



**Ministry of Local Governance, Rural Development &  
Cooperatives  
Local Governance Division  
Local Governance Engineering Department**

# **Guidelines for City Development Co-ordination Committee (CDCC)**

**Project Coordination Office  
City Governance Project (CGP)**

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**Assisted by  
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## **1. Introduction**

Rapid urbanization accelerated by industry led economic growth has been taking place in Bangladesh. Potential of economic growth in urban area is worthy of notice. There are 335 Local Government Institutions which cover 8% of total geographical area of Bangladesh and 30% of total population, while it accounts for 60% of total national growth. On the other hand, negative impact caused by the dramatic change in urban area is observed. It is because the functions of municipalities and city corporations prescribed in Local Government (Pourashava) Act 2009 and Local Government (City Corporation) Act 2009 which are very relevant to the demand of city dwellers and urban development are not implemented in an appropriate manner. In order to improve the public services provided by urban local governments, several urban development projects are/were implemented by LGD and LGED with financial assistance of different development partners and government own fund. Based on the experiences gained through implemented projects, effective activities for improvement of urban governance have been formulated as a program, and well accepted. The urban governance improvement programs have been implemented to ensure good governance of those urban local government institutions namely Paurashava for equitable city with social harmony and planned development. Initiating urban governance improvement, LGD and LGED with financial support of JICA commenced a project named City Government Project (CGP) in 5 City Corporations.

A guideline has been prepared for City Development Coordination Committee that will be used in formulation and operation of CDCC in target City Corporations under the project.

## **2. Justification**

Inclusive City Governance for City Corporation (CC) is based on the framework for improvement of urban governance with a view for appropriate execution of infrastructure development and public services. One of the critical issues in provision of public services especially urban planning and infrastructure development is coordination between CC and agencies of national government as well as private Sector. In order to ensure infrastructure development and provide better services to the city dwellers efficiently, CC needs to coordinate the activities implemented by different agencies and private Sector organization within its jurisdiction. To achieve this goal CC requires establishing City Development Coordination Committee (CDCC) to maintain coordination and collaboration among the national agencies working in the City Corporation area as well as involving private sector organizations to set up inclusive city planning and implementation.

To bring all those agencies into a common platform, the necessity of coordination and collaboration is unavoidable. Such coordination and collaboration could contribute to the following areas:

- Practicing different areas of Urban Governance
- Improving resource utilization of public agencies.
- Enhancing service quality to city dwellers.
- Developing capacity and expertise of CC
- Engage private Sector as partnership organization.

The City Development Coordination Committee can play vital role to achieve those target within the City Corporation area.

### 3. Relevant Issues CGIAP

Areas/Activities:	City Development Coordination Committee (CDCC) established
Formation of CDCC:	CDCC is formed for coordination and collaboration on development activities in CC's jurisdiction. It functions as forum, thus concerned members of committee hold meetings to solve the specific issues as well as take part in the specific expertise area to support the city corporation. General workshop will be held at least once in a year to identify the issues to be discussed. All members of committee will Form City Development Coordination Committee to establish coordination and collaboration among the national agencies working in the city corporation area as well as private sector organizations to establish the Inclusive City Planning and implementation. It established the linkage between the agencies, private sectors with the city corporation to share knowledge, experience and harmonize the service delivery in the city corporation area.
Tasks of CDCC:	<p>Followings are the initialed, steps to establish CDCC:</p> <p>Task 1: Form CDCC as per Composition in City Corporation meeting.</p> <p>Task 2: Issue official letter of formation of City Development Coordination Committee (CDCC) by Mayor, and delivered to member.</p> <p>Task 3: Hold workshop on CDCC and explain ``Composition``, ``terms of reference`` guideline for operation to member of CDCC.</p> <p>Task 4: Hold CDCC meeting quarterly and minutes prepared</p> <p>Task 5: Review activities of CDCC, propose new composition and TOR to Urban Wing, LGD to establish legal framework.</p> <p>Task 6: Continue CDCC according to new TOR</p>
Compositions of CDCC	<p>CDCC will consist of :</p> <ul style="list-style-type: none"> <li>a) Mayor - Chairperson</li> <li>b) Head of Standing Committee - Member</li> <li>c) CEO - Member Secretary</li> <li>d) Representative of Private Sector - Member</li> <li>e) Representatives of national agencies - Member</li> </ul>
Terms of Reference (ToR) of CDCC:	<p><b>The Terms of Reference (TOR) of CDCC will include</b></p> <ul style="list-style-type: none"> <li>a) Explore opportunities for inter-organization coordination;</li> </ul>

	<ul style="list-style-type: none"> <li>b) Share and update respective organizational plans and programs;</li> <li>c) Address any possible duplication of work and take preventive measures;</li> <li>d) Participate and contribute to the CC's strategic plan preparation and its implementation;</li> <li>e) Share problems &amp; challenges encountered in implementing programs within CC area;</li> <li>f) Review next three months action plan of each of member agencies;</li> <li>g) Share all communications and information across all member organizations of the CDCC;</li> <li>h) Make timely decisions and take action so as to not hold up the work;</li> </ul> <p>Notify members of the CDCC, as soon as practical, if any matter arises which may be deemed to affect coordination work of the CDCC;</p>
Action by:	Mayor or CEO
criteria for 1 <sup>st</sup> performance Review:	At least 1 general workshop annually and quarterly coordination meeting held
criteria for 2 <sup>nd</sup> performance Review:	Composition and TOR of CDCC reviewed, and proposed to Urban Wing, LGD
Time Schedule	<ul style="list-style-type: none"> <li>Task 1-3 by mid of 1<sup>st</sup> year</li> <li>Task 4 Quarterly</li> <li>Task 5 3<sup>rd</sup> year</li> <li>Task 6 3<sup>rd</sup> and 4<sup>th</sup> year</li> </ul>

#### 4. Objectives

The main objective of CDCC is to develop a framework and mechanism to establish and sustain an effective coordination and collaboration between the CC and service providers both government agencies and private organizations. Coordination is necessary to improve services to the citizen, better utilization of public resources and enhance capacity and skill of City Corporation through improved governance practices.

*Specific objectives include:*

**(1) Co-ordination among all service providing agencies**

There needs to be a coordination among all service providing agencies in the City Corporation area;

**(2) Avoid overlapping and maximize resource mobilization**

The overlapping of work of any department with CC needs to be avoided. The available resources are required to be utilized to a maximum level;

**(3) Supplement each other to provide better services**

Complement and supplement each other to provide better services for the city dwellers;

**(4) Access information to all relevant agencies**

Access information to all relevant agencies in respect to the work in question requires to be carried out in a usual process;

**(5) Ensure effective and sustainable development**

Effective and sustainable development within CC areas need to be ensured.

