guideline is announced according to section 63 of Upazila Parishad act 1998. If needed, government can change, modify or correct it on any time.

Types of works which will not be implemented by Upazila development fund:

1. Construction of cafeteria, restaurant and shopping center.
2. Expenditure to pay due on any department of government, like as salary or any other shortage to paid.
3. Construction/reconstruction of Upazila Parishad building gate/boundary fence, martyr monument (Shaheed Minar), Mosque/Mandir/Church.
4. Electrification by buying generator.
5. Setup new school/college/madrassa.
6. Constructing building for club or society.
7. Construction/repair or extension of building of any bank, non-governmental or autonomous institution.
8. Field for tennis.
9. Giving loan to any person, family or institution.
10. Expenditure for retained issues of national government.
11. Expenditure for revenue sector of Upazila Parishad.
12. Buying land for digging pond, school or play ground, new hat or bazaar etc. But, if it is needed to buy land to construct road, then have to take justified decision.
13. Taking project to generate income for Upazila Parishad.
14. Buying expensive decoration, furniture.
15. Taking project in municipality.
16. Setup kinder garden.
17. Spending combining with differentiated expenditure of national project and Upazila development fund.
18. Taking scheme without measuring probability, reality, priority and obstacle of local resource.
19. Buying any type of vehicles.
20. Buying computer or machineries.
21. Repaying for telephone setup, land development tax, municipality tax, and electricity bill.
22. Appoint any staff or pay for payment.

Upazila project format (UPP)

1. Project name:
2. Implementing organization:
3. Kind and aims:
4. Importance and Rationality:
5. Total expenditure and annual expenditure differentiation:
6. Sector wise expenditure including proposed expenditure:
 - a. Land
 - b. Labor
 - c. Materials:
 1. Brick
 2. Cement
 3. Steel
 4. Other
 - d. Carrying.
 - e. Land development
 - f. Other.
7. Implement period:
 - a. Start Date:
 - b. End date:
8. Defined place for project:
9. Source of fund:
 - a. Government
 - b. Local fund
 - c. Other
10. Implementation method: With conductor/project committee.
11. Need of manpower:
 - a. Skilled
 - b. Unskilled
12. Benefits of the project after completion:
13. System of maintenance:
 - a. Annual demand of labor and their training.
 - b. Demand of machineries for maintenance and repair and other materials.
 - c. Annual chronological expenditure.
 - d. Fund, manpower and skills for chronological expenditure.
14. Information of same type of project implementing in Upazila by national government or any other organization (If it has, have to explain the rationality of the project).
15. What type of supplementary investment is needed to get full benefit from the project from Upazila or government?
16. System, if the project needs to lease land:
17. Proposed/expected benefit from project implemented:
 - a. By Finance
 - b. By employment.
 - c. Socio-economic welfare
 - d. Proposed ratio of expenditure and benefit.
18. How the idea of the project introduced:
19. Have any survey was conducted before introducing the project:
20. Are guidelines are properly followed in implementing the project?

(Signature of the concerned officer)

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
(Upazila-2 Section)
www.lgd.gov.bd

No: 46.45.020.09.06.006.2015-580

Date: 31 May, 2015

Subject: Allocation for the Women's Development Forum up to 3% of the annual budget of Upazila Parishad and implementation of 25% of the projects of Parishad through female members.

For the 'Women Development Forum' formed under the Upazila Governance Project and the Union Parishad Governance Project implemented by the Local Government Division, up to 3% of the annual budget of the Upazila Parishad from next fiscal year and 25% of the projects adopted by the Upazila Parishad have been directed to be implemented through women members. That money must be executed from the various sectoral allocation division of the Upazila Annual Development Program, described in section 6 of the 'Upazila Development Fund Use Manual' prepared by the Local Government Division. With the allocated money, the 'Women's Development Forum' will receive and implement the following issues through the Upazila Parishad, in favor of the 'Women's Development Forum' by the Upazila Parishad.

- ❖ **Education:** Ensure human resource development education and reduce the dropout rate of school going female student, awarding talented students etc.
 - ❖ **Employment:** Organize different training program to increase the employment opportunity of unemployed women and coordinate training providing authority etc.
 - ❖ **Culture:** Create the opportunity of cultural development for female, organize sports and competition etc.
 - ❖ **Awareness:** Celebrate gender Equality and Human Rights Day, engage male on women's empowerment programs, political empowerment of women and encourage female to participate decision making process, take necessary measures to prevent gender discrimination, take initiative to reduce the risk and improve natural hazard awareness, Adopt awareness programs on trafficking in women and children etc.
 - ❖ **Others:** Take development programs for widow, husband abandoned, divorced and helpless women, organize regular meetings of women development forum and other expenses etc.
2. The mentioned allocation will be spent on the development of women and marginalized people of Upazila. The project proposal should be forwarded to the concerned committee of the Upazila Parishad through a meeting of the Women's Development Forum, after which the approval will be granted by scrutinizing the project as well as completing other processes through discussion at the monthly meeting of the Upazila Parishad. Other projects of the Upazila Parishad will be approved by these projects.
3. This order will be effective immediately.

Lutfun Nahar
Senior Assistant Secretary
Phone: 9577230
e-mail: lgd.upazila2@gmail.com

Memo No: 46.45.020.09.06.006.2015-580

Date: 31 May, 2015

Copy to: for acknowledgement and taking action (not on the basis of seniority)

1. Senior Secretary/Secretary.....Division.....Ministry
2. Additional Secretary, Local Government Division and National Project Director, Union Parishad Governance Project
3. Additional Secretary(Administration), Local Government Division and National Project Director, Upazila Governance Project
4. Commissioner (all).....Division
5. Director, Local Government (all).....Division
6. PS to the Secretary, LGRD&C, Bangladesh Secretariat, Dhaka
7. District Commissioner (all)..... District.
8. Deputy Director, Local Government (all)..... District.
9. PS to the Secretary, Local Government Division, Bangladesh Secretariat, Dhaka.
10. Chairman, Upazila Parishad (all),Upazila Parishad.
11. Upazila Nirbahi Officer (all), Upazila, District.
12. Vice Chairman, Upazila Parishad (all)..... Upazila Parishad,District.
13. Vice Chairman (Female), Upazila Parishad (all)..... Upazila Parishad,District.
14. District Women's Affairs Officer (all).....District.
15. Upazila Women's Affairs Officer (all).....Upazila.....District.
16. UP Chairman (all)..... Union Parishad..... Upazila.

Lutfun Nahar
Senior Assistant Secretary

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Department
(Upazila Wing-2)
www.lgd.gov.bd

Memo No: 46.045.018.02.24.034.15-1125

Date: 19 November, 2015

Subject: Regarding the implementation of the decision of the twelfth meeting of the committee formed at the national level

Source: Memo No. 1382 of Local Government Department, dated 16/11/2015.

In the light of the above-mentioned issues and memo, the decision of 4.1 of the twelfth meeting of the committee formed at the national level for reviewing the activities, giving advice, and issuing instructions on the issues transferred to the Upazila Parishad is as follows:

"Decision: The Ministry of Education should issue instructions from the Local Government Department and monitor the buildings constructed as Upazila ICT Training and Resource Center for Education (UITRCE) in the Upazila Parishad Complex so that they are not used for other purposes."

In this context, it has been requested to inform the Local Government Department within the next 3 (three) working days whether decision No. 4.1 of the twelfth meeting of the committee formed at the national level is being properly implemented.

Attachment: According to the description

(Lutfun Nahar)
Senior Assistant Secretary
Phone: 9562247
E-mail: lgd.upazila2@gmail.com

Upazila Nirbahi Officer
Upazila Parishad, all.

Copy for information and taking necessary action:

1. Deputy Commissioner, all.
2. Computer Programmer, Local Government Division (requested to upload the letter on web site)

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
(Upazila-1 Section)
www.lgd.gov.bd

Memo No: 46.046.018.00.00.094.2016-638

Date: 09 May ,2016

Subject: Guideline for setting up and managing Upazila Digital Center (UDC)-2016.

In reference to the above-mentioned matter it is to inform that according to the Upazila Parishad Act,1998 [amended by Upazila Parishad (amendment) act, 2011], one of the main responsibilities of the Upazila Parishad is to provide all kinds of civic amenities to the citizens of respective localities in accordance with the provisions established by this Act and other laws. The main purpose of establishing an Upazila Digital Center (UDC) is to make the services of the Upazila Parishad accessible to the doorsteps of the people as well as to provide services according to the requirements/ needs of people through service agreement. Strengthening local government, ensuring access to this service at the doorstep of the people and self-employment will be made possible through the Upazila Digital Center. For this purpose, a guideline has been formulated for the establishment and management of the Upazila Digital Center (UDC).

The guideline for setting up and managing Upazila Digital Center (UDC)-2016 is sent herewith. It is requested in order to set up and manage the Upazila Digital Center (UDC) following/ as per the guidelines.

Attachment: According to the description.

(Lutfun Nahar)
Senior Assistant Secretary
Phone: 9562247

1. Chairman Upazila Parishad, Zila (all).
2. Upazila Nirbahi Officer..... Upazila, Zila(all)

Copy (For acknowledgement and taking action):

1. Additional Secretary (Administration), Local Government Division.
2. Divisional Commissioner, Dhaka/Chittagong/Rajshahi/Khulna/Barisal/Rangpur/Mymensingh.
3. Joint Secretary (Administration/Union Parishad/Upazila), Local Government Division.
4. District Commissioner..... (all).
5. Private Secretary to the Secretary, Local Government Division.
6. Computer Programmer, Local Government, (It is requested to publish in the website.)

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
(Upazila-1 Section)
www.lgd.gov.bd

Memo No: 46.046.018.00.00.094.2016-639

Date: 09 May, 2016

Subject: Guideline for setting up and managing Upazila Digital Center (UDC)- 2016.

As a local government organization, the Upazila Parishad has been playing an important role in the development of grassroots level. Providing services according to the necessity of the people through strong local government system is a call of time. The Local Government Division has decided to set up a digital center in each Upazila Parishad to provide the desired services through digital technology to the people in a short time and cost. The main purpose of establishing an Upazila Digital Center (UDC) is to make the services of the Upazila Parishad accessible to the doorsteps of the people as well as to provide services according to the requirements/ needs of people through service agreement. The joint participation of Upazila Parishad and entrepreneurs in setting up the Upazila Digital Center and implementing its activities will accelerate the service delivery of the service-expectant people. As a result, it will be possible to strengthen the local government system, reach this service at the doorstep of the people, initiate the practice of providing and receiving digital services at the local level and make self-employment by the Upazila Digital Center.

In this context, a guideline on setting up and center management of the Upazila Digital Center (UDC) is required, so the following instructions have been issued.

