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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**REPORT OF THE  
MARTIAL LAW COMMITTEE  
ON  
ORGANISATIONAL SET UP**

**PHASE II  
(DEPARTMENTS/DIRECTORATES AND OTHER  
ORGANISATIONS UNDER THEM)**

**VOLUME X  
(MINISTRY OF LOCAL GOVERNMENT)**

**PART 1  
(LOCAL GOVERNMENT DIVISION)**

**CHAPTER II  
(DACCA MOSQUITO CONTROL)**

*July, 1982*

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT

Martial Law and Civil Wing

No. 7002/1/Civ-1, dated Dhaka, the.....~~6-12-82~~.....1983.

NOTIFICATION

SUBJECT : Organisational Set Up—Ministries/Divisions, Departments and other organisations under them.

Reference :

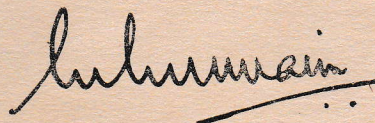
- A. Chief Martial Law Administrator's Secretariat letter No. 7005/1/Civ/CMLA, dated 18 April, 1982.
- B. Chief Martial Law Administrator's Secretariat letter No. 7002/1/Civ-I, dated 12 July, 1982.

The report of the Martial Law Committee on organisational set up of the.....~~DHAKA MOSQUITO CONTROL . . . LOCAL GOVT. DIVISION~~  
~~MINISTRY OF LOCAL GOVERNMENT.~~  
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was submitted to the Chief Martial Law Administrator after consideration by the Review Committee in consultation with the representative of the organisation concerned.

The Chief Martial Law Administrator is pleased to approve the report and the revised organisational set up as printed in this booklet.

By order of the  
Chief Martial Law Administrator



MUZAMMEL HUSSAIN  
MAJOR GENERAL,  
Principal Staff Officer.

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Phase II Vol. X  
Part I, Chapter II  
**MINISTRY OF LOCAL GOVERNMENT**  
**LOCAL GOVERNMENT DIVISION**

**INTRODUCTION**

1. The Dacca Mosquito Control Scheme came into existence in the year 1948 under the Health Department of the then Government of East Pakistan. It took different shape at different times; but the major change occurred in the year 1979 when an inter-Ministerial meeting decided to place it under the Dacca Municipal Corporation and a Committee was set up to find out the ways & means of placing a Government Organisation under an autonomous body. But in view of the complexity that might arise regarding service conditions of the Government employees, the scheme was transferred from the Ministry of Health to the Ministry of L.G.R.D. & Co-operatives in September 1980. Thenceforth the organisation has, however, been working under the plan programme & guidance of the Dacca Municipal Corporation under the Ministry of L.G.R.D. & Co-operatives.

**FUNCTIONS**

2. The broad functions of the Dacca Mosquito Control are summarised as under ;
- a. Prevention of mosquito menace.
  - b. Checking the mosquito larvae and pupae.
  - c. Collection of adult mosquito for experimentation.
  - d. Spraying of the chemicals in drains, dobas, jhills and other breeding places of mosquitos.

**EXISTING ORGANISATION**

3. The Dacca Mosquito Control Scheme is headed by an Officer-in-Charge deputed from the Directorate of Health. The sanctioned strength of this organisation is 417 of whom 399 are in the field engaged in fighting the menace of mosquitos in Dacca Metropolitan City and 18 are working in the office. Besides the Officer-in-Charge there are two sanctioned posts of Assistant Officer-in-Charge (Class-II post) but none of them is in position. So this large number of class-III and class-IV employees are controlled, supervised by a single officer.

4. For the purpose of preventing the menace of mosquitos, the Dacca Metropolitan City is divided into 26 areas each of which is comprised of the following categories of employees:

- 1 × Supervisor
- 1 × Foreman
- 1 × Senior Crew
- 12 × Crew

15 × 26 = 390 (Field staff)

5. From the above analysis it is seen that for an area consisting of 2½ miles a group of 15 men fighting against mosquito menace is on the high side. Moreover, the different designations of the abovementioned employees doing more or less the same job seem to be unwarranted.

6. Existing organisation is given in Annexure 'A'.

#### CHARTER OF DUTIES

7. The revised charter of duties of the officers of the organisation is given in Annexure 'B'.

#### WORK-LOAD

8. From the data supplied by the organisation it appears that its three officers and 385 staff are engaged mainly in the field for fighting against mosquito menace. For 5 days in a week chemicals are spread out in mosquito breeding places and for one day only the breeding places are checked and examined and necessary steps taken. Thus in a week 140 litres of chemicals are used in the mosquito breeding places of the city.

