

**A Report on
An analysis of sustainability public procurement Practices in
District Administration, Dhaka.**

**By
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An internship report submitted to the BIGD in partial fulfillment of
Masters in Procurement and Supply Management

**BRAC Institute of Governance and Development (BIGD)
BRAC University
Dhaka, Bangladesh
December, 2024**

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Declaration

It is hereby declared that

1. The internship report submitted is my own original work while completing degree at BRAC University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I have acknowledged all main sources of help.

Student's Full Name & Signature:

Md. Aminur Rahman
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Letter of Transmittal

Mr. Shish Haider Chowdhury
Faculty, BIGD (BRAC institute of Governance and Development)
BRAC University

Subject: Submission report on **“an analysis of sustainability public procurement practices in District Administration, Dhaka”**

Respected Sir,

This is my immense pleasure to submit my practicum report titled **“An analysis of sustainability public procurement practices in District Administration, Dhaka”** as a part of part of fulfillment of the requirement for the degree of Masters in Procurement and Supply Management at BRAC University. This practicum report mainly focuses on the sustainability on public procurement practices. As I’m holding as a Additional Deputy Commissioner (General) at Dhaka District Administration; I had the opportunity to observe and exercised effective public procurement practices in District Administration very keenly. In making report, I really focused on those procurement methods which are mostly sustainable practiced in District Administration like Direct Purchase Method (DPM), Request for Quotation Method (RFQM) and Open Tendering Method (OTM) respectively.

Besides this, I meticulously studied all the relevant rules and regulations related to DPM, RFQM and OTM methods properly and depicted three case studies from beginning to the end. I firmly believe that I gathered sustainable procurement knowledge while I was preparing this report and this study will contribute to my academic and professional growth. It will surely help me to understand the basic concept of these three methods. I hope and wish, this report will definitely fulfill your expectation. It was really a wonderful experience and I’m looking forward to continue learning from you in future.

Sincerely yours,

Md. Aminur Rahman
Student ID: 22382020
MPSM, BRAC University
December, 2024

Non-Disclosure Agreement

This agreement is made and entered into by and between the Office of the Deputy Commissioner, Dhaka as the first party and the undersigned student at BRAC University as the second party.

As submission of a report on “**an analysis of sustainability public procurement practices in District Administration, Dhaka**” is a requirement for fulfillment for the degree of Masters in Procurement and Supply Management (MPSM), the first party has given second party permission to submit the report.

The second party will utilize all sorts of data concern this report for academic purpose and will not disclose it to any party that could be detrimental to the interest of the first party.

Student's Full Name and Signature:

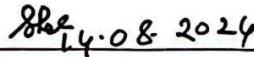


14.08.2024

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Organizational Supervisor's Full Name and Signature:



14.08.2024

Anisur Rahman

Deputy Commissioner

Office of the Deputy Commissioner

Dhaka

Acknowledgement

Foremost, I want to offer this endeavor to the almighty Allah for the wisdom he bestowed upon me, the strength, peace of my mind, keep patience and opportunity in order to complete this report.

I would like to express my sincere gratitude with happiest appreciation to the Former Senior Secretary, Ministry of Public Administration Mr. K.M. Ali Azam for giving me the approval of the higher study. I would also like to thank Mr. Anisur Rahman, Deputy Commissioner, Dhaka & my workplace supervisor for giving me the chance to observe the sustainable procurement practices in Dhaka District Administration and his valuable feedback & constructive criticism as well as providing information regarding this report. This report would not have been possible without his kind support.

I also grateful to my junior fellow colleague Mr. Abdullah Al Rony, Nezarat Deputy Collector for his relentless support with data collection. I would like to express my gratitude towards my family specially my wife Janen Akter for her limitless support and encouragement which helped me very much. Last, I would like to express my special gratitude thanks to my supervisor, Mr. Shish Haider Chowdhury for imparting his vast academic as well as professional knowledge and expertise in this procurement arena. My thanks and appreciation also goes to my colleagues and all officials of BIGD for their continuous support and help for the study.

Executive Summary

In Bangladesh, District Administration is the key mechanism directly responsible for the proper functioning of law enforcing and development of a district. District Administration works as a connecting bridge between local and central government. District Administration also plays an instrumental role in the field administration as well as the only representative in the central government. District Administration acts as a chief coordinator of the district level and implementing various policies and plans designed by the government. Every financial year finance division allocated fund to the Ministry of Public Administration and then the said ministry reallocated to the District Administration. After receiving budget through Ministry of Public Administration, our office procures mainly works and goods contracts following the supreme law of procurement i.e. PPA 2006, PPR, 2008 and other government instructions/order published official gazette properly. The activities of procurement mainly depend on revenue budget and development budget respectively. Ministry of Public Administration, Ministry of Land and other ministries are also allocating and sending budget through iBAS. The Deputy Commissioner, Dhaka is the HOPE and approving authority as well.

Sustainable procurement performance depends on the effectively and efficiently achieved through the five rights of procurement i.e. right quality, right quantity, right time, right price & right place. Quality and quantity are the prerequisite in Government works & goods procurement through Technical Specification and Bill of Materials (BOM) respectively. If they don't follow the rules, they must be punished for violating discipline and fall in audit objection as well.

The objective of this report is to understand the sustainable procurements methods which are being practiced in DC office. Being an Additional Deputy Commissioner (General), this report helped me in service and personal life. I perceived how Direct Purchase Method (DPM), Request for Quotation Method and Open Tendering Method (OTM) are practiced in purchasing and how these methods are performed through government guideline (PPA, 2006 & PPR, 2008) properly. In this report, I came to know regarding the core activities of all the sections in District Administration, Dhaka. And I also learn about the annual budget allocation for each DC office and ensuring the expenditure procedures while making this report. Finally I recommend some issues for further improvement of the present scenario.

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List of Acronyms

DC	Deputy Commissioner
ADC	Additional Deputy Commissioner
PPA	Public Procurement Act
PPR	Public Procurement Rules
DPM	Direct Purchase Method
RFQM	Request for Quotation Method
OTM	Open Tendering Method
TSTM	Two Stage Tendering Method
OSTETM	One Stage Two Envelop Tendering Method
RFP	Request for Proposal
ADM	Additional District Magistrate
NDC	Nezarat Deputy Collector
RDC	Revenue Deputy Collector
MOPA	Ministry of Public Administration
MoL	Ministry of Land
BPAA	Bangladesh Public Procurement Authority.
DPP	Development Project Proforma
VAT	Value Added Tax
HOPE	Head of Procuring Entity
FR	Financial Rules
TR	Treasury Rules

CAFO	Chief Accounts and Finance Officer
MDSP	Mirpur Development and Settlement Project
NOA	Notification of Award
e-Tendering	Electronic Tendering
PE	Procuring Entity
AC	Assistant Commissioner
BOQ	Bill of Quantities
NGO	Non-Government Organization
ACR	Annual Confidential Report
UNO	Upazila Nirbahi Officer
LAO	Land Acquisition Officer
LGED	Local Government Engineering Department
PWD	Public Works Department
UP	Union Parishad
ToR	Terms of Reference
GDP	Gross Domestic Product

1.1 Introduction

1.2 Background of the Study

It is an inescapable and most crucial part to have successfully completion my master course in Procurement and Supply Management (MPSM) under the BRAC University. With the support of District Administration, Dhaka, I have completed my report at my workplace in time. This report is based on my administrative experience and little knowledge about government procurement methods in a year to complete procurement process in District Administration. The report is determined with titled as ***“An analysis of sustainability public procurement Practices in District Administration, Dhaka”***. The main objectives of government procurement or public procurement is when a governing body purchases goods, works and services from an organization for themselves. Therefore, government procurement accounts for a sustainable part of the global economy. Competition is a key component of public procurement which affects the outcomes of the whole process. There is a great amount of competition over public procurements because of the massive amount of money that flows through these systems. There are various practices of public procurement methods but few of them are practiced in District Administration which has to regulate by the Public Procurement Act-2006 (PPA, 2006) and Public Procurement Regulations-2008 (PPR, 2008). As a Additional Deputy Commissioner (General), I worked with the Nezarat section (receive and expenditure of government budget) under my direct supervision which directly involved me to understand the overall procurement processes functioning in the Dhaka District Administration. In the work place, I had to work procurement personnel of Dhaka District Administration who are directly responsible with me ensuring different kinds of procurement practices. It was an unimaginable scope that we worked together the right track so that I could gain the optimum opportunity to learn/experience from my beautiful work place.

1.3 Objective of the Study

The general objective of the study is to achieve the requirement of capstone integrative course, PSM-665. This course mainly designed on sustainable procurement and supply chain management that requires submitting a report to the university authority, where the student can easily develop proper fact-finding, analytical and effective communication skills. Aside from that, the main objective of this report is to understand ***“an analysis of sustainability public procurement practices in District Administration, Dhaka”***.

1.4 Specific Objectives of the Study

1.4.1 To know the sustainable public procurement practices in District Administration, Dhaka;

1.4.2 To know the features of different public procurement methods like Direct Purchase Method (DPM), Request for Quotation Method (RFQM) and Open Tendering Method (OTM) with empirical study;

1.4.3 Providing significant recommendations to enhance the activities of different procurement methods in District Administration, Dhaka effectively.

1.5 Significance of the Study

The significance of the study is:

- Getting an overview of sustainable public procurement practices in District Administration, Dhaka effectively;
- To know the features of public procurement methods like DPM, RFQ and OTM and
- To providing significant recommendations to enhance the activities of different procurement methods in District Administration, Dhaka effectively.

1.6 Methodology

To prepare this report, initially I collected both primary data and secondary data respectively. Before collecting data from primary and secondary sources, I have followed research methodology. Firstly, I, collect data from primary sources through interview of the high officials and section staffs working mainly Nezarat and State Acquisition section under Dhaka District Administration. For any question arising, I definitely communicate with my working supervisor and office head **Mr. Anisur Rahman, Deputy Commissioner, Dhaka** to consult with him and trying to solve the problem as soon as possible. The aim of the interview is to know how the sustainable different public procurement procedures are performed in the biggest District Administration office like Dhaka. I made an endeavor to identify the key findings from the interviews with notes for future clarification and better understanding.

