evsjv‡`k wbe©vPb Kwgkb

উপজেলা নির্বাচন অফিসারের কার্যালয়

জলঢাকা, নীলফামারী।|

[www.ecs.gov.bd](http://www.ecs.gov.bd)

‡mev cÖ`vb cÖwZশ্রুতি (Citizen’s Charter)

* 1. **bvMwiK †mev:**

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| µ: bs | ‡mevi bvg | ‡mev cÖ`v‡bi c×wZ | cÖ‡qvRbxq KvMRcÎ I cÖvwß¯’vb | ‡mevg~j¨ Ges cwi‡kva c×wZ (hw` \_v‡K) | ‡mev cÖ`v‡bi mgqmxgv | `vwqZ¡cÖvß Kg©KZ©v |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1| | ‡fvUvi ZvwjKvq bZzb bvg Aন্তf©~w³ | Av‡e`b cÖvwß/ Z\_¨msMÖ‡ni ci hvPvBA‡šÍ Dc‡Rjv wbe©vPb Awdmvi (†iwR‡÷ªkb Awdmvi) Gi Aby‡gv`b mv‡c‡ÿ mswkøó Dc‡Rjv ev \_vbv wbe©vPb Awdm / ‡iwR‡÷ªkb †K‡›`ª wbeÜb Kvh©µg m¤úv`b I †fvUvi ZvwjKvq bvg cÖKvk (cÖwZeQi 2 Rvbyqvwi Zvwi‡L Lmov Ges 31 Rvbyqvwi Zvwi‡L P~ovšÍ †fvUvi ZvwjKv cÖKvk)| | 1| wbeÜb dig-2 (c~iYc~e©K Rgv`vb)|  2| Rb¥ wbeÜb mb` (অনলাইন) 3| wc.B.wm/‡R.Gm.wm/Gm.Gm.wm ev mggv‡bi cixক্ষাi mb` (cÖ‡hvR¨ ক্ষেত্রে)  4| wcZv-gvZvi RvZxq cwiPqc‡Îi d‡UvKwc  5| ¯^vgx/¯¿xi RvZxq cwiPqc‡Îi d‡UvKwc (cÖ‡hvR¨ ক্ষেত্রে)  6| নাগরিকত্ব সনদ, 7| পাসপোর্ট/ড্রাইভিং লাইসেন্স (প্রযোজ্য ক্ষেত্রে),  8| হোল্ডিং U¨vক্স /চৌকিদারী U¨vক্স;  9| we`y¨r wej (cÖ‡hvR¨ ক্ষেত্রে);  **cÖvwß¯’vb:** Dc‡Rjv/\_vbv wbe©vPb Awdm I mswkøó `ßi| | webvg~‡j¨ | Kgc‡ক্ষ 07 (mvZ) Kvh©w`em | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |
| 2 | ‡fvUvi ZvwjKvq bvg ¯’vbvন্তi | Av‡e`b hvPvBA‡šÍ Dc‡Rjv wbe©vPb Awdmvi (†iwR‡÷ªkb Awdmvi) Gi Aby‡gv`b mv‡c‡ÿ AbjvB‡b ¯’vbvšÍi Kvh©µg m¤úv`b I ¯’vbvšÍwiZ GjvKvi †fvUvi ZvwjKvq bvg cÖKvk (cÖwZeQi 2 Rvbyqvwi Zvwi‡L Lmov Ges 31 Rvbyqvwi Zvwi‡L P~ovšÍ †fvUvi ZvwjKv cÖKvk)| | 1| dig-13 G Av‡e`b (¯^kix‡i Dcw¯’Z n‡q Rgv cÖ`vb Ki‡Z n‡e);  2| RvZxq cwiPqc‡Îi d‡UvKwc  3| BDwc †Pqvig¨vb/‡gqi/KvDwÝji/cÖ\_g †kÖwYi Kg©KZ©v KZ©„K cÖ`Ë cÖZ¨qbcÎ  4| ‡cŠiKi iwk`/‡PŠwK`vix iwkদ/evwo fvov iwk`  5| we`y¨r/‡Uwj‡dvb/M¨vm we‡ji d‡UvKwc (cÖ‡hvR¨ ক্ষেত্রে)  6| emZwfUvi `wjj/Wzwcø‡KU Kve©b iwk`/f~wg Dbœqb Ki cÖ`v‡bi iwk‡`i d‡UvKwc;  7| ¯’vbvšÍ‡ii Av‡e`bK…Z wVKvbvq emevmiZ AvZ¥xq ¯^Rb‡`i RvZxq cwiPqc‡Îi d‡UvKwc|  cÖvwß¯’vb: Dc‡Rjv/\_vbv wbe©vPb Awdm I mswkøó `ßi| | webvg~‡j¨ | Kgc‡ক্ষ 30 (wÎk) Kvh©w`em | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |

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| 3| | nviv‡bv ev bó ev Ab¨ †Kvb Kvi‡Y cybivq RvZxq cwiPqcÎ cÖvwß| | cybtgyw`ªZ RvZxq cwiPqcÎ cÖ`vb | 1| wba©vwiZ di‡g Av‡e`b  2| wRwWi Kwc  3| RvZx**q** cwiPqc‡Îi d‡UvKwc  4| wd I f¨vU Rgv`v‡bi iwk`  **cÖvwß¯’vb:** Dc‡Rjv/\_vbv wbe©vPb Awdm I mswkøó `ßi| | 1| 1g evi:  wd 200/-, f¨vU-30/-  2| 2q evi:  wd 300/-f¨vU-45/-  3| 3q evi:  wd 400/-f¨vU-60/-  cwi‡kva c×wZ:  ‡UªRvix Pvjvb/ Ab-jvBb e¨vswKs  wd Rgv`v‡bi †KvW:  1-0601-0001-1847  f¨vU Rgv`v‡bi †KvW:  1-1133-0045-0311 | Kgc‡ক্ষ 30 (wÎk) Kvh©w`em | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |
| 4|  (K) | RvZxq cwiPqc‡Î wbR bvg (evsjv I Bs‡iwR)/ Rb¥ ZvwiL ms‡kvab| | ms‡kvab†hvM¨ n‡j AbjvB‡b ms‡kvab msµvšÍ Kvh©µg m¤úv`b I cÖvwß mv‡c‡ÿ ms‡kvwaZ RvZxq cwiPqcÎ cÖ`vb| | 1| dig-2 G Av‡e`b  2| Rb¥ wbeÜb mb` (অনলাইন)  3| wc.B.wm/‡R.Gm.wm/Gm.Gm.wm ev mggv‡bi cixক্ষার mb` (cÖ‡hvR¨ ক্ষেত্রে)  4| জুডিwmয়াল g¨vwR‡÷ªU KZ©„K cÖ`Ë Gwd‡WwfW  5| wbeÜ‡bi c~‡e©i cvm‡cvU©/WªvBwfs jvB‡mÝ/wbKvn& bvgv /GgwcI wmU/mvwf©m ewn (cÖ‡hvR¨ ক্ষেত্রে)|  6| ধর্ম পরিবর্তনের কার‡Y নাম পরিবর্তনের ক্ষেত্রে জুডিwmqvল g¨vwR‡÷ªU KZ©„K cÖ`Ë Gwd‡WwfW, জাতীয় দৈনিক পত্রিকায় প্রকাশিত বিজ্ঞপ্তির কপি I আবেদনের যথার্থতা সম্পর্কে গ্রহনযোগ্য দলিলাদি;  **cÖvwß¯’vbt cÖvwß¯’vb:** Dc‡Rjv/\_vbv wbe©vPb Awdm I mswkøó `ßi| | 1| 1g evi:  wd 200/-, f¨vU-30/-  2| 2q evi:  wd 300/-f¨vU-45/-  3| 3q evi:  wd 400/-f¨vU-60/-  cwi‡kva c×wZ:  ‡UªRvix Pvjvb/ Ab-jvBb e¨vswKs  wd Rgv`v‡bi †KvW:  1-0601-0001-1847  f¨vU Rgv`v‡bi †KvW:  1-1133-0045-0311 | Kgc‡ক্ষ 30 (wÎk) Kvh©w`em | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |
| 4| (L) | RvZxq cwiPqপ‡Î wcZv/gvZvi bvg ms‡kvaন| | ms‡kvab †hvM¨ n‡j AbjvB‡b ms‡kvab msµvšÍ Kvh©µg m¤úv`b I cÖvwß mv‡c‡ÿ ms‡kvwaZ RvZxq cwiPqcÎ weZiY| | 1| dig-2 G Av‡e`b  2| Rb¥ wbeÜb mb` (অনলাইন)  3| wc.B.wm/‡R.Gm.wm/Gm.Gm.wm ev mggv‡bi cixক্ষার mb` (cÖ‡hvR¨ ক্ষেত্রে)  4| জুডিwmয়াল g¨vwR‡÷ªU KZ©„K cÖ`Ë Gwd‡WwfW  5| wbeÜ‡bi c~‡e©i cvm‡cvU©/WªvBwfs jvB‡mÝ/wbKvn& bvgv /GgwcI wmU/mvwf©m ewn (cÖ‡hvR¨ ক্ষেত্রে)|  6| ভাই-বোনের RvZxq cwiPqc‡Îi d‡UvKwc (cÖ‡hvR¨ ক্ষেত্রে);  7| wcZv/gvZvi RvZxq cwiPqc‡Îi d‡UvKwc  8| wcZv-gvZvi সকল mন্তা‡bi R‡b¥i µg Abyhvqx bvg I RvZxq cwiPqc‡Îi b¤^i D‡jøখc~e©K Iqvwikvb mb`/cÖZ¨qbcÎ;  **cÖvwß¯’vbt** Dc‡Rjv/\_vbv wbe©vPb Awdm I mswkøó `ßi| |
