MYcÖRvZš¿x evsjv‡`k miKvi

**grm¨ I cÖvwYm¤ú` Z\_¨ `ßi**

**grm¨ I cÖvwYm¤ú` gš¿Yvjq**

weGdwWwm feb, KviIqvb evRvi, XvKv-1215

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

**‡mev cÖ`vb cÖwZkÖæwZ (Citizen’s Charter)**

1. wfkb I wgkb

wfkb: grm¨ I cÖvwYm¤ú` welqK AvaywbK jvMmB Z\_¨ ‡mev mnwRKiY|

wgkb: MYgva¨g I wewfbœ gy`ªY mvgMÖxi mnvqZvq grm¨ I cÖvwYm¤ú` welqK Z\_¨ I cÖhyw³ mswkøó DcKvi‡fvMx‡`i Kv‡Q mnRjf¨KiY Ges †UKmB grm¨ I cÖvwYm¤ú` Dbœq‡b Rbm‡PZbZv m„wó|

2. cÖwZkÖæZ †mevmg~n

2.1| bvMwiK †mev

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| µwgK  bs | ‡mevi bvg | ‡mev cÖ`vb c×wZ | cÖ‡qvRbxq KvMRcÎ Ges cÖvwß¯’vb | ‡mev g~j¨ Ges cwi‡kva c×wZ | ‡mev cÖ`v‡bi mgqmxgv | `vwqZ¡cÖvß Kg©KZ©v  (bvg, c`we, ‡dvb I B-‡gBj) |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1 | grm¨ I cÖvwYm¤ú‡`i Dbœq‡b jvMmB cÖhyw³ m¤úªmvi‡Y e¨vcK Rb‡Mvôx‡K DØy×KiY| | * mivmwi †hvMv‡hvM * ‡dvb * B-‡gBj * mvgvwRK †hvMv‡hvM gva¨g * নিউজ পোর্টাল (motshoprani.org) * ইলেকট্রনিক ও প্রিন্ট মিডিয়া * মৎস্য ও প্রাণিসম্পদ তথ্য ভান্ডার (অ্যাপ) | Z\_¨ cø¨vwbs, M‡elYv I cÖwkÿY kvLv/mswkøó wefvM  grm¨ I cÖvwYm¤ú` Z\_¨ `ßi| | webvg~‡j¨ | cÖwZw`b Awdm Kvh©w`e‡m | Wv. †gv. Gbvgyj Kexi  Z\_¨ Kg©KZ©v (cÖvwYm¤ú`)  ‡gvevBj: 01712-561383  ‡dvb: 55012807  B-‡gBj: tituanamul@gmail.com  I  Rbve gvneyev Lvbg  Z\_¨ Kg©KZ©v (grm¨)  ‡gvevBj: 01712-442177  ‡dvb: 02-55012805  B-‡gBj: mk.hiya91@gmail.com |
| 2 | grm¨ I cÖvwYm¤ú‡`i DbœqbK‡í cÖhyw³ wbf©i wewfbœ m¤úªmviY I cÖKvkbv mvgMÖx gy`ªY I mieivnKiY| | * AbjvBb gva¨g * wWwRUvj cøvUdg© * mvivmwi * mvgvwRK †hvMv‡hvM gva¨g | cÖkvmb I cÖKvkbv kvLv  grm¨ I cÖvwYm¤ú` Z\_¨ `ßi | webvg~‡j¨ | cÖwZw`b Awdm Kvh©w`e‡m |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| µwgK  bs | ‡mevi