Secondly, I collect secondary data from Public Procurement Act-2006 and Public Procurement Rules-2008 which are considered as the main text book for Public Procurement in Bangladesh. I browsed different websites of government agencies and visited previous published papers related to public procurement minutely. I saw procurement related office files of Nezarat & State Acquisition (SA)

sections to get a clear knowledge about practices of public procurement in government sector.

Public procurement is always guided by PPA, 2006 & PPR, 2008. Public procurement generally completed in five steps. These are 1) Invitation for tender; 2) Evaluation of tender; 3) Approval of tender evaluation report; 4) Award of contract and 5) Execution of contract. First of all, our office published procuring plan in the financial year as per national integrity strategy. Issuing tender notice and selling tender schedule also very important part of public procurement.

The following methodology will be followed for the writing:

- Literature review:

A literature review is a summary of a subject field that discusses and analyses previously published works on a topic. A literature review is more than a summary of the sources. A literature can refer to a survey of scholarly sources on a definite topic. The literature review provides with an image of the existing knowledge, allow to identifying relevant theories, methods gaps in the existing research. The literature review will aim at gaining better understanding of my topic of the report.

- Desk study:

A desk study is the collection of information available about my topic. The desk study will include a series of studies about my office which will contribute to my report.

- Study of various methods on Public Procurement:

The various methods of public procurement are the backbone of any study regarding public procurement. My aim will be to study as much public procurement methods as possible and then link to my study. The practical use of those studies will be prioritized.

- Discussion with the employees of the District Administration, Dhaka:

A series of discussions will be held with the employees of Nezarat and State Acquisition section to understand their perspectives of the existing tender methods.

- Data collection:

Data will be collected on the topic and then prepare the final report.

- Application of various methods of public procurement in the District Administration, Dhaka:

Various methods of public procurement will be applied in different contexts and later assessed for the sustained. Not all methods will be applicable and appropriate. The needs and appropriate methods will be taken into consideration.

- Merits and demerits:

The merits and demerits of the DC office practices will be analyzed for further understanding.

1.7 Limitations

Limitations of this paper are noted below:

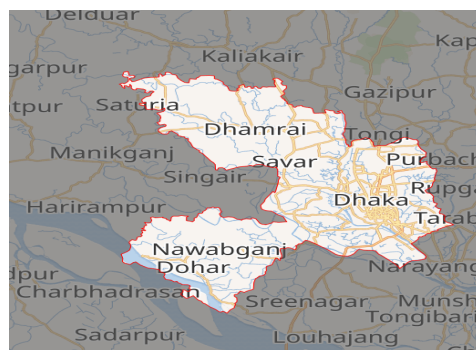
- ✓ Because of endless working pressure especially in Nezarat & SA sections in Dhaka DC Office, it was really hard working and a time consuming processes to collect primary and secondary data.
- ✓ Because of most of the purchasing methods were executed in the process like DPM, RFQ and OTM processes.

2.0 Organization Overview

2.1 Dhaka District at a Glance

Dhaka is a district as well as the capital of Bangladesh. It is one of the densest among 64 districts in the nation and also a part of the Dhaka Division. Dhaka, the capital of Bangladesh, on the southeastern banks of the Buriganga River which flows from the Turag, is the main source of water into the Buringanga particularly in the dry session. While both, South and North Dhaka City Corporation occupy only about a fifth of the area of Dhaka district, it is the economic, political and cultural centre of the district and the country. Dhaka District consists of Dhaka, Keraniganj, Nawabganj, Dohar, Savar and Dhamrai upazila. Dhaka District is an administrative entity, and like many other cities, it does not cover the modern conurbation, which is Greater Dhaka, which has spilled into neighboring districts, nor does the conurbation cover the whole district, as there are rural areas within the district.

Dhaka district is situated almost at the middle area of the country. Dhaka District is surrounded on the by Gazipur and Tangail, on the south by Munshiganj and Faridpur on the east by Narayanganj and on the west by Manikganj. The main rivers flowing through this district are the Padma, the Buriganga, the Daleshwari and the Turag are very important and almost navigable throughout the year. The numerous smaller rivers are the Bangshi, Turag, Balu, Elamjani, Alam, Bherujkha, Ramkrishnadi, Elisamari, Tulsikhali etc.



2.2 History of Dhaka District Administration

Dhaka District was first established in 1772, but the establishment of its urbanised process in the area from the 7th century. The present-day Savar was the capital of the Sanbagh Kingdom during the seventh and eighth centuries. The city of Dhaka was governed by the Buddhist kingdom of Kamarupa, Assam and the Pala Empire before controlled of the Hindu Sena dynasty in the 9th century. The kingdom of Pala is considered as the golden age of Bengali history. It is said that the city of Dhaka was named after Dhakeshwari's temple was built. The Dhakeshwari means Goddess of Dhaka was built in the 12th century by King Ballal Sen. It considered as Dhaka's cultural heritage. In that period the city consisted of a few market centres like Lakshmi Bazar, Shankhari Bazar, Tanti Bazar, Patuatuli, Kumartuli, Bania Nagar and Goal Nagar respectively. After defeated Lakshman Sen of the Sena dynasty, Dhaka was successively ruled by the Turkish and Afghan governors descending and very few land lord Bhuiyans from the Delhi Sultanate for the next hundred years until the arrival of the Mughals in 1608.

There was a significant growth in population as well as development in townships the city of Dhaka was proclaimed as the capital of Bengal during Mughal Empire in 1608. Dhaka district was famous for textile products – especially the Muslin during the Mughal period. Mughal Subahdar Islam Khan Chisti was the first chieftain of Dhaka city appointed by Emperor Jahangir. Islam Khan renamed the Dhaka as "Jahangir Nagar" (*City of Jahangir*) in honour of the Mughal emperor Jahangir. Though the historical narratives and previous records informed us the name of Jahangir Nagar was dropped soon after the death of Emperor Jahangir. The largest expansion of Dhaka measured 19 by 13 kilometres (12 by 8 miles) had a population of nearly 100000 ruled by Subahdar Shaista Khan. Later, the emerging city passed to the control of the British East India Company in 1765 following the Battle of Plassey and eventually the Company took fully control in 1793, when the city became familiarised by its anglicised name, Dacca. The city's population was reduced dramatically during the war in a short period, Dhaka city was smaller than Kolkata, but substantive development works and modernisation of educational institutions eventually followed. Besides, a modern water supply system and an electricity supply both were first launched in 1874 and 1878 respectively.

In 1905, the partition of Bengal was in effect, Dhaka became the capital of the newly established state of Eastern Bengal and Assam. Then, the partition was revoked Bengal was reunited in 1911 and

Dhaka became a district town. The rural areas under the present Dhaka district, especially Dohar Upazila were used for the production of indigo.

Following the partition of British India in 1947, Dhaka became the capital of East Bengal under the dominion of the new Muslim state of Pakistan, while the western part of Bengal with a majority Hindu population had become a part of the new and independent India, designated as West Bengal with Calcutta as state capital. After the serious communal violence in Calcutta witnessed thousands of people were dead. As a result, large proportion of the city's Hindu population migrated for India; contrary to that the city received hundreds of thousands of Muslim immigrants from Calcutta. Then, the population of Dhaka city increased dramatically in the short period of time, which created acute shortages of living infrastructural things problems. After the partition of India, the city became known as the second capital (legislative capital) of Pakistan which was declared in 1962 under the constitution. An increasing number of political activities took place in Dhaka, considered as the hub of regional politics. In 1952, the University of Dhaka led by students organized a nationwide protest accepting Urdu as the state official language of Pakistan, known as the language movement. Many protesters were killed amidst indiscriminate firing by the police who were protesting peacefully. The then Pakistan Military Junta launched Operation Searchlight against the people of the East Pakistan which led to the arrests, torture and systematic eliminations of hundreds of thousands of students, Bengali civilians, armed personnel and many Hindus and Bengali intellectuals.

During the Bangladesh Liberation War the Pakistan army arrested and killed fourteen Muktijoddhas from Dhamrai Bazar. A mass grave created during the war still exists in the western side of Kalampur Bazar. The Pak army also burnt down many houses in Konakhola, Basta, Brahmanakirtha, Goalkhali and Khagail Kholamora villages of Keraniganj Upazila.

The fall of Dhaka city to the allied forces on 16 December marked the surrender of the Pakistani army. The post-independence period has seen a rapid and massive growth of the city population, attracting migrant workers from rural areas across Bangladesh.^[7] A real estate boom followed with urban sprawl and the development of new settlements such as Gulshan, Banani and Motijheel. The district does not cover all parts of Greater Dhaka, and Greater Dhaka does not include all parts of the district, which includes rural areas. The district consists of 56 thanas (49 in city corporations,

7 in upazilas), 5 upazilas, 79 unions, 974 mauzas, 1999 villages, 2 City Corporations, 129 City Wards, 855 City Mahallas, 3 paurashavas, 27 wards and 133 mahallas.



Upazila Sketch Map of Dhaka District

Five upazilas in Dhaka district are as follows:

- Dhamrai Upazila, suburban and rural
- Dohar Upazila, suburban and rural
- Keraniganj Upazila, suburban
- Nawabganj Upazila, suburban and rural
- Savar Upazila, suburban

Besides the Dhaka District, the Dhaka City Corporation is divided into 2 parts. One is Dhaka North City Corporation and other named Dhaka South City Corporation respectively. The two city corporations have their own budgeting and administrative power under respective laws.

