

**DISTRIBUTION OF
BUSINESS AMONGST
THE OFFICERS AND STAFF
OF THE BPATC**

মোঃ জাকির হোসেন
প্রোগ্রামার
বাংলাদেশ পাবলিক-এডমিনিস্ট্রেশন ট্রেনিং সেন্টার
সভার, ঢাকা-১৩৪৩

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Administration Department
BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
Savar, Dhaka

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BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
Savar, Dhaka.

No. D 2—134/85

Dated, Dhaka, the 25th August, 1986.

OFFICE ORDER

Subject :- Distribution of Business amongst Officers and Staff of the Centre.

For smooth operation of the affairs of the Centre, the work of the Centre is distributed amongst its officers and staff as per the enclosed schedule.

2. The Centre will have the following hierarchical set-up :

Name of the Unit : Designation of Officers-in-charge

Division	Member, Directing Staff.
Department	Director.
Branch	Deputy Director/Librarian/Medical Officer.
Section	Assistant Directors/Research Officer/Chief Physical Instructor/Evaluation Officer/Publication Officer.
Unit	Assistant Librarian/Assistant Publication Officer/ Office Supervisor/Accounts Officer/Estate Officer/Purchase Officer/Comptroller/Budget Officer.
Sub-Unit	Copying and Duplicating Supervisor/Transport Supervisor/Technical Supervisor/Store Keeper.

3. The lowest supervisory level for any given Department may vary between the Sub-Unit and the Section level depending on the approved Staffing pattern. All files and correspondence relating to a particular Department will be maintained at the lowest supervisory level (irrespective of its location) for which reasonable support staff has been provided.

4. This order comes into force with immediate effect.

A.K.M. Hedayetul Haq

(A.K.M. Hedayetul Haq)
Rector

Distribution :

1. Secretary, Ministry of Establishment
2. All Officers/Staff of the BPATC.
3. All Deputy Directors/BPATC.
4. Project Director, P I O.

