

# ORGANIZATIONAL PROFILE

(Latest)



January' 2025



**COME TO WORK (CTW)**

*Manmathapur, Chaklabazar, Parbatipur, Dinajpur*

*Mobile : 01865-094001, 01712-041915.*

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# ORGANIZATIONAL PROFILE

1. **Name of Organization** : COME TO WORK (CTW)
2. **Address** : Vill: Manmathapur, Post: Chaklabazar  
Upozila : Parbatipur, Post Code : 5250  
Dist. Dinajpur, Bangladesh.  
Mobile # :01712-041915, 01865-094001  
Office # 01727-024034.  
E-mail: [ctwdinaj08@gmail.com](mailto:ctwdinaj08@gmail.com)  
Web: [www.cometoworkbd.org](http://www.cometoworkbd.org)
3. **Name of Head of the Organization** : **Md. Mahfijul Islam**  
Chairperson
4. **Name of the Chief Executive** : **Md. Matiur Rahman**  
Executive Director.
5. **When the organization was established** : The organization was established on 05 January'1983.
6. **Legal Status** :  
Come to Work (CTW) is registered with the Government of the People's Republic of Bangladesh under the Department of Social Services, and the Registration No.168/84 dated 14.10.1984, with the NGO- Affairs Bureau: Registration No FDO/R-238/1987, dated 05.10.1987, Latest renewed on 05 July, 2017 with the Directorate of Family Planning, Registration No. 07/85 dated 25.02.1985, renewed on 27 January, 2000, with the department of Juba Unnayan : Juba / Dinaj-124/Parbati-10/2017 dated 31-12-2017, with the Joint Stock Company & Firms : S-4314(416)/04 dated 09-12-2004, MRA : 00512-00608-00217/0000219 dated 16-04-2008 & Income Tax Certificate from National Revenue Board of GOB. TIN No. 778128327175 dated 26-05-2015, Pador Reg. No. ID is BD-2012-CKQ-0502398382 dated 06-02-2012, VAT Registration from NBR Central on-30-07-2018-BIN: 001301342.
7. **Back Ground of Come to Work (CTW)** :  
(History of the Organization)  
After the independence of Bangladesh, much national & International voluntary organization took part in rebuilding the country through relief rehabilitation & other development activities of the downtrodden people. In this continuation the activities are solidarity by people's group organization and empowerments. In 1983 CTW is started itself and aim to activate the existing group & to increase the group members. It is unwise to say that though at the preliminary stage CTW has been implementing the functional education, agricultural rehabilitation, house repairing, income generating activities, health & family planning, tree plantation, credit program, gender awareness, legal aid program etc. in a different way but at present for smooth implementation CTW has confined its total activities in two major programs.  
In the socio-economic perspective of that time the unemployment, illiteracy, prejudices, injustice, torture & degradation of social convention or custom become prominent day by day. Particularly the landless, daily wage earner, various trader/ professionals, unemployed youth & the female become impatient with various types of torture & injustice.
8. **CTW's GOAL:**  
To bring a positive change in the sustainable socio-economic development of the destitute and downtrodden people in its target area through a participatory way.
9. **Vision :**  
An independent poverty-free right-based empowered democratic society and nation.
10. **Mission :**  
To ensure independence with dignity life of the poor to develop conscious citizen and to establish a poverty free equity- based just society through promotion of rights, democratic practices, empowerment process, elimination of discrimination and roles of law.
11. **CTW OBJECTIVES:**
  - ❖ To build capacity and reduce vulnerabilities of the poor, especially for woman, children, person with incapacity and ethnic towards mainstreaming.
  - ❖ To organization & leadership development enhancing democratic governance in all local level institution.
  - ❖ To empower the poor through education, knowledge, skill & resource sharing.
  - ❖ To ensure income employment generation opportunities through livelihood development.
  - ❖ To ensure agricultural, industrial and environmental friendly support enhancing indigenous & modern technology/ concepts.

- ❖ To enhance local entrepreneurship through ensure qualities & marketing channel build-up.
- ❖ To ensure health and nutritional services and develop public-health status in the community level.
- ❖ To ensure right-based dignify life and society by eliminating discriminations and all kind of violence.

## 12. CTW APPROACH :

- ❖ Target people & Community based.