1. Duties and Responsibilities of UDC Entrepreneurs:

- 1.A. Each UDC will be managed by two entrepreneurs (1 male and 1 female). However, besides these two entrepreneurs if the scope of work increases, two other entrepreneurs can work as 'alternative entrepreneurs'. It is the responsibility of the regular entrepreneurs to prepare the alternative entrepreneurs for managing the UDC. Regular entrepreneurs will provide the necessary support to the alternative entrepreneurs so that they can play a role in increasing the number and income of service users in UDC by acquiring skills quickly. If the alternative entrepreneur attains full power, he/she should be given different job responsibilities so that the alternative entrepreneur may feel the responsibility of the UDC and create opportunities for earning.
- 1.B. Entrepreneurs will ensure a comprehensive system so that local people can freely receive public-private e-services from UDC. If there is lack of adequate services for the citizens' needs in UDC, entrepreneurs will take necessary initiatives to ensure these services.
- 1.C. If people have any complaint about the existing services, they will bring attention to the concerned Upazila Chairman/Upazila Nirbahi Officer to the notice of the concerned public-private organizations.
- 1.D. Since the entrepreneur is not a salaried employee, he will take all necessary initiatives to keep the UDC active, increase income and sustain it. In this case the Upazila Parishad will play a role in creating a supportive environment.
- 1.E. Since the promotion of e-services is very important to increase the number of service users in UDC, the entrepreneurs will be conducting a program to create and encourage the needs of the public-private e-services at the local level. The entrepreneur will hold campaigns / open meetings in various areas including educational institutions, public-private offices, public meeting places, cinema halls, by using the multimedia projectors and laptops. He will take the cooperation of Upazila Parishad Chairman, Upazila Nirbahi Officer, other Upazila Parishad Officers as needed. Entrepreneurs should refrain from any activity that may create discrimination and differentiation in the society or undermine the image of the Upazila Parishad.
- 1.F. Concerned entrepreneurs will regularly pay monthly bills for UDC's internet, electricity, water and other services.

- 1.G. The entrepreneur will conduct the activities of the UDC under the direct supervision / advice of the Upazila Nirbahi Officer.
- 1.H. If any problem arises in the management of the UDC, it must be solved primarily through the Upazila Nirbahi Officer. If the matter is not disposed by the Upazila Nirbahi Officer, the Chairman of the Upazila Parishad will have to solve it locally. The Upazila Parishad Chairman will take all steps for the final disposal/solution of the problem. The creation of any adverse situation by the UDC entrepreneur will not be considered acceptable.
- 1.I. The entrepreneurs will write examples of UDC's innovation and success on the UDC blog so that other entrepreneurs can be inspired.
- 1.J. A digital center will be set up at a convenient location at the entrance level of the Upazila Parishad office. A local management committee will be established to manage this center smoothly. Upazila Nirbahi Officer will initially approve the committee and final approval will be given by the Upazila Parishad Chairman. The entrepreneur will report on the progress of the UDC at the meeting of the UDC management committee every month. The Upazila Nirbahi Officer will present this report at the monthly meeting of the Upazila Parishad.

2. Duties and Responsibilities of Upazila Parishad

- 2.A. Upazila Parishad Authority will select women and men as entrepreneurs, with minimum HSC pass, capable or interested in information technology, enthusiastic in investing and capable of providing various public-private e-services to citizens. The authority will select one female and one male entrepreneur along with one other female and one other male entrepreneur in each UDC so that if any entrepreneur leaves, he/she can be replaced immediately.
- 2.B. Upazila Parishad Authority will execute a contract with UDC entrepreneurs. The fee and term of this agreement will be finalized by the concerned Upazila Parishad. After the expiry of the contract, the Upazila Parishad will renew the contract if the entrepreneur is interested in working as an entrepreneur for the next period.
- 2.C. The Upazila Parishad will establish a management committee for each center consisting of an Upazila Parishad Vice Chairman(male/female), a teacher, an NGO representative, a professional and a UDC entrepreneur. Committee meetings will be held monthly and committee members will review the activities of the UDC. The recommendations of this committee will be approved by the Upazila Parishad. Besides, this committee will play an effective role in promoting and sustaining the UDC.
- 2.D. The Upazila Parishad will determine the value of services provided by the UDC.
- 2.E. Upazila Parishad will select a suitable room for setting up of UDC at a convenient location at the entrance of the Upazila Parishad Bhaban and the Upazila Parishad will provide the necessary equipment for setting up and operating Upazila Digital Center. Provided that, the goods, supplied will be owned by the Upazila Parishad.
- 2.F. The entrepreneur will assume responsibility for the maintenance and repair of the materials, including ensuring the safety of all equipment and materials of the UDC.
- 2.G. The UDC should be given priority in the case of working for money.
- 2.H. The Upazila Parishad will provide the entrepreneurs with the full cooperation in implementing the incentive program to ensure e-services for the local people.

3. Duties and Responsibilities of the Access to Information (A2I) Program

- 3.A. The A2I Program will assist the Upazila Parishad authorities in selecting the right entrepreneur.
- 3.B. The A2I Program will assist the entrepreneurs in the Digital Center of the Upazila Parishad to develop the required skills.
- 3.C. The A2I Program will take the initiative to convert existing services of the Upazila Parishad into e-services and create new e-services for UDC.
- 3.D. The A2I Program will create public awareness about Upazila Parishad Digital Center and Upazila Parishad e-services.

(Abdul Malek)
Secretary

Peoples' republic of Bangladesh Government
Cabinet Division
Field Administration sector
www.cabinet.bd

Circular

Memo no: 04.00.0000.513.17.188.2015.732

Date: 08 August, 2016

Subject: Fixation of date for monthly meeting at Division/District/Upazila level.

Government formed multidisciplinary committees headed by Divisional commissioner, Deputy Commissioner and Upazila Nirbahi officer for successful implementation of various policies, strategies, rules-regulations, guidelines. Generally; Division Commissioner, DC and UNO conducting such meetings according to their own choice of date. But in these meetings public representatives, NBDs and social elites are also expected to attend. That's why if these meetings are conducted in a fixed date and cluster basis then it would be suitable for everyone, fruitful and optimistic.

2. Through Video Conferencing Honorable prime minister may be able to monitor, provide instructions, suggestions and advices related with Law & Order, Administration and Development activities. Moreover, PMO, Cabinet division/Other Ministries/Departments would like to share various issues with Division, District and Upazilas through video conferencing. Therefore, it is essential to fix the meetings date at these tiers.

3. According to the above-mentioned issues all meetings will be rearranged by Divisional commissioner, DC and UNO mainly in four clusters like Law & Order, Development/Coordination, Revenue and Others.

4. On the basis of above-mentioned activities following chart should be followed by respective persons:

Sl. No	Tier	Law & Order meetings	Development/ Coordination meeting	Revenue meeting	Other meetings	Remarks
1	Division	3 rd Monday of each month	May Flexible in special cases			
2	District	2 nd Sunday at 10:00 AM	3 rd Sunday at 10:00 AM	4 th Sunday at 10:00 AM	As per own schedule	
3	Upazila	2 nd Monday at 10:00 AM	2 nd Thursday at 10:00 AM	4 th Monday at 10:00 AM	As per own schedule	

5. Issues to be followed:

a) If any holiday/government announced holiday on the respective date then following working day will be considered as meeting day.

b) As it is fixed that 'Public hearing day' to be conducted on Wednesday that's why no other meetings to be held on that day.

6. A meeting related with video conferencing held with honorable Prime Minister on 15 January, 2015, memo: 04.514.006.03.00.009.2013-59 partially been changed through this circular.

7. This order would be enacted at the earliest.

(Md. Maksudur Rahman Patwary)
Additional Secretary
Cabinet Division
Phone: 02-9573833

1. Divisional Commissioner..... (all)
2. Deputy Commissioner..... (all)
3. Upazila Nirbahi Officer..... (all)

Copy to:

1. Prime Minister's Principle secretary, PMO, Dhaka.
2. Senior Secretary/Secretary.....Ministry/Division.
3. Secretary, Local Government Division.

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
(Upazila-2 Section)
www.lgd.gov.bd

Memo No: 46.045.022.10.35.035.2016-1046

Date: 04/09/2016

Sub: Specifying the date of the monthly meeting held in the Upazila Parishad.

Source: 1. Circular of Cabinet Division numbered 732: Date: 08/08/2016
2. Memo of Cabinet Division numbered 735: Date: 09/08/2016

The Memo from the Cabinet Division was sent together with the copy of the letter on the above-mentioned issues. As per the directives of the cabinet department, on the occasion of the Upazila Parishad, it was requested to inform the department to take necessary measures regarding the specification of the monthly meeting date.

(Lutfun Nahar)
Senior Assistant Secretary
Phone: 9562247
Email: lgd.upazila2@gmail.com

1. Chairman, (All) Upazilla Parishad
2. Upazilla Nirbahi Officer, (All)

Copy to:

1. District Commissioner, (All)
2. Assistant Programmer, Local Government Division, (It is requested to publish in the website.)

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
(Upazila-1 Section)
www.lgd.gov.bd

No: 46.046.018.00.00.107.2016-99

Date: Magh 10, 1423 Bangla
23 January, 2017

Circular

Subject: Classification of Upazila Parishads as Categories A, B and C

The area, population and number of unions of the country's Union Parishads are not equal in the Upazilas. Numerical differenced exist in this case. In this context, it has been decided to categorize the Upazilas to facilitate the logical distribution of resources, as well as development and administrative activities.

2. Upazila Parishads under the Local Government Division are categorized as follows.

01	Upazila consisting of 10 or more unions and pourashavas (if any)	Class A
02	Upazila consisting of 07 to 09 unions and pourashavas (if any)	Class B
03	Upazila consisting upto 06 unions and pourashavas (if any)	Class C

(Amitabh Sarkar)
Joint Secretary
Phone: 9540489

Distribution:

01. Divisional Commissioner, Dhaka/ Khulna/ Rahshahi/ Chittagong/ Barisal/ Sylhet/ Rangpur/ Mymensingh
02. Director, Local Government, Dhaka/ Khulna/ Rahshahi/ Chittagong/ Barisal/ Sylhet/ Rangpur/ Mymensingh
03. District Commissioner (all).....
04. Chairman, Upazila Parishad (all).....
05. Upazila Nirbahi Officer (all).....

Copy to:

1. Additional Secretary/ Director General, Local Government Division.
2. Additional Secretary, Administration/ Pass/ Development/ Urban Development, Local Government Division.
3. Private Secretary of Honorable Minister, Ministry of Local Government, Rural Development and Cooperatives, Bangladesh Secretariat, Dhaka.
4. Private Secretary to the Secretary, Local Government Division, Bangladesh Secretariat, Dhaka.
5. Computer Programmer, Local Government, (It is requested to publish in the website.)