4. PROGRAMMING AND STUDIES DIVISION	Page No. 54
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RECTOR'S OFFICE

Rector

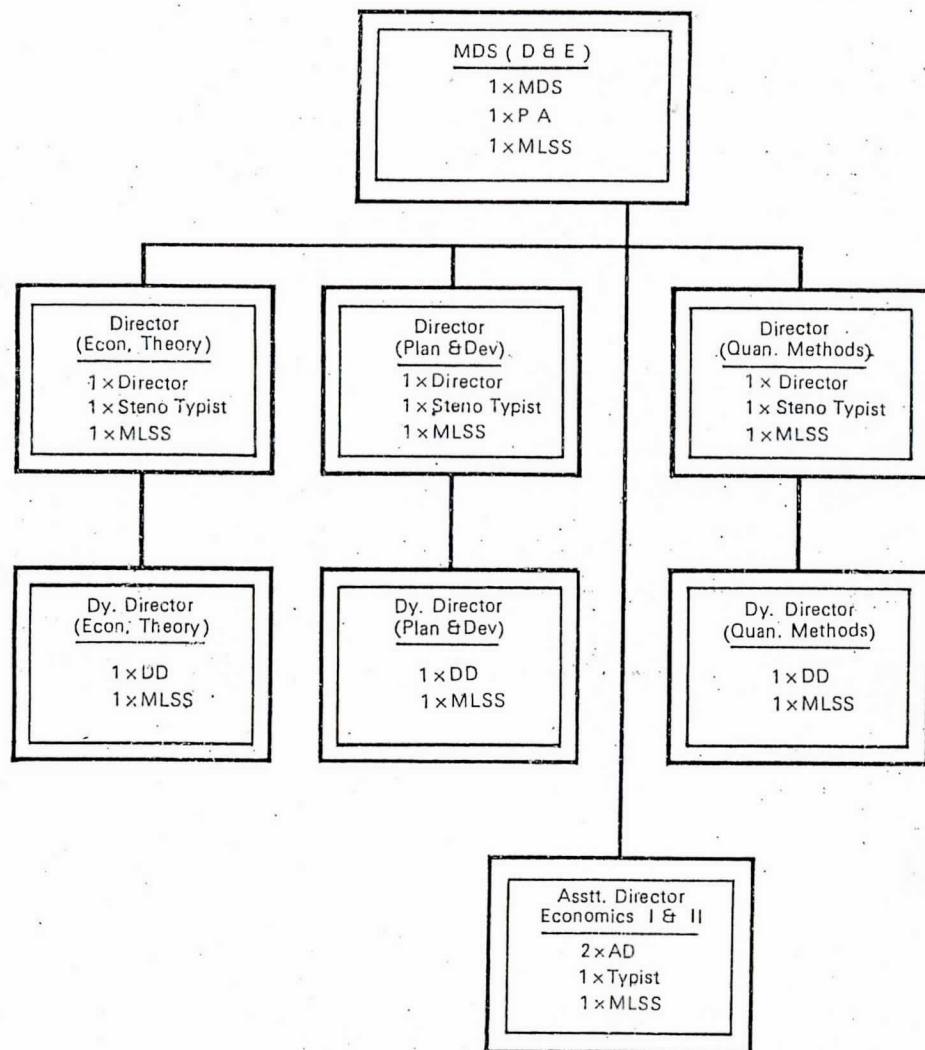
1x Rector

1x P S

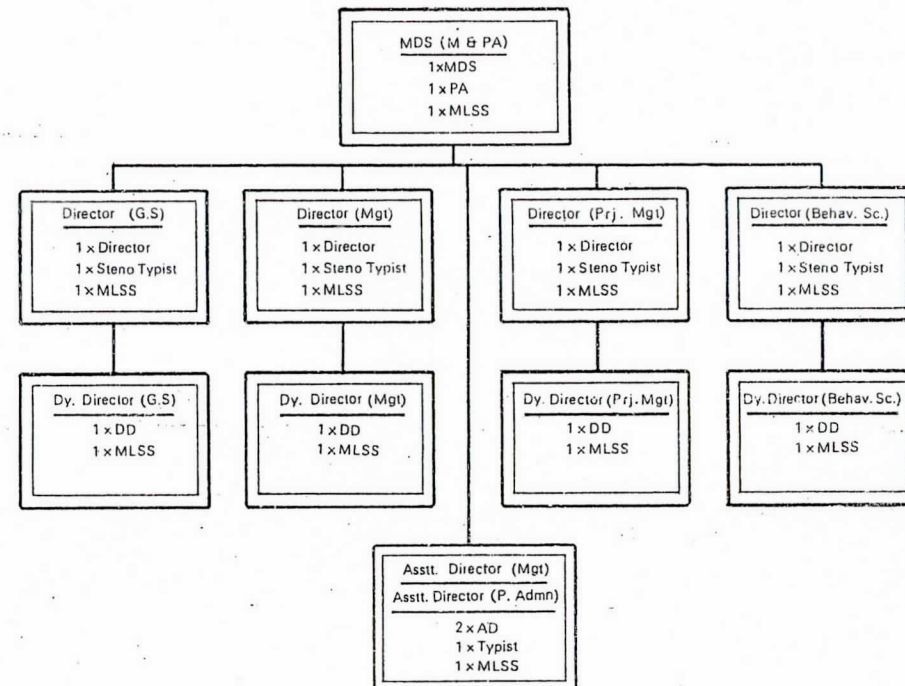
1x P A

2x MLSS

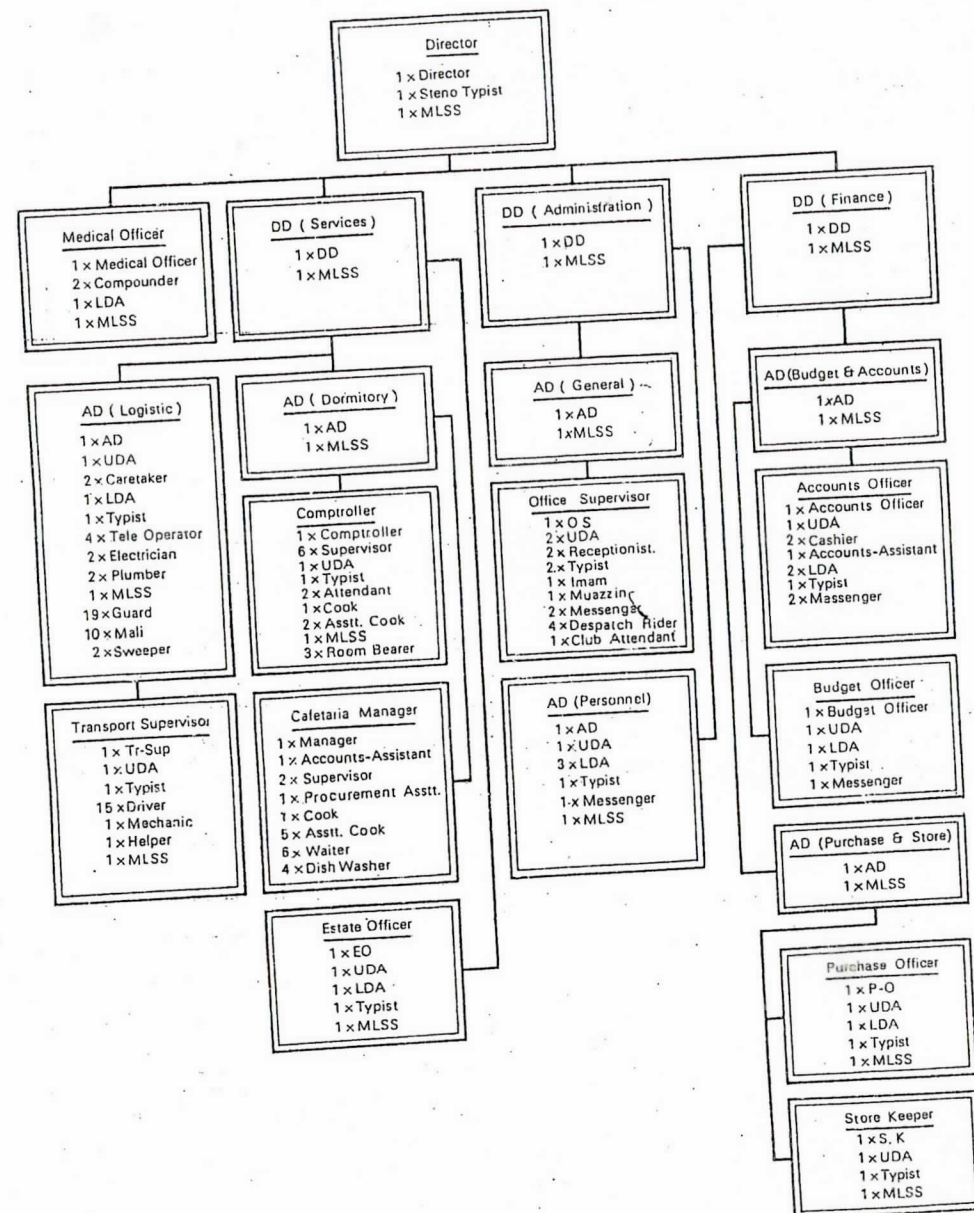
DEVELOPMENT AND ECONOMICS DIVISION



MANAGEMENT AND PUBLIC ADMINISTRATION



ADMINISTRATION DEPARTMENT



RECTOR'S OFFICE

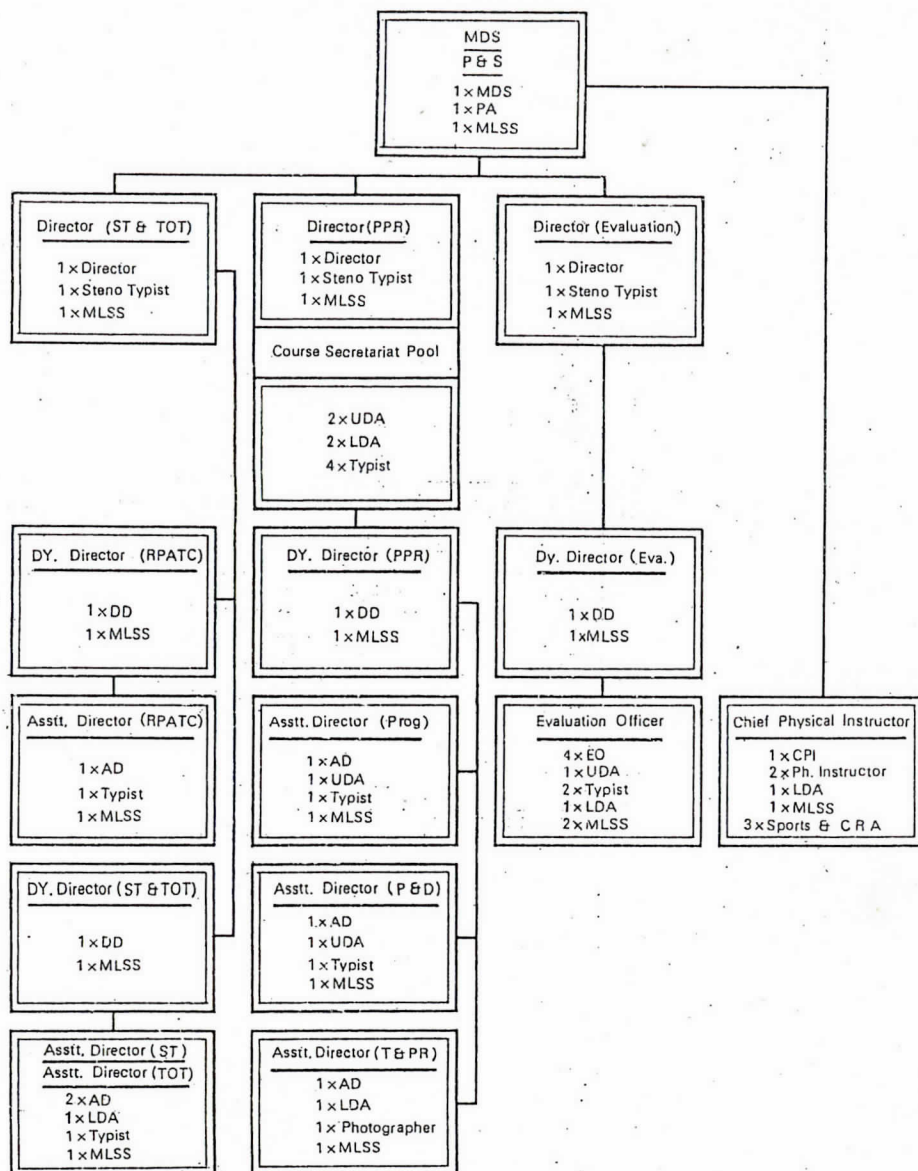
Rector

1. Act as the Chief Executive of the Centre and remain responsible for overall administration and academic affairs of the Centre.
2. Responsible for drawing up the annual training, research and publication programmes of the Centre and their implementation.
3. Act as the Principal Accounting Officer of the Centre.
4. Allocate business among different Divisions and to different persons of the Centre.
5. Responsible for appointing staff and employees of the Centre as per prescribed procedure.
6. Act as the authority for granting leave etc. to all officers of the Centre as per prescribed procedure.
7. Guide, supervise and evaluate faculty activities.
8. Exercise the powers of a Head of the Department in administrative and financial matters alongwith exercise of such other powers as may be delegated to him by the Government/Board of Governors.
9. Represent the Centre in different meetings, conferences, seminars, workshops etc. or selects his representatives for the purpose.
10. Maintain liaison with various Ministries/Divisions/Departments of the Government regarding their training programme.
11. Ensure preparation and submission of such Reports and Returns to Government as may be required of him from time to time.
12. Supervise the formulation and implementation of projects/programmes/activities for development of infrastructure/capacity/value of the Centre.
13. Perform other duties as may be assigned to him by the Government or the Board of Governors.

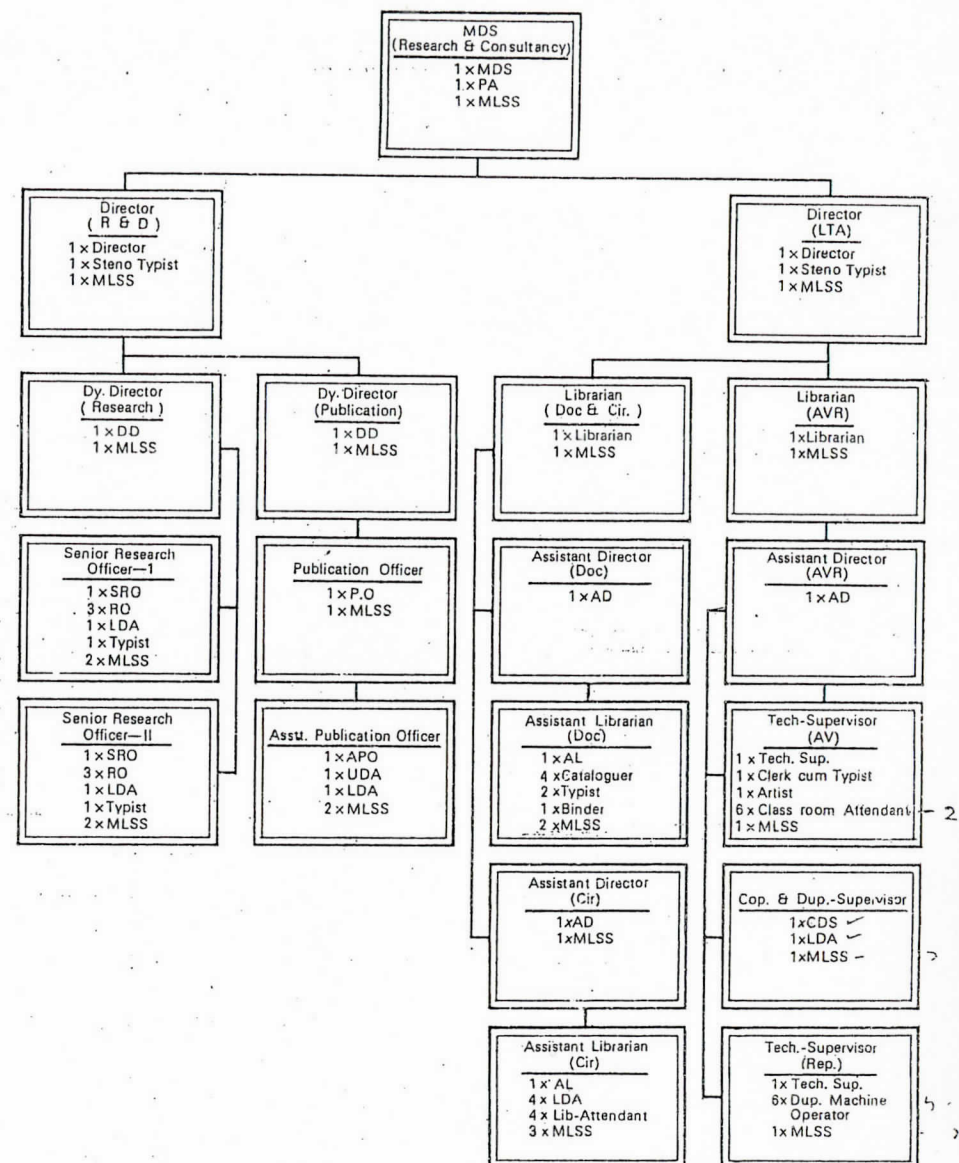
PS :

1. Maintain the personal, confidential and guard files of the Rector.
2. Supervise the work of the personal staff of the Rector.
3. Maintain day to day engagement diary of the Rector.
4. Take all steps for holding meetings in the Conference Room of the Rector supervision of its maintenance, cleanliness, stationaries, arrangements for serving tea, furnitures and fixtures in the room etc.

PROGRAMME AND STUDIES DIVISION



RESEARCH AND CONSULTANCY DIVISION



5. Receive the visitors.
6. Receive and despatch dak of the Rector's office.
7. Perform such other duties as may be assigned.

PA :

1. Attend to the telephone service for the Rector.
2. Carry out all typing work of the Rector's Office.
3. Maintain the Issue and Despatch Register.
4. Indent for stationery and other items needed for use in the Rector's office.
5. Hold custody of all furnitures, fittings, fixtures, utensils, crockeries, cutlaries etc, provided to Rector's office and Rector's conference room.
6. Carry out such other duties as may be assigned.

MLSS :

1. Dust and clean the office complex of the Rector including the Conference Room.
2. Take all physical steps for holding of meetings in Rector's Office/Conference Room.
3. Carry dak to other Units of the Centre.
4. Carry out such other duties as may be assigned.

ADMINISTRATION DEPARTMENT

Director (Administration) :

1. Responsible for management of all matters relating to personnel, finance and services.
2. Ensure co-ordination of all administrative matters relating to the Centre.
3. Exercise financial authority as may be delegated by the Rector.
4. Act as Member-Secretary of the Selection/Promotion Committee No. 1.
5. Sanction of Casual Leave to Class II employees and earned leave to Class III and IV employees. Earned leave of RPATC Staff should be routed through MDS (P&S).
6. Post and transfer class III and IV employees.
7. Sanction Overtime bills.
8. Sign cheques jointly with Assistant Director (Budget and Accounts)/Deputy Director (Finance) in case of absence of either of them.

9. Maintain the CCR of all officers of and above the M.N.P.S. of Tk. 1,350-2,250.
10. Supervise the work of :
 - i) Deputy Director (Administration).
 - ii) Deputy Director (Services).
 - iii) Deputy Director (Finance).
 - iv) Medical Officer.
11. Check attendance of staff working in his department.
12. Perform such other duties as may be assigned.

Steno-typist :

1. Take dictation and carry out all typing work of the Director (Administration).
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the Director (Admn.).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

ADMINISTRATION BRANCH

Deputy Director (Administration) :

1. Hold personal custody of Service Books and ACRs of all non-Gazetted employees of the Centre.
2. Sanction Casual Leave of Class III and IV Employees.
3. Act as Member-Secretary of Selection/Promotion Committee No. II.
4. Prepare Gradation list of officers and staff of the Centre.
5. Assist the Secretary to the Board of Governors in all matters relating to the holding of the BOG meeting, preparation of working papers, circulation of approved minutes and follow-up on the decisions taken.
6. Supervise the work of Assistant Director (General)/Assistant Director (Personnel).
7. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the Dy. Director (Admn.).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

GENERAL SECTION

FUNCTIONS

1. Distribution of Business among various Divisions/Departments/Branches/Sections/Units/Sub-Units of the Centre.
2. Receipt and despatch.
3. Maintenance of Liveries Register for issuance of liveries to class III and Class IV employees.
4. Supply of ID cards to officers/staff/trainees of the Centre.
5. Office accommodation of officers and staff of the Centre.
6. Office security and custody of duplicate keys of all office buildings and rooms.
7. Maintenance of Guard file on circular /instructions etc.
8. Multiplication and circulation of all Government/BPATC Orders/Circulars/Instructions etc. to officers/staff of the Centre.
9. Internal co-ordination of reports/returns/statements to be submitted to the Govt./other Agencies.
10. Preparation of and follow-up on pending list in the prescribed proforma.
11. Matters relating to MLA/Parliament.
12. Processing payment of gas, electricity, water bills and various other taxes.
13. Security of campus, preparation and enforcement of duty roster and processing overtime bills of guards for payment.
14. Maintenance of Entry/Exit Register at the main gate.
15. Staff Welfare—School and Mosque Committees, Club etc. and maintenance of these institutions.
16. Tour programme and Tour Diaries of officers and staff of the BPATC and processing TA bills for payment.
17. Matters relating to the Bangladesh Public Administration Training Centre Ordinance, 1984 (Act-XXVI)—its enforcement, review and amendments.
18. All matters relating to the holding of the BOG meetings, circulation of approved minutes and follow-up on the decisions taken.
19. Preparation and amendments of the following by-laws :
 - a) BPATC accommodation rules ;
 - b) BPATC Library rules ;
 - c) BPATC Transport and other logistics use rules ;
 - d) BPATC Dormitory conduct rules ;
 - e) Other Rules as may be considered necessary.

Assistant Director (General) :

1. Responsible for matters relating to the Bangladesh Public Administration Training Centre Ordinance, 1984 (Ordinance XXVI of 1984) - its enforcement, review and amendments.
2. Process the preparation and amendments of the following by-laws :
 - a) BPATC accommodation rules ;
 - b) BPATC Library rules ;
 - c) BPATC Transport and other logistics use rules ;
 - d) BPATC Dormitory conduct rules ;
 - e) Other rules as may be considered necessary ;
3. Arrange in collaboration with other units of the Centre and under the direction of the Recto and other senior staff members, for lunch/dinner/tea etc. for visitors.
4. Arrange transport and other logistic support for visitors programme at the Centre and its regional offices.
5. Arrange for tickets, reservations etc. for internal touring by staff members of Centre.
6. Arrange for tickets, pass-ports, foreign exchange and other formalities required, to be observed by staff members of the Centre for official tour abroad.
7. Ensure security of the campus.
8. Responsible for staff welfare—School and Mosque Committees, Club and other institutions and their operation and maintenance.
9. Supervise the work of the Office Supervisor.
10. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of AD (Gen.).
2. Carry dak to the other Units of the Centre.
3. Carry out such other duties as may be assigned.

Office Supervisor :

1. Co-ordinate submission of reports/returns/statements to the Government/other Agencies.
2. Maintain Guard file on circular/instructions etc.
3. Prepare and follow-up pending list in the prescribed proforma.
4. Prepare duty roster of Receptionist and Despatch Riders.
5. Assign duties to the messengers.

6. Supervise the work done by other staff of the Section.
7. Perform such other duties as may be assigned.

U D A :

1. Process the preparation of distribution of business among the various divisions/departments/branches/sections/units/sub-units of the Centre.
2. Take steps for multiplication and circulation of all Government/BPATC orders/circulars/instructions etc. to officers/staff of the Centre.
3. Maintain and process files on staff welfare—School and Mosque Committee, Club and other institutions—their operation and maintenance.
4. Maintain Liveries Register for issuance of liveries to class III and Class IV employees.
5. Maintain files and correspondence relating to subjects directly handled by the AD(G) and the O.S.
6. Carry out such other duties as may be assigned.

L D A :

1. Responsible for all matters relating to receipt and despatch.
2. Process payment of gas, electricity, water bills and various other taxes.
3. Process programme and tour diaries of officers and staff of the BPATC for approval of authority and for payment of TA bills.
4. Supply ID Cards to officers/staff/trainees of the centre.
5. Maintain and process files on all matters relating to MLA/parliament.
6. Carry out such other duties as may be assigned.

Receptionist :

1. Perform duties at the Reception Desk of the Centre.
2. Arrange to establish contact with officers/staff whom the visitor wants to see.
3. Direct visitors to their destinations.
4. Render all necessary help to all comers to the Centre as may be asked for by them.

Typist :

1. Carry out all typing work of the Section assigned.
2. Carry out such other duties as may be assigned.

(6)

Despatch Rider :

1. Carry dak to Dhaka and nearby places for delivery through motorcycle and bring the same from the RPATC, Dhaka to Savar.
2. Carry out such other duties as may be assigned.