## 13. Name of the Executive Committee members :

Come to work (CTW) has a 7-member Executive Committee (EC) and members of the Executive Committee are as follows:

Sl. #	Name	Sex	Designation	Profession	Relationship among them
01	Md. Mahfijul Islam	Male	Chairperson	Media Person	No relation with any of the EC members.
02	Md. Matiur Rahman	Male	General Secretary	NGO Worker	As above
03	Md. Abdur Razzak	Male	Treasurer	Businessman	As above
04	Pinke Begum	Female	Member	Development Worker	As above
05	Mst. Arjufa	Female	Member	Social Worker	As above
06	Most. Kamrun Nahar Prodhon	Female	Member	Social Worker	As above
07	Mst. Kohinur Nasa	Female	Member	Social Worker	As above

## 14. Presents other Projects/Programs: (This might be given briefly in a table)

Name of Projects	Major focuses of the project /Program	Measurable/ demonstrable output/outcome	Working areas of project	Partner's	Duration of the project
<b>Micro Finance Program (MFP)</b>	Group formation, savings accumulation, credit support for IGAs, employment creation, Micro enterprise Develop & Market Extension.	Total groups 954, total member 17508 savings Tk. 12,16,00,217.00 Members undertook 16 different IGAs with the credit support of Tk. 4,830,760,500.00 Since October' 1993.	Parbatipur, Chirirbandar and Sador upazila in Dinajpur, Taragonj, Badorganj in Rangpur, Saidpur and Kishorgonj in Nilphamari Districts.	PKSF.	From July, 2024 to June, 2025.
<b>Child Empowerment Program (CEP)</b>	Advice, Referral & Rehabilitation of the Person with Disability.	Client Follow-up 60 persons, 1740 times. PRT- 50 persons, 1145 times. Meeting with disables group-35, Referring to hospital-10, education/ assistive device support- 09 children, credit support- 10, Day observation- 01 & School Admission- 05.	Parbatipur Upazila in Dinajpur District.	Liliane Founds Through CDD	From January to December 2024.

<b>Vulnerable Women Benefit (VWB)</b>	Strengthening of target group, Producer group formation and development.	Counseling, regular meeting & organize Personal Hygienic and Cleanlines & Refreshers & HIV/AIDS training support.	Birol & Bochagonj Upazila in Dinajpur District.	Ministry of Women and Children Affairs	From October, 2023 to 31 December, 2024.
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**15. Past other Projects/Programs: (This might be given briefly in a table)**

Name of Projects	Major focuses of the project /Program	Measurable/ demonstrable output/outcome	Working areas of project	Partner's	Duration of the project
<b>LEAF Phase- 3 (SAMRIDDHI)</b>	<ul style="list-style-type: none"> <li>* Value Chain Development (VCD).</li> <li>* Service Market of SPAs.</li> <li>* Enterprise development.</li> <li>* HID development of the community platforms.</li> <li>* DRR mainstreaming in the community planning process.</li> </ul>	<p>Outcome:</p> <ol style="list-style-type: none"> <li>Market and value-chain development PEP men &amp; women <ul style="list-style-type: none"> <li>Use of improved employment &amp; income generating opportunities through value-chain and enterprise development</li> <li>Sustainable access to quality services (information, skills, technology, etc.), both private and public.</li> </ul> </li> <li>Community organization and governance PEP men &amp; women <ul style="list-style-type: none"> <li>Define, manage, and lobby for their own development priorities</li> <li>Able to secure access to a more enabling environment for their livelihood improvements</li> </ul> </li> </ol> <p>Output:</p> <ul style="list-style-type: none"> <li>To Product competitiveness at producer level is enhanced.</li> <li>The VC performance of specific sub-sectors is strengthened.</li> <li>The business management capacities &amp; social responsibility of MSEs are strengthened.</li> <li>Access to financial services for the MSEs improved.</li> <li>HID capacities of the Community Platforms (CP) are built to represent &amp; advocate for the interests of all segments of the community, giving special attention to PEP and minority group.</li> <li>Coordination &amp; exchange between CP and relevant development partners (UP, LA, UDMC, BMO etc) are strengthened.</li> <li>Capacity and awareness of communities in disaster prone areas to tackle disaster risks improved.</li> </ul>	Parbatipur and Fulbari Upazila in Dinajpur. Badargonj & Taragonj in Rangpur and Saidpur in Nilphamary Districts	Helvetas Swiss Inter Co-operation (HSI)	From August 2010 to July 2013
<b>Adibashi (Mushuar) Samaj unayan Project (MSUP)</b>	1. Increase their living status a little bit high from present situation.	<ul style="list-style-type: none"> <li>❖ 68 family will get this opportunity.</li> <li>❖ Get WATSAN facility.</li> <li>❖ Courtiers will be clean.</li> </ul>	Khorakhai village of parbatipur Upozila in Dinajpur District.	Bangladesh NGO Foundation (BNF)	From January' 2010 to December' 2012.

