



MYCZRvZŠk eisj ፲` k miKvi

“ibiq miKvi cōKškj Aia`Bi

DctRj v cōKškj xōi Kihq q

KvK®, htkvi |

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Dbqbi MYZŠ;
tkL nmbvi gj-gš;

tmev cōib cōkaz (Citizen's Charter)

Gj RBW MiKvi ms~ v mntmte tckv~ Z; ` P|Z| I KihKivite mftm3 ci ~ui m~uKZ I mnvqK Kihqmgm ev~braqtb fngKv
cij b Ki~et

- mgwRK I c~tekMZ welqmgm wetePbvq wbtq RbMY I ~ibiq miKvi c~Zotbi AskMnY mboZKi~Yi gva~tg c~ienb I thM~thM LvtZi Dbqb, e~emv-emvYR m~u~vi~Y AeKvWtgmZ Dbqb Ges ~ibiq Rb~Mi~ox I AskRb~ i tmev c~ib
Ki~et |
- Ki~i Mvi I c~ZombK mnvqZvi gva~tg ~ibiq miKvi c~Zobmgmni m~igZv Dbqb Ges ~ibiq Rb~Mi~ox I AskRb~ i tmev c~ib
Ki~et |

Gj RBW MiKvi ~ibiq AeKvWtgv Dbqb I e~e~cbvi gva~tg Kii I AKii LvtZ Drcv` b emx, Kgms~v m~o, Av~mgwRK Ae~v Dbqb, ~ibiq
miKvi c~Zotbi c~i Pj b e~e~v D~Kiy Ges ~ibiq chq~mi ~ibiq p~t~AbNUK mntmte KvR Kiv|