## **5. Indicators**

**(1) At least one general workshop to be held annually**

CC requires holding a general workshop annually and recording the outcome of the workshop for further necessary actions to be taken.

**(2) Composition and TOR of CDCC reviewed, and proposed to Urban Wing, LGD**

CDCC is project based committee. The activity of CDCC facilitated in ICGP will be an opportunity to accumulate experiences and lessons learned. In order to make it authorized body in future, especially after the end of ICGP, CC should propose ideal composition of and specific TOR of CDCC. Thus, given composition and TOR in ICGIAP should be reviewed by members of CDCC, and proposed as official institution. The proposal should be integrated with other CCs proposal, therefore, the proposed composition and TOR may be compiled by Project Coordination Office, and examined by Governance Working Group in ICGP.

## **6. Relevant Organizations, Stakeholders and their role**

**(1) National agencies**

There are as many as 24 national agencies functioning within the City Corporation areas which have been shown in **Annex I**. The functions and roles of 24 National Agencies in relation to CCs functions have also been shown in Annex I. Major roles of national agencies are proactive participation in CDCC and provision of their plan.

**(2) Involvement and role of private sector and stakeholders**

Apart from the aforesaid national agencies, and private organizations are working within the CC areas in their respective fields. The functions of those organizations required to be coordinated and collaborated with the CC. But the criteria to incorporate the private companies and the stockholders need to be fixed up by the CC on the following basis:

1. Organization which who have corporate activities;
2. **Organization which** who have been registered by the Registrar of Joint Stock Companies;

3. Organizations whose annual turnover is 10 (ten) crore or above. The above amount or below may be fixed up in the CC meeting considering the capacity of turnover in the respective CC area.

The involvement of private sector in the CC is necessary to undertake any development scheme on public-private partnership basis in CC area.

## **7. Necessary Tasks and Procedure**

CDCC is formed for coordination and collaboration on development activities in CC's jurisdiction. It functions as a forum, thus concerned members of committee hold meetings to solve the specific issues as well as take part in the specific expertise area to support the city corporation. General workshop will be held at least once in a year to identify the issues to be discussed. All members of committee will form CDCC to establish coordination and collaboration among the national agencies working in the city corporation area as well as private sector organizations to establish the Inclusive City Planning and implementation. It will establish the linkage between the national agencies and private sectors with the city corporation to share knowledge, experience and harmonize the service delivery in the city corporation area.

### **7.1 Task:**

The following steps need to be taken to establish CDCC.

#### **(1) Assignment of Staff/Officer**

A staff/officer to perform all the secretarial work of CDCC needs to be assigned by the Mayor.

#### **(2) Composition of CDCC**

The Composition of CDCC requires to be made in the following manner:

##### **Composition**

- |   |                  |
|---|------------------|
| a) Mayor                                | Chairperson      |
| b) Heads of Standing Committees         | Member           |
| c) Chief Executive Officer (CEO)        | Member-Secretary |
| d) Representatives of National Agencies | Member           |
| e) Representatives of Private Sector    | Member           |

#### **(3) Formation of CDCC**

According to the composition, the secretariat will be formed CDCC with approval of City Council.

#### **(4) Communication to members**

After formation of CDCC, all members need to be communicated by issuing official letters under the signature of the Mayor.

#### **(5) TOR of CDCC**

After formation of CDCC, arrangement of holding workshop is made by the secretariat. In the workshop the Mayor as chairperson or CEO as member secretary may explain members the concept, objectives, functions, composition of CDCC and its terms of

reference (TOR). The secretariat also needs to explain about the guideline for operation to the members of the CDCC.

**(6) Initial Workshop**

Workshop for CDCC will be held by PCO. It is to explain objectives, composition of committee, TOR, operation procedure for Mayor and key officials in CC.

**(7) Quarterly Meeting of the CDCC**

The CC needs to hold quarterly meeting of the CDCC fixing date, time and venue on the basis of TOR. The concerned officer needs to take detailed notes of the meeting and record minutes of the meeting. The minutes are distributed to the members of the CDCC for any comments and confirmation in the subsequent meeting.

**(8) Review activities of the CDCC**

The decisions recorded in the minutes will be reviewed in the next meeting and the progress be recorded. The problems arises, if any, will be reviewed in the next meeting for resolving the same

**(9) Terms of reference (TOR)**

**(a) *Explore opportunities for inter-organization co-ordination***

The opportunities for inter organization issues in relation to CCs function for coordination needs to be identified first. The said issues are raised in the CDCC meeting as agenda for discussion and solution.

**(b) *Share and update respective organizational plans and programs***

The plans and program of different organization in relation to CCs function for coordination be chalked out first. The related functions according to the need of CC are brought in the CDCC meeting for discussion and decision.

**(c) *Address any possible duplication of work and take preventive measures***

Development activities of different organization in CC's jurisdiction are identified. Any overlapping or duplication of development works are avoided. Any such problems, if required, are raised in the CDCC meeting for solution.

**(d) *Participate and contribute to the CC's comprehensive policy paper preparation and its implementation.***

In regard to the preparation of comprehensive strategic paper by CPU, the related organizations involved need to participate and contribute in the preparation of strategic paper. If required, such issues may be raised in the CDCC meeting for discussion and solution.

**(e) *Share problems and challenges encountered in implementing programs with CC area***

Any problems and challenges for implementing any program in relation to CC's functions be immediately addressed by the CC. If necessary, such problems can be raised in the CDCC meeting as an agenda for discussion and solution.

**(f) *Review next three months action plan of each member agencies***



The three months action plan in the CC area is prepared by the member agencies. The action plan needs to be evaluated in the meeting to assess the progress which may be duly recorded for further necessary action

**(g) *Share all communications and information across all member organizations of the CDCC***

All the communication and relevant information of the CDCC should be shared among each other. Such sharing of knowledge will help implementation of any program in CC's jurisdiction. The same may be discussed in the CDCC meeting.

**(h) *Make timely decisions and take action so as to not hold up the work***

To take appropriate decision at proper time to implement any program is very important. Otherwise, the implementation of development work or any other program may be hampered. A lot of complications may arise if timely decision and actions are not taken. This may be raised in the CDCC meeting so that every member remains alert about it.

**(i) *Notify members of the CDCC, as soon as practical, if any matter arises which may be deemed to affect coordination work of the CDCC***

It is very important to see that the coordination work of CDCC is not affected. So, the chairperson of the CDCC needs to issue notice to all the members of the CDCC that any such matter should not be arisen in the meeting which may affect coordination work of the CDCC

## **7.2 Procedure:**

### **(1) Fixation of Agenda**

The assigned officer/ Staff will first fix up agenda collecting the relevant documents/ papers from all the department of the CC. He may consult the Chief Executive officer (CEO) and the mayor of the CC to finalize agenda for discussion in the meeting of the CDCC.

