

At Upazila level, Project Supervision & Coordination Committee (PSCC):

There shall be a Project Supervision & Coordination Committee (PSCC) at every project Upazila. The committee will sit at least three-monthly. The members will help monitor and supervision of the project activities with a sound manner. The committee will be as follows:

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| 1. Upazila Chairman | - Advisor |
| 2. Upazila Nirbahi Officer (UNO) | -Chairman |
| 3. Chairman, UCCA | -Member |
| 4. Upazila Health Officer | -Member |
| 5. Upazila Family planning officer | -Member |
| 6. Upazila Agriculture officer | -Member |
| 7. Upazila Engineer, LGED | -Member |
| 8. Upazila Livestock Officer | -Member |
| 9. Upazila Fishery Officer | -Member |
| 10. Upazila Cooperative Officer | -Member |
| 11. Upazila Social Service Officer | -Member |
| 12. Upazila Women Affairs Officer | -Member |
| 13. Sub Asstt. Engineer, DPHE | -Member |
| 14. NGO Representative, (selected by UNO) | -Member |
| 15. Upazila Rural Development Officer, BRDB | -Member Secretary |

(Committee can co-opt any other Upazila level officer in the committee if necessary).

TOR: The Committee will sit three-monthly to review and monitor the project activities and give necessary recommendations for appropriate course of action. URDO will arrange the meeting.

At the Upazila level the URDOs will be given additional charges for smooth implementation of the project and responsibilities to act as controlling authority of UDOs. URDOs will get an honorarium from the project at the rate Tk. 500.00 per month. The ARDOs of the concerned upazilas will physically take care of the UCCM/UDCCM and help UDOs and URDOs intensively. They will get an honorarium from the project at the rate Tk. 400.00 per month. The Junior Officer (Accounts) of the Upazila BRDB Offices will be given responsibility to maintain accounts of the project activities. On this account they will get an honorarium from the project at the rate Tk. 300.00 per month.

Upazila Coordination :

Upazila Rural Development Officer (URDO) will be given additional charge and responsible for the effective implementation of the project. He will supervise, coordinate and monitor the project activities. URDO will be assisted by ARDO & other BRDB officials working at Upazila level. URDO will collect the resolutions of UCCM/UDCCM and progress/achievements of PRDP-III and will place the major decisions of the UCCM/UDCCM and those progress/achievements in the regular meeting of Upazila Parishad. He will also collect the progress of NBDs service delivery and other success & will present in the meeting. In this way, URDOs will perform responsibilities to coordinate all activities at upazila level relating to rural development and poverty alleviation according to the Charter of Duties defined by LGRD & Cooperative Ministry through its notification of memo no - 13, dated 06 January, 2013. The notification was included in the Upazila Parishad Manual-2013. He will maintain a close coordinative relation with local administration, NBDs and elected representatives, especially, Upazila Chairman to get cooperation from them for successful implementation of the project. ARDOs will be especially responsible to assist URDOs and UDOs for making the coordination fruitfully. All the officials of BRDB will intensively involve themselves in successfully implementing the components of PRDP-III to help institutionalizing the project activities.



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