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| **mykvm‡b Mwo †mvbvi evsjv‡`k** | MYcÖRvZš¿x evsjv‡`k miKvi **Dc‡Rjv f~wg Awdm** cjvkevox, MvBevÜv|  | **Rb‡mevq cÖkvmb** |

**wmwU‡Rb PvU©vi**

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| ক্রঃ নং- | সেবার নাম | সেবা প্রদানে সর্বোচ্চ সময় | প্রয়োজনীয় কাগজপত্র | প্রয়োজনীয় কাগজপত্র/আবেদন ফরম প্রাপ্তিস্থান | সেবামূল্য এবং পরিশোধ পদ্ধতি(যদি থাকে) | শাখার নামসহ দায়িত্বপ্রাপ্ত কর্মকর্তার পদবী, রুম নম্বর, জেলা/উপজেলার কোড,অফিসিয়াল টেলিফোন ও ই-মেইল | উর্দ্ধতন কর্মকর্তার পদবী, রুম নম্বর, জেলা/উপজেলার কোড,অফিসিয়াল টেলিফোন ও ই-মেইল |
| 1 | bvgRvix I Rgv LvwiR I †iKW© ms‡kvab | m‡eŸv”P© 28 w`b | Av‡e`bcÎ,`wjjcÎ , fvqv `wjjcÎ f~wg Dbœqb Ki nvjm‡bi `vwLjv,cP©v, gvV cP©v, weÁ Av`vj‡Zi iv‡qi Rv‡e`v I Iqvwik mvwU©wd‡KU| | Dc‡Rjv f~wg Awdm | Av‡e`b ‡KvU© wd = 20/-†iKW© ms‡kvab = 1,000/-LwZqvb wd = 100/-†bvwUk Rvix wd= 50/- | mnKvix Kwgkbvi (f~wg)Dc‡Rjv f~wg Awdmফোনঃ ০৫৪২-5৬০12ই-মেইলঃ aclandpalashbari @gmail.com | ‡Rjv cÖkvmKMvBevÜvফোনঃ 0541-51226ই-মেইলঃ - dcgaibandha@mopa.gov.bd |
| 2 | bvgRvix wiwfD/c~bt we‡ePbv | - | c~‡e©i bvgRvix m¤ú‡bœi 30 w`‡bi g‡a¨ mnKvix Kwgkbvi (f~wg) eivei Av‡e`b Ki‡Z n‡e| | H | 20 UvKvi †KvU© wd | H | H |
| 3 | f~wg Dbœqb Ki cwi‡kva | cÖwZ evsjv erm‡ii 30 ˆPÎ Gi g‡a¨cwi‡kva Ki‡Z n‡e| | evsjv 30 ˆPÎ gv‡mi g‡a¨ nvj bvMv` `vwLjv g~‡j mswkøó BDwbqb f~wg mnKvix Kg©KZ©vi wbKU c‡i‡kvaK…Z `vwLjv MÖnY Ki‡Z n‡e| BDwbqb f~wg mnKvix Kg©KZ©v ZvrÿwbK fv‡e 2bs †iwRóªv‡i wjwce× Ki‡eb| | H | `vwLjvi AwZwi³ A\_©MÖnY Kiv hv‡e bv| | H | H |
| 4 | Rwgi wnmve weeiYx evwZj I ms‡kvab | Dc‡Rjv I †Rjv KwgwUi wm×všÍ †gvZv‡eK Lvm Rwgi e‡›`ve¯Í †`qv nq| | mv`v KvM‡R Av‡e`b cÎ,Iqvwik mvwU©wd‡KU, †PŠwK`vix U¨v‡·i iwk`, f~wg Dbœqb Ki nvjbvMv` cwi‡kv‡ai `vwLj | H | †KvU© wd=20/- UvKv | H | H |
| 5 | Lvm Rwg e‡›`ve¯Í I KeywjqvZ m¤úv`b | Dc‡Rjv I †Rjv KwgwUi wm×všÍ †gvZv‡eK Lvm Rwgi e‡›`ve¯Í †`qv nq| | AÎvwdm n‡Z wb×©vwiZ dig msMÖn K‡i D³ di‡g Av‡e`b Ki‡Z n‡e| †hŠ\_ Qwe, †Pqvig¨vb KZ…©K f~wgnxb mb`cÎ, hvPvB `Lj wbðZ I AvBbMZ †Kvb evav bv \_vK‡j e‡›`ve¯Í †`qv nq| | H | ‡mjvgx 1 UvKv av‡h© A‡šÍ cÖK…Z f~wgnxb cwiev‡ii e‡›`ve¯Í †`qv nq| | H | H |