#### OTHER DETAILS

9. **Officers:** Present state of class-I officer is given in Annexure 'C'.

10. **Transport:** Present state of transport is given in Annexure 'D'.

#### OBSERVATIONS AND RECOMMENDATIONS

11. **Organisation:** In the light of the discussion at para 3 the Committee recommends as follows:—

- a. The designation of the Officer-in-Charge be changed and re-designated as Assistant Director.
- b. The Assistant Officer-in-Charge be re-designated as Superintendent and only one post be retained.
- c. The designations of Foreman and Senior Crew should be abolished and the field staff of the revised organisation should be comprised of as under:

1×Supervisor

10×Crew

11×26=286 (For 26 areas)+6×Insect collector for the whole city making the total field strength 292. Out of available surplus 88 may be employed in Mirpur and Gulshan areas to be divided into 8 (eight) operational groups under the scheme.

12. The Committee recommends a revised set up in Annexure "E".

13. **Transport:** This organisation holds 3 transports as under:

- a. 1×Truck
- b. 2×Jeep (one out of order)

14. **Major office equipments:** This organisation holds the following office equipments:

- a. 1×Gestetner Duplicating Machine
- b. 3×Calculating Machines
- c. 2×Typewriters (Bengali one & English one)
- d. 1×Avery Scale

15. **Office accommodation :** This organisation is entitled to 3216 sqf. of office accommodation and the same is being possessed by it at the following address :

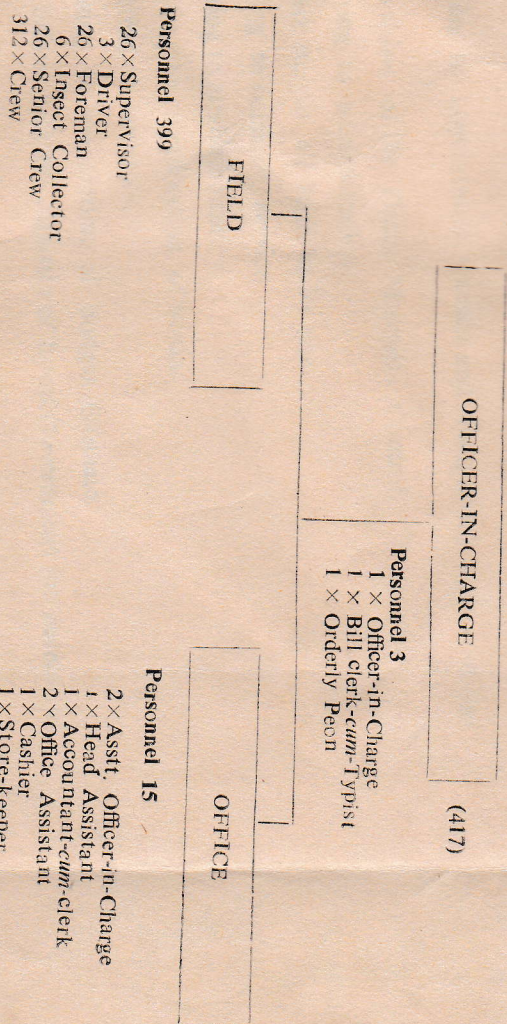
Mosquito Control Office, Dakeshwari Road, Dacca-5.

16. **Expenditure :** This organisation spent Tk.33,78,933 in the year 1980-81 on the Revenue side which rose to Tk. 35,39,760 in the year 1981-82, the growth rate being 4%.

#### CONCLUSION

17. The revised set up recommended by the committee will reduce the size of the organisation by 21 without affecting operational efficiency of the scheme rather it will cover the areas under the former Mirpur and Gulshan Pourashavas. This will reduce annual expenditure to the extent of Tk. 65,000 approximately on the head pay alone.