<b>Capacity Strengthening on Community Managed Disaster Risk Reduction (CMDRR) and Climate Change Adaptation” Project</b>	Awareness & capacity building of beneficiaries	<ul style="list-style-type: none"> <li>➤ Awareness building through group meeting, day observation.</li> <li>➤ Capacity building by the training.</li> <li>➤ Grant support to the beneficiaries like taka, rich, vegetable seed, sapling etc.</li> </ul>	Dinajpur District.	Concern Universal	From February to December 2013.
<b>Making Markets Work for Small-Holder Farmers &amp; Rural Producers. (SHAMPORKA)</b>	<ul style="list-style-type: none"> <li>➤ Strengthening of target group</li> <li>➤ Producer group formation and development.</li> <li>➤ Skill and capacity building of business and service provider</li> <li>➤ SPF formation and of their service promotion</li> <li>➤ Product development &amp; promotion.</li> <li>➤ Regional network establish.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enhanced capacity of partner NGO to create demand for business and extension services, stimulating a sustainable market system for poor and disadvantaged providers.</li> <li>➤ Business and extension service providers have improved skills and capacity to deliver a range of affordable services to poor producers.</li> <li>➤ Producer group, regional network and other collaborations inherent the business environment.</li> <li>➤ Producer group will be stable as self organization.</li> </ul>	Dinajpur sadar, Parbatipur, Birampur, Bochagonj and Birol, Upazila under Dinajpur district.	Practical Action Bangladesh	From April, 2007 to September, 2012.
<b>EHCLB</b>	To able reading and writing and counting of our target children. To develop the target children in skill manpower. Introduce micro finance activities with parents to become less dependent of their working children.	<ul style="list-style-type: none"> <li>❖ Reduced hiring of child labour.</li> <li>❖ 570 children enrolled in non formal school.</li> <li>❖ Decreased dropout rates (%) in the area.</li> <li>❖ 570 children receive training on mobile servicing, block print, embroidery, beauty parlor, hair dressing, driving, masson &amp; plumbing, radio TV mechanic, tailoring/ dress making, rickshaw van cycle mechanic etc.</li> </ul>	Tetulia Upazila in Panchagarh District.	MOLE	From July, 2012 to June, 2014
<b>Promoting Pro-Poor Policy Reforms and Public Services for All (PPPPRAPSF A)</b>	Facilitators Training /Seminar/ Discussion on Budget & Economic Literacy campaigners. Mobilization on International Women's, Poverty, World food Other day celebration at district level.	<ul style="list-style-type: none"> <li>* Grass Roots Workshop with elected representatives of local government bodies on participatory budget and governance accountability.</li> <li>* Training module on Budget &amp; Economic literacy will be developed through the participation of grass roots actors to be used as a campaign facilitation and mobilization.</li> <li>* Grass roots campaigners organize campaign and advocacy on Pre/ Post-Budget discussion and local issues focusing/ day celebration.</li> <li>* Mobilization at grassroots and Districts level will be held to raise the demands</li> </ul>	Dinajpur District.	SUPRO	From January, 2010 to December 2012.

		for women rights. * Performance monitoring/ social audit of primary health care and primary mass education. * Seminar on findings of monitoring/Social audit on primary health care and education.			
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#### 16. Staff of the Organization:

SL #	Level	Sex		No. of staff
		Female	Male	
01	Management level	01	10	11
02	Mid level	01	12	13
03	Field level	11	53	64
04	Service Delivery level	01	04	05
<b>Total</b>		<b>14</b>	<b>79</b>	<b>93</b>

Executive Director, Micro Finance Coordinator, Area Manager, Trainer, Auditor, Asst. Auditor, Head of Admin & HR, Head of Finance & Accounts, Head of Training & Procurement, Program Officer (PO), Branch Manager, IT Manager, Program Manager, FT, Mediator, Focal Person, PT, Volunteer, Micro Finance Officer, Ayah, Cook, Guard, Driver & Caretaker.

