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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 VI
(URBAN DEVELOPMENT DIRECTORATE)**

June, 1983

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.....19. 8. 1983.

NOTIFICATION

SUBJECT: Organisational set up—Ministries/Divisions/Departments and other organisations under them.

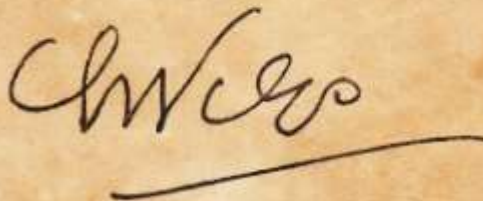
Reference :

- 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 URBAN DEVELOPMENT DIRECTORATE, MINISTRY OF WORKS, was submitted to the Chief Martial Law Administrator after consideration by the ~~the~~ ^{the} view 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. ATIQUR RAHMAN
MAJOR GENERAL
Principal Staff Officer.

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URBAN DEVELOPMENT DIRECTORATE MINISTRY OF WORKS

INTRODUCTION

1. In the back drop of a rapid urbanization associated with population increase and economic development in the early sixties, it was keenly felt that a regional and central urban planning office was to be created. Accordingly, the Urban Development Directorate was created in July, 1965.

ALLOCATION OF FUNCTIONS

2. The functions allocated to the Urban Development Directorate are given below :

- a. To advise the Government on matters of policy relating to urbanization, land use and land development.
- b. To prepare and co-ordinate regional plans, master plans and detailed layout and site plans for the existing as well as the new urban centres excluding the areas covered by the present town development authorities of Dhaka, Chittagong and Khulna.
- c. To undertake socio-economic research and collection of data for determination of the location and pattern of future urban development.
- d. To prepare programmes for urban development for execution by the sectoral agencies and secure approval of those from the National Council and assist the agencies in selection of sites for implementation of those programmes.
- e. To act as a counterpart organisation and focal point in the Government for all internationally aided physical planning and human settlement programmes in the country.
- f. To organise seminars/workshops for creating better physical planning awareness and to disseminate information through regular publication of the research and planning materials on urbanization and human settlement planning and development.
- g. To conduct in-service training of the officers and staff of organisations involved in spatial planning and development.
- h. To advise the existing urban development authorities on their operations at their request.

EXISTING ORGANISATION

3. For carrying out the above functions the Directorate is organized into three major branches, one dealing with research and project activities, one dealing with planning of settlements at different levels and the other dealing with administration and accounts. It has a sanctioned strength of 255 posts, of which 38 are in Class-I, 1 in Class-II, 138 in Class-III and 78 in Class-IV. It has only 150 posts filled up with 105 posts lying vacant.

4. 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. Work-load of the Directorate has increased since 1976 with the commencement of two UNDP/UNCHS aided projects. The number of files increased from 833 in 1972 to 1083 in 1975, and from 1133 in 1976 to 1380 in 1981. In-coming letters increased from 1376 in 1969 to 1969 in 1980. The annual average was 1673. The outgoing communication slightly increased from 1922 to 2890 during the same period, the annual average being 2906. During 1980-81, the in-coming letters had a sharp decrease from 1969 in 1980 to 1457 in 1981. Out-going letters also decreased from 2890 to 2069 during the same period. This is due to the fact that the first phase of the aided projects were terminated. With the start up of the second phase of these projects and the World Bank/IDA aided project from July 1982 a sharp increase in the level of communication over 1979-80 is expected. From these it will appear that the work-load of the Directorate is considerably heavy and is very likely to increase during the Second Five Year Plan with the setting up of regional offices at Khulna and Rajshahi and district offices at Faridpur, Bogra, Mymensingh and Sylhet under the second phase of the National Physical Planning Project.

PERFORMANCE OF THE DIRECTORATE

7. The Directorate continued functioning in line with its charter of duties and executed the UN aided (Pak-25) Project of 'Location of Cities' till liberation. The Urban Development Council, which provided top level policy guidance to the Directorate that acted as a technical secretariate, ceased its function after liberation. The activities of the Directorate during the last twelve years were concentrated on formulation of national policies on housing, assistance to the Planning Commission in drafting sectoral plan document in physical planning and housing, preparation of human settlement

plans at District, Subdivision and other levels, execution of two UN aided projects of National Physical Planning (phase-I) and Urban Housing Policies and Programme Development (Phase-I). Specially through the aided project's training of technical manpower, procurement of equipments and institution building were vigorously pursued. The Directorate rendered advisory services to the Government and the development agencies in matters of land-use planning and provision of basic services. A land-use planning and development control legislation has also been drafted during this period.

