

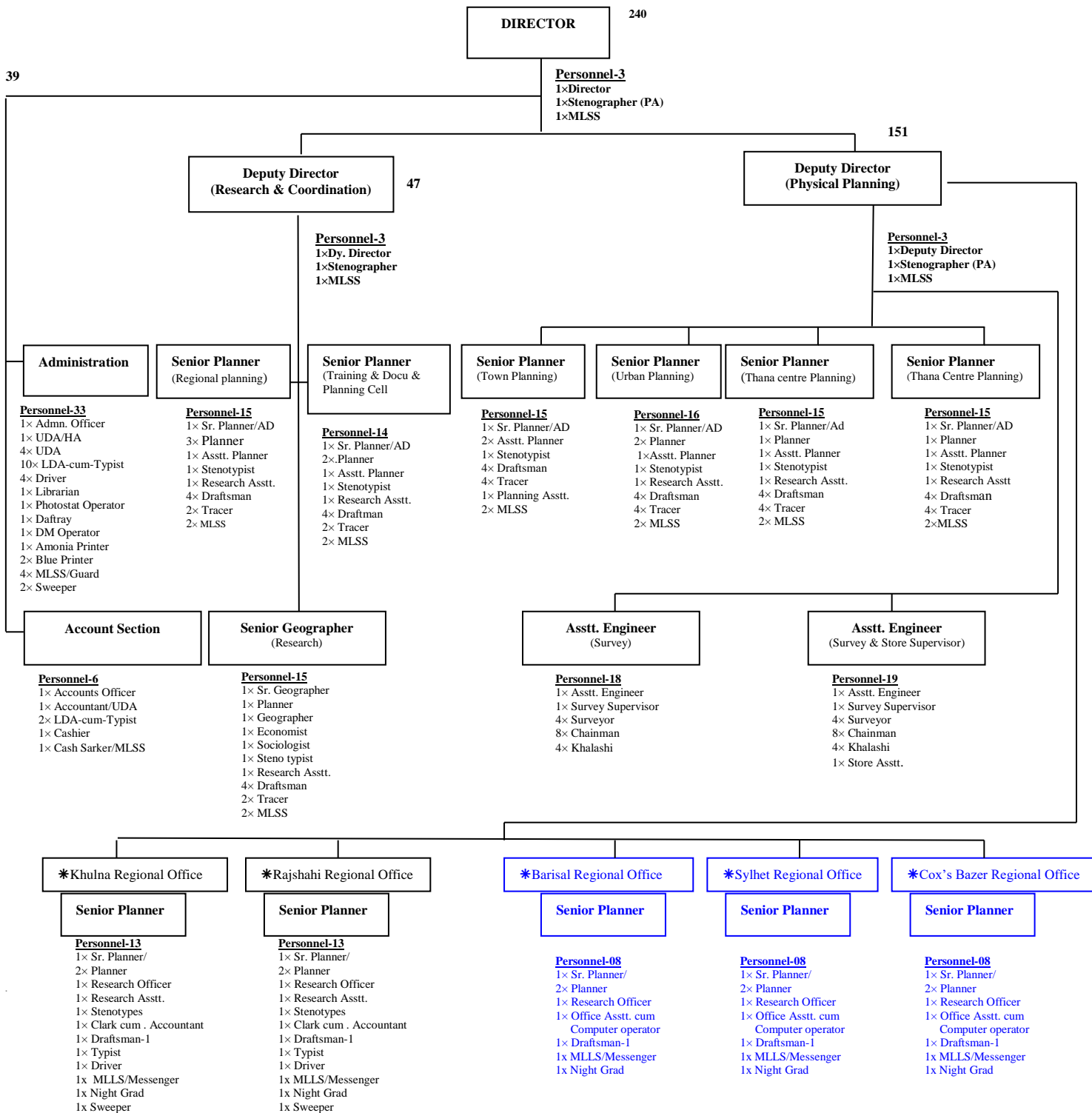
## URBAN DEVELOPMENT DIRECTORATE

MINISTRY OF HOUSING AND PUBLIC WORKS

### FUNCTIONS:

1. To advise the Government on matters of policy relating to urbanization, land use and land development.
2. To prepare and co-ordinate regional plans, master plans and detailed layout and site plans for the existing as well as the new urban centers excluding the areas covered by the present town development authorities of Dhaka, Chittagong and Khulna
3. To undertake socio-economic research and collection of data for determination of the location and pattern of future urban development
4. To prepare programmes for urban development for execution by the sectoral agencies and secure approval of these from the National Council and assist the agencies in selection of sites for implementation of these programmes.
5. To act as a counterpart organisation and focal point in the Government for all internationally aided physical planning and human settlement programme in the country.
6. 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.
7. To conduct in-service training of the officers and staff of organization involved in spatial planning and development.
8. To advise the existing urban development authorities on their operations at their request.

### Organisation



### Summary of Manpower

Sl. No	Name of Post	Sanctioned	Existing	Revised
<b>Class -I</b>				
** 01.	Director	1	-	1
02.	Town Planner	1	-	-
03.	Deputy Director	2	1	2
04.	Senior Planner/AD	5	2	6
05.	Asst. Town Planner	1	1	-
06.	Senior Geographer	1	1	1
07.	Executive Engineer	1	-	-
08.	Planner	10	1	10
09.	Asst. Engineer	4	1	2
10.	Geographer	1	1	1
11.	Economist	1	-	1
12.	Sociologist	1	-	1
13.	Asst. Planner	7	4	7
14.	Accounts Officer	1	-	-
15.	Admin & Asst. Town Planning Officer	1	-	-
	<b>Total</b>	<b>38</b>	<b>13</b>	<b>33</b>
16.	Class-II	1	1	-
17.	Class-III	138	89	105
18.	Class-IV	78	48	51
	<b>Grand Total:-</b>	<b>255</b>	<b>155</b>	<b>190</b>
	* Khulna & Rajshahi Regional Office	-	-	<b>+ 26</b>
	<b>* Barisal, Sylhet and Cox's Bazer Regional Office (Proposed)</b>			<b>+ 24</b>
				<b>240</b>

\*\* The post of Director is of Additional Secretary Status.

### AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC. (M.L.C)

#### Transport :

1. The office is authoressed
  - a. 2 x Cars, 1 for the Director and 1 for the 2 Deputy Director.
  - b. 1 x Microbus for Official use.
  - c. 1 x Motor Cycle for Dispatch Rider 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 Plain Paper Copier.
  - b. 1 x Duplicating Machine.
  - c. 7 x Type writers. Ratio of Bengali and English typewriters will be 60 : 40.
4. 1x Car, 2 x Land Cruiser Jeep, 1 x Microbus and 1x Station wagon will be retained till project is Implemented. The Vehicles will be deposited to Govt. transport pool a completion of project.
5. The post of Asstt. Town Planner will be redesignated as Senior Planner (Town planning)

#### Memo No-sha:2/1 R-1/2001, Date - 20-11-2006

1. Computer pantium-4 - 15 Nos
2. Laser printer - 2 Nos
3. Dram Scanner - 1 Nos
4. Plotter - 1 Nos
5. Amonia printing machine - 1Nos
6. Photocopy machine - 1 Nos
7. Ups - 5 Nos
8. GIS Softwear - 1 Nos

#### Memo No-sha:2/1 R-1/2001-488, Date - 19-10-2009

1. Printer- 2 No for Head Office
2. Printer- 2 No for Regional Office.