2.3 Mission and vision

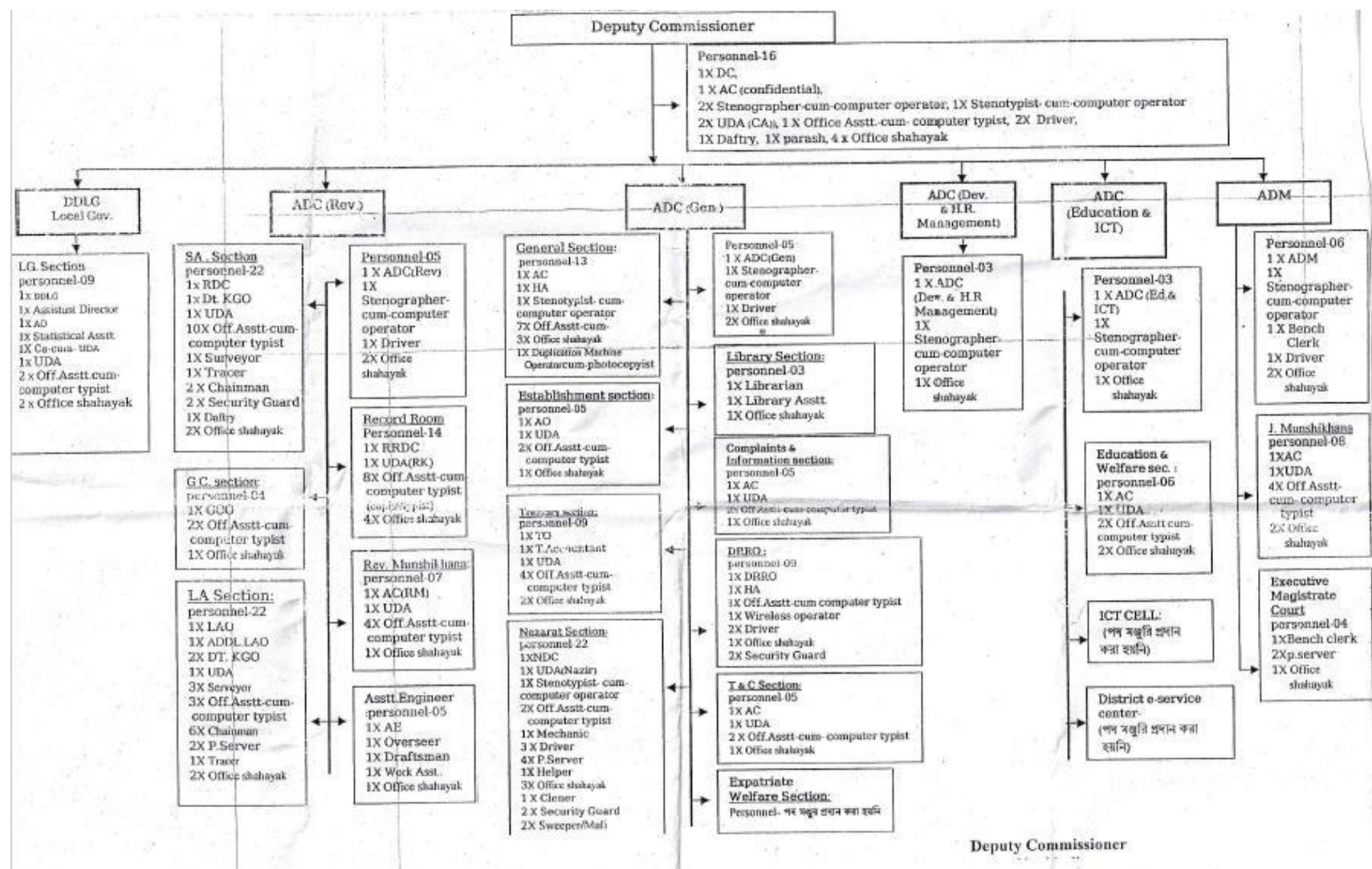
Mission

To keep transparent, accountability and ICT based Development Administration is to procure goods, works and services with duly sustainable lawful practices.

Vision

Ensuring ICT based Development Administration with sustainable procurement in an innovative ways.

2.4 Organogram of the Organization



2.5 Various Sections of the District Administration Office

Prior approval of MOPA (Ministry of Public Administration), there are as many sections in the Deputy Commissioner, Dhaka Office as stated below:

- 1) District Treasury Section
- 2) Nezarat Section
- 3) General Certificate Section
- 4) Record Room
- 5) Local Government Section
- 6) General Section
- 7) Revenue Munshikhana Section
- 8) ICT Section
- 9) Education & Welfare Section
- 10) Judicial Munshikhana Section
- 11) Arms Section
- 12) Library, Forms and Stationary Section
- 13) Land Acquisition Section (General, 1,2,3,4 & 5)
- 14) Expatriates Welfare Section
- 15) Disaster and Rehabilitation Section
- 16) Establishment Section
- 17) NGO Section
- 18) State Acquisition Section
- 19) Information & Grievance Cell
- 20) Front Desk
- 21) Vested Property Section
- 22) Deed Devaluation Section and
- 23) Trade and Commerce Section

▪ District Treasury Section

There is a district treasury section and the Deputy Commissioner in charge of the District Treasury. The Deputy Commissioner shall be responsible to the Government for its functions. In his discretionary power, The Deputy Commissioner may appoint an Assistant Commissioner as Treasury Officer who has been guided and instructed by the treasury rules. He is responsible for security of

stamps, opium, valuables and other government property kept in the District Treasury. All stamps, securities and stock of other things are kept under joint lock. Treasury Officer shall be careful attention to the District Treasury Section.

▪ **Nezarat Section**

Nezarat section is one of the most important and the busiest among all the sections in the DC office. The Nezarat section acts like the bridge to connect and maintain internal and external relationship so that the image of the DC office largely depends on the performance of this section. This Nezarat section mainly deals with-

- a) Protocol duty to the VIP's, to endorse the travel schedule to the concerned office and taking appropriate measures required for those schedules properly.
- b) Nezarat Deputy Collector (popularly known as NDC) and his team organized different national and governmental programs. He can requisite rest houses and vehicles for any emergency need on behalf of Deputy Commissioner in accordance with the Acquisition and Requisition of Immovable Property Ordinance 1982.
- c) Nezarat Deputy Collector also deals with Employee establishment of Grade 17-20. All service record of Grade 17-20 are kept in the Nezarat section. DPC, prescribed leave rules and disciplinary action are being exercised in the Nezarat section.
- d) All Vehicles of District Pool are properly managed and maintained by the Nezarat section. Fuel records are kept and expenses of the vehicle fuel repay to the fuel station according to the guideline by Department of Transport. Beside this, NDC may issue requisition letter for vehicles, if needed. Nezarat section is fully responsible to arrange vehicle support to the Learned Executive Magistrates. Taking care and special attention to the newly recruited BCS (Administration) Cadre officers for their grooming. The Officer In-charge and responsible for this section is called as "Nezarat Deputy Collector".
- e) The management and maintenance of circuit house is directed by the Nezarat Section. Room rent and food arrangements are being done in the circuit house. Staffs of circuit house are closely monitoring by NDC.
- f) The expenses of all district pool vehicles are carried out through budget allocation under the instruction of Department of Transportation (per Jeep 180 liters petrol/ diesel) and close management and supervision directly by NDC.
- g) Transfer, recruitment, repairing and paying the salary and other allowances of all 17th to 20th

grade employees of the District Administration is administered by the Nezarat Section.

h) Mobile Court, VIP Protocol and various important programs are impending, and then it is obligatory duty to conduct requisition vehicle signed by NDC on the behalf of the Deputy Commissioner.

i) The VIP and VVIP movement security pass are distributed through this section. Nezarat Section is well communicated with SB and SSF for security purpose.

j) All letters and summons of EM, Revenue and ADM courts are sending to the appropriate recipient/authorities through process server. These activities are closely monitored by NDC and Nazir.

k) Different essential office equipment i.e; computer, stationery item, photocopier, printer, toner etc. are purchased according to the PPR. Primarily the items are stored in the storehouse and then supplied to the different sections demanding through requisition letter to NDC.

l) National days and other government programs are organized and celebrate through Nezarat Section and

m) All bills and accounts are prepared by the Nezarat section through Financial and treasury rules. It is the most crucial section to execute LR i.e; Local resource) are collected and expenses for the welfare in the district.

▪ **Establishment Section**

a) Posting of officers and staffs (Grade-10 to 16) in different sections;

b) Office management;

c) Arrangement of monthly staff meeting;

d) Endorsing of Joining and releasing letter issued from this section;

e) Storage Annual Confidential Report (ACR) of employees;

f) Gradation list of 13 to 16 grade personnel;

g) Arranging with 60 hours in-house-training,

h) Permission to attend departmental exams and senior scale exams

i) Forwarding letter to MOPA in relate to confirmation of service, medical leave and foreign leave;

j) Making work plan for 3 years to fix up priority.

▪ **General Section**

- a) Disposal of receiving letters prior approval to Deputy Commissioner or followed by delegation power;
- b) Providing financial grant to the elected cultural organizations and Cultural Personalities through the Ministry of Cultural affairs;
- c) Providing financial help to the insolvent youth organizations and sportsmen elected through the Ministry of Youth and Sports;
- d) Providing financial grant to the family member of deceased government service with prior approval of MOPA;
- e) Celebration and observing different national days with rally, seminar or discussion meeting instructed by Cabinet Division and the related line ministries;
- f) Issuance notice and arranging monthly District Development Coordination meeting for making decision with the concurrence of all members;
- g) Endorsing and sending Government orders, rules, different circulars, time to time instructions etc. issued by various ministries, divisional commissioner and agencies to the related government offices and sub-ordinate offices ;
- h) Various meeting with Department of Social Service to elect beneficiaries of financial grant in favor of disable people;
- i) Meeting and instruction to the Upazila Nirbahi Officer to collect rice directly from farmer. Preparing inspection and verification of food storage depot report;
- j) Meeting arranging with Sonali Bank Ltd. to select and recommendations the beneficiaries of freedom fighter allowance and
- k) Receiving and sending memorandum to the proper authorities.

▪ **State Acquisition Section**

- a) Transferring 10 to 16 grade officers in revenue administration;
- b) Activities of all recruitment of grade 17 to 20 employees, prepare and approval of gradation list and approval of foreign travel and recreation leaves;
- c) Preparing Sairat Mahal (Jalmahal / Balumhal / Hijal Karach Bagh /Hatbazar) list to send Divisional Commissioner for approval. After approval to the proper authority, the section go for bid process and completion all the formalities the authority may issue letter to the bid winner;
- d) Monitoring to completion of all buildings related to Ashrayon projects;

- e) Proper monitoring and ensuring land management to protect khas land;
- g) Preparing and distribution monthly salary/allowance/bill payment of the employees of SA section/ancillary bills;
- h) Determine land development tax and always trying to collect it 100% from land owner. Monitoring mutation and rent certificate case files and related documents;
- i) Prior to protect khas land as to create eviction file to evict illegal movable or immovable property of khas land;
- j) Arranging monthly revenue meeting to convene all Assistant Commissioner (Land) other subordinate revenue officers in the district to analyses the revenue picture and to take necessary actions immediately;
- k) To collect and preservation of all khatian from Ministry of Land. Besides, taking part in a new Digital and Diara survey information;
- l) Taking immediate action to dispose of audit objections;
- m) Increasing Land Tax and in need of utilization of land, Deputy may dispose to change land type in a land change type file;
- n) To prepare and sending monthly report of land management to the Ministry of Land;
- o) To dispose appeal case against mutation case to complete Assistant Commissioner (Land) and
- p) To construct / renovate of City/Upazila / Union Land Offices and monitoring it properly.