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| 6 | wfwc m¤úwË jxR bevqb  | - | mv`v KvM‡R Dc‡Rjv wbe©vnx Awdmvi/mnKvix Kwgkbvi (f~wg) eive‡i Rwgi Zdkxj D‡jøL c~e©K jxR bevq‡bi Av‡e`b Ki‡Z n‡e|  | H | ‡KvU© wd =20 UvKv  | H | H |
| 7 | miKvwi Rwg/iv¯ÍvNvU cwigvc KiY | - | Av‡e`b cÎ I cÖ‡qvRbxq KvMR cÎ | H |  †KvU© wd= 20/- | H | H |
| 8 | wgm‡Km cÖ¯‘Z KiY  | - | Av‡e`b cÎ I cÖ‡qvRbxq KvMR cÎ | H | ‡KvU© wd=20/- UvKv | H | H |
| 9 | wewfbœ cÖKvi Z`šÍ | - | H | H | H  | H | H |
| 10 | nvU-evRvi mvqiZ gnvj | - | nvU evRvi jvB‡mÝ (‡`vKvbNi) BRviv e‡›`ve¯Í (evrmwiK) | H | wewa †gvZv‡eK wmwWDj weµq|  | H | H |
| 11 | wmwjs ewnf~©Z Rwg wc. I 98 weeiYx `vwLj | - | Dc‡Rjv f~wg Awdm  | H | 60 weNvi D‡×© Rwgi n‡j miKvi eivei mgc©‡bi Rb¨ mnKvix Kwgkbvi (f~wg) †K weeiY w`‡Z n‡e| weeiYx ms‡kva‡bi Rb¨ mnKvix Kwgkbvi (f~wg eive‡i Av‡e`b Ki‡Z n‡e|  | H | H |
| 12 |  †i›U mvwU©wd‡KU gvgjv msµvšÍ | - | f~wg Dbœqb Ki cwi‡kva A‡šÍ mnKvix Kwgkbvi (f~wg) Gi wbKU wb®úwËi Rb¨ Av‡e`b Ki‡Z n‡e|  | H | mnKvix Kwgkbvi (f~wg) Gi Av‡`‡ki weiæ‡× 15 w`‡bi g‡a¨ †Rjv cÖkvmK eive‡i Avwcj/wiwfDkb `wLj Ki‡Z n‡e| | H | H |

f~wg †mev cÖZ¨vkxM‡Yi mgm¨v I Awf‡hvM wb‡q

**MYïbvbx**

mßv‡ni cÖwZ eyaevi

mKvj- 10.00 Uv nB‡Z †ejv- 2.00 Uv ch©šÍ

¯’vb- †ní‡W· (Dc‡Rjv f~wg Awdm)

ïbvbx MÖnY Ki‡eb t mnKvix Kwgkbvi (f~wg)

 cjvkevox, MvBevÜv|

 ‡dvb t 01762-695080|



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| cjvk dz‡ji cjvkevox |  | †kL nvwmbvi `k©b |
|  |  | evsjv‡`‡ki Dbœqb |



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| **mykvm‡b Mwo †mvbvi evsjv‡`k** | MYcÖRvZš¿x evsjv‡`k miKvi **BDwbqb f~wg Awdm mg~n**cjvkevox, MvBevÜv|  | **Rb‡mevq cÖkvmb** |