OTHER DETAILS

8. Officers: State of Class-I officers is given in Annexure 'C'.
9. Transport: State of transport is given in Annexure 'D'.

OBSERVATION AND RECOMMENDATIONS

10. As has already been stated in paragraphs 2 and 6 above, the activities of the Directorate are increasing. The Directorate will prepare long term human settlements strategy, master plans for important urban service centres as technical back up for government's current policy of devolution and decentralization of administration and developments upto thana level. Its efforts on identification and designing of appropriate projects on urban development including income generation and housing specially for low income people will not only attract external finance from international organizations under the UN but also from lending institutions like the World Bank, Asian Development Bank and Islamic Development Bank. However, there are problems and bottlenecks which need to be removed and straightened to further develop the institutional capabilities of this Directorate.

11. Government's present objective of decentralising administration and development at thana level has brought in a heavy load of work on this Directorate for preparation of land use and eventually Master Plans of all the chosen centres for their planned growth. Without such plans physical development of structures and facilities will be haphazard and un-coordinated resulting in heavier economic and social costs.

12. After studying the organisation's activities past and present, the Committee is convinced that most of the planning jobs done by this Directorate become infructuous in the absence of a clearcut policy of the Government and a Planning Law. It is, therefore, recommended that land-use Planning and Development Control Legislation be enacted/promulgated without further delay.

13. The Office of the Town Planner, P.W.D merged with UDD.

14. After observing the performance of the UDD, particularly from an evaluation report of the Planning Commission, the Committee felt that the UDD has no justification to exist, at least to exist as a separate and full-fledged department. The committee's feeling was that it would function better if it could be brought under one umbrella with the Directorate of Housing and Settlement and the office of the Deputy Commissioner, Settlement. But the representative of the Directorate as well as that of the Ministry of Works insisted on its separate existence and it is being so kept.

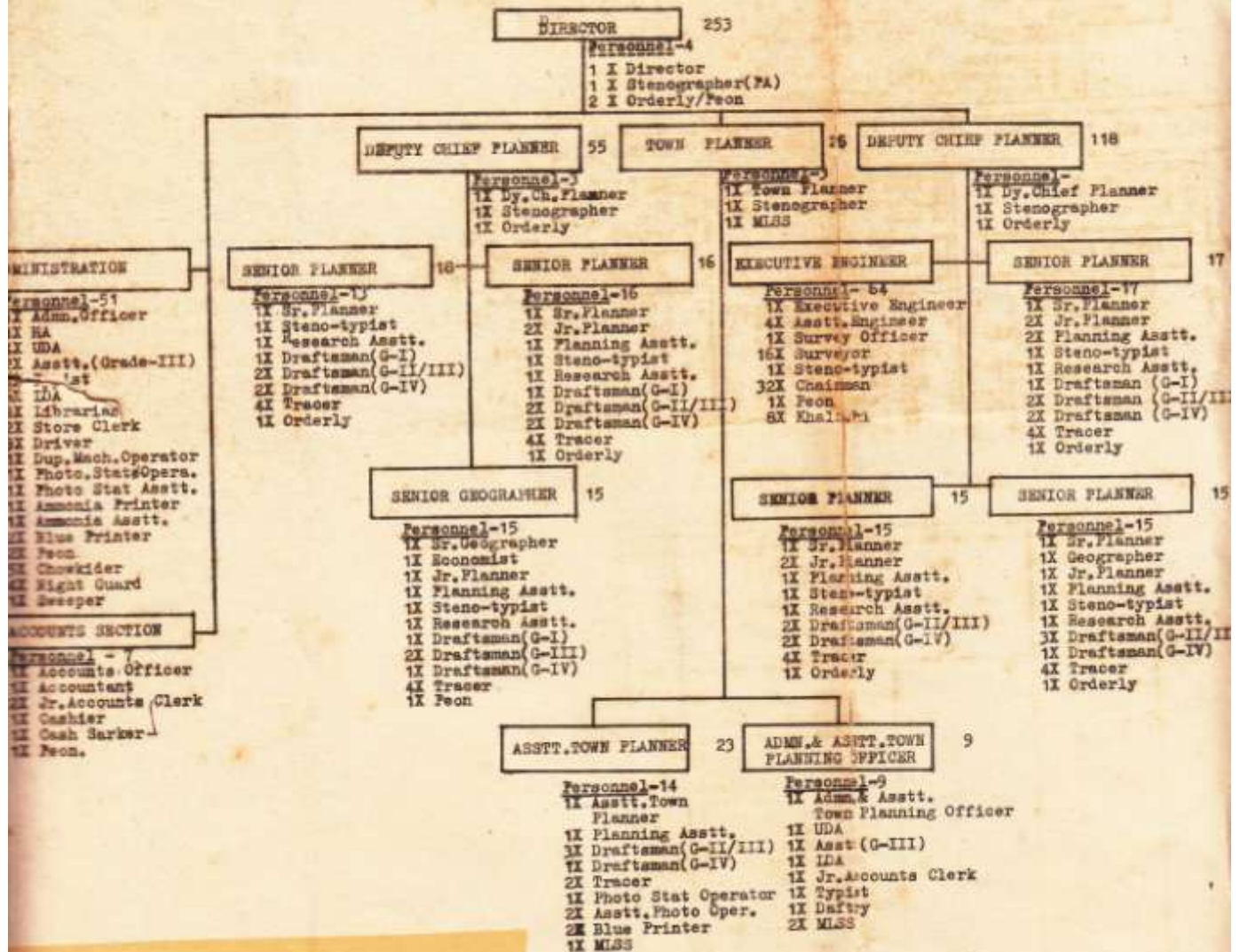
15. The Committee recommends that a vigilant eye be kept on the performance of the UDD and an evaluation be made in about a year's time, after which a final decision about its continuance or otherwise be taken.