### **(2) Preparation of working paper**

A working paper requires to be prepared on the basis of the agenda by the assigned officer which may be vetted by the member-secretary of the CDCC. A sample format for preparing working paper has been shown in **Annex II**

### **(3) Notify members fixing date, time and place of the meeting**

For holding the meeting, notice is required to be issued along with the working paper to be discussed in the meeting under the signature of the member-secretary (CEO) at least 7 (seven) days before the date of holding the meeting fixing date, time and venue of the meeting. A sample format for issuing notice has been shown in **Annex III**.

### **(4) Address of welcome and Confirmation of minutes of the preceding meeting**

At the beginning of the meeting, the chairperson may welcome all the member present rendering thanks to them for participating in the meeting. Thereafter, the chairperson may ask the member-secretary to read out the minutes of the preceding meeting for confirmation. If the recording of the minutes of the preceding meeting is in order, the minutes will be confirmed. If any correction is needed which may be pointed out by

any member, the minutes will be corrected accordingly and be confirmed with such correction.

**(5) Discussion and decision**

The chairperson needs to start discussion agenda wise. The concerned agencies will participate in the discussion in respect of relevant issue. After discussing pros and cons on the issue specified in the agenda, decision is to be taken by the chairperson on the reasonable opinion of the members which requires to be recorded for preparation of the minutes. If any subject cannot be resolved in the meeting outright, it may be deferred for discussion in the next meeting. If any matter is required to be examined further, a small sub-committee may be formed by the chairperson for such examination. The decision on such issue may be taken in the next or subsequent meeting on the basis of the report of such sub-committee.

**(6) Preparation of minutes**

The minutes of the meeting needs to be prepared by the member secretary of the committee on the basis of the discussion and decisions taken in the meeting on each particular issue. The implementing agency and the particular officer for implementation need to be mentioned in the minutes. The minutes need to be prepared and finalized within 3 days of holding the meeting. A sample format for preparation of minutes has been shown in **Annex-IV**.

**(7) Distribution of minutes to members**

The minutes need to be distributed to the members within 7 days of holding of the meeting, so that the actions as per decisions of meeting can be implemented within the stipulated time and be reported back to the CC before 7 days of the next meeting.

## **8. Implementation Schedule**

**(1) Implementation program drawn up by the concerned official**

An implementation program of the respective work needs to be drawn up by the concerned official considering the nature of work. The time frame for implementation of some of the work may take three months and some may take more time. The stipulated time frame for implementation of the respective work may be determined by drawing bar-chart by the concerned department/official. A sample bar chart has been shown in **Annex V**.

**(2) Progress of implementation noted**

The progress of implementation of a particular work may be reviewed in the subsequent meeting according to the time frame drawn in the bar chart. The progress of implementation needs to be recorded, so that the next part of implementation of work can be reviewed in the next meeting.

**(3) Problems encountered, if any, during implementation be noted**

The problems, if any, encountered during implementation of a particular work requires to be given due importance by the executing officer, who needs to bring the same to the notice of the higher officer immediately for resolving the same. The issue may be discussed in the next meeting, if required, for a reasonable solution. If the problem is

acute, a small sub-committee may be formed by the chairperson to examine the issue. The sub-committee needs to submit report after examination with its comments to the meeting to arrive at a decision on the issue.

**(4) Reporting of progress of implementation to the Mayor**

The executing officer of a particular work needs to submit the progress of implementation of the work to the chairperson regularly. The progress of work needs to be reported before 7 (seven) days of the next meeting so that chair and member secretary can review it and compile for discussion in the meeting smoothly.

The assigned staff/officer of the meeting collects the implementation report from the concerned agencies. After collecting the report, the same needs to be compiled by the assigned staff/ officer in consultation with the member secretary for the next meeting. The headlines of the report is incorporated in the working paper of the meeting under the relevant agenda.

**9. Cost of Implementation (if necessary)**

**9.1 Budget provision**

It is necessary to provide required budget annually for holding the workshop and meetings with necessary logistics (Annex –VI).

**9.1.1 Holding of meetings**

It is to be taken into consideration that there is a provision for holding 4 (four) meeting of the CDCC annually. Keeping the same in mind, annual budget needs to drawn up and sufficient financial provision is kept in the annual budget.

**9.1.2 Holding of workshop**

There is a provision for holding at least one general workshop of the CDCC annually. Hence, a provision for keeping adequate fund in the annual budget needs to be provided

**9.1.3 Logistics for implementation**

Necessary logistics for holding quarterly meetings and workshop are required. Hence, budget provision to provide necessary logistics for the meeting and workshop is made accordingly.

## Annex I National Agencies and their relevant functions:

### National Agencies and their Relevant Functions

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
1	2	3
1	Office of the Deputy Commissioner	<p>1. Act as per Deputy Commissioner's responsibilities and task, 2011.</p> <p>2. Execute power of District Magistrate and Executive magistrates (Penal Code, 1860, Criminal Procedure Code 1898)</p> <p>3. Execute power of District Magistrate and Executive Magistrate (Police Act, 1861. Police Regulation of Bengal, 1943.)</p> <p>4. Holding of Mobile Court (Mobile Court Act, 2009.).</p> <p>5. Execute power and take action according to all minor Acts.</p> <p>6. Market management and development.</p> <p>7. Fix up periphery of market.</p> <p>8. Issue of licences to Consumer goods.</p> <p>9. Management of Civil Defence activities.</p> <p>10. Disaster management (Disaster Management Act, 2012).</p> <p>11. To oversee and overall control of the supply of food grains.</p> <p><b>12. Co-ordination between all central and local Govt. departments of the district.</b> To Act as President of the District Development Co-ordination Committee.</p> <p>13. Land Acquisition for requiring bodies</p> <p>14. Others.</p>
2	Office of the Superintendent of Police	<p>1. Promptly execute all orders and warrants lawfully issued to any police officer. (Police Act, 1861. Sec:23)</p> <p>2. To Collect and Communicate intelligence affecting to public peace. (Police Act, 1861. Sec:23)</p> <p>3. To prevent the commission of offences and public nuisances. (Police Act, 1861. Sec:23)</p> <p>4. To detect and bring offenders to justice. (Police Act, 1861. Sec:23)</p> <p>5. To enter and inspect any drinking shop, Gaming house or other place of resort of loose and disorderly character (Police Act, 1861. Sec:23)</p> <p>6. To keep order on the public roads and in the public streets, thoroughfares, ghats and landing places and at all other public resort. (Police Act 1861, Sec:31)</p>

