



গাজীপুর সিটি কর্পোরেশন

নগর ভবন, গাজীপুর।

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শেখ হাসিনার মূলনীতি
গ্রাম শহরের উন্নতি

স্মারক নং:- ৪৬.১৯.০০০০.০১৮.১৪.০১৪.২২ . ২৬

তারিখ : ২২/০২/২০২৪

বিষয় : UDCGP এর আওতায় গাজীপুর সিটি কর্পোরেশন এর Governance Improvement Activity, Progress Report Quarter-2, FY-2023-2024 প্রেরণ প্রসঙ্গে।

উপর্যুক্ত বিষয়ের প্রেক্ষিতে UDCGP এর আওতায় গাজীপুর সিটি কর্পোরেশন এর Governance Improvement Activity, Progress Report Quarter-2, FY-2023-2024 এর রিপোর্ট আপনার সদয় অবগতির জন্য প্রেরণ করা হলো। উল্লেখ্য যে রিপোর্টে উল্লেখিত Evidence, Focal Person, এ কে এম হাবুবুর রশীদ, নিবাহী প্রকৌশলী, গাজীপুর সিটি কর্পোরেশন এর নিকট সংরক্ষিত আছে।

সংযুক্তি : Progress Report Quarter-2, FY- 2023-2024।

প্রকল্প পরিচালক

আরবান ডেভেলপমেন্ট গ্র্যান্ড সিটি গভারন্যান্স প্রজেক্ট (ইউডিসিজিপি)

স্থানীয় সরকার প্রকৌশল অধিদপ্তর

আগারগাঁও, শেরে বাংলা নগর, ঢাকা-১২০৭।

(জায়েদা খাতুন)

মেয়র

গাজীপুর সিটি কর্পোরেশন, গাজীপুর।

স্মারক নং:- ৪৬.১৯.০০০০.০১৮.১৪.০১৪.২২ . ২৬

তারিখ : ২২/০২/২০২৪

অনুলিপি : সদয় অবগতির জন্য (জৈষ্ঠ্যতার তিথিতে নয়) :

০১. প্রধান নির্বাহী কর্মকর্তা, গাজীপুর সিটি কর্পোরেশন, গাজীপুর।

০২. সচিব, গাজীপুর সিটি কর্পোরেশন, গাজীপুর।

০৩. প্রধান প্রকৌশলী, গাজীপুর সিটি কর্পোরেশন, গাজীপুর।

০৪. অফিস কপি।

(জায়েদা খাতুন)

মেয়র

গাজীপুর সিটি কর্পোরেশন, গাজীপুর।

Quarterly Governance Improvement Activity Progress Report, FY 2023-24, Gazipur City Corporation

Reporting quarter 2 and period October-December, FY 2023-2024

The reporting has to be done on the following month of the quarter with necessary evidence/snapshot and signed by RE, UDCGP & counter signed by the assigned GCC Officer.

Activity	FY 2023-2024												Remarks, if any deviation	
	Year-1 Target	Quarter-1		Quarter-2		Quarter-3		Quarter-4		Target	Achieve.			
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.					
Focused area: Investment plan management Output: 1-(1): Revised IDP/PDP														
4-(11): Collected new project list from all wards for inclusion in IDP ¹ through WLCC ² meetings. Evidence: MM of WLCC & new project list	1 form each ward	19	0	38+19= 57	57									
Prepared draft IDP list ensuring core elements ³ Evidence: Draft copy of IDP	1			1	1									
4-(2): Deliberated new IDP list in SC-UPD ⁴ meeting Evidence: MM of SC-UPD meeting	1					1								Due to election Newly formed SC-UPD-IDP revision discussion will held 3 rd Qtr.
4-(7): Deliberate new IDP list in CLCC ⁵ meeting Evidence: MM of CLCC meeting	1							1						Due to Election Newly formed CLCC-IDP revision discussion will held 3 rd Qtr.
4-(14): Ensured coordination with other govt. agencies on sharing through CLCC, SC & council meeting Evidence: Adjusted IDP list	1 at least									1				Do

¹ IDP: Infrastructure Development Plan

² WLCC: Ward Level Coordination Committee

³ Core elements: Inclusion of different funding sources, inclusion of all sectors, multi-year framework, project cost and implementation & financial plan.