#### 17. Working area :

District	Upozila	Number of Union	Number of village
Dinajpur	Parbatipur	11	64
	Chirirbandar	10	52
	Phulbari	03	22
	Dinajpur Sador	08	26
	Khanshama	05	25
	Kaharol	02	06
	Birjol	12	85
	Bochagonaj	06	72
Rangpur	Badorgonj	07	31
	Taragonj	06	46
Nilphamari	Saidpur	06	44
	Kishorgonj	05	15
	Nilphamari Sador	06	23
<b>03</b>	<b>13</b>	<b>87</b>	<b>511</b>

#### 18. Total Groups :

**Group** : 981 (Female-979 & Male-02)

**Members** : 19016 (Female-19005 & Male- 11)

**19. TOTAL SAVINGS : Tk. 12,36,20,131/-**

**Female Tk. 12,29,79,291/-**

**Male Tk. 6,40,840/-**

**20. Number of Beneficiaries (Including Secondary ben) :**

<u><b>Female</b></u>	<u><b>Male</b></u>	<u><b>Child</b></u>	<u><b>Total</b></u>
19005	11	250	19266

**21. CTW's MAJOR STRENGTHS:**

SI #	Strength
01	Experience of implementing different program activities since 1983.
02	Competent & Committed team of staff & trainers team.
03	Good interpersonal relationship among staff and staff ownership development towards CTW.
04	Good interpersonal relationship among the staff & beneficiary and community acceptability.
05	Organization possesses its own Vehicles, Generator, E-mail, Digital Camera, Computer, Laptop, Mobile & Microbus facilities.
06	The organization is Govt. affiliated & registered by NGO- Affairs Bureau, Social Service & Family Planning Department, Juba Unnayn Department, Joint Stock Company & Firms and Micro Credit Regulatory Authority & Pador. Members of other forums like- ADAB, BSAF, ALRD, CCHRB, NFOWD, Credit Development Forum (CDF), SUPRO, Ganosakhorota Avayjan & STI/AIDS Network.
07	The organization possesses own Personnel Procedure, Finance Manual, Credit Policy, Monitoring Policy, Motor Cycle higher purchase Policy, Gender Policy, Environment Policy, Staff Recruitment Policy, Vehicle Policy, 5 Year Strategic Planning, Staff Welfare Fund Policy & Potential Gender Balance Executive & General Committee.
08	Organization has its own landed properties, Administrative infrastructure, Ponds & Fruit Garden.
09	Training Center (including dormitory, guest room, dinning room with kitchen facilities) & Training Materials (including Multimedia, OHP, TV, CD, Slide Projector, Xerox, Popular theater team & Recreational Instrument etc.)
10	In due time auditing system all the project by internal & external auditors.
11	Yearly staff evaluation system.

**22. Present & Past sources of fund & Partner's:**

**Present**

I. PKSF

II. Liliane Founds &

III. Ministry of W/A.

**Past**

i. CARITAS

viii. BPHC

xv. SDC

xxi. BRAC

xxviii. MOLE

ii. SAP-BD

ix. BHC

xvi. NGO- Forum.

xxii. Article 19 /SUPRO

iii. ADAB

x. OXFAM-GB/UK/ Hong Kong

xxiii. VERC.

xxix. Concern Universal

iv. VHSS

xi. PLAN-Int.

xvii. HASAB

xxiv. ROSC/Govt. Project

v. APHD	xii. BNWLA	xviii. MLAA	xxv. PAB	xxx. SUPRO.
vi. UNICEF	xiii. IVS- Inc.	xix. Clean Network/ MJF	xxvi. BLAST	xxxi.VSO- Bangladesh.
vii. UNDCP	xiv. PROSHIKA	xx. NDDE	xxvii. Helvetas Swiss Inter Co-operation (HSI)	