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		<p>7.To prevent obstructions on the occasions of assemblies and processions on the public roads and in the public streets (Police Act 1861,Sec,31)</p> <p>8.To prevent in the neighbourhood of places of worship during the time of public worship, and in the case when any road, street, thoroughfare, ghat or landing place is thronged or liable to be obstructed (Police Act 1861,Sec:31)</p> <p><b>9. Police officer without warrant take any person into custody who within his view commits offences of the following nature (Police Act,1861. Sec:34) :</b></p> <p><b><u>(i) Slaughtering Cattle, furious riding, etc.</u></b>  a) Any person who slaughters any Cattle or cleans any Carcass;  b) Any person who rides or drives any cattle recklessly or furiously.</p> <p><b><u>(ii) Cruelty to animals;</u></b>  Any person who wantonly or cruelly beats abuses or tortures any animal.</p> <p><b><u>(iii) Obstructing passengers.</u></b>  Any person who keeps any cattle or Conveyance of any kind standing longer than is required for loading or unloading or for taking up or for setting down passengers, or who leaves any conveyance in such a manner as to cause inconvenience or danger to the public.</p> <p><b><u>(iv) Exposing goods for sale.</u></b>  Any person who exposes any goods for sale.</p> <p><b><u>(v) Throwing dirt to streets.</u></b>  Any person who throws or lays down any dirt, filth, rubbish or any stones or building materials, or who construct any cow-shed stable or the like or who causes any offensive matters to run from any house, factory dung-heap or the like.</p> <p><b><u>(vi) Being found drunk or riotous.</u></b>  Any person who is found drunk or riotous or who in found incapable of taking care of himself.</p> <p><b><u>(vii) Indecent exposure of persons.</u></b>  Any person who willfully and indecently exposes his person or any offensive deformity or disease, or commits nuisance by easing himself, or by bathing or washing in any tank or reservoir not being a place set apart for that purpose.</p> <p><b><u>(viii) Neglect to protect dangerous places.</u></b></p>

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		Any person who neglects to fence in or duly to protect any well, tank or other dangerous place or structure.
		<b>10. Prohibition to sell tickets, etc.</b> No person shall sell or offer for sale any ticket once issued for admission as spectator to any place of entertainment at a price higher than the price at which such ticket was originally issued. (Police Act, 1861, sec: 34A).
		11. To take actions under miscellaneous Acts and Rules conferring powers on the police. [Sec168, Police Regulation of Bengal,1943. list of Miscellaneous Acts & Rules (Appendix-viii) of PRB,1943-vol .ii]
3	Rapid Action Battalion forces. •Special force under M/o Home Affairs • Emerged on 26 March 2004. •Started functioning on 14 April,2004	1. To make law and order situation normal in order to make socio-economic development. 2. To arrest terrorist and criminals. Anti-drug campaign, anti-adulteration campaign, anti-social activities campaign, anti-obscenity campaign, anti-eve teasing campaign, recovery of illegal arms and ammunitions, etc
4	Deptt. Of the Ansar and VDP (Ansar Battalion Act, 1995) Two types of Ansar: (i) General Ansar who work as volunteers. (ii) Embodied Ansar who are engaged to maintain law and order and security	1. To maintain public safety for the Govt. or any offices under the Govt. 2. To participate in any other function to maintain security by the order of the authority. 3. To participate in any welfare activities of the people for socio-economic development by the order of the Govt. 4. Ensure security of KPI. 5. Maintain security of the agencies of the CC
5	Department of Public Health Engineering (DPHE)	1. Except in Dhaka, Chittagong, Khulna, Rajshahi and Narayanganj City areas DPHE is responsible for water supply and sanitation of the whole country, both in rural and urban areas (City Corporation, Pourashava, Upazila H.Q, and growth centers). 2. In urban areas DPHE is solely or jointly with city corporation and pourashava is responsible for water supply and sanitation, DPHE is responsible for assisting the city corporations and pourashava through infrastructure development and technical assistance. 3. DPHE is assisting CC in the operation and maintenance of water supply and sanitations. 4. DPHE is to ensure supply of adequate member of trained and skilled manpower in the water supply and sanitation sector for proper and sustainable management of infrastructure and services.

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		<p>5. DPHE is to establish laboratories at different levels in order to institutionalize water quality monitoring and surveillance program.</p> <p>6. Carry out hydro-geological investigations in search of safe source (both surface and ground) of water supply.</p> <p>7. Social mobilization for awareness rising towards proper management of water supply and sanitation infrastructure and promotion of personal hygiene practices.</p> <p>8. Develop safe water supply technologies in the Arsenic affected and other hydro-geologically difficult areas.</p> <p>9. Research and development activities in search of appropriate and affordable options including the indigenous ones of water supply and sanitation.</p> <p>10. Ensure water supply and sanitation facilities during and after natural disasters.</p> <p>11. Establish water supply and sanitation information center.</p> <p>12. Capacity building of the community, LG, private entrepreneurs and NGOs with technical know-how, information, training etc in terms of water supply and sanitation.</p> <p>13. Monitoring and Co-ordination activities of the stakeholders including NGOs and private operators working in the water supply and sanitation sector.</p> <p>14. Provide community latrines in road side in CC.</p> <p>15. Develop, Construct and build up all water supply system including source development, such as ground water and surface water.</p> <p>16. Hand over to City Corporation for operation and maintenance. City corp. provides water connection to all private dweller and all other public offices and installations and collects water tariff form there.</p> <p>17. City Corporations should strengthen Collection of water tariff system for better management of operation and maintenance of water supply system.</p> <p>18. Co-operation with CC and technical support form DPHE is a continuous phenomenon.</p> <p>19. Overall management of the water supply and sanitation sector development program.</p>
6	Department of Fire Service and Civil Defense Fire Prevention and Extinguishing Act, 2003 and Civil Defense Act, 1952.	<p>1. Organise training, demonstration and consultancy to prevent fire.</p> <p>2. Measures for preventing the outbreak of fire</p> <p>3. To rescue the affected persons from fire.</p> <p>4. To reduce the mortality rate during fire or any disaster.</p> <p>5. Ensure first-aid to victim affected by fire.</p> <p>6. provide ambulance service to the patient</p>

