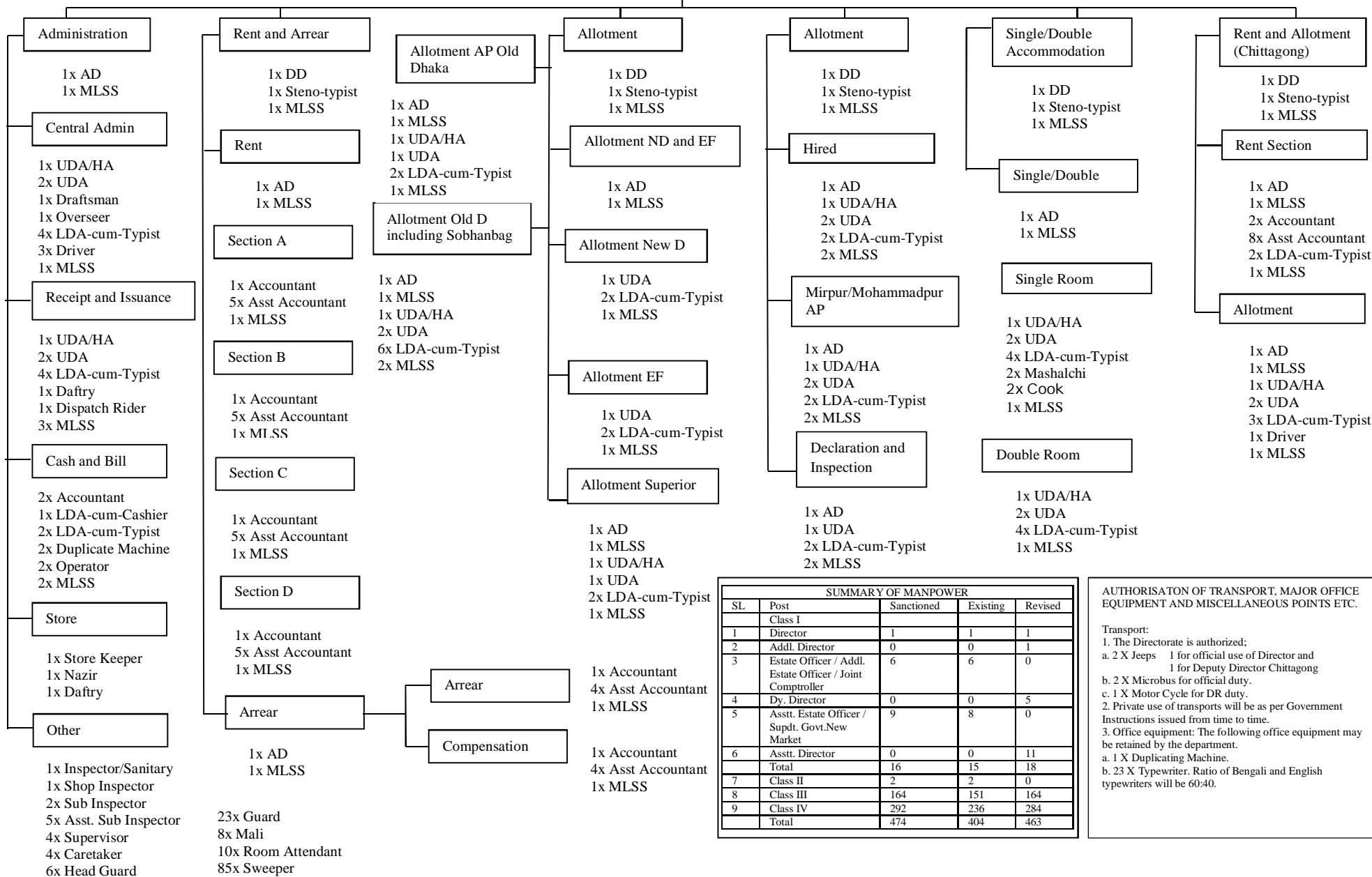


ORGANOGRAM

ACTIONS:

1. Allotment and cancellation of government flats, temporary accommodation, hired houses, requisitioned houses, servants quarters, garages, office accommodation etc. Hiring and de-hiring of accommodation.
2. Detection of unauthorized occupants in sub-letting houses and their eviction.
3. Providing common services to the residents and looking after the welfare of residents.
4. Recovery and realization of rents and keeping of accounts.
5. Issue of 'No Demand Certificates' and issue of periodical 'No Demand Certificates' for government servants.
6. Implementation and interpretation of Allocation Rules and representation in court cases.

7. Implementation of various policies initiated by the Ministry, evaluation of policies in respect of government accommodation and carry out survey.
8. Preparation and maintenance of waiting List of government servants for all type of houses.
9. Collection of information from all Ministries / Divisions / Attached / Sub-ordinate offices for the purpose of fixation of seniority of the government servants (Census Form, Declaration Form, Pay Statements etc.).
10. Hiring of private houses, issue of cheque and reconciliation of accounts and payment of compensations. Management and administration of 16 government markets in Dhaka including the Government New Market.



SUMMARY OF MANPOWER				
Sl	Post	Sanctioned	Existing	Revised
	Class I			
1	Director	1	1	1
2	Addl. Director	0	0	1
3	Estate Officer / Addl. Estate Officer / Joint Comptroller	6	6	0
4	Dy. Director	0	0	5
5	Asstt. Estate Officer / Supdt. Govt. New Market	9	8	0
6	Asstt. Director	0	0	11
	Total	16	15	18
7	Class II	2	2	0
8	Class III	164	151	164
9	Class IV	292	236	284
	Total	474	404	463

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate is authorized;
 - a. 2 X Jeeps 1 for official use of Director and 1 for Deputy Director Chittagong
 - b. 2 X Microbus for official duty.
 - c. 1 X Motor Cycle for DR duty.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipment may be retained by the department.
 - a. 1 X Duplicating Machine.
 - b. 23 X Typewriter. Ratio of Bengali and English typewriters will be 60:40.