

ADMINISTRATIVE REFORM.



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**RESOLUTION  
ON  
REORGANISATION OF THANA  
ADMINISTRATION**

(As amended up to 3rd February, 1983)

(14)

October, 1982

[ Published in the Bangladesh Gazette, Extraordinary, dated the 23rd October, 1982 ]

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT

Cabinet Division

No. DA-12(26)/82-449, dated Dhaka, the 23rd October, 1982.

RESOLUTION

**SUBJECT : Reorganisation of the Administration at the Thana level.**

Government has decided to reorganise the Administration at the Thana level. Under this reorganised set up each thana will be the focal point of all administrative activities. Responsibility for all development activities at the local level shall be transferred to the Thana Parishad. For the present Government will retain the direct responsibility for regulatory functions and major development activities of national and regional coverage as illustrated at Annexure-I.

2. The services of officers dealing with subjects transferred to the Thana Parishad will be deemed to have been placed at the disposal of the Thana Parishad and they will be accountable to the respective Thana Parishad. Government and respective Departments however will continue to be responsible for the appointment, transfer, promotion, discipline and remuneration of these officers.

3. The officers dealing with the subjects retained by the Government will be answerable to the Thana Parishad. The Thana Parishad will be competent to call for report from these officers on their activities and also summon them for hearing. Thana Parishad will also be entitled to cause inspection of their offices and report to Government on any lapse in the discharge of their duties which may come to the notice of the Parishad. Thana Parishad will also provide the necessary assistance to enable these officers to function effectively in the Thanas.

4. The organisational chart of the reorganised Thana Administration and the charter of duties of the officers named in the chart may be seen at Annexure-II.

5. The reorganised administrative set up will be introduced in phases. In the first phase 45 thanas will be brought under the reorganised administrative set up with effect from 7th of November, 1982. The list of these thanas is at Annexure-III. These thanas will cease to be part of subdivisional administration and will function directly under district administration.

6. Till such time, Chairmen of Thana Parishads are elected, the Thana Nirbahi Officer will act as the Chairman of the Thana Parishads. Necessary amendment in the legislation is being made.

By order of the  
Chief Martial Law Administrator



(M. M. ZAMAN)  
Cabinet Secretary.

## ANNEXURE I

### ILLUSTRATIVE LIST OF REGULATORY AND MAJOR DEVELOPMENTAL FUNCTIONS RETAINED BY THE GOVERNMENT

1. Civil and Criminal judiciary.
2. Administration and Management of central revenue like Income Tax, Customs and Excise, Land Revenue, Land Tax, etc.
3. Maintenance of Law and Order.
4. Registration.
5. Maintenance of essential supplies including food.
6. Generation and distribution of electric power.
7. Irrigation schemes involving more than one District.
8. Technical education and education above Primary level, viz., agricultural, engineering, medical, etc., education, High School, College and University education.
9. Modernised District Hospitals and hospitals attached to the Medical Colleges.
10. Research organisations like Council of Scientific and Industrial Research (C.S.I.R.) Laboratories.
11. Large scale seed multiplication and dairy farms.
12. Large scale industries.
13. Inter-district and Inter-thana means of communication, viz., posts, telegraph, telephones, railways, mechanically propelled road and inland water transport, highways, civil aviation, ports and shipping.
14. Flood control and development of water resources.
15. Marine fishing.
16. Mining and mineral development.
17. Compilation of national statistics.

**ORGANISATION OF THANA ADMINISTRATION  
AND  
CHARTER OF DUTIES**

**CHARTER OF DUTIES****THANA PARISHAD CHAIRMAN**

1. The Chairman of a Thana Parishad shall be responsible for the conduct of the day-to-day administration of the Thana Parishad and the supervision and control of the staff of the Thana Parishad.
2. The Chairman shall dispose of the following business of the Thana Parishad :
  - a. Appointment, transfer, punishment or removal of any servant of the Thana Parishad, not being a Government servant.
  - b. Collection and recovery of all taxes, rates, tolls, fees and other dues, levied by T.P.
  - c. Receipt of all amounts on behalf of the Thana Parishad.
  - d. Incurring of expenditure on any item within sanctioned budget not exceeding such limit as may be specified by the Thana Parishad.
  - e. Conduct of all correspondences on behalf of the Thana Parishad.
  - f. Issuing of notice on behalf of the Thana Parishad.
  - g. Compounding of all offences under the Ordinance.
  - h. Such other business as may be specified by the Government.
3. The Chairman of the Thana Parishad will coordinate all the development activities of the Thana.
4. He will initiate formulation of policies in development matters, identify projects and schemes and ensure timely implementation, monitoring and evaluation of the schemes.
5. He will be responsible for relief works in time of natural calamities, famine and epidemics.
6. He will promote and organise employment generating activities including agriculture and food productions.
7. He will promote socio-cultural activities.
8. He will be responsible for proper administration and functioning of primary education.
9. He will be responsible for implementation of the F.P. programme.
10. He will also be responsible for ensuring implementation of Government policies and programme within the Thana.
11. He will extend necessary help and assistance for maintenance of law and order.
12. He will initiate the Annual Confidential Report of the Thana Nirbahi Officer.

**CHARTER OF DUTIES**  
**THANA NIRBAHI OFFICER**

1. He will be staff officer to the elected Chairman of Thana Parishad who will be the Chief Executive of Thana. He will also be the chief executive officer of the Thana Parishad, shall be responsible to the Chairman of Thana Parishad and assist him in implementation of policies and decisions of the Thana Parishad.
2. Assist the Chairman in supervising all Thana level development and administrative work.
3. Assist the Parishad in preparing a coordinated development plan of the Thana and ensure its execution.
4. Exercise powers under section 144 Cr. P.C. When the Thana Magistrate is unable to attend the court on any ground, he will sit in court and perform the following functions : taking cognizance of cases, hearing bail matters, granting adjournment, etc.
5. Initiate Annual Confidential Report of all Thana level officers except Magistrate—Munsiff. The Chairman Thana Parishad will be the countersigning officer. District officers of respective departments will be the technical reporting officers of Thana officers. He will countersign the ACR's initiated by the functionary heads except Munsiff.
6. Attend emergency duties, such as relief duties following natural calamities, receive stores including food and distribute relief materials as directed by Thana Parishad.
7. Protocol duties.
8. Supervise and control revenue and budget administration of the Thana.
9. Ensure that the Government directives on Thana administration are followed.
10. He will be responsible for all training matters of his department within the Thana and will co-ordinate all Thana level training activities.
11. He will grant casual leave and will countersign the TA bills of all functionary heads except Munsiff.
12. He will act as drawing and disbursing officer in respect of officers and staff working directly under him.
13. He will supervise the activities of the officers and staff working under him.
14. Perform such other functions as may be entrusted to him by the Government or the Thana Parishad Chairman or as may be conferred on him by the Government under any law.

## CHARTER OF DUTIES

### THANA PLANNING AND FINANCE OFFICER

1. To help the Chairman of Thana Parishad in administering the Thana Parishad Fund under the supervision of the Thana Nirbahi Officer, and to act as Financial Advisor to the Chairman.
2. To help the Chairman and the Thana Parishad in preparing Annual budgets under the guidance of the TNO.
3. To arrange for disbursement of funds on account of expenditure on local development projects after the Thana Parishad Budget is approved. This will need :
  - a. advising the Chairman on authorisation of development and non-development expenditures from the Thana Fund;
  - b. assisting the Thana Parishad in obtaining releases from the government of developments funds directly earmarked for development projects in the thana.
4. To assist the Thana Parishad in the preparation of Thana Development Plans.
5. To maintain progress and expenditure reports of development projects in the thana.
6. To arrange for periodic reviews of development projects in the Thana by the Chairman, Thana Parishad/TNO.
7. To periodically carry out socio-economic survey of the thana in cooperation with officials of other departments.
8. To help the Thana Parishad in formulation, appraisal, implementation, monitoring and evaluation of development projects in cooperation with officials of other departments.
9. To carry out all administrative functions of the Thana Planning and Finance Office.
10. To assist in auditing the accounts of the Thana Parishad Fund by the appropriate audit department.
11. To assist the Thana Nirbahi Officer in his coordinating role as the development manager in the Thana.
12. To assist the TNO in organising training programmes for functionaries engaged in development activities at the thana level.