bvg | ‡mev cÖ`vb c×wZ | cÖ‡qvRbxq KvMRcÎ Ges cÖvwß¯’vb | ‡mev g~j¨ Ges cwi‡kva  c×wZ | ‡mev cÖ`v‡bi mgqmxgv | `vwqZ¡cÖvß Kg©KZ©v  (bvg, c`we, ‡dvb I B-‡gBj) |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1 | evsjv‡`k †eZv‡i grm¨ I cªvwYm¤ú` welqK Av‡jvPbv Abyôvb Av‡qvR‡b mn‡hvwMZv cÖ`vb | * cÎ †hvMv‡hvM * B-‡gBj * mvivmwi * wWwRUvj cø¨vUdg© * ‡gvevBj †dvb | * Pvwn`vcÎ   **cÖvwß¯’vb:**  grm¨ I cªvwYm¤ú` Z\_¨ `ßi| | webvg~‡j¨ | 15(c‡b‡iv) Kg©w`em | Wv. †gv. Gbvgyj Kexi  Z\_¨ Kg©KZ©v (cÖvwYm¤ú`)  ‡gvevBj: 01712-561383  ‡dvb: 55012807  B-‡gBj: tituanamul@gmail.com  I  Rbve gvneyev Lvbg  Z\_¨ Kg©KZ©v (grm¨)  ‡gvevBj: 01712-442177  ‡dvb: 02-55012805  B-‡gBj: [mk.hiya91@gmail.com](mailto:mk.hiya91@gmail.com)    I  Rbve †gv. mvgQzj Avjg  MY‡hvMv‡hvM Kg©KZ©v  ‡gvevBj: 01746-749020  ‡dvb: 02-55012810  B-‡gBj: [alam4162@gmail.com](mailto:alam4162@gmail.com) |
| 2 | evsjv‡`k ‡Uwjwfk‡b grm¨ I cªvwYm¤ú` welqK Av‡jvPbv Abyôvb Av‡qvR‡b mn‡hvwMZv cÖ`vb | * cÎ †hvMv‡hvM * B-‡gBj * mvivmwi * wWwRUvj cø¨vUdg© * ‡gvevBj †dvb | * Pvwn`vcÎ   **cÖvwß¯’vb:**  grm¨ I cªvwYm¤ú` Z\_¨ `ßi| | webvg~‡j¨ | 15(c‡b‡iv) Kg©w`em |
| 3 | grm¨ Pvl I cï-cvwL cvjb wel‡q e¨vcK Rbm‡PZbZv m„wói j‡ÿ¨ wUwf wdjvi, wUwfwm, wR‡½j, cÖvgvY¨wPÎ BZ¨vw` wbg©vY Ges evsjv‡`k †Uwjwfk‡b I †emiKvwi wUwf P¨v‡b‡j ও এলইডি স্ক্রিন, সামাজিক যোগাযোগ মাধ্যমে cÖPviKiY| | B‡j±ªwbK wgwWqv I ‡eZvi| | * Pvwn`vcÎ   **cÖvwß¯’vb:**  grm¨ I cªvwYm¤ú` Z\_¨ `ßi| | webvg~‡j¨ | 15(c‡b‡iv) Kg©w`em |
| 4 | grm¨ Pvl I cï-cvwL cvjb wel‡q e¨vcK Rbm‡PZbZv m„wói j‡ÿ¨ eûj cÖPvwiZ cÎ cwÎKvq I wewfbœ miKvwi-‡emiKvwi wUwf P¨v‡b‡j wbDR ¯Œj I weÁwß cÖKvk| | B‡j±ªwbK I wcÖ›U wgwWqv| | * Pvwn`vcÎ   **cÖvwß¯’vb:**  grm¨ I cªvwYm¤ú` Z\_¨ `ßi| | webvg~‡j¨ | 15(c‡b‡iv) Kg©w`em |

