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25-5-85

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

REPORT OF THE
MARTIAL LAW COMMITTEE
ON
ORGANISATIONAL SET UP
PHASE II
(DEPARTMENTS/DIRECTORATES AND OTHER
ORGANISATIONS UNDER THEM)
VOLUME XV
(MINISTRY OF WORKS)
CHAPTER V
(DIRECTORATE OF GOVERNMENT ACCOMMODATION)

June, 1983

7/25/83

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

Martial Law and Civil Wing

No. 7002/1/Civ-I, dated Dhaka, the ~~4.11.~~ 1983.

NOTIFICATION

SUBJECT : Organisational Set Up—Ministries/Divisions, Departments and other
Organisations under Them.

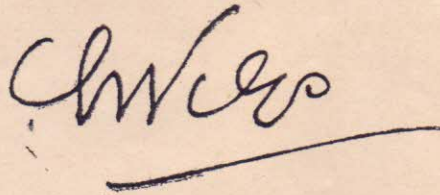
References :

- A. Chief Martial Law Administrator's Secretariat letter No. 7005/1/
Civ/CMLA, dated 18 April, 1982.
- B. Chief Martial Law Administrator's Secretariat letter No. 7002/1/
Civ-I, dated 12 July, 1982.

The report of the Martial Law Committee on organisational set up of the DIRECTORATE OF GOVERNMENT ACCOMMODATION, MINISTRY OF WORKS, was submitted to the Chief Martial Law Administrator after consideration by the Review Committee in consultation with the representative of the organisation concerned.

The Chief Martial Law Administrator is pleased to approve the report and the revised organisational set up as printed in this booklet.

By order of the
Chief Martial Law Administrator



(M. ATIQR RAHMAN)

Major General

Martial Law Office

27/7

CONTENTS

| | | | | | | PAGES |
|---------------------------------------|----|----|----|----|----|-------|
| 1. Introduction | .. | .. | .. | .. | .. | 1 |
| 2. Allocation of Functions | .. | .. | .. | .. | .. | 1 |
| 3. Existing Organisation | .. | .. | .. | .. | .. | 2 |
| 4. Charter of duties | .. | .. | .. | .. | .. | 2 |
| 5. Work-load | .. | .. | .. | .. | .. | 2 |
| 6. Other details: | .. | .. | .. | .. | .. | 2 |
| 7. Observations and Recommendations : | .. | - | .. | - | - | 2 |
| 8. Conclusion | .. | - | .. | .. | .. | 2 |

ANNEXURE I

| | | | | |
|------------------------------|----|--------------|----|----|
| 1. Existing Organisation | .. | ANNEXURE 'A' | - | 3 |
| 2. Charter of duties | .. | ANNEXURE 'B' | .. | 5 |
| 3. State of Class-I Officers | .. | ANNEXURE 'C' | .. | 9 |
| 4. State of Transports | .. | ANNEXURE 'D' | .. | 10 |
| 5. Revised Organisation | .. | ANNEXURE 'E' | - | 11 |

**DIRECTORATE OF GOVERNMENT ACCOMMODATION
MINISTRY OF WORKS**

INTRODUCTION

1. Prior to the liberation of the country in 1971, there were as many as four offices dealing with similar nature of functions, namely, allotment of accommodation both for official and residential purposes. While three of these offices, viz, the office of the Additional Estate Officer, Dhaka, the office of the Joint Estate Officer, Chittagong and the office of the Joint Controller, Rest House Organisation, Dhaka, belonged to the then central government, the office of the Estate Officer, Dhaka, belonged to the provincial government. After the liberation of Bangladesh all these four offices were merged into one organisation, i.e. the Directorate of Government Accommodation.

ALLOCATION OF FUNCTIONS

1. Allotment and cancellation of government flats, temporary accommodation, hired houses, requisitioned houses, servants quarters, garages, office accommodation, etc. Hiring and de-hiring of accommodation.
2. Detection of unauthorised occupants and sub-letting cases and their eviction.
3. Providing common services to the residents and looking after the welfare of residents.
4. Recovery and realisation of rents and keeping of accounts.
5. Issue of 'No Demand Certificates' and issue of periodical 'No Demand Certificates' for government servants.
6. Implementation and interpretation of Allocation Rules and representation in court cases.
7. Implementation of various policies initiated by the ministry, evolution of policies in respect of government accommodation and carry out survey.
8. Preparation and maintenance of waiting list of government servants for all types of houses.
9. Collection of information from all Ministries/Divisions/Attached/Subordinate offices for the purpose of fixation of seniority of the government [servants (Census Form, Declaration Form, Pay Statements etc).
10. Hiring of private houses, issue of cheques and reconciliation of accounts and payment of compensations. Management and administration of 16 Government markets in Dhaka including the Government New Market.

