

Quarterly¹ Governance Improvement Activity Progress Report, FY 2023-24
 Urban Development and City Governance Project (UDCGP)
 Cox's Bazar Paurashava

Reporting quarter -2 and period: October-December, 2023-2024

Activity	Year-1 Target	FY 2023-2024								Remarks, if any deviation
		Quarter-1		Quarter-2		Quarter-3		Quarter-4		
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.	
Focused area: Investment plan management										
Output: 1-(1): Revised IDP/PDP										
4-(11): Collected new project list from all wards for inclusion in PDP ² through WC ³ meetings. <i>Evidence: MM of WC & new project list</i>	1	4	0	4+8=12	12					
Prepared draft PDP list ensuring core elements ⁴ <i>Evidence: Draft copy of PDP</i>	1			1	1					
4-(2): Deliberated/presented new PDP list in SC-UPSCD ⁵ meeting <i>Evidence: MM of SC-UPSCD meeting</i>	1			1	1					
4-(7): Deliberate/presented new PDP list in TLCC ⁶ meeting <i>Evidence: MM of TLCC meeting</i>	1					1				
4-(14): Ensured coordination with other govt. agencies in sharing PDP at least through 1 TLCC, SC & council meeting <i>Evidence: Adjusted PDP list</i>	1					1				
Approved PDP list in council meeting <i>Evidence: MM of council</i>	1					1				
Published approve PDP list on notice board & website <i>Evidence: Notice board & website</i>	1					1				
Output: 1-(2): Produced annual O&M Plan										
Prepared draft annual O&M plan ⁷ <i>Evidence: Copy of draft O&M plan</i>	1			1	1					

¹ Quarter-1: July-September, Quarter-2: October- December, Quarter-3: January-March, and Quarter-4: April-June.

² PDP: Paurashava Development Plan

³ WC: Ward Committee

⁴ Core elements: Inclusion of different funding sources, inclusion of all sectors, multi-year framework, project cost and implementation & financial plan.

⁵ SC-UPD: Standing Committee on Urban Planning and Development

⁶ TLCC: Town Level Coordination Committee

⁷ O&M plan: Operation & Maintenance Plan

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Activity	Year-1 Target	FY 2023-2024								Remarks, if any deviation
		Quarter-1		Quarter-2		Quarter-3		Quarter-4		
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.	
4-(5) and 1-(2): Approved annual O&M plan in SC-CID ⁸ and CC council meetings Evidence: MM of SC-CID / Copy of approved O&M Plan	1					1				
Output: 1-(3): Produced QM monitoring report of IDP implementation										
Prepared & submitted quarterly monitoring report (QMR) of PDP implementation. Evidence: QMR	4	1	0	1	0	1		1		Report format not yet prepared by PMU.
Published QMR reports of PDP implementation on website Evidence: Paoura. website	4	1	0	1	0	1		1		Report format not yet prepared by PMU.
Focused area: Budget Management/Revenue Mobilization										
Output: 2-(1): Prepared annual budget										
Prepared draft annual budget taking account of revised PDP project list Evidence: Copy of draft annual budget	1					1				
4-(3): Deliberated/presented draft annual budget in SC-FE ⁹ meeting Evidence: MM of SC-EF / relevant section of AAR	1					1				
Deliberated/presented draft annual budget in council meeting Evidence: MM of Council	1							1		
4-(8): Deliberated/presented draft annual budget in TLCC meeting Evidence: MM of TLCC relevant part of AAR ¹⁰	1							1		
2-(1): Approved annual budget in council meeting Evidence: MM of Council & Copy of budget	1							1		
4-(9): Announced approve annual budget in Mass Public Meeting (MPM) Evidence: Record of MPM & relevant section of AAR	1									July next FY
Posted approve annual budget on website and notice board Evidence: Paura. website & notice board	1									July next FY
Output: 2-(2): Executed approve annual budget and recorded										
Executed approve annual budget and maintained proper recording Evidence: Books & records of acc. section	1									July next FY
Used prohibited cases (transfer) of fund use Evidence: Books & records of account section	1									July next FY
Prepared Annual Financial Statement (AFS) Evidence: Copy of AFS	1				1					

⁸ SC-UICM/UPD: Standing Committee on Urban Infrastructure Construction and Maintenance/Urban Planning & Development

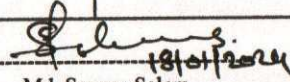
⁹ SC-FE: Steering Committee on Finance and Establishment.