μ. bs	tmev big	c~q~Rbq m~ePP mgq	c~q~Rbq KmRcT	c~q~Rbq KmRcT c~bi ~ib	ld/PtRn	mZfB KgRZP	Da~Zb KgRZP (hvi Kt0 Aicj ev Ait~hll Kiv h~te)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
MgjY AeKvWtgv Dbqb							
01	K) moK ibgjY/cpbgy/cpb~mb L) eR, Kj f~UibgjY/cpbgy M) t~_tm~v~i/nlU evRv~i Dbqb N) N~U/l~U ibgjY O) DctRj v I BD~bq~ c~i l` feb ibgjY/i~y~teyeb P) AeKvWtgv i~y~teyeb	Pri~ Abjhq~ c~E mgq	msik~ Dbqb Kt~Ri ~ic~ ~yj, ~c~jb~ I Ab~ib~ KmR c~i~	DctRj v c~K~k~j~i Kihq q	c~h~R~ ~t~f~ ~ic~ ~y~j~ e~b~z~ i	DctRj v c~K~k~j~x	ibefnx c~K~k~j~x, Gj RBW, tRj v ht~vi
bMi AeKvWtgv Dbqb							
02	K) moK dUc~Z ibgjY/cpbgy L) b~g~ibgjY/cpbgy M) evRv~i Dbqb N) em/UK Umg~b~j ibgjY O) ~wi~`~w~t~g~P~b, eR~`~e~`~c~b~v, ew~`~D~b~q~ Kihqmg Ges bMi D~b~q~ c~i~K~i~b~ I m~y~g~Z~v e~p~K~i~Y K~i~M~i~x~ m~n~v~Z~v	Pri~ Abjhq~ c~E mgq	c~k~i~i c~q~Rbq Z~i~	DctRj v c~K~k~j~i Kihq q	c~h~R~ gj~	DctRj v c~K~k~j~x	ibefnx c~K~k~j~x, Gj RBW, tRj v ht~vi
~y~i~K~i~ c~b~ m~u~`~ D~b~q~							
03	K) Kii Kt~R f~D~c~v~i ~i~P~i~K~i~ c~i~b~ m~u~`~t~U~K~M~B~ e~e~`~c~b~v~i t~i~t~i~ t~e~v~b~m~g~m~v~i~ m~g~i~b~ ~A~b~y~ 1000 t~i~i~ R~i~t~Z~ K~i~l~ D~r~c~v~`~b~ e~i~i~ j~i~t~i~ t~m~p~i~ c~i~b~ m~s~p~u~i~ m~g~m~i~v~i~t~h~g~b~ t~m~p~ G~j~v~K~v~ e~i~x~ c~i~b~ m~s~i~i~Y~ e~b~v~e~e~`~c~b~v~ I~ R~j~v~e~Z~v~ `~i~K~i~Y~	A~t~e~`~b~i~ 6~g~t~m~i~ g~t~a~ c~K~i~u~ e~v~b~t~h~m~ ~K~b~ t~m~ e~v~c~i~i~ A~e~n~Z~ K~i~v~ n~e~i~ ~ e~v~b~t~h~m~ n~t~j~ t~o~ t~t~K~ ~B~ e~t~i~i~ g~t~a~ c~K~i~i~ m~d~j~ c~i~l~ q~h~t~e~ ~	K) A~t~e~`~b~c~T~ L) K~g~i~f~i~ R~i~g~i~ n~i~j~ b~M~v~`~ K~i~M~R~C~T~i~	DctRj v c~K~k~j~i Kihq q	wef~M~ KZK~ ba~i~Z~ gj~	DctRj v c~K~k~j~x	ibefnx c~K~k~j~x, Gj RBW, tRj v ht~vi
	L) Dc~c~k~i~i~ ~ibiq~ ~i~m~s~k~o~ e~i~f~i~ i~m~g~s~t~q~ c~i~b~ e~e~`~c~b~v~ m~e~i~q~ m~g~i~Z~ (c~v~e~m~) M~v~b~ I~ Av~ ~m~g~w~R~K~ D~b~q~b~ c~i~Z~o~b~K~ m~n~v~Z~v~ c~i~b~ c~i~m~m~ Gi~ ~i~Z~v~ e~i~i~ j~i~t~i~ m~s~M~v~b~K~ ~i~i~n~m~K~i~Y~ Av~K~ t~j~b~b~ m~n~v~e~, K~i~l~ D~b~q~b~ M~e~i~c~i~ I~ n~m~g~j~ M~c~j~b~ g~r~m~ P~v~l~ m~n~ Ab~v~b~ m~g~w~R~K~ D~b~q~b~ K~t~R~ c~i~k~i~Y~ m~n~v~Z~v~	Dc~c~k~i~i~ c~i~k~i~Y~ K~t~j~ ~v~i~ Abjhq~	K) A~t~e~`~b~c~T~ L) c~v~e~m~ Gi~ g~w~m~K~ m~f~i~q~ m~j~w~i~k~ m~a~j~Z~ K~i~h~e~i~Y~ I~ Ab~v~b~	DctRj v~ ch~q~ ibefnx c~K~k~j~i~ Kihq q, n~e~M~A~ DctRj v~ ch~q~ DctRj v~ c~K~k~j~i~ Kihq q	c~k~i~i~ g~v~b~p~j~ Abjhq~	t~d~b~ t~ 04228~ -~ 75387~ E~m~a~l~: ue.sars_ha@lg_ed.gov.bd	t~d~b~ 083163559~ 01708123199~ Bt~g~B~j~ xen~jessore~ @lged.gov.bd
	M) AeKvWtgv i~i~Y~e~i~Y~ Ges~ R~e~K~v~ D~b~q~b~ F~Y~ m~n~v~Z~v~ c~i~b~ ~ n~i~s~i~Z~ Dc~c~k~i~ c~i~m~m~ KZK~ A~s~k~M~b~Y~j~ K~i~b~q~g~Z~ i~i~Y~e~i~Y~ K~i~v~ i~A~c~i~B~ I~K~Z~m~c~i~T~ R~i~a~i~ I~t~g~s~m~g~x~ i~i~Y~e~i~Y~t~b~i~R~b~ c~q~Rbq~ A~c~i~v~i~ c~i~b~	3~g~m~ (A~e~o~t~i~i~ m~W~t~m~ -~ R~b~g~v~i~x~ g~r~m~i~ g~t~a~ c~i~f~e~ t~c~i~Y~m~c~i~Y~)			c~k~i~i~ g~v~b~p~j~ Abjhq~		