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
(Upazila-1 Section)
www.lgd.gov.bd

Memo No: 46.046.018.00.00.054.2013-773

Date: 14 June, 2017

Subject: Permission granting on expenditure from Upazila Parishad Revenue Fund for the organization of awareness-raising training on National Integrity Strategy at Upazila level.

Source: Cabinet Division Memo No. 04.00.000.822.99.032.16.179; Dated 10 November, 2014.

In reference to the above-mentioned matter, expending 30,000 tk (thirty thousand) from Upazila Parishad Revenue Fund to organize awareness enhancing training of the Upazila level officers/ employees on the National Integrity Strategy is granted. At the same time, after the termination of the training, in this regard a report is requested to be sent to the Local Government Division.

(Dr. Julia Moin)
Deputy Secretary
Phone: 9562247

1. Chairman, Upazila Parishad (all),Upazila,..... Zila.
2. Upazila Nirbahi Officer (all), Upazila, Zila.

Copy to:

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka (...? Senior Assistant Secretary, Integrity and Administrative Reform Section).
2. District Commissioner (all).....Zila.
3. PS to the Secretary, Local Government Division, Bangladesh Secretariat, Dhaka.
4. Computer Programmer, Local Government Division, (with request for uploading in the web site).

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
Section UP-1

উন্নয়নের গণতন্ত্র
শেখ হাসিনার মূলমন্ত্র

Memo No: 46.00.0000.017.99.004.15-542

Date: Ashar 18, 1424
10 July, 2017

Subject: Approval of building design and ensuring the quality of the building in the area under the jurisdiction of Upazila and Union Parishad which is not covered by the jurisdiction of development authorities.

In reference to the above-mentioned matter it is to inform that according to section 22 of 2nd Schedule of Local Government (Union Council) Act, 2009, the Union Council has the responsibility of controlling the construction of new houses, structure erection or re-erection and risky buildings. In this context, the following committee is formed to approve the design of the buildings/structures and to ensure the quality of the buildings under the jurisdiction of Upazilas and Union Parishads which are not covered by the development authorities:

2. Structure of building/structure design approval and building quality assurance committee for the area under the jurisdiction of Upazilas and Union Parishads outside of development authorities:

1.	Chairman, Upazila Parishad	-	President
2.	Upazila Executive Officer	-	Member
3.	Assistant Commissioner (Land)	-	Member
4.	Upazila Engineer, LGED	-	Member
5.	Chairman of the Concerned Union Council	-	Member
6.	Representative Member of the Fire Service and Civil Defense	-	Member
7.	Representative Member of the Bangladesh Institute of Engineers	-	Member
8.	Representative Member of the Bangladesh Institute of Architects	-	Member
9.	Representative Member of Bangladesh Institute of Planners	-	Member
10.	Representative Member of Institute of Diploma Engineers of Bangladesh	-	Member
11.	Assistant Engineer / Deputy Assistant Engineer (if not Assistant Engineer)	-	Member Secretary

3. Terms of Reference of the Committee:

- A. This Committee will follow all existing rules and laws including Building Construction Act, 1952, Bangladesh National Building Code, 1993.
- B. The committee shall approve the design of such buildings which are not tall (up to 6 storied or 75 feet high) within Upazila's and Union Parishad's jurisdiction which is not covered by the development authorities.
- C. The committee will meet at least once in every three months.
- D. The quorum would be formed in the presence of the majority of the members of the committee, and it will require the presence of at least (02 two) technical persons mentioned in serial no. 5-9.
- E. If necessary, The Committee may seek the advice of any other organization or experienced professional officer / expert, to facilitate its decision.
- F. The following instructions must be followed during approval of the design of the building and the quality assurance of the building:
 1. For the construction of the building, application should be made in the application form mentioned in Schedule-1 of the Building Construction Rules, 1996. After submitting the application, the

- committee will examine all the paper and design maker's qualifications and approve the lay-out plan.
2. The application cannot be accepted unless at least the following documents are attached to the application form.
 - a. According to the BNBC (Bangladesh National Building Code), the engineer's consent to the key plan, site plan, building service plan, specification and construction supervision.
 - b. Seven copies of the design.
 - c. Documents for proof of ownership of land, pamphlets (if applicable), land development tax payment certificate etc.
 - d. Certificate of land capacity to carry the load by a qualified engineer.
 - e. Land use exemption if applicable.
 3. Before the construction of the building, the developer will appoint a Planning and Supervision Engineer and ensure the implementation of the construction work in accordance with Architectural & Structural Design. The engineer will supervise the construction work. In this regard, all the responsibility should be submitted to the committees for the constructor of the building / engineer.
 4. The designer must have appropriate technical qualifications in designing. Each design should include the manufacturer's signature, the contact number of the professional organization and the owner's signature. Designer must have contact address. The committee will take further steps after verifying the accuracy of the designers and other signatories.
 5. The officials of the concerned Upazila / Union Parishads involved in the planning approval process may not be involved in the preparation of the plan at any location.
 6. After obtaining the building permit, the owner of the building shall ensure that the supervision engineer is present when the layout of the building is provided. After construction up to the plinth level, the Supervision Engineer and the owner of the building will send a report to the committee in the prescribed form in joint signature.
 7. Upon receipt of the preliminary report, the Committee shall notify the owner and the Supervision Engineer of any deviation in writing from the plan approved for inspection. If the building owner does not take action accordingly, the committee will take necessary legal action against him. In this case the committee will order to remove the illegal parts.
 8. After welding the roof of each floor, a performance report should be submitted to the joint signature of the owner and supervision engineer along with the chairman.
 9. No damage can be done to the surrounding buildings, infrastructure and the public during construction.
 10. According to the code of the BNBC (Bangladesh National Building Code) all other building services including the building service namely water supply, drainage, drainage, gas supply, electrical installation, air control must ensure.
 11. The concerned Upazila / Union Parishad may receive expert opinion if applicable. If necessary, the panel of Experts will prepare the panel for approval, plan, construction, reconstruction, removal, etc. on the basis of their opinion.
 12. The owner / developer of the building shall submit to the Committee by the Architectural, Structural, Electrical, Plumbing & Fire fitting design expert, engineer or consultant organization. The committee shall verify the signature and certification of the relevant architect, engineer or consulting firm.
 13. After the partial or complete construction of the building, the residence or use certificate should be obtained. Apply in the prescribed form the following documents and designs should be submitted along with the application for reservation. Namely:
 - a. Completed report by Supervision Engineer;
 - b. The design of buildings constructed on the basis of architectural designs approved by the Committee;
 - c. All design related building services; and
 - d. Test report on building construction such as Cylinder Test Report and MS Rod Test Report.

Inadequacy and appropriateness of the design of the design, all responsibility will be placed on the professionals concerned (architectural engineers).

14. After inspecting the newly constructed building, the committee shall issue a permit for use of the building;
15. It cannot be used for any other purpose for which the building is permitted.

(Md. Mahbubur Rahman)
Deputy Secretary

Recipients:

1. Deputy Commissioner (All), District.
2. Deputy Director, Local Government (All) District. All the UP chairmen of his district send a copy of the letter to him with the request.
3. Upazila Executive Officer (All), Upazila District.
4. Programmer, Local Government Division (with request to publish the letter on the LGD website).

Copy to (not on the basis of seniority):

1. Secretary Security Services Department, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
2. Chief Engineer, Local Government Engineering Department, Agargaon, Dhaka.
3. Director General (MEE Wing) / Additional Secretary (All), LGD, Bangladesh Secretariat, Dhaka.
4. Joint Secretary (All), Local Government Division, Bangladesh Secretariat, Dhaka.
5. President, Institute of Engineers, Bangladesh.
6. President, Institute of Architects, Bangladesh.
7. President, Bangladesh Institute of Planners, Bangladesh.

Registered No. DA-1



Bangladesh

Gazette

Extra Issue
Published by the Authority

Tuesday, August 29, 2017

Peoples' Republic of Bangladesh
Local Government, Rural Development and Cooperatives
Local Government Division
Circular

Date: Vadra 13, 1424 Bangabdo/28 August, 2017

SRO no 273-Act/2017. Upazila Parishad Act, 1998 (according to the power of section 63 of 24 no. Act of 1998) Government made corrections of Rules on Upazila Parishad Chairman, Vice Chairmen roles, responsibilities and financial benefits, 2010 as follows:

Sub Clause (a) of Clause (Ka) of Sub-rule 1 of Rule 6 of the above-mentioned Rules is replaced as follows:

a) Chairman and Vice Chairmen's monthly honorarium to be as bellows:

Designation	Allowances (Numeric/Words)
Chairman	40,000 (Forty thousand) taka
Vice Chairman	27,000 (Twenty-seven thousand) taka

But the condition is that, payment of that amount to be paid from the deposited money after fulfilling the liabilities from the parishad's revenue.

2. It shall be deemed to have been effective from 1st July, 2016

By the order of President

Abdul Malek
Secretary

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Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
Administration -2 Branch
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উন্নয়নের গণতন্ত্র
শেখ হাসিনার মূলমন্ত্র

No: 46.041.030.01.00.001.2018-93

Date- 20 February, 2018

Circular

Subject: Resetting the Prices of Government Hat-Bazars for Leasing.

1. The average value of the lease price for the last 3 years was fixed as government value according to management of government hat-bazars, leasing method and the Article 2.3 of income derived from Distribution Related Act 2011.

2. The government value of the hat-bazars is determined by increasing the average value of the lease for the last 3 years by an additional 25% in the municipal area and 10% for outside the municipal area through the circular no:- 46.041.030.19.00.019.20109(part-1)-88 which is declared by Local Government Division at 1 march 2016. Which was canceled by this circular.

3. In this context, it was requested to take necessary measures to determine the government's hat-bazars pricing by improving the last 3 years lease price with an additional 5%.

4. This circular will be effectively implemented upon the approval of the appropriate authority.

Muhammad Iqbal Hussain
Deputy Secretary
Phone: 9575576
E-mail: lgdadmin2@lgd.gov.bd

Delivery (Not on the basis of seniority):

1. Chief Executive Officer, City Corporation.
2. Deputy Commissioner,
3. Mayor, Municipality, District.
4. Chairman, Upazila Parishad, District.
5. Upazila Executive Officer, Upazila District.
6. Chairman, Union Parishad,Upazila,..... District.