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		7. Salvage the damaged buildings and property and disposal of the dead.
		8. Evacuation of areas and the removal of property there from.
		9. Billeting of evacuated persons.
		10. Prevention of fire and extinguishing of fire in CC Area.
7	Power Development Board. Bangladesh power Development Boards order 1972. (P.O NO.59 of 1972)	1. Prepare Comprehensive plan for the development and utilization of Power resources in Bangladesh.
		2. Frame schemes for generation, transmission and distribution of power.
		3. Frame schemes for construction, maintenance and operation of Power Houses and grids.
		4. Place wires, poles, wall brackets, stays, apparatus and appliances for transmission of electricity or telephonic communications necessary for proper execution of scheme.
		5. May purchase power from any person or entity authorized to generate electricity by the appropriate authority at such rate as may be determined by the Govt.
		6. Seek advice and obtain assistance in the preparation or execution of a scheme form any local authority or agency of the Govt. and such local authority or agency shall give the advice and assistance sought by the Board to the best of its ability, knowledge and judgment.
		7. May arrange by a written agreement with a local authority or other agency within whose jurisdiction any particular area covered by the scheme lies to take over and maintain any of the works and services in that area.
		8. Sell power to provide for meeting the operating cost, interest charges and depreciation of assets, the payment of any tax and a reasonable return on investment.
8	Bangladesh Telecommunications Company Ltd. (Bangladesh telecommunication Act, 2001)	1. Establish and maintain telecommunication system through telecommunication network.
		2. Provide telecommunication service to the subscriber in an uninterrupted manner.
		3. Attain proper response to the subscriber Considering their socio- economic position.
		4. Ensure high technical standard of the service to the subscriber
		5. Ensure proper supervision of the services being rendered.
		6. Planning for telephone within the city area is being chalked out. It is not being workable often as high rise building in the city area is growing very rapidly. As a result demand for telephone connection increased enormously but telephone connection could not be given for want of necessary fund and logistics.
		7. Telephone poles are shifted with the expansion of road.



Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		8. Telephone cable needs to be set sometimes after the completion of the road. Obstruction is being faced from the public
9	Public works Deptt. (PWD) Established in the year 1854. PWD does not work for any local Govt. organizations	<p>1. Design and construction of public buildings except public buildings of RHD, T&amp;T and Postal Department.</p> <p>2. Repair and maintenance of public buildings.</p> <p>3. Construction of buildings for other agencies on a deposit work basis.</p> <p>4. Preparation of Book of schedule of Rates and analysis of Rates for Construction and maintenance of public buildings.</p> <p>5. Preparation of book of specifications and code of practice</p> <p>6. Procurement of materials and equipment required for construction work</p> <p>7. Construction of national monuments</p> <p>8. Maintenance of Public Parks</p> <p>9. Acquisition of land for Construction work</p> <p>10. Valuation of land and property and fixing of standard rent.</p> <p>11. Drinking water supply, sewerage and cleaning of waste materials.</p> <p>12. To integrate environmental considerations into housing and urban planning activates.</p> <p>13. To work in phases in gradually extending environmentally sound amenities to all existing urban and rural housing areas.</p> <p>14. To monitor and control housing and urban development schemes that may have an adverse impact on the local and overall natural environment.</p> <p>15. To accord greater importance to water bodies for their part in maintaining ecological balance and beautifying urban areas.</p>
10	Roads and Highways Deptt. (RHD) • Created in 1962 • The Highways Act 1925 (Act III of 1925)	<p>1. Construction and maintenance of major road network of Bangladesh.</p> <p>2. Provide a safe, cost effective and well maintained road network.</p> <p>3. Construction of bridges, culverts or causeways across the Government road.</p> <p>4. Construction of National Highways and Regional Highways including culverts and bridges passes through CC area.</p> <p>5. Prevention of obstruction and encroachments and of nuisances on or near such roads.</p> <p>6. Make regulation keeping provisions to provide marks alongside the highways for safety of traffic in the highways and implement the same.</p> <p>7. Temporary closing of roads for repair work keeping alternative arrangement for movement of traffic.</p> <p>8. Maintain slope, borrow-pits and side drains in roads and</p>

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		highways.
		9. Procure equipments for constructions of such roads
		10. Acquisition of Land for Construction of such roads.
		11. Allow fixing of electric and telephone poles in the roadside in such a manner so that it does not cause any obstruction during the widening of the carpeting of the road.
11	Bangladesh Road Transport Authority (BRTA) (Established in 1988 vide SRO No-303/Law/87/MVRT/IE-7/84 (Part) dated 20.12.1987) • BRTA is a regulatory body to control, manage and ensure discipline in the road transport areas of Bangladesh.	1. Control and regulate road transport by executing motor vehicle Acts issuing route permits and fixing rates and fares buses and trucks. 2. Conduct regular activities like issuing of driving license, fitness certificates, registration certificates and Driving Instructors licence. 3. Register schools for motoring. 4. Organize and conduct workshop, seminars for delivering information regarding safe driving and traffic regulations. 5. Make research and development for developing ideas and methodologies for safe road transport and traffic system.
12	Local Govt. Engineering Department (LGED) • LGED originated in early sixties through works program. • It was reformed as Local Govt. Engineering Bureau (LGEB) in 1982. • LGEB was upgraded as Local Govt. Engineering Department (LGED) in 1992.	1. LGED works in a wide range of diversified programs like construction of roads, bridges/ culverts and markets to social mobilization, empowerment and environmental protection. 2. Performing the inter-related and complimentary functions by : (i) Developing, maintaining and managing transport, trading and small scale water resources infrastructure at the local level ensuring LGI and community participation and taking care of environmental and social issues. (ii) Providing technical and institutional support to strengthen the local Govt. institutions and serving local communities and other stakeholders. 3. Prepare and implement infrastructure development schemes within CC. 4. Sponsor and promote community Development projects. 5. Suggest Govt. to improve governance system of the CC and Pourashava. 6. Arrange training to improve Capacity Development to the officials and various stakeholders. 7. Construction of growth center, drains, primary schools, PTI, housing, arrange sources of drinking water, garbage pit internal road and drainage for slum inhabitants. 8. Preparation of master plans for pourashavas and CC. 9. Construction of Health care center.

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
13	Education Engineering Department (EED) An engineering cell was established in early 1960s which has now been expanded as Education Engineering Department.	1. Planning, designing, monitoring and reporting of development works in urban and rural areas.
		2. Construction/ Reconstruction of class rooms, laboratories, libraries & hostels.
		3. Repair and renovation of Govt. and non- Govt. Secondary schools, Colleges, teacher's training Colleges, Vocational Training Institutes, Polytechnic Institutes, College of Leather technology, College of Textile Technology, Engineering universities, National University, Text Book Board, Education Board, etc. including supply of furniture.
		4. EED also implement special projects on turnkey basis Example: (a) National university at Gazipur (b) Kabi Nazrul University at Trisal, Mymensingh (c) Comilla University
14	Directorate of primary Education (DPE) • Department of Public Instruction. Was created in 1855-56. • Lord Curzon took steps for expanding Primary education. • In 1910 Gopal krishna Gokhale placed a bill in the Law Council to make Primary education Compulsory. • Primary education made compulsory in Municipal areas. • The Bengal Primary Education Act, 1919 for extension of primary education in Municipality areas in Bengal. • Bengal (Rural) Primary Education Act was enacted in 1930. • In 1957 The management Control and administration of Primary Education was handed over to the	1. To develop and nature of child's morals , mental and social personality
		2. To bring up the child as a patriotic, responsible, inquiring and law abiding citizen.
		3. Develop in him/ her love for justice, dignity, labour, proper conduct and uprightness.
		4. Make the Child able to acquire the fundamental knowledge and skills needed for a future citizen.
		5. Ensure that the child regularly be present at the primary education institute.
		6. Obligatory Primary School Committee should perform their responsibilities.
		7. Satellite schools were established nearer to the door steps of the children who cannot travel to the main school.
		8. Children less than 6 years of age are going to the primary schools. Govt. decided to introduce pre-primary classes to motivate and orient the younger children.
		9. School attractiveness Program was started for motivating students to go to school regularly and making the school students friendly.
		10. Govt. financed Food and Education Program was introduced in 1993 to compensate opportunity cost of poor parents for sending their children to school.
		11. Non-formal education centers for children were established by giving financial aid to the NGOs, to bring out of school and drop out students back to school.