▪ **Judicial Munshikhana (JM) Section**

- a) Arranging monthly meetings on law and order committee, law facilitation committee, suppression of violence against women and children committee, Smuggling and protection committee, Drugs and Acid committee, Sensational Cases examine, etc. Besides finally preparation, evaluation and passed the previous month meeting minutes;
- b) In case of emergency and necessary to issue 144 section of CrPc 1898 for public safety and to control law and order situation;
- c) Appointing Executive Magistrate by the District Magistrate to control law and order situation within the law specifically in public examinations, election duty, eviction and conducting mobile court;
- d) Decisions of Prison related affairs followed by Jail Code and Kara rules regarding execution of documents at the jail gate, division of jail to prisoner, release of detainees under Special Power Act, 1974;

- e) In reply to the notices, ruling and appeal of the Supreme Court;
- f) To execute summons/ warrants and others orders that come from the judicial courts of this district and the other districts as well;
- g) Appointing Executive Magistrate for execution disinter and auction by the competent court;
- h) Recommendations and dispose of cases filed for political reasons sending to the Ministry of Home Affairs;
- i) In order to control law and order, the District Magistrate to give permission of various meeting, fair, mahfil etc.;
- j) Prior to get positive inspection report, the District may issuance of acid licensing, issuance of no-objection certificate for sale of fuel oil and explosives, installation of bar etc;
- k) Permission and nullify of printing and publications of newspapers and magazines under proper inspections;
- l) Disposal of appeal hearing regarding mobile court;
- m) Recruitment and honorarium to the PP and APP;
- n) Disposal and inspection of section 107, 144 & 145 section under CrPc court;
- o) Coordination meeting of consumer rights and inspection of accidental cases and
- p) Proper taking examinations of BRTA License and other related works.

▪ **Education Section**

- a) Acting as a head of management committee of several educational institutions which delegated by Divisional Commissioner.
- b) Appointing eligible teacher for vacant posts in the educational institutions, those are acting as the chairperson;
- c) Proper monitoring, coordination with the DPO, DEO and Upazila Nirbahi Officers to distribution of free textbooks in the scheduled time among secondary and primary level students;
- d) Arranging meeting of JSC, JDC, SSC and HSC and other equivalent examinations in the DC Office in view of free and fair conducting examinations;
- e) Inspection of several secondary schools in a month and sending reports to the concern ministry/divisions and Divisional Commissioner respectively;
- f) Conducting admission test in different government and non-government educational institutions to admit eligible students with highly supervision and well coordination;

- g) Sending HSC, SSC and equivalent examinations Code number to the competent centre in-charge properly;
- h) Forwarding application with other related papers of academic recognition for educational institutions to the Department of Education;
- i) To appoint presiding officer for the election of educational institution management committee;
- j) To investigate different allegation against corruption or illegal activities of educational institutions;
- k) Approval of salary-allowance and other expenses in absence of management committee of school or governing body of college;
- l) Preparing para-wise statement of fact submitted to Honorable High court or Appeal division against any writ petitions and
- m) Taking viva voce with the approved committee those who passed written examination against the of government primary teachers.

▪ **Local Government Section**

- a) Arranging and taking the oath ceremony of the elected Union Parishad chairmen;
- b) Approval different projects under LGSP in all Union Parishad;
- c) Auction/tendering process of cars, building of the any of the local government institutions;
- d) After getting proper investigation, the proposals for removal of Union Parishad chairman and members sending to LGED;
- e) Appointing Union Parishad Secretary and Accountant through direct recruitment rules;
- f) Inspection of the project in the Union Parishad and the arranging training programs to the Union Parishad secretaries;
- g) Prior approval of government payment of the salary/gratuity of Union Parishad employees;
- h) Proper monitoring and the evaluation process of the overall activities prescribed by Ministry of LGED to select the best 3 Union Parishads under the jurisdiction;
- i) Supervision and correction of Birth/Death Certificate with documents to the appropriate citizens and
- j) Forwarding Ex-Bangladesh Leave applications of UP Chairmen to Ministry of LGED.

▪ **Land Acquisition Section**

- a) Firstly, issuance notice for the land owner followed by Land Acquisition Act, 2017;

- b) Joint inspection to the acquired land with PWD, UNO, AC(land) and expectant authority;
- c) An appeal against the issuance notice, the Deputy Commissioner hearing the appellant face to face with documents and consideration to dispose with merit;
- d) After scrutiny all the documents submitted by the land owner and prior approval to the authority, The land acquisition officer (LAO) providing compensation bills for acquired land to the land owner;
- e) Providing compensation bills in favor of the land owner by purchase/the owner by inheritance/owner by power of attorney for their proper submission of valid documents.

- **Front Desk**

- 1. Receive all application and letter from different offices and general public.

- **Complain and Information section**

- a) After getting a complaint from the complainant, the section officer and concern ADC scrutiny it minutely. Then appointing an investigating officer to search fact findings against the complaint; if the complaint is true, we will provide the information quickly to the complaint as per RTI Act or Rules. If the complaint isn't true or invalid, we will not provide information to the complainant;
- b) The investigating officer will provide information to the concern section in the stipulated time and
- c) Issuance summons to the complainant to hear the complaint and
- d) Following Right to Information Act, 2009 and acted it properly in view of disposal.

- **Record Room section**

- a) Citizens will apply for online general application to get certified copy of CS/SA/RS or City Survey porcha with a number of fixed amount money. After scrutiny it properly, the Officer-in-charge or record keeper (popularly known as RK) providing the certified copy of required porcha (ledger) as per Citizen Charter;
- b) To get urgent need of porcha, the Officer-in-charge or record keeper may provide certified copy of CS, SA, RS porcha (ledger) within stipulated time and fees;
- c) For general and urgent online application, they may provide sahimohori of certified copy of cases within the limits and
- d) Selling of Mouza Map is also provided to the land owner.

- **Treasury section**

- a) Issuing stamp vendor license in favor of the valid applicant by following treasury rules;

- b) Under proper investigation the licensee get renewing stamp vendor license in a year;
- c) Selling non-judicial stamps to vendor licensees for getting commission;
- d) Receiving Court Fees from the client;
- e) Receiving Revenue & Judicial Stamps from Internal Resources Division (IRD), Ministry of Finance;
- f) Distributing Revenue & Judicial Stamps to the vendors;
- g) Providing Special Sticky Stamps and Public Postage against client's submission with challan;
- h) Monthly selling report to IRD, Ministry of Finance and
- i) Issuing process of power of attorney from expatriate.

▪ **Expatriate welfare Section**

- a) To dispose different types of complaints from expatriates;
- b) After submission of unmarried certificate with legal documents, the District Magistrate examines all the documents and issuing unmarried certificate in favor of applicant;
- c) Communicating and arrangement of returning of the dead bodies of expatriates through foreign mission and transfer to his/her family.

▪ **RM Section**

- a) Collecting state of facts from the AC(Land) to Conduct civil cases in various courts through Government Pleaders (GPs);
- b) Conducting cases vested property tribunal and appeal tribunal through Vested Property Pleader;
- c) Conducting contempt cases in high court for appointing lawyer through solicitor wing, Ministry of Law and Justice;
- d) After scrutiny all the documents submitted by the Government Pleaders (GPs) and Vested Property Pleader (VPPs), the authority to pay the bill in favor of them to conduct civil and vested property cases on behalf of the Deputy Commissioner and
- e) Sending monthly report on civil cases to the Ministry of Land.

▪ **General Certificate Section**

- a) After issuing certificate to the debtor to recover dues to the creditor (excise tax, duty, income tax, fines, municipal tax, arrears of various banks and financial institutions, stamp deficit duty, etc.) under the process of the public demand recovery act, 1913 and
- b) Sending report to the Ministry of Land, Divisional Commissioner and Bangladesh Bank as well.

- **ICT Section**

- a) Supervision and implementing 100% d-nothi system;
- b) Organizing training programs in relation with ICT for implementing of National Information and Communication Technology Policy, 2009;
- c) To supervise and reporting APA (Annual Performance Agreement) to the Cabinet Division and
- d) Arranging video conferencing with various agencies.

- **Other sections**

Arms section deals with arms issuance and rejected license. Deed evaluation deals with government revenue. Trade and commerce section issuance and renew brickfield, acid license and hotel restaurant. NGO deals with verification letter and close monitor of their works.

3.0 Methods of Public Procurement

Procurement is the entire process of activities regarding goods, services and works through purchasing, lease or legal contracting. Many organizations are using the terms like ‘procurement,’ ‘purchasing,’ and ‘sourcing’ but these are the separate components of procurement function. Purchasing is considered as the subset of procurement. A Purchasing process is generally performed on a transactional basis which involves the acquisition of supplies or inputs i.e; raw materials, components, goods and services to the organizations activities to pay for receiving goods or services. Procurement includes sourcing, negotiating terms, acquisition, settlement, receiving and inspecting goods, analysis of procurement data and keeping records of all the steps for future planning. So, Public Procurement is the acquisition/procurement by public authorities/entities of goods, works and services expending public money. The steps of effective public procurement (PP) process are given below:

- A) Need assessment or Identify the requirement for goods and services;
- B) Procurement plan;
- C) Specification/BoQ/ToR;
- D) Official estimated cost;
- E) Preparation of standard tender document;
- F) Advertisement;
- G) Submission of tender document;
- H) Tender opening by the tender opening committee;
- I) Tender evaluation by the tender evaluation committee;
- J) Approval by HOPE;
- K) Notification of award;
- L) Signing of contract;
- M) Contract management;
- N) Payment to the tenderer
- O) Maintain warranty or defect liability period and
- P) Contract closing.