## CHARTER OF DUTIES

### ASSISTANT COMMISSIONER

1. He will work under the guidance of Thana Nirbahi Officer.
2. He will work as a Magistrate and will exercise magisterial powers as vested in him.
3. He will try cases which he is competent to try.
4. He will act as Thana Planning and Finance Officer in addition to his own duties.

## CHARTER OF DUTIES

### THANA PROJECT IMPLEMENTATION OFFICER

1. He will work under the guidance of Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. He will be the Member-Secretary of the Thana Project Implementation Committee for Food for Works Programme.
3. He will assist the Thana Nirbahi Officer and the Committee in selection of Food for Works Schemes out of Thana and Union Plan Books and ensure their technical soundness. He will also advise the TNO on the formation of Project Implementation Committee for every project.
4. He will closely supervise and ensure proper and timely execution of projects Food for Works Programme and recommend to the TNO on spot verification, release of foodgrains in instalments on the basis of measurement of earth work. He will submit regular progress report on the projects to the TNO.
5. He will extend all assistance to CARE and WFP officials in inspection and monitoring of projects under Food for Works Programme.
6. He will ensure proper maintenance of all records for audit/inspection.
7. He will be responsible to the TNO for Vulnerable Group Feeding Programme and Institutional Feeding Centre and will act as Member-Secretary of the Project Committee for supervision of VGFP centres and of the Committee for consideration of disposal of damaged food-stuff in godown.
8. He will prepare the list of deserving beneficiaries in consultation with village leaders, Project Committee members and submit it to the TNO.
9. He will ensure proper utilisation and checking of accounts of food-stuff submitted by the VGFP centres and consolidate them for submission to the TNO. He will also regularly inspect and supervise the centres.
10. He will be responsible for all relief and rehabilitation activities in his area including Test Relief, Gratuitous Relief, House Building Grants, etc.
11. He will extend all assistance to the TNO during the pre-disaster and post-disaster stages of calamity as spelled out in the Relevant Action Plan.

## CHARTER OF DUTIES

### THANA HEALTH AND FAMILY PLANNING OFFICER

1. He will work under the guidance of Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. He will be responsible for technical and administrative supervision of health and family planning activities at the Thana level and below.
3. He will be the controlling officer in respect of officers and staff of both Health and Family Planning Divisions and supervise their activities.
4. He will be the sanctioning authority for expenditure of funds for both Health and Family Planning Divisions and will ensure proper utilization of these funds. He will designate Resident Medical Officer or one of the Medical Officers as Drawing and Disbursing Officer in respect of all funds allocated by Health Division.



5. He will be responsible for the management, administration and maintenance of the Thana Health Complex.
6. He will be responsible for the implementation of all family planning programme in his area including operation cases.
7. He will be responsible for all training matters of both Health and Population Control Division in the Thana.
8. He will allocate duties among the medical officers regarding clinical activities and technical supervision of both Health and Population Control Programme. He will also allocate area of responsibilities among field and supervisory staff of both Health and Population Control Divisions and specify the jurisdiction of field workers.
9. He will ensure maintenance of necessary information and statistics in the Thana Health Complex and send necessary reports and returns to the higher authority.
10. He will visit the unions and villages regularly to acquaint himself with the problems and achievements of Health and Population Control activities.
11. He will ensure that Thana level officers and supervisors working under him contact union parishads, schools and specific representative groups to ascertain their health needs and demands and follow-up previously noted needs by regular inspection of the areas.
12. He will be responsible for timely procurement, distribution and proper utilization of stores.
13. He will be responsible to implement health and family planning programme which includes *inter alia* Primary Health Care as mentioned below :
  - a. Communicable Disease Control.
  - b. Family Planning.
  - c. Expanded Immunization Programme.
  - d. Maternal and Child Health Care.
  - e. Prevention and Control of Locally Endemic Diseases.
  - f. Health Education.
  - g. Promotion of Safe Drinking Water and Sanitation.
  - h. Promotion of Nutrition.
14. He will work in cooperation and collaboration with the concerned officers/agencies of the government and the community.
15. He will initiate ACRs of all officers and staff of both the Divisions working directly under him.
16. He will be responsible for the supervision of enforcement of health legislation including Drugs Act, Pure Food Ordinance etc.
17. He will perform any other duties that may be assigned to him from time to time related to his spheres of responsibilities.

**CHARTER OF DUTIES**  
**RESIDENT MEDICAL OFFICER**

1. He will be responsible for patients care including in-patient and out-patient departments and emergency under the overall supervision of Thana Health and Family Planning Officer.
2. He will provide curative services to the indoor and outdoor patients and he will be particularly responsible for such services to the indoor patients during and after office hours.
3. He will ensure dietary supply according to the approved schedule.
4. He will ensure the maintenance of sub-stores for hospital under him.
5. He will be responsible for maintenance and cleanliness of wards, beds, furniture, equipment, etc. in the hospital.
6. He will perform sterilization and other family planning operations in the hospital as may be assigned to him by the Thana Health and Family Planning Officer.
7. He will maintain hospital service statistics and prepare monthly annual report on such statistics.
8. He will perform any other duties that may be assigned to him by the Thana Health and Family Planning Officer.

**CHARTER OF DUTIES**  
**GYNAECOLOGICAL/SURGICAL/MEDICAL SPECIALISTS**

1. The specialists will provide curative services to the outdoor and indoor patients in Thana Health Complex including attending emergency as may be assigned to him by the Thana Health and Family Planning Officer.
2. They will provide specialist services in their respective field in Thana Health Complex or in any other area in the Thana as may be assigned by the Thana Health and Family Planning Officer.
3. They will perform sterilization and other family planning operations in Thana Health Complex and in the area of the Thana that may be assigned to them by the Thana Health and Family Planning Officer.
4. They will perform any other duties as may be assigned to them by the Thana Health and Family Planning Officer.

**CHARTER OF DUTIES**

**DENTAL SURGEON**

1. He will provide dental care services to the outdoor and indoor patients in the Thana Health Complex and in the area that may be assigned to him by the Thana Health and Family Planning Officer.
2. He will perform any other duties that may be assigned to him by the Thana Health and Family Planning Officer.

**CHARTER OF DUTIES**

**MEDICAL OFFICER/MEDICAL OFFICER (MCH-FP)**

1. He will provide curative services to the outdoor and indoor patients in the Thana Health Complex including attending emergency as may be assigned to him by the Thana Health and Family Planning Officer.
2. He will perform sterilization and other family planning operations in the Thana Health Complex and in the area that may be allocated to him by the Thana Health and Family Planning Officer.
3. He will carry out other health activities including primary health care service in the Thana Health Complex or in any other areas that may be assigned to him by the Thana Health and Family Planning Officer.
4. He will be responsible for the store management if assigned to him by the Thana Health and Family Planning Officer.
5. He will perform any other duties as may be assigned to him by the Thana Health and Family Planning Officer.

**CHARTER OF DUTIES**

**THANA FAMILY PLANNING OFFICER**

1. He will work under the control and supervision of TH&FPO.
2. He will be responsible for implementation of Family Planning Programme within the Thana.
3. He will be responsible for administration, personnel management and supervision of Family Planning workers and supervisory staff working under him.
4. He will act as Drawing and Disbursing Officer in respect of funds allocated by the Population Control Division.
5. He will receive store and issue family planning logistics and supplies and maintain accounts thereof.

6. He will organise family planning information, education and motivation activities within the Thana.
7. He will promote MCH activities and primary health care programme.
8. He will collect, compile and prepare reports, returns and financial statements and submit the same to TH&FPO.
9. He will assist TH&FPO in organising the training of field workers.
10. He will hold periodical meetings with the field workers.
11. He will evaluate individual performance/achievements of field workers and supervisory staff.
12. He will supervise activities of FWCs-MCH Centre and Health and Family Planning staff.
13. He will perform any other duty related to his sphere of activities that may be assigned to him by the TH&FPO.

#### **CHARTER OF DUTIES**

##### **ASSISTANT THANA FAMILY PLANNING OFFICER**

1. He will work under the control and supervision of TFPO and assist him in the discharge of his duties.
2. He will perform such other function as may be assigned to him by the TFPO.