EXISTING ORGANISATION  
MOSQUITO CONTROL  
LOCAL GOVERNMENT DIVISION



SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing	Vacant	Remarks
1.	Officer-in-Charge Class I	1	1	..	
2.	Asstt. Officer-in-Charge Class II	2	..	2	
3.	Field & Office Class III	69	60	9	
4.	Field & Office Class IV	345	324	21	
Total :		417	385	32	

SUMMARY OF TRANSPORT & MAJOR OFFICE EQUIPMENT

1. Transport
  - a. 1x Truck
  - b. 1x Jeep
  - c. 1x Jeep (Out of order)
2. Office Equipment
  - a. 1x Gestetner Duplicating Machine
  - b. 3x Calculator Machine
  - c. 2x Typewriter Machine (English & Bengali)
  - d. 1x Avery Scale

### CHARTER OF DUTIES

#### 1 Officer- In-Charge

##### Asstt. Director

- a. Matters relating to appointment, transfer and disciplinary action of the staff.
- b. Overall supervision of the Dacca Mosquito Control.
- c. Matters relating to administration.
- d. To grant leave etc. to all staff under him.
- e. Matters relating to common service.
- f. Matters relating to establishment.
- g. Matters relating to co-ordination of works.
- h. Matters relating to accounts.
- i. Matters relating to preparation of Budget Estimate.
- j. Maintaining liaison with the Ministry of Local Government for necessary guidance.
- k. Appraisal and evaluation of work of the Dacca Mosquito Control.

#### 2 Asstt. Officer-In-Charge

##### Superintendent

- a. Matters relating to day to day working of the office.
- b. Matters relating to drawing and disbursement of funds.
- c. Matters relating to Co-ordination.
- d. Matters relating to common service.
- e. Matters relating to establishment.
- f. Matters relating to accounts.



## DACCA MOSQUITO CONTROL SCHEME

## STATE OF CLASS I OFFICER

Sl. No.	Name and Designation	Date of birth.	Date of appointment as class-I Officer.	Date of joining the Present Post.	Remarks.
1	2	3	4	5	6
1	Dr. Md. Raihan Ali, Officer-in-Charge.	1-4-1929	14-12-1976	19-10-1977	Deputed from Health Directorate, Ministry of Health.

DACCA MOSQUITO CONTROL SCHEME  
STATE OF TRANSPORT

Sl. No.	Registration No.	Type of vehicle	State of service-ability.	User	Source	Detail of use	Remarks.
1	2	3	4	5	6	7	8
1	Dacca-KHA-7653.	Jeep	Service-able	Officer-in-Charge	Loan from Health Directorate.	Part-time	To supervise field works. Have to move on any odd hours & on holidays.
2	Dacca-NA-5571.	Truck	Do.	Office duty.	Purchased	Do.	To Carry chemicals & manpower to different areas in Dacca City.
3	JAS-63-985.	Jeep	Unserviceable	..	Loan from Health Directorate.	Do.	Health Directorate has been requested to take back the Jeep.

**REVISED ORGANISATION  
DACCA MOSQUITO CONTROL  
LOCAL GOVERNMENT DIVISION**

OFFICER-IN-CHARGE/ASSTT. DIRECTOR (396)

**Pers-3**

- 1 × Officer-in-Charge/  
Asstt. Director.
- 1 × Typist
- 1 × MLSS

ASSISTANT OFFICER-IN-  
CHARGE/SUPERINTENDENT

**Pers-11**

- 1 × Asstt. O.-C/Superintendent
- 1 × UDA
- 1 × Accountant
- 1 × LDA-cum-Typist
- 1 × Cashier
- 1 × Store-keeper
- 1 × Mistry (Semi-skilled)
- 1 × MLSS
- 1 × Darwan
- 1 × Night Guard
- 1 × Sweeper

FIELD

**Pers-382**

- 34 × Supervisor
- 2 × Driver
- 6 × Insect Collector
- 10 × Crew (10 × 34 = 340) for 34 areas

**SUMMARY OF MANPOWER**

Sl. No.	Name of post	Sanctioned	Existing	Revised	Surplus
1	2	3	4	5	6
<b>OFFICER</b>					
1.	Officer-in-Charge/Asstt. Director.	1	1	1	—
2.	Asstt. Officer-in-Charge/Superintendent.	2	—	1	1
3.	Class -III	69	60	49	20
4.	Class-IV	345	324	345	—
	Total	417	385	396	21

**AUTHORISATION OF TRANSPORT, MAJOR  
OFFICE EQUIPMENTS AND MISCELLANEOUS  
POINTS.**

**Transport :**

1. This organisation to retain following Transports.
  - a. 1 × Truck for official use
  - b. 1 × Jeep for official use
 The remaining 1 × Jeep be handed over to the owner.

**Major Office Equipments**

2. This organisation to retain
  - a. 1 × Gestetner Duplicating Machine
  - b. 3 × Calculating Machine
  - c. 2 × Typewriters (Eng. & Beng.)
  - d. 1 Avery Scale.