**wmwU‡Rb PvU©vi**

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| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| ক্রঃ নং- | সেবার নাম | ‡mevi cÖ`vb c×wZ | cÖ‡qvRbxq KvMRcÎ Ges cÖvwß¯’vb | ‡mev g~jK Ges cwi‡kva c×wZ  | ‡mev cÖ`v‡bi mgqmxgv | `vwqZ¡cÖvß Kg©KZ©v (bvg, c`ex, †dvb b¤^i I B-‡gBj) |
| 1 | bvgRvix/RgvLvwiR/RgvGKvÎxKiY/‡iKW© ms‡kvab (DËivwaKvi m~‡Î A\_ev `wjj g~‡j/Av`vj‡Zi wWwµ †gvZv‡eK) | Dc‡Rjv f~wg Awdm, cjvkevox, MvBevÜv | GB Awd‡m bvgRvwii ‡Kvb Av‡e`b Rgv †bIqv nq bv|mnKvix Kwgkbvi (f~wg) eivei wba©vwiZ d‡g© Av‡e`b Ki‡Z n‡e|Av‡e`‡bi mv‡\_ wb¤§wjwLZ KvMRcÎ `vwLj Ki‡Z n‡et**K)** Gm.G/Avi.Gm/we.Avi.Gm/bvgRvwi LwZqv‡bi Rv‡e`v Kwc A\_ev mZ¨vwqZ Abywjwc|**L)** hveZxq `wjj/evqv `wjj Gi Rv‡e`v Kwc/ mZ¨vwqZ Abywjwc|**M)** g„Zz¨mb`/DËivwaKvi mb`/e›Ubbvgv/Av`vj‡Zi ivq Gi Rv‡e`v Kwc/mZ¨vwqZ Abywjwc (cÖ‡hvR¨ †ÿ‡Î)|**N)** nvjmb ch©šÍ f~wg Dbœqb Ki Av`v‡qi `vwLjv|**O)** me©‡kl Rwi‡ci gvVcP©v|**P)** Av‡e`bKvix/Av‡e`bKvixM‡Yi/cÖwZwbwai cvm‡cvU© mvB‡Ri Qwe| | Av‡e`b ‡KvU© wd = 20/-†iKW© ms‡kvab = 1,000/-LwZqvb wd = 100/- †bvwUk Rvix wd= 50/- | mvaviY ‡ÿ‡Î m‡e©v”P 28 w`b | BDwbqb f~wg mnKvix Kg©KZ©vBDwbqb f~wg Awdm |
| 2 | wc.I 96/72 †gvZv‡eK cÖ`Ë Rwgi wnmve weiYx Kvh©Ki | H | **mnKvix Kwgkbvi (f~wg) eivei Av‡e`b Ki‡Z n‡e** **(20 UvKvi †KvU© wd mn)**Av‡e`‡bi mv‡\_ wb¤§wjwLZ KvMRcÎ `vwLj Ki‡Z n‡et**K)** g„Z¨mb`/DËivwaKvi mb`/e›Ubbvgv/Av`vj‡Zi ivq|**L)** nvjmb ch©šÍ f~wg Dbœqb Ki Av`v‡qi `vwLjv|**M)** BDwbqb cwil‡`i †nvwìs U¨v·/‡PŠwK`vix U¨v· cwi‡kv‡ai iwk`|  | Av‡e`b ‡KvU© wd = 20/- | - | H |
| 3 | f~wg Dbœqb Ki | BDwbqb f~wg Awdm | mswkøó LwZqvb I `vM b¤^i/`wjj/Rv‡e`v/Av`vj‡Zi ivqBDwbqb f~wg Awd‡m UvKvi wewbgq mgcwigvb `vwLjv cvIqv hvq |

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| **Rwgi cwigvY** | **f~wg Dbœqb K‡ii nvi** |
| K. 8.25 GKi ch©šÍ  | f~wg Dbœqb Ki w`‡Z n‡e bv |
| L. 8.25 GK‡ii D‡×©  | cÖwZ kZvsk 2.00 (`yB) UvKv nv‡i |
| M. gIKzd `vwLjv | Hw”QK 10.00 (`k) UvKv |

 | 01 w`b | H |