Copy for kind information and taking necessary action (Not on the basis of seniority):

1. Cabinet Secretary, Cabinet Division/ Principal Secretary of Prime Minister, Prime Minister's Office, Dhaka.
2. Senior Secretary, Division/ Ministry.
3. Secretary/ Acting Secretary,Division/ Ministry.
4. Divisional Commission,Division.
5. Private Secretary of Honorable Ministry, Ministry Local Government, Rural Development and Cooperatives.
6. Deputy Director, Division.
7. Private Secretary to the Secretary, Local Government Division.
8. Programmer, Local Government, (with a request to publish in the website)

Muhammad Iqbal Hussain
Deputy Secretary

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
Upazila -1 Section
www.lgd.gov.bd

No: 46.041.015.00.00.009.2018-1077

Date- 5 August, 2018

Subject: Sending approved updated Upazila Parishad organizational structure (TO&E)

The order was then passed in order to take the next necessary action of updated Upazila Parishad organizational structure (TO&E) which is prepared and updated by Local Government Division.

Attachment: 1 page.

(Anjuman Ara)
Deputy Secretary
Phone: 9562247

Delivery (Not on the basis of seniority):

1. Secretary, Ministry of Finance, Bangladesh Secretariat, Dhaka
2. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka

Copy to:

1. Private Secretary of Senior Secretary, Local Government Division.
2. Programmer, Local Government Division, (It is requested to publish in the website.)

Administrative Structure of Upazilla Parishad (Proposed)

<p>Functions of Upazilla Parishad:</p> <ol style="list-style-type: none"> 1. To prepare five-year and various term development plans. 2. Implementation of programs of various government departments handed over to the Council, Supervise and coordinate the activities of the related department. 3. Construction, repair and maintenance of inter union connected roads. 4. To ensure the best use of ground water resources, to take up and implement the small irrigation projects of the Upazilla Parishad as directed by the government. 5. Ensuring public health, nutrition and family planning services. 6. Improve sanitation and sewage treatment and adequate drinking water system. 7. <ol style="list-style-type: none"> a. Encouragement and support for the promotion of education at the upazilla level b. To monitor the activities of the concerned institutions, provide assistance to them for the improvement of the quality of secondary education and madrasa education. 8. To take initiatives to set up and develop small industries. 9. Supporting the work of cooperatives and non-governmental organizations and cooperate with them. 10. Provide assistance to women, children, social welfare, youth, sports and cultural activities in private. 11. To take initiatives for the development of agriculture, livestock, fisheries and forest resources. 	<pre> graph TD A["1× Upazilla Parishad Chairman (elected) 1× Stenographer cum. Computer operator 1× Car driver 1× Office assistant"] --> B["1× Upazilla Parishad Vice Chairman (elected)"] A --> C["1× Upazilla Parishad Female Vice Chairman (elected)"] B --> D["1× Office assistant"] C --> D </pre>	<ol style="list-style-type: none"> 12. Regularly sending report to the higher authorities by reviewing the overall matters of Upazilla law and order, including the District law and order committee. 13. Providing necessary assistance to the Government to implement programs in the own initiatives for self-employment and poverty alleviation, implementation as well as governmental and non-governmental programs in this regard. 14. Coordinating and examining the development activities of the Union Council and providing necessary support 15. Taking other preventive measures including public opinion against crimes, such as acid throwing, women and children abuse etc. 16. Taking other preventive measures including public opinion against crimes, such as militancy, terrorism, theft, robbery, smuggling, drug use, etc. 17. Undertaking other activities including social forestry for the environmental conservation and development. 18. Coordinate all disaster management work. 19. Co-operation with other organizations performing the similar functions of the Upazilla Parishad. 20. Launch and encourage E- Governance. 21. Other functions given by the Government from time to time.
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Equipments and Vehicle (TO&E)		Total manpower based on posts	
Present Situation	Proposed Equipments and Vehicle	Present Situation	Proposed Equipments and Vehicle
1. Jeep - 490 2. Boat besides Jeep (Itna, Ashtagram and Mithamin in Kishoreganj district, Taherpur and Shaallo in Sunamganj district, Barkal in Rangamati district, Bilaischhari and Khaliajuri in Netrokona district) 3. Computer - 490 4. Photocopy machine - 490 5. Fax machine - 490 6. Laptop (with Edge Modem) - 490	1. Jeep - 2 2. Computer - 2 3. Photocopy machine - 2 4. Fax machine - 2 5. Laptop (with Edge Modem) - 2	1. Typist Cum-Computer Operator 490 x 1 = 490 2. Driver 490 x 1 = 490 3. Boat drivers (for Itna, Ashtagram and Mithamin in Kishoreganj district, Taherpur and Shaallo in Sunamganj district, Barkal in Rangamati district, Bilaischhari and Khaliajuri Upazilla Parishad in Netrokona district) 10 x 1 = 10 4. Office assistant 490 x 2 = 980 Total Manpower (490+490+10+980)= 1970	1. Typist Cum-Computer Operator = 2 2. Driver = 2 3. Office assistant = 4 Newly created manpower (2+2+4)= 8

* Existing equipment, vehicles and manpower are shown in black; ** Proposed equipment, vehicles and manpower are shown in green

(S.M. Golam Faruq)
Senior Secretary
Local Government Division

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
(Upazila-2 Section)
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উন্নয়নের গণতন্ত্র
শেখ হাসিনার মূলমন্ত্র

Memo No: 045.022.10.01.001.2011-1058

Date: 23.09.20

Subject: Making Administrative Approval of the Upazila Parishad easy from Local Government Division.

In reference to the above-mentioned matter it is to inform that the administrative approval of the Local Government Division is sought from various Upazila Parishad of the country in order to take the following activities. However, the decision is delayed due to not sending the required information/document with the proposal. In this case, in order to seek the administrative approval of the Local Government Division on the following, it is requested to send the information/document mentioned on the side:

Subject	Essentially transmitted information / document along with the proposal
Construction of main entrance gate of the Upazila Parishad	<ol style="list-style-type: none">a. Issue of proposal within an expenditure ceiling 1.5 lakhs tk (eighteen lac seventy four thousand) according to a single and uniformly defined design and estimate made by LGED and approved by the Local Government Division.b. Projects and Estimates are the Proceedings of the monthly meeting of the Upazila Parishad with approval.c. The prepared estimate should have the signature of the Chairman, Upazila Nirbahi Officer and Upazila Engineer.d. The estimate preparation, as per the design approved by the Local Government Division and the technical report of the Executive Engineer, LGED should be mentioned.e. Proof of the status of the Revenue Fund (Bank Statement).
Construction of boundary wall of the Upazila Parishad	<ol style="list-style-type: none">a. Issue of proposal within an expenditure ceiling 12,650 tk per meter on the front of the boundary wall and 8,912 tk per meter on the back / side wall according to a single and uniformly defined design and estimate made by LGED and approved by the Local Government Division.b. The estimated cost per meter and the distance of the boundary wall in any direction should be clearly stated in the monthly meeting of the Upazila Parishad and in the letter of the Upazila Executive Officer.c. The prepared estimate should have the signature of the Chairman, Upazila Nirbahi Officer and Upazila Engineer.d. The estimate preparation, as per the design approved by the Local Government Division and the technical report of the Executive Engineer, LGED should be mentioned.e. Proof of the status of the Revenue Fund (Bank Statement).
To cut trees owned by Upazila Parishad for implementation of development projects:	<ol style="list-style-type: none">a. The proposal shall be submitted by the Deputy Commissioner with reference to the schedule of the monthly meeting of the Upazila Parishad, which has been constituted by the Committee on 15-08-2007 of Memo no: Upa-2/4P-124/2005/384 of the Local Government Division on 15-08-2007.b. Procedure with the approval of the Environment and Forest Development Committee to specify the number of trees / details of timber and the value to be paid.

Declaration and sale of the building owned by the Upazila Parishad.	<p>a. The minutes of the monthly meeting with the approval of the Upazila Parishad clearly stating the name / type / location of the building and its estimated value.</p> <p>b. The prepared estimate must be signed by the Chairman, Upazila Executive Officer and Upazila Engineer.</p> <p>c. Mention the ownership of the building / installation: No objection of the concerned department.</p> <p>d. In the recommendation and minutes of the District Condemnation Committee, the name / type / location of the building and its estimated value should be clearly mentioned and the proposal should be sent through the Deputy Commissioner.</p>
Purchase of new furniture of the Upazila Parishad	<p>a. Minutes of the monthly meeting of the Upazila Parishad with approval of both project and estimate of purchase of new furniture in the Upazila Parishad.</p> <p>b. In the case of purchase of new furniture in the Upazila Parishad, a clear statement as to whether the amount of Taka 1.5 Lac.</p> <p>c. The prepared estimate should have the signature of the Chairman, Upazila Nirbahi Officer and Upazila Engineer</p> <p>d. Proof of status of revenue fund (bank statement).</p>
Office Building / Home Repair of Upazila Parishad	<p>a. Minutes of monthly meeting of the Parishad with approval of both project and estimate of office building / home repair owned by Upazila Parishad.</p> <p>b. In case of repair of office building / house owned by Upazila Parishad, Rs. Explicit description.</p> <p>c. The prepared estimate must be signed by the Chairman, Upazila Executive Officer and Upazila Engineer.</p> <p>d. Proof of status of revenue fund (bank statement).</p>

(Mohammad Zahirul Islam)
Deputy Secretary
Phone: 956230
e-mail: lgd.upazila2@gmail.com

1. Chairman, Upazila Parishad (All)
2. Upazila Nirbahi Officer (All)

Copy:

1. Deputy Commissioner (All) District.
2. Deputy Director, Local Government (All) District.
3. Private Secretary to the Senior Secretary, Local Government Division.
4. Programmer, Local Government Division (with request to publish the letter on the web site).

Registered No. DA-1



Bangladesh

Gazette

**Extra Issue
Published by the Authority**

Tuesday, August 29, 2017

Peoples' Republic of Bangladesh
**Local Government, Rural Development and Cooperatives
Local Government Division
Upazila 1 Wing
Circular**

Date: Kartrik 27, 1425/November 11, 2018

S.R.O. No. 328- Act/2018, It is hereby absolved from the provision of imposition by the government under the given power of article 13 of Bangladesh Economic Zone Act, 2010 (42 no act of 2010) for economic zone declared by the notification in the official gazette under the sub-section (1), Section 5 of above act and 1% of income from immoveable property transfer tax belonging to the Upazila area under the article 44 of Upazila Parishad Act, 1998 (24 no Act of 1998) for the purpose of depositing the funds of the concerned Upazila Parishad.

According to the order of the President
Dr. Zafor Ahmed Khan
Senior Secretary

Peoples Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
Upazila Wing-1
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উন্নয়নের গণতন্ত্র
শেখ হাসিনার মূলমন্ত্র

Memo. No.- 46.046.026.00.00.096.2012-511

Date: 17th Ashar 1426
1st July 2019

Subject: Approval for Construction of Farmer Training Building (Phase-3) at Upazila Chattar.

Reference: Memo No.-245 of Deputy Commissioner's Office, Rajshahi; Date: 28/04/2019.