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
	District Primary Education office. • Primary Education (Compulsory) Act, 1990 was enacted.	12. Mass media like radio. Television, newspapers are being utilized to involve the community in the management of schools and make the guardians aware about the importance of primary education. 13. Teachers, trainers and supervisory officials are being trained regularly on the professional knowledge. 14. A good number of projects have been undertaken to enhance the quality of primary education. 15. Prepare the students properly for next stage of higher education.
15	Directorate of Secondary and Higher Education (DSHE) • Directorate of Public Instruction (DPI) was established on the proposal of the woods Education dispatch in 1854. • DPI was upgraded as Directorate of secondary and Higher Education (DSHE) in 1981.	1 The secondary and higher education system is being managed and administered by DSHE. 2. District Education office administers district level activities related to secondary education headed by District Education officer(DEO) 3. DEO supervise overall academic activities of secondary education of the district including those within CC area. 4. Secondary and higher Secondary level institutions are the basic functional organization of the secondary education system in the country. 5. Each of the Secondary school or college in the private sector is managed by a school management committee (SMC)/ Governing Body Comprising of local dignitaries, teacher's representative's guardians and local officers of DSHE. 6. Implement School Based Assessment (SBA) System for students of secondary school. 7. Promote and maintain quantitative and qualitative standard of education. 8. Implement the education policy of the Govt. in respect of secondary (Class-6 to 10), higher secondary (Class 11 to 12) education. 9. To help evaluate and assess the need for changes in curriculum at different levels of education. 10. DEO is responsible for overall academic supervision of secondary education. 11. DEO inspects the schools and supervises the activities performed by the Upazilla Education officers and the officer subordinate to him within the CC area. 12. Training for the teachers of Govt. and non-govt. schools and colleges is organized by the training division of the DSHE.

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		<p>13. Develop educational environment in secondary education by:</p> <p>(i) Establishment of Girl's hostel;</p> <p>(ii) Improvement of water and sanitation condition specially for girl students;</p> <p>(iii) Infrastructure development of educational institutions.</p>
16	Directorate of Environment [ Environment Preservation Act ,1995 (Act, 1of 1995)]	<p>1. Take preventive measures against possible accident by which environmental pollution may take place.</p> <p>2. Advise concerned person who carry, store, use, export and import dangerous goods for handling the same so that the environment is not depreciated.</p> <p>3. Collect information about pollution of environment and help to any other agency or organization for research work to stop such pollution.</p> <p>4. Co-ordinate with other agencies related with the intention under Environment preservation Act, 1995.</p> <p>5. Observe the quality of drinking water and advise the people to take safe drinking water.</p> <p>6. Collect information about pollution of environment and give wide publicity to build up awareness of the people.</p> <p>7. Take appropriate action against the owner or possessor of factory or industry by their waste through which environment is polluted.</p> <p>8. Transport form which injurious smokes are being expelled during its movement on road and causes hazard to health and environment can not be allowed to ply on road without stopping the same on examination.</p> <p>9. No water area which has been earmarked as water reservoir is filled up or the classification cannot be changed without the clearance from the Directorate of Environment on national interest.</p> <p>10. No industrial unit can be established without taking clearance from the Directorate of Environment.</p>
17	Directorate of Disaster Management [ Disaster Management Act, 2012(Act No -34 of 2012)]	<p>1. Collection of advance information about the danger signal regarding disaster.</p> <p>2. Open control room round the clock for dissemination of information to various agencies of the Govt. and the public.</p> <p>3. To determine the possible vulnerability, extent and time of disaster</p> <p>4. Make the people alert by giving publicity through radio, television and locally by miking system asking them to take shelter in a safe place .</p>

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		<p>5. Take program to minimize the risk of damage of life and property during disaster.</p> <p>6. Help the affected people caused by disaster, rescue them and rehabilitate them.</p> <p>7. Form:            (i) City Corporation Disaster Management Committee.            (ii) District Disaster Management Committee.            (iii) Upazila Disaster Management Committee            (IV) Pourashava Disaster Management Committee            (V) Union Disaster Management Committee            (Vi) District or upazila Health Disaster Management Committee, if required. In the local level</p> <p>8. Form-            (i) City corporation Disaster Response Co-ordination group.            (ii) District Disaster Response Co-ordination group.            (iii) Upazila Disaster Response Co-ordination group.            (iv) pourashava Disaster Response Co-ordination group.</p> <p>9. Form District Disaster Management Fund at the local level. Account should be opened in the nationalized bank approved by the Govt. for Operation of the fund. The fund will be operated jointly by the Deputy commissioner and District Relief and Rehabilitation officer.</p>

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		<p>10. Steps to be taken for safety of life and property for Disaster Management :</p> <ul style="list-style-type: none"> <li>(i) Keep all kinds of fire fighting equipments and First- aid arrangements in order in all hospital, clinic, community center Shopping Mall, Cinema Hall, Factories and warehouses.</li> <li>(ii) Keep a reasonable good number of outlets giving floor marks in all hospital, clinic, community center, shopping mall, cinema hall, restaurants &amp; factory.</li> <li>(iii) No obstruction should be made to the rescue vehicle during disaster by fire accident, earth quake, collapse of building, or otherwise.</li> <li>(iv) Ask the owner of the navigated vessel and troller to keep adequate lifebuoy, one transistor, whistle, torch-light and other safety materials.</li> <li>(v) Navigated vessels, trollers, boats should anchor at a safe place on getting information of signals from Metrology Department.</li> <li>(vi) No obstruction is made across the flow of water in both ways to save water logging.</li> <li>(vii) Give danger mark to electric poles and other establishment which may cause danger.</li> <li>(viii) No explosives or dangerous chemicals are kept without adequate protection to any residential building, shopping mall or in any market.</li> <li>(ix) No sand is removed or trees be felled in the coastal areas of sea.</li> <li>(x) Any unusual circumstance if comes to one's notice which may cause any disaster should immediately be reported to any member or president of the Disaster Management Committee or to the nearest police station.</li> <li>(xi) No obstruction is made during disaster period or immediately thereafter to shift the inhabitants of the houses on hill sides.</li> </ul>
18	<p>Directorate of Social Services (DSS) [Voluntary Social welfare Agencies (Registration &amp; Control ordinance) 1961] Societies Registration Act.1860 (Act No- xxi of 1860)</p>	<ol style="list-style-type: none"> <li>1. Organization, association or undertaking established by persons of their own free-will for the purpose of rendering welfare services depending on it's resources on public subscriptions, donations or Govt. aid.</li> <li>2. Registration of voluntary social organizations and NGOs and controlling their activities.</li> <li>3. Charitable societies, societies established for promotion of science, literature or the fine arts, for instruction, the diffusion of useful knowledge, the diffusion of political education, the foundation or maintenance of libraries or reading rooms for general use among the members or open to the public, or public museums and galleries of painting and other works or art, collection of natural history, mechanical and philosophical inventions, instruments and designs.</li> </ol>

