Government Of The People’s Republic Of Bangladesh

Office of the Upazilla Nirbahi Officer

Bheramara, Kushtia

Web site : bheramara.kushtia.gov.bd

E-mail : unobheramara@mopa.gov.bd

**Certificate to Public Service**

Vision : To ensure service in a short time at lower cost

Mission : Ensuring fast service to the doorsteps of the people

Purpose : Facilitation of government services

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| SL No. | Name of Service | Necessary Highest time | Necessary papers | Places for colleting Necessary Papers | Fees/Charges to be credited by code and when to credit should be mentioned | Officer in charge (Rank, Bangladesh code, Dist/Upazilla code with Telephone and E-mail | Senior officer to whom appeal or complaint can be made (Designation of Officer, Bangladesh Code, Dist/Upazilla Code, Telephone & E-mail Number ) |
| 1. | Regarding fixing up the cultivable fallen land/Khas Land | Within 3 days after the approval of Upazilla Cultivable land fixation committee meeting proposed by AC Land | The proposal to be forwarded to DC by the recommendation of UNO after being approved by the Upazilla Khas Land fixation committee | Office of AC (land), UNO, DC, | Free of Cost/ Without Payment | UNOPhone : 07022-71329Mob : 01730473627unobheramara@mopa.gov.bd | DC, KushtiaPhone : 07162300dckushtia@mopa.gov.bd |
| 2. | Regarding fixing up the uncultivable fallen land/Khas Land | Within 3 days after being proposal by AC(Land) | The proposal to be forwarded to DC by the recommendation of UNO offer being approved by the Upazilla Khas Land fixation committee | Office of AC (land), UNO, DC, Ministry of Land | Free of Cost/ Without Payment | Do | Do |
| 03 | Implementation programmes by the allotment through ministry of relief affairs | Within 2 days after the proposal from the officer, project Implementation, by the approval of committee (TR) Concerned | Do is given according to the recommendation of project implementation officer after the approval of Union TR/ Kabikha Committee | Project implementation office, UNO office, Upazilla Chairman Office, Upazilla Account Office (if necessity) | Free of Cost/ Without Payment | Do | Do |

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| 04 | Regarding VGF cash pay/ providing relief materials  | Within 2 days after the proposal places by the officer, project implementation | The proposal from project implementation officer to be approved by UNO | Office of Project implementation, Office, UNO (if necessary) | Free of Cost/ Without Payment | Do | Do |
| 05 | Bill Payment of contractor or the president of the committee of the project allotted by LGED (if applicable) | Within 2 days after getting proposal from Upazilla Engineer’s office | Bill to be approved after having proposal from upazilla Engineer by direct inspection (if Necessary) | Office of Upazilla Engineer, UNO, Account Section (if Necessary) | Free of Cost/ Without Payment | Do | Do |
| 06 | Project Under ADP | Within 2 days after getting proposal from Upazilla Engineer’s office | Bill to be approved by UNO after receiving proposal from upazilla Engineer by direct inspection (if Necessary) | Office of Upazilla Engineer, UNO, Account Section (if Necessary) | Free of Cost/ Without Payment | Do | Do |
| 07 | lease of water-side  | Within 02 Month before 1st day of Bangla year  | According to the principles (by tender) | office of UNO | Free of Cost/ Without Payment | Do | Do |
| 08 | Giving Bill of salary to the Nor-Govt. secondary school and Madrasa and performing miscellaneous administrative responsibilities as the president of maneging committee | Bill of salary within 02 days and in case of other administrative jobs within 07 days just after having proposals | After the bill to be submitted by the Head Teacher  | office of UNO | Free of Cost/ Without Payment | Do | Do |