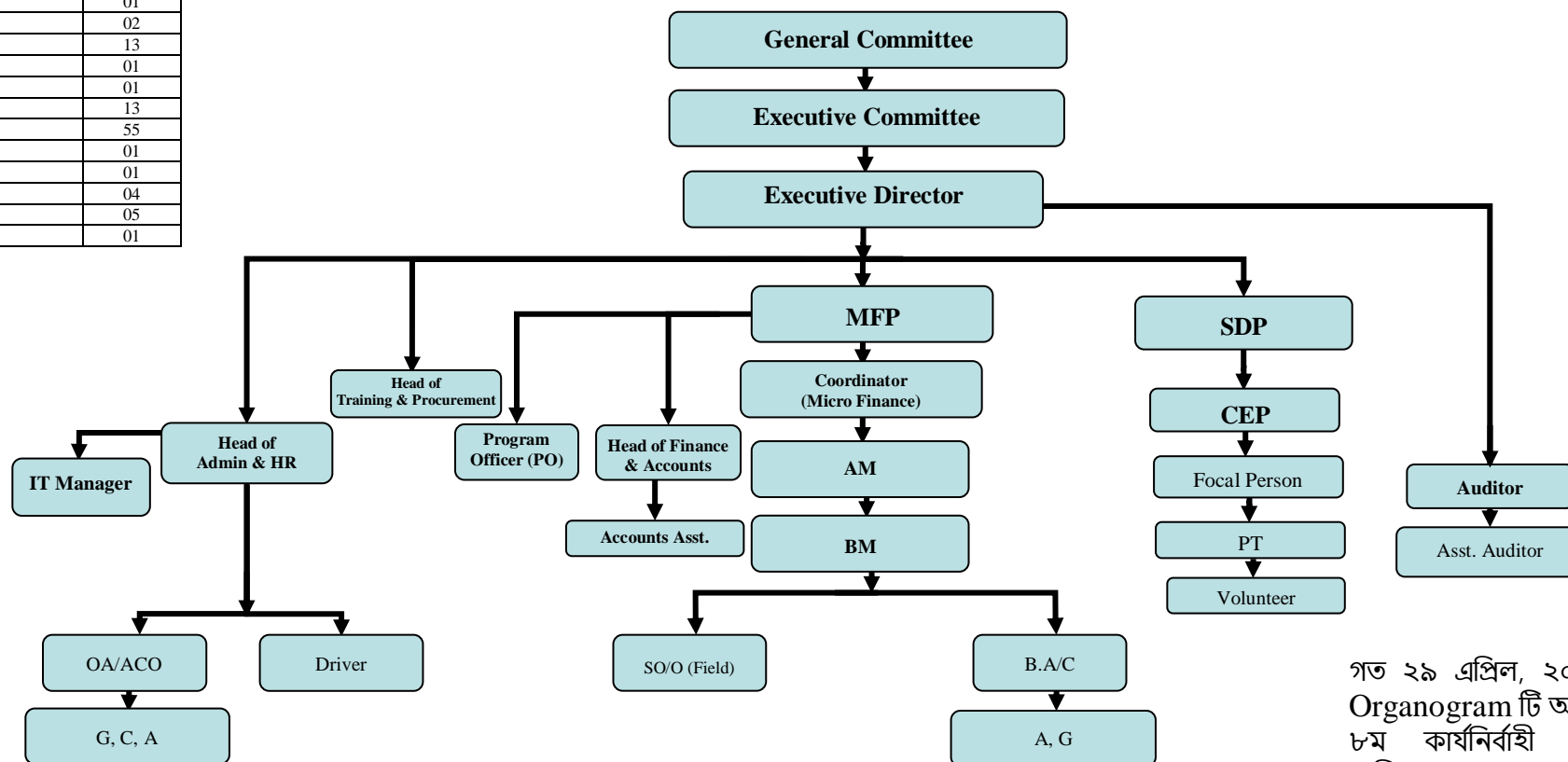


# Come to Work (CTW) ORGANOGRAM

Particular	Number
General Committee Member	21
Executive Committee	07/21
Executive Director	01
Coordinator (Micro Finance)	01
Head of Training & Procurement	01
Head of Admin & HR	01
Area Manager	03
Head of Finance & Accounts	01
Auditor	01
IT Manager	01
Asst. Auditor	02
Branch Manager	13
Physiotherapist	01
Program Officer	01
B.A/C	13
SO/O (Field)	55
Accounts Asst.	01
OA/ACO	01
G.C.A, Driver	04
FT	05
Volunteer	01

AM = Area Manager.  
 ACO= Assistant Computer Operator.  
 A/C= Assistant Accountant.  
 A = Ayah.  
 BM= Branch Manager.  
 B. A/C= Branch Accountant.  
 C = Cook.  
 CEP= Child Empowerment Program.  
 G = Guard.

