Functions of Union Councils

1. Provision and maintenance of public ways and public streets.
2. Provision and maintenance of public places open spaces, public gardens and public play-grounds.
3. Lighting of public ways, public streets and public places.
4. Plantation and preservation of trees in general, and plantation and preservation of trees on public ways, public streets and public places in particular.
5. Management and maintenance of shamilats, burning and burial grounds, common meeting places and other common property.
6. Provision and maintenance of accommodation for travellers.
7. Prevention and regulation of encroachments on public ways, public streets and public places.
9. Sanitation, conservancy, and the adoption of other measures for the cleanliness of the Union.
10. Regulation of the collection, removal and disposal of manure and street sweepings.
11. Regulation of the offensive and dangerous trades.
12. Regulation of disposal of carcasses of dead animals.
13. Regulation of the slaughter of animals.
14. Regulation of the erection and re-erection of buildings in the Union.
15. Regulation of dangerous buildings.
16. Provision and maintenance of wells, water pumps, tanks, ponds and other works for the supply of water.
17. Adoption of measures for preventing the contamination of the sources of water-supply for drinking.
18. Prohibition of the use of the water of wells, ponds and other sources of water-supply to be suspected dangerous to public health.
19. Regulation or prohibition of the watering of cattle, bathing or washing at or near wells, ponds or other sources of water reserved for drinking purposes.
20. Regulation or prohibition of the steeping of hemp, jute or other plants in or near ponds or other sources of water-supply.
21. Regulation or prohibition of dyeing or tanning of skins within residential areas.
22. Regulation or prohibition of the excavation of earth, or other material within residential areas.
23. Regulation or prohibition of the establishment of brick kilns, potteries and other kilns within residential areas.
24. Regulation of births and deaths, and the maintenance of such vital statistics as may be prescribed.
25. Voluntary registration of cattle and other animals.
27. Celebration of public festivals.
28. Provision of relief measures in the event of any fire, flood, hail-storm, earthquake or other natural calamities.
29. Relief for the widows and orphans, the poor, and person in distress.
30. Promotion of public games and sports.
31. Agricultural, industrial and community development; promotion and development of co-operative movement, village industries, forests, livestock and fisheries.
32. Adoption of measures for increased food production.
33. Provision of first aid centres.
34. Provision of libraries and reading rooms.
35. Co-operation with other organizations engaged in activities similar to those of the Union Council.
36. Aid in the promotion of education under the direction of the District Council.
37. Any other measures likely to promote the welfare, health, safety, comfort or convenience of the inhabitants of the Union or of visitors.
APPENDIX-2

Functions of District Councils

PART I-Compulsory Functions

1. Provision and maintenance of libraries and reading rooms.
2. Provision and maintenance of hospitals and dispensaries, including veterinary hospitals and dispensaries.
3. Provision, maintenance and improvement of public roads, culverts and bridges.
4. Plantation and preservation of trees on road sides and public places.
5. Provision and maintenance of public gardens, public play-grounds and public places.
6. Maintenance and regulation of public ferries other than those maintained by Government Departments.
7. Maintenance and regulation of cattle ponds.
8. Provision and maintenance of serais, dak bunglows, zall ghars, rest-house and other buildings for the convenience of traveller.
11. Holding of fair and shows.
12. Promotion of public games and sports.
13. Celebration of public festivals.
15. Prevention, regulation and control of infectious diseases.
17. Protection of foodstuff and prevention of adulteration.
18. Registration of marriages.
19. Registration of the sale of cattle.
20. Provision of water-supply, construction, repair and maintenance of water work and other sources of water-supply.
21. Agricultural, industrial and community development; promotion of national reconstruction; promotion and development of co-operative movement and village industries.
22. Adoption of measures for increased agricultural production.
23. Regulation of traffic; licensing of vehicles other than motor vehicles and the establishment and maintenance of public stands for vehicles.