| 4| (M) | RvZxq cwiPqc‡Î ¯^vgx/¯¿xi bvg ms‡kvab/ms‡hvRb/ we‡qvRb | AbjvB‡b cÖ‡qvRbxq Kvh©µg m¤úv`b I cÖvwß mv‡c‡ÿ bZzb RvZxq cwiPqcÎ weZiY| | 1| wbKvn& bvgv/ZvjvKbvgv (ফরম-১৬০৫ বি)/ g„Zz¨ mb` (cÖ‡hvR¨ ক্ষেত্রে)  2| ¯^vgx/¯¿xi RvZxq cwiPqc‡Îi d‡UvKwc (cÖ‡hvR¨ ক্ষেত্রে) 3| cÖ‡hvR¨ †ÿ‡Î MÖnY‡hvM¨ Ab¨vb¨ `wjjvw`  **cÖvwß¯’vbt** Dc‡Rjv/\_vbv wbe©vPb Awdm I mswkøó `ßi| | 1| 1g evi:  wd 200/-, f¨vU-30/-  2| 2q evi:  wd 300/-f¨vU-45/-  3| 3q evi:  wd 400/-f¨vU-60/-  cwi‡kva c×wZ:  ‡UªRvix Pvjvb/ Ab-jvBb e¨vswKs  wd Rgv`v‡bi †KvW:  1-0601-0001-1847  f¨vU Rgv`v‡bi †KvW:  1-1133-0045-0311 | Kgc‡ক্ষ 30 (wÎk) Kvh©w`em | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |
| 4| (N) | RvZxq cwiPqc‡Î i‡³i গ্রুপ ms‡hvRb/ ms‡kvab | AbjvB‡b cÖ‡qvRbxq Kvh©µg m¤úv`b I cÖvwß mv‡c‡ÿ bZzb RvZxq cwiPqcÎ weZiY| | 1| i‡³i MÖæc wba©viY msµvšÍ wi‡cv‡U©i g~jKwc|  **cÖvwß¯’vbt** Dc‡Rjv/\_vbv wbe©vPb Awdm I mswkøó `ßi| | **mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi** |
| 4| (O) | RvZxq cwiPqc‡Î wVKvbv (MÖvg/ivস্তা/WvKNi) ms‡kvab | ms‡kvab †hvM¨ n‡j AbjvB‡b ms‡kvab msµvšÍ Kvh©µg m¤úv`b I cÖvwß mv‡c‡ÿ ms‡kvwaZ RvZxq cwiPqcÎ weZiY| | **1|**  Rb¥ wbeÜb mb`|  2| ‡Pqvig¨vb/‡gqi KZ©„K bvMwiKZ¡ mb`|  3| Rwgi `wjj, BDwUwjwU wej I mswkøó Ab¨vb¨ `wjjvw`| 4| পিতা/মাতা/ভাই বোনের জাতীয় পরিচয়পত্রের ফটোকপি|  **cÖvwß¯’vbt** Dc‡Rjv/\_vbv wbe©vPb Awdm I mswkøó `ßi| | Kgc‡ক্ষ 30 (wÎk) Kvh©w`em | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |
| 4| (P) | RvZxq cwiPqc‡Î Qwe I ¯^vক্ষর cwieZ©b | AbjvB‡b cÖ‡qvRbxq Kvh©µg m¤úv`b I cÖvwß mv‡c‡ÿ bZzb RvZxq cwiPqcÎ weZiY| | **1|** ¯^vÿi msµvšÍ cÖgvYcÎ|  2| cvm‡cvU© mvB‡Ri mZ¨vwqZ Qwemn †gqi/BDwc †Pqvig¨vb/cÖ\_g †kÖwYi Kg©KZ©vi cÖZ¨qbcÎ|  3| mswkøó \_vbv/Dc‡Rjv wbe©vPb Awd‡m mkix‡i Dcw¯’Z n‡q Qwe I ¯^vÿi cÖ`vb|  **cÖvwß¯’vbt** Dc‡Rjv/\_vbv wbe©vPb Awdm I mswkøó `ßi| | Kgc‡ক্ষ 30 (wÎk) Kvh©w`em | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |
| 4| (Q) | WvUv‡eB‡R msiwক্ষZ Z\_¨ DcvË ms‡kvab (hv RvZxq cwiPqc‡Î cÖ`wk©Z bq)| | ms‡kvab †hvM¨ n‡j AbjvB‡b ms‡kvab msµvšÍ Kvh©µg m¤úv`b| | 1| mswkøó cwieZ©‡bi ¯^c‡ক্ষ cÖgvY‡hvM¨ KvMRcÎ|  **cÖvwß¯’vbt** Dc‡Rjv/\_vbv wbe©vPb Awdm I mswkøó `ßi| | wd 100/-, f¨vU-15/-  cwi‡kva c×wZ:  ‡UªRvix Pvjvb/ Ab-jvBb e¨vswKs  wd Rgv`v‡bi †KvW:  1-0601-0001-1847  f¨vU Rgv`v‡bi †KvW:  1-1133-0045-0311 | Kgc‡ক্ষ 30 (wÎk) Kvh©w`em | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |

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| 5| | RvZxq cwiPqc‡Îi Z\_¨ DcvË mieivn | B›Uªv‡bU n‡Z gyw`ªZ I cÖZ¨vwqZ Kwc cÖ`vb| | 1| Dc‡Rjv wbe©vPb Awdmvi eivei Av‡e`b `vwLj|  **2|** wbeÜb w¯øc/‡fvUvi b¤^i/RvZxq cwiPqcÎ b¤^i|  **cÖvwß¯’vbt** Dc‡Rjv/\_vbv wbe©vPb Awdm| | wd 200/-, f¨vU-30/-  cwi‡kva c×wZ:  cwi‡kva c×wZ:  ‡UªRvix Pvjvb/ Ab-jvBb e¨vswKs  wd Rgv`v‡bi †KvW:  1-0601-0001-1847  f¨vU Rgv`v‡bi †KvW:  1-1133-0045-0311 | Kgc‡ক্ষ 03 (wZb) Kvh©w`emq | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |
| 6| | RvZxq cwiPqc‡Îi mwVKZv hvPvB | B›Uªv‡bU n‡Z RvZxq cwiPqc‡Îi mwVKZv hvPvBc~e©K mZ¨vqb | 1| Dc‡Rjv wbe©vPb Awdmvi eivei Av‡e`b `vwLj|  **cÖvwß¯’vbt** Dc‡Rjv/\_vbv wbe©vPb Awdm| | wd 100/-, f¨vU-15/-  wd Rgv`v‡bi †KvW:  1-0601-0001-1847  f¨vU Rgv`v‡bi †KvW:  1-1133-0045-0311 | Kgc‡ক্ষ 03 (wZb) Kvh©w`emq | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |
| 7| | ‡fvUv‡ii Av½y‡ji Qvc MÖnY | ‡fvUv‡ii Av½y‡ji Qvc MÖnY Ges mvf©v‡i Avc‡jvWKiY| | 1| Dc‡Rjv wbe©vPb Awdmvi eivei Av‡e`b|  2| RvZxq cwiPqc‡Îi d‡UvKwc|  **cÖvwß¯’vbt** Dc‡Rjv/\_vbv wbe©vPb Awdm| | webvg~‡j¨ | Kgc‡ক্ষ 30 (wÎk) Kvh©w`em | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |
| 8| | †fvUvi ZvwjKv cwi`k©b| | †fvUvi ZvwjKv cwi`k©b Kiv| | 1| Dc‡Rjv wbe©vPb Awdmvi eivei Av‡e`b| | 50/- (cÂvk) UvKvi †KvU© wdmn Av‡e`b | 01 (GK) w`b | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |
| 9| | †fvUvi ZvwjKvi mvwU©dvBW Kwc| |  | 1| Dc‡Rjv wbe©vPb Awdmvi eivei Av‡e`b|  2| RvZxq cwiPqc‡Îi d‡UvKwc|  **cÖvwß¯’vbt** Dc‡Rjv/\_vbv wbe©vPb Awdm| | cÖwZ c„ôvi (A-4 mvBR) Rb¨ 100/- UvKv nv‡i  cwi‡kva c×wZ:  cwi‡kva c×wZ:  ‡UªRvix Pvjvb/ Ab-jvBb e¨vswKs  wd Rgv`v‡bi †KvW:  1-0601-0001-1847  f¨vU Rgv`v‡bi †KvW:  1-1133-0045-0311 | Kgc‡ক্ষ 02 (`yB) Kvh©w`em | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |
| 10| | †fvUvi ZvwjKv n‡Z g„Z e¨w³i bvg KZ©b| |  | **1|** g„Z e¨w³i wbKUvZœxq/¯^Rb KZ…©K dig-12 Gi gva¨‡g Av‡e`b |  2**|** mswশ্লষ্ট †gqi/‡Pqvig¨vb KZ©„K cÖ`Ë g„Zz¨ mb`|  **cÖvwß¯’vb:** Dc‡Rjv wbe©vPb Awdm| | **-----** | Kgc‡ক্ষ 30 (wÎk) Kvh©w`em | mswkøó \_vbv/উc‡Rjv wbe©vPb Awdmvi |