In the context of the subject and the reference mentioned above, on 26/11/2013 under the project titled "Farmer Training for Technology Transfer at Upazila Level (Phase II)" under the Department of Agriculture Extension of Ministry of Agriculture, a Memo of Understanding was signed with the department on certain conditions. But in the 3rd phase of the project, it is being informed that there is no scope to transfer and use the land of the Upazila Parishad without the prior approval of this department.

Numery Zaman
Deputy Secretary
Cell: 9562247
e-mail: lgdupazila1@lgd.gov.bd

1. Chairman, Upazila Parishad (All).
2. Upazila Nirbahi Officer (All).

Copy:

1. Secretary, Ministry of Agriculture, Bangladesh Secretariat, Dhaka.
2. Director General, Department of Agricultural Extension, Khamarbari, Dhaka.
3. Deputy Commissioner (All).
4. Programmer, Local Government Division (with request to publish the letter on the website).

Peoples Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
Upazila Wing-1
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Memo. No.- 46.046.018.00.00.054.2013-629

Date: 19/08/2019

Subject: Formulation, Finalization and Implementation of projects of Upazila Parishad according to Upazila Development Fund Utilization Guideline, 2014 funded by Annual Development Program (ADP)

Formula: Memo No.- 46.046.018.00.00.054.2013-1068 of this Dept.; Dated 10th Nov, 2014.

With due attention to the instruction issued in the subject and reference mentioned above, it is to be informed that, 'Upazila Development Fund Utilization Guidelines, 2014' was issued from Local Government Division on last 10/11/2014. According to the guidelines, the last date for taking projects of the current fiscal year by Upazila Parishad with the funding of ADP is March 31 of the previous fiscal year and the deadline of implementing the taken development programs is 31st May of current fiscal year. But it is noticed that some Upazila Parishad do not take and implement projects according to existing guidelines. As a result, the money allocated by ADP remain unspent and this unspent money is automatically submitted to iBass++ system on June, 30.

Due to this reason, Tk 21.25 crore (approximately) was submitted as unspent money in the last 2018-19 fiscal year which was allocated to 'Development Assistance' sector by ADP. In addition, at the end of the fiscal year (June), it is not possible to ensure the quality of work including monitoring the tasks of the project as a result of hasty implementation of the project.

In this situation, the following instructions have been issued to ensure proper implementation of ADP funded development projects and effective utilization of government funds by Upazila Parishad:

Sl No	Instructions	Deadline of Implementation
1.	Taking projects and preparing final list by Upazila Parishad.	: Within 31 st March of previous fiscal year.
2.	Sending the accepted and final project list to the DDLG.	: Within 30 th October of current fiscal year.
3.	Tender activities of the project-	: Taking projects within the amount -4 times of the first installment + 10% more and completing tender activities within 31 st January.
4.	Receipt of 4 th Installment-	: The report on the expenditure received up to the 2nd installment for the implementation of the taken projects should be sent to DDLG by 28th February. The allocation of 4 th installment will be deducted from the Upazila Parishads which will not be able to spend the money received till the 2 nd installment and it will be provided to other Upazila Parishads (capable to spend) as special allocation.
5.	Completing implementation task of the taken projects-	: Within 31 st May of the current fiscal year.
6.	Work orders cannot be issued in favor of the contractor until funds are allocated from the Local Government Division.	
7.	All the Upazila Parishad's inability/failure will be considered regarding future allocation which (UZPs) are not able to spend the ADP money as per the rules within the stipulated time.	

Mohammad Zahirul Islam
Deputy Secretary
Phone: 9577230
e-mail: lgd.upazila2@gmail.com

Distributed to (for taking necessary action):

1. Chairman (All),Upazila Parishad.....
2. Upazila Nirbahi Officer (All)
3. Upazila Engineer, LGED (All), Upazila Parishad.

Copy (for Kind Acknowledgment):

1. Deputy Commissioner,District.
2. Deputy Director (All), Local Government (With request to confirm sending summary of the report on the expenditure of the 2nd installment received from the Upazila Parishad to Upazila-2 wing by 15th March).
3. Private Secretary of the Secretary, Local Government Division.
4. Vice Chairman (Male/Female) (All),Upazila Parishad.
5. Programmer, Local Government Division (With request to upload the letter on website).

Peoples Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
Upazila-1 Wing
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Memo. No.- 46.00.0000.046.16.10.19-856

Date: 28th Asshin 1426
13th October 2019

Subject: Sending application for leave from Bangladesh (external) of Upazila Parishad Chairman and Vice Chairmen.

In the context of the subject mentioned above, Upazila Parishad Chairmen and Vice-Chairmen can send their application for leave from Bangladesh (external) directly or through Deputy Commissioner to this department. Before considering the application, the Ministry can verify the information from the Deputy Commissioner if necessary.

It is informed to all concerned in order.

Numery Zaman
Deputy Secretary
Cell: 9562247
e-mail: lgdupazila1@lgd.gov.bd

1. Deputy Commissioner (All).
2. Chairman, Upazila Parishad (All), District
3. Vice Chairman/Female Vice Chairman, Upazila Parishad (All), District

Copy:

1. Additional Secretary (Admin), Local Government Division.
2. Divisional Commissioner (All).
3. Private Secretary of Secretary, Local Government Division
4. Computer programmer, Local Government Division (with request to publish the letter on website).

Government of the People's Republic of Bangladesh
Ministry of Local Government Rural Development and Cooperatives
Local Government Division
(Upazila Division-1)
(www.lgd.gov.bd)

উন্নয়নের গণতন্ত্র
শেখ হাসিনার মূলমন্ত্র

Memo no- 46.00.0000.046.26.063.14-904

Date: 08 Kartik, 1426
24 October, 2019

Subject: Implementation of the decision taken by the Deputy Commissioners Conference-2019.
Reference: Memo 165 of Monitoring-2 branch of this department; Dated 02/10/2019.

In view of the above-mentioned issue and reference, all the Upazila Nirbahi Officers are requested to take necessary steps to modernize the evening office at their residence.

(Numeri Jaman)
Deputy Secretary
Phone: 9562247
e-mail: lgdupazila1@lgd.gov.bd

Upazila Nirbahi Officer.....(All)

Copy:

01. Deputy Commissioner (All).
02. Personal Secretary to the Secretary, Local Government Division.
03. Assistant Secretary, Monitoring-2 Branch, Local Government Division.
04. Programmer, Local Government Division (With the request to publish the letter on the web site).

Government of the People's Republic of Bangladesh
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Local Government Division
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উন্নয়নের গণতন্ত্র
শেখ হাসিনার মূলমন্ত্র

Memo no: 46.00.0000.046.22.002.12-959

Date: 27 Kartik 1426
12 November, 2019

Subject: Following the rules of implementation of Upazila Parishad activities.

In the light of the above mentioned subject, it is to be informed that the power given by the Local Government Division on 19 September 2010 through S, R, O No. 323 / Act 2010 under Section 63 of the Upazila Parishad Act, 1996 (Act No. 24 of 1996) Sub-rule (1) of rule 14 of the Council (Implementation of Activities) Rules, 2010 replaces and amends the notification as follows:

"(1) The officers of the departments mentioned in the third schedule of the Act shall submit to the Chairman of the Upazila Parishad for approval all the documents and documents handed over by the Government to the Upazila Parishad through the Upazila Nirbahi Officer."

Under the above circumstances, it is requested to implement the instructions of the revised notification as described.

Attachment: 01 (one) page.

(Numeri Jaman)
Deputy Secretary
Phone: 9562247
E-mail: lgdupazila1@lgd.gov.bd

01. Chairman, Upazila Parishad (All).....
02. Upazila Nirbahi Officer, (All).....

Copy for kind information and necessary action (not in order of seniority):

01. Senior Secretary/ Secretary/ Acting Secretary..... Division/ Ministry.
02. Divisional Commissioner (All).....
03. Deputy Commissioner (All).....
04. Private Secretary to the Minister, Local Government Division, Ministry of Local Government, Rural Development and Cooperatives.
05. Private Secretary to the Secretary, Local Government Division.
06. Upazila..... Officer, Upazila (All), District (All).
07. Programmer, Local Government Division (With the request to publish the letter on the web site).

Government of the People's Republic of Bangladesh
Ministry of Local Government Rural Development and Cooperatives
Local Government Division
(Upazila Division-1)
www.lgd.gov.bd

No.: 46.046.026.00.00.054.2013-264

Date: 03 Falgun 1426
16 February 2020

From: Helaluddin Ahmed
Senior Secretary
Local Government Division.

To: Chairman
..... Upazila Parishad
District.....

Subject: Upazila Parishad Revenue Fund Utilization Guideline, 2020.

Ref: Memo No.47.046.026.00.00.054.2013-1067 of Local Government Division; Date: 10 November 2014.

In view of the above issues and sources, it is being informed that the Upazila Parishad revenue fund formed on the basis of local resources makes an important contribution to local development activities. In order to establish transparency, accountability and financial discipline in the use of limited but important local resources, a policy on the use and expenditure of Upazila Parishad revenue funds was issued by the Local Government Division to the previously mentioned Memo. In view of the reality, some sections of the said policy have been amended and added and sent along with the Upazila Parishad Revenue Fund Utilization Guideline, 2020.

2. This guideline was issued in the public interest and will be effective immediately.

Helaluddin Ahmed
Senior Secretary
Local Government Division

No.: 46.046.026.00.00.054.2013-264

Date: 03 Falgun 1426
16 February 2020

Copy for kind information and necessary action:

01. Divisional Commissioner (All), Divisions.
02. Deputy Commissioner (All), Districts.
03. Director, Local Government (All), Division.
04. Deputy Director, Local Government, District (All).
05. Upazila Nirbahi Officer (All),Upazila, District.
06. Vice-Chairman/ Female Vice-Chairman (All), Upazila Parishad, District.

(Numeri Jaman)
Deputy Secretary
Phone: 9562247

No.: 46.046.026.00.00.054.2013-264

Date: 03 Falgun 1426
16 February 2020

Copy for kind information (not in order of seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Chief Secretary, Prime Minister's Office, Dhaka.
3. Secretary, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka.
4. Secretary, Planning Division, Sher-e-Bangla Nagar, Dhaka.
5. Member (Activities), Planning Commission, Sher-e-Bangla Nagar, Dhaka.
6. Director General, NILG, Agargaon, Dhaka.
7. Director General, Monitoring, Evaluation and Inspection Division, Local Government Division.
8. Chief Engineer, LGED / DPHE, Agargaon / Kakrail, Dhaka.
9. Private Secretary to the Honorable Minister /State Minister, Ministry of Local Government, Rural Development and Cooperatives.

