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Government of the People's Republic of Bangladesh
Ministry of Land Administration and Land Reforms

No. IC-15/84/1689-Estt.

Dated 24.12.84

ORDER.

In pursuance of the decisions of the National Implementation Committee for Administrative Re-organisation (NICAR) and on the recommendations of the Sub-Committee headed by the Cabinet Secretary which were approved by the High Powerd National Implementation Committee for Land Reforms headed by the Minister-in-charge of the Ministry of Agriculture, Government have been pleased to approve the the following re-organised set-up of the Revenue Administration:-

Re-organised Revenue set-up under the administrative control of the Ministry of Land Administration & Land Reforms.

(i) There will be one Tahsil Office in each Union. The expansion programme will be phased over three years, one-third in each year. Each Tahsil Office will have the following staff members :-

<u>Designation</u>	<u>Number</u>	<u>Scale of pay (NNS)</u>
Tahsildar	1	Tk. 300-540/-
Assistant Tahsildar	1	Tk. 275-480/-
M.L.S.S./Guard/Process Server.	2	Tk. 225/315/-

(ii) There will be a permanent Survey and Settlement set-up at the Upazila level with a common establishment for both the management and settlement sides headed by the Upazila Revenue Office. There will be the following 13 regular staff members at the management side and 19 regular staff members at the settlement side.

(a) Upazila Revenue Set-up.

<u>Designation</u>	<u>Number</u>	<u>Scale of pay (NNS)</u>
Upazila Revenue Office	1	Tk. 750-825/-
<u>Management side:</u>		
Kanungo	1	Tk. 400-825/-
Head Assistant Cum-Accountant	1	Tk. 370-745/-

Nazir-Cum-Cashier	1	Tk. 300-540/-
L.D.A.-Cum-Typist	1	Tk. 300-540/-
Certificate Peshkar	1	-do-
Certificate Assistant	1	-do-
Credit Checking-cum-Sairat Asstt.	2	-do-
Process Server	2	Tk. 240-345/-
M.L.S.S.	2	Tk. 225-315/-
Total	13	

Settlement side:

Assistant Settlement Officer	1	Tk. 625-1315/-
Sub-Asstt. SO. (kgo.)	2	Tk. 400-825/-
Draftsman-cum-Area Estimator and Sheet keeper	1	Tk. 325-610/-
Peshkar	1	Tk. 300-540/-
Record-Keeper	1	Tk. 300-540/-
Surveyor	2	-do-
Mutation Assistant	2	-do-
Junch Muharrars	2	-do-
Copyist-cum-Bench-Asstt.	2	-do-
Process Server	1	Tk. 240-345/-
M.L.S.S.	2	Tk. 225-315/-
Chainman	2	Tk. 225-315/-
Total	19	

- (b) Seasonal Staff are to be recruited as per practice/rules/Govt. instructions.
- (c) In addition, the following staff will be posted to the Upazilas which are not covered by the Survey and Settlement set-up. These additional staff will be merged with the Settlement set-up later on.

<u>Designation</u>	<u>Number</u>	<u>Scale of pay (NNS)</u>
Mutation Assistant	1	Tk. 300-540/-
Surveyor	1	Tk. 300-540/-
Chainman	2	Tk. 225-315/-

- (d) Provision of additional staff viz 2 Guards (NNS Tk. 225-315/-) and 1 Sweeper (NNS Tk. 225-315/-) will also be made for those offices which would be located out side the Upazila complexes.
- (e) All the Upazilas of the Country will be covered by the above mentioned scheme over a period of 5 years (20% in each year).

- (f) There will be 22 Zonal Survey and Settlement Offices throughout the Country covering the existing districts. As Settlement operation is going on in districts these will be allowed to continue in their present form now. The new set-up will be introduced in the zones (existing districts) @ 4 districts per year for the first three years and thereafter @ 5 districts per year for the last two years covering a total of 5 (five) years. Districts where revisional operation has been completed after 1972 or are under revisional operation now will be brought under the new scheme last of all. Each Zonal Survey and Settlement Officer will have the following 28 personnel:-

<u>Designation</u>	<u>Number</u>	<u>Scale of pay (NNS)</u>
Settlement Officer	1	Tk. 1400-2225/-
Charge Officer	2	Tk. 1150-1800/-
HQ. Asstt. Settlement Officer	1	Tk. 750-1470/-
Tech. Adviser (Sr. Kanungo)	1	Tk. 625-1315/-
Stenographer	1	Tk. 400-825/-
Hd. Asstt.-Cum-Acctt.	1	Tk. 370-745/-
Nazir-Cum-Cashier	1	Tk. 300-540/-
L.D.A.-Cum-Typist.	2	Tk. 300-540/-
Peshker	1	Tk. 300-540/-
Copyist	2	Tk. 325-610/-
Computer	2	Tk. 325-610/-
Driver	2	Tk. 325-610/-
Process Server	2	Tk. 240-345/-
M.L.S.S.	5	Tk. 225-315/-
Guard	2	Tk. 225-315/-
Sweeper	1	Tk. 225-315/-
Total	28	

Seasonal staff are to be recruited as per existing practices/rules/Govt. Instructions.

- (iv) The Zonal Survey and Settlement Officer will be directly controlled and supervised by the Director General, Land Records and Surveys.
- (v) The 18 Metropolitan Thanas of Dhaka and Chittagong and the 3 urban thanas viz. Boalia (Boalia (Rajshahi), Khulna Kotwali, (Khulna) and Tongi (Dhaka) will have separate management set-up for the purpose of Revenue Administration with following personnel.

<u>Designation</u>	<u>Number</u>	<u>Scale of pay (NNS)</u>
Assistant Revenue Officer	1	Tk. 625-1315/-
Tahsildar	2	Tk. 300-540/-
L.D.A.-cum-Typist	1	Tk. 300-540/-
Mutation-cum-certificate Asstt.	1	Tk. 300-540/-
Process Server	1	Tk. 240-345/-
M.L.S.S.	1	Tk. 240-345/-
Guard	1	Tk. 225-315/-
Total	8	

- (vi) The set-up to the Directorate of Land Records and Surveys in respect of the Settlement Press, Settlement Operation, Diara (to be Renamed Diara and Urban Settlement Operation) a Survey including Boundary Demarcation should continue as per organogram prepared by the M.L. Committee on organisational set-up. To facilitate supervision of the Zonal Settlement Operation as per the new scheme following additional posts may be created for the Directorate :-

<u>Designation</u>	<u>Number</u>	<u>Scale of pay (NNS)</u>
Director (Admn.)	1	Tk. 1350-2375/-
Deputy Director (Settlement)	1	Tk. 1150-1800/-
Deputy Director (Finance & Budget)	1	Tk. 1150-1800/-
Stenographer	1	Tk. 400-825/-
L.D.A. Cum-Typist	3	Tk. 300-540/-
Driver	1	Tk. 325-610/-
M.L.S.S.	3	Tk. 225-315/-
Total	11	

- (vii) The Management set-up at the District level will remain unchanged. The Deputy Commissioner will continue to be Collector also. In all the districts the A.D.C. (Rev.) should look after the revenue functions under the control of the Deputy Commissioners. The ACR of the ADC (Rev.) is to be written by the concerned Deputy Commissioner and countersigned by the Chairman, Board of Land Administration.
- (viii) The Ministry of Establishment will directly post officers as ADC (Rev.) in consultation with the Ministry of Land Administration And Land Reform. An Officer should work for 2 to 3 years when assigned to revenue work unless his withdrawal is asked for by the Ministry of L.A.

& L.R. or it is absolutely unavoidable in the exigencies or public services. Ministry of Establishment will prepare a panel of suitable officers from time to time in consultation with the Ministry of L.A. & L.R. for posting in the Revenue Ministry.

2. Statement showing the existing and proposed expenditure for re-organisation of Management and Settlement set-up of Land Administration after completion of Re-organisation at the end of 5th year in 1987-88 is at Annexure "A"
3. The expenditure other than capital expenditure will be met out of the Budget grant under head "109-Land Revenue Expenditure incurred for requisition and management of properties acquired under Act XXVIII of 1951 and P.O. No. 98 of 1972-General Establishment for the Management guide and out of the Budget grant under head "109-Land Revenue-Survey, Settlement and Record Operation" for the Settlement side. The capital expenditure will be met out of the grant to be made under the Development budget.
4. This will come into force with immediate effect.

By order of the President,
(Khondkar Assaduzzaman)
 Secretary.