Messenger :

1. Clean the office rooms of the O.S. and the Section.
2. Carry dak to other sections of the Centre.
3. Carry out such other duties as may be assigned.

Imam :

1. Conduct five times prayer of the BPATC Mosque.
2. Conduct Juma and Eid Prayers.
3. Conduct a Moqtab for children in the Mosque at a suitable time.
4. Recite the Holy Quran in the BPATC official functions as and when required.
5. Conduct religious functions of the BPATC as and when required.
6. Help the PATC School in teaching Arabic/Islamiat if necessary.
7. Help the PATC school in holding religious functions.
8. Look after the Mosque in the absence of Muazzin/Khadim.
9. Perform such other functions as assigned by the Rector or the Masjid Committee.

Muazzin :

1. Give call to prayer by Azan five times daily.
2. Conduct the prayers in absence of the Imam if necessary.
3. Help the Imam in teaching the children in the Moqtab.
4. Help the Imam in conducting other functions of the Mosque.
5. Look after the Library of the Mosque.
6. Keep the Mosque and its premises always neat and clean.
7. Keep the Mosque fit for prayer.
8. Protect, preserve and beautify the Mosque, its premises, furniture, garden, Hajrakhana, ablution-place etc.
9. Open and close doors/windows timely.
10. Switch on and off the electric fans, lights, microphones etc. properly.
11. Carry materials, letters, notice, messages of the Mosque as and when necessary.

(7)

4. Maintain personal files of officers.
5. Process cases for sanction of all kinds of leave to officers and maintain their leave account register.
6. Process pension/retirement/commutation/gratuity/B.F./G.I. cases of all transferred deputed officers.
7. Maintain files on subjects directly dealt by the AD (Personnel).
8. Carry out such other duties as may be assigned.

LDA-I :

1. Prepare vacancy list and take steps for filling them up by direct recruitment/promotion/deputation.
2. Compile applications for direct recruitment for further processing.
3. Arrange holding examinations/interviews for selection of candidates.
4. Process appointment of officers and staff.
5. Maintain all deputation orders for visit/training abroad by BPATC staff.
6. Maintain up-to-date biodata of all officers of the BPATC in prescribed form.
7. Process all matters connected with the following in respect of all BPATC staff :
 - a) Private visit outside Bangladesh ;
 - b) Foreign employment ;
 - c) Consultancy abroad and within country ;
8. Make entries in the SBs of class III employees and obtain signature of competent authority.
9. Carry out such other duties as may be assigned.

LDA-II :

1. Maintain personal files of all staff.
2. Process cases for sanction of all kinds of leave to staff and maintain leave account register.
3. Process pension/retirement/commutation/gratuity cases of all staff.
4. Carry out such other duties as may be assigned.

LDA-III:

1. Process all matters connected with consideration and grant of time-scale/selection grade/annual increment to staff.
2. Process all matters connected with procurement and distribution of ACR forms to all officers and staff and making arrangements for annual medical check-up.

3. Process disciplinary cases of the Gazetted/non-Gazetted staff of the Centre.
4. Make entries in the SBs of class IV employees and obtain signature of the competent authority.
5. Carry out such other duties as may be assigned.

Typist :

1. Carry out all typing work of the Section.
2. Carry out such other duties as may be assigned.

Messenger :

1. Maintain movement of file register.
2. Carry files between various units of the Section.
3. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the Section.
2. Carry out such other duties as may be assigned.

SERVICES BRANCH

Deputy Director (Services) :

1. Supervise the planning and management of dormitory and cafeteria services.
2. Maintain liaison with concerned authorities regarding maintenance of physical facilities of the Centre.
3. Process bills on all expenses incurred in connection with cafeteria service.
4. Allocate the Centre vehicles for official and private purposes with approval of competent authority where necessary.
5. Process sanction/installation and shifting of residential telephones of officers (direct lines).
6. Ensure securing continuous and uninterrupted supply of gas, electricity, water etc. to Campus.
7. Ensure maintenance of PABX and PABX service to officers, staff and Trainees.
8. Supervise the work of Assistant Director (Dormitory) and Assistant Director (Logistics).
9. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of D.D. (Services).
2. Carry dak to other Sections of the Centre.
3. Carry out such other duties as may be assigned.

Assistant Director (Dormitory) :

1. Plan and organize dormitory and cafeteria services.
2. Make allotment of rooms and ensure provision of services therein.
3. Operate cafeteria accounts jointly with Cafeteria Manager.
4. Check bills on all expenses incurred in connection with Cafeteria service.
5. Supervise the work of Comptroller and cafeteria Manager.
6. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean office room of AD (Dormitory).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

ESTATE OFFICER'S UNIT**FUNCTIONS**

1. Overall custody of road, buildings, playgrounds, pump house and other appertunances falling within the premises of the Centre.
2. Maintenance of ROR and title deeds in respect of the above properties.
3. Payment of rate/rent/tax etc, in respect of the above properties.
4. Maintenance of roomwise/flatwise inventory of fittings and fixtures in all physical facilities of the Centre.
5. Repair and maintenance of the above properties—all correspondence with concerned Agencies.
6. Land improvement and arboriculture of the property.
7. Constitution of the Accommodation Allotment Committee.
8. All matters relating to sanction/cancellation of rent/ lease of shops/establishments/premises etc.
9. Holding of meetings of the Accommodation Allotment Committee for allotment of residential quarters as per rules and renting/leasing/cancelling shops/establishments/premises etc.

(12)

10. Making over properties to allottees/leasee and taking them back.
11. Collection of house rent/utility charges from allottees of other departments and depositing the same to the Accounts Unit.
12. Collection of rent/lease money and depositing the same to the Accounts Unit.
13. Attending to the complaints from allottees of residential quarters regarding repair/replacement/maintenance of electrical/plumbing/civil items and making contact with concerned departments for meeting them up.
14. Disposal of garbage.
15. Prevention of nuisance within the Centre premises.
16. Maintenance of all files and correspondence relating to the Unit.

Estate Officer :

1. Hold overall custody of land, buildings, pump house, playgrounds and other appertunances falling within the premises of the Centre.
2. Maintain ROR and title deeds in respect of the above properties.
3. Make arrangements for land improvement and arboriculture of the property.
4. Make arrangements for prevention of nuisance within the Centre premises.
5. Act as the Member-Secretary of the Accommodation Allotment Committee.
6. Supervise the work of the staff working in his Unit.
7. Perform such other duties as may be assigned.

U D A :

1. Process constitution of the Accommodation Allotment Committee.
2. Put up all applications for allotment of BPATC flats in the meeting of the Allotment Committee.
3. Process issuance of allotment/cancellation letters to officers/staff of the Centre for residential quarters.
4. Make and takeover possession of residential quarters after obtaining signature of the allottees on the Inventory sheet.
5. Maintain roomwise/flatwise inventory of fittings and fixtures of all residential buildings.
6. Receive complaints from allottees of residential quarters regarding repair/replacement/maintenance of electrical/plumbing/civil items and contact concerned departments for meeting them up.
7. Collect house-rent/utility charges from allottees of other departments and deposit the same to the Accounts Unit.

(13)

8. Hold custody of the vacant residential flats by putting them under lock and key.
9. Carry out such other duties as may be assigned.

L D A :

1. Process payment of rate/rent/tax etc. in respect of land, building, playgrounds pump house and other appertunances falling within the premises of the Centre.
2. Process cases for repair and maintenance of the above properties and maintain all correspondence with concerned agencies.
3. Process issuance of sanction/cancellation letters in respect of renting/leasing shops/establishments/premises etc
4. Maintain roomwise inventory of all fittings and fixtures of all Centre buildings other than the residential quarters.
5. Make and take over possession of leased/rented out property after obtaining signature of the lessee on the Inventory sheet.
6. Hold custody of the vacant shops/establishments by putting these under lock and key.
7. Collect rent/lease money and deposit the same to Accounts Unit.
8. Maintain files and correspondence on disposal of garbage.
9. Carry out such other duties as may be assigned.

Typist :

1. Carry out all typing work relating to the Unit.
2. Carry out such other duties as may be assigned.

M L S :

1. Clean the office rooms of the Unit.
2. Carry dak to other Sections/Units of the Centre.
3. Carry out such other duties as may be assigned.

COMPTROLLER'S UNIT

FUNCTIONS

1. Maintenance and operation of Dormitory I/II/III and Guest House.
2. Maintenance of Stock Register of cutleries, crockeries, utensils etc. provided for use in Dormitory III and Guest House.
3. Maintenance of Guests' Register.
4. Processing of indent for supply of necessary materials.

(14)

5. Maintenance of Daily Attendance Register in respect of staff working in the Unit.
6. Dormitory clearance certificate for issuance of "no dues" certificate.
7. Maintenance of all files and correspondence relating to the Unit.

Comptroller :-

1. Hold immediate charge of Dormitory I/II/III and Guest House.
2. Perform the following functions :
 - a) Process allotment of rooms to the trainees/visitors/guests ;
 - b) Ensure proper cleaning of rooms, bathrooms and corridors of the buildings under his charge ;
 - c) Maintain furniture and equipment in those Rooms ;
 - d) Arrange changing of linens etc. and laundering these items on a programmed basis ;
 - e) Prepare duty roster of all staff under his control and supervise their work.
 - f) Ensure maintenance of stock registers of cutleries, crockeries, utensils etc. provided for use in the Dormitory III and the Guest House by the concerned Dormitory Supervisor.
 - g) Ensure maintenance of Guests' Register for the Guest House and deposit of room-rent to the Accounts Unit ;
 - h) Ensure meefing up the complaints received through the Dormitory Supervisors.
3. Recommend leave of staff working under him.
4. Process indents for supply of necessary materials.
5. Maintain daily attendance Register in respect of staff working under him.
6. Process dormitory clearance certificate for issuance of "no dues" certificate.
7. Maintain all files and correspondence relating to his unit.
8. Perform such other duties as may be assigned.

Dormitory Supervisor :

1. Perform duties at the assigned Dormitory/Guest House.
2. Maintain Room Allotment Register and hold custody of all room keys.
3. Maintain Complaint Register and intimate the Comptroller to meet up the complains.
4. Hold custody of all linens, mosquito-nets, room-curtains, carpets, aircoolers, refrigerators, water coolers, TVs, furniture, fittings, fixtures and such other items as bucket, water heater, badna, drinking glass, water jug, ashtray, hanger, etc.
5. Arrange to replace immediately any of the above items when required.
6. Supervise the work of the room bearets towards maintenance and cleaning of the furniture, equipments, rooms, bathrooms, corridor, etc. of the building under his charge.

(15)

7. Arrange changing of linens etc. and laundering these items on a programmed basis
8. Initial the work-log of the sweepers as to their satisfactory work ;
9. Initial dormitory clearance for final issuance of NOC.
10. Custody of cutleries, crockeries, utensils etc. provided for use in the Guest House/Dormitory III.

For Guest House only :

11. Maintain Guest Register, collect room rent from guests, issue receipts to guests and deposit the collected rent to the Accounts Unit through the Comptroller.
12. Take all actions for food service in the Guest House.
13. Carry out such other duties as may be assigned.

U D A:

1. Maintain files relating to allotment order of rooms.
2. Process issuance of clearance certificate.
3. Prepare roster of eligible candidates for appointment as room bearer on contract.
4. Process appointment of room bearer on requisition/selection by the concerned Course Director and preparation of the duty roster.
5. Prepare bills for room bearer service.
6. Process termination of appointment of room bearer on grounds of unsatisfactory service
7. Process black-listing of dismissed room bearers.
8. Responsible for all matters connected with the appointment of Cafeteria contractor/conseivancy contractor.
9. Process bills for payment to the contractors as at item 8.
10. Initiate proposals for procurement of all items used in the Dormitories and Guest House
11. Distribute the procured items to the Dormitory Supervisors.
12. Process laundry bills for payment.
13. Indent for procurement of stationary and other items needed by the Unit.
14. Process leave of staff working in the unit.
15. Carry out such other duties as may be assigned

Typist :

1. Carry out all typing work relating to the Unit.
2. Carry out such other duties as may be assigned.

Attendant (Guest House) :

1. Carry the luggage etc. of the guest.
2. Arrange cleaning of the room by the sweeper.
3. Dust the furniture and windows of the rooms.
4. Make up the beds in the room.
5. Remove the used linens from the rooms and take them to the Supervisor for cleaning.
6. Take over clean linens from the Supervisor and set them in the rooms.
7. Carry the use personal clothings of the guests to the laundry and bring these back.
8. Provide room service of food during illness of guests.
9. Call doctors and other persons for rendering necessary services.
10. Carry out such other duties as may be asked for by the guests.

M L S S:

1. Clean the office rooms of the Unit.
2. Carry dak to other Units/Sections of the Centre.
3. Carry out such other duties as may be assigned.

Cook :

1. Prepare food for the Guest House/Dormitory III under the direction of Supervisor.
2. Receive provisions from the supervisor for every day as per set menu.
3. Carry out such other duties as may be assigned.

Assistant Cook:

1. Help the cook in the preparation of food.
2. Bring food from the kitchen and serve.
3. Be clean and properly dressed.
4. Carry out such other duties as may be assigned.

Room Bearer :

1. Clean and prepare bed of the trainees.
2. Get the rooms cleaned and swept by the sweepers after the trainees leave their rooms for class.

3. Carry the linens to the Dormitory Supervisors for laundry and take them back.
4. Wash vests, undergarments, socks and brush shoes etc, whenever necessary.
5. Bring tidbits from nearby shops.
6. Carry food from cafeteria for sick trainees.
7. Hold Custody of the belongings in the assigned room.
8. Inform the Dormitory Supervisor about defective electrical services or sanitary problems.
9. Carry out such other duties as may be assigned.

CAFETERIA SUB-UNIT

FUNCTIONS

1. Custody and maintenance of furniture, curtains, carpets, aircoolers, refrigerators, deep freezers, water coolers, water heaters, crockeries, cutlery, utensils etc.
2. Performance of the following functions in respect of the Cafeteria Building.
 - a) Proper maintenance and cleaning of dining halls, kitchens, store, bathroom, wash basins etc.
 - b) Changing of wash basin towels dining table cloth etc, and providing soaps etc.
3. Maintenance of duty roster, attendance register, leave register etc. in respect of staff working in the cafeteria.
4. Procurement of materials needed for cafeteria operation.
5. All matters connected with loss/write off of cafeteria operation.
6. Procurement of provisions/other items from the market.
7. Drawal of advance for purchases to be made and settlement of account with concerned authority.
8. Arrangement for holding of Guest/Mess nights.
9. Arrangement for food as per requisition of authority during seminars/conference/workshops etc.

Manager :

1. Procure provisions/other items alongwith the Procurement Assistant.
2. Draw advance for procurement of materials and settle accounts with concerned authorities.
3. Supervise the work of the staff working in the sub-Unit.
4. Carry out such other duties as may be assigned.

Accounts Assistant :

1. Maintain all Books of Accounts and supporting vouchers.
2. Check bills submitted for adjustment with advance provided by the Centre/Mess Committees.
3. Furnish monthly status of drawals of advance and their adjustment to the Manager.
4. Scrutinise and process for payment of all contractor's/suppliers/contingency bills.
5. Carry out such other duties as may be assigned.

Procurement Assistant :

1. Maintain Stock Register of furniture, curtains, carpets, aircoolers, refrigerators, deep freezers, water coolers, water heaters, crockeries, cutlery, utensils etc.
2. Indent for procurement of materials needed for cafeteria operation.
3. Supply items to the supervisor like towels, soaps, table cloth etc, for decent upkeep and operation of the Cafeteria.
4. Assist and accompany the Manager in the procurement of provisions for preparing food.
5. Keep accounts and vouchers for the purchases made and hand them over to the Accounts Assistant on daily basis.
6. Store the provisions in proper manner in the kitchen store/refrigerator/deep freezer as required.
7. Supply stored provisions to the cook as required and keep account thereof.
8. Carry out such other duties as may be assigned.

Supervisor :

1. Maintain overall satisfactory service in the kitchen/dining room by ensuring :
 - i) Cleanliness in the kitchen and dining hall areas ;
 - ii) Cleanliness in the wash basins and bathrooms ;
 - iii) Provision of clean towels and soaps in the wash rooms ;
2. Supervise the laying of table in formal and informal occasions.
3. Prepare table plan and ensure service during formal occasions.
4. Ensure orderly and decent service of food at all times.
5. Set up Menu in consultation with authorities.
6. Control and supervise the work of the kitchen staff and waiters.
7. Carry out such other duties as may be assigned.

Cook :

1. Prepare food for the cafeteria under the direction of the Manager/Supervisor.
2. Receive provisions from the Procurement Assistant for every day as per set Menu.
3. Ensure timely preparation of food.
4. Carry out such other duties as may be assigned.

Assistant Cook :

1. Perform the functions of Cook during his absence.
2. Assist the cook in the performance of his duties.
3. Carry out such other duties as may be assigned.

Waiter :

1. Lay the tables as per direction of the Supervisor.
2. Bring the food from the Kitchen and serve to the users/guests.
3. Be clean and properly dressed
4. Remove the used utensils from Dining Halls to the Kitchen.
5. Carry out such other duties as may be assigned.

Dish Washer :

1. Clean all the utensils, crockeries, cutlaries properly and timely with proper care and caution.
2. Clean up the kitchen every time after preparation of food.
3. Ensure supply of properly cleaned dishes/crockeries before every service of food.
4. Help the cook in the kitchen in preparation of food.
5. Report immediately to the Cafeteria Manager/Supervisor for any accidental breakage of crockeries.
6. Carry out such other duties as may be assigned.

LOGISTIC SECTION**FUNCTIONS**

1. Responsibility for keeping the transports operational at all times.
2. Maintenance of all vehicles owned by the Centre by ensuring :
 - a) Bi-monthly servicing of vehicles through the authorised dealers of the vehicles or appointed servicing workshop.
 - b) Carrying out repair and maintenance of the vehicles.
3. Assignment of duties to drivers.
4. Contract for POL Supply.
5. Issuance of POL Slips/Coupon Books.
6. Leave matters of staff working in the Section.
7. Certification of bills for payment.
8. Certification of bills for overtime payment.
9. Procurement, through prescribed procedure, of all spares and equipments, inventory of stores procured/disposed and process bills for payment.

10. Maintenance of Stock Register in respect of consumable goods received in the Section.
11. Maintenance of Daily Attendance Register in respect of staff working in the Section.
12. Indent for stationary items used in the Section.
13. Payment of RT Tax, Insurance, Fitness Fee etc. in respect of vehicles owned by the Centre.
14. Annual Medical Check-up of drivers.
15. Security of all buildings in the Campus other than the residential buildings.
16. Custody of duplicate keys of all the buildings and rooms.
17. Allotment of office accommodation of officers/staffs of the Centre.
18. Cleanliness and maintenance of all the buildings in the Campus other than residential buildings.
19. Maintenance of furniture/fixture/equipments, electrical and plumbing material etc. by contacting the respective departments for necessary action.
20. Certification of work-log of the sweepers as to satisfactory work done for payment of their monthly salary.
21. Physical arrangements for holding classes, symposium, seminar, conference, exhibition etc.
22. Sanction/installation and shifting of residential telephones of officers (direct lines).
23. Maintenance of PABX and PABX Service to officers, staff and trainees
24. Processing all telephone bills for payment.
25. Maintenance of telephone call register and realisation of call charge from all users.
26. Processing of "No Dues" certificate in respect of telephone users.
27. Petty maintenance of electrical fittings and fixtures.
28. Maintenance of lawns and gardens.
29. Preparation of duty roster and supervision of the works of Guards, Malis and Sweepers.
30. Proper upkeep and maintenance of the office buildings and other facilities of the Centre.

Assistant Director (Logistic):

1. Keep the transports operational at all times.
2. Supervise the work of the Tr, Supervisor, Caretakers, Electrician and Telephone Operators.
3. Issue POL slips/Coupon Books.
4. Process Certification of all bills relating to the Section for payment.
5. Recommend leave applications to higher authority.

6. Ensure proper upkeep and maintenance of all files and correspondence relating to his Section.
7. Perform such other duties as may be assigned.

Caretaker (Offices) :

1. Responsible for security of Faculty Buildings I and II, Administration Building and Syndicate Building.
2. Hold custody of duplicate keys of all the buildings and rooms under his charge.
3. Process allotment of office accommodation to officers and staff of the Centre.
4. Ensure dusting, sweeping and clearing of the office rooms, floors, bath rooms, corridors, roofs etc. in the buildings under his charge.
5. Check and take steps for repair/replacement/maintenance etc. of furniture, fixture, equipment, electrical and plumbing material etc. by contacting the respective department for necessary action.
6. Certify the work-log of the Sweepers assigned to buildings under his charge as to satisfactory work done for payment of their monthly salary.
7. Prepare duty roster of the Guards and Malis and supervise their work.
8. Ensure maintenance of Entry/Exit Register at the Main Gate.
9. Carry out such other duties as may be assigned.

Caretaker (Facilities) :

1. Responsible for security of Library Building, Lecture Theater, Auditorium and Multipurpose Hall.
2. Hold custody of duplicate keys of all these buildings and rooms.
3. Make all necessary physical arrangements for holding classes, symposia, seminar, conference, exhibition etc.
4. Ensure dusting, sweeping and cleaning of all the classrooms and facilities under his charge.
5. Check and take steps for repair/replacement/maintenance etc. of furniture, fixture, equipment, electrical and plumbing material etc. by contacting the respective departments for necessary action.
6. Certify the work-log of the sweepers assigned to buildings under his charge as to satisfactory work done for payment of their monthly bills.
7. Prepare duty roster of the sweepers and supervise their work.
8. Carry out such other duties as may be assigned.

UDA :

1. Maintain and process files on all establishment matters relating to the TI-operator, Electrician, Guards, Malis and Sweepers.
2. Process preparation of duty roster of TI-operator, Electrician, Guards, Mali and Sweeper.
3. Carry out such other duties as may be assigned.

Telephone Operator :

1. Keep PABX open from 7 A.M. till 11 P.M. on all days including holidays.
2. Maintain telephone call register for both local and trunk calls.
3. Collect call charges from the caller and deposit the money to the AD(L).
4. Receive and transmit messages through the PABX system at the Centre.
5. Carry out such other duties as may be assigned.

Electrician :

1. Carry out small repair works of electrical fittings and fixtures.
2. Replace the fused bulbs, fuses etc. whenever necessary.
3. Advise the AD(L) on major repair work to be undertaken through contractor by the Centre.
4. Carry out such other duties as may be assigned.

L D A :

1. Maintain and process files on :
 - a) Sanction, installation, shifting and disconnection of all residential telephone of officers of the BPATC and the Regional Centres.
 - b) PABX and PABX service to officers, staff and trainees.
2. Process all telephone bills for payment.
3. Prepare bills for payment by all users of telephone for private purpose on the basis of entries in the Call Register maintained by the Telephone Operator.
4. Arrange to recover arrear bills.
5. Process telephone call bills for checking by the AD(L) and deposit realised amount under proper head of account in the Bank.
6. Process 'No Dues certificate' to users of telephone.
7. Carry out such other duties as may be assigned.

Typist :

1. Carry out all typing works of the Section.
2. Carry out such other duties as may be assigned.

MLSS :

1. Dust and clean the office room of the AD(L).
2. Carry files and papers to different units of the Centre.
3. Carry out such other duties as may be assigned.

Plumber :

1. Repair/replate the defective ball cocks, pillar cocks, bib cocks, taps, showers, and other sanitary fittings/fixtures.

2. Clean and clear the obstructed pipe line for water disposal from kitchen, bathrooms etc.
3. Ensure continuous water supply to all the Buildings of BPATC.
4. Carry out such other duties as may be assigned.

Guard :

1. Guard the premises as per roster of duty and direction of the Caretaker (offices).
2. Carry out such other duties as may be assigned.

Mali :

1. Prepare beds, plants sapplings, buds etc.
2. Water, weed, spray insecticides and overall nursing of the trees and plants in the campus as per roster of duty.
3. Maintain lawns and gardens.
4. Prepare gardens, bouquets of flowers as per direction of the authority.
5. Carry out such other duties as may be assigned.

Sweeper :

1. Sweep the assigned rooms, remove Jhools from the walls and ceilings and cleaning the bathroom as per roster of duty.
2. Sweep and clean varandas, running corridor and porches.
3. Obtain supply of conservancy items from Supervisor/Caretaker.
4. Obtain signature from the supervisory officer in their work-log as to their satisfactory service.
5. Carry out such other duties as may be assigned.

TRANSPORT UNIT

FUNCTIONS

Transport Supervisor :

1. Maintain and operate all the vehicles owned by the Centre by ensuring :
 - a) Cleaning of the vehicles by the concerned driver.
 - b) Bi-monthly servicing of the vehicles through the authorised dealers of the vehicles or appointed servicing workshop ;
 - c) Carrying out repair and maintenance of the vehicles ;
2. Prepare a Maintenance chart of the vehicles under intimation to all users and display the chart in the room of the Tr. Supervisor.
3. Assign duties of the drivers and prepare duty roster.
4. Process contracting POL supplies and recommend renewal/cancellation of contract.

5. Recommend leave of the staff working in the Unit.
6. Check POL bills with logs and process certification of bills.
7. Check overtime bills of drivers with logs and process certification of bills for overtime.
8. Procure, through prescribed procedure, all spares and equipments. get these inventoried in the Stores Unit and take all necessary steps for payment of bills.
9. Maintain stock register in respect of staff working in the Unit.
10. Maintain stock register in respect of consumable goods received in the Unit.
11. Indent for stationery items used in the Unit.
12. Process payment of R.T.Tax, Insurance, Fitness fee etc. in respect of vehicles owned by the Centre.
13. Arrange annual medical check-up of the drivers as to their physical fitness and check-up driving licence of the drivers.
14. Maintain history book of all transports.
15. Carry out such other duties as may be assigned.

U D A :

1. Responsible for custody and maintenance of all files and correspondence relating to the Unit, specifically on :
 - a) Maintenance chart of vehicles ;
 - b) Servicing of vehicles ;
 - c) Assignment of duties to drivers and their duty roster ;
 - d) Contract of POL supply with suitable filling stations ;
 - e) Matters relating to the immediate administration of the staff working in the Unit ;
 - f) Procurement of spares and equipments for the vehicles ;
 - g) Certification of bills for payment ;
 - h) Daily Attendance Register ;
 - i) Stock Registers ;
 - j) Indent for stationeries to be used in the Unit ;
 - k) Inventory of spares for each BPATC owned vehicles ;
2. Carry out such other duties as may be assigned.

Typist :

1. Carry out all typing work of the Unit.
2. Carry out such other duties as may be assigned.

Drivers :

1. Procure in the month of January every year a fitness certificate from the Medical Officer of the Centre as to their physical fitness to drive.
2. Renew driving licence as per existing regulation.

3. Take over charge of vehicles for duty from the Tr. Supervisor after duly signing the inventory and make over the same to him on being relieved of duty of that vehicle.
4. Write the logbooks as per instructions.
5. Ensure proper cleaning and maintenance of the vehicles as per programme chalked out.
6. Carry out such other duties as may be assigned.

Mechanic :

1. Carry out small repairs of the BPATC vehicles.
2. Check repair estimates prepared by repair shops.
3. Certify satisfactory completion of repair work by repair shops on their bills.
4. Carry out such other duties as may be assigned.

Helper :

1. Assist the bus driver in the smooth operation of the bus.
2. Wash and clean the bus regularly.
3. Carry out such other duties as may be assigned.

MLSS :

1. Dust and clean the office rooms of the Unit.
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

FINANCE BRANCH

Deputy Director (Finance) :

1. Work as Drawing and Disbursing Officer of the Centre.
2. Ensure financial discipline.
3. Control expenditure within budgetary provisions.
4. Ensure internal audit of the RPATCs and the BPATC.
5. Arrange external audit of the Centre.
6. Pass all bills.
7. Sign cheques jointly with the Assistant Director (Budget and Accounts)/ Director (Admn).
8. Release all earnest money/security deposit.
9. Issue work/supply order.
10. Supervise the works of Assistant Director (Store and Purchase) and Assistant Director (Budget and Accounts).
11. Perform such other duties as may be assigned.

MLSS :

1. Dust and clean the office room of Deputy Director (F).
2. Carry Dak to the other Sections of the Centre.
3. Carry out such other duties as may be assigned.

Assistant Director (Store & Purchase) :

1. Accord approval, as per entitlement and availability of stores, to the issue of stores to requiring staff/units.
2. Draw advance for making emergency purchases and adjustment of accounts thereof.
3. Verify and authenticate comparative statement on tendered/quoted rates.
4. Varyify goods for comparison with tender/quotation schedule before receipt.
5. Assist the Tender Committee in its meetings.
6. Check daily attendance of staff working in the Section.
7. Recommend leave of staff working in the Section.
8. Supervise the works of the Purchase Officer and Store Keeper.
9. Perform such other duties as may be assigned.

MLSS :

1. Dust and clean the office room of Asstt. Director (S & P).
2. Carry Dak to the other Sections of the Centre.
3. Carry out such other duties as may be assigned.

PURCHASE UNIT

FUNCTIONS

1. Preparation of categorywise schedule of goods and services normally required during a financial year by the Centre (BPATC).
2. Selection of pre-qualified suppliers/contractors on annual basis for supply of specific categories of items and services like stationery and conservancy items, printing and publication and janitorial services by drawing up the schedules, preparation of tender documents, publication of tenders and actual selection of contractors/suppliers.
3. Framing up of terms and conditions of pre-qualification and ensuring strict adherence to those terms and conditions if such pre-qualified contractors/suppliers are appointed.
4. Processing indent for purchase of various goods and services by :
 - a) Obtaining non-availability certificate from the Stores Sub-unit :
 - b) Preparing schedule of goods/services on the basis of specification, make, model, dimension, size, thickness (as detailed as possible) as furnished by the requiring Unit.

- c) Obtaining concurrence of the requiring Unit, that the schedule as prepared by the Purchase Unit, correctly specifies the requirements of the indenting Unit.
- d) Preparing tender notice for circulation amongst pre-qualified contractors/publication in the newspapers/circulation amongst concerned supplier/indentors.
- e) Obtaining administrative approval for procurement.
- f) Taking necessary steps, after administrative approval, for publication/circulation of tender notice.
5. Arrangements for receipt and opening of the tenders as per notification.
6. Checking and comparing the comparative statement of tenders/quotations.
7. Safe custody and release of earnest money/security deposit as per orders of competent authority.
8. Constitution of the Tender Committee of the BPATC.
9. Preparation of working papers for the meetings of the Tender Committee.
10. Preparation of minutes of the meetings of the Tender Committee.
11. Processing minutes of the meeting of the Tender Committee for obtaining the approval of the Rector to the recommendations of the Tender Committee.
12. Issuance of supply/work order to the successful party.
13. Verification of goods/services received as per specification in the schedule jointly with the indenting Unit.
14. Furnishing joint verification report to the Store Keeper for receipt of the goods and entering them in to the Central Stores.
15. Processing bills for payment on the basis of store entry and fulfillment of other laid down conditions.
16. Processing advertisement bills for payment.

Purchase Officer :

1. Prepare categorywise schedule of goods and services normally required during a financial year by the BPATC.
2. Arrange to receive and open tenders as per notification.
3. Check the comparative statement of tenders/quotations as prepared in his Unit and initial the statement as to its correctness.
4. Ensure safe custody and proper release of earnest money/security deposit as per order of competent authority.
5. Process constitution of the Tender Committee of the BPATC.
6. Prepare working papers for the meetings of the Tender Committee.
7. Prepare minutes of the meetings of the Tender Committee.
8. Process minutes of the meeting of the Tender Committee for obtaining the approval of the Rector to the recommendations of the Tender Committee.
9. Supervise the work of the staff of Unit.
10. Perform such other duties as may be assigned.

U D A :

1. Take steps for pre-qualification of Suppliers/Contractors on annual basis for supply of specific categories of items by drawing up the schedules, preparation of tender documents, publication of tenders and actual selection of Contractors/Suppliers.
2. Frame up terms and conditions of pre-qualification and ensure strict adherence to those terms and conditions.
3. Process issuance of supply/work order to the successful party.
4. Process Joint Verification Report to the Store Keeper for receipt of the goods and entering them into the Central Stores.
5. Process advertisement bills for payment.
6. Maintain all files on subjects directly dealt by the Purchase Officer.
7. Carry out such other duties as may be assigned.

L D A :

1. Process indent for purchase of various goods and services by :
 - a) Obtaining non-availability certificate from the Stores sub-Unit.
 - b) Preparing schedule of goods/services on the basis of specification, make, model, dimension, size, thickness (as detailed as possible) as furnished by the requiring Unit.
 - c) Obtaining concurrence of the requiring unit as to correctness of the schedule.
 - d) Preparing tender notice for circulation amongst pre-qualified contractors/publication in the newspapers/circulation amongst concerned suppliers/indentors.
 - e) Obtaining administrative approval for procurement.
 - f) Taking necessary steps, after administrative approval, for publication/circulation of tender notice.
2. Process verification of goods/services received as per specification in the schedule jointly with the indenting Unit.
3. Process bills for payment on the basis of store entry and fulfillment of other laid down conditions.
4. Carry out such other duties as may be assigned.

Typist :

1. Carry out all typing work of the Unit.
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office rooms of the Unit.
2. Carry Dak to the other units of the Centre.
3. Carry out such other duties as may be assigned.

STORE SUB-UNIT

FUNCTIONS

1. Overall physical custody of the goods, materials, provisions, stationeries, utensils and unserviceable stores kept in the Central Store.
2. Inventory of the issue and receipt of stores.
3. Custody and maintenance of the Central Stores Register.
4. Maintenance of bin card in respect of each category of items stored in the Central Store.
5. Annual Stock Verification.
6. Issuance of non-availability certificate of stores.
7. Safety of Stores.
8. Constitution of the Condemnation Board of the BPATC and all matters relating to it.

Store Keeper :

1. Hold overall physical custody of the goods, materials, provisions, stationeries, utensils and unserviceable stores kept in the Central Store.
2. Receive newly procured goods into the Store on the basis of Joint Verification Report forwarded by the Purchase Officer.
3. Hold charge of the keys of the Central Stores and regulate opening and closing of the Store Rooms.
4. Hold personal custody of Central Stock Register.
5. Maintain bin card in respect of each category of items stored in the Central Store.
6. Carry out annual stock verification as per approved procedure.
7. Issue non-availability certificate of items from the Central Store.
8. Issue requisitioned items to requiring units/offices after obtaining approval of AD(P&S).
9. Maintain requisition slips.
10. Ensure proper upkeep and safety of the stores.
11. Process cases of disposal of condemnable/unserviceable stores.
12. Carry out such other duties as may be assigned.

U D A:

1. Maintain all files and correspondence relating to the Unit.
2. Maintain Central/Categorywise stock register by entering the new stock and debiting the delivered items from the register.
3. Enter store-entry numbers in the bills/vouchers.
4. Prepare quarterly statement of stock position of stores for procurement planning.
5. Prepare indent for stationery items for use in the Unit.

6. Responsible for all establishment matters relating to the Unit.
7. Carry out such other duties as may be assigned.

Typist :

1. Carry out all typing work relating to the Unit.
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room and stores of the Unit.
2. Carry files and papers to different Units of the Centre.
3. Carry out such other duties as may be assigned.

Assistant Director (Budget and Accounts) :

1. Check and forward all kinds of bills.
2. Sign cheques jointly with the Drawing and Disbursing Officer.
3. Carry out periodic checking of all books of accounts including Advance Register.
4. Maintain liaison with the Ministry of Establishment/Ministry of Finance/AGB in connection with budget and accounts matters of the Centre.
5. Check daily attendance of staff working in the Section.
6. Recommend leave of staff working in the Section.
7. Supervise the works of Accounts Officer and Budget Officer.
8. Perform such other duties as may be assigned.

BUDGET UNIT

FUNCTIONS

1. Preparation and presentation of Annual and Revised Budget of the Centre.
2. All matters connected with release of fund from Government and their deposit into BPATC account.
3. All matters connected with allocation of funds to the RPATCs and release of allocated funds to the DDOs of the RPATCs.
4. Appointment of DDOs.
5. Certification as to provision of fund prior to preparation of tender documents for procurement of materials or appointment of personnel.
6. All matters connected with calculation of leave salary/pension contribution/group insurance/benevolent fund/provident fund etc. in respect of transferred employees and deputationist and deposit the realised amount to Bangladesh Bank.
7. All matters connected with calculation of Group Insurance/Benevolent Fund in respect of BPATC officers and staff and depositing the amount realised to BPATC Bank Account.

Budget Officer :

1. Supervise the preparation of the Annual and Revised Budget of the Centre and take all necessary steps for their timely presentation to the Board and the Government.
2. Maintain liaison with concerned Ministries for timely release of fund from Government and ensure their deposit into BPATC Account.
3. Verify and authenticate fund provision prior to preparation of tender documents for procurement of materials or appointment of personnel.
4. Supervise the work of the staff of the unit.
5. Perform such other duties as may be assigned.

U D A :

1. Initiate preparation of Annual and Revised Budget of the Centre.
2. Process all matters connected with release of fund from Government and their deposit into BPATC Account.
3. Allocation of these funds to the RPATCs and release of the allocated funds to the DDOs of the RPATCs.
4. Process appointment of DDOs.
5. Process certification as to provision of fund prior to preparation of tender document for procurement of materials or appointment of personnel.
6. Carry out such other duties as may be assigned.

L D A :

1. Make calculation of leave salary/pension contribution/provident fund/group insurance/benevolent fund in respect of transferred employees and deputationists and calculation of Group Insurance/Benevolent Fund in respect of BPATC's own officers and staff.
2. Take steps for recovery of Advance, Loans, Charges etc.
3. Prepare Treasury challans in respect of various contributions and recoveries for depositing the same into the Bangladesh Bank or into BPATC's own account as the case may be.
4. Visit the Bangladesh Bank personally for depositing the challaned amount.
5. Carry out such other duties as may be assigned.

Typist :

1. Carry out all typing work of the Section.
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office rooms of the Unit.
2. Carry dak to other Units/offices of the Centre.
3. Carry out such other duties as may be assigned.

ACCOUNTS UNIT**FUNCTIONS**

1. Scrutinising and processing all kinds of pay and TA bills.
2. Verification of Service Book of non-gazetted staff.
3. Verification of leave account of all officers and staff of the Centre.
4. Recovery of advances, loans, charges etc. and depositing these under proper heads of account.
5. Deduction of charges on account of use of staff quarter, gas, electricity, water and sewerage etc. and depositing these under proper heads of account.
6. Scrutinising and processing for payment all contractor's/supplier's/public utility services/contingency bills.
7. Checking bills for withdrawal of all kinds of advances.
8. Maintenance of all Books of Accounts including Advance Register.
9. Furnishing monthly status of drawals of advance and their adjustment to higher authority.
10. Checking of reconciliation statements of bank accounts with Cash Book.
11. All matters relating to audit and accounts of the Centre.
12. All matters connected with the Public Accounts Committee.
13. Checking of proper maintenance of vouchers by the Cashier.
14. Checking of maintenance of account of user charges in respect of private use of telephone and transports by trainees/officers/staff of the Centre.
15. Checking of maintenance of accounts in respect of earning made through renting/leasing out of shops/establishments/premises etc. sale of priced publication, rental charges for use of BPATC facilities like the Guest House, Auditorium etc. sale proceeds of disposed goods and articles etc.
16. Issuance of LPC to officers and staff moving out from one station of the Centre to the other or to other offices on transfer.
17. Custody of documents containing statement of accounts relating to courses run on funds generated through course fees.

Accounts Officer :

1. Scrutinise all kinds of pay and TA bills prepared by the staff of the Unit.
2. Verify Service Books of non-Gazetted staff.
3. Verify leave account of all officers and staff of the Centre.
4. Scrutinise all contractor's/supplier's/public utility services/contingency bills for payment.
5. Check bills prepared by the staff of the Unit for withdrawal of all kinds of advances.
6. Check periodically all books of accounts including Advance Register.
7. Furnish monthly status of drawals of advance and their adjustment to higher authority.

8. Responsible for all matters connected with the Public Accounts Committee.
9. Check proper maintenance of vouchers by the cashier.
10. Process issuance of LPC to officers and staff.
11. Supervise the work of the staff of this Unit.
12. Perform such other duties as may be assigned.

U D A :

1. Prepare all kinds of pay and TA bills in respect of officers of the Centre.
2. Prepare all contractor's/supplier's/public utility services/contingency bills.
3. Deposit all money received on account of use of staff quarters, gas, electricity, water and sewerage into the proper head of BPATC Account.
4. Carry out such other duties as may be assigned.

CASHIER :

1. Maintain Cash Book by posting of transactions on daily basis.
2. Write all cheques on passed bills and disburse to the payee.
3. Maintain issued cheque register.
4. Maintain bills/vouchers against which payment is made.
5. Disburse pay to the staff against acquittance roll.
6. Maintain Advance Register.
7. Prepare monthly reconciliation statement of Bank Account with Cash Book.
8. Carry out such other duties as may be assigned.

Accounts Assistant :

1. Process fixation of pay of officers and staff of BPATC and deposit recoveries against loans and advances in respect of deputationists.
2. Maintain all files and correspondence relating to audit and accounts of the Centre and the Public Accounts Committee.
3. Visit the AG's office on all pay fixation matters.
4. Carry out such other duties as may be assigned.

L D A :

1. Prepare all kinds of bills of non-Gazetted staff of the Centre.
2. Prepare advance bills.
3. Prepare monthly statement of drawal of advance and their adjustment.
4. Prepare LPCs for officers and staff moving out from one station of the BPATC to the other or to other organisations on transfer.
5. Carry out such other duties as may be assigned.

L D A - II :

1. Maintain accounts of user charges in respect of private use of telephone and transports by trainees and officers and staff of the Centre.

2. Maintain accounts in respect of earnings made through renting/leasing out of shops and establishments/premises etc; sale of priced publication, rental charges for use of BPATC facilities like the Guest House, Auditorium etc, sale proceeds of disposed goods and articles etc.
3. Deposit all moneys received from the above sources into appropriate heads of account of the Centre.
4. Hold custody of documents containing statement of accounts relating to courses run on funds generated through course fees.
5. Carry out such other duties as may be assigned.

Typist

1. Carry out all typing work of the Unit.
2. Carry out such other duties as may be assigned.

M L S S - I :

1. Dust and clean the office room of the Unit.
2. Carry dak to other units of the Centre.
3. Carry out such other duties as may be assigned.

M L S S - II :

1. Assist LD-II in the discharge of his duties and accompany him to the AGB and the Bangladesh Bank at all times.
2. Carry out such other duties as may be assigned.

MEDICAL BRANCH

Medical Officer :

1. Provide free consulting services to the trainees, staff of the Centre and their immediate family members.
2. Conduct annual medical check-up of the drivers of the Centre to assess their fitness for driving.
3. Prepare annual list of medicines, instruments and other medical aids needed for the smooth operation of the clinic and take steps for their procurement and storage.
4. Process bills for supply of medicine and other materials for payment.
5. Conduct medical check-up of all Foundation Trainees prior to the commencement of the course and submit medical reports to the Chief Course Director/Course Director within the following 15 days.
6. Take classes in the Foundation Course on basic health education.
7. Ensure maintenance of Stock Register of all medical supplies.
8. Supervise the work of the staff working under him.
9. Perform such other duties as may be assigned.

Compounder :

1. Provide all clinical services.
2. Dispense drugs/medicines as per prescription and availability to authorised beneficiaries.
3. Maintain Register of visitors to the Clinic.
4. Issue outdoor tickets to the patients.
5. Attend to the first aid needs of the participants in the afternoon games.
6. Perform such other duties as may be assigned.

LDA :

1. Maintain all files and correspondence of the Clinic.
2. Process bills for medical supplies for payment.
3. Maintain the stock register of the Clinic.
4. Carry out such other duties as may be assigned.

MLSS :

1. Dust and clean the Clinic.
2. Help the MO in maintaining serial of visiting patients.
3. Carry dak to other units of the Centre.
4. Carry out such other duties as may be assigned.

RESEARCH AND CONSULTANCY DIVISION

MDS (R & C) :

1. Organise and co-ordinate all research and consultancy activities of the Centre.
2. Assess the requirements of training materials of the Centre and arrange to procure the same.
3. Provide support to the programmes taken up by other faculty members to develop training materials.
4. Ensure the timely compilation, printing and publication of the Annual Report of the Centre.
5. Organise publication of books and journals of the Centre.
6. Organise symposium, Seminar, Workshop etc. pertaining to the field of research and consultancy.
7. Act as Course Director of different courses and share in the instructional load of the Centre.
8. Conduct and guide field/action research.
9. Supervise the work of Director (R & C) and Director (LTA).
10. Perform such other duties as may be assigned.

PA :

1. Maintain :
 - a) Personal, confidential and guard files ; and
 - b) day to day engagement diary of the MDS.
2. Receive calls/messages and transmit to the MDS at the earliest opportunity.
3. Take dictations and carry out all typing work of the MDS.
4. Receive and despatch dak.
5. Supervise the work of the MLSS working with the MDS.
6. Carry out such other duties as may be assigned.

MLSS :

1. Dust and clean the office room of the MDS (R & C).
2. Carry dak to other units of the Centre.
3. Carry out such other duties as may be assigned.

RESEARCH AND DEVELOPMENT DEPARTMENT

Director (R & C) :

1. Guide and supervise the preparation and processing of research proposals, their methodologies and designs.
2. Conduct, guide and supervise research activities.
3. Supervise the timely compilation, printing and publication of the Annual Report of the Centre.
4. Organise and supervise the publication of books and journals and other publications of the Centre.
5. Help the MDS (R & C) in organising seminar, symposium, workshop etc. pertaining to the fields of specialisation and compiling their proceedings for publication.
6. Act as Course Director/Course Co-ordinator and share in the instructional load of the Centre.
7. Supervise the internal administration of his Department.
8. Supervise the work of Deputy Director (Research) and Deputy Director (Publication).
9. Check attendance of staff working in his Department.
10. Perform such other duties as may be assigned.

Steno-typist :

1. Take dictation and carry out all typing work of the Director (R & C).
2. Carry out such other duties as may be assigned.

MLSS :

1. Dust and clean the office room of the Director (R & C).
2. Carry Dak to other units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (Research) :

1. Assist the Director (R & C) in planning, organising and co-ordinating all research and consultancy activities of the Centre.
2. Design research/survey programme as required for different Courses.
3. Share in the instructional load and work as Course Director/Co-ordinator.
4. Act as chief Rapporteur.
5. Look after the internal administration of the R & C Section.
6. Supervise the work of the Senior Research Officers and Research Officers.
7. Perform such other duties as may be assigned.

MLSS :

1. Clean and dust the office room of the DD(R).
2. Carry dak to other units of the Centre.
3. Carry out such other duties as may be assigned.

RESEARCH AND DEVELOPMENT SECTION

FUNCTIONS

1. Planning, organising and co-ordinating all research and consultancy activities of the Centre.
2. Preparation and processing of research proposals, methodologies and designs.
3. Design of research/survey programme for various courses.
4. Assignment of research and consultancy work to the BPATC Faculty.
5. Signing of contract for research and consultancy with other Agencies and the administration of the research/consultancy award.
6. Co-ordination of the field visit of researchers.
7. Assessment of requirements of training materials to be generated through research and provision of technical support to faculty members in developing training materials.
8. Collection of materials for the Annual Report of the Centre and preparation of draft Annual Report as required under the Bangladesh Public Administration Training Centre Ordinance, 1984.
9. Co-ordination of collection of write-up/comments on proposals, memoranda, reports, articles, briefs etc. as may be requested for by the Government and Agencies and taking all necessary steps for their processing and transmittal.
10. Provision of consultancy services to Government and other Agencies as may be requested from time to time.
11. Operation and maintenance of the computer facilities of the Centre.
12. Other duties as may be assigned.

RESEARCH SECTION - 1

Senior Research Officer-1 :

1. Prepare and process research proposals—their methodologies and design.
2. Collect write-up/comments on proposals; memoranda, reports, articles, briefs etc. as may be requested for by the Government and Agencies and take all necessary steps for their processing and transmittal.

3. Supervise internal administration of the Section.
4. Share in the instructional load and work as Course Co-ordinator/Rapporteur.
5. Perform such other duties as may be assigned.

MLSS :

1. Clean and dust the office room of the SRO - 1.
2. Carry dak to other units of the Centre.
3. Carry out such other duties as may be assigned.

Research Officer-I :

1. Prepare and process research proposals—their methodologies and design.
2. Design the village study programme and other tours undertaken by participants of various courses.
3. Share in the instructional load and work as Course Co-ordinator/Rapporteur.
4. Design questionnaires of different research projects, research survey reports and studies.
5. Perform such other duties as may be assigned.

Research Officer-II :

1. Prepare and process research proposals—their methodologies and design.
2. Collect write-up/comments on proposals, memoranda, reports, articles, briefs etc. as may be requested for by the Government and Agencies and take all necessary steps for their processing and transmittal.
3. Share in the instructional load and work as Course Co-ordinator/Rapporteur.
4. Perform such other duties as may be assigned.

LDA :

1. Maintain all files and correspondence relating to SRO-1, RO-1, RO-II and RO - III.
2. Carry out such other duties as may be assigned.

Typist :

1. Carry out all typing work of SRO-I, RO-I, RO-II, and RO-III.
2. Carry out such other duties as may be assigned.

MLSS :

1. Clean and dust the office rooms of RO-I, RO-II and their staff.
2. Carry dak to other units of the Centre.
3. Carry out such other duties as may be assigned.

Research Officer - III :

1. Prepare and process research proposals—their methodologies and designs.
2. Maintain and operate the computer facilities of the Centre.
3. Impart computer familiarisation training to all participants.
4. Share in the instructional load and work as Course Co-ordinator/Rapporteur.
5. Perform such other duties as may be assigned.

MLSS :

1. Dust and clean the computer room and office room of RO-III.
2. Carry dak to other units of the Centre.
3. Carry such other duties as may be assigned.

RESEARCH SECTION - II

Senior Research Officer - II :

1. Prepare and process research proposals—their methodologies and designs.
2. Process all matters connected with contract for research and consultancy with other Agencies and take steps for the administration of the research/consultancy award.
3. Process assignment of research and consultancy work to the BPATC faculty.
4. Collect, collate and draft the Annual Report of the Centre.
5. Share in the instructional load and work as Course Co-ordinator/Rapporteur.
6. Supervise internal administration of the Section.
7. Perform such other duties as may be assigned.

MLSS :

1. Dust and clean the office room of SRO-II.
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Research Officer - IV :

1. Prepare and process research proposals—their methodologies and designs.
2. Co-ordinate field visit of researchers.
3. Process all matters connected with providing consultancy services to Government and other Agencies.
4. Share in the instructional load and work as course Co-ordinator/Rapporteur.
5. Perform such other duties as may be assigned.

Research Officer - V :

1. Prepare and process research proposals—their methodologies and design.
2. Design research survey program for various courses.
3. Share in the instructional load and work as Course Co-ordinator/Rapporteur.
4. Perform such other duties as may be assigned.

Research Officer - VI :

1. Prepare and process research proposals—their methodologies and designs.
2. Carry out assessment of requirements of training materials to be generated through research and provision of technical support to faculty members in developing training materials.
3. Share in the instructional load and work as Course Co-ordinator/Rapporteur.
4. Perform such other duties as may be assigned.

L D A :

1. Maintain all files and correspondence relating to SRO-II, RO-IV, V & VI.
2. Carry out such other duties as may be assigned.

Typist :

1. Carry out all typing work of SRO-II, Ro - IV, V & VI.
2. Carry out such other duties as may be assigned.

M L S S :

1. Clean and dust the office rooms of RO-IV, V & VI and their staff.
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (Publication) :

1. Prepare the publication programme of the Centre.
2. Supervise all printing works and process all printing bills for payment.
3. Check and verify the accounts relating to the stock and sale of priced publications and ensure deposit of sale proceeds to the Accounts Unit of the Centre.
4. Share instructional load and work as Course Director/Co-ordinator.
5. Act as the official publisher of the Centre's printed materials.
6. Supervise the work of the Publication Officer.
7. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the DD (P).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

PUBLICATION SECTION

FUNCTIONS

1. Preparation of publication programme of the Centre.
2. Publication of BPATC English and Bengali Journals.
3. Publication of Course Brochures, Course Calendar, Annual Reports etc.
4. Printing of all books, forms, registers, cards etc. needed by the Centre.
5. Supervision of all printing works on behalf of the Centre and processing printing bills for payment.
6. Maintenance of the stock of books, journals, bulletins etc.
7. Maintenance of a Sales Centre for the BPATC priced publications.
8. Maintenance of accounts relating to earnings from sale of BPATC publications and deposit of the sale proceeds to the Accounts Unit of the Centre.
9. Proof-reading of underprint materials.
10. All matters connected with the procedures for publication, fulfillment of requirements of the Press and Publication Ordinance and other relevant laws, regulations and executive orders.
11. Promotion of sales of BPATC publications.
12. Maintenance of up-to-date mailing list.

Publication Officer :

1. Process all matters connected with the procedures for publication—fulfillment of requirements of the Press and Publication Ordinance and other relevant laws, regulations and executive orders.
2. Promote the sale of BPATC publications.
3. Assist in the publication, sale and distribution of BPATC English and Bengali Journals.
4. Assist in the printing of Course Brochures, Course Calendar, Annual Reports etc.
5. Assist in the printing of all books, forms, registers, cards etc. needed by the Centre.
6. Share the instructional and course administration load of the Centre.
7. Supervise the internal administration of the Section.
8. Supervise the work of the Assistant Publication Officer.
9. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the P.O.
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Assistant Publication Officer :

1. Supervise all printing works on behalf of the Centre and process all printing bills for payment.
2. Proof-read all underprint materials.
3. Carry out periodic supervision of the Sales Centre at BPATC, Dhaka and check accounts of stock and sale and deposit of sale proceeds to the Accounts Unit of the Centre.
4. Maintain up-to-date mailing list.
5. Supervise the work of the staff of the Section.
6. Perform such other duties as may be assigned.

U D A :

1. Maintain all files and correspondence relating to the Section.
2. Maintain the stock register of all printed materials of the section.
3. Carry out such other duties as may be assigned.

L D A :

1. Maintain and operate the Sales Centre at the RPATC, Dhaka.
2. Maintain stock register of all materials received from Savar, their sales, stock position and account of sales proceeds.
3. Deposit sales proceeds to the Assistant Publication Officer on a regular basis.
4. Carry out such other duties as may be assigned.

M L S S :

(Publication Store)

1. Dust and clean the stored materials.
2. Receive into and deliver from Publication Store materials as per order.
3. Carry dak to other Units of the Centre.
4. Carry out such other duties as may be assigned.

M L S S :

(Office)

1. Dust and clean the office of the APO and his Unit.
2. Carry dak to other units of the Centre.
3. Carry out such other duties as may be assigned.

LIBRARY AND TRAINING AID DEPARTMENT

Director (Library and Training Aid)

1. Ensure procurement of books, periodicals, journals, papers, Government documents etc. and their proper documentation and circulation.

2. Ensure procurement, operation and maintenance of training aids including AV equipment.
3. Ensure proper service of AV equipments in the classrooms and in other functions/ceremonies of the Centre.
4. Ensure timely reproduction, compilation, binding and circulation of course reading materials.
5. Maintain Course Photo Albums.
6. Ensure proper use of Library, training materials and AV equipment.
7. Ensure repairing of equipments and their proper maintenance.
8. Supervise the work of the Librarians.
9. Supervise the internal administration of his Department.
10. Check attendance of the staff working in his Department.
11. Perform such other duties as may be assigned.

Steno-Typist :

1. Take dictation and carry out all typing work of the Director (LTA).
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the room of the Director (LTA).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Librarian : (Documentation & Circulation)

1. Ensure proper and regular functioning of the Library.
2. Prepare list of books, periodicals, journals, Government documents etc. and circulate these to Faculty for their selection.
3. Take all necessary steps for procurement of books and journals selected by Faculty and their documentation upon acquisition.
4. Ensure timely return of books and other materials issued from the Library.
5. Control and supervise the work of the staff of the Library Section.
6. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the room of the Librarian (D & C).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Librarian :

(Audio-visual Reproduction) :

1. Ensure proper maintenance and operation of the AVR Section.
2. Ensure timely reproduction, binding and handing over of Course reading materials to Librarian (D & C).

3. Ensure timely reproduction and delivery of all other duplicated materials to requisitioning Units of the Centre.
4. Control and supervise the work of the staff of the AVR Section.
5. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the Librarian (AVR)
2. Carry dak to other Units of the Centre.
3. Carry out Such other duties as may be assigned.

Documentation Section

FUNCTIONS

1. All matters connected with planning orders for books and Journals.
2. All correspondence for acquisition of Library materials.
3. Maintenance of external relations with local and foreign organisations in connection with library documentation materials.
4. Cataloguing and classification of books, periodicals, Government publications and non-book materials.
5. Filling of catalogue cards.
6. Accession of book and non-book material.
7. Binding work of the Library.
8. Maintenance of exchange of publications.

Assistant Director (Documentation) :

1. Responsible for all matters connected with planning orders for books and journals and issuing non-availability certificate in respect of these materials.
2. Initiate all correspondence for acquisition of library material.
3. Maintain external relations with local and foreign organisations in connection with library documentation materials.
4. Supervise the work of the Asstt. Librarian (Documentation).
5. Supervise all administrative matters of the Documentation Section.
6. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the AD(DOC).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Assistant Librarian (Documentation) :

1. Directly supervise :
 - a) Cataloguing and classification of books, periodicals, Government publication and non-book materials.

- b) Filling of catalogue cards.
- c) Checking of catalogue cards with call numbers of books.
- d) Keeping statistics of catalogued books :
- e) Comparing catalogue cards, book pockets and book cards with manuscripts.

2. Ensure :

- a) Accession of book and non-book materials :
- b) Stamping ownership marks on books and non-book materials :
3. Look after binding works of the library and sanction for binding works.
4. Maintain exchange of publications :
5. Supervise and control the staff working in the Section.
6. Prepare weekly shift duty roster in respect of staff working in the Section.
7. Maintain daily Attendance Register in respect of staff working in the Section :
8. Maintain Stock Register in respect of consumable goods received for the Section.
9. Indent for stationery items used in the Section.
10. Certify bills for payment :
11. Perform such other duties as may be assigned.

Cataloguer :

1. Catalogue and classify books, periodicals, Government publications and non-book materials :
2. Fill the catalogue cards :
3. Check catalogue cards with call numbers of books :
4. Keep statistics of catalogued books :
5. Compare catalogue cards, book pockets and book cards with manuscripts.
6. Carry out accessioning of books and non-book materials.
7. Carry out such other duties as may be assigned.

Typist (Documentation) :

1. Type catalogue cards :
2. Type lists of books, Journals, bibliographies, reviews etc.
3. Stamp ownership marks on book and non-book materials :
4. Carry out such other duties as may be assigned.

Typist (General) :

1. Type official letters.
2. Receive and keep records of daily dak.
3. Despatch letters, correspondence etc.
4. Maintain all files in respect of the Section and put them up for action.
5. Carry out such other duties as may be assigned.

Binder :

1. Bind, mend and repair books/periodicals as per orders received.
2. Paste book pockets, book labels and due date slips in catalogued books.
3. Preserve daily newspapers and periodicals for library.
4. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the Section.
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

CIRCULATION SECTION

FUNCTIONS

1. Receiving books, journals, periodicals and other reference materials from the Documentation Section for circulation.
2. Operation and maintenance of the reading rooms of the Library during fixed library hours.
3. Control and circulation of library material.
4. Operation and maintenance of periodicals and reference rooms.
5. Provision of reading and reference services to the faculty, trainees and other users of the library.
6. Arranging book exhibition at the Centre or elsewhere.
7. Providing advisory services to the trainees on matters relating to preparation for seminar, syndicates etc.
8. Assisting faculty members in preparing reading materials for BPATC training courses.

Assistant Director (Circulation) :

1. Prepare bibliographies, indexes and abstracts for the BPATC library clientele.
2. Assist BPATC faculty members in preparing reading materials for BPATC training courses.
3. Supervise all matters connected with book exhibitions at BPATC or elsewhere.
4. Provide advisory services to the trainees on matters relating to preparation for seminars, syndicates etc.
5. Supervise the work of the Assistant Librarian (Circulation).
6. Supervise the internal administration of the Section.
7. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the AD(Cir.).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Assistant Librarian (Circulation) :

1. Receive books, journals, periodicals and other reference materials from the Documentation Section for circulation.
2. Arrange to shelve reading materials properly after receiving them from Documentation Section.
3. Operate and maintain the reading rooms of the library during fixed library hours.
4. Maintain issue records.
5. Control circulation of library materials.
6. Answer to circulation and reference questions.
7. Prepare reminders for the return of overdue books.
8. Arrange display of newspapers and periodicals in the proper reading room.
9. Issue clearance certificate to the Library users.
10. Provide reading and reference services to the faculty, trainees and other users of the Library.
11. Supervise and control the staff working in the Section.
12. Prepare weekly shift duty roster in respect of staff working in the Section.
13. Certify bills for payment.
14. Maintain daily Attendance Register in respect of staff working in the Section.
15. Maintain stock register in respect of consumable goods received for the Section.
16. Indent for stationery items used in the Section.
17. Store and dispose of old newspapers.
18. Perform such other duties as may be assigned.

L D A (Circulation) :

1. Carry out Reading Hall duty on shift basis.
2. Issue books and receive books returned.
3. Maintain issue records.
4. Prepare reminders for the return of over-due books.
5. Issue gate pass for library materials issued.
6. Hold custody of all files and correspondence relating to the Section and put them up to the Assistant Librarian (Circulation) for further action.
7. Carry out such other duties as may be assigned.

L D A (Shelving) :

1. Reading Hall duty on shift basis.

2. Shelve books and reading materials
3. Display newspapers and periodicals in the periodicals room.
4. Store old newspapers for disposal.
5. Carry out such other duties as may be assigned.

Library Attendant :

1. Carry out main gate duty on shift basis.
2. Hold custody of personal belongings left in the pigeon holes at the main library gate.
3. Check if library materials being taken out are properly charged out.
4. Carry out such other duties as may be assigned.

AVR Section

FUNCTIONS

1. Operation and maintenance of the AV and Reproduction equipment.
2. Procurement, cataloguing and screening of training and other entertainment films.
3. Provision of audio-visual facilities in all class-rooms and for all conferences, seminars, workshops etc. held under the auspices of the Centre or at the premises of the Centre.
4. Provision of reproduction facilities to the faculty, staff, trainees and guests of the Centre as per prescribed procedure.

Assistant Director (AVR) :

1. Select training films from BPATC library for different courses.
2. Ensure proper operation and maintenance of AV and Reproduction equipments.
3. Ensure provision of audio-visual facilities in all class rooms and for all conferences, seminars, symposium, workshops etc. held under the auspices of the Centre.
4. Maintain Attendance Register of the Section.
5. Supervise the work of Technical Supervisors.
6. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the AD (AVR).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Technical Supervisor (Audio-Visual) :

1. Operate, with the help of other staff, the following A.V. equipment, during training sessions, seminars and conferences at the Centre.
 - i) 16 mm Movie Sound Projector ;
 - ii) Overhead Projector ;
 - iii) Opaque Projector ;
 - iv) Slide and Film Strip Projector ;
 - v) Tape Recorder ;
 - vi) Wireless Amplifier ;
 - vii) Kodak Carousal ;
 - viii) Stereo Tape Deck ;
 - ix) Auto-slide Viewer ;
 - x) Stereo - Cassette Deck ;
 - xi) Stereo Turntable System,
 - xii) V.C.R. ; and .
 - xiii) Any other A.V. equipment as may be procured from time to time for operation.
2. Ensure oiling and cleaning of A.V. equipment to keep the equipment in working condition.
3. Keep records of all the negatives of photographs and prepare albums of photo.
4. Keep register of the relevant tapes.
5. Supervise and control staff working in the Unit.
6. Maintain Stock Register in respect of consumable items received in the Unit.
7. Indent for stationery and A.V. items needed in the Unit.
8. Maintain files and correspondence relating to the Unit.
9. Certify bills for payment.
10. Carry out such other duties as may be assigned.

Clerk-cum-Typist :

1. Maintain files and correspondence relating to the Section.
2. Maintain all registers of the Section.
3. Carry out all typing work of the Section.
4. Carry out such other duties as may be assigned.

Artist :

1. Do all calligraphic works needed for display in various kinds of training activities of BPATC.
2. Carry out such other duties as may be assigned.

Class Room Attendant :

1. As per direction of the concerned Course Co-ordinator :
 - a) Prepare the class rooms for various training activities.
 - b) Arrange the tables and chairs in the class rooms.
 - c) Dust and clean the chairs, tables, doors and windows of the class rooms.
 - d) Clean up the writing boards prior to beginning of each class.
 - e) Carry all audio-visual and training aid to the class rooms, set them up at the proper places and return them to their respective places at the close of the day.
 - f) Obtain the signatures of the trainees in the attendance sheets and take them to the Course Co-ordinators.
 - g) Arrange for adequate number of glasses and jugs for drinking water prior to commencement of each class.
 - h) Put on and put off the lights, fans and PAS in the class room.
 - i) Look up the class room at the end of the day.
 - j) Carry out errand of the trainees during class time.
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean all A.V. equipment in the AV Unit.
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Copying and Duplicating Supervisor :

1. Receive duplication material and deliver duplicated material.
2. Process duplication work by following the undermentioned procedure :
 - a) Receive the requisition for duplication in the prescribed form signed by the authorised officer.
 - b) Prepare the estimate of duplicating paper/stencil, ink and other inputs and obtain the sanction and delivery of materials from the concerned administrative Section.
 - c) Enter the job in the Duplication Register for code numbering.
 - d) Get the code number typed on Stencil/original paper.
 - e) Send the materials to the TS (Rep) for actual work.
 - f) Receive the finished job from the TS (Rep).
 - g) Despatch the ready material to the requisitioning unit after proper entry in the Unit's Issue Register ; and
 - h) Preserve the used stencil for future use if required.
2. Supervise the internal administration of the Unit.
3. Maintain Stock Register in respect of goods received for use in the Unit.

4. Indent for all goods needed in the Unit.
5. Carry out such other duties as may be assigned.

L D A :

1. Maintain all files and correspondence of the Unit.
2. Maintain all Registers of the Unit.
3. Type code numbers on stencils/original papers.
4. Receive and despatch duplicating materials.
5. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the Unit.
2. Help carry duplicating materials from Administration branch to Duplicating Unit.
3. Carry dak to other Units of the Centre.
4. Carry out such other duties as may be assigned.