IT = Information Technology  
 MFP= Micro Finance Program.  
 MFC= Coordinator (Micro Finance)  
 OA= Office Assistant.  
 O = Officer.  
 PT= Physiotherapist.  
 PO = Program Officer.  
 SO = Senior Officer.  
 SDP= Social Development Program.



- Total Number of Staff & Volunteer Come to Work (CTW): 105.

গত ২৯ এপ্রিল, ২০২৩ অনুমোদিত Organogram টি অদ্য ২৩ সেপ্টেম্বর ৮ম কার্যনির্বাহী পরিষদের ৫ম অধিবেশনের ৫নং আলোচ্য বিষয়ের সিদ্ধান্ত অনুযায়ী সংশোধন করা হয়।

**23. Branch Offices:**  
**DINAJPUR DISTRICT:**

- |   |   |   |
|---|---|---|
| i) <b>Come to Work (CTW)</b><br>Manmathapur Branch (01)<br>Manmathapur,<br>Post Code : 5250<br>Parbatipur, Dinajpur.              | ii) <b>Come to Work (CTW)</b><br>Chirirbandar Branch (02)<br>Chirirbandar<br>Post Code : 5240<br>Dinajpur.                                      | iii) <b>Come to Work (CTW)</b><br>Ranirbandar Branch (03)<br>College More ,<br>Chirirbandar,<br>Post Code: 5240, Dinajpur.              |
| iv) <b>Come to Work (CTW)</b><br>Parbatipur Branch (06)<br>Puratun Bazar Parbatipur<br>Post Code : 5250,<br>Parbatipur, Dinajpur. | v) <b>Come to Work (CTW)</b><br>Dinajpur Branch (07)<br>Medda Paramor<br>Balubari, Parbatipur Road,<br>Dinajpur- 5200.                          | vi) <b>Come to Work (CTW)</b><br>Boro Pukuria Branch (08)<br>Vill: Madhay Durgapur<br>Post Code : 5250<br>Parbatipur, Dinajpur.         |
| vii) <b>Come to Work (CTW)</b><br>Jashaihat Branch (09)<br>Jashaihat<br>Post Code : 5250,<br>Parbatipur, Dinajpur.                | viii) <b>Come to Work (CTW)</b><br>Sikdarhat Branch (10)<br>Village: Saidpur,<br>Post: Sikdarhat, Upazila: Sador,<br>Post Code: 5200, Dinajpur. | xiv) <b>Come to Work (CTW)</b><br>Basherhat Branch (11)<br>Village: Subra,<br>Post: HSTU, Upazila: Sador,<br>Post Code: 5200, Dinajpur. |

**RANGPUR DISTRICT:**

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|--|--|
| i) <b>Come to Work (CTW)</b><br>Taragonj Branch (04)<br>Taragonj (Dangapara)<br>Post Code: 5420.<br>Rangpur. | ii) <b>Come to Work (CTW)</b><br>Taxerhat Branch (13)<br>Vill: Taxerhat, Post: Rahmotpur<br>Upazila: Badargonj,<br>Post Code: 5430, Rangpur. |
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**NILPHAMARI DISTRICT:**

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|--|--|
| i) <b>Come to Work (CTW)</b><br>Saidpur Branch (05)<br>Puraton Babupara<br>House # 26, Road # 1/1<br>Saidpur, Post Code: 5310<br>Nilphamari. | ii) <b>Come to Work (CTW)</b><br>Kazirhat (EPZ) Branch (12)<br>Village: Kazirhat,<br>Post: Kazirhat, Upazila: Sador,<br>Post Code: 5300, Nilphamari. |
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**23. Yearly Budget:** Approximately almost Tk. **8,64,21,655.00** in an average only.

Name & Signature of the head of the Organization:

**First Week of January'2025.**



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**(Md. Matiur Rahman)**  
Executive Director.