<i>μ. bs</i>	<i>tmevi big</i>	<i>c̄lqRbq m̄t̄pp mgq</i>	<i>c̄lqRbq KMRc̄l</i>	<i>c̄lqRbq KMRc̄l c̄lbi t̄b</i>	<i>ld/PtRm</i>	<i>wqZc̄B KgRZP</i>	<i>DaīB KgRZP (hvi KdQ Aicj ev AifthM Kivhē)</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
W̄t̄c̄RU I qvK°							
04	c̄lqK w̄k̄yv Aia`Bimn Ab̄ib̄ ḡyj q̄wefM` B̄ii W̄t̄c̄RU I qvK°	P̄i³ Ab̄hvqz c̄l Ē mgq	msik̄ D̄bq̄ K̄t̄Ri `i c̄l̄ `ij c̄l̄jb̄	DctRj v c̄lK̄skj x̄i K̄h̄q̄ v msik̄ Bī	W̄bañi Z̄ ḡj̄ Ab̄hvqz	DctRj v c̄lK̄skj x̄	W̄befnx c̄lK̄skj x̄, Gj̄w̄RBW, t̄Rj v h̄kv̄
W̄q K̄h̄p̄g							
05	K) ewl̄ R̄ μq c̄l K̄ b̄ (Annual Procurement Plan)	A_ eQii i i i Z̄ w̄bqgubhvqz nyj b̄w̄M̄ K̄v nq̄	c̄l̄hiR̄ bq	http://www.eproc ure.gov.bd	W̄bigt̄j̄		
	L) c̄Z̄m̄ie i v̄n/t̄mev Gi w̄Avcb ev̄ `i c̄l̄ w̄AñB c̄lK̄l	w̄icAri-08 Ab̄hvqz	c̄l̄hiR̄ bq	DctRj v c̄lK̄skj x̄i K̄h̄q̄		DctRj v c̄lK̄skj x̄	W̄befnx c̄lK̄skj x̄, Gj̄w̄RBW, t̄Rj v h̄kv̄
	M) `i c̄l̄ ms̄p̄s̄i AifthM `ml̄j w̄b̄w̄EñK̄Y	02 gm	`i c̄l̄ ms̄p̄s̄i `ij w̄	DctRj v c̄lK̄skj x̄i K̄h̄q̄	w̄icAri- 08 Ab̄hvqz		
Z_ AiaKvi AvBb							
06	Z_ AiaKvi AvBb Ab̄hvqz P̄wñZ Z_ c̄l̄b̄ (AeKñWt̄ḡi D̄bq̄/t̄ḡi ḡZ̄ ms̄p̄s̄i Ait̄e`b er̄l̄q̄b̄ ms̄p̄s̄i mgm̄v, AifthM Ab̄ib̄)	30 K̄h̄q̄ em	Z_ AiaKvi AvBb, 2009 Gi av̄i v̄ 8 Ab̄hvqz	http://www.lged. gov.bd	Z_ AiaKvi (Z_ c̄l̄b̄ ms̄p̄s̄i) w̄agj̄ v, 2009 Gi w̄ea 8 Ab̄hvqz	DctRj v c̄lK̄skj x̄	W̄befnx c̄lK̄skj x̄, Gj̄w̄RBW, t̄Rj v h̄kv̄
W̄biñK							
07	K) 10-20 t̄M̄f³ KgPvi MYt̄ i kl̄s̄i w̄et̄b̄ b̄ QñU ḡÄj̄i	03 K̄h̄q̄ em	K) Ait̄e`b c̄l̄ L) meñkl̄ k̄ñs̄i w̄et̄b̄ b̄ QñU ḡÄj̄i c̄l̄	DctRj v c̄lK̄skj x̄i K̄h̄q̄			