EXISTING ORGANISATION

3. For carrying out the above functions the Directorate of Government Accommodation has a total number of 474 posts of officers and staff. Class-wise break-up is 16 class-I, 2 class-II, 164 class III and 292 class IV. As many as 404 posts are filled up with 70 posts lying vacant. The Directorate is at present divided into 6 units, four for allotment, one for rent & accounts, and one for administration.

4. The existing organisation chart is given in Annexure 'A'.

CHARTER OF DUTIES

5. The revised charter of duties of different officers is given in Annexure 'B'.

WORK LOAD

6. In terms of receipts and issues the load on the Directorate was 1,58,655 in 1979 and 2,25,384 in 1981. The rise was 42%. In 1972 the Directorate had 15,330 files, which rose to 22,488 in 1981. The rise was 46%. The Directorate will have to deal with allotment of 9,366 units of houses in addition to providing office accommodation to different offices. Rent collection from the allottees of these houses has also to be looked after by the Directorate.

OTHER DETAILS

7. Officers: State of class I officers is given in Annexure 'C'.

8. Transport: State of transport is given in Annexure 'D'.

OBSERVATIONS AND RECOMMENDATIONS

9. It has been learnt that some of the departments, by merger of which the present Directorate of Accommodation was created, were attached departments and naturally the emerging department i.e., the Directorate of Accommodation should also be an attached department.

10. At present the Directorate has been accommodated inside the secretariat premises, entry into which is restricted. But the vast majority of the applicants for allotment of government accommodation have their offices outside the secretariat. The Committee, therefore, recommends that the Directorate should have its accommodation outside the four walls of the Secretariat so that it is easily accessible to those for whose benefit the Directorate has been working.

11. The reorganisation envisages redesignation of some of the posts to bring the designation in line with the name of the Directorate. The revised organisation chart is given in Annexure 'E'. One of the two posts of Duplicating Machine Operators shown in the revised organisation chart is meant for the Ministry of Works.

CONCLUSION

12. The reorganisation brings down the sanctioned strength from 474 to 463. Annual saving will be negligible.

CHARTER OF DUTIES

Director

1. To act as administrative 'Head' and is responsible for overall administration of the Department.
2. To act as an adviser to the Administrative Ministry on technical matters and on formulation of policies concerning the Department.
3. To act as Principal Accounting Officer of the Deptt. within the budget provision.
4. To be responsible for the administration and execution of function of the Department as per Acts, Ordinances, Rules and Regulations and directives issued by the Government from time to time.
5. To be responsible for proper functioning and discipline of the Department.
6. To provide executive and operational guidance to the Field Staff and exercise control and supervision over them.
7. To be responsible for appointing Class II, III and IV employees of the Department as per existing procedure.
8. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
9. To control and supervise the work of the Department.
10. To represent the Department and where personal representation is not possible to select representative on his behalf.
11. To grant earned leave etc. to all Class I officers under him.
12. To meet all officers under him located in the same station once in a month to review cases pending for disposal for over a month.
13. To inspect his office at least once in a month and field offices at least once in a quarter in addition to annual inspection.
14. To allocate duties of officers as and when required.
15. To ensure collection where applicable and safeguard Government property under his charge.
16. To be responsible for maintaining proper security measures of the Department.
17. Any other duties assigned by the Government.

Additional Director

1. To look after overall administration.
2. To prepare yearly budget estimate.
3. To be responsible for realisation of regular rent and arrear rents, if any.
4. To be responsible for overall supervision of the Rent Section.
5. To perform the duties and responsibilities assigned to him by the Director for his respective jurisdiction.
6. He will be the number two man in the organisation and will hold charge in the absence of the Director.
7. To be responsible for court cases and legal matters.