24. Improvement of the breeding of cattle, horses and other animals, and the prevention of cruelty to animals.

25. Relief measures in the event of any fire, flood, hail-storm, earthquake, famine, or other natural calamity.

26. Co-operation with other organization engaged in activities similar to those of the District Council.

27. Any other functions that may be directed by Government to be undertaken by District either generally or by a particular District Council.

PART II—Optional Functions

(a) Education

1. Provision and maintenance of schools.

2. Construction and maintenance of buildings to be used as hostels for students.


4. Training of teachers.

5. Payment of grants and subsidies to educational institutions.

6. Promotion and assistance of educational societies.

7. Undertaking of educational surveys, framing of educational plants and implementation thereof.

8. Promotion of adult education.


10. Publication of school books and the maintenance of printing presses.

11. Provision of school books to orphans and indigent students free of cost or at concessional rates.

12. Maintenance of depots for the sale of school books and articles of stationery.

13. Any other measures likely to promote the cause of education.
(b) Culture

14. Establishment and maintenance of information centres.
15. Organization of general cultural activity.
17. Organization of museums, exhibitions and art galleries.
18. Provision and maintenance of public halls, public meeting places and community centres.
19. Furtherance of civic education and the dissemination of information on such matters as local government, rural re-construction, hygiene, community development, agriculture, industries, cattle breeding and other matters of public interest.
21. Reception of distinguished visitors.
22. Encouragement of national and regional languages.
23. Promotion of physical culture, the encouragement of public games and sports and the organization of rallies, matches and tournaments.
24. Preservation of the historical and indigenous characteristics of the local area.
25. Any other measures likely to promote cultural progress and advancement.

(c) Social Welfare

26. Establishment, management and maintenance of welfare homes, asylums, orphanages, widow-homes and other institutions for the relief of the distressed.
27. Burial and cremation of paupers found dead within the local area.
28. Prevention of begging, prostitution, gambling, taking of injurious drugs and consumption of alcoholic liquor, juvenile delinquency and other social evils.
29. Promotion of social, civic and patriotic virtues among the people and discouraging of parochial, racial, tribal and sectarian prejudices.
30. Organization of social service volunteers.
31. Organization of legal aid for the poor.
32. Adoption of measures for the promotion of the welfare of women, backward classes, and children and families.
33. Adoption of measures for the settlement of disputes by conciliation and arbitration.

34. Any other measures likely to promote social welfare.

(d) Economic Welfare

35. Establishment and maintenance of model agricultural farms.

36. Popularization of improved methods of agriculture, maintenance of improved agricultural implements and the lending of such implements to cultivators and adoption of measures for bringing waste lands under cultivation.

37. Maintenance of crop statistics, protection of crops, the lending of seeds for showing purposes, distribution of fertilizers and the popularization of their use and the maintenance of fodder reserves.

38. Promotion of agricultural credit; agricultural education; and adoption of other measures likely to promote agricultural development.


40. Preservation and reclamation of soil and the drainage and reclamation of swamps.

41. Management, protection and maintenance of village forests.

42. Provision, regulation and maintenance of markets.

43. Provision of facilities for the procurement of raw materials and the marketing for products of village industries.

44. Establishment, maintenance and management of industrial school and the training of workers in village industries.

45. Adoption of other measures likely to promote the development of village industries.

46. Organization, maintenance and management of village stores.

47. Popularization of the co-operative movement and the promotion of education in co-operation.

48. Any other measures likely to promote economic welfare.
(e) Public Health

49. Promotion of education in public health.

50. Framing and implementation of anti-malaria schemes and schemes for the prevention and control of infectious diseases.

51. Organization and maintenance of first-aid centres.

52. Provision and maintenance of mobile medical aid units.

53. Promotion and encouragement of societies for the provision of medical aid.

54. Promotion of medical education and the payment of grants to institutions for medical relief.

55. Medical inspection of compounders, dispensers, nurses and other medical workers.

56. Establishment, management, maintenance and the visiting of Unani, Ayurvedic and Homoepathic dispensaries.

57. Establishment, management, maintenance and the visiting of health centres, maternity centres and centres for the welfare of infants and children; the training of dais and the adoption of other measures likely to promote the health and welfare of women, infants and children.