	L) 10-20 t̄M̄f³ KgPvi MYt̄ i w̄GmAvi Gi w̄ea 149 W̄bañi Z̄ QñU w̄agj̄ v Ab̄hvqz Ait̄e`b QñU ḡÄj̄i	03 K̄h̄q̄ em	w̄ea Ab̄hvqz K̄MR c̄l̄/t̄ḡiW̄K̄v̄j̄ mb̄	DctRj v c̄lK̄skj x̄i K̄h̄q̄ / msik̄ w̄mcvZij	W̄bigt̄j̄	DctRj v c̄lK̄skj x̄	W̄befnx c̄lK̄skj x̄, Gj̄w̄RBW, t̄Rj v h̄kv̄
	M) 10-20 t̄M̄f³ KgPvi MYt̄ i w̄GmAvi Gi w̄ea 149 w̄ea 197 Gi Dctea-1 Ab̄hvqz ḡZZK̄j̄ b̄ QñU ḡÄj̄i	03 K̄h̄q̄ em					
W̄leia							
08	W̄biq̄ mi Kvi c̄l̄Z̄ib̄, DctRj v c̄l̄ l̄ B̄Dñbq̄ c̄l̄ l̄ i Ait̄e`b c̄l̄ Z̄it̄R K̄vi M̄ix mn̄qZij c̄l̄b̄	P̄wñV̄ l̄ er̄eZ̄v̄ Ab̄hvqz c̄l̄hiR̄ mgq	K) Ait̄e`b c̄l̄ L) K̄t̄Ri Ae`b l̄ w̄eiY m̄ñj Z̄ c̄l̄ l̄ m̄ñj K̄h̄ w̄ei Yx	DctRj v c̄l̄ l̄ msik̄ BDñbq̄ c̄l̄ l̄ DctRj v c̄lK̄skj x̄i K̄h̄q̄	W̄bigt̄j̄	W̄qZc̄B KgRZP DctRj v c̄lK̄skj x̄	W̄befnx c̄lK̄skj x̄, Gj̄w̄RBW, t̄Rj v h̄kv̄
09	W̄AiBGm ḡvc mi eiv̄	07 c̄l̄Ak̄v̄ em	Ait̄e`b c̄l̄	c̄l̄hiR̄ bq	200 ŪK̄v̄ t̄c- Ait̄e`b ḡañḡ	DctRj v c̄lK̄skj x̄ mn̄Kvi x̄ c̄lK̄skj x̄, W̄AiBGm BDñbU, Gj̄w̄RBW m̄ i`Bī	W̄befnx c̄lK̄skj x̄, Gj̄w̄RBW, t̄Rj v h̄kv̄

W̄qZc̄B KgRZP big | c̄ext

Rb̄e Gg, Gg, ḡiḡb̄ n̄m̄v̄b̄, DctRj v c̄lK̄skj x̄, Gj̄w̄RBW, kvk̄ K̄y bs-301, Pb̄i añU n̄m̄M̄, t̄dib 01771660057 |

Rb̄e t̄git ḡQq̄i i nḡib̄, Dc mn̄Kvi x̄ c̄lK̄skj x̄, Ait̄e`b, K̄y bs-304, t̄dib 01716717620, `W̄qZc̄B Gj̄vKv BDñbq̄ 3, 1 7 |

Rb̄e t̄git Ait̄e`b añgv̄ib̄ w̄ek̄m̄, Dc mn̄Kvi x̄ c̄lK̄skj x̄, Ait̄e`b, K̄y bs-304, t̄dib 01711108975, `W̄qZc̄B Gj̄vKv BDñbq̄ 2, 4 1 10 |

Rb̄e t̄git b̄wQi D̄t̄xb̄, m̄ñf̄v̄i, Ait̄e`b, K̄y bs-306, t̄dib 01719921687, `W̄qZc̄B Gj̄vKv BDñbq̄ 1, 2, 8 1 9 |