In all public procurement, the office of the Deputy Commissioner or other Government office strictly follow the Public Procurement Act (PPA, 2006) and Public Procurement Rules (PPR, 2008) for ensuring transparency, accountability and value for money throughout the public sector organizations

of the country. As a developing country, Bangladesh utilizes huge amount of national budget for procurement of goods, works and services.

3.1 Types of Procurement

There are a few different kinds of procurement that businesses can undertake. These include:

- **Goods Procurement:** Goods procurement is a kind of procurement that is exercised in all government offices. It relates to acquire physical and tangible items through the procurement process for the government's office need. Some examples of goods procurement that can be from direct and indirect procurement, such as raw materials and as office supplies respectively.
- **Works Procurement:** Works procurement means all the activities associated with the construction, reconstruction, demolition, repair or renovation of a building, highways, bridges etc. It also includes civil works for the purposes roads, railway, airports, shipping ports, dams, tunnels and structure or associated activities such as site preparation, excavation, erection, building, installation of water and sanitation or electrical equipment, decoration or finishing and mechanical/electrical works including fabrication, installation or maintenance of the mechanical or electrical nature.
- **Services Procurement:** Service procurement is acquiring services from outside suppliers to manage with fulfill their needs. This procurement can be used IT, consulting , legal advisory service, web design, marketing services, training or any other service declared as such by a procuring entity.

3.2 What is procurement method?

Public procurement method refers to the process used for selecting suppliers, contractors and service consultants/providers from which to acquire goods, services, or works. These are the ways in which procuring entities obtain goods, services and works from suppliers, contractors and service providers.

A several number of factors are considered, when selecting on the most appropriate procurement method including-

- (a) The large value and complexity of the goods, services or works being procured;
- (b) Availability of time for procurement;
- (c) The level of risk to be considered;
- (d) The objectives of the procurement to be required;

- (e) Following with relevant government laws, regulations and time to time circulars and
- (f) Depending on available competition in the procurement market.

Procurement methods are identified into two broad categories: (1) competitive and (2) non-competitive methods. Competitive methods are preferred because the bidding documents are advertised within the timeframe and made available to all tenderer interested in bidding participation. So, Competitive methods are promoting transparency, economy and efficiency and barred to access favoritism. The restricted or selected procurement method is considered as non-competitive procurement method because of the standard tender documents and invitations system are sent to a limited number of tenderer (suppliers, contractors or service providers).

Government of Bangladesh enacted The Public Procurement Act, 2006 for ensuring transparency and accountability in the procurement of goods, works or services by using public funds and ensuring free and fair competition to be held among all participated persons. After this act, the government is pleased to make Public Procurement Rules, 2008 for further details. The main objectives of the public procurement is to achieve best value for money and to ensure transparency and accountability in effective practicing sustainable public procurement of the District Administration, Dhaka with proper management of public funds. The choice of procurement method mainly depends on what kinds of goods, works or services to be procured and the size of the local market or purchase volume or the value of the procurement or dates on delivery. Annual procurement planning initiates with making of annual plans, budgets and time schedules to execute procurement activity. There are several public procurement methods in both referred to the section 31 and 32 of PPA-2006 and rule 61 to 82 of PPR-2008. To purchase goods and works in public procurement the following methods are followed:

- 3.2.1 Open Tendering Method (OTM-competitive procurement method; Rule 61-62)
- 3.2.2 One stage Two Envelop Tendering Method (OSTETM-competitive; Rule 66A-68B)
- 3.2.3 Limited Tendering Method (LTM-non-competitive; Rule 63-64)
- 3.2.4 Two Stage Tendering Method (TSTM-competitive; Rule 65-68)
- 3.2.5 Request for Quotation Method (RFQM-non-competitive; Rule 69-73)
- 3.2.6 Direct Purchase Method (DPM-non-competitive; Rule 74-82)

3.3 Open Tendering Method (OTM)

Open Tendering Method (OTM) is considered as the Preferred Method of procurement to ensure foster competition and transparency in accordance with PPR: Rule 61.

For acquiring goods, works and services from tenderer, OTM is used the highly recommended competitive Procurement method. National or international arena, OTM is known as “Open Competitive Bidding” or “Open Solicitation”. Tenderer are invited (as referred Invitation to Tender) to submit required documents for bids or proposals after being public notices used or advertisements published in national daily. A procuring entity is the authority to prepare advertisement and publish it at a time at least 1 Bangla 1 English daily newspaper in widely circulated for inviting tenders in accordance with the provisions of section 40 of PPA and rule 90 of PPR. Advertisement should also be uploaded on its own website and in Bangladesh Public Procurement Authority (BPAA) website respectively. Any edition or corrigendum to any tender should be re-published in the same newspaper & website in accordance with the same following sections and rules. From the date of advertisement, tenderers are allowing time for preparation and submitting tenders for public procurement of Goods/Works/Services under OTM not less than:

- 14 days for Procurement up to Tk. 3 million BDT;
- 21 days for contracts above Tk. 3 million & up to Tk. 50 (fifty) million BDT;
- 28 days for contracts above Tk. 50 million BDT;
- 14 days for national urgency arises, CCEA may reduce the time for Procurement processing and
- 14 days for re-tendering. (in accordance with , schedule-2, rule 61[4])

3.4 Limited Tendering Method (LTM)

Limited Tendering Method is a selective tendering method that limits the invitation to tenders for selecting a number of tenderers. This method is also called as Restricted or Selecting Tendering Method. This is a non-competitive procurement method and the basic feature of LTM is that competition is restricted to a selected number of tenderer or firms in order to reduce time and cost of the selection criteria.

After prior approval of HOPE or an Authorized Officer LTM shall be applied by PE in the

following cases:

- a) By reason of specialized nature in goods, works and services are only available from a limited number of potential qualified Suppliers or Contractors or Tenderers;
- b) An urgent need for procurement and competitive tendering would be impractical at national or international level;
- c) There is an established Government a policy regarding standardization in order to reduce stock requirements and maintenance costs

Retention Money or Tender Security shall not be mandatory submission but only Performance Security shall be required. In accordance with 63(2) rule of PPR, the allowing financial limitation for the use of LTM is given below:

- 1) Maximum limit of TK. 1.5 million in Goods and Services and
- 2) Maximum limit TK.3 million in Works and Physical Services.

3.5 Direct Procurement Method (DPM)

DPM is the method of which acquiring goods, services and works from only one source without following the regular tendering process for avoiding possible competition among tenderers. This method is also called sole-source procurement, single source procurement and soul source selection. Decision to apply of this method is approved by HOPE. Direct Procurement Method may apply in the following cases:

- a) Direct Contracting;
- b) Additional deliveries and Repeat Orders;
- c) Variation Orders;
- d) Extra work order;
- e) Direct cash purchase and
- f) Force account.

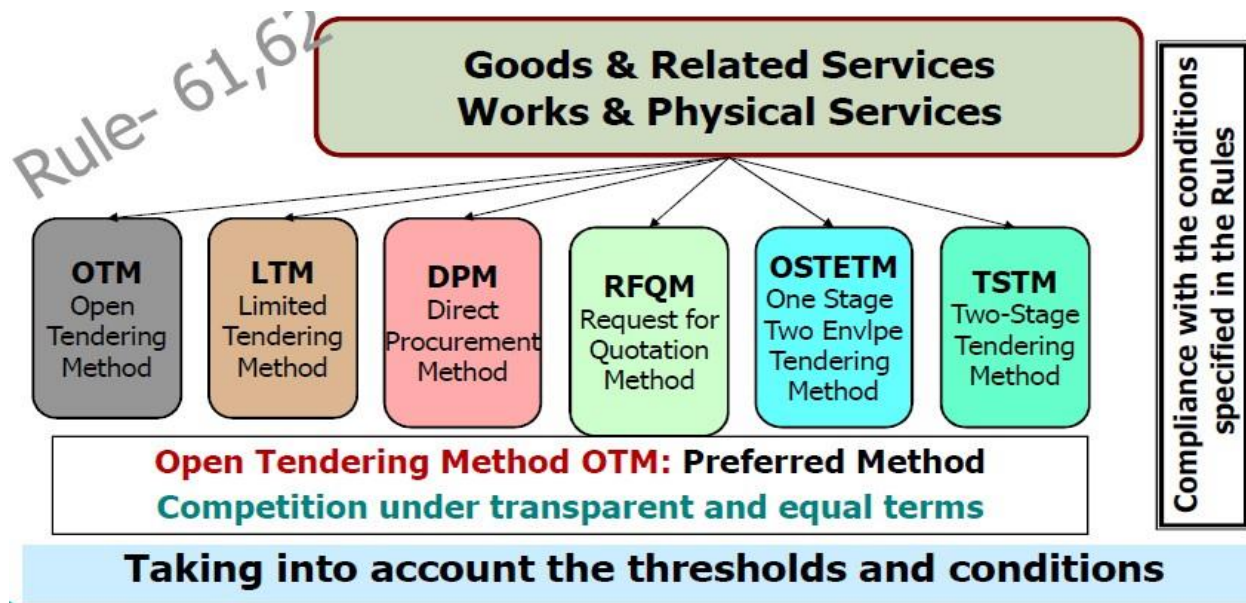
There is no need for advertisement and tender security but a performance security shall be required for submission. This is completely a non-competitive procurement method and it does not provide the benefits of competition, lack of transparency and encourage fraudulent practices.

3.6 Two Stage Tendering Method (TSTM)

Two Stage Tendering Method (TSTM) is similar to Request for Proposal (RFP) which can be used for the procurement of goods, services and construction works especially turnkey contracts for large complex facilities. In accordance with section 32(1) (C) of PPA, 2006 and rule 65 of PPR, 2008, Two Stage Tendering Method (TSTM) shall be applied for large and complex procurement such as supply, installation & commissioning of a plants or works of complex nature or communication technology. The main feature of TSTM -is the submission of proposals takes place in different stages. After evaluating on the technical proposal, then financial proposal is submitted only by the responsive tenderers. In the first stage, there shall be no requiring for submitting a tender security by the tenderers.