Deputy Director—1

1. To be responsible for overall in charge of the administration Section.
2. To be responsible for collection of rents from the Govt. flats and arrear rents, if any.
3. To be responsible for supervision of Rent Section.
4. To be responsible for preparation of annual budget.
5. Any other duties assigned by the Director.
6. Eviction.

Deputy Director—2

1. To be responsible for allotment of old-'D', New 'D', 'E', 'F', Superior and Bungalow type accommodations.
2. To be responsible for supervision of Sections under him.
3. To be responsible for allotment of abandoned houses located under Kutwali, Sutrapur, Dhanmandi & Lalbagh P.S.
4. Any other duties assigned by the Director.
5. Eviction.

Deputy Director—3

1. To be responsible for allotment of hired houses.
2. To be responsible for allotment of abandoned houses located under Mirpur, Mohammadpur, Gulshan, Ramna, Motijheel, Tejgaon P.S.
3. To be responsible for processing all the cases relating to declaration and inspections of the above houses.
4. Any other duties assigned by the Director.
5. Eviction.

Deputy Director—4

1. To be responsible for allotment of all single and double roomed accommodations.
2. To be responsible for inspection and supervision of all the Circuit Houses.
3. Any other duties assigned by the Director.
4. To be responsible for court cases.
5. Eviction.

Deputy Director-5

1. He will be responsible for allotment and realisation of rent of all the Government accommodations in Chittagong Office.
2. He will be responsible for inspection, evictions and welfare of the above accommodations and any other duties assigned by the Director.
3. Eviction.

Assistant Director-1

1. He will process all the cases of general administration, appointments of Class-II, Class-III and Class-IV employees of the Directorate of Govt. Accommodations, Earned leave, Casual leave of the staff of the welfare of the staff, office security, pension and gratuity. He will act as D.D.O.
2. He will process all policy cases of the Directorate of Govt. Accommodation including Chittagong office, discipline.

Assistant Director-2

1. He will be responsible for overall supervision of regular accounts Sections.
2. He will be responsible for realisation of regular rent of the Govt. hired and abandoned houses and any other duties assigned by the Director.

Assistant Director-3

1. He will be responsible for realisation of entire arrear rents of the Govt. flats and abandoned houses and any other duties assigned by the director.

Assistant Director-4

1. He will be responsible for allotments, correspondences, cancellations enquiry, eviction of all abandoned houses located at Sutrapur Lalbagh & Kutwali P. S. and any other duties assigned by the Director.

Assistant Director-5

1. He will be responsible for works relating to allotment of old-'D' type, cancellations, inspections, evictions and other related correspondences and any other duties assigned by the Director. He will be responsible for cash and he will forward all the cases to the Director.
2. He will be responsible for all court cases.

Assistant Director-6

1. He will be responsible for all correspondences relating to New-D, E,F, Superior type & Bungalows and any other duties assigned by the Director.

Assistant Director-7

1. He will be responsible for allotment of hired houses and other correspondences, cancellations, enquiries evictions and any other duties assigned by the Director.

Assistant Director-8

1. He will remain responsible for all AP houses located at Mirpur, Dhanmandi, Kutwali, Sutrapur and Lalbagh P.S. and its related correspondences, enquiry, cancellations evictions and any other duties assigned by the Director.

Assistant Director-9

1. He will be responsible for allotment of AP houses located at Mohammadpur, Ramna, Tejgaon, Motijheel and Gulshan and its related correspondences, enquiry, cancellations, evictions and other duties assigned by the Director.

Assistant Director-10

1. He will be responsible for allotment of single and double roomed accommodations and its related correspondences, enquiry, cancellations, evictions and other welfare works and any other duties assigned by the Director.

Assistant Director-11

1. He will process all the cases of allotments of Government accommodations located at Chittagong and recovery of rent thereof.
2. He will be responsible for all cancellations, evictions, inspections and welfare cases of the above flats.
3. He will work as D.D.O. of the Chittagong office and any other duties assigned by the Deputy Director, Chittagong office.