**2.2| `vßwiK †mev**

**2.3| Af¨šÍixY †mev**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| µwgK  bs | ‡mevi bvg | ‡mev cÖ`vb c×wZ | cÖ‡qvRbxq KvMRcÎ Ges cÖvwß¯’vb | ‡mev g~j¨ Ges cwi‡kva  c×wZ | ‡mev cÖ`v‡bi mgqmxgv | `vwqZ¡cÖvß Kg©KZ©v  (bvg, c`we, ‡dvb I B-‡gBj) |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1 | wPwKrmv mvnvh¨ | * Av‡e`bcÎ cÖvwß * gÄywicÎ Rvwi | * Av‡e`bcÎ ([mvaviY wPwKrmv Aby`v‡bi Av‡e`b dig](https://bkkb.gov.bd/site/forms/a08e186e-c393-4c14-8fed-f0d0345540d6/-)) * RvZxq cwiPqcÎ * e¨vsK kvLvi ivDwUs bv¤^vi * Qwe GK Kwc * e¨e¯’vc‡Îi KvMR * wPwKrmvi e¨q weeiYx | webvg~‡j¨ | 3 (wZb) Kg©w`em | Wv. mÄxe m~Îai (DcmwPe)  DccwiPvjK  grm¨ I cªvwYm¤ú` Z\_¨ `ßi  ‡dvb: 55012806  ‡gvev. ‡dvb: 01712-689625  B-‡gBj: [flidmofl@gmail.com](mailto:flidmofl@gmail.com)  ও  Wv. †gv. Gbvgyj Kexi  Z\_¨ Kg©KZ©v (cÖvwYm¤ú`)  ‡gvevBj: 01712-561383  ‡dvb: 55012807  B-‡gBj: tituanamul@gmail.com  I  Rbve gvneyev Lvbg  Z\_¨ Kg©KZ©v (grm¨)  ‡gvevBj: 01712-442177  ‡dvb: 02-55012805  B-‡gBj: mk.hiya91@gmail.com |
| 2 | wRwcGd, M„n wbg©vY, Mvwo I Ab¨vb¨ FY | * Av‡e`bcÎ cÖvwß * gÄywicÎ Rvwi | * GKvD›Um w¯øcmn Av‡e`b ([fwel¨ Znwej nB‡Z AwMÖg MÖn‡Yi Rb¨ Av‡e`b dig](https://mofl.gov.bd/site/forms/14323a59-da7d-40c1-8c66-bd2f05ffa69c/%E0%A6%AD%E0%A6%AC%E0%A6%BF%E0%A6%B7%E0%A7%8D%E0%A6%AF-%E0%A6%A4%E0%A6%B9%E0%A6%AC%E0%A6%BF%E0%A6%B2-%E0%A6%B9%E0%A6%87%E0%A6%A4%E0%A7%87-%E0%A6%85%E0%A6%97%E0%A7%8D%E0%A6%B0%E0%A6%BF%E0%A6%AE-%E0%A6%97%E0%A7%8D%E0%A6%B0%E0%A6%B9%E0%A6%A3%E0%A7%87%E0%A6%B0-%E0%A6%9C%E0%A6%A8%E0%A7%8D%E0%A6%AF-%E0%A6%86%E0%A6%AC%E0%A7%87%E0%A6%A6%E0%A6%A8%E0%A7%87%E0%A6%B0-%E0%A6%AB%E0%A6%B0%E0%A6%AE)) * Rwgi `wjjmn Av‡e`b * Bb-RywWwkqvj ÷¨v‡¤ú gyP‡jKvmn Av‡e`b | webvg~‡j¨ | 3 (wZb) Kg©w`em |
| 3 | c‡`vbœwZ | cÖÁvcb Rvwi | * evwl©K †Mvcbxq cÖwZ‡e`b * mvwf©mewn * ‡MÖ‡Wkb ZvwjKv * wefvMxq gvgjv msµvšÍ cÖZ¨qbcÎ * ‡R¨ôZvi cÖZ¨qbcÎ | webvg~‡j¨ | 30 (wÎk) Kg©w`em |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4 | AwR©Z QzwU, kÖvwšÍ I we‡bv`b QzwU | * Av‡e`bcÎ cÖvwß * cÎ Rvwi | QzwU cÖvc¨Zvi cÖZ¨qbmn Av‡e`b  ([QzwU cÖvc¨Zvi dig](https://mofl.gov.bd/site/forms/ec987a4a-f09b-4f6b-982c-65edf7799b6d/%E0%A6%9B%E0%A7%81%E0%A6%9F%E0%A6%BF-%E0%A6%AA%E0%A7%8D%E0%A6%B0%E0%A6%BE%E0%A6%AA%E0%A7%8D%E0%A6%AF%E0%A6%A4%E0%A6%BE%E0%A6%B0-%E0%A6%AB%E0%A6%B0%E0%A6%AE)) | webvg~‡j¨ | 5 (cuvP) Kg©w`em | Wv. mÄxe m~Îai (DcmwPe)  DccwiPvjK  grm¨ I cªvwYm¤ú` Z\_¨ `ßi  ‡dvb: 55012806  ‡gvev. ‡dvb: 01712-689625  B-‡gBj: [flidmofl@gmail.com](mailto:flidmofl@gmail.com)  ও  Rbve gvneyev Lvbg  Z\_¨ Kg©KZ©v (grm¨)  ‡gvevBj: 01712-442177  ‡dvb: 02-55012805  B-‡gBj: mk.hiya91@gmail.com  I  Rbve ‡gv. Av°vQ gvngy`  D”Pgvb mnKvix  ‡gvevBj: 01747-163615  ‡dvb: 55012811  B-‡gBj: akkasmahmud68@gmail.com |
| 5 | wcAviGj gÄyi I QzwU bM`vqb | * wcAviGj Kgc‡ÿ 3 (wZb) gvm c~‡e© Av‡e`b * Av‡`k Rvwi | * bb-‡M‡R‡UW Kg©Pvix‡`i ‡ÿ‡Î mvwf©meyK/†M‡R‡UW Kg©Pvix‡`i †ÿ‡Î PvKzwii weeiYx-1 Kwc| * QzwUi cÖvc¨Zvi wnmve-1 Kwc * wcAviGj gÄy‡ii Rb¨ 12 gvm QzwU cvIbv \_vKv Avek¨K * Aem‡ivËi QzwUi AwZwi³ QzwU cvIbv \_vK‡j me©vwaK 18 gv‡mi QzwU bM`vqb| | webvg~‡j¨ | 10 (`k) Kg©w`em |