#### **CHARTER OF DUTIES**

##### **THANA EDUCATION OFFICER**

1. He will work as the Chief functionary of the Ministry of Education at thana level and will work under the guidance of Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. He will be responsible for the execution of all directives related to primary education and work under the direction of Primary Education Officer/Area Project Officer.
3. He will make field trips on at least 15 days, including 5 overnight stays, in a month, for the purpose of inspection of schools, supervision and public relations. He will prepare an annual programme for inspection of schools and submit it for approval to the Primary Education Officer/Area Project Officer. The annual programme must ensure that every school is inspected at least twice in a year.

4. He will maintain a separate file for every primary school. This file will contain all information regarding the history and present status of the teachers, students and assets of the school. This file will be updated every six months.
5. He will initiate the Annual Confidential Reports of the officers and staff working under him.
6. He will act as the receiving and disbursing officer in respect of the funds made available for payment of salaries to the Assistant Thana Education Officers, other employees and teachers and for meeting other incidental expenses.
7. He will prepare proposals for the payment of pension and gratuity to the employees and teachers under him and send these proposals to the higher authorities for approval.
8. He will specify 15 to 20 schools on the average, for inspection by each of his Assistant Thana Education Officer, with the approval of Primary Education Officer/Area Project Officer, supervise and evaluate their activities.
9. He will collect with the help of Assistant Thana Education Officer, all the necessary data related to the promotion of primary education in his area and supply these information regularly to the higher authorities.
10. He will supervise the activities of the officers and staff working under him.
11. He will be responsible for all training matters of his department within the Thana.

## CHARTER OF DUTIES

### ASSISTANT THANA EDUCATION OFFICER

1. He will help the Thana Education Officer in all activities related to administration, inspection, supervision, counselling and training in the field of primary education within the Thana and will perform his own duties under the direction and guidance of TEO.
2. He will maintain contact with the managing committee of primary schools and local influentials in order to ensure effective inspection and supervision of schools, expansion of primary education and overall development of the schools. He will send regular reports to TEO on these matters, on every urgent and important matters, he will send copies of these reports directly to the Primary Education Officer/Area Project Officer.
3. He will inspect 20 schools every month and plan his tour so as to visit each school at least twice a month. He will prepare his tour plan in consultation with TEO and send advance copies to the Thana Education Office as well as Primary Education Office/Area Project Office. He will spend at least eight nights in the villages adjoining the schools during his tour and contact local people to gain a proper understanding of the performance of the schools.

4. He will inspect and countersign the monthly returns and salary bills of the teachers and other employees of the schools allotted to him and submit the same for approval to the Thana Education Officer.
5. He will grant casual leave of the teachers of the schools allotted to him and submit the applications for other types of leaves to the TEO, with his own remarks.
6. He will write ACRs of the Headmasters of the school allotted to him and countersign the ACRs of other teachers written by the Headmasters for submission to the TEO.
7. He will maintain a diary of his daily official activities, get the remarks of TEO on his diary and keep it ready for inspection by the superior officers.
8. He will collect, compile and maintain up-to-date information about the primary schools allotted to him and their teachers and other employees.
9. He will regularly inform the TEO about the development activities of the school and the problems thereof. He will process the applications for transfer received from the teachers of the schools allotted to him.
10. He will try to improve the professional ability of the teachers through demonstration lessons and local training.

## CHARTER OF DUTIES

### THANA AGRICULTURE OFFICER

1. He will work under the guidance of Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. He will be responsible for the management and supervision of planning implementation and evaluation of agricultural extension programme as well as, co-ordination of all agricultural development works within his unit.
3. Co-ordinate the distribution of inputs such as fertilizer, seed, irrigation equipment and improved agricultural implements.
4. Demonstration and propagation of improved agricultural methods and practices and establishment and maintenance of model agricultural farms in private lands.
5. Excavation and re-excavation of canals for drainage, irrigation and communication, thana irrigation projects and inter-union schemes.
6. Intensive paddy cultivation.
7. Jute and Rabi crops campaign.
8. Increasing production of fruits and vegetables.

9. Organisation of fairs and crop competition etc.
10. Preparation of cowdung manure and preparation of compost.
11. Reclamation of land for productive purposes with approval of Thana Parishad.
12. Establishment and maintenance of godowns.
13. Maintenance of farmers service centres with attached demonstration farms.
14. Exercise line functions overall extension and supply personnel.
15. Will be responsible for installation and maintenance of tubewells and pumps.
16. Will initiate the Annual Confidential Reports of the officers and staff working under him.
17. Will act as drawing and disbursing officer, in respect of officer/staff working directly under him.
18. Will supervise the activities of the officers and staff working under him.
19. Will be responsible for all training matters of his department within the thana.

#### **CHARTER OF DUTIES**

##### **SUBJECT MATTER OFFICER**

1. To provide staff assistance to Thana Agriculture Officer on technical aspects of crop production/crop protection/irrigation/soil management.
2. To provide training as well as supervision to Block Supervisors.
3. To serve as resource person in training extension personnel and farmers at the unit.

##### **ASSISTANT AGRICULTURE EXTENSION OFFICER**

1. To assist Thana Agriculture Officer in the planning, implementation and evaluation of agricultural extension programmes.
2. To prepare plan of work for block supervisors and to supervise their work.
3. To participate in the training of staff and farmers.
4. To assess agricultural resources and supervise field demonstration/trials.

### **SECTIONAL OFFICER**

1. Sinking, commissioning and operation of deep tube-wells.
2. Sale, sinking, commissioning and operation of shallow tube-wells.

### **UNIT OFFICER**

1. Distribution, operation and maintenance of power pumps.

### **JUNIOR AGRICULTURE EXTENSION OFFICER**

1. To assist Thana Agriculture Officer/A.E.U., manage and supervise the planning, implementation and evaluation of agriculture extension programme.
2. To supervise the preparation of work plan by Block Supervisors.
3. To participate in farmers training.
4. To provide guidance to Block Supervisors in organising farmers groups and contact farmers sub-block etc.

### **CHARTER OF DUTIES**

#### **THANA ENGINEER**

1. He will work under the guidance of the Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. To maintain close liaison with the District level officers and particularly with the Executive Engineers on technical matters required for execution of works of the national Government as per procedures, rules and regulations.
3. To be responsible for the construction of Thana complex under the control and guidance of the Executive Engineer.
4. To be responsible for planning and preparation of schemes and execution of all development works of the Thana Parishad.
5. Preparation and submission of the estimates of development, maintenance and repair works pertaining to the Thana Parishad.
6. Acquisition and preservation of stores for the development, maintenance and repair work in his charge and maintaining systematic stock account as per rules.
7. Supervision of the works of Thana Parishad including maintaining site order book, job diary and site account of the materials at site.
8. To maintain proper accounts as per rules and procedures for the expenditure of the works done under him.
9. To be responsible for maintaining proper security measures for the protection of materials and stores.



10. To be responsible for timely verification of materials and stores.
11. To review the progress of development works in co-ordination with concerned departments and agencies.
12. To advise Thana Parishad on all technical matters relating to construction and maintenance works within the Thana.
13. To undertake the preparation and maintenance of Thana Planning Book and remain responsible for its upkeep.
14. Construction and repair of bunds and embankments.
15. He will initiate the Annual Confidential Reports of the officers and staff working under him.
16. He will act as drawing and disbursing officer in respect of officer/staff working directly under him.
17. He will supervise the activities of the officers and staff working under him.
18. He will be responsible for all training matters of his department within the Thana.

#### **CHARTER OF DUTIES**

##### **SUB-ASSTT. ENGINEER (RURAL WORKS PROGRAMME)**

1. He will work under the guidance of Thana Engineer.
2. He will assist in the preparation of Thana and Union Plan Books.
3. He will supervise all W.P. works at Thana level.
4. He will assist in preparation of union parishad drainage schemes.
5. He will prepare and compile physical and financial reports of the Thana works programme schemes and submit these to the Thana Engineer.
6. He may prepare and supervise Food for Works (FFW) scheme if entrusted to him.
7. He will prepare and execute irrigation, flood control and drainage schemes such as canals, distribution system of deep tube-wells and low-lift pumps, embankments, sluice gates, regulator, cross dams drainage culvertes reclamation of derelict tank schemes etc.