(Numeri Jaman)
Deputy Secretary
Phone: 9562247

Upazila Parishad Revenue Fund Utilization Guideline 2020

After the introduction of the Upazila system, the Local Government (Upazila Parishad and Reorganization of Upazila Administration) Ordinance, 1998, provided for the formation of a separate fund for each Upazila. The Upazila Parishad Act 1998 [as amended by the Upazila Parishad (Amendment) Act, 2011] has provisions for the Upazila Parishad to form its own fund. There is a provision to include the surplus money in the next year's development deposit after completing the prescribed expenditure from the Upazila Parishad income every year. After the introduction of the Upazila system, circulars have been issued from time to time to bring order in the use of this fund. In order to speed up the development activities, to ensure transparency, accountability and financial discipline in the expenditure of limited local resources, the Local Government Division has canceled all the instructions / policies / instructions issued for the Upazila Parishad for the formation and expenditure of the Revenue Fund on November 10, 2014 by issuing a new guidelines of Memo no. 46.046.026.00.00.054.2013-1067. Considering the present context, the following guidelines have been issued with some amendments and additions to the said guidelines. The government hopes that the guidelines will help in utilizing revenue funds and implementing appropriate projects.

1. **Source of Upazila Parishad Revenue Fund:** Upazila Parishad Revenue Fund will be formed on the basis of local resources. The source will be the income received from the Upazila Parishad's residence; Money received from various taxes / rates / fees / tolls imposed by the Parishad as mentioned in the 4th Schedule of the Upazila Parishad Act, 1998 [as amended by the Upazila Parishad (Amendment) Act, 2011]; Hat-Bazar lease money (remaining 41%); 1% of registration fee for transfer of immovable property tax and 2% of land development tax collected; Income or profits from property entrusted to or managed by the council; Grants from organizations or individuals; Profits from the investment of council money; Any other money received from the Upazila Parishad; Money received from other sources of income assigned to the council under the direction of the government.

2. **Management of Upazila Parishad Revenue Fund:** All the money deposited in the revenue fund of the Upazila Parishad has to be transacted through a bank which manages the affairs of the government treasury. The Upazila Parishad Chairman and the Upazila Nirbahi Officer (UNO) will jointly manage the fund.

3. **Areas of expenditure of Upazila Parishad Revenue Fund:** Following the prevailing financial rules and regulations, the money of Upazila Parishad Revenue Fund can be spent in the following areas subject to the decision of the Upazila Parishad:

Sl	Description
A.	Repair / Preservation / Painting of Upazila Parishad Buildings and Homes: Repair / Preservation / Painting of Upazila Parishad Buildings and Homes can be done by the decision of Upazila Parishad with the help of Upazila Parishad Revenue Fund. However, in this case, no amount of money can be spent more than a maximum of Tk. 10,00,000/- (Ten lacks) taka in a given fiscal year, and the cautions and the principles of equality has to be resorted in this regard. No new building can be constructed or any building can be expanded by using the Revenue fund without the prior approval of the Local Government Division.
B.	National Day Celebration: Upazila Parishad Revenue Fund can be utilized for National Day Celebration. In this case not more than Tk. 1,00,000 / - (one lakh) can be spent in a financial year.
C.	Construction of boundary wall and main gate of Upazila Parishad: According to the Memo No. 48.046.018.00.00.039.2012-1314 dated 21 August 2016 of the Local Government Division, identical boundary walls of the complex of Upazila Parishad and according to the Memo No. 46.045.020.09.03.003.2014-542 dated 18 May 2015, the approval of the Local Government Division has to be taken by the decision of the Upazila Parishad for the construction of a common main gate of the Upazila Parishad. If there is not enough money in the revenue fund, it can be implemented in more than one financial year. Under no circumstances a boundary wall can be built

	with the development funds. In the case of construction of boundary wall, the existing rules and regulations must be followed properly.
D.	Unexpected expenditures: A maximum of 5, 00,000 (five lakh) taka can be used from the revenue fund for emergency repair and maintenance of key installations and to meet immediate needs in cyclone, flood, natural disaster, fire, burring unknown dead body etc. as per decision of Upazila Parishad. Careful and logical decisions should be made in the light of practical situation.
E.	Programs implemented with ADP fund: Any project undertaken or implemented by ADP and national government funds shall not be implemented by Upazila Parishad Revenue Fund. Undertaking such project will be considered as violation of financial discipline and abuse of power.
F.	Purchasing office equipment: Office equipment's mentioned in Upazila Parishad TO&E can be purchased by Upazila Parishad Revenue Fund. But this expenditure shall never be more than 3,00,000 (three lacs) taka in a year.
G.	Furniture collection / repair: Necessary furniture for the Parishad can be collected / repaired by the Upazila Parishad Revenue Fund. The repairing cost in this sector will be limited to Taka. 50,000 / - (fifty thousand). Expenditure on purchasing of new furniture will be limited to Taka 3,00,000 / - (three lakhs) per annum.
H.	Refreshment expenses: (1) Up to a maximum of Taka. 30,000 / - (thirty thousand) per month may be spent from the Upazila Parishad revenue fund for other entertainment including meeting of Upazila Parishad, Upazila Parishad Chairman, Vice-Chairmen and Upazila Nirbahi Officer. (2) A monthly expenditure of Taka 8,000 / - (eight thousand) may be incurred for the meetings of 17 (seventeen) Upazila Committees constituted under the chairmanship of Vice-Chairmen.
I.	Miscellaneous costs: In accordance with government purchase related rules-regulations/directions, office equipment and stationeries can be purchased from Upazila Parishad Revenue Fund. Monthly expenditure on this purpose shall not exceed 5, 000 (Five thousand) taka.
J.	Maintenance of office equipment: In accordance with the government purchase related rules-regulations/directions, maintenance and repairing activities of office equipment namely; computer, photocopier machine etc. can be done from Upazila Parishad Revenue Fund. But the yearly expenditure on maintenance and repair shall not exceed 50, 000 (Fifty thousand) taka.
K.	Maintenance & repair of water pump: In accordance with the regulations, maintenance and purchasing water pump etc. can be paid from Upazila Parishad Revenue fund as per decision of Upazila Parishad.
L.	Audit fee: Fees of audit firm, appointed by the Local Government Division, can be paid at government approved rates from Upazila Parishad Revenue fund.
M.	Litigation expenditures: Under the Upazila Parishad Act, 1998 [as amended by the Upazila Parishad (Amendment) Act, 2011], the case management expenses related to the interests of the Upazila Parishad can be borne from the revenue fund. However, this expenditure should be in accordance with the circulars / orders issued by the government at different times. No personal liability case can be handled by this money.
N.	Paying electricity/telephone bill, land development taxes etc.: In accordance with the regulations, various bills such as electricity, newspaper advertisement, telephone, internet, gas as well as land development tax, municipality/holding tax etc. can be paid from Upazila Revenue fund.
O.	Vehicle repairing: In accordance with the Memo no. 1gd/upa-1/vehicle/(2)-2/99/93(472) of the Local Government Division dated 24.04.2005, a highest of 1,00, 000 (one lack) taka can be used for vehicle repairing every year from Upazila Parishad revenue fund.
P.	Recruitment of gardener/sweeper: In accordance with the rules-regulations of government, a gardener/sweeper can be recruited on daily contract basis with the payment from Upazila revenue fund at a government approved rate.
Q.	Additionally, Upazila Parishad can bear the following expenditures from Revenue Fund: (1) Outstanding payment to the Government from the incomes of transferred Sayrat Mahals.

	(2) Expenditures on tax collections under Upazila Parishad.
R.	Solar Panel Installation: Adhering to the government rules-regulations, Solar panel can be installed by spending a maximum of 500,000 (5 lakh) taka from Upazila Parishad revenue fund for better functioning of Upazila Parishad's official activities. For the maintenance and repairing of solar panel, yearly at best 10,000 (ten thousand) taka can be spent.
S.	Honorarium and TA/DA for Upazila Chairman and Vice Chairmen: Honorarium, TA/DA and allowances of Upazila chairman and Vice Chairmen can be spent from Upazila Parishad revenue.
T.	Purchase of kits for detecting formalin and other harmful chemical products: As per demand of Mobile court, equipment for detecting formalin and other chemical products, harmful for the public health, can be purchased by Upazila Parishad revenue fund. But not more than 1,00,000 can be spent in a fiscal year. Approval from Local Government Division has to be taken in case of expenditure of more than 1,00,000 (1 lac) taka.
U.	Purchase of Close Circuit Camera: Tk. 3,00,000 / - (Three Lakh) can be spent on the decision of the Upazila Parishad meeting to finance in this case from the Upazila Parishad Revenue Fund.
V.	Mosquito eradication: A maximum of Taka. 10,000 / - (ten thousand) can be spent in each union in each union as per the decision of the Upazila Parishad meeting to finance in this case from the the Upazila Parishad Revenue Fund.
W.	Publications: A maximum of Tk. 1,00,000 / - (one lakh) can be spent in each financial year to meet the expenses of other publications including the annual report as decided by the meeting of the Upazila Parishad with the funding of Upazila Parishad Revenue Fund.
X.	Waste Management / Cleaning: A maximum of Tk. 1,00,000 / - (one lakh) can be spent in each financial year as per the decision of the Upazila Parishad meeting to finance in this case from the Upazila Parishad revenue fund.
Y.	Security Sector (Ansar): A maximum of Tk. 1,00,000 / - (one lakh) can be spent in each financial year as per the decision of the Upazila Parishad meeting to finance in this case from the Upazila Parishad revenue fund.

4. If there is a need to spend more than the expenditure limit mentioned in the Upazila Parishad Revenue Fund Guideline, 2020 or if there is a special need to spend in other sectors up to the specified (serial no. A-Y of 3), a letter is to be sent to the Local Government Division.
5. **Remaining money after expenditure up to paragraph A-Y of section 3:**
 - (a) If there is a need to implement any urgent developmental project before the end of the financial year after spending 3 (a-m) of the Upazila Parishad Revenue Fund Utilization Guideline, 2020, one and a half times (150%) of the operating expenditure fixed by the Upazila Parishad for the remainder of the financial year. The money can be presented to the monthly coordination meeting of the Upazila Parishad and the proposal can be spent after receiving the approval of the Local Government Division following all the rules and regulations of the Upazila Parishad.
 - (b) In order to meet the expenditure of sector 5 (a) of the revenue fund of the Upazila Parishad, after getting the approval of the Upazila Parishad meeting, the technical report of the concerned district executive engineer, LGED should be prepared and the project list should be sent to the Local Government Division for approval. The name of the project must be mentioned in the forward letter sent for project approval. If the number of projects is more than 10 (ten), soft copy (CD / Pen Drive) of the project list should be sent. The project cannot be accepted in pieces and sent to the Ministry for approval. The tendency to formulate revised estimates in project implementation should be avoided.
 - (c) If it is necessary to spend from the money saved in case of emergency or any other emergency, it can be spent with the approval of the Local Government Division. **The unspent money of the revenue fund has to be deposited in the development fund after June 30 of each financial year.**
6. All the tender schedule of the Upazila Parishad will have to submit the proceeds from the sale (if any) to the government treasury as per the prevailing provisions. The money from the sale of tender schedule cannot be spent as revenue fund.