3.7 Request for Quotation (RFQ)

The Request for Quotation (RFQ) is a non-competitive procurement method which may be applied (subject to the prescribed price limit) for readily available in the market standard off-the shelf goods, physical services and low value simple works. This method also used for urgently need of procurement especially goods, emergency required for maintenance or repairs in a public sector utility's own operations and workshops. The HOPE shall strictly follow and control the use of RFQ method, ensuring not to abuse by splitting requirements into smaller size in order to justify. This method is also known as Shopping and Invitation to Quote and does not require all the documentation or formalities in a tendering process. RFQ method shall be approved by HOPE or an authorized officer in writing. Tenderers shall be invited to submit their quote price similar to OTM. Does not need to be advertised in the newspaper but minimum circulation shall be needed in the website or notice board to the Nezarat section. Tender or performance security does not require submitting for RFQ method.



3.8 The importance of Procurement Methods

Procurement methods are important for organizations as they play a key role in achieving their goals and objectives. Some of the main procurement methods are:

1. **Cost savings:** Sourcing methods help organizations obtain goods and services at the best possible prices. Using competitive procurement methods such as Open Tendering Method (OTM), Two Stage Tendering Method (TSTM) and Request for Proposals (RFPs) call for bids to foster competition under equal and non-discriminatory terms in order to get multiple tenderers or suppliers focusing increased competition and lower prices.
2. **Quality Assurance:** Procurement methods enable organizations to set quality standards for the goods and services they purchase. By using restricted bidding and prequalification, companies can work with proven suppliers who meet quality standards and deliver high-quality products and services.
3. **Risk management:** Procurement methods help organizations manage the risks associated with procuring goods and services. Conducting a prequalification and selecting restricted bidding, companies can work with proven suppliers who fulfill the organization's needs.
4. **Transparency and accountability:** Procurement process to be followed for ensuring transparency and accountability in the procurement of goods, works or services using public funds and by allowing free and fair competition among the tenderers to bid in the procurement process. In accordance with

64 section of PPA, 2006 and rule 127 of PPA, 2008, the procuring entity (PE) and the persons who are involved during procurement process do not engage in any corrupt, fraudulent, collusive or coercive practices and always abide by the code of ethics.

5. **Compliance:** Procurement methods help organizations comply with regulatory requirements related to procurement. By using methods such as requests for proposals (RFPs), organizations can ensure that their procurement processes are aligned with regulatory requirements related to procurement.
6. **Efficiency:** Procurement methodologies help organizations improve the efficiency of their procurement processes. Using methods such as e-procurement, companies can automate procurement processes, resulting in reducing the time and resources required to manage procurement activities.

4.0 Budget Allocation in Dhaka DC Office

The parliament has passed the national budget of Tk. 7,97,000 crore for the fiscal year 2024-25. Mainly two ministries like Ministry of public administration (MOPA) and Ministry of Land (MoL) allocates of their budget for all (64) DC office through iBas++ respectively. Like the other District Administration, the Dhaka DC office to repay all the expenditure like general and revenue officer to staffs salary costs, administrative cost (like meeting, arranging in-house training, excursion etc.) and other costs. In the month of July (generally in the first week) in a every financial year, Dhaka DC office receives budget through iBas++ within a specific economic code. The concern ministries also sending budget allocation intimation through official letter with signed. Acts, rules and government circulars of financial matters should be strictly followed for expenditure. Besides, some common guidelines which are given to the concern ministries to operate expenses and procurement with annual budget allocations for all District Administrations are given below:

3.7.1 Violation of procurement rules and expenses cannot be done. Strictly follow PPA along with PPR, FR, TR rules and sub-delegation power. Nothing cannot be done which is not permitted by the law.

3.7.2 For any query regarding allocation of annual budget, always contact with the concerned ministries advised.

- At the beginning of a financial year and receiving budget through the concerned ministries, every DC office will prepare their annual budget implementation and annual procurement plan so that the process of spending allotted money cannot be done in a hurry to avoid awkward situation at the end of the fiscal year.

3.7.3 Always and better understanding with CAFO (Chief Accounts and Finance Officer) in related bills. A completion report with expenditure statement must be submitted to the concerned ministries. The outstanding money of a budget should be surrender.

Allocation of annual budget from MOPA for the financial year 2024-2025 is given below:

১

অনুময়ন ব্যয়ের বিতরণ

মাঠ পর্যায়ের অফিস ওয়ারি বিতরণ - বিস্তারিত

(সাধারণ কার্যক্রম)

২০২৪-২৫

মন্ত্রণালয়/বিভাগ

১০৭ - জনপ্রশাসন মন্ত্রণালয়

(অংকসমূহ শত টাকায়)

প্রাথমিক কোড	পরিচালন ইউনিট	মাঠ অফিস কোড	অর্থনৈতিক কোড	বিবরণ	অনুমোদিত							অনুমোদিত	
					বাজেট	সংশোধিত	বিতরণ	প্রস্তাব্যাহ	মোট	বায় (প্রক্রিয়াজন)	প্রকৃত ব্যয়	অবশিষ্ট	বিতরণশীল অর্থ ব্যয়ের হার (%)

১০৭০০

মাঠ প্রশাসন এর কার্যালয়সমূহ

১০৭০০০২

জেলা প্রশাসকের কার্যালয়সমূহ

১০৭০০০২১০০৭৪৭

জেলা প্রশাসকের কার্যালয়, ঢাকা

৩১১১

নগদ মজুরি ও বেতন

৩১১১১০১	মূল বেতন (অফিসার)	২,০০,০০০	০	২,০০,০০০	০	২,০০,০০০	০২৪	৩২,২০০	১,৬৭,৮০০	১৬	০	০
৩১১১১০২	খুটি নগদায়ন বেতন (অফিসার)	০,০০০	০	০,০০০	০	০,০০০	০	০	০,০০০	০	০	০
৩১১১১০৩	মূল বেতন (কর্মচারী)	৩,২৯,৬০০	০	৩,২৯,৬০০	০	৩,২৯,৬০০	২৪৩	৩৪,৪৭৪	২,৯৫,১২৬	১০	০	০
৩১১১১০৪	খুটি নগদায়ন বেতন (কর্মচারী)	১৪,০০০	০	১৪,০০০	০	১৪,০০০	০	০	১৪,০০০	০	০	০
৩১১১১০৫	বাহ্যিক ভাতা	০,৬২০	০	০,৬২০	০	০,৬২০	০	৬০০	০,০২০	১২	০	০
৩১১১১০৬	শিক্ষা ভাতা	৭,০০০	০	৭,০০০	০	৭,০০০	০	৭০৪	৬,২৯৬	১০	০	০
৩১১১১০৭	বাড়ি ভাড়া ভাতা	২,৭৭,৪০০	০	২,৭৭,৪০০	০	২,৭৭,৪০০	৪০১	৩৬,০৭৮	২,৪১,৩২২	১৩	০	০
৩১১১১০৮	চিকিৎসা ভাতা	৩৭,৪০০	০	৩৭,৪০০	০	৩৭,৪০০	৩০	৪,৯০০	৩২,৫০০	১৩	০	০
৩১১১১০৯	মোবাইল/সেলফোন ভাতা	০,০০০	০	০,০০০	০	০,০০০	০	২৭০	০,০০০	০	০	০
৩১১১১১০	আবাসিক টেলিফোন নগদায়ন ভাতা	০,০০০	০	০,০০০	০	০,০০০	০	১৪০	০,০০০	০	০	০
৩১১১১১১	ট্রান্সপোর্ট ভাতা	৩,৬৪০	০	৩,৬৪০	০	৩,৬৪০	২	৪৭৮	৩,১৬২	১৩	০	০
৩১১১১১২	খোলা ভাতা	৮৪০	০	৮৪০	০	৮৪০	০	৬৮	৭৭২	৮	০	০
৩১১১১১৩	উৎসব ভাতা	৭৪,৯০০	০	৭৪,৯০০	০	৭৪,৯০০	০	৬০৬	৭৪,২৯৪	০	০	০
৩১১১১১৪	অধিকার ভাতা	০,০০০	০	০,০০০	০	০,০০০	০	০	০,০০০	০	০	০
৩১১১১১৫	প্রাণি ও বিদ্যমান ভাতা	১৭,৬০০	০	১৭,৬০০	০	১৭,৬০০	০	২৬১	১৭,৩৩৯	১	০	০
৩১১১১১৬	আপায়ন ভাতা	৬০০	০	৬০০	০	৬০০	০	১২	৫৮৮	১	০	০
৩১১১১১৭	সমানী ভাতা	৬২,০০০	০	৬২,০০০	০	৬২,০০০	০	০	৬২,০০০	০	০	০
৩১১১১১৮	বাংলা নববর্ষ ভাতা	১০,০০০	০	১০,০০০	০	১০,০০০	০	০	১০,০০০	০	০	০
৩১১১১১৯	আরোপণ ভাতা (সংশোধন)	১,০০০	০	১,০০০	০	১,০০০	০	০	১,০০০	০	০	০
৩১১১১২০	বিশেষ সুবিধা	২৪,২০০	০	২৪,২০০	০	২৪,২০০	৩৮	৪,০৪১	২০,১৫৯	১৬	০	০

উপমোট - নগদ মজুরি ও বেতন:

১০,২০,৬০০	০	১০,২০,৬০০	০	১০,২০,৬০০	১,২৪৩	১,২৬,২৭০	২,৭৬,০৭৪	০
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প্রকল্প/কর্ম কোড	পরিচালনা ইউনিট	ডায় অফিস কোড	অন্যক্রমিক কোড	বিবরণ	অনুসূচিক							অনুসূচিক				
					জানুয়ারি	ফেব্রুয়ারি	মার্চ	এপ্রিল	মে	জুন	জুলাই	আগস্ট	সেপ্টেম্বর	অক্টোবর	নভেম্বর	ডিসেম্বর
৩৩৩৩ প্রাথমিক স্বাস্থ্য																
৩৩৩৩০০	পুষ্টি			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০	০		
৩৩৩৩০১	পরিচালনা			০.০০০	০	০.০০০	০	০.০০০	০	০	০.০০০	০	০			
৩৩৩৩০২	অন্যান্য			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩০৩	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩০৪	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩০৫	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩০৬	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩০৭	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩০৮	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩০৯	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩১০	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩১১	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩১২	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩১৩	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩১৪	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩১৫	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩১৬	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩১৭	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩১৮	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩১৯	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩২০	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩২১	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩২২	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩০০	০	০			
৩৩৩৩২৩	কর্ম			০.৩০০	০	০.৩০০	০	০.৩০০	০	০	০.৩					