#### **CHARTER OF DUTIES**

##### **SUB-ASSTT. ENGINEER (D P H E)**

1. He will work under the guidance of Thana Engineer.
2. He will supervise sinking of tube-wells in rural areas.

3. He will supervise re-sinking, repair and maintenance of tube-wells.
4. He will supervise production, installation and sale of sanitary latrines.
5. He will collect sale proceeds.
6. He will maintain records and statistics of tube-wells and sanitary installations.
7. He will have administrative control over all tube-well mechanics.
8. He will make liaison with Chairman, Union Councils and Thana Parishad.

## CHARTER OF DUTIES

### SUB-ASSISTANT ENGINEER (ELECTRICAL)

1. He will work under the guidance of the Thana Engineer.
2. He will assist the Thana Engineer in implementation of Electrical Engineering works of P.W.D.
3. He will prepare the estimates for repairs and original electrical engineering works of P.W.D. as per advice of the Thana Engineer.
4. He will preserve and maintain systematic stock accounts, stores equipments and tools and plants.
5. He will issue the departmental materials timely so that the progress of work is not hampered at any stage for want of materials.
6. He will supervise the works properly in order to get the works done as per schedules and specifications drawn for the purpose.
7. He will see that the progress of works does not lag behind the programme chalked out for the purpose and in case it falls behind the schedule at any stage, will persue and press the contractor to expedite the progress of works so that the work may be completed within the time schedule.
8. He will assist the Thana Engineer in small cash purchase required for day to day activities to run the office works smoothly and to maintain the accounts for the same properly.
9. He will maintain the accounts for materials received and materials issued in prescribed form such as purchase accounts, site accounts, stock accounts, hand receipts, transfer entry order, etc.
10. He will conduct verification of materials and tools and plants half-yearly and annually as per rules.
11. He will prepare survey report for unserviceable materials, condemned vehicles, equipments and other tools and plants.
12. He will submit prescribed periodical reports and returns to the Thana Engineer.

## CHARTER OF DUTIES

## SUB-ASSISTANT ENGINEER (CIVIL)

1. He will work under the guidance of the Thana Engineer.
2. He will assist the Thana Engineer in implementation of civil engineering works of the Public Works Department.
3. He will prepare the estimates for repairs and original civil engineering works of P.W.D. as per advice of the Thana Engineer.
4. He will preserve and maintain systematic stock accounts, stores, equipments, tools and plants.
5. He will issue the departmental materials timely so that the progress of works is not hampered at any stage for want of materials.
6. He will supervise the works properly in order to get the works done as per schedules and specifications drawn for the purpose.
7. He will see that the progress of work does not lag behind the programme chalked out for purpose and in case it falls behind the schedule at any stage, he will pursue and press the contractor to expedite the progress of work so that the work may be completed within the time schedule.
8. He will protect govt. land from encroachment and evict the persons from unauthorised possession of govt. land, if there be any.
9. He will control departmental and master-roll labourers engaged in departmental works and to see that they render their services properly.
10. He will assist the Thana Engineer in small cash purchases required for day to day activities to run the office works smoothly and to maintain the accounts for the same properly.
11. He will maintain the accounts for materials received and materials issued in prescribed form such as purchase accounts, site accounts, stocks accounts, hand receipts, transfer entry order, etc.
12. He will conduct verification of materials and tools and plants half-yearly and annually as per rules.
13. He will prepare survey report for unserviceable materials, condemned vehicles, equipments and other tools and plants.
14. He will submit prescribed periodical reports and returns to the Thana Engineer.

**CHARTER OF DUTIES**  
**THANA CO-OPERATIVE OFFICER**

1. He will work under the guidance of Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. To register co-operatives on fulfilment of necessary formalities.
3. To draw up annual audit programme and to issue audit orders.
4. To assign audit works to the Inspectors and to see that the audit works is done as per programme.
5. To guide audit officers in the efficient performance of their assigned duties and to issue instructions for quality improvement of audit.
6. To assess audit fees and to prepare lists of societies for timely realisation of audit fees.
7. To review audit notes, and to issue orders for rectification.
8. To inspect the co-operative societies as well as the offices of the subordinate officers.
9. To conduct inquiry into the affairs of societies in conformity with Cooperative Acts and Rules.
10. To make inquiry under Co-operative Act and Rules.
11. To take steps for settlement of disputes involving co-operative societies and to declare award as per Co-operative Acts and Rules.
12. To take prompt action for distribution of loan among the members.
13. To make an assessment of loan requirement of co-operative societies.
14. To see that the purpose for which loan is advanced is properly utilized.
15. To issue necessary orders for timely recovery of loan.
16. To supervise the collection drive initiated for recovery of loan.
17. To explore all possibilities for recovery of outstanding loan.
18. To organise group discussion among the co-operators.
19. To co-ordinate the activities of different types of co-operatives.
20. To take steps for evaluation of co-operative activities.
21. To take follow-up action in the light of evaluation.

22. To prepare annual budget.
23. To supervise the activities of staff.
24. To act as drawing and disbursing officer in respect of officer/staff working directly under him.
25. To prepare reports, returns, etc.
26. To collect annual statistics on co-operatives.
27. To highlight the activities of co-operatives and to keep the authority informed of the same.
28. To initiate the Annual Confidential Reports of the staff working under him.
29. Will be responsible for all training matters of his department within the Thana.

### CHARTER OF DUTIES THANA LIVESTOCK OFFICER

1. He will work under the guidance of Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. Vaccination against contagious and infectious diseases of Livestock and Poultry.
3. Improvement of Livestock and Poultry breeds.
4. Extension, motivation and training of farmers regarding scientific rearing of Livestock and Poultry.
5. Extension, motivation and training of farmers on cultivation of high yielding varieties of fodder.
6. Initiate and prepare development scheme/projects and arrange to execute the same after due approval by the TP/ZP.
7. Participate in the implementation of special projects at national level.
8. Maintenance of stores and equipment.
9. Survey of Livestock and Poultry resources and potential.
10. Review and reporting of activities to Thana Commissioner.
11. To maintain contact with research centres both at national and regional level.
12. Distribution of improved poultry and other livestock.

13. Establishment and maintenance of poultry farms (for multiplication of improved breed as approved by the department).
14. Provision and maintenance of veterinary aid centres.
15. Will initiate the Annual Confidential Reports of the officers and staff working under him.
16. Will act as drawing and disbursing officer in respect of officer/staff working directly under him.
17. Will supervise the activities of the officers and staff working under him.
18. Will be responsible for all training matters of his department within the Thana.

### CHARTER OF DUTIES

#### VETERINARY ASSISTANT SURGEON

1. To remain in charge of Thana Vety. Dispensary.
2. To diagnose diseases of Livestock and Poultry.
3. To treat all ailing animals and birds both in-door and out-door.
4. To train Field staff and interested farmers about basic knowledge of vaccination, hygienic management of Livestock and poultry rearing.
5. Review and reporting of the activities.

### CHARTER OF DUTIES

#### THANA FISHERY OFFICER

1. He will work under the guidance of Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. Participation in management of khas fisheries (jalmahal) including collection, compilation and interpretation of biological data to ensure harvest at sustainable yield level.
3. Extension service on aquaculture.
4. Enforcement of different fishery laws.
5. Fisheries resource survey, preparation and supervision of implementation of production plan.

6. Collection, compilation and interpretation of socio-economic, marketing and similar other data on fisheries.
7. Mobilization and coordination of input supplies including credit for fisheries development.
8. Planning for fish production, marketing and transportation.
9. Monitoring and evaluation of fisheries projects.
10. Training and motivation of fish farmers, fishermen and preparation of training schedule.
11. Review and reporting of the activities to concerned authorities.
12. Carry out scientific pisciculture in ponds and reservoirs.
13. Stocking of fish in tanks and reservoirs in Thana Headquarters and supervision of fisheries in the Union.
14. Participate in the implementation of special projects at National level.
15. Will initiate the Annual Confidential Reports of the staff working under him.
16. Will act as drawing and disbursing officer in respect of officer/staff working directly under him.
17. Will supervise the activities of the staff working under him.
18. Will be responsible for all training matters of his department within the Thana.