Government of the People's Republic of Bangladesh
Ministry of Local Government Rural Development and Cooperatives
Local Government Division
(Upazila-1 Wing)
(www.lgd.gov.bd)



শেখ হাসিনার মূলনীতি,
গ্রাম শহরের উন্নতি

Memo no.- 46.00.0000.046.18.157.20-318

Date: 19 Falgun 1426
03 March, 2020

Subject: Regarding opening / formation of future fund (GPF) account of Upazila Parishad employees.

Regarding above, it is to be informed that “Upazila Parishad” (Autonomous Local Government Institution) is following the Rule 46-59 of the Employees (Employment) Rules of the Upazila Parishad, 2010 (Chapter VIII). It is requested to inform the Division about the activities for future fund raising for the employees working in the Upazila Parishad.

Attachment Page.

Numeri Zaman
Deputy Secretary
Phone: 9562247
e-mail: lgdupazila1@lgd.gov.bd

Upazila Nirbahi Officer (All).

Copy to:

1. Additional Secretary (Upazila), Local Government Division.
2. Deputy Commissioner (All).
3. Chairman, Upazila Parishad (All).
4. Private Secretary to the Senior Secretary, Local Government Division, Bangladesh Secretariat, Dhaka.
5. Programmer, Local Government Division, Bangladesh Secretariat, Dhaka (for publication on website).

Government of the People's Republic of Bangladesh
Ministry of Local Government Rural Development and Cooperatives
Local Government Division
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শেখ হাসিনার মূলনীতি,
গ্রাম শহরের উন্নতি

Memo no.- 46.00.0000.046.16.011.19-393

Date: 8 Chaitra 1426
22 March, 2020

Subject: Use of unexpected fund to prevent the spread of Corona Virus (Covid-19)

In view of the above, it is to be noted that in order to prevent the spread of Corona Virus (Covid-19), necessary preventive measures including use of appropriate disinfectant spray, purchase of hand sanitizer and mask were requested to buy from the unforeseen sector mentioned in 3 (d) of Upazila Parishad Revenue Fund Utilization Guideline, 2020.

(Numeri Jaman)
Deputy Secretary
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01. Chairman (All), Upazila Parishad, District.
02. Upazila Nirbahi Officer (All), Upazila, District.

Copy for kind information (not according to seniority):

01. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
02. Chief Secretary, Prime Minister's Office, Tejgaon, Dhaka.
03. Secretary, Department of Health Services, Ministry of Health and Family Welfare, Bangladesh Secretariat, Dhaka.
04. Secretary, Prime Minister's Office, Tejgaon, Dhaka.
05. Divisional Commissioner (All), Division.
06. Deputy Commissioner (All), District.
07. Deputy Director, Local Government (All), District.
08. Private Secretary to the Senior Secretary, Local Government Division.
09. Vice Chairman/Female Vice Chairman (All), Upazila Parishad, District.
10. Programmer, Local Government Division (with request to publish the letter on the web site).

Government of the People's Republic of Bangladesh
Ministry of Local Government Rural Development and Cooperatives
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(Upazila Division-1)
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শেখ হাসিনার মূলনীতি,
গ্রাম শহরের উন্নতি

Memo no: 46.00.0000.046.18.054.13-416

Date: 02 Boisakh 1427
15 April, 2020

Subject: Guidelines on the use of revenue funds to prevent the spread of corona virus (Covid-19), the use of the unexpected sector of 2020.

In the light of the above, it is to be informed that as per the instructions of the Memo of 46.00.0000.046.18.011.19-393 dated 22nd March, 2020, permission was given to spend money for prevention of corona virus from the unforeseen sector. According to the 3 (d) of the Revenue Fund Utilization Guideline 2020, there is an opportunity to spend a total of 5 (five) lakh taka. It was re-requested to take necessary steps to prevent coronation from that sector. In case of additional expenditure of Rs. 5 (five) lakhs, it was requested in the next instance to follow the proper procedure and seek the permission of the department.

Attachment: According to the description.

(Numeri Jaman)
Deputy Secretary
Phone: 9562247

01. Chairman (All)..... Upazila Parishad, District.
02. Upazila Nirbahi Officer (All),Upazila..... District.

Copy for information (not according to the seniority):

1. Cabinet Secretary, Cabinet Division.
2. Chief Secretary, Prime Minister's Office, Tejgaon, Dhaka.
3. Secretary, Department of Health Services, Ministry of Health and Family Welfare, Bangladesh Secretariat, Dhaka.
4. Secretary, Prime Minister's Office, Tejgaon, Dhaka.
5. Divisional Commissioner (All), Divisions.
6. Deputy Commissioner (All), Districts.
7. Private Secretary to the Honorable Minister, Ministry of Local Government, Rural Development and Cooperatives, Bangladesh Secretariat, Dhaka.
8. Deputy Director, Local Government, District (All).
9. Chairman (All), Upazila Parishads,..... Districts.
10. Upazila Nirbahi Officer (All),Upazila..... District.
11. Private Secretary to the Senior Secretary, LGD, Bangladesh Secretariat, Dhaka.
12. Vice-Chairman/ Female Vice-Chairman (All),Upazil Parishad..... District.
13. Programmer, LGD (With the request to publish the letter on the web site).

Government of the People's Republic of Bangladesh
Ministry of Local Government Rural Development and Cooperatives
Local Government Division
Upazila-1 Wing
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শেখ হাসিনার মূলনীতি,
গ্রাম শহরের উন্নতি

Memo no: 46.00.0000.045.014.22.2018-286

Date: 19/07/2020

Subject: Publication of annual report of financial year completed by Upazila Parishad and sending of financial report.

In view of the above, it is to be informed that as per the provisions of Section 39 (2) of the Upazila Parishad Act 1998 (Amended 2009 and 2011), each Upazila Parishad will send a financial report of income and expenditure for the last financial year to the Local Government Division by 31 December. But regular annual financial reports from the Upazila Parishad are not sent to the Local Government Division. Besides, according to the Upazila Revenue Fund Guideline-2020, there is a provision to spend money on other publications including annual reports.

In this context, it is requested to publish the annual report of each Upazila Parishad for the financial year ending September by the end of each financial year and to ensure that the annual financial report in the attached prescribed format is sent to the Local Government Division by 31 December.

Attachment: 02 pages as described.

01. Chairman, Upazila Parishad (All), Upazila.
02. Upazila Nirbahi Officer (All), Upazila.

Md. Zahirul Islam
Deputy Secretary
Phone: 9577230
Email: lgd.upazila2@gmail.com

Copy is sent for kind information and necessary action:

01. Divisional Commissioner (All), Divisions.
02. Deputy Commissioner (All), Districts.
03. Director, Local Government (All), Division.
04. Deputy Director, Local Government, District (All).
05. Private Secretary to the Senior Secretary, Local Government Division.
06. Programmer, Local Government Division (With the request to publish the letter on the web site).

Annual Financial Statement for Upazila Parishad

Name of Upazila Parishad:

Name of Zila:

Financial Year:

Date of Preparation of the Report:

Form A: Upazila Parishad Revenue Accounts

Revenue income	Last Completed Financial Year	Previous Financial Year
(1) Initial remaining:		
(2) Tax and Rent		
(3) Lease of land and other properties		
(4) Registration Fees		
(5) License and Permit Fees		
(6) Assets rent, Lease & profit		
(7) Land transfer Fees (1%)		
(8) Land development Fees (2%)		
(9) Leasing market, water-body, sand-body, stone-body etc.(41%)		
(10) Government Grant- Establishment		
(11) Other receipts		
Total revenue income:		
Revenue expenditure	Last Completed Financial Year	Previous Financial Year
(1) General Establishment (honorarium, salary-allowance, other institutional expenses, gratuity fund and vehicle repair and fuel)		
(2) Expenditure for tax collection		
(3) Other expenses (telephone, electricity, gas and water bills, municipal and land development taxes, internal audit expenses, litigation costs, hospitality expenses, maintenance and service expenses, other payable taxes / bills and incidental expenses)		
(4) Tax collection expenditures (printing different register, form, receipt book etc.)		
(5) Tree plantation and maintenance		
(6) Repairing of parishad building		
(7) Purchase of equipment		
(8) Celebration of national day		
(9) Sports and culture		
(10) Emergency relief		
(11) Others		
Total revenue expenditure:		
Revenue surplus (Total revenue income- Total revenue expenditure)		

Form B: Upazila Parishad Development Account		
Source of development expenditure	Last Completed Financial Year	Previous Financial Year
(1) Revenue Surplus		
(2) Allocation from received ADP		
(3) Allocation from UGDP/other projects		
(4) Development grants from other sources		
Total Development Grant		
Sector based development expenditure		
(1) Agriculture and irrigation		
(2) Craft and handicraft		
(3) Elementary infrastructure		
(4) Socio-economic infrastructure		
(5) Sports and culture		
(6) Services		
(7) Education		
(8) Health		
(9) Poverty reduction: social safety and institutional support		
(10) Rural development and cooperatives		
(11) Women, youth and child development		
(12) Disaster management and relief		
(13) Expenditure on training sector		
(14) Expenditure on women development forum sector		
(15) Other development related expenses		
Total development Expenditure:		

Form C: Development Expenditure of the Transferred Line departments (Received from the concerned department / ministry except Upazila Parishad)

Sl no.	Transferred line departments	Last Completed Financial Year	Previous Financial Year
1.	Department of Health and Family Welfare, Ministry of Health and Family Welfare.		
2.	Department of Agriculture, Ministry of Agriculture		
3.	Department of Livestock, Ministry of Fisheries and Livestock		
4.	Department of Fisheries, Ministry of Fisheries and Livestock		
5.	Department of Family Planning, Ministry of Health and Family Welfare		
6.	Department of Engineering, Ministry of Local Government Rural Development And Cooperatives		

7.	Department of Primary Education, Ministry of Education		
8.	Department of Secondary Education, Ministry of Education		
9.	Department of Women Affairs, Ministry of Women and Children Affairs		
10.	Upazila Project Implementation officer, Ministry of Relief and Disaster Management.		
11.	DPHE officer, Ministry of Local Government Rural Development And Cooperatives		
12.	Rural Development officer, Ministry of Local Government Rural Development And Cooperatives		
13.	Cooperative officer, Ministry of Local Government Rural Development And Cooperatives		
14.	Social Welfare officer, Ministry of Social Welfare.		
15.	Youth and Sports Development Official, Ministry of Youth and Sports		
16.	Upazila Ansan,&VDP department		
17.	Other departments		
	Total		
Upazila Nirbahi Officer		Chairman, Upazila Parishad	



শেখ হাসিনার মূলনীতি,
গ্রাম শহরের উন্নতি

Memo no. 46.00.0000.046.019.001.2012-673

Date: 23 Vadro 1427
07 September, 2019

Circular

Subject: Transfer of drivers engaged in the revenue sector of the Upazila Parishad.