**2.3| Af¨šÍixY †mev**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| µwgK  bs | ‡mevi bvg | ‡mev cÖ`vb c×wZ | cÖ‡qvRbxq KvMRcÎ Ges cÖvwß¯’vb | ‡mev g~j¨ Ges cwi‡kva c×wZ | ‡mev cÖ`v‡bi mgqmxgv | `vwqZ¡cÖvß Kg©KZ©v  (bvg,c`we, ‡dvb I B-‡gBj) |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 6 | ‡cbkb msµvšÍ | * ‡cbkb mg‡qi 1 (GK) gvm c~‡e© Av‡e`b * Av‡`k Rvwi | * bb-†M‡R‡UW Kg©Pvix‡`i †ÿ‡Î mvwf©meyK/†M‡R‡UW Kg©Pvix‡`i †ÿ‡Î PvKzwii weeiYx-1 Kwc * wcAviGj gÄywii Av‡`k-1 Kwc * cÖZ¨vwkZ †kl †eZb mb`-1 Kwc * wba©vwiZ †cbkb Av‡e`b dig [(‡cbkb dig](https://mofl.gov.bd/site/forms/23ec4ec3-6204-406e-8fc3-494645e6be6a/%E0%A6%AA%E0%A7%87%E0%A6%A8%E0%A6%B6%E0%A6%A8-%E0%A6%AB%E0%A6%B0%E0%A6%AE)) 2.1 (ms‡hvRbx-4)-1 Kwc * cvm‡cvU© mvBR mZ¨vwqZ Qwe-4 Kwc * cÖvc¨ †cbk‡bi DËivwaKvix †NvlYvcÎ (ms‡hvRbx-2)-3 Kwc * bgybv ¯^vÿi I nv‡Zi cvuP Av½y‡ji Qvc (ms‡hvRbx-6)-3 Kwc * bv-`vex mb`cÎ (ms‡hvRbx-8)-1 Kwc * ‡cbkb gÄywi Av‡`k-1 Kwc * mZ¨vwqZ GmGmwm mb`cÎ-1 Kwc * `vwqZ¡ n¯ÍvšÍ‡ii AvbyMZ¨ mb`cÎ-1 Kwc * miKvwi evmvq emevm bv Kivi cÖZ¨qbcÎ * bvMwiKZ¡ mb`cÎ-1 Kwc * A½xKvibvgv-1 Kwc * AwWU cÖZ¨qb cÎ-1 Kwc | webvg~‡j¨ | 10 (`k) Kg©w`em | Wv. mÄxe m~Îai (DcmwPe)  DccwiPvjK  grm¨ I cªvwYm¤ú` Z\_¨ `ßi  ‡dvb: 55012806  ‡gvev. ‡dvb: 01712-689625  B-‡gBj: [flidmofl@gmail.com](mailto:flidmofl@gmail.com)  ও  Rbve gvneyev Lvbg  Z\_¨ Kg©KZ©v (grm¨)  ‡gvevBj: 01712-442177  ‡dvb: 02-55012805  B-‡gBj: mk.hiya91@gmail.com  I  Rbve ‡gv. Av°vQ gvngy`  D”Pgvb mnKvix  ‡gvevBj: 01747-163615  ‡dvb: 55012811  B-‡gBj: akkasmahmud68@gmail.  com |
| ৭ | কর্মচারীদের পাসপোর্টের জন্য অনাপত্তি পত্র প্রদান | * আবেদন প্রাপ্তির পর যথাযথ কর্তৃপক্ষের অনুমোদনক্রম পত্র জারি এবং ওয়েবসাইটে প্রকাশ | * আবেদন ([পাসপোর্টের অনাপত্তি ফরম](https://flid.portal.gov.bd/site/forms/495dcb36-14c6-479d-b765-375c92285953)) * পূরণকৃত নির্ধারিত NOC ফরম   **প্রাপ্তিস্থান:**   * প্রশাসন শাখা | webvg~‡j¨ | ০৫ (পাঁচ) Kg©w`em |