¹⁰ AAR: Annual Administrative Report


Activity	Year-1 Target	FY 2023-2024								Remarks, if any deviation
		Quarter-1		Quarter-2		Quarter-3		Quarter-4		
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.	
Posted AFS on website Evidence: Paura. website	1				1					
Output: 2-(3): Conducted internal /external accounts audit										
Conducted annual internal account audit under the guidance of Standing Committee Accounts & Administration (SC-AA) Evidence: Audit report	1									March next FY
4-(4): Deliberated/presented draft annual internal audit report in SC-AA ¹¹ meeting Evidence: Meeting minutes of SC-AA	1					1				
Conducted annual external audit of previous FY by audit authority Evidence: Audit report	1					1				
Output: Managed revenue and taxes										
Holding tax 3-(1): Conducted regular holding tax assessment once in 5 years & properly recorded Evidence: Tax assessment/ reassessment report	2026-2027									
Holding tax 3-(2): Conducted interim tax assessment & properly recorded Evidence: Interim tax assessment report	4	1	0		46	1		1		New Identified HH-46nos. Ext. identified HH-13nos.
Holding tax 3-(3): Increased annual tax collection rate Evidence: Tax collection report/relevant section of AAR	7803655 8 (FY-2022-23)	29063636	24447721	29063636 +4615915 =3367955 1	26976244	0.25		0.25		
Holding tax 3-(4): Increased tax collection rate during first two quarters Evidence: Tax collection report	3800589 4(FY-2022-23 first two quarter)	29063636	24447721	29063636 +4615915 =3367955 1	26976244					
3-(5): Increased revenue from indirect taxes & non-taxes at least by inflation rate Evidence: Tax & non-tax collection report/ relevant section of AAR	GoB declared rate	41626409	42261020	41626409	27956920					234294000(Total tax collection) - 67788364 (Income from land acquire) =166505636 (Actual tax collection 2022-23)
Focused area: Cross Cutting										
Output: 4-(1): Produced Annual Administrative Report (AAR)										
Prepared annual administrative report (AAR) of previous FY using standard format Evidence: Copy of AAR	1	1	0							AAR Preparation is under process.

¹¹ SC-AA: Standing Committee on Accounts and Audit

Activity	Year-1 Target	FY 2023-2024								Remarks, if any deviation
		Quarter-1		Quarter-2		Quarter-3		Quarter-4		
		Target	Achieve.	Target	Achieve.	Target	Achieve.	Target	Achieve.	
Submitted AAR to LGD Evidence: Office memo	1	1	0							AAR Preparation is under process.
Published AAR on website & notice board Evidence: Paura. website/notice board	1	1	0							AAR Preparation is under process.
Output: 4-(6): Held Statutory Standing Committees¹² meetings										
Held quarterly meeting of statutory standing committees Evidence: Relevant section of AAR	(10x4)=40	10	0	10+10=20	10	10		10		For new election SC not formed in Q-1. So unable to done 1 st quarter.
Published statutory standing committee meeting minutes on website Evidence: Paura. website	(10x4)=40	10	0	10+10=20	10	10		10		"
Output: 4-(10): Held regular CLCC meetings										
Held at least semi-annual TLCC meetings Evidence: Relevant section of AAR	2			1	1			1		
Published semi-annual TLCC meeting minutes on website & notice board Evidence: Paura. website/notice board	2			1	1			1		
Held quarterly WC meeting. Evidence: Meeting minutes and relevant section of AAR	(12X4)=48	12	0	12+12=24	12	12		12		For new election WC not formed in Q-1. So, unable to done 1 st quarter.
Output: Implemented grievance redress activities										
4-(12): Briefed grievance redress policy in WC meetings Evidence: Relevant meeting minutes and section of AAR	1			4	4	8				
4-(15): Introduced multi places & channels to receive complaints Evidence: Register	As required			Yes						Complain box, Notice board, Register
4-(16): Maintained 2 separate proper records of received complaints & responses in two separate registers Evidence: Relevant section of AAR	2	2	2	2	2	2		2		
4-(16): Published received complaints & responses on website & notice board Evidence: QR ¹³ of GRO ¹⁴ , website & notice board	As required			Yes						Website and Notice board


 Md. Sarwar Salam
 Chief Executive Officer, Cox's Bazar Pourashava


 18/01/24
 Md. Nasir Uddin
 Executive Engineer


 18/01/24
 Parakram Chakma
 Executive Engineer
 Cox's Bazar Pourashava

¹² Statutory Standing Committees: 1) Establishment & Finance; 2) Taxation & Levy; 3) Accounts & Audit; 4) Urban Planning, Service for Citizen & Development; 5) Rulle & Regulations and Public Security; 6) Communication & Infrastructure Development; 7) Women & Child; 8) Fisheries & Livestock's; 9) Information & Culture; 10) Observation, Monitoring & Control of Price.

¹³ QR: Quarterly Report

¹⁴ GRO: Grievance Redress Officer