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		<p>4. Allowances given by the Govt. for:</p> <ul style="list-style-type: none"> <li>(i) Disabled</li> <li>(ii) Old aged</li> <li>(iii) Freedom Fighters</li> <li>(iv) Divorcee</li> <li>(v) Stipend to disabled students of primary, secondary and higher secondary level.</li> </ul> <p>5. Manage the orphanages.</p> <p>6. Social services to the patient in the hospital.</p> <p>7. Rehabilitation blind, deaf and dumb persons.</p> <p>8. Rehabilitation of adolescent.</p> <p>9. Rehabilitation of destitute people.</p> <p>10. Rehabilitation of aged people.</p> <p>11. Grant to volunteer Association.</p>
19	<p>Directorate of Co-operatives [Co-operative societies Act, 2001. (Act No. 47 of 2001, Amended up to 2013)] 3 types of co-operative societies: (i) Primary co-operative society (ii) Central Co-operative society (iii) National co-operative society.</p>	<p>1. To develop the Socio-economic conditions of the members of co-operative societies.</p> <p>2. Every registered co-operative society shall have it's own lawful proprietary right and be a body corporate.</p> <p>3. Every co-operative society may perform two kinds of meeting</p> <ul style="list-style-type: none"> <li>(i) Annual general meeting.</li> <li>(ii) Special general meeting.</li> </ul> <p>4. Every Co-operative society shall maintain the following register and keep the same up to-date :</p> <ul style="list-style-type: none"> <li>(1) Membership Register.</li> <li>(2) Share Register.</li> <li>(3) Deposit Register.</li> <li>(4) Loan Register.</li> <li>(5) Register for MC and general meeting.</li> <li>(6) Cash Book/ Register.</li> <li>(7) Any other register specified by the rules or ordered by the Registrar.</li> </ul> <p>5. Every co-operative society should make their surplus audited every year by the auditor.</p> <p>6. Every co-operative society should function through Bangladesh co-operative Bank in respect of deposit or providing loan.</p> <p>7. Every co-operative society will preserve their fund minimum 15% yearly. Balance amount will be utilized as mentioned in sec, 34 of the Act.</p> <p>8. The accounts of every co-operative society should be audited every year.</p> <p>9. Registrar may order for liquidation of any co-operative society on default as laid down in sec.53 of the Act.</p>



Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		10. Provide legal support, Protection of the savings of the clients and inspection of the resolutions of the resolutions of the co-operative societies.
20	Titas Gas limited/ Bakhrabad Gas Ltd. [ Energy Regulatory commission Act. 2003 (Act -13 of 2003)] [Bangladesh Gas Act, 2010 (Act -40 of 2010)]	<p>1. Conduction, storage, distribution and marketing of natural gas to its consumers</p> <p>2. Setting of pipeline for distribution and marketing of natural Gas.</p> <p>3. Assess the demand of the Gas by the consumers</p> <p>4. Implementation of the setting of pipelines.</p> <p>5. Connect the pipelines to the consumer's establishment</p> <p>6. Land acquisition and payment of compensation to the affected persons for setting-up the gas company establishment and setting the pipes.</p> <p>7. Fix -up rates of different classification for gas distribution to the consumers.</p> <p>8. Consider the Environmental aspects.</p> <p>9. Collect revenue from the consumers.</p> <p>10. Take steps to disconnect illegal connection.</p> <p>11. Perform maintenance work regularly.</p> <p>12. Attain complain of the consumers quickly for safety of the people.</p>
21	Bangladesh Railway [The Railway Act, 1890 (Act No-ix of 1890)] and website of Bangladesh Railway	<p>1. Develop and maintain railway tracks and station infrastructures.</p> <p>2. Maintain and upgrade locomotives, coaches and other rolling stocks.</p> <p>3. Maintain and modernize signaling and interlocking system and telecom system.</p> <p>4. Manage land asset of Bangladesh Railway</p> <p>5. Erect suitable gates, chains, bars and stiles where railway crosses a public road on the level.</p> <p>6. Where a tree obstructs the view of any fixed signal, the railway authority may fell the tree to avert the danger or remove the obstruction.</p> <p>7. Provide accommodation and convenience of the passengers along with their luggage.</p> <p>8. Regulate the terms and conditions on which the railway authority will retain goods at any stations on behalf of the consignee.</p> <p>9. Every persons desirous of travelling on the railway shall, upon payment of his fare, be supplied with a ticket, specifying the class of carriage for which and the place from and the place to which, the fare has been paid and the amount of the fare.</p>

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
		<p>10. Every passenger travelling by the railway, shall on the requisition of any railway servant appointed for that purpose present his pass or ticket to the railway servant for examination.</p> <p>11. Provide in each station:            (i) Booking and reservation arrangement.            (ii) Waiting room for passengers.            (iii) Platform and platform shed.            (iv) Sitting arrangement.            (V) Toilet            (vi) Drinking water.            (Vii) Lighting arrangement at night.            (Viii) Information center.            (ix) Security arrangement by Railway Police.</p> <p>12. Disposal of waste water from each railway Station to CC main drain.</p> <p>13. Keep the railway station neat and clean.</p> <p>14. Dispose of the solid waste from the railway station to the nearest dustbins of CC</p>
22	<p>Inland water Transport Authority (IWTA)            [The Inland Water Transport Authority (Ordinance 1958 ord. No, LXXV of 1958)]            As modified up to March 1997.</p>	<p>1. Carry out river conservancy works including river training works for navigational purpose and for provision of aids to navigation.</p> <p>2. Disseminate navigational and metrological information including publishing river charts.</p> <p>3. Maintain pilotage and hydrographic survey services.</p> <p>4. Draw up programs of dredging requirements.</p> <p>5. Develop, maintain and operate inland river ports, landing Ghats and terminal facilities.</p> <p>6. Carry out removal of wrecks and obstructions in inland navigable waterway</p> <p>7. Conduct traffic surveys to establish passenger and cargo requirements on the main rivers, feeders and creek routes.</p> <p>8. Develop the most economical facilities for passenger traffic to ensure comfort, safety and speed on mechanized craft.</p> <p>9. Fix maximum and minimum fares and freight rates for IWT.</p> <p>10. Approve time tables for passenger services.</p> <p>11. Prepare plans or development schemes for caring out any of the above mentioned functions.</p>