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| 09 | Giving govt. allowances to UP Chairman, Member, UP Secretary, Village Police  | According to the needs of the beneficiaries, their allotment is informed | Within 05 days allowance money to be provider/given after submission of necessary papers | Office of UNO, Accounting, Ministry/Division/ Organization (If necessary) | Free of Cost/ Without Payment | Do | Do |
| 10. | General Certificate case | According to the rules | According to PDR Act-1913 | Office of UNO | Not Applicable for this office | Do | Do |
| 11. | Criminal Act Case of section-98, 100, 107, 133, 144, 145 | Settlement according to criminal Act. | Settlement according to criminal act and investigation (if necessary) | Upazila Nirbahi Magistrate | Not Applicable for this office | Do | Do |
| 12. | Operation of Mobile court and sending of report return | Any day of the week as per necessity | Solution according to the order of the govt. and law | Office of UNO and Upazila Nirbahi Magistrate | - | Do | Do |
| 13. | Distribution of Forms for performing Haj and Giving Advice | Soon after submitting application | Form, Information and advice given according to the application | office of DC, UNO | Not Applicable for this office | Do | Do |
| 14. | Regarding to be done Advice, Information and what local govt. (Union Parishad) | To be provided within a short time as per demand | Necessary advice is given in the office of the Upazila Nirbahi Officer | office of UNO, Union Chairman | Not Applicable for this office | Do | Do |

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| 15. | Duties imposed on the president (s) of different committee (s) | Within possible time by discoussion between the sectary and the president of the committee  | To be implemented by the committee through meeting  | office of DO,UNO |  | Do | Do |
| 16. | Regarding investigation and complaint | Within 15 days after submission of necessary paper | As per direct investigation, verification of paper and receiving oral speech of the complainants.  | Office of UNO | Not Applicable for this office |  |  |
| 17. | Appointment of presiding officer for forming managing committee of educational institution  | Within 02 working days  | 1. Application to be submitted by headmaster on school pad. 2. Papers of the prior committee on its formation and tenure. |  |  | Do | Do |
| 18. | Nomination of guardian members for Ad hoc committee of educational institutions | Within 02 working days | 1. Application on school pad.2. Submission of 03 proposed guardians.  |  |  | Do | Do |

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| 19. | Giving opion for selecting Exam-centres For JSC/SSC |  |  |  |  | Do | Do |
| 20. | According to Information Right Act-2009, Demanded information to be provided | 07 Working days | Application to be submitted by Email/Forms | Office of UNO  |  | Do | Do |
| 21. | Signature on cheque for the allowances for the old, widow, divorced women, distressed women, disabled and educational stipend for the disabled. | 01 working day | Documents to be provided by the office of upazilla social welfare | Office of UNO |  | Do | Do |
| 22. | Approval and disbursement of youth loans | 01 working day | Documents received from the Upazila Youth Development Officer, containing1. Application form.2. Mortgaged copy /Deed / entry of ledger in favor of land ownership3. Certificate of training by Youth Development4. Applicant's photo-1 copy5. Photocopy of National Identity Card6. 5% savings deposit of approved loan | Directorate of Youth Development |  | Do | Do |

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| 23. | Giving Sub-allotment to dealers of fertilizers allotted from district | 01 working day | 1. Document with early information.2. Invoice form to be collected from member-secretary (Upazilla Agriculture Officer) of Upazilla Seeds and fertilizers Monitoring Committee | Upazilla Agriculture Officer |  | Do | Do |
| 24. | Giving Funeral Expenses for late freedom fighters | 01 working day | UNO/Officer in charge of giving guard of honour carrying blank application and necessary money with him. | Application form to be collected from UNO Office | free | Do | Do |
| 25. | Forwarding birth certificate amendment form, birth-death registration to the register, Dhaka | 02 hours | Birth registration amendment form | Municipality/Union Parisahd digital centres concerned | free | Do | Do |
| 26. | Cell committee of children and women persecution protection | Both sides to be noticed by upazilla officer for women affairs, within 10 days | Existing dispute between two sides to be settled after hearing, by the cell committee of children and women persecution protection | Upazilla Women Affairs Officer, Social welfare Officer and UNO | free | Do | Do |

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| 27. | Giving Allowances for freedom fighter | Within 33 days | Cheque received from DC office and collected from concerned Bank and given to them | Office of UNO and Social welfare Officer | Free | Do | Do |
| 28. | Giving recommendation for collecting books for non govt. libraries from national book centre | 02 hours | Application forms provided by NBC | NBC, Ministry of Cultural Affairs, 5/C, Bangobandhu Avenue, Dhaka-1000. E-mail-granthakendro.org@gmail.com Web : www.nbc.org.bd | Free | Do | Do |
| 29. | Public Hearing | Every Wednesday | Application on white paper (with court free) | white paper | Free | Do | Do |