2.4 | AvIZvaxb AvÂwjK `ßi KZ…©K cÖ`Ë †mev:

|  |  |
| --- | --- |
| 1 | grm¨ I cªvwYm¤ú` welqK cÖhyw³ wel‡q m¤úªmviYKg©x, ms‡hvM Lvgvix I D‡`¨v³v‡`i mnvqZv cÖ`vb| |
| 2 | grm¨ I cªvwYm¤ú` welqK cÖhyw³ wel‡q cy¯ÍK, cÖwkÿY g¨vby‡qj Ges wWwRUvj Z\_¨ mvgMÖx ˆZwi Ges eyK‡jU, wjd‡jU, ‡dvìvi, eªæwmqvi BZ¨vw` weZiY| |
| 3 | grm¨ I cªvwYm¤ú` welqK Kg©kvjv, DVvb ˆeVK cÖhyw³ †gjvq I Av‡jvPbv mfvq AskMÖnY| |
| 4 | cÖvK…wZK `y‡h©v‡Mi mgq Ges cieZ©xKv‡j grm¨ I cªvwYm¤ú` welqK cÖhyw³ mnvqZv cÖ`vb| |
| 5 | ¸iæZ¡c~Y© I Riæwi cÖ‡qvR‡b miKvwi wb‡`©‡k grm¨ I cªvwYm¤ú` welqK Z\_¨ msMÖn, we‡kølY I KiYxq wba©vi‡Y Lvgvix I D‡`¨v³v‡`i mnvqZv cÖ`vb| |