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STATE OF OFFICERS

ANNEXURE—'C'
Phase II, Vol. XV,
Chapter V.

| Name of Officer Class-1. | Designation | Date of birth. | Date of Appointment. | Date of joining in the present post. | Remarks. |
|---------------------------|---------------------------|----------------|----------------------|--------------------------------------|------------------|
| Mr. A. K. M. Salamat Ulla | Director | 30-7-1937 | 8-5-1961 | 10-8-1982 | |
| Mr. Mustafizur Rahman | Estate Officer | 23-1-1948 | 6-12-1973 | 8-3-1983 | |
| Sk. Haider Ali | Estate Officer | 2-2-1932 | 13-7-1970 | 6-1-1979 | |
| Mr. Md. Sana-ullah | Estate Officer | 1-1-1939 | 24-9-1973 | 7-4-1983 | |
| Mr. Abdur Rab Bhuiyan | Estate Officer | 21-8-1940 | 25-1-1974 | 1-12-1982 | (Current charge) |
| Mr. Azizur Rahman | Joint Comptroller | 1-2-1932 | 1-5-1971 | 1-5-1971 | |
| Mr. Abdur Rab Bhuiyan | Additional Estate Officer | 21-8-1940 | 25-1-1974 | 7-4-1983 | |
| Mr. A. K. M. Fazlul Karim | Assistant Estate Officer | 1-3-1946 | 1-7-1977 | 1-7-1977 | |
| Mr. Golam Mohi-uddin Miah | Do. | 14-8-1937 | 1-7-1977 | 1-7-1977 | |
| Mr. M. A. Samad | Do. | 28-2-1934 | 2-10-1973 | 2-10-1973 | |
| Mr. A.B.M. Ilyas | Do. | 3-3-1935 | 7-6-1983 | 7-6-1983 | |
| Mr. Shamsul Alam | Do. | 14-12-1932 | 7-6-1983 | 7-6-1983 | |

STATE OF TRANSPORT

| Sl. No. | Regn. No. | Type of vehicle | Service-ability | User | Source | Wholetime/Part-time | Re |
|---------|----------------|--------------------|--------------------|------------------|--|---------------------|----|
| 1 | Dhaka KA-715 | Vox Wa- gon Car | Unservice- able | Nil | Abandoned | .. | |
| 2 | Dhaka KA-4472 | Do. | Do. | Nil | Do. | .. | |
| 3 | Dhaka KA-1049 | Jeep | Service- able | Official Work | Do. | .. | |
| 4 | Dhaka Gha-7201 | Minimoke Jeep | Do. | Do. | Purchased from Govern- ment Trans- port pool. | .. | |
| 5 | Dhaka Gha-7202 | Do. | Do. | Do. | Do. | .. | |
| 6 | Dhaka GA-292 | Car | Unservice- able | Do. | Abandoned | .. | |
| 7 | Ctg. Kha-656 | Jeep | Unservice- able | Do. | Purchased by PWD for Estate Office Chitta- gong | .. | |