Sl. No	Name of National Agencies	Functions in Act Relevant to CC
23	Dhaka water supply and sewerage Authority (DWASA) [WASA Act 1996 (Act No. 6 of 1996)] Service area of DWASA extended up to: •Mirpur and Uttara in the north. • Narayanganj in the South.	1. Construction, operation, improvement and maintenance of necessary infrastructures for collecting, treating, preserving and supply of safe water to the public, industries and commercial concerns.
		2. Construction, operation, improvement and maintenance of necessary infrastructures for collecting, treating and industrial waste.
		3. Construction, operation, improvement and maintenance of the necessary infrastructures for drainage facilities of the city.
24	Rajdhani Unnayan Katripakha (RAJUK) Acts & Rules under which it works: (i) Building Construction Act, 1952 (Act no. II of 1953) (ii) Town Improvement Act, 1953 (Act No.III of 1953) (iii) Dhaka City Building (construction, development, preservation and removal) Rules, 2008	1. Develop Dhaka city by drawing detailed area plan.
		2. Issue clearance of land to private land owners.
		3. Approve plan for construction of Building fit for human habitation.
		4. Approve plan of the building for commercial and industrial purpose.
		5. Approve special Housing Project
		6. Form Committees as follows: (i) Building construction committee (ii) Large or special project approval committee (iii) City Development committee (iv) Any other committee when required.
		7. Mutate the names of the successors of the owners of the land/building constructed in the RAJUK plot.
7. Take appropriate action against the owner or possessor of factory or industry by their waste through which environment is polluted.		

## **Annex II Working Paper for the meeting of CDCC**

Working Paper for the meeting of the City Development Coordination Committee

### **1. Progress of the decisions**

<b>Sl. No</b>	<b>Agenda</b>	<b>Decision of last meeting</b>	<b>Action taken</b>	<b>Review of the progress</b>	<b>Remarks</b>
1	2	3	4	5	6
1					
2					
3					
.....					

### **2. Other issues**

- (1)
- (2)
- (3)
- (4)

**Name and Designation of  
the Concerned Officer**

### **Annex III Format for Notice of Meeting for CDCC**

Format for Notice of Meeting

#### **Notice of the Meeting**

A meeting of the City Development Co-ordination committee (CDCC) will be held as per schedule given below.

Date	Time	Agenda	Place of the meeting

You are requested to attend the meeting accordingly.

.....

.....  
Name and designation of  
the Member-Secretary

Final \_ January 2018

## Annex IV Format for Minutes of Meeting

### Minutes of the meeting of the City Development Co-ordination committee (CDCC)

Chairperson : Mr. ....  
 Designation.....  
 Date and time :  
 Place of the meeting :  
 Attendance in the meeting : Attachment A

1. Welcome Speech by the chairperson.
2. Confirmation of the preceding meeting by Member-Secretary (Name and designation):
3. Presentation of the working paper by the Member-Secretary :
4. Preparation of resolutions of the meeting:

#### Agenda-1:

Sl. No	Issues	Discussion	Decision or recommendation (including timeframe)	Responsible agency/ officer for implementation
1.				
2.				
3.				
...				

#### Agenda-2:

Sl. No	Issues	Discussion	Decision or recommendation (including timeframe)	Responsible agency / officers for implementation
1.				
2.				
3.				
...				

#### Agenda-3:

Sl. No	Issues	Discussion	Decision or recommendation (including timeframe)	Responsible agency / officers for implementation
1.				
2.				
3.				
...				

And so on.

Signature of Chairperson: \_\_\_\_\_  
 (Name) :  
 Date :

## Annex V Implementation Chart

**Chart for Implementation**

Activity	1st PR	2nd PR	Task / TOR	2014-15				2015-16				2016-17				2017-18				2018-19				2019-20					
				1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th		
2.1 City Development Coordination Committee (CDCC) established	At least 1 general workshop annually and quarterly coordination meeting held	Composition and TOR of CDCC reviewed, and proposed to Urban Wing, LGD	Task 1: Form CDCC as per composition in City Corporation meeting																										
			Task 2: Issue official letter of formation of City Development Coordination Committee (CDCC) by Mayor, and deliver to member																										
			Task 3: Hold workshop on CDCC and explain composition Term of Reference guideline for operation to member of CDCC																										
			Task 4: Hold CDCC meeting quarterly and minutes prepared (6.3-Task 3)																										
			Task 5: Review activities of CDCC, propose new composition and TOR to Urban wing, LGD to establish legal framework																										
			Task 6: Continue CDCC according to new TOR																										

*Final\_January 2018*



## Annex VI Sample Annual Budget format for CDCC

### Annual Budget CDCC Meeting & Workshop (2015-2016)

#### CDCC meeting

SL No.	Activities	Activities details	Cost of Snacks/ Lunch/others	Unit Cost (Tk.)	Total Amount (Tk.)	Annual Cost (Tk.)
1.	Quarterly meeting (4Meeting)	Participants in each meeting (total-55)	<b>10.</b>	<b>11.</b>	<b>12.</b>	<b>13.</b>
	Each meeting	Snacks -1 time for 55 person	Tk. 150/- Per head	<del>150 × 55</del>	Tk.8250/-	
				For meeting annually	Tk8250X4	Tk33000/-
	Each meeting	<u>Logistics</u> Note Pad, Ball Pen, working paper, etc. for 55 person	Tk. 100/- Per head	<del>100 × 55</del>	5500/-	
				For meeting annually	5500/- × 4	Tk. 22,000/-
					Annual Budget	Tk. <u>55000/-</u>

#### CDCC Workshop

SL No.	Activities	Activities details	Cost of Snacks/ Lunch/others	Unit Cost (Tk.)	Total Amount (Tk.)
1.	One workshop annually Participants in Workshop (total-60) <b>14.</b>	Snacks -2 time and Lunch- 1time for 60 person	Tk. 400 Per head	<del>400 × 60</del>	Tk. 24000/-
		<u>Logistics</u> Note Pad, Ball Pen, working paper, etc. for 60 person	Tk. 100/-Per head	<del>100 × 60</del>	Tk.6000/-
				Annual Budget	Tk.30000/-