#### CHARTER OF DUTIES

#### THANA SOCIAL WELFARE OFFICER

1. He will work under the guidance of Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. Overall supervision of the work and guidance to rural social service programme personnel of the Thana.
3. Taking care of all establishment matters pertaining to his Thana office.
4. Conducting socio-economic surveys of programme villages in order to identify felt-needs of such villages.
5. Identifying various groups, namely, the children, the youth, the women and the elderly people from among the disadvantageous segments of the population of the programme villages for income generating activities including skill development training for such groups.
6. Organisation and motivation of the community for attaining the objectives of rural social service programme.

7. Programme development and implementation of such programme.
8. Mobilization of community resources.
9. Organizing various socio-economic activities, namely, family planning, nutrition, functional education and child health care in the project villages.
10. Arranging approval of socio-economic schemes by the competent authorities.
11. Training of field staff and community to help in attaining project objectives.
12. Ensuring proper utilization of all resources—cash and kind placed at his disposal for development of programme in the Thana.
13. Devising ways and means to utilise voluntary social welfare agencies in the thana for social work activities.
14. Supervision of and guidance to all voluntary agencies registered with the Department of Social Welfare and Women's Affairs Cell in the Thana.
15. Co-ordination of the programme activities of the Department of Social Welfare and Women's Affairs Cell of the Thana.
16. Submission of prescribed periodical reports and returns to the appropriate authorities of the Thana and the Department.
17. Evaluation of the programme of the Department of Social Welfare and the Women's Affairs Cell of the Thana.
18. Supervision of all activities including development programmes of the organisations under the administrative control of the Ministry of Social Welfare and Women's Affairs located at Thana.
19. Initiate the Annual Confidential Reports of the staff working under him.
20. Act as drawing and disbursing officer in respect of officer/staff working directly under him.
21. Supervise the activities of the staff working under him.
22. Will be responsible for all training matters of his department within the Thana.

## CHARTER OF DUTIES

### THANA RURAL DEVELOPMENT OFFICER

1. He will work under the guidance of the Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. He will be responsible for operational control, supervision and training of TCCA staff.



3. He will be responsible for preparation of budget, annual stock taking, reports and return for higher authority.
4. He will supervise and inspect field staff, KSSs, TIP groups and other schemes.
5. He will be responsible for organising the supply of inputs and credit to the members, formation of own capital and planning for agricultural marketing.
6. He will promote the implementation of new and improved techniques in agriculture and other extension activities such as TCCA women programme, etc.
7. He will promote "Comilla type" co-operatives, organise farmers into cohesive and disciplined groups for planned development, encourage enrolment of new members, co-operation between KSS's and liquidate dormant societies.
8. He will plan and organise training programmes for model farmers, KSS managers, TCCA field staff and KSS directors and members.
9. He will plan for and participate in the meetings of the TCCA, participate as the TCCA representative in meetings at District and Thana levels and participate as far as possible in meetings of the primary societies.
10. He will advise and guide the managing committee of the TCCA on acts, rules and central policy decisions and refer to higher authorities in case of doubt.
11. He will continue to work as Secretary of TCCA.
12. He will initiate Annual Confidential Reports of the officer and staff working under him.
13. He will act as drawing and disbursing officer in respect of officer/staff working directly under him.
14. He will supervise the activities of the officer and staff working under him.
15. He will be responsible for all training matters of his department within the Thana.

## CHARTER OF DUTIES

### ASSISTANT RURAL DEVELOPMENT OFFICER

1. To remain responsible for field supervision *i.e.* to inspect the KSSs to examine the Acts. of K.S.S. every week, to assist KSSs in preparation of loan plans and proper disbursement of loan and preparations of Annual Budget etc.
2. To attend and supervise weekly meeting of the KSS.
3. To attend special and Annual General meeting of the KSSs.

4. He will be responsible for conducting the training classes of model farmers, managers and chairman of KSSs every week at the Thana level.
5. To assist the manager of KSSs in timely collection of loan etc.
6. To assist and perform any other duties as assigned by the Thana Rural Development Officer.

## CHARTER OF DUTIES

### THANA MASS COMMUNICATION OFFICER

1. He will work under the guidance of Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. To execute publicity of the policies of the Government/Thana Parishad through direct mass contact and inter-personal communication.
3. To hold group gatherings and public meeting to disseminate information and educate the general masses in rural areas on development activities of the Government/Thana Parishad.
4. To hold cinema shows in rural areas by the mobile cinema units on development activities of the Government.
5. To send news to BSS/PID regarding development activities of the Thana Parishad for publication in the newspapers.
6. To provide PAE coverage and facilities for meetings, etc., of the Government/Thana Parishad.
7. To supervise exhibition of Government newsreels in the cinema halls.
8. To supervise distribution of pamphlets, booklets and posters of all departments of the Government/Thana Parishad.
9. To feed back public reaction on various activities of the Government to the higher authority.
10. To maintain liaison/co-ordination with all Government Departments located in the Thana.
11. Will organise the Mass Contact Cell/Teams at the Union level and coordinate and supervise its works/functions.
12. Will initiate Annual Confidential Reports of the staff working under him.
13. Will act as drawing and disbursing officer in respect of officer/staff working directly under him.
14. Will supervise the activities of the staff working under him.
15. Will be responsible for all training matters of his department within the Thana.

## CHARTER OF DUTIES

## THANA ACCOUNTS OFFICER

1. He will work under the guidance of Thana Parishad as co-ordinated by Thana Nirbahi Officer.
2. Checking of admissibility of all claims against government arising at Thanas, like pay, allowances of government servants, contingencies, grants-in-aid etc. and payment of such claims.
3. Settlement (including issuance of P.P.O.) of pension cases of officials who will retire from Thanas and disbursement of pension.
4. Maintenance of G. P. Fund Accounts of Government Servants.
5. Fixation of Pay, issuance of L.P.C. etc. of government servants posted at Thanas.
6. Maintenance of leave accounts and other relevant service records of government servants posted at Thanas.
7. Maintenance of Deposit Registers and all other registers for correct maintenance of accounts.
8. Payment of various loans and advances, civil advance and payment advances.
9. Payment of refund of lapsed deposit transferred to revenue.
10. Receipt of government money and payment of such money into government accounts.
11. Preparation of monthly classified accounts of payment and receipts and submission of such accounts to District Accounts office for consolidation and onward transmission to AG (Civil).
12. Reconciliation of receipts and expenditure between the Thana Accounts office and other offices.
13. Maintenance of PL or similar Accounts.
14. All other functions as may be prescribed by the government from time to time.
15. He will be completely independent of the District Accounts offices in carrying out the above functions.
16. He will act as drawing and disbursing officer in respect of officer/staff working directly under him.
17. He will initiate the Annual Confidential Reports of the officers and staff working under him.
18. He will supervise the activities of the officers and staff working under him.
9. He will be responsible for all training matters of his department within the Thana.

## CHARTER OF DUTIES

### THANA MAGISTRATE

1. Thana Magistrate will be vested with sufficient magisterial powers to enable him to take cognizance and disposal of criminal cases.
2. He will exercise powers under section 133 and 145, Cr. P. C.
3. He will exercise powers under section 144, Cr. P.C. when he is required to act in absence of Thana Nirbahi Officer.
4. He will exercise magisterial powers under minor Acts like Customs Act, Food Ordinance, etc.
5. He will initiate Annual Confidential Reports of the staff working under him.
6. He will act as drawing and disbursing officer in respect of officer/staff working directly under him.
7. He will supervise the activities of the staff working under him.
8. He will be responsible for all training matters of his department within the Thana.
9. He will function independently of the Thana Administration.

## CHARTER OF DUTIES

### THANA REVENUE OFFICER

1. He will work under the guidance of Thana Nirbahi Officer.
2. Will maintain land records of rights.
3. Will collect Land Revenue with the help of Tahsildars.
4. Mutation and separation of Khatians and updating of records with the transfer of ownership of lands.
5. Settlement of Khas lands, Reclaimed lands and maintenance of up-to-date records.
6. Disposal of rent certificate cases, collection of unrecovered Government revenue and Government dues by instituting certificate cases against the defaulters.
7. Will initiate Annual Confidential Reports of the staff working under him.
8. Will act as drawing and disbursing officer in respect of officer/staff working directly under him.
9. Will supervise the activities of the staff working under him.
10. Will be responsible for all training matters of his department within the Thana.