The Divisional Commissioners shall take necessary action in the case of inter-district transfers and in the case of intra-district transfers, the Deputy Commissioners shall take only the application for reciprocal transfer of the drivers appointed and working by the Upazila Parishad.

2. In case of inter-departmental transfer, the Local Government Division will take action.
3. If the government deems it necessary, it can transfer any driver working in the Upazila Parishad in the public interest to any Upazila Parishad in the country.
4. Circular No. 336 dated March 08, 2018 in this regard has been canceled.
5. The order was issued in the public interest and will take effect immediately.

(Numeri Jaman)
Deputy Secretary
Phone: 9562247
E-mail: lgdupazila1@lgd.gov.bd

Copy (for information and necessary actions):

01. Divisional Commissioner (All), Division.
02. Deputy Commissioner (All), District.
03. Chairman (All), Upazila Parishad, District.
04. Upazila Nirbahi Officer (All), Upazila, District.
05. Personal Secretary to the Senior Secretary, Local Government Division.
06. Vice-Chairman/ Female Vice-Chairman (All), Upazila Parishad, District.
07. Programmer, Local Government Division (With the request to publish the letter on the web site).

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Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
Upazila-1 Wing
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Memo. No.- 46.00.0000.046.18.157.20-736

Date: 09 Aswin 1426
24th September 2020

Subject: Regarding opening / formation of account for Provident Fund (GPF) of Upazila Parishad employees.

Reference: Memo. no. 46.00.0000.046.18.157.20-318; Date: 3rd March 2020.

In the context of the subject mentioned above “Upazila Parishad” (Autonomous Local Government Institution) were requested through the reference stated above to inform this department of taking necessary steps to form provident fund for Upazila Parishad employees, following rule 46-59 of Upazila Parishad employee (service) rules 2010 (Chapter 8). But this department has not been informed of this matter yet.

In this case “Upazila Parishad” (Autonomous Local Government Institution) are requested again as per order to inform this department of taking necessary steps to form provident fund for Upazila Parishad employees, following rule 46-59 of Upazila Parishad employee (service) rules 2010 (Chapter 8).

Attachment.....Nos.

Numery Zaman
Deputy Secretary
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Upazila Nirbahi Officer (All).

Copy:

1. Additional Secretary (Upazila), Local Government Division.
2. Deputy Commissioner (All).
3. Chairman, Upazila Parishad (All).
4. Private Secretary to Senior Secretary, Local Government Division, Bangladesh Secretariat, Dhaka.
5. Programmer, Local Government Division, Bangladesh Secretariat, Dhaka (to publish on website).

Government of the People's Republic of Bangladesh
Ministry of Local Government Rural Development and Cooperatives
Local Government Division
(Upazila Division-1)
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শেখ হাসিনার মূলনীতি,
গ্রাম শহরের উন্নতি

Memo no. 46.00.0000.046.26.059.13-823

Date: 20 October, 2020

Subject: Regarding the administrative approval for the implementation of the project funded by the revenue fund of the Upazila Parishad.

In the light of the above, it is to be informed that in the light of the Upazila Parishad Revenue Fund Guidelines, 2020, approval has been requested from the Local Government Division for the approval of all the projects which need to be approved.

(Numeri Jaman)
Deputy Secretary
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03. Chairman (All), Upazila Parishad, District.
04. Upazila Nirbahi Officer (All), Upazila, District.

Copy (for information):

11. Divisional Commissioner (All), Division.
12. Deputy Commissioner (All), District.
13. Deputy Director, Local Government (All) District.
14. Personal Secretary to the Senior Secretary, Local Government Division.
15. Vice-Chairman/ Female Vice-Chairman (All), Upazila Parishad, District.
16. Programmer, Local Government Division (With the request to publish the letter on the web site).

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গ্রাম শহরের উন্নতি

Memo. No.- 46.00.0000.046.16.010.19-846

Date: 09 kartik 1427
25th October 2020

Subject: Regarding implementation of the decisions of 4th committee meeting of Cabinet on Law and Order.

Reference: 1. Memo. no.-578 of the Department of Public Security; Date: 11th October, 2020.

2. Upazila Parishad Revenue Utilization Guidelines 2020.

In the context of the subject and reference mentioned above it is to be informed that, the following decision (copy attached) was taken with other decisions on the 4th committee meeting of Cabinet on Law and Order held on last 8th September 2020.

12.1(□) “Upazila Parishad campus will have to be covered by CCTV cameras periodically”.

Besides this, according to 3(□) of Upazila Parishad Revenue Utilization Guidelines 2020, instructions were given to set up close circuit cameras.

In this case, according to the decision of 12.1(□) of 4th committee meeting of Cabinet on Law and Order and regarding the instructions of Upazila Parishad Revenue Utilization Guidelines 2020 it is requested as per order to take necessary steps to cover Upazila Parishad campus with close circuit cameras.

Numery Zaman
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01. Chairman (All)..... Upazila Parishad,District.

02. Upazila Nirbahi Officer (All),Upazila, District.

Copy for information (not according to the seniority):

1. Cabinet Secretary, Cabinet Division.
2. Chief Secretary, Prime Minister's Office, Tejgaon, Dhaka.
3. Secretary, Department of Health Services, Ministry of Health and Family Welfare, Bangladesh Secretariat, Dhaka.
4. Secretary, Prime Minister's Office, Tejgaon, Dhaka.
5. Divisional Commissioner (All), Divisions.
6. Deputy Commissioner (All),Districts.
7. Private Secretary to the Honorable Minister, Ministry of Local Government, Rural Development and Cooperatives, Bangladesh Secretariat, Dhaka.
8. Deputy Director, Local Government, District (All).
9. PS to the Senior Secretary, Local Government Division, Bangladesh Secretariat, Dhaka.
10. Vice-Chairman/ Female Vice-Chairman (All),Upazila Parishad..... District.
11. Programmer, LGD (With the request to publish the letter on the web site).

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শেখ হাসিনার মূলনীতি,
গ্রাম শহরের উন্নতি

Memo. No.- 46.00.0000.046.015.004.12 (part)-883

Date: 24 kartik 1427
09th November 2020

Office Order

According to the instructions of 3(ta) of Upazila Parishad Revenue Fund Utilization Guideline 2020 and memo. no.-93 dated: 12th October 2020 from the Finance Department of the Ministry of Finance, Regulation-3 Branch, the wage rate of the workers employed in Upazila Parishad on daily basis is determined as follows:

SI. No.	Office Location	Daily Payable wage rate	Comment
1.	Upazila Parishad	550/- (Five Hundred fifty) Tk	Skilled Gardener and Sweeper
2.	Upazila Parishad	500/- (Five Hundred) Tk	Un skilled Gardener and Sweeper

Conditions:

1. The number of workers has to be approved in the monthly meeting of Upazila Parishad.
 2. This expenditure has to be met from the money of Upazila Parishad Revenue Fund; no additional allocation can be demanded in this sector;
 3. Monthly based workers cannot be hired at the mentioned daily wage rate;
 4. If any irregularity is observed in this regard, the bill paying authority will be responsible; and
 5. In the context of this expenditure, all the financial regulations have to be followed properly.
2. The order issued with the approval of the appropriate authority will come into force immediately.

Numery Zaman
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01. Chairman (All)..... Upazila Parishad,District.
02. Upazila Nirbahi Officer (All),Upazila, District.

Copy for information (not according to the seniority):

1. Cabinet Secretary, Cabinet Division.
2. Chief Secretary, Prime Minister's Office, Tejgaon, Dhaka.
3. Secretary, Department of Health Services, Ministry of Health and Family Welfare, Bangladesh Secretariat, Dhaka.
4. Secretary, Prime Minister's Office, Tejgaon, Dhaka.
5. Divisional Commissioner (All), Divisions.
6. Deputy Commissioner (All), District.
7. Private Secretary to the Honorable Minister, Ministry of Local Government, Rural Development and Cooperatives, Bangladesh Secretariat, Dhaka.
8. Deputy Director, Local Government, District (All).
9. PS to the Senior Secretary, Local Government Division, Bangladesh Secretariat, Dhaka.
10. Vice-Chairman/ Female Vice-Chairman (All), Upazila Parishad District.
11. Programmer, LGD (With the request to publish the letter on the web site).

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গ্রাম শহরের উন্নতি

Memo no- 46.00.0000.046.26.487.2012(part-1)-919

Date: 02 Ogrohayon 1427
17 November, 2020

Subject: Construction of accommodation of Ansar members for residence and physical security of Upazila Nirbahi Officers.

Reference: Memo no. 225 of the Cabinet Division, Date: 09 November 2020.

In view of the above issues and sources, in the light of the decision No. 13.5 taken at the inter-ministerial meeting held at the Cabinet Division on November 05, 2020, the following action is requested:

- (a) In accordance with the layout plan obtained from the Public Security Department, to ensure the provision of arsenal/ammunition storage and accommodation for 10 (ten) Ansar members deployed in the residence and physical security of the Upazila Nirbahi Officers at a convenient place in the Upazila Parishad premises (near the residence of the Upazila Nirbahi Officer). Undertaking necessary activities for construction of housing building for Ansar members from Upazila Parishad Revenue Fund.
- (b) Only if there is a shortage of revenue funds in the Upazila Parishad the Upazila Nirbahi Officers will send the demand in the Local Government Division for demolition of the housing building of the Ansar members.

(Numeri Jaman)
Deputy Secretary
Phone: 9562247
E-mail:
lgdupazila1@lgd.gov.bd

Upazila Nirbahi officer (All),
... .. Upazila,
... .. District.

Copy for information (not according to the seniority):

01. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
02. Senior Secretary, Public Security Division, Bangladesh Secretariat, Dhaka.
03. Senior Secretary, Finance Division, Bangladesh Secretariat, Dhaka.
04. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
05. Secretary, Prime Minister's Office, Tejgaon, Dhaka.
06. Divisional Commissioner (All), Divisions.
07. Deputy Commissioner (All), Districts.
08. Private Secretary to the Honorable Minister, Ministry of Local Government, Rural Development and Cooperatives, Bangladesh Secretariat, Dhaka.
09. Deputy Secretary (Administration-1), Local Government Division.
10. Chairman (All), Upazila Parishads, Districts.
11. Private Secretary to the Senior Secretary, LGD, Bangladesh Secretariat, Dhaka.
12. Programmer, Local Government Division (With the request to publish the letter on the web site).