3| Avcbvi Kv‡Q Avgv‡`i cªZ¨vkv:

|  |  |
| --- | --- |
| µwgK  bs | cÖwZkÖæZ/Kvw•ÿZ †mev cÖvwßi j‡ÿ¨ KiYxq |
| 1 | ¯^qsm¤ú~Y© Av‡e`b Rgv cÖ`vb |
| 2 | h\_vh\_ cÖwµqvq cÖ‡qvRbxq wd cwi‡kva Kiv |
| 3 | mvÿv‡Zi Rb¨ wba©vwiZ mg‡qi c~‡e©B Dcw¯’Z \_vKv |
| 4 | ‡mevi Rb¨ †Kvb iKg A\_© e¨q bv Kiv |
| 5 | DËg e¨envi Ges †mev cÖ`v‡bi Rb¨ A‡cÿv Kivi gvbwmKZv \_vKv |

**4| Awf‡hvM cÖwZKvi e¨e¯’vcbv (GRS)**

‡mev cÖvwß‡Z Amš‘ó n‡j `vwqZ¡cÖvß Kg©KZ©vi m‡½ †hvMv‡hvM Kiæb| Zvi KvQ †\_‡K mgvavb cvIqv bv ‡M‡j wb‡¤œv³ c×wZ‡Z †hvMv‡hvM K‡i Avcbvi mgm¨v AewnZ Kiæb|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **µwgK**  **bs** | **KLb †hvMv‡hvM Ki‡eb** | **Kvi m‡½ †hvMv‡hvM Ki‡eb** | **‡hvMv‡hv‡Mi wVKvbv** | **wb®úwËi mgqmxgv** |
| (1) | (2) | (3) | (4) | (5) |
| 1 | `vwqZ¡cÖvß Kg©KZ©v mgvavb w`‡Z bv cvi‡j | Awf‡hvM wb®úwË Kg©KZ©v (AwbK) | Wv. mÄxe m~Îai (DcmwPe)  DccwiPvjK  grm¨ I cªvwYm¤ú` Z\_¨ `ßi  weGdwWwm feb, KviIqvb evRvi, XvKv-1215|  ‡dvb: 55012806  ‡gvev. ‡dvb: 01712-689625  B-‡gBj: [flidmofl@gmail.com](mailto:flidmofl@gmail.com)  I‡qemvBU: www.flid.gov.bd | 30 (wÎk) Kg©w`em |
| 2 | Awf‡hvM wb®úwË Kg©KZ©v wbw`©ó mg‡q mgvavb w`‡Z bv cvi‡j | Avwcj Kg©KZ©v | Rbve kvnxbv †di‡`Šmx  hyM¥mwPe (grm¨-5)  ‡dvb: 02-55101224  ‡gvevBj: 01797-499730  B-‡gBj: fisheries-5@mofl.gov.bd  I‡qemvBU: www.mofl.gov.bd | 20 (wek) Kg©w`em |
| 3 | Avwcj Kg©KZ©v wbw`©ó mg‡q mgvavb w`‡Z bv cvi‡j | gwš¿cwil` wefv‡Mi Awf‡hvM e¨e¯’vcbv †mj | Awf‡hvM MÖnY †K›`ª  5 bs †MBU, evsjv‡`k mwPevjq, XvKv|  ‡dvb: 9513601  B-‡gBj: grs\_sec@cabinet.gov.bd  I‡qemvBU: www.grs.gov.bd | 60 (lvU) Kg©w`em |

DccwiPvjK: grm¨ I cªvwYm¤ú` Z\_¨ `ßi, grm¨ I cÖvwYm¤ú` gš¿Yvjq, †dvb: 55012806, B-‡gBj: flidmofl@gmail.com