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4.1 Methods of Procurement in Dhaka DC Office

The procedures of public procurement methods are used for selecting tenderer, suppliers, contractors and service providers from which, we receive goods, works and services. Basically public procurement methods are divided into two broad categories such as 1) Competitive procurement methods and 2) Non-competitive methods. But there several types of methods which we are used public procurement in Bangladesh. In Dhaka DC office, only 03 (three) public procurement methods are being used. These are as follows:

- a. Direct Purchase Method (DPM)
- b. Request for Quotation Method (RFQM)
- c. Open Tendering Method (OTM)

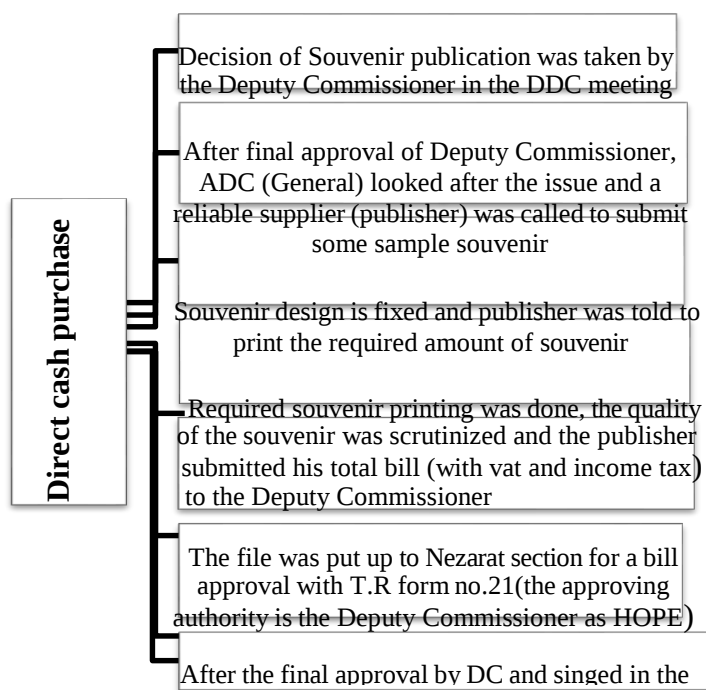
- **Direct Purchase Method (DPM)**

In accordance with section 38(C) of PPA, 2006 and rule 81 of PPR, 2008 DPM shall be applied in the following cases:

- a) In continuation of on-going or previous work or additional work that cannot be completed;
- b) Purchase of low value of goods;
- c) Required a quick selection in emergency situation;
- d) Only one firm or individual has the required qualification to fulfill the desire and
- e) Urgent need and essential services such as maintenance, repairs, transportation and others in value up to taka 25,000/- (for revenue budget) in each case and annual aggregate amounts of ten lac specified in the law.

PE (Procuring Entity) or Additional Deputy Commissioner (ADC) used DPM (Direct Purchase Method) in the Dhaka DC office. At first, DPM shall be approved by the HOPE or Deputy Commissioner to ensure that there is no abuse or harm and strictly follow the procurement rules. There is no required for a tender security nor advertise to be procured. As per rule 81 of PPR, 2008, ADC or PE may use direct cash purchase up to taka 25,000/-, which is frequently used in Dhaka DC office.

The method of direct cash purchase which will be depicted in a nutshell. In this case, Additional Deputy Commissioner (PE) purchase item was publication of Souvenir to celebrate Independence Day (26th March, 2024) of Bangladesh. The steps are as follows:



The upper mentioned case study has shown that the amount which was directly issued to the supplier (publisher) did not cross the limit of 25,000/-(in accordance with rule 81, PPR, 2008). So here, direct cash purchase is applied by Additional Deputy Commissioner (ADC) with the prior approval of Deputy Commissioner, Dhaka. After completion all the formalities i.e. received souvenir and submitted bill by supplier (publisher), then the bill was approved by Deputy commissioner and issuing a check to the suppliers directly.

In order to issue a cheque to the supplier (publisher), two methods can be shown:

- 4.2.1 Sometimes Cheque is issued in the name of Deputy Commissioner in lieu of supplier and then deposited to the account of DC. After the encashment of the cheque, another cheque (net amount, deducting vat & tax) is given to the supplier of the goods/product.
- 4.2.2 Legally, net amount of the cheque is issued directly to the bank account of supplier from AG office

directly in accordance with treasury rules. Another cheque is issued directly (Deducting vat and tax) in order to issue a challan.

Comments:

- ❖ In direct purchase method, a formal committee is required (not more than three members) as mentioned Rule 81(2), PPR-2008. It is clear practice of all direct purchase method that one external member is mandatory including in the committee.

- **Requests for Quotation Method (RFQM)**

A case study has shown that in the financial year 2023-24, a repair & maintenance small work of value tk.200000/- which was done in the method of RFQ. In the financial year 2023-24, after receiving annual budget allocation from MOPA, the District Administration, Dhaka got tk.450000 for a repair & maintenance sector in the of code 3258108. The amount of repair & maintenance sector is higher than tk.25000/- and less than tk.500000, so it should be followed RFQ method in terms of rule-9(2) (a) of PPR, 2008. It is mentioned that Dhaka DC office had been published annual procurement plan at the begging of 2023-2024 financial year. The procurement of maintenance and repairing work was done in the method of RFQ organized by Nezarat section in respect of terms and reference. The procedure of RFQ method is stated below:

- Firstly, it is to be noted that the estimated value RFQ method shall not be exceed tk.500000. In accordance with rule 69(3) of PPR, 2008, the use of RFQ method shall be approved in a file by the HOPE and Deputy Commissioner, Dhaka is the HOPE of this office. The schedule of the said procurement also included in the procurement plan which was published at the begging of the financial year. The above mentioned tender file was initiated by NDC (Nezarat Deputy Collector) through ADC (General) as PE to Deputy Commissioner (as HOPE) for final approval. The HOPE was strictly control the RFQ method in order to ensure no abuse and PE shall strictly use of this method. It is to be considered that standard tender documentation is used for a tendering process.
- After the HOPE's approval, PE used standard tender document PG 1, specified for RFQ method contained a clear statement concerning requirements such as quality, quantity or volume of goods and their duration, terms and time of delivery or completion, mode of payment and invoicing procedures including special terms of reference. In accordance with rule 71(1) of PPR, 2008; ADC (General) may invite the quotations from the suppliers/tenderers by letter, fax or electronic mail

indicating the last date of submission. According to the rule 70(2) of PPR, 2008 tenderers/suppliers may be required documentary evidence providing trade license, TIN (tax identification number), VAT registration, Bank solvency certificate and other documents as per standard tender document. RFQ method was invited through letter, fax or electronic mail but not required to be advertise in the newspaper by rule-71 (1) & (2) of PPR, 2008. It was also published in the website of DC office, Dhaka (www.dcdhaka.gov.bd) including posting in the Notice Board of Nezarat and State Acquisition section. No charge of any fees did not attribute by PE. Selected tenderers/suppliers were given time to fix up within 7 (seven) days to submit their quotations and required documents as specified in the notice.

- Prior to the invitation for application or tender notice or advertisement has been issued, a tender opening committee must be formed before the deadline for submission of applications or tenders (in accordance with rule 7, PPR, 2008). Before the invitation of tender, the HOPE (Deputy Commissioner, Dhaka) was formed a tender opening committee consisting of three members (one from external office). The formation of the tender opening committee was as follow:

Nezarat Deputy Collector (NDC)	convener
A correspondent on behalf of Executive Engineer (PWD), Sher-e-Bangla Nagar, Dhaka	member
Administrative officer, DC office, Dhaka	member

- Besides, a tender evaluation committee for low value procurement (in accordance with rule 8 (2) & 8 (8) of PPR, 2008) consisting of three members (one from external office having the knowledge of required evaluation) was also formed and approved by the HOPE (Deputy Commissioner, Dhaka) in the same note of a tender file under nezarat section. The another formation of the tender evaluation committee was as follow:

Additional Deputy Commissioner (General), Dhaka	convener
A correspondent on behalf of Executive Engineer (PWD), Sher-e-Bangla Nagar, Dhaka	member
Nezarat Deputy Collector (NDC)	member

- After the last day of submission which was given in the quotation notice signed by PE, the members of a tender opening committee sat for opening the quotations submitted by the tenderers. The tenderers were submitted its offer in a sealed envelope clearly marked on the top as ‘Quotation’. All quotations and other required documents which were submitted in sealed opening with signed by the opening committee. In accordance with rule 97 (9) of PPR, 2008 after completion of the tender opening committee, all tender with their required documents was kept in the safe custody along with a copy of tender opening sheet duly signed by all members of the tender opening committee. After that, all quotations were submitted to the tender evaluation committee to arrange a committee meeting which was held in the same day.
- All the members of the tender evaluation committee were participate in the evaluation, they were signed the evaluation report with names and designations. The three tenderers for example X, Y and Z were placed their quotations respectively. Tenderers who were submitted in compliance with the mandatory requirements considerably as responsive by the evaluation Tender evaluation committee. After all sorts of verification were completed by the tender evaluation committee, it was clear stated that tenderer X quoted the lowest price for maintenance and repairing works in tender. After completing a tender evaluation and considering the lowest price and all evaluation criteria mentioned in tender document, the tenderer “X” was recommended by TEC to give award of contract. In accordance with rule 36 of PPR, 2008, the minutes of TEC was submitted timely to the Deputy Commissioner, Dhaka.
- After the minutes of TEC was received and put up tender related file was placed through NDC, Deputy Commissioner, Dhaka got examined properly and giving approval for the Notification of Award (NOA) to the lowest quoted tenderer “X”. This procedure was referred to the rule 11(1) of PPR, 2008.
- After the approval of Deputy Commissioner, Dhaka, the winning tenderer was notified immediately by sending a NOA to sign a standard contract. After received a NOA from PE, the awarded tenderer was confirmed in writing within the stipulated time specified in the PPR, 2008. Then, a contract with duly signed and sealed in a 300/- non-judicial stamp between the Deputy Commissioner and the winning tenderer “X”. In this contract, the specification, completion date of the work and other terms and conditions were mentioned as per PPR, 2008.
- According to the terms and conditions mentioned in the contract, tenderer “X” completed their work properly and submitted the bill along with the declaration of completion of the work to the Deputy Commissioner, Dhaka (HOPE).