**CHARTER OF DUTIES**

**OFFICER-IN-CHARGE, POLICE STATION**

1. Maintenance of public order under supervision of Thana Nirbahi Officer.
2. Responsible for Police administration of the Thana.
3. Prevention, detection and investigation of crime.
4. Collection of intelligence.
5. Execution of processes.
6. Will initiate Annual Confidential Reports of the officer and staff working under him.
7. Will act as drawing and disbursing officer in respect of officer/staff working directly under him.
8. Will supervise the activities of the officer and staff working under him.
9. Will be responsible for all training matters of his department within the Thana.
10. All other duties as per Police Regulation and Government order.

**CHARTER OF DUTIES**

**THANA ANSAR AND VDP OFFICER**

1. To work under the guidance of Thana Nirbahi Officer.
2. To assist the Police in maintenance of public order.
3. To take part in development activities as directed by Thana Parishad.
4. To act as auxiliary force to regular forces in guarding VPs/KPIs and in national emergency.
5. Will initiate Annual Confidential Reports of the staff working under him.
6. Will supervise the activities of the staff working under him.
7. Will act as drawing and disbursing officer in respect of staff working directly under him.
8. Will be responsible for all training matters of his department within the Thana.

## CHARTER OF DUTIES

### THANA STATISTICAL OFFICER

1. He will work under the guidance of Thana Nirbahi Officer.
2. To perform all duties at the field level as per directives received from the Statistical Head Office at Dhaka/District Statistical Office from time to time.
3. To ensure proper administration and management of the Thana Statistical Office by proper distribution of work amongst the field personnel at the Thana office.
4. To carry out all administrative functions of the Thana Statistical Office.
5. To provide all assistance to Thana Parishad with respect to Thana Statistics required for Thana Development.
6. To collect actual income and expenditure accounts annually of all Pourashavas and Union Councils located within the Thana and submit it to Dhaka Headquarters through District Statistical Office.
7. To collect and compile Statistics on all Development Projects under the Food for Work Programme, Union Council Programme and Annual Development Programme of the Government and other agencies.
8. To collect and compile Statistics on all Development Projects undertaken by Non-Government Organisations (NGO) and other private agencies within the Thana.
9. To carry out the following functions in respect of current Agricultural Statistics:—
  - a. Periodical observation of sample clusters located in the Thana and submit observation report.
  - b. To conduct crop cutting experiments in respect to Rice, Jute and other selected crops in plots located within and outside clusters.
  - c. To collect selected statistical information from agricultural households operating lands located in the clusters.
  - d. To collect selected mouza-wise agricultural and other Statistics of the cluster mouza (mouzas in which sample clusters are located).
  - e. To collect selected information from all offices in the Thana on quarterly and annual basis for compiling Thana development Indicators.
10. To perform the following field operations in connection with nationwide agriculture census programme:
  - a. Delineate enumeration areas in mouzas and locate them on mouza maps supplied by Headquarters.
  - b. To select and appoint supervisors and enumerators for the agricultural census from amongst the local educated unemployed youths and other persons.

- c. To prepare mouza profile by filling up the forms supplied by the Headquarters and return by the prescribed date.
  - d. To undertake training required for performing the functions of zonal officer in the agricultural census.
  - e. To impart training to agricultural census supervisors and enumerators on the basis of verbatim training manual prepared by the Headquarters.
  - f. To perform all logistics and other field functions in connection with agricultural census.
11. To prepare lists of all Hats and Bazars in the Thana and collect prices paid and received by farmers on the basis of actual transactions monitored in selected hats, bazars and households.
  12. To conduct sample surveys and censuses with respect to cottage industry, establishment, land occupancy, household income and expenditure, rural construction, trade and other non-agricultural activities in the Thana.
  13. To prepare and update maps of all existing and new clusters in all unions of the Thana and also complete measure of all plots in the clusters adopting Triangulation Method.
  14. To collect phasewise statistics of all mouzas according to instruction received from the Headquarters and the District Statistical Office and compile "Thana Statistical Source Book" for use of all Thana level officers, local bodies and the general public.
  15. To perform all field duties in respect of population and other census and also major sample/surveys and programmes as per directives received from the Headquarters and the District Statistical Office.
  16. Will initiate Annual Confidential Reports of the staff working under him.
  17. Will act as drawing and disbursing officer in respect of officer/staff working directly under him.
  18. Will supervise the activities of the staff working under him.
  19. Will be responsible for all training matters of his department within the Thana.

## CHARTER OF DUTIES

### MUNSIFF

1. Trial of regular civil suits up to the valuation of Tk. 20,000 and S.C.C. suits up to the valuation of Tk. 3,000 by Munsiffs at Thana level (subject to amendment).
2. Senior Munsiffs vested with special powers shall have jurisdiction to try regular suits up to the valuation of Tk. 50,000 and S.C.C. suits up to the valuation of Tk. 5,000 (subject to amendment).

3. Hearing and disposal of money suits and all other miscellaneous cases.
4. Acting as *ex-officio* rent controller and deciding matters connected with it.
5. Granting of succession certificates, probates and letters of administration in uncontested cases as District delegate.
6. Hearing of court fee, valuation, stamp matters, etc., arising out of suits and cases filed by the parties.
7. Hearing and disposal of interlocutory matters arising out of suits and cases pending in the court.
8. Hearing and disposal of execution cases filed by the parties for execution of the decrees and orders.
9. General administration and superintendence of his court and office.
10. Administration and superintendence of Nezarat, accounts, copying department, record room and library.
11. Making correspondence with Government and Supreme Court through District Judge.
12. Making correspondence with District Judge in respect of office administration.
13. Holding annual inspection of his court, office and departments attached with.
14. Submission of inspection reports to the District Judge.
15. Will initiate Annual Confidential Reports of the staff working under him.
16. Will act as drawing and disbursing officer in respect of officer/staff working directly under him.
17. Will be responsible for all training matters of his department within the Thana.



- 1 X Chairman (Elec)
- 1 X Steno Typist
- 1 X MLSS/Peon (NNS)
- 1 X Driver (NNS: 2)

- 1 X Jeep (To remain)

- 1 X TNO (NNS: )
- 1 X Thana plan
- 1 X Thana proj
- 1 X office sup
- 1 X steno typi
- 1 X L.D.A (NNS)
- 1 X accounts c
- \* 1 X process Se
- 1 X MLSS/peon
- (\*) 3 X sweeper (N
- (\*) 3 X chowkider/

JUDICIARY (11)

MUNSIFF - MAGISTRATE (11)

Personnel: 11

- 1 X Munsiff - Magistrate (NNS: 750-1470)
- 1 X Sheristadar (NNS: 825-610)
- 1 X Bench Clerk (NNS: 300-540)
- 1 X Sherista Asstt. (NNS: 300-540)
- 1 X Typist-cum-Copyist (NNS: 300-540)
- 1 X Nazir-cum-Accountant (NNS: 300-540)
- 3 X Process Server (NNS: 240-345)
- 2 X MLSS/Peon (NNS: 225-315)

THANA HEALTH AND FAMILY PLANNING OFFICER (60)

personnel: 7

- 1 X T.H.F.P.O. (NNS: 1150-1800)
- 1 X Head Assistant-cum-Accountant (NNS: 370-745)
- 1 X statistician (NNS: 370-745 if graduate otherwise NNS: 300-540)
- 1 X clerk-cum-typist (NNS: 370-745 if graduate otherwise NNS: 300-540)
- 1 X cashier (NNS: 370-745 if graduate otherwise NNS: 300-540)
- 1 X store-keeper (NNS: 300-540)
- 1 X peon (NNS: 225-315)

THANA EDUCATION OFFICER (10)

Personnel: 10

- 1 X TEO (NNS: 625-1315)
- \* 5 X ATEO (NNS: 370-745)
- 1 X UDA-cum-Accountant (NNS: 370-745)
- 2 X Clerk-cum-Typist (NNS: 300-540)
- 1 X MLSS/Peon (NNS: 225-315)

Note: 1 X ATEO for every 20-25 Primary School.

