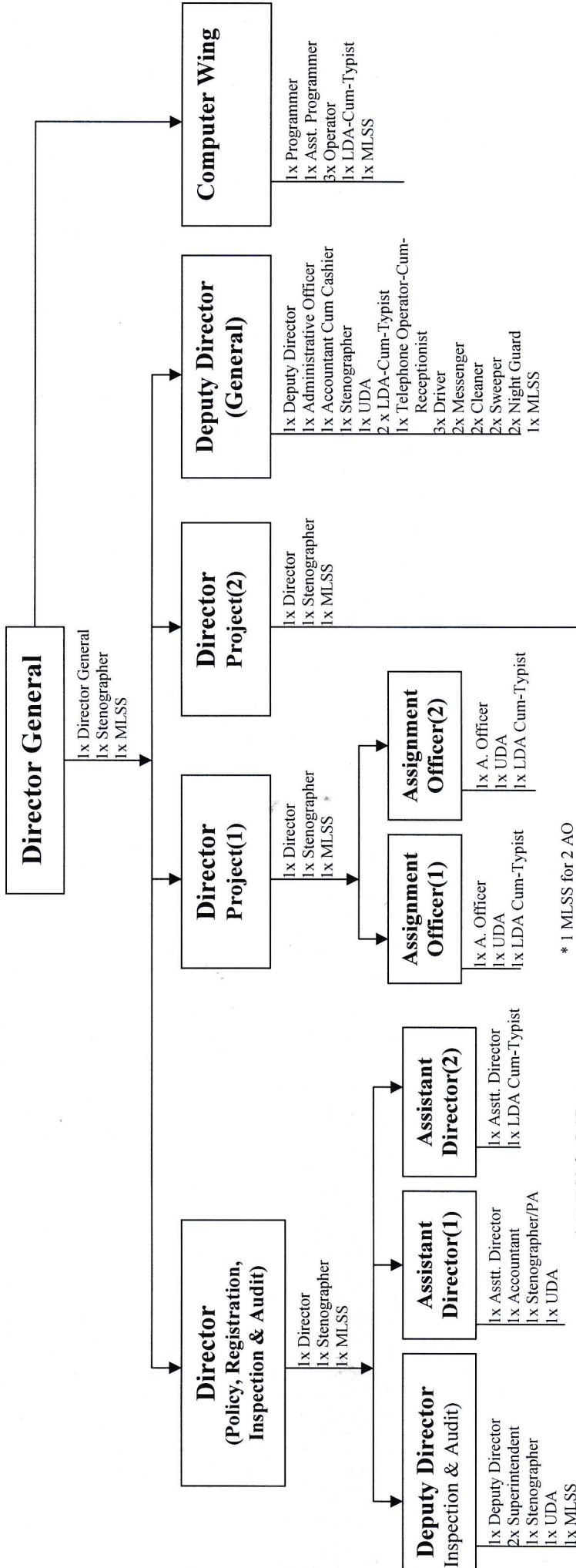


T.O. & E. OF THE NGO AFFAIRS BUREAU
 DIRECTOR GENERAL
 PRESIDENT'S SECRETARIAT
 NGO AFFAIRS BUREAU



* On Deputation from Audit Department

Objects

To look after the affairs of the foreign aided Non-Government Organisation.

FUNCTIONS:

- Administer laws relating to foreign aided NGOs in Bangladesh
- Provide one stop service to foreign aided NGOs for registration, project processing.
- To provide secretarial service to the standing committee for the foreign aided NGOs
- Approval of projects submitted by the foreign aided NGOs
- Examination/Evaluation of reports>Returns etc.
- Liaison with and monitoring of operations of foreign aided NGOs
- Collection of fees etc.
- Field Inspection/Audit as and when deemed necessary
- Correspondence with foreign aided NGOs
- Examination/Disposal of reports on the functions of foreign aided NGOs
- Any other matter relating to foreign aided NGOs.

AUTHORISATION OF TRANSPORT AND EQUIPMENT

1. a. 1x Car (1x DG)
 b. 1x Micro bus (Admn. Duty)
 c. 1x Jeep (Admn. Duty)
2. Air-Conditioners/Air Cooler
 2(1x DG and 1x Conference room)
 2x Plain paper copier
 1x Duplicating Machine
 1x Electric Stencil Cutter
 1x Telex Machine
 1x 24" Color Television
 1x VCP
 21 x Computer
 2 x Dot Printer
 5 x Laser Printer
 1 x LAN
 2 x Motor Cycle
- 3.

SUMMARY OF MANPOWER

Class : i =	15
Class : ii =	03
Class : iii = (32+1)=	33
Class : iv =	16
Total =	67

* 1 MLSS for 3 AO

* 1 MLSS for 2 AO

* 1 MLSS for 2 AD