CONCLUSION

16. To make the organisation more functional keeping an eye on resource constraints it has been reorganised. In reorganising the Urban Development Directorate, the originally sanctioned strength has been reduced from 255 posts to 190, indicating a reduction of 65 posts. Consequently annual saving will be to the tune of Tk. 6 lakhs. Some of the posts like those of the Deputy Chief Planner, Assistant Town Planner, Junior Planner, Planning Assistant and Survey Officer have been redesignated as those of Deputy Director, Senior Planner (Town Planning), Planner, Assistant Planner and Survey Supervisor respectively without any change in their pay, rank and status.

**EXISTING ORGANIZATION
URBAN DEVELOPMENT DIRECTORATE
MINISTRY OF WORKS**

**ANNEXURE
Phase II, Volume
Chapter V**



SUMMARY OF MANPOWER

Sl. No.	NAME OF POST	SANCTIONED	SAVED
CLASS-I			
1.	Director	1	-
2.	Town Planner	1	-
3.	Deputy Chief Planner	2	1
4.	Senior Planner	5	2
5.	Asstt. Town Planner	1	1
6.	Senior Geographer	1	1
7.	Executive Engineer	1	-
8.	Junior Planner	10	4
9.	Asstt. Engineer	4	1
10.	Geographer	1	1
11.	Economist	1	-
12.	Sociologist	1	-
13.	Planning Asstt.	7	4
14.	Accounts Officer	1	1
15.	Admn. & Asstt. Town Planning Officer	1	-
16.	Total	36	13
CLASS-II			
		1	-
CLASS-III			
		130	89
CLASS-IV			
		78	48
Grand Total		255	150

CHARTER OF DUTIES

Director.

1. To act as administrative head and is responsible for overall administration of the Directorate.
2. To act as an adviser to the administrative Ministry on technical matters and on formulation of policies concerning the Directorate.
3. To co-ordinate between the Departments of the Government and the Autonomous bodies who prepare and execute development projects related to human settlements and implement them.
4. To prepare and to formulate schemes and projects on urban and regional planning, area development, environmental improvements and upgradation of low-income settlements, Thana Centre Planning etc. throughout the country with the help of the Deputy Directors under him.
5. To render advisory services to different Government/Autonomous bodies, viz., as member Central Land Allocation Committee, member WASA, member Curriculum Committee of the Bangladesh University of Engineering and Technology, etc.
6. To act as Principal Accounting Officer of the Directorate within the budget provision.
7. To be responsible for the administration and execution of function of the Directorate as per Acts, Ordinance, Rules and Regulations and Directives issued by the Government from time to time.
8. To be responsible for proper functioning and discipline of the Directorate.
9. To provide executive and operational guidance to the field staff and exercise control and supervision over them.
10. To be responsible for appointing Class II, III and IV employees of the Directorate as per existing procedure.
11. To be responsible for issuing clear standing orders as per rules laying down the maximum extent of delegation of powers to the officers serving under him.
12. To control and supervise the work of the Directorate.