\*THANA AGRICULTURE OFFICER (26)

Personnel: 1

- 1 X TAO (NNS: 750-1470/ 900-1610/ 1150-1800)

AGRICULTURE EXTENSION WING (12)

Personnel: 12

- 2 X Subject Matter Officer (NNS: 750-1470)
- 1 X Asstt. Agriculture Extension Officer (NNS: 625-1315)
- 1 X Junior Agriculture Extension (NNS: 425-1035)
- 1 X Head Asstt-cum-Accountant (NNS: 370-745)
- 1 X Plant Protection Asstt (NNS: 370-745)
- 1 X Clerk-cum-Typist (NNS: 300-540)
- 1 X Sprayer Mech. (NNS: 250-362)
- 2 X Mukaddam (NNS: 240-345)
- 1 X MLSS/Peon (NNS: 225-315)
- 1 X Chowkidar/Night Guard (NNS: 225-315)

Note: \* Will also look after jute.

INPUT SUPPLY AND SERVICE WING (13)

Personnel: 13

- 2 X Sectional officer (NNS: 625-1315)
- 1 X Unit Officer (NNS: 625-1315)
- 1 X Seed Inspector (NNS: 425-1035)
- 1 X Fertilizer Inspector (NNS: 370-745)
- 2 X Store Keeper (NNS: 370-745)
- 1 X Mech. (NNS: 325-610)
- 1 X Typist (NNS: 300-540)
- 1 X Tally Clerk (NNS: 300-540)
- 1 X MLSS/Peon (NNS: 225-315)
- 2 X Chowkidar (NNS: 225-315)

PUBLIC HEALTH (8)

Personnel: 8

- 1 X SAE (NNS: 470-1)
- 4 X Mech (NNS: 300-540)
- 1 X Clerk-cum-Typist
- 1 X MLSS/Peon (NNS: 225-315)
- 1 X Chowkidar/Night Guard (NNS: 225-315)

HEALTH SERVICES (45)

HOSPITAL (INDOOR AND OUT DOOR) (39)

personnel: 39

- 1 X R.M.O. (NNS: 900-1610/1150-1800)
- 1 X surgical specialist (NNS: 1150-1800)
- 1 X gynaecologist (NNS: 1150-1800)
- 1 X Medical Specialist (NNS: 1150-1800)
- 1 X dental Surgeon (NNS: 900-1610)
- 2 X Medical officer (NNS: 900-1610)
- 2 X Medical Assistant (NNS: 425-1035)
- 2 X Compounder-cum-Dresser (NNS: 325-610)
- 5 X staff nurse (NNS: 300-540/425-1035)
- 2 X Lab Tech (NNS: 325-610)
- 1 X E.P.I Tech (NNS: 325-610)
- \* 1 X Driver (NNS: 325-610)
- 1 X X-RAY Tech (NNS: 300-540)
- 1 X junior mechanic (NNS: 300-540)
- 2 X L.D.Asstt. (NNS: 300-540)
- 3 X wardboy (NNS: 225-315)
- 2 X AY\* (NNS: 225-315)
- 1 X Mali (NNS: 225-315)
- 2 X Darwan/Chowkidar (NNS: 225-315)
- 1 X Cook (NNS: 225-315)
- 1 X Mashalchi (NNS: 225-315)
- 5 X sweeper (NNS: 225-315)

DOMICILIARY SERVICE (4)

personnel: 4

- 1 X Health Inspector (NNS: 325-610) (for 3 A.H.I)
- 1 X sanitary Inspector (NNS: 325-610)
- 1 X peon-cum-Medicine carrier (NNS: 225-315)
- 1 X peon-cum-Lab specimen carrier (NNS: 225-315)

Notes

1. No. of health inspectors will depend on the number of Asstt Health Inspectors.
2. one peon-cum-lab specimen carrier for one Health Inspector.

FAMILY PLANNING (10)

MEDICAL OFFICER (MCH-PP) (4)

personnel: 4

- 1 X Medical officer (NNS: 900-1610/ 1150-1800)
- 1 X family welfare visitor (NNS: 370-745)
- 1 X AY\* (NNS: 225-315)
- 1 X MLSS/Peon (NNS: 225-315)

THANA FAMILY PLANNING OFFICER (6)

personnel: 6

- 1 X TFPO (NNS: 625-1315/750-1470)
- 1 X ATFPO (NNS: 625-1315)
- 3 X TPEA (NNS: 300-540)
- 1 X MLSS/Peon (NNS: 225-315)

\* where transport is available.

NB:  
 1. selection grades will be allowed where admissible.  
 2. establishments like posts and telegraph offices, railway  
 3. existing set up of ministries/divisions at union level w

TION  
62)  
370-745)  
-315)  
D)  
Pool)

THANA NIRBAHI OFFICER (67)  
(Regulatory Function)

-2225/1150-1800)  
& finance officer (NNS: 750-1470)  
Implementation officer (NNS: 470-1135/625-1315)  
Accountant (NNS: 400-825)  
NNS: 370-745)  
-540)  
(NNS: 300-540)  
(NNS: 240-345)  
225-315)  
225-315)  
Guard (NNS: 225-315)

**Notes**  
\* 1. Where there is no resident Thana Magistrate  
(a) 2. For all Offices  
3. Assistant Commissioner, if available, will be attached on Probation and work under TNO

THANA ENGINEER (35)

**Personnel: 4**  
1 X TE (NNS: 750-1470)  
1 X Office Asstt /L.D.C. (NNS: 300-540)  
1 X Clerk-cum-Typist (NNS: 300-540)  
1 X Peon (NNS: 225-315)

CIVIL/ELECT ENGINEERING (17)

**Personnel: 17**  
2 X SAE (Civil) 1 X (NNS: 625-1315)  
1 X (NNS: 470-1135)  
1 X SAE (Electrical) (NNS: 470-1135)  
1 X Accountant (NNS: 370-745)  
1 X Accounts Clerk (NNS: 300-540)  
1 X Clerk-cum-Typist (NNS: 300-540)  
6 X (2X3) Work Asstt. (NNS: 300-540)  
1 X Store Keeper (NNS: 370-745)  
3 X Chowkidar/Night Guard (NNS: 225-315)  
1 X MLSS/Peon (NNS: 225-315)

RURAL WORKS PROGRAMME (6)

**Personnel: 6**  
1 X SAE (NNS: 470-1135/625-1315)  
1 X Supervisor (NNS: 470-1135)  
1 X Surveyor (NNS: 300-540)  
1 X Accounts Clerk (NNS: 300-540)  
1 X Clerk-cum-Typist (NNS: 300-540)  
1 X MLSS/Peon (NNS: 225-315)

THANA COOP OFFICER (5)

**Personnel: 5**  
1 X TCO (NNS: 370-745/425-1035)  
2 X Asstt Inspector (NNS: 370-745)  
1 X Typist-cum-Clerk (NNS: 300-540)  
1 X MLSS/Peon (NNS: 225-315)

**Note**  
\* Depending on the number of Co-operative Society.

THANA LIVESTOCK OFFICER (11)

**Personnel: 11**  
1 X TLO (NNS: 750-1470/900-1610)  
1 X Veterinary Asstt. surgeon (NNS: 750-1470)  
3 X Veterinary Field Asstt (NNS: 370-745/400-825)  
1 X Thana Livestock Asstt (NNS: 370-745/400-825)  
1 X Field Asstt (Al) (NNS: 370-745/400-825)  
1 X Compounder (NNS: 370-745/400-825)  
1 X Clerk-cum-Typist (NNS: 300-540)  
1 X Dresser (NNS: 250-362)  
1 X MLSS/Peon (NNS: 225-315)

THANA FISHERY OFFICER (5)

**Personnel: 5**  
1 X TFO (NNS: 370-745/750-1470)  
2 X Field Asstt (NNS: 300-540)  
1 X Clerk-cum-Typist (NNS: 300-540)  
1 X MLSS/Peon (NNS: 225-315)

**Note**  
\* Where necessary.

THANA SOCIAL WELFARE OFFICER (4)

**Personnel: 4**  
1 X TSWO (NNS: 625-1315)  
1 X Field Supervisor (NNS: 370-745)  
1 X Typist-cum-Clerk (NNS: 300-540)  
1 X MLSS/Peon (NNS: 225-315)

**Note**  
\* In places where there are sanctioned programs.

THANA RURAL DEVELOPMENT OFFICER (3)

**Personnel: 3**  
1 X TRDO (NNS: 750-1470)  
1 X ATRDO (NNS: 425-1035)  
1 X Accountant (NNS: 400-825)

**Notes**  
\*1 Supporting clerical staff to be provided by TCCA as is the present practice.  
\* 2. Existing IHDP set up.