58. Measures to alleviate diseases of animals and birds, and the prevention and control of contagious diseases among birds and animals.

59. Preservation of cattle wealth.

60. Provision, maintenance and improvement of pastures and grazing grounds.

61. Regulation of milk supply, establishment of milk colonies; and provision and regulation of sanitary stables.

62. Establishment and maintenance of cattle farms and dairies.

63. Establishment and maintenance of poultry farms.

(f) Public Works

64. Any other measures likely to promote public health, animal husbandry, and welfare of birds.

65. Improvement of the means of communications.

66. Drainage, water-supply, pavement of streets and other works of public utility.
67. Framing and execution of village plans, village improvement schemes, town planning schemes and regional planning.

68. Maintenance of maps for local areas.

69. Construction, management and maintenance of such other works of public utility not specified elsewhere as may be required for fulfilling any obligation imposed by or under this Order or any other law for the time being in force.

(g) General

70. Measures likely to promote the religious and moral advancement and increase the material prosperity of the local area and its inhabitants.
APPENDIX-3
Taxes, Rates and Fees which may be Levied by Union Parishads

1. Rate on annual value of homestead and residential land adjacent thereto or Union rate to be levied in the prescribed manner.
2. Rate for village police.
3. Fees on birth, marriage and feasts (the rate of fee on birth and marriage shall be a progressive one).
4. Community tax on adult males of the union for civil work aimed at providing of augmenting public welfare, unless the Union Parishad concerned exempts any person from paying this tax if such person voluntarily participates in such work or makes arrangement for getting his work done by some one else on his behalf.
5. Fees for specific welfare or maintenance of public service rendered by the Union Parishad.
APPENDIX-4

The List of Regulatory and Major Development Functions Retained by the Government

1. Civil and Criminal judiciary.
2. Administration and Management of central revenue like income tax, Custom and Excise, Land Revenue Tax etc.
3. Maintenance of Law and Order.
4. Registration.
5. Maintenance of essential supplies including food.
6. Generation and distribution of electric power.
7. Irrigation scheme involving more than one district.
8. Technical education and education above Primary level viz., agricultural, engineering, medical, etc. education. High School, College and University education.
9. Modernized District Hospitals and Hospitals attached to the Medical Colleges.
11. Large scale seed manipulation and dairy farms.
12. Large scale industries.
13. Inter-district and inter-thana means of communication viz., posts, telegraph, telephones, railways, machinery propelled road and inland water transport, highways, civil aviation, ports and shipping.
14. Flood control and development of water resources.
15. Marine Fishing.
16. Mining and mineral development.
### Phasewise Upgradation of Upazilas

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APPENDIX-6

Functions of Zila Parishads

PART I-Compulsory Functions

1. Provision and maintenance of libraries and reading rooms.
2. Provision and maintenance of hospitals and dispensaries, including veterinary hospitals and dispensaries.
3. Provision, maintenance and improvement of public roads, culverts and bridges.
4. Plantation and preservation of trees on road sides and public places.
5. Provision and maintenance of public gardens, public playgrounds and public places.
6. Maintenance and regulation of public ferries other than those maintained by Government Departments.
7. Provision for management of environment.
8. Provision and maintenance of serais, dak bungalows, rest-houses and other buildings for the convenience of travellers.
11. Holdings of fairs and shows.
12. Promotion of public games and sports.
13. Celebration of public festivals.
15. Prevention, regulation and control of infectious diseases.
17. Protection of foodstuff and prevention of adulteration.
18. Promotion of family planning.
19. Registration of the sale of cattle.
20. Provision of water-supply, construction, repair and maintenance of water works and other sources of water-supply.
21. Agricultural, industrial and community development; promotion of national reconstruction; promotion and development of co-operative movement and village industries.
22. Adoption of measures for increased agricultural production.
23. Regulation of traffic; licensing of vehicles other than motor vehicles and the establishment and maintenance of public stands for vehicles.
24. Improvement of the breeding of cattle, horses and other animals, and the prevention of cruelty to animals.
25. Relief measures in the event of any fire, flood, hailstorm, earthquake, famine, or other natural calamities.
26. Co-operation with other organizations engaged in activities similar to those of the Zila Parishad.
27. Any other functions that may be directed by Government to be undertaken by Zila Parishads either generally or by a particular Zila Parishad.