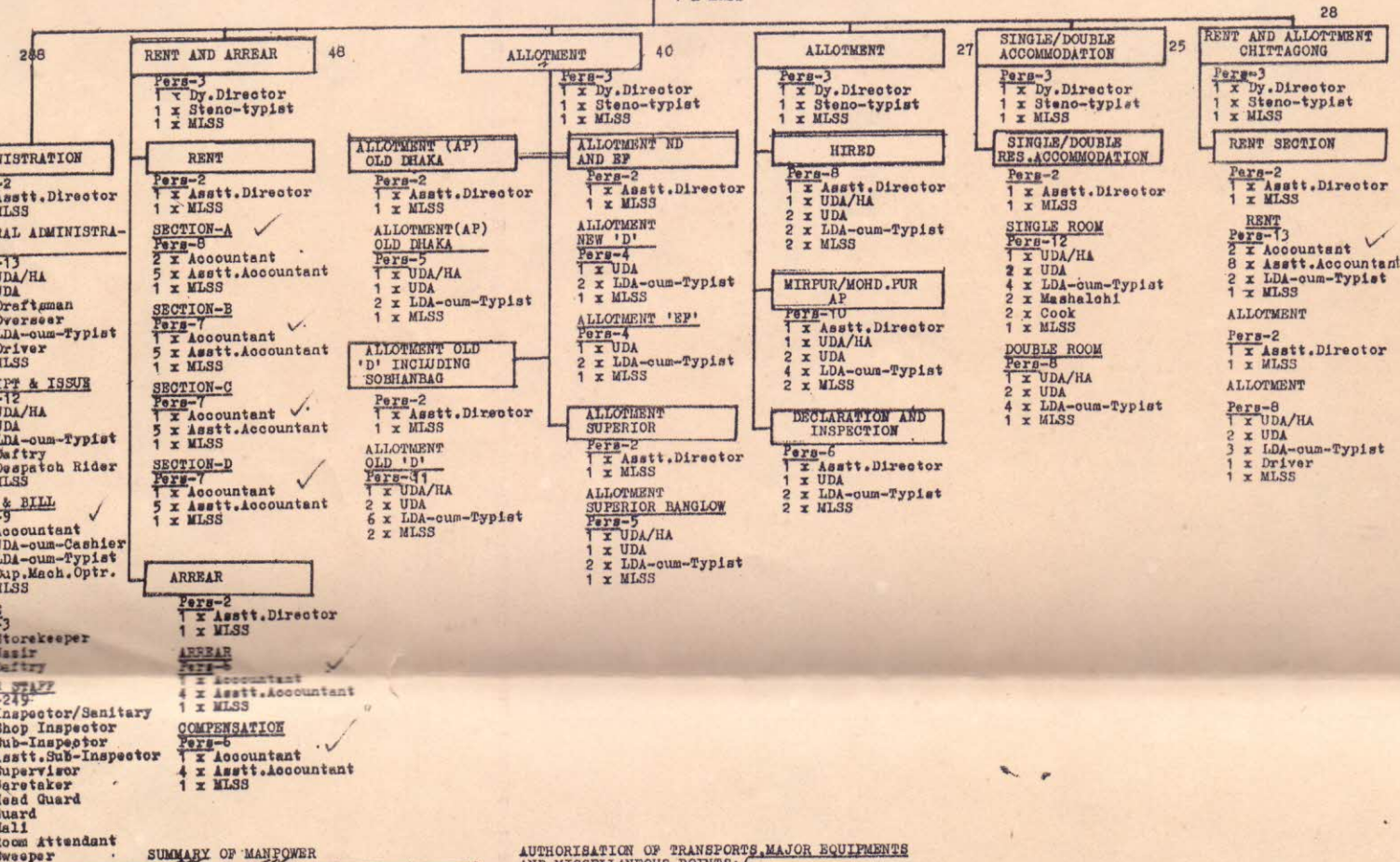
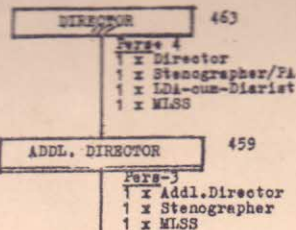
DIRECTORATE OF GOVERNMENT ACCOMMODATION
MINISTRY OF WORKS

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ORGANISATION

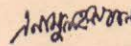


SUMMARY OF MANPOWER

| SL. NO. | Name of post | Sanctioned | Existing | Revised |
|------------------|---|------------|----------|---------|
| Class-I | | | | |
| 1. | Director | 1 | 1 | 1 |
| 2. | Addl. Director | 6 | 6 | 1 |
| 3. | Estate Officer/ Addl. Estate Officer/Joint Comptroller | - | - | - |
| 4. | Dy. Director | 9 | 8 | 5 |
| 5. | Asstt. Estate Officer/Supt. Govt. New Market | - | - | 11 |
| 6. | Asstt. Director | - | - | - |
| | Total:- | 16 | 15 | 18 |
| Class-II | | | | |
| 7. | | 2 | 2 | - |
| Class-III | | | | |
| 8. | | 164 | 151 | 165 |
| Class-IV | | | | |
| 9. | | 292 | 236 | 280 |
| | Grand Total:- | 474 | 404 | 463 |

AUTHORISATION OF TRANSPORTS MAJOR EQUIPMENTS AND MISCELLANEOUS POINTS:

- Transport:**
1. The Directorate is authorised:
 - a. 2 x Jeep for official use of Director and 1 for Deputy Director Chittagong.
 - b. 2 x Microbus for official duty.
 - c. 1 x Motor Cycle for D.R. Duty.
 2. Private use of transports will be as per Government Instructions issued from time to time.
 3. Office equipment: The following office equipments may be retained by the Department.
 - a. 1 x Duplicating Machine.
 - b. 23 x Typewriter. Ratio of Bengali and English typewriters will be 60 : 40. At present the Directorate holds only 7 x typewriters.


 BRIGADIER
 (EMAMUL HUC KHAN)
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS