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Cadastre Information System : An Urgent Need in Bangladesh

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Abstract : Cadastre is the fundamental tool for land records. It contains the parcel boundaries and the surface and the parcel co-ordinations. It is the key to information on land. Generally, the cadastre system is the basis used for the protection of the property by means of title registration and cadastral plans. The cadastre system of Bangladesh is old. Therefore, it is facing continuous problems. But nowadays the cadastre has improved a lot. The digital cadastre is solving many land-related problems. The digital cadastre can store database of each parcel which can be used in civil engineering, soil survey, hydrological modelling, land resource management, market analysis, sustainable development and in urban planning. It has been proved excellent tools for spatial planning. Bangladesh Government is trying to bring its land management under computerized cadastre system. Hence, cadastre is very much needed for Bangladesh.

Introduction:

Land is the ultimate resource, for without it life on earth cannot be sustained. Land both a physical commodity and an abstract concept in that the rights to own or use it are as much a part of the land as the objects rooted in its soil. Good stewardship of the land is essential for present and future. The role of land in the economy of each nation is not always obvious, but is of great significance. Without secure land rights there can be no sustainable development, for there will be little willingness to make long-term investments. There is a need to manage the wealth of every nation; at least 20% of whose gross domestic product (GDP) can come from land, property and construction. All countries need to determine the ownership and value of land and property, and to monitor and manage their use so that the value of these assets may be enhanced.

The ownership, value and use of land, although independent in concept, are interdependent in practice. Each attribute of land needs to be carefully managed to achieve this there must be good land record: of ownership to ensure security of tenure; of value to ensure fairness in land and property taxation and equity in the compulsory acquisition of land for state purpose; and of the use of land to ensure effective resource management. This information can be obtained from the cadastre system. A cadastre is similar to a land register in that it contains a set of records about land.

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Cadastres are based either on the property land parcel, which is the area defined by ownership; or on the taxable area of land which may be different from the extent of what is owned; or an area defined by land use rather than by land ownership, Cadastres may support either records of property rights, or the taxation of land, or the recording of land use. Cadastres may also be used in a multi-purpose role to provide a wide range of land related information. In such cases, it is best if they are constructed around the proprietary land parcel, as this is the legal basis for all dealings in land. Where ownership has not yet been proved, as may be the case where the land is being restored to former owners, such multi purpose records can be built around the land parcel as defined by rights of use.

The cadastre is an information system consisting of two parts: a series of maps or plans showing the size and location of all land parcels together with text records that describe the attributes of the land. It is distinguished from a land registration system in that the latter is exclusively concerned with ownership. Different countries interpret the term "cadastre" in different ways and this can lead to great confusion when analyzing systems. The common understanding is that a cadastre is a from of land information system. The term "land information system" is applied to a wide range of spatial information, including environmental and socio-economic data as well as data related to infrastructure systems and the cadastre. A land information system is not necessarily land parcel - based, unlike a juridical, fiscal or multi-purpose cadastre. Instead, it may be an inventory of forest resources, or of soils, or of geology and may incorporate a variety of types of data. A cadastre is more specifically focused on the ownership, value or use of land parcels.

In Bangladesh cadastre incorporates land registration and cadastre survey. The land registration deals with establishing lists of owners and all their properties. The information that cadastral stores for each property are: the name, the date of birth and the address of land owner, the description of the location of the property, the number its parcels, the size and area of each parcel, the district where the property is located, additional information about the property like title number, name of cadastral agency, the nature of ground use and all the rights and restrictions.

The cadastre survey, on the other hand, serves as a way furnishing the geometric description of each parcel. It consists of determining the parcel

boundaries, the surface and the parcel co-ordinations. This spatial structure is usually stored in an analog cadastral map.

Generally, the cadastre system is the basis used for the protection of the property by means of title registration and cadastre plans. Each parcel and its owners are registered and all the spatial structures consisting of location, boundaries and contents are described in a cadastre map. Therefore, the cadastre system is seen as a land information system affording information on real estate of a property. It improves the land management whether in urban or rural areas. In urban areas, it is becoming a fundamental framework for planning, assessment and collection of rates and taxes. In rural areas, the claim to ownership increases the investment in agricultural lands and the property business. For its unique power an appropriate cadastral system should be designed and established by and for a particular country. That is why cadastral system is very much essential for Bangladesh. The cadastre system can be established for fiscal purposes, for protection of property rights or for a multi purpose system.

Cadastre Data :

Data that may be appear in a cadastre include: geometric data (coordinates, maps); property addresses; land use; real property information; the nature and duration of the tenure; details about the construction of buildings and apartments; populations; land taxation values. Data may relate to single plots of land or may cover many properties, as in land - use zoning. The data may be used to support private land transactions, to support land markets, or to assist in the administration of diverse sections of the economy such as: agriculture, environment protection, fishing; forestry; housing; land-use management and zoning; public utilities; transport etc.

Customers of Cadastre Data :

The customers of a cadastre information system include most government departments and many sectors of the community, for instance:

(a) ***Government :*** agriculture and forestry; defense education; environment; finance/economic affairs; health; highway and transport; housing; internal affairs/police; justice; lands and surveys; local government; natural resources; planning and development; power and electricity; public works; trade and industry; etc.;

(b) ***Private sector :*** architects; banks and building societies; construction companies; economists; engineers; environmentalists; farmers and foresters; financial and insurance adviser; investors; land and property owners; lawyers and notaries; marketing specialists; planners; property developers; property managers; real- estate agents; surveyors and valuers; etc.

Cadastre Survey/System Exist in Bangladesh :

The cadastre mapping system in Bangladesh is roughly 2000 years old. In our sub-continent the cadastre survey was introduced over a long period of time-from 1540 to 1875. The Great Triangulation Survey, The invention of the "Theodolite', the mapping of Sutanoti an appearance of the legendary James Renal as the Surveyor General of India are the landmark in the history of survey in this region. Till today, the same system is being employed for survey purpose, except the 'Technical Rules and Instructions of 1957 are also followed. A survey called the Traverse Survey seeks to prepare a skeleton plan of a village showing its exact relative position on also shown on a piece of paper called the P-70 Sheet. Plots of a mouza map are drawn through various stages (Figure 1.1) such as Khaka preparation, morabba Cutting, drawing of Shikmi Lines, Kistwar of Plots, etc.

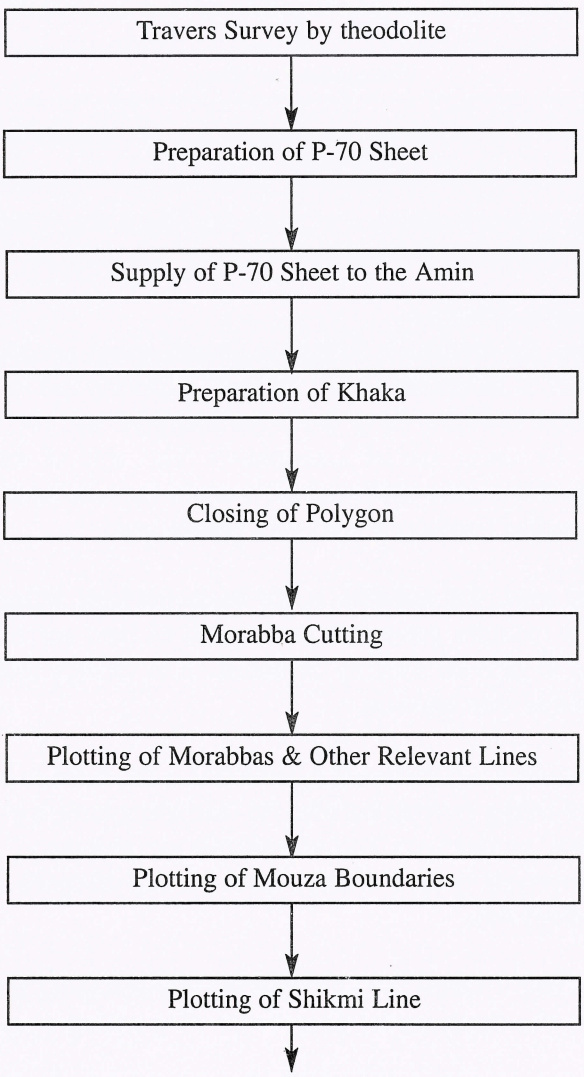
Constraints of the Present Cadastre in Bangladesh :

In a developing country like Bangladesh, cadastre systems are out of date and inaccurate. The significant problems of these aspects in the existing cadastres are: Storing cadastral unit attributes and map data in different systems, low precision of geometric data, the hardness of the analog form of cadastre surveying with paper, the slowness of updating, retrieval and storage process in the conventional system, the disability for performing analysis and report in an easy way. There are many constraints and drawbacks in preparing a cadastre map in the present situation in Bangladesh. These are:

* *The present cadastre map preparation system is obsolete and cannot meet the needs of the age*
* *The system is manual and there is every possibility of errors.*
* *Preparation and reproduction of cadastre map is very time consuming*
* *The Cadastre map is not equally acceptable to its different kinds of users.*

* *It is difficult to use in development activities*
* *Present cadastre maps are not adequately informative*
* *The survey instruments are not available and they are also faulty and full of errors.*

From the above scenario it can easily be presumed that this is the high time to look at the whole system of Cadastre Map Preparation with a modern view and vision. New ideas and technologies are coming up almost every day. Globalization is also playing a vital role for spreading every knowledge. So, we should look forward for digital cadastre.



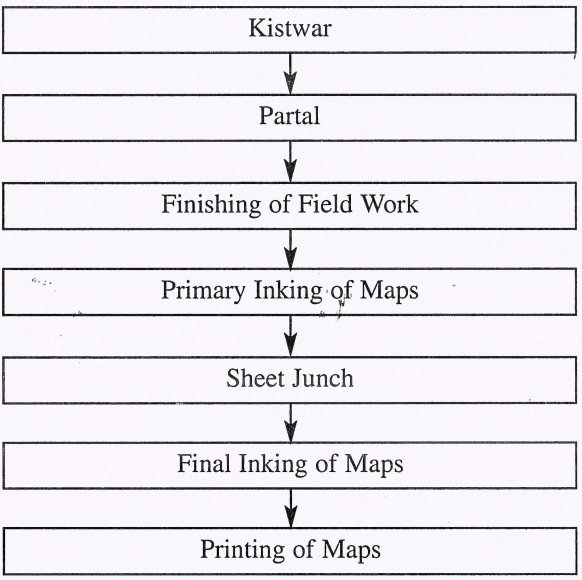


Figure 1.1: Present Steps of Preparation of a Cadastre Map (Mouza Map) in Bangladesh
Source: DLR & S, Dhaka, Bangladesh, 2001.

Digital Cadastre System :

In the first case, the cadastre is defined as general public inventory of land objects in order to assess the values of land properties and to order land taxation. Digital Cadastral Map has a multipurpose use for sustainable development by using spatial information. The aim of this kind of cadastre is to obtain information about owners (names, addresses, etc.) and their properties (surface, boundaries, tenure, etc.).

In the second case, the cadastre is the basis for land titling and land registration. It includes geometric description of land parcels and land register so as to provide security of tenure. It is closely linked to title registration rather than taxation.

The last case consists of cadastral system that is the basis to support not only fiscal and titling systems but also the land management and markets, the agricultural productivity and sustainable development. This kind, called a multipurpose system, must be appropriately designed to serve the needs of development.

Each kind of these systems can be applied to modernize the management of land. Then the fundamental component of a multipurpose cadastre

information system based on digital cadastre map will be well constructed. The role of this system is to enhance the managing and controlling the land resources with a focus on sustainable development. The advent of computer technology is the principal tool that has modernized the existing cadastral systems. The effects of their sophistication are observed along many sectors of the societies. However, existing cadastre in Bangladesh is still inefficient, so the government of need to improve them.

Benefits of Digital Cadastre System :

The modern cadastre is not primarily concerned with generalized data rather with detailed information at the individual land parcel level. As such it should service the needs both of the individual and of the community at large. Benefits arise through its application to: *asset management; conveyancing; credit security; demographic analysis; development control; emergency planning and management; environmental impact assessment; housing transaction and land market analysis; land and property owner-ship; land and property taxation; land reform; monitoring statistical data; physical planning; property portfolio management; public communication; site location; site management and protection.* Although digital cadastre is expensive to compile and to keep up to date, a good cadastre system should produce benefits, many of which cannot in practice be quantified in cash terms.

Now all the developed countries are using digital cadastral system for managing their land administration. They are doing so as it covers all activities concerned with the management of land as a resource both from an environmental and from an economic perspective. Using of digital cadastral system can enhance the following benefits.

* Force standardization in the collection and processing of land information;
* Speed up the processes of first registration of the title;
* Decrease the cost and space required for storing land record;
* Prevent unnecessary duplication;
* Simplify the preparation of "disaster" copies of registration;
* Facilitate access to land-related data and improve their distribution;
* Reduce the time and cost involved in transfering property rights and in processing mortgages;

* Provide spatial data (data may be of all types of land related information) for spatial planning;
* Facilitate the monitoring and analysis of market and rental values of land and property; and
* Provide built-in mechanisms for quality control.

Computerized Cadastre Map Production :

Presently two types of land survey and mapping system are being followed all over the World—one is the Total Station and the other is Aerial Photography. Another type of mapping system is digitizing. These are mainly the ways of capturing spatial data. We can—

* Digitize data from previous/old maps; or
* Collect digital data from aerial photography; or
* Collect spatial data directly from field by Total Station (Theodolite with EDM).

A diagram (Figure 1.2) is given here for production of a printed cadastre map from captured and spatial data. This process is less time consuming and less expensive. Many layered for multifarious use can be produced easily by this system. Maps can be supplied within a few hours.

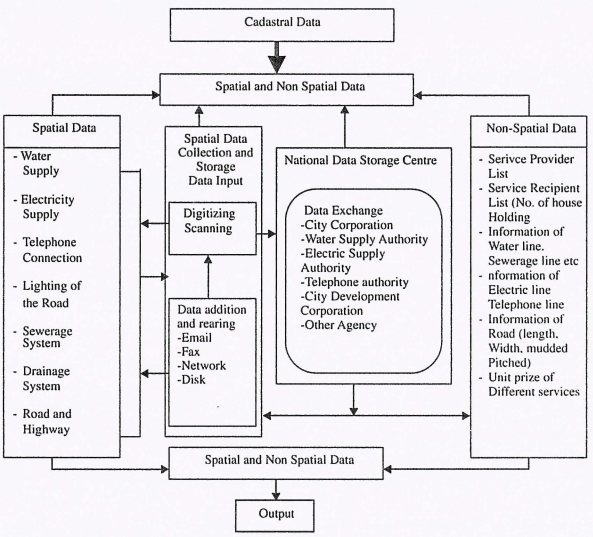


Figure 1.2 Steps of the Computerize Cadastre Map Production
Source: DLR & S, Dhaka, Bangladesh, 2001.

Importance of Digital Cadastre in Bangladesh :

Land is considered the most valuable wealth. This wealth can contribute a lot to our economic growth. The development of a country depends; to a great extent, on effective land use planning. As our country is most thickly populated, we need to use our land resources at its optimum by planning each and every parcel of land. Otherwise we shall face a great difficulty to grow sufficient food for our people, to develop our infrastructures and all other development activities. To have a good land use plan, it is essential to have a good land survey i.e. a good map. Preparation of good, elaborate and informative map is not an easy task. The sizes of our land parcels are very small. These small plots are again being divided into several plots because of our existing " Law of Inheritance". There is a saying that the total area of our plot boundaries (Ailes) is equal to one-third of the arable land of our country. This information gives a poor picture of our land system. Therefore, it is high time to give priority and proper importance to having a detailed and informative map of each village or Mouza of Bangladesh.

Probable Sectors of Use of Digital Cadastre Data in Bangladesh :

The principal element of any modern cadastre is the digital cadastral map, for it is a large view of a geographic area and it can be displayed and printed at different scales. Its major advantage is to display the spatial relationships between land objects. It is obviously organized into layers or themes giving information about properties, buildings, land use and population. Therefore, it is a tool to describe the location, the shape and the contents of each object. Now the spatial and non-spatial data can be projected on the cadastral map. This linkage is very important to process, to analyze land situation and to make decision. For that reason, it is necessary to develop a system that allows the storing and processing operations in the same geographic database. For example, a layer containing social information is required to be linked to the object indicating the concerned areas with the social information. Hence, the digital cadastral map can be divided into two levels: Digital data modelling and Object-based representation.

The digital data modelling (DTM) is usually used as an elevation model that combines many elevation data into a data structure. DTM will be a principal source of collecting data such as studying soil erosion and environmental impact. The DTM helps scientists to extract slop values (gradient, aspect, profile convexity and plan convexity) and terrain features related to surface hydrology such as drainage channels, topology

of channel network and descriptive information. The object-based representation (OBR) involves the association of attribute data with objects and the suitable relationship among objects having spatial and non-spatial information. The spatial objects can be property parcels, administrative districts, and plant zoning and civil networks. Digital cadastre map in incorporated with GIS can be used in Cadastre map production, Soil survey, Civil engineering, Hydrological modelling, Sustainable development, Market analysis, Land resource management, Object based presentation and Digital terrain modelling.

Cadastre Data Use in Civil Engineering :

Civil engineering activities that include road design, site planning of dams and open cast mining require DTM in order to accomplish the visibility analysis, the relief shadow analysis, the profile computation and the volumetric computation. All these activities include a set of data that can perform operations on digital cadastral map. Examples of such operations include combining layers to form new sites, classifying zones and choosing the appropriate site for civil projects. These projects refer to municipal planning and management activities such as school, political district, traffic analysis and managing of public facilities. This means that the government must use the digital cadastral map in order to find all aspects of legal situation of a piece of land, though it seems to be expensive. The use of cadastral system in civil engineering will be very much effective for Bangladesh.

Soil Survey :

The digital cadastral map also serves the purpose of gathering soil data for performing studies on experimental agricultural farms. The soil data survey includes qualitative description such as texture class, color, geological formation, and legal information about every piece of land and landowner. They, in addition, include quantitative description such as porosity, thickness, soil profiles, and the surface of the area studied. This can be used for agricultural planning in Bangladesh.

Hydrological Modelling :

The hydrological modelling is used to study water resource management and pollution control. It starts with studying the discharge of rainwater, ground water discharge, storage, filtration and evaporation. The data obtained from DTM and soil survey overlaid with cadastral layer and legal information in a digital cadastral map enable us to determine new aspects of land uses. This can be very effective in respect of Bangladesh.

Land Resource Management :

Bangladesh is experiencing progressive imbalance of man land ratio and it is a constant threat. Population pressure on the rural homestead increase has already reached the saturation level. Urban sprints and expansion of unplanned settlement engulfs agriculture or forest acreage. The result being a super chaotic uneconomic land use pattern. Land is a limited resource and for Bangladesh it is very scarce. Land is the most fundamental of natural resources. Its particular use and management affect:-

* The quantity and quality of production and employment associated with land both directly and indirectly.
* The degree of pollution/degradation of not only land but also water and air
* The integrity of the biological systems upon which human life depends
* The preservation of open space and
* The customs, character and way of life of communication and individuals.

When one deals with the land matter he has to address everybody who has landed property. Improper dealing with the matters relating to land creates lots of social and economic problems. For a better land survey system transparency and accountability should be ensured. To address the issue of proper reforms of land survey system through a modern technology is required because modernizing the land record system through computerized will give transparency and accountability.

Proper land management is a pre-requisite for overall development in a developing country like Bangladesh. Like many other things we have inherited the system from the British colonial administration. Much has been said about the modernization of land management system in Bangladesh but hardly anything tangible has been done. A modern land information system will surely lead to a better and more effective land administration management in Bangladesh.

For proper land management of Bangladesh digital cadastral map with integrating natural resources is very essential. The result consists of attribute data such as land ownership and graphical data such as roads, building or public institutions that are linked through unique identifiers assigned to spatial units such as land parcels. Then the cadastral map facilitates in a systematic manner the collection and storage of data

related to land resources. It defines where dangers can be caused by natural phenomena and where certain managements are permitted or forbidden. The aim is to regulate land use and environment protection and construction laws. By the use of cadastral system the following major themes of land management in Bangladesh context can be archived:

* Processes relating to change in land titles, such as land records preparation and updating, land transfer registration, land mutation, etc.

* Land based dispute adjudication/resolution.

* Management of state land and water resources consisting of distributable/leaseable resources, such as agriculture and non-agriculture land, water bodies, hatts and bazar, minor minerals etc. and non-distribution/non-leasable common property resource such as grazing land, forestland pathway, open water bodies etc.

* Government intervention in land use through regulation, direct participation, taxation, consolidation and acquisition for development purpose.

* Land revenue/Tax and other sources of land-based revenues.

* Land management organizational set-up and its vertical and horizontal linkages and

* People's participation in land management, particularly through the involvement of NGOs, peasant association, local government bodies etc.

Market Analysis

Marketing leads with determining potential customers, reaching customers and maximizing sales through distribution channels (Beaumont, 1991). The important need of a digital cadastral map in market analysis is derived from the dynamic nature of the demand and supply of products and services. In digital cadastral maps, are located buildings, areas and owners, thus cadastral system can forecast various locations for competing stores, pricing and product performances of customers. On the other hand, the customary rights can be documented on a digital cadastral map because it documents all aspects of land.

Sustainable Development

The principal objects of a digital cadastral map are property parcels, resource polygons, road and utility networks, topographic data, and census and electoral polygons. Then the creation, retrieval, and maintenance of these spatial objects are the fundamental to modern cadastral information system. The types of spatial objects that require maintenance of location, spatial extent, and attribute data such as ownership and land parcels. Therefore, integrity of data should be maintained at every time an update is performed. If the size of a land parcel is changed, it would be necessary to change all attribute data that are affected by this change. The digital cadastral map enables users to issue data retrieval as well as requests visually because it permits a systematic way to store and to retrieve multiple values for the attribute data for a specific land parcel.

Urban Planning

Digital cadastral map can be used in Urban Planning in cooperation with GIS. The development of GIS is increased gradually. The importance of GIS increased in the field of land management and natural resource management. Recently in our country the use of GIS/LIS (Land Information System) has introduced. Every country in this competitive world wants to achieve development and for this development proper planning is necessary. For the prosperity of a country there need coordination between planning and development. For a sustainable and durable urban development and planning development digital cadastral map and GIS can be a dependable tool. The following figure 1.3 illustrates the usage of GIS for LIS and the figure 1.4 illustrates how cadastral data and GIS can be used for urban planning.

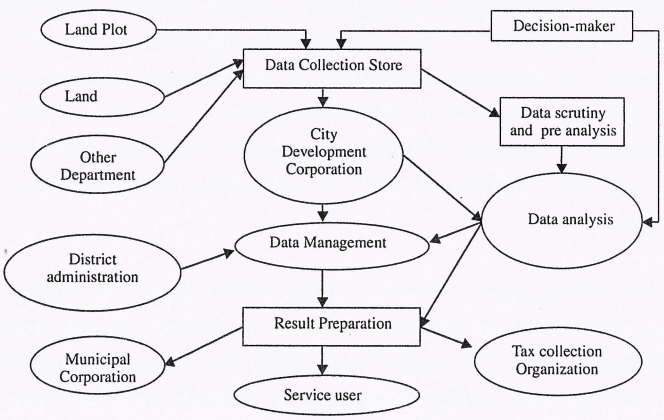


Figure 1.3: The use of LIS and GIS for Urban Management and Planning
Source: Karim, Raziul Md., Geographic Information System, 1998, Dhaka, Page -18.

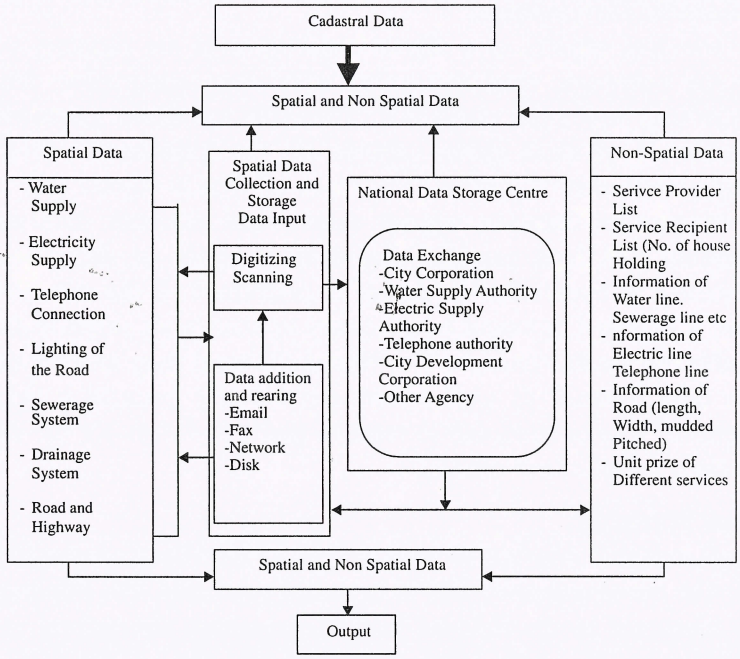


Figure 1.4: Use of Digital Cadastral map GIS in Urban Planning
Source: Karim, Raziul Md., Geographic Information System, 1998, Dhaka, Page -19.

Conclusion :

Recently, the government of Bangladesh has become increasingly aware of deficiencies in cadastral systems. It wants to take advantage of the new technology based on computerized information system in order to enhance the manner of working and to upgrade the skills of personnel.

The Cadastral Information System can collect, process, analyze and edit the spatial information. It improves the management of natural resources and promotes an efficient production in sustainable manner. The major effect of this new system is the protection of land use rights and the establishment of security of tenure for users. For this, the fundamental elements for the expansion will be cadastral mapping and cadastral registration.

A Cadastre Information System (CIS), which based on digital cadastre map, can produce map and map data on cadastre unit are stored in the same database. The CIS supports not only the cadastral mapping or the land surveying and titling but also a variety of purposes such as identifying specific areas, determining limits of different status of land,

sustainable development, social stability, land management and agricultural studies. The traditional cadastral system that is being used still in Bangladesh has the following limitations: It rarely delivers the solutions that managers want; it requires specialized personnel for analysis, design, programming, testing and it's very difficult to execute as described, and it's taking too long time for maintaining

The digital cadastre can reduce the barriers of the present cadastre system of Bangladesh. Compared with existing cadastre systems, the cadastre information system based on digital cadastre maps gives an overview of its uses and solutions. The CIS can be expanded to serve the purpose of sustainable development. Under these assumptions, the government of Bangladesh may conduct various projects related to land planning and management. The CIS is the safe manner to integrate all projects in a same system. This has the advantage of being easily designed and implemented and incorporating the existing data because the model data will be formulated in a digital format.

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লোক-প্রশাসন সাময়িকী বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্রের অন্যতম নিয়মিত প্রকাশনা, এটি কেন্দ্রের ত্রৈমাসিক জার্নাল। প্রতি ইংরেজি বছরের মার্চ, জুন, সেপ্টেম্বর ও ডিসেম্বর মাসে এ সাময়িকী প্রকাশিত হয়। লোক-প্রশাসন সাময়িকীতে কেন্দ্রের অনুষদ সদস্য, বাংলাদেশ সিভিল সার্ভিসের সদস্যবৃন্দ, বিভিন্ন বিশ্ববিদ্যালয়ের সমাজ বিজ্ঞান অনুষদের শিক্ষকবৃন্দ, বিভিন্ন কোর্সের প্রশিক্ষণার্থীবৃন্দ কর্তৃক বাংলা বা ইংরেজি ভাষায় লিখিত সমাজ বিজ্ঞান বিষয়ক মৌলিক ও গবেষণাধর্মী প্রবন্ধ প্রকাশিত হয়। তবে লোক-প্রশাসন, উন্নয়ন অর্থনীতি, ব্যবস্থাপনা ও প্রশিক্ষণ বিষয়ক প্রবন্ধ অধিক গুরুত্ব সহকারে বিবেচিত হয়।

- প্রবন্ধটি মৌলিক এবং অন্য কোন জার্ণাল বা সাময়িকী, সংবাদপত্রে প্রকাশিত হয়নি বা প্রকাশের জন্য প্রেরিত হয়নি-এ মর্মে প্রবন্ধ জমা দেয়া বা প্রেরণের সময় একটি লিখিত বিবৃতি প্রদান করতে হবে।

- লেখা মানসম্পন্ন সাদা কাগজে (রিপোর্ট সাইজ) পর্যাপ্ত মার্জিন রেখে এক পৃষ্ঠায় ১২ ফন্টে ডাবল স্পেসে কম্পিউটারে মুদ্রিত হতে হবে । মূল পান্ডুলিপির সংগে অবশ্যাই কম্পিউটার ডিস্কেটে প্রবন্ধ প্রেরণ করতে হবে। কম্পিউটারে কম্পোজের ক্ষেত্রে নিম্নোক্ত ফন্টের ব্যবহার অনুসরণ করতে হবে ঃ বাংলা কম্পোজ ঃ "বিজয় সুতন্নি" ফন্ট ইংরেজি কম্পোজ ঃ "টাইমস নিউ রোমান" ফন্ট

- প্রেরিতব্য কম্পিউটার ডিসকেটের কভারে লেখকের নাম, লিখিত প্রবন্ধের নাম এবং সংশ্লিষ্ট ফাইলের নাম উল্লেখ থাকতে হবে।

- প্রবন্ধে বাংলা একাডেমী অনুমোদিত বানান পদ্ধতি অনুসরণ করতে হবে।

- মূল কপিসহ পান্ডুলিপির ২ (দুই) প্রস্ত (পরিছন্ন কপি) সম্পাদক বরাবরে পাঠাতে হবে। প্রবন্ধের উপর আলাদা কাগজে (কভার পেজে) প্রবন্ধের শিরোনামসহ লেখকের নাম, পদবী ও ঠিকানা উল্লেখ করতে হবে। প্রবন্ধের কোথাও লেখকের নাম উল্লেখ করা যাবে না।

- ভিন্ন কাগজে লেখকের সংক্ষিপ্ত জীবন বৃত্তান্ত প্রবন্ধের সাথে যুক্ত করতে হবে। প্রত্যেক লেখার সাথে অবশ্যই প্রবন্ধের সংক্ষিপ্তসার (Abstract) ইংরেজিতে অনধিক ১৫০ শব্দের মধ্যে প্রেরণ করতে হবে।

- প্রবন্ধের পাদটীকায় ও তথ্যপঞ্জিতে লেখক, গ্রন্থ স্থান, প্রকাশক, বছর ও পৃষ্ঠা এবং সাময়িকীর ক্ষেত্রে লেখক, প্রবন্ধের নাম, সাময়িকীর নাম,খন্ড ও ইসু সংখ্যার বছর ও পৃষ্ঠা ইত্যাদি প্রচলিত প্রমিত নিয়ম (Standard) অনুসারে উল্লেখ করতে হবে।

- লেখা প্রকাশিত হলে লেখক সাময়িকীর ৫ কপি অনুলিপি বিনামূল্যে পাবেন।

- প্রাপ্ত প্রবন্ধটি প্রকাশের ক্ষেত্রে সম্পাদনা পরিষদের সিদ্ধান্ত চূড়ান্ত বলে গণ্য হবে এবং অমনোনীত প্রবন্ধ ও ডিসকেট সাধারণত লেখককে ফেরৎ দেয়া হয় না, তবে বিশেষ প্রয়োজনে ফেরৎ পেতে হলে এতদ্‌সংক্রান্ত যাবতীয় ব্যয়ভার লেখককে বহন করতে হবে।

- মুদ্রিত প্রবন্ধের ক্ষেত্রে প্রতি মুদ্রিত পৃষ্ঠার (২৫০ থেকে ৩০০ শব্দের পৃষ্ঠা) জন্য লেখককে ২০০ (দুইশত) টাকা হারে সম্মানী প্রদান করা হবে। এক্ষেত্রে সরকারি নিয়ম অনুসারে প্রাপ্য সম্মানী থেকে এক-তৃতীয়াংশ কর্তন করা হবে।