PART II Optional Functions

(a) Education

1. Provision and maintenance of schools.
2. Construction and maintenance of buildings to be used as hostels for students.
4. Training of teachers.
5. Payment of grants and subsidies to educational institutions.
6. Promotion and assistance of educational societies.
7. Undertaking of educational survey, framing of educational plans and implementation thereof.
8. Promotion of adult education.
10. Publication of school books and the maintenance of printing presses.
11. Provision of school books to orphans and indigent students free of cost or at concessional rates.
12. Maintenance of depots for the sale of school books and articles of stationery.
13. Any other measures likely to promote the cause of education.
(b) Culture

14. Establishment and maintenance of information centres.
15. Organization of general cultural activity.
17. Organization of museums, exhibitions and art galleries.
18. Provision and maintenance of public halls, public meeting places and community centres.
19. Furtherance of civic education and the dissemination of information on such matters as local government, rural re-construction, hygiene, community development, agriculture, industries, cattle breeding and other matters of public interest.
21. Reception of distinguished visitors.
22. Encouragement of national and regional languages.
23. Promotion of physical culture, the encouragement of public games and sports, and the organization of rallies, matches and tournaments.
24. Preservation of the historical and indigenous characteristics of the local area.
25. Any other measures likely to promote cultural progress and advancement.

(c) Social Welfare

26. Establishment, management and maintenance of welfare homes, asylums, orphanages, widow-homes and other institutions for the relief of the distressed.
27. Burial and cremation of paupers found dead within the local area.
28. Prevention of beggary, prostitution, gambling, taking of injurious drugs and consumption of alcoholic liquor, juvenile delinquency and other social evils.
29. Promotion of social, civic and patriotic virtues among the people and discouraging of parochial, racial, tribal and sectarian prejudices.
30. Organization of social service volunteers.
31. Organization of legal aid for the poor.
32. Adoption of measures for the promotion of the welfare of women, backward classes, and children and families of the persons serving in the Armed Forces.
33. Adoption of measures for the settlement of disputes by conciliation and arbitration.
34. Any other measures likely to promote social welfare.

(d) Economic Welfare

35. Establishment and maintenance of model agricultural farms.
36. Popularization of improved methods of agriculture, maintenance of improved agricultural implements and the lending of such implements to cultivators, and adoption of measures for bringing waste land under cultivation.
37. Maintenance of crop statistics, protection of crops, the lending of seeds for sowing purposes, distribution of fertilizers and the popularization of their use and the maintenance of fodder reserves.
38. Promotion of agricultural credit; agricultural education; and adoption of other measures likely to promote agricultural development.
40. Preservation and reclamation of soil and the drainage and reclamation of swamps.
41. Management, Protection and maintenance of village forests.
42. Provision, regulation and maintenance of markets.
43. Provision of facilities for the procurement of raw materials and the marketing of products of village industries.
44. Establishment, maintenance and management of industrial schools and the training of workers in village industries.
45. Adoption of other measures likely to promote the development of village industries.
46. Organization, maintenance and management of village stores.
47. Popularization of the co-operative movement and the promotion of education in co-operation.
48. Any other measures likely to promote economic welfare.
(e) Public Health