1.2 **cÖvwZôvwbK †mev:**

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| µ: bs | ‡mevi bvg | ‡mev cÖ`v‡bi c×wZ | cÖ‡qvRbxq KvMRcÎ I cÖvwß¯’vb | ‡mevgy„j¨ Ges cwi‡kva c×wZ (hw` \_v‡K) | ‡mev cÖ`v‡bi mgqmxgv | `vwqZ¡cÖvß Kg©KZ©v |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1| | RvZxq msm`, wmwU K‡c©v‡ikb, ‡Rjv cwil`, Dc‡Rjv cwil`, †cŠimfv I BDwbqb cwil` wbe©vPb msµvšÍ | g‡bvbqbcÎ cÖ`vb I MÖnY | AvBb I wewa †gvZv‡eK|  **cÖvwß¯’vb:** wiUvwb©s Awdmvi/  mnKvix wiUvwb©s Awdmv‡ii Kvh©vjq| | wewa †gvZv‡eK | cÖÁvcb  /weÁwß‡Z †NvwlZ mgq  Abyhvqx | wiUvwb©s Awdmvi/  mnKvix wiUvwb©s Awdmvi| |
| 2| | Qwe Qvov †fvUvi ZvwjKvi wmwW mieivn | PvwnZ GjvKv/wbe©vPwb GjvKvi Qwe Qvov †fvUvi ZvwjKvi wmwW mieivn | ‡UªRvix Pvjv‡bi gva¨‡g wd Rgv cÖ`v‡bi iwk`|  **cÖvwß¯’vb:** wiUvwb©s Awdmvi/  mnKvix wiUvwb©s Awdmv‡ii Kvh©vjq| | cÖwZwU BDwbqb/wmwU/  ‡cŠi Iqv‡W©i Rb¨ 500/- (cvuPkZ) UvKv nv‡i  cwi‡kva c×wZ: Pvjvb Rgv `v‡bi ‡KvW:  1-0601-0001-2631 | 01 (GK) w`b | H |