- Final bill (deducting vat, income tax etc.) was initiated by NDC placed through ADC (General) as PE to Deputy Commissioner, Dhaka (HOPE) for approval. After scrutinized the bill with satisfaction and then the bill was approved to instruct with a letter to the Chief Accounts and Finance Officer (CAFO) Office to issue cheque in favor of the tenderer “X”.
- The office of the Chief Accounts and Finance Officer verified and issued a cheque in favor of tenderer “X”. Then directly handed over to the tenderer.

Comments:

- ❖ Ensuring transparent and accountable measures had been taken so that three tenderers took participate in the tendering process easily.

- **Open Tendering Method (OTM)**

The open tendering method applied for the procurement of outsourcing of service for specific posts which was mentioned in the Development Project Proforma (DPP) of Mirpur Development and Settlement Project- Bridging (MDSP-B). In this project, the land part which was implemented by the office of Deputy Commissioner, Dhaka included in the DPP as well. The project estimated cost was below tk.50.00 (fifty) crore, so that the administrative approval of the project was being approved by the honorable planning minister. The office of the Deputy Commissioner was the implementing agency of the project. Depending the approved DPP and related procurement rules, the procurement process of the outsourced service for this project is described here. The following procurement process of outsourced service is described as below:

- In this procurement, the open tendering method was the preferred method for outsourced service relating to a specific requirement and made it more appropriate for other procurement methods. In accordance with DPP and PPR, 2008; office of the Deputy Commissioner started with the process of procurement work. Considering the open tendering method, the total amount for outsourced service was tk.2.25 crore which was allocated in the DPP.
- In the inception of a file note, there was a short brief about DPP part which depicted about the outsourced service for specific posts like data entry operator, driver, chainman and

MLSS for doing office work of the project used in the open tendering method. This open tendering method was also followed and executed in the outsourcing policy, 2018 which published by the Finance Division to reduce government expenditure. Then, a tender notice which was prepared and placed in a file for the final approval of the Deputy Commissioner, Dhaka as HOPE.

- After the signed of a tender notice by the Deputy Commissioner, Dhaka, Tender notice was published or advertised their procurement requirements in the two national daily newspapers. According to PPR, 2008 advertisement in at least one Bangla language national daily and one English language national daily newspaper. In order to advertise, they were careful apply with profound judgement in choosing national daily newspapers which were commonly known and well accepted. It was mentioned that total posts, required educational qualification and age limit and other requirements in the tender notice. Specific terms and conditions and the process of tender documents submission, required papers documentation and other qualifications criteria of the tenderer were also mentioned in the tender notice.
- Then the invitation tender procedure was done by HOPE, a Tender Opening Committee (rule 7, PPR, 2008) which was consisting of three members proposed and it was placed for approval to HOPE. The formation of the tender opening committee was as below:

Revenue Deputy Collector (RDC)	convener
Nezarat Deputy Collector (NDC)	member
Senior Assistant Commissioner (Printing and Press), DC office, Dhaka	member

As per rule 8 (2) & 8 (8) of PPR, 2008, the formation of a Tender Evaluation Committee (TEC) consisting of Five members which was proposed and it was also placed for final approval to HOPE in the same file note. The formation of the tender evaluation committee was as below:

Additional Deputy Commissioner (Revenue), Dhaka	Chairperson
Nezarat Deputy Collector (NDC)	Member
Senior Assistant Commissioner (Judicial Munshikhana section)	Member
Senior Assistant Commissioner (VP section)	Member
Revenue Deputy Collector (RDC)	Member secretary

- After the specific time of 21 days and which was given in the tender notice earlier, the then tender opening committee sat for opening the tender quotations submitted by the tenderers. The then, the tender evaluation committee called on a meeting which was held in the same day as well.
- For example A, B & C tenderers were submitted their quotations along with required tender documents as described in the tender notice. After all sorts of verification were completed by the tender evaluation committee, it was clear stated that tenderer “B” quoted the lowest price for monthly service fee with “no work, no pay basis”. After completing a tender evaluation and considering the lowest price and all evaluation criteria mentioned in tender document, the tenderer “B” was recommended by TEC to give award of contract. The tenderer “A” was considered as non-responsive because of the tenderer “A” didn’t submitted with all the required documents. The tenderer “C” quoted the highest among of the 03 (three) bidders, that’s why the tenderer “C” was not recommended by TEC. In accordance with rule 36 of PPR, 2008, the minutes was prepared and signed all members of the TEC committee to submit timely to the Deputy Commissioner, Dhaka.
- After the minutes of TEC was received and put up tender related file was initiated by RDC placed through ADC (Revenue) as PE to the Deputy Commissioner, Dhaka. HOPE got examined properly and giving approval for the Notification of Award (NOA) to the lowest quoted tenderer “B”. This procedure was referred to the rule 11(1) of PPR, 2008.
- After the approval of Deputy Commissioner, Dhaka, the winning tenderer was notified immediately by sending a NOA to sign a standard contract. After received a NOA from PE, the awarded tenderer was confirmed in writing or written acknowledge within 03 (three) specified in the PPR, 2008. Then, a contract with duly signed and sealed in a 300/- non-

judicial stamp between the Deputy Commissioner and the winning tenderer “B”. In this contract, the specification, completion date of the work and other terms and conditions were mentioned as per rule 73(5) of PPR, 2008.

- The contract between the two parties was signed for the outsourced service with time period 11/07/2024 to 30/06/2026. Afterwards, if the project duration is increased with the approval of revised DPP, then contract time period can be increased with the consent of the both parties and that terms was incorporated in the contract paper.
- According to the terms and conditions mentioned in the contract, tenderer “B” received their monthly commission and the outsourced staffs paid their monthly service according to the quotation and contract paper.

Comments:

- ❖ Open tendering method (OTM) is a lengthy time frame for completion of the procurement and least cost solution. If this OTM was directed through e-GP (Electronic Government Procurement) process, tenderer time, visit and cost could be reduced.

5.0 Advantages of Traditional Method

Traditional procurement is the distinct method practicing in government purchase for many years ensuring the organizations have required resources to operate successfully. Traditional procurement is well established and widely used method usually come out with high quality works, acquiring goods and services that has been practices for many years in public procurement. It involves heavily on a manual and paper based approach where physical documents are commonly used in procurement. There is a clear separation of roles and responsibilities among tenderers, client and designers and greater control over quality implementation. Due to competitive tendering, multiple tenderers are submitting their standard tender documents with the best or lower price quotations.

This method may use easier to manage for straight forward projects with limited scope. Comparing with other procurement method, traditional method will be easier to be adopted and lower risk for the client.

6.0 Disadvantages of Traditional Method

Traditional method can be time consuming and prone to errors because it involves long lead time between identifying a needs and receiving goods or services or completion works. Traditional procurement method may involve transparency because it does not have real time visibility into the process. It is difficult for all organizations to identify the impediments in procurement process.

To stay transparency and speediness in future, government organizations must seek to improve efficiency, reduce cost, accept technological advancements, incorporate sustainability practices and fulfill collaborative relationships with the tenderer.

7.0 Conclusion & Recommendations

The size of our national annual budget for FY2024-25 is tk.7,97,000 crore which is equivalent to 14.2 percent of the GDP with total revenue target of tk. 5,41,000 crore. Every year, the size of budget is increasing rapidly such as the budget for FY 2024-25 is 11.56% higher of the revised budget of previous year. The ADP of Bangladesh for FY 2024-25 is tk.2,65,000 crore with budget deficit of tk.2,56,000. Despite progress, it is continues to face challenges for government agencies utilizing public fund more efficiently and also effectively. In revenue budget shows that the increase in allocations for public administration to ensure improving governance and efficiency of service delivery. Despite the absence of direct provisions in the constitution but the institutional and two legal instruments to deal with sustainable public procurement which are The Public Procurement Act, 2006 & Public Procurement Rules, 2008. Before the enactment of PPA-2006, the legal framework of public procurement in Bangladesh was based on Public Procurement Regulations, 2003. PPA-2006 and PPR-2008 Rules are now the two distinct laws which are providing general guidelines and government bodies like office of the Deputy Commissioner, Dhaka spend a sizeable amount of their allocated budget to procure a wide variety of goods, services and works to discharge duties and responsibilities. Public procurement has some common objectives such as value for money, fair treatment, non-discrimination, integrity and development. Open Competition and transparency are regarded as the two basic principles to acquire these objectives. This report I, would like to focus on analyzing the sustainability public procurement which is generally practices in the DC Office, Dhaka. As for the domestic procurement, I really mentioned three methods which are DPM, RFQM and OTM. These three preferred methods are practices in public procurement

sustainable in Dhaka DC Office.

While I was working as Upazila Nirbahi Officer (UNO) in two different upazilas (like Sakhipur and Avaynagar), I had a experience with DPM, RFQM and OTM in practical practices. I had also gathered knowledge in a day long training programed on Bangladesh Administration Academy at Shahbag, Dhaka with academic and knowledge sharing session. Before preparing this report, I had thoroughly read procurement related act and rules, files which depicted the procedures of different procurement methods and knowledge sharing among those particular people who were directly involved in procurement process in District Administration, Dhaka. Besides, as a civil servant, I was experienced to work as a chairperson in a Tender Evaluation Committee. Considering academic knowledge and practical experiences, both helped me to understand PPA & PPR and to expend government revenue as well as development funds properly. This report described three preferred methods in public procurement. In the job nature and professional career, I will get the opportunity to work with the other methods of procurement in future.

While preparing this report, I faced multifarious difficulties to work with busy and noisy environment in the office of the Deputy Commissioner, Dhaka. With huge pressure, I got full support from my working supervisor to instruct and monitoring the procurement procedures time to time. Due to a huge number of procurement involved in the Dhaka DC Office, many staffs have a vast professional knowledge.

My report concludes with some recommendations:

- E-GP must be introduced in District Administration, Dhaka to ensure transparency, accountability, increased cost savings and efficiency and stay competitive procurement in future,
- Arranging and participating regular training, seminars and workshops on sustainable Public Procurement for both officers and staffs of District Administration, Dhaka and
- Carefully maintain the tender procedures in public procurement so that government organizations like DC Office, Dhaka aim to secure the best value for money and create a healthy relationship with tenderers.

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