13. To represent the Directorate and where personal representation is not possible to select representative on his behalf.
- ✓ 14. To grant earned leave etc. to all Class-I Officers under him.
15. 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.
16. To inspect his office at least once in a month and field offices at least once in a quarter in addition to annual inspection.
- ✓ 17. To allocate duties of officers as and when required.
18. Ensure revenue collection where applicable and safe guard Government property under his charge.
19. To be responsible for maintaining proper security measures of the Directorate.
- ✓ 20. Any other duties assigned by the Government.

Deputy Director (Physical Planning)

1. To guide and supervise the works of the Senior Planners under him in preparing master plans/land use plans of various settlements at district, subdivision and thana levels.
2. To supervise detail planning activities of the Directorate including site planning, layout planning etc.
- ✓ 3. To be overall incharge of the store of the Directorate.
4. To be the head of the Survey pool of the Directorate.

Deputy Director (Research and Co-ordination)

1. To assist the Director in matters of research and co-ordination of Urban/Regional Planning activities.
2. To assist the Director in execution of the aided projects of the Directorate and for monitoring and evaluation of such projects.
3. To guide and supervise the works of the Senior Planners under him.
4. To conduct in-service training to the officers and staff of the organizations involved in physical planning and services.
5. To organise/initiate seminars/workshops and to disseminate physical planning information through regular publications of research on human settlement planning and development.
6. To be overall in-charge of the Planning Cell of the Directorate.

Senior Planners (Thana Centre Planning)

1. To be the incharge of existing/new urban centre planning at district, subdivision and thana levels.
2. To prepare the draft plans, reports etc. on master plans/land use plan, for district, subdivision and thana centres under the guidance and supervision of the Deputy Director (PP).
3. To represent in all the district committees constituted by the Government wherever urban Planning and land use are involved.

Senior Planners (Town/Urban Planning)

1. To prepare under the guidance and supervision of the Deputy Director (PP); detailed plans including site plans and layout plans under Town Planning projects.

Senior Planner (Regional Planning)

1. To prepare draft plan and report on regional planning.
2. To assist the Deputy Director (R&C) for development [of planning methodology and design standards.
3. To work with the internationally aided physical planning and human settlement programmes of the Directorate under the guidance and supervision of the Deputy Director (R&C).

Senior Planner : (Co-ordination, Training and Planning Cell)

1. To be the designated Officer in-charge of the planning cell of the Directorate.
2. To review and monitor the progress of all activities of the Directorate.
3. To organise in-service training/seminars/workshops and to disseminate information through regular publications of research and planning materials on urbanization and human settlement planning and development under the guidance and supervision of the Deputy Director (R&C).
4. To prepare working paper, documents, maps and charts etc. for presentation to the National Council under the guidance and supervision of the Deputy Director (R&C).

Senior Geographer (Research)

1. To conduct research on urbanization, land-use and land development.
2. To be the designated Officer in-charge of data management of the Directorate.
3. To be the overall in-charge of the Directorate Library and the custodian of restricted maps and photographs.
4. To conduct socio-economic surveys as and when needed.

Planner (Physical Planning)

1. To assist the Senior Planners in the preparation of plans and reports on the projects assigned to him/her.
2. To conduct physical and socio-economic surveys, prepare maps, charts and data presentation on the projects assigned to him/her.

Planner (Research and Co-ordination)

1. To assist the Senior Planner for development of planning, methodology, design standard and other related matters on regional planning.
2. To assist the Senior Planner for reviewing and monitoring of the activities of the Directorate.

Geographer

1. To assist Senior Geographer in conducting research on land use and land development.
2. To be the Officer-in-charge of the Directorate's restricted maps and photographer.

Sociologist

1. To assist Senior Geographer in conducting socio-economic surveys.
2. To be the Officer-in-charge of the Directorate Library.

Economist

1. To assist Senior Geographer in preparing research design.
2. To assist Senior Geographer for data management, data presentation and demographic analysis.

Assistant Engineer

1. To be responsible for undertaking physical Survey as and when required by the Senior planners.
2. To be the in-charge of store of the Directorate.

Assistant Planner

1. To supervise the draftsman and junior technical staff dealing with the preparation of master plans/land use plans for urban centres and industrial complexes, etc.
2. To supervise and ensure quality of mapping/planning outputs of Regional plans, master plans/land use plans, layout plans, etc.
3. To supervise the works of research assistants.

Accounts Officer

1. To be the drawing and disbursement officer of all of staff and supervise the budgeting and accounting of financial matters of the Directorate.

ANNEXURE 'C'
Phase II, Vol. XV,
Chapter VI.