Technical Supervisor (Reproduction) :

1. Operate the following reproduction equipment :
 - a) Photocopies.
 - b) Gakkenfax/Gestafax/Gestetner.
 - c) 3 M Margine and production of slide therefrom.
2. Ensure oiling and cleaning of the above equipments to keep them in good running condition.
3. Receive work order from the CDS for reproduction work and deliver the completed job to him.
4. Supervise and control the staff working in the Unit.
5. Maintain Stock Register in respect of consumable items received in the Unit.
6. Indent for stationary items needed in the Unit.
7. Maintain files and correspondence relating to the Unit.
8. Carry out such other duties as may be assigned.

Duplicating Machine Operator :

1. Carry out all reproduction works under the direct supervision of the TS (R).
2. Help the TS (Rep) in regular oiling and cleaning of all the reproduction equipment.
3. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the TS(R).
2. Carry material to and from the Unit.
3. Carry out such other duties as may be assigned.

PROGRAMMING AND STUDIES DIVISION

MDS (P & S) :

1. Co-ordinate the training programmes of the Centre.
2. Supervise the preparation of the Training Calender of the Centre.
3. Co-ordinate and supervise the training activities of the RPATCs.
4. Ensure training and dormitory discipline.
5. Ensure objective, neutral and professional conduct of evaluation programme of trainees and training courses.
6. Supervise the implementation of all programmes for physical exercise and sports activities both indoor and outdoor.
7. Supervise all work relating to management and implementation of projects/programmes for the institutional development of the BPATC.
8. Co-ordinate all planning and preparation activities relating to use of multilateral and bilateral assistance for further development of the BPATC.
9. Share instructional load and work as Chief Course Director/Course Director
10. Organise symposium, seminar, workshop etc. pertaining to the field of programming and studies.
11. Perform such other duties as may be assigned.

PA :

1. Maintain :
 - a) Personal, confidential and Guard files and
 - b) day today engagement diary of the MDS.
2. Receive calls/messages and transmit to the MDS at the earliest opportunity.
3. Take dictations and carry out all typing work of the MDS.
4. Receive and despatch dak.
5. Supervise the work of the MLSS working with the MDS.
6. Carry out such other duties as may be assigned.

MLSS :

1. Dust and clean the office room of the MDS(P&S).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Director (Planning, Programming and Recording) :

1. Prepare Training Calendar of the Centre.

2. Take minutes of the Faculty meeting and follow-up on the implementation of the decisions taken in these meetings.
3. Ensure obtaining nominations for various courses/seminars/workshops.
4. Depute UDA/LDA/Typist to the courses, seminars, symposia and workshops etc. as and when necessary from Course Secretariat Pool
5. Ensure maintenance and updating of the list of guest speakers.
6. Share instructional load and work as Course Director.
7. Supervise the work of the DD (PPR).
8. Check attendance of the staff working in his Department.
9. Perform such other duties as may be assigned.

Steno-typist :

1. Take dictation and carry out all typing work of the Director (PPR).
2. Carry out such other duties as may be assigned.

MLSS :

1. Clean and dust the office room of the Director (PPR).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (PPR) :

1. Prepare Annual Training Calendar.
2. Initiate proposals for appointment of Course/Seminar Directors and Course/Seminar Co-ordinators.
3. Maintain liaison with the Cadre-controlling Ministries for nomination of officers to various training courses/seminars/workshops etc. conducted by the Centre.
4. Represent the Director (PPR) in the Faculty meeting in his absence and keep minutes of such meetings and do the necessary follow-up.
5. Act as Course Director/Course Co-ordinator.
6. Supervise the work of the AD (Programmes) and AD (Planning).
7. Perform such other duties as may be assigned.

MLSS :

1. Dust and clean the office room of the DD (PPR).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

PROGRAMMING AND RECORDS SECTION

FUNCTIONS

1. Preparation of Annual Training Calendar.
2. Appointment of Course/Seminar Directors and Course/Seminar Co-ordinators.

3. Preparation of check-list for successful management of Courses.
4. Maintenance and updating the list of the Guest Speakers.
5. Preparation and maintenance of all training records.
6. Co-ordination with other training institutions both inside and outside the country for linkages, exchanges and other mutually beneficial activities.
7. Correspondence with cadre controlling and other authorities seeking nominations for courses /seminars/workshops etc.
8. Collection of arrear course fees.
9. Attachment of UDA/LDA/Typist to the various courses, seminars, symposia workshops etc. from the Course Secrétariat Pool.

Assistant Director (Programme) :

1. Perform all works mentioned above.
2. Conduct internal administration of the Section.
3. Act as Course Co-ordinator and share instructional load.
4. Perform such other duties as may be assigned.

Typist :

1. Carry out all typing work of the Section.
2. Carry out such other duties as may be assigned.

L D A :

1. Maintain all files and correspondence of the Section.
2. Carry out such other duties as may be assigned.

M L S S. :

1. Dust and clean the office room of the AD (Programme).
2. Carry dak to the other units of the Centre.
3. Carry out such other duties as may be assigned.

TRAINING AND PR. SECTION

FUNCTIONS

1. Receiving and sending of the guest speakers/foreign delegations/dignitaries/distinguished local visitors in close collaboration with the Rector and other Senior Faculty Members.
2. Arrangement in co-operation with other Units of the Centre for internal visit/lecture/discussion etc. by the visitors.
3. Accompanying the visitors whenever necessary.
4. Maintenance of Visitors Book.
5. Arrangement for taking photographs on suitable occasions and taking all

- necessary steps for procurement of films, developing/enlarging/printing etc. and their final preservation.
6. Co-ordination to all work for write-up and publication of BPATC Pictorial/ Brochures and their periodic updating.
7. Collection of relevant materials from other Units of the Centre and presenting them to the visitors whenever necessary.
8. All matters connected with Display Centre.
9. All matters connected with publicity and liaison with press, TV, Radio etc

Assistant Director (Training & PR) :

1. Perform all works mentioned above.
2. Conduct internal administration of the Section.
3. Act as Course Co-ordinator and share instructional load.
4. Perform such other duties as may be assigned.

L D A :

1. Maintain all files and correspondence of the Section.
2. Maintain the photo albums.
3. Carry out such other duties as may be assigned.

Photographer :

1. Take photographs on suitable occasions and take all necessary steps for developing/enlarging/printing etc. of the films and their final preservation.
2. Assist the AD (T&PR) in all matters connected with the Display Centre.
3. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of AD (T&PR).
2. Carry files and papers to different Sections of the Centre.
3. Carry out such other duties as may be assigned.

PLANNING AND DEVELOPMENT SECTION

FUNCTIONS

1. All matters connected with nomination and participation in foreign training. Seminars, Symposia etc. of the BPATC faculty both project-tied and non-tied.
2. All matters connected with in-country internal training of the BPATC faculty/staff.
3. Preparation of Five Year and Annual Training Plan of BPATC's own staff.
4. Custody of all papers/documents connected with the World Bank Project for the Centre and other development projects as may be launched in the future.

5. Administration of BPATC development projects on the following matters :
 - a) Development fund release ;
 - b) Creation/retention of development posts ;
 - c) Appointment of foreign consultants.
6. Management and implementation of BPATC development projects, such as :
 - a) All work relating to fulfilment of conditions of credit/loan/grant effectiveness
 - b) Fulfilment of all covenanted conditions.
 - c) Supervision Mission Reports and follow-up actions thereto ;
 - d) Furnishing basic information for review meetings with the Ministry/ donor agencies ;
 - e) Initiating proposals for re-appropriation of funds between categories of a development project ;
 - f) Collection of data on physical and financial progress of development schemes ;
 - g) Project Completion Report/Terminal Report/Tripartite Review Reports and all other kinds of mid-term, annual, bi-annual and end of the Project Report providing administrative support to the donors/agencies/ Ministry for accomplishing the tasks, preparation of comments when the Reports are made available and further follow-up actions where necessary.
7. Processing of both multilateral and bilateral assistance to the Centre through
 - a) Conduct of preparatory work of negotiation with donor agencies through the Ministry ;
 - b) Appraisal meetings with donor agencies/countries and follow-up actions emanating from these meetings ;
 - c) Obtaining suggestions/comments/observations/agreements of other concerned Divisions of the Centre necessary for firming up the position of the Centre.
8. All matters connected with the Faculty meeting, and all actions relating to their follow-up.

Assistant Director (Planning and Development)

1. Perform all work mentioned above.
2. Conduct internal administration of the Section.
3. Act as Course Co-ordinator and share instructional load.
4. Perform such other duties as may be assigned.

UDA :

1. Maintain all files and correspondence of the Section.
2. Carry out such other duties as may be assigned.

(58)

Typist :

1. Carry out all typing work of the Section.
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the AD (Plan.).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

TOT AND ST DEPARTMENT

Director (TOT & ST) :

1. Prepare the training courses for TOT & ST and ensure their inclusion in the Training Calendar.
2. Ensure the smooth operation of RPATCs by providing them all administrative, financial and logistic support.
3. Maintain liaison with the RPATCs for developing the regional Centres.
4. Make periodic visits to the RPATCs to check on the implementation of their programme.
5. Ensure smooth internal administration of his Department.
6. Share instructional load and act as Course Director/Co-ordinator.
7. Check attendance of the staff working in his Department.
8. Perform such other duties as may be assigned.

Steno-Typist :

1. Take dictation and carry out all typing work of the Director (ST&TOT).
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the Director (ST&TOT).
2. Carry dak to the other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (ST&TOT) :

1. Ensure quality ST and TOT programme.
2. Supervise the work of the ADs.
3. Carry out internal administration of his Branch.
4. Share instructional load and act as Course Director/Co-ordinator.
5. Perform such other duties as may be assigned.

(59)

M L S S :

1. Dust and clean the office room of DD (ST&TOT).
2. Carry dak to the other Sections of the Centre.
3. Carry out such other duties as may be assigned.

STAFF TRAINING AND TOT SECTION

FUNCTIONS

1. Design of courses and preparation of course syllabi for staff training in collaboration with the RPATCs.
2. Design of courses and preparation of course syllabi for training of trainers.
3. Design of staff development courses for BPATC faculty.
4. Conducting staff training courses at the Headquarters and its regional Centres.

Assistant Director (Staff Training) :

1. Design courses and prepare course syllabi for staff training in collaboration with the RPATCs.
2. Conduct staff training courses at the Headquarters and the Regional Centres.
3. Share instructional load and act as Course Co-ordinator.
4. Perform such other duties as may be assigned.

Assistant Director (Training of Trainers) :

1. Design courses and prepare course syllabi for training of trainer courses.
2. Conduct TOT courses at the Centre.
3. Carry out internal administration of the Section.
4. Perform such other duties as may be assigned.

L D A :

1. Maintain all files and correspondence relating to the Section.
2. Carry out such other duties as may be assigned.

Typist :

1. Carry out all typing work of the Section.
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office rooms of the ADs and the staff.
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (RPATC) :

1. Process all financial and budgetary proposal of the RPATCs.
2. Ensure strict financial discipline in the RPATCs.
3. Maintain liaison with the RPATCs.
4. Inspect the operation of the RPATCs periodically.
5. Share instructional load and act as Course Director/Co-ordinator.
6. Supervise the work of the Assistant Director (RPATC).
7. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the Deputy Director (RPATC).
2. Carry Dak to the other Units of the Centre.
3. Carry out such other duties as may be assigned.

RPATC SECTION

FUNCTIONS

1. Processing the Annual and Revised Budget of the RPATCs.
2. Initiating proposal for appointment of the DDOs.
3. Processing release of funds to the RPATCs.
4. Processing sanction of course budgets.
5. Processing sanction of payment for gas, electricity, water and sewerage charges, rent and taxes and other Government and corporate dues.
6. Processing sanction of all kinds of payments incurred by the RPATCs with prior approval of the Rector.
7. Arrangements for internal and external audit of RPATC accounts.

Assistant Director (RPATC) :

1. Perform all the work mentioned above.
2. Conduct internal administration of the Section.
3. Act as Course Co-ordinator and share the instructional load.
4. Perform such other duties as may be assigned.

Typist :

1. Maintain all files and correspondence relating to the Section.
2. Carry out all typing work of the Section.
3. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the AD (RPATC) and his staff.
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

EVALUATION DEPARTMENT

Director (Evaluation) :

1. Organise, guide and conduct evaluation programme of trainers, trainees and all training courses.
2. Prepare annual evaluation calendar.
3. Organise fortnightly evaluation meeting and their follow-up.
4. Ensure timely submission of evaluation reports to Government.
5. Maintain confidentiality of all evaluation reports.
6. Supervise the work of the Deputy Director (Evaluation).
7. Share instructional load and act as Course Director/Co-ordinator.
8. Check attendance of the staff working in his Department.
9. Perform such other duties as may be assigned.

Steno-typist :

1. Take dictation and carry out all typing work of the Director.
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the Director (Evaluation).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (Evaluation) :

1. Ensure smooth conduct of evaluation of trainers, trainees and training courses and all other training related activities.
2. Help in the design of evaluation forms for purposes of monitoring and evaluating trainers, trainees and training courses and all other training related activities.
3. Ensure finalization of Speaker's evaluation report.
4. Ensure mid-term and end of course evaluation report.
5. Share instructional load and act as a Course Director/Co-ordinator.
6. Supervise the work of EOs.
7. Conduct internal administration of the Branch.
8. Perform such other duties as may be assigned.

M L S S :

1. Clean and dust the office room of the Dy. Director (Evaluation)
2. Carry Dak to the other Units of the Centre.
3. Carry out such other duties as may be assigned.

EVALUATION SECTION

FUNCTIONS

1. Evaluation of trainers, trainees, and training courses, seminar, workshop and all other training related activities.
2. Designing evaluation