THANA MASS COMMUNICATION OFFICER (6)

**Personnel: 6**  
1 X TMCO (NNS: 470-1135/625-1315)  
1 X LDA (NNS: 300-540)  
1 X CINE Operator (NNS: 300-540)  
1 X APAE Operator (NNS: 250-362)  
2 X Unit Attendant (NNS: 225-315)

**Note**  
\* Out of existing strength and no new posts to be created.

67

THANA ACCOUNTS OFFICER (4)

**Personnel: 4**  
1 X Thana Accounts Officer (NNS: 750-1470)  
1 X Auditor (NNS: 400-825)  
1 X Junior Auditor/Typist (NNS: 300-540)  
1 X MLSS/Peon (NNS: 225-315)

THANA MAGISTRATE (6)

**Personnel: 6**  
1 X Magistrate (NNS: 750-1470)  
1 X Bench Clerk (NNS: 300-540)  
1 X Typist/Copyist (NNS: 300-540)  
2 X Process Server (NNS: 240-345)  
1 X MLSS/Peon (NNS: 225-315)

THANA REVENUE OFFICER (14)

**Personnel: 14**  
1 X TRO (NNS: 750-1470 /625-1315)  
1 X Field Kanungo (NNS: 400-825)  
1 X Surveyor (NNS: 300-540)  
1 X Head Asstt-cum-Accountant (NNS: 300-540)  
1 X Nazir-cum-Cashier (NNS: 300-540)  
1 X Mutation Clerk (NNS: 300-540)  
1 X Certificate Clerk (Peon) (NNS: 300-540)  
1 X Asstt Certificate Clerk (NNS: 300-540)  
2 X Process Server (NNS: 240-345)  
2 X MLSS/Peon (NNS: 225-315)  
2 X Chainman (NNS: 225-315)

**Notes**  
1 Existing Tehsilder and his staff will continue to function.  
2. In riverine circle there will be two posts of surveyors.

CC POLICE STATION (37)

**Personnel: 37 + 9 = 37**  
1 X Inspector (NNS: 625-1315)  
2 X SI (NNS: 425-1035)  
2 X ASI (NNS: 325-610)  
1 X H O (NNS: 325-610)  
2 X Naik (NNS: 300-540)  
20 X Constable (NNS: 240-345)  
**COURT STAFF: 9**  
1 X Court Sub-Inspector (CSI) (NNS: 425-1035)  
1 X ASI (AO) (NNS: 325-610)  
1 X HO (NNS: 325-610)  
6 X Constable (NNS: 240-345)

**Notes**  
\*1. Where cases will be tried in Thana.  
2. Existing strength of police personnel in the upgraded thanas which are in excess of the sanctioned strength will continue to remain as it is till finalisation of these organisational set up.  
3. Existing police outposts within the upgraded thanas will be retained.

THANA ANSAR AND VDP OFFICER (2)

**Personnel: 2**  
1 X TAVDPO (NNS: 425-1035)  
1 X Thana Instructor (NNS: 325-610)

THANA STATISTICAL OFFICER (4)

**Personnel: 4**  
1 X TSO (NNS: 425-1035)  
2 X Junior Statistical Asstt (NNS: 300-540)  
1 X Chainman (NNS: 225-315)

Registration Offices, Food offices, godowns, etc. will continue as per existing set up.  
continue to function as it is till finalisation of these organisational set up.

## ANNEXURE-III

## LIST OF THANAS SELECTED FOR REORGANISATION IN THE FIRST PHASE

Division	District	Subdivision	Sl. No.	Name of the Thanas
Dhaka	Dhaka	Manikganj Narayanganj Narshingdi	1	Singair
			2	Baidder Bazar
			3	Raypura
	Faridpur	Sadar Gualunda	4	Sadarpur
			5	Pangsha
	Jamalpur	Jamalpur Sadar	6	Sarishabari
	Mymensingh	Sadar (N) Sadar (S) Netrakona	7	Dewanganj
			8	Ishwarganj
			9	Gaffargaon
	Tangail	Tangail	10	Kendua
			11	Mirzapur
Khulna	Barisal	Sadar (N) Sadar (S) Pirojpur	12	Gournadi
			13	Bakerganj
			14	Mothbaria
	Jessore	Jhenaidaha	15	Sailakupa
	Khulna	Bagerhat Sadar Satkhira	16	Moralganj
			17	Paikgacha
			18	Shayamnagar
Kushtia	Sadar	19	Daulatpur	
Patuakhali	Barguna Sadar	20	Amtali	
		21	Kalapara	
Rajshahi	Bogra	Sadar	22	Sariakandi
	Dinajpur	Thakurgaon Sadar	23	Ranisankail
			24	Parbatipur
	Pabna	Sadar Sirajganj	25	Ishwardi
			26	Shajadpur
	Rajshahi	Sadar Naogaon Nawabganj	27	Putia
			28	Patnitola
29			Shlbganj	
Rangpur	Kurigram Nilphamari Gaibandha	30	Ulipur	
		31	Saidpur	
		32	Gobindaganj	
Chittagong	Chittagong	Sadar Sadar Cox's Bazar	33	Fatikchhari
			34	Sandwip
			35	Chokoria
	Ctg. Hill Tracts	Sadar	36	Langadu

Division	District	Subdivision	Sl. No.	Name of the Thanas
Chittagong	Bandarban	Lama	37	Nakhoyongchari
	Comilla	Brahmanbaria Chandpur Sadar (S)	38	Sarail
			39	Matlab
			40	Laksam
Noakhali	Feni Sadar	41	Sonagazi	
		42	Begumganj	
Sylhet	Sunamganj Sadar	43	Chattak	
		44	Balaganj	
		45	Golapganj	

## SUMMARY

**Dhaka Division**

1.	Dhaka	..	..	3
2.	Faridpur	..	..	2
3.	Jamalpur	..	..	2
4.	Mymensingh	..	..	3
5.	Tangail	..	..	1

Total	..	11
-------	----	----

**Khulna Division**

6.	Barisal	..	..	3
7.	Jessore	..	..	1
8.	Khulna	..	..	3
9.	Kushtia	..	..	1
10.	Patuakhali	..	..	2

Total	..	10
-------	----	----

**Rajshahi Division**

11.	Bogra	..	..	1
12.	Dinajpur	..	..	2
13.	Pabna	..	..	2
14.	Rajshahi	..	..	3
15.	Rangpur	..	..	3

Total	..	11
-------	----	----

**Chittagong Division**

16.	Chittagong	..	..	3
17.	Chittagong Hill Tracts	..	..	1
18.	Bandarban	..	..	1
19.	Comilla	..	..	3
20.	Noakhali	..	..	2
21.	Sylhet	..	..	3

Total	..	13
-------	----	----

GRAND TOTAL	..	45
-------------	----	----

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
**CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT**  
 Cabinet Division  
 CORRIGENDUM

*No. CD/DA/12(26)/82-491, dated Dhaka, November 4, 1982.*

**Amendment to Resolution on Reorganisation of Thana Administration.**

In this Division's Resolution No. DA-12(26)/82-449, dated the 23rd October 1982, on Reorganisation of Thana Administration, published in the *Bangladesh Gazette, Extraordinary*, dated the 23rd October 1982, the words "Thana Commissioner" wherever occurring be *omitted* and *substituted* by the words "Thana Nirbahi Officer".

NURUL ISLAM  
*Deputy Secretary.*

[ *Published in the Bangladesh Gazette, Extraordinary, dated the 3rd February, 1983.* ]

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
**CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT**  
 Cabinet Division  
 AMENDMENT

*To the Resolution on Re-organisation of Thana Administration as published in the Bangladesh Gazette, Extraordinary, dated the 23rd October, 1982*

**No. CD/DA-1/12(26)/82-44,—Dhaka, the 3rd February, 1983.**—In this Division's Resolution No. DA-12(26)/82-449, dated Dhaka, the 23rd October, 1982, published in the *Bangladesh Gazette, Extraordinary*, dated the 23rd October, 1982, the following further amendments shall be made:—

*For the existing Annexure-II of the Resolution substitute the Annexure-II appended hereto.*

By order of the  
 Chief Martial Law Administrator  
 FAZLUR RAHMAN  
*Deputy Secretary.*