49. Promotion of education in public health.
50. Framing and implementation of anti-malaria schemes, and schemes for the prevention and control of infectious diseases.
51. Organization and maintenance of first aid centres.
52. Provision and maintenance of mobile medical aid units.
53. Promotion and encouragement of societies for the provision of medical aid.
54. Promotion of medical education and the payment of grants to institutions for medical relief.
55. Medical inspection of compounders, dispensers, nurses and other medical workers.
56. Establishment, management, maintenance and the visiting of Unani, Ayurvedic and Homoeopathic dispensaries.
57. Establishment, management, maintenance and the visiting of health centres, maternity centres and centres for the welfare of infants and children; the training of dais and the adoption of other measures likely to promote the health and welfare of women, infants and children.
58. Measures to alleviate diseases of animals and birds, and the prevention and control of contagious diseases among birds and animals.
59. Preservation of cattle wealth.
60. Provision, maintenance and improvement of pastures and grazing grounds.
61. Regulation of milk supply; establishment of milk colonies and provision and regulation of sanitary stables.
62. Establishment and maintenance of cattle farms and dairies.
63. Establishment and maintenance of poultry farms.
64. Any other measures likely to promote public health, animal husbandry, and welfare of birds.
(f) Public Works

65. Improvement of the means of communications.

66. Drainage, water-supply, pavement of streets and other works of public utility.

67. Framing and execution of village plans, village improvement schemes, town planning schemes and regional planning schemes.

68. Maintenance of maps for local areas.

69. Construction, management and maintenance of such other works of public utility not specified elsewhere as may be required for fulfilling any obligation imposed by or under this Ordinance or any other law for the time being in force.

(g) General

70. Measures likely to promote the religious and moral advancement and increase the material prosperity of the local area and its inhabitants.
APPENDIX — 7

Recent Guidelines on the Ratio of Expenditure on Different Sectors in the Zila Parishad Budget

a) Construction of Passenger-shed 10%

b) Construction/Development/Repair of Launchghat/Ferry ghat 10%

c) Construction of Public Toilet 5%

d) Construction and Repair of Children Park 10%

e) Introduction and Expansion of mass and adult Education 20%

f) Tree-Plantation 15%

g) Re-excavation of Pond and Establishment of Fisheries 10%

h) Grants to Different Non-Government Institutions e.g., Primary School/ Junior High School/High School/ Non-Government Madrasah etc. 25%
Taxes, Rates, Tolls & Fees imposed by Zila Parishad

1. A portion of tax on the transfer of immovable property
2. Taxes on advertisement.
3. Tolls on roads, bridge and ferry under the jurisdiction of Zila Parishad.
4. Rates for the execution of any work of public utility by Zila Parishad.
5. School fees in respect of schools established or maintained by Zila Parishad.
6. Fees for the use of benefits derive from any work of public utility maintained by the Zila Parishad.
7. Fees for specific service rendered by Zila Parishad.
8. To levy any other tax by law for which Zila Parishad is empowered by the government.
APPENDIX-9

Upazila Project Proforma

1. Name of the Project : 
2. Implementing Agency : 
3. Nature, Purpose, importance and justification : 
4. Total cost and Annual planning : 
5. Major physical items of work with estimated cost
   a) Land
   b) Labour
   c) Materials
      i) Brick
      ii) Cement
      iii) Steel
      iv) Other items
   d) Transportation
   e) Land Development
   f) Others
6. Implementation period : 
7. Location of the project : 
8. Source of financing :
   a) Environment
   b) Local Contribution
   c) Others
9. Mode of implementation : Contract otherwise
10. Manpower requirement
    a) Skilled
    b) Unskilled
11. Arrangement for maintenance of project work or facilities after completion
   a) Annual Requirement of staff and their training
   b) Annual requirement of spares and consumable and other materials for maintenance and repairs
   c) Annual recurring cost
   d) Proposed mode of financing the recurring costs and securing the necessary manpower and skills.

12. Is there a similar project of the National government or regional body in the Upazila? If so, the reason for undertaking the proposed project may be indicated.

13. What other complementary investment by the Upazila Parishad or national government are necessary for deriving the full benefit out of the proposed investment?

14. Does the Project require acquisition of land? If so, what arrangements have been made for land acquisition of the project?

15. Estimated/expected Benefit due to implementation of the projects
   a) In terms of money
   b) In terms of employment
   c) Socio-economic well being (please describe)

16. How did the project idea originated?

17. Has any survey/study been made before initiating the project?

18. Does the project strictly adhere to the revised guidelines for undertaking development schemes by the Upazila Parishad?