STATE OF CLASS-I OFFICERS

Sl. No.	Name and Designation.	Date of birth.	Date of appointment as Class-I Officer.	Date of joining the present post.	Remarks.
1	2	3	4	5	6
1.	Mr. Anil Chandra Das, Deputy Chief Planner and Director-in-Charge.	21-8-1937	29-10-1962 (As Junior Planner)	24-6-1975	Post of Director is vacant, Current charge held by Mr. Anil Chandra Das since 24-6-75.
2.	Mr. Alauddin Ahmed, Senior Planner.	1-3-1942	30-11-1966 (As Asstt. Engineer)	8-2-1973	
3.	Mr. Md. Shaukat Ali Khan, Senior Planner.	12-2-1942	6-12-1972 (As Junior Planner)	15-2-1978	
4.	Dr. Sarafat Ali Sikder, Senior Geographer.	1-2-1938	18-10-1972 (As Sr. Geographer)	18-10-1972	
5.	Mr. Monoranjon Mondal, Assistant Town Planner.	3-11-1926	25-8-1972 (Administrative & Asstt. Town Planning Officer).	23-1-1979	
6.	Mr. M. Khorshed Alam, Junior Planner.	9-7-1938	5-4-1970 (Research Officer, Planning Dte, Capital Dev. Authority, Islamabad).	20-1-1973	
7.	Mr. Md. Hasan Jahangir, Assistant Engineer.	1-5-1951	13-6-1975 (As Asstt. Engineer)	13-6-1975	
8.	Mr. Md. Fazlur Rahman, Geographer.	16-12-1946	2-1-1974 (As Geographer)	2-1-1974	
9.	Mr. A. B. M. Abdul Mannan, Planning Asstt.	1-8-1928	4-7-1973 (As Planning Asstt.)	4-7-1973	
10.	Mr. Md. Afazuddin, Planning Assistant.	1-3-1934	4-7-1973 (As Planning Asstt.)	4-7-1973	
11.	Mr. Md. Moslem Ali Sikder, Planning Asstt.	26-6-1943	4-7-1973 (As Planning Asstt.)	4-7-1973	
12.	Mr. Abdus Sauf, Planning Assistant.	18-10-1943	4-7-1973 (As Planning Asstt.)	4-7-1973	
13.	Mr. Ali Akbar, Accounts Officer and Addl. Charge of Administrative Officer.	1-5-1932	4-10-1973 (As Audit and Accounts Officer.)	11-1-1983	
14.	Mr. Quazi Md. Nuruz-zaman, Research Officer.	11-11-1948	30-9-1971 (As Lecturer in Economics.)	5-9-1977	Project based
15.	Mrs. Syeda Monira Akter, Research Officer.	10-1-1948	21-7-1977 (As Research Officer)	21-7-1977	Ditto
16.	Mr. Ghulam Murtaza, Research Officer.	16-12-1950	21-7-1977 (As Research Officer)	21-7-1977	Ditto

STATE OF TRANSPORT

Sl. No.	Registration No.	Type of vehicle	Serviceability	User	Source	Wholetime/ Part time.	Remarks
1	2	3	4	5	6	7	8
1.	JAS-63-1765	Car	Running Condition.	Mr. Anil Chandra Das, Director-in-Charge.	UNDP (Under the National Physical Planning Project.	Whole time for official use.	
2.	JAS-63-1844	Jeep (Land Cruiser : 10-Seater)	Ditto	U. D. D. Pool	Ditto.	—	
3.	JAS-63-1843	Jeep (Land Cruiser : 10-Seater)	Ditto	Ditto	Ditto.	—	
4.	JAS-63-630	Fiat (Station Wagon)	Ditto	Ditto	Government.	—	
5.	JAS-63-1855	Car	Ditto	Mr. C. A. Solis, Project Manager, National Physical Planning Project.	UNDP	—	
6.	JAS-63-1845	Jeep (Land Cruiser)	Ditto	Mr. Ian D. Mekce, Physical Planning Expert.	Ditto.	—	
7.	JAS-63-1844	Jeep (Land Cruiser)	Ditto	Dr. L. H. Muench, Physical Planning Expert.	Ditto.	—	
8.	JAS-63-632	Jeep (Land Cruiser)	Out of Order	Ministry of Works.	Government	—	
9.	DAC-GA-769	Station Wagon	Auctionable		—	—	
10.	DAC-DA-1583	Pick-up	Out of Order since April/82.	Mr. M. Mondal, Asst. Town Planner	Chief Engineer, P. W. D.	—	Town Planning office of P. W. D. recently merged with Urban Dev. Directorate.