⁴ SC-UPD: Standing Committee on Urban Planning and Development

⁵ CLCC: City Level Coordination committee

Activity	Year-1 Target	Quarter-1		Quarter-2		Quarter-3		Quarter-4		Remarks, if any deviation
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.	
Approved IDP list in council meeting Evidence: MM of council	1					1				
Published approve IDP list on notice board & website Evidence: Notice board & website	1					1				
Output: 1-(2): Produced annual O&M Plan										
Prepared draft annual O&M plan ⁶ Evidence: Copy of draft O&M plan	1/GCC			1						
4-(5) and 1-(2): Approved annual O&M plan in SC-UICM/UPD ⁷ and CC council meetings Evidence: MM of SC-UICM / Copy of approved O&M Plan	1					1				Due to election Newly formed SC-UICM/UPD-annual O & M plan discussion will held 3 rd Qtr.
Output: 1-(3): Produced QM monitoring report of IDP implementation										
Prepared & submitted quarterly monitoring report (QMR) of IDP implementation Evidence: QMR	4	1	1	1	1	1	1	1	1	IDP implementation report format yet to receive (cover AAR)
Published QMR reports of IDP implementation on website Evidence: CC website	4	1				1			1	
Focused area: Budget Management/Revenue Mobilization										
Output: 2-(1): Prepared annual budget										
Prepared draft annual budget taking account of revised IDP project list Evidence: Copy of draft annual budget	1							1		
4-(3): Deliberated draft annual budget in SC-FE ⁸ meeting Evidence: MM of SC-FE / relevant section of AAR	1							1		
Deliberated draft annual budget in council meeting Evidence: MM of Council	1								1	
4-(8): Deliberated draft annual budget in CLCC meeting Evidence: MM of CLCC relevant part of AAR ⁹	1								1	

⁶ O&M Plan: Operation & Maintenance Plan

⁷ SC-UICM/UPD: Standing Committee on Urban Infrastructure Construction and Maintenance/Urban Planning & Development

⁸ SC-FE: Steering Committee on Finance and Establishment.

⁹ AAR: Annual Administrative Report




Activity	FY 2023-2024												Remarks, if any deviation	
	Year-1		Quarter-1		Quarter-2		Quarter-3		Quarter-4					
	Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.				
2-(1): Approval of annual budget in council meeting Evidence: MM of Council & Copy of budget	1									1				July next FY
4-(9): Announced approve annual budget in Mass Public Meeting (MPM) Evidence: Record of MPM & relevant section of AAR	1													July next FY
Posted approve annual budget on website and notice board Evidence: CC website & notice board	1													July next FY
Output: 2-(2): Executed approve annual budget and recorded														
Executed approve annual budget with proper recording Evidence: Books & records of acc. section	1													July next FY
Used prohibited cases (transfer) of funds Evidence: Books & records of account section	1													July next FY
Prepared Annual Financial Statement (AFS)/Annual Statement of Accounts (ASA) Evidence: Copy of AFS /ASA	1													December next FY
Posted AFS/ASA on website Evidence: CC website	1													December next FY
Output: 2-(3): Conducted internal /external accounts audit														
Conducted annual internal account audit Evidence: Audit report	1													March next FY
4-(4): Deliberated draft annual internal audit report in SC-AA ¹⁰ meeting Evidence: Meeting minutes of SC-AA	1									1				
Conducted annual external audit of previous FY by audit authority Evidence: Audit report	1									1				
Output: Managed revenue and taxes														
<u>Holding tax</u> 3-(1): Conducted regular holding tax assessment once in 5 years & properly recorded Evidence: Tax assessment/ reassessment report														Last assessment year-2018-2019. Target year 2023-2024

¹⁰ SC-AA: Steering Committee on Accounts and Audit

Activity	FY 2023-2024												Remarks, if any deviation
	Year-1 Target	Quarter-1		Quarter-2		Quarter-3		Quarter-4		Target	Achieve.		
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.				
Holding tax 3-(2): Conducted interim tax assessment & properly recorded Evidence: Interim tax assessment report			18968 nos.										Interim tax assessment conduct regular basis and 2 nd QR report is not finalize.
Holding tax 3-(3): Increased annual tax collection rate Evidence: Tax collection report/relevant section of AAR	205800 0000.0 0	514500 000.00	4026180 00.00	6263820 00.00	4980272 50.00	754736 750.00							
Holding tax 3-(4): Increased tax collection rate during first two quarters Evidence: Tax collection report	%	4026180 00.00			4980272 50.00								
3-(5): Increased revenue from indirect taxes & non-taxes at least by inflation rate Evidence: Tax & non-tax collection report/ relevant section of AAR	207188 4100.0 0	517971 025.00	9528880 00.00	5179710 25.00	1080012 500	517971 025.00	??						
Focused area: Cross Cutting													
Output: 4-(1): Produced Annual Administrative Report (AAR)													
Prepared annual administrative report (AAR) of previous FY using standard format Evidence: Copy of AAR	1	1	1										
Submitted AAR to LGD Evidence: Office memo	1	1	1										
Published AAR on website & notice board Evidence: CC website/notice board	1		1										
Output: 4-(6): Held Statutory Standing Committee¹¹ meetings													
Held quarterly meeting of statutory standing committees Evidence: Relevant section of AAR	56	14	0	14+14=28	0	14+14+14=42						14	Due to election SC formed newly-Meeting will held 3 rd Qtr.

¹¹ **Statutory Standing Committees:** 1) Finance & Establishment; 2) Waste Management; 3) Education, Health, Family Planning & Health Management; 4) Urban Planning & Development; 5) Audit & Accounts; 6) Urban Infrastructure Construction & Maintenance; 7) Water & Electricity; 8) Social Welfare & Community Centres; 9) Environment Improvement; 10) Sports & Cultural Affairs; 11) Birth-Death registration; 12) Communication Affairs; 13) Market Price Observation, Monitoring & Control; and 14) Disaster Management.

 

Activity	FY 2023-2024												Remarks, if any deviation
	Year-1 Target	Quarter-1		Quarter-2		Quarter-3		Quarter-4		Target	Achieve.		
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.				
Published statutory standing committee meeting minutes on website Evidence: CC website	56	14	0	14+14=28	0	14+14+14=42			14				
Output: 4-(10): Held regular CLCC meetings													
Held at least semi-annual CLCC meetings Evidence: Relevant section of AAR	2			1	0	1			1				Due to election CLCC formed newly- Meeting will held 3 rd Qtr.
Published semi-annual CLCC meeting minutes on website & notice board Evidence: CC website/ notice board	2			1	0	1			1				Do
Output: 4-(13): Held regular WLCC meetings													
Held quarterly WLCC meeting Evidence: Meeting minutes and relevant section of AAR	228	57	20	37+57=94	94	57			57				
Output: Implemented grievance redress activities													
4-(12): Briefed grievance redress policy in WLCC meetings Evidence: Relevant meeting minutes and section of AAR	57			38	38	19							
4-(15): Introduced multi places & channels to receive complaints Evidence: Register	As required		YES							YES			
4-(16): Maintained proper records of received complaints & responses in two separate registers Evidence: Relevant section of AAR	2		YES							YES			
4-(16): Published received complaints & responses website and notice board Evidence: QR ¹² of GRO ¹³ , website & notice board	As required		YES							YES			



Signature of RE, UDCCGP

22/10/2024

Signature of Assigned Officer of GCC

স্বাক্ষরকৃত প্রকৌশলী (ডঃ দাঃ)
গাজীপুর সিটি কর্পোরেশন
গাজীপুর।

¹² QR: Quarterly Report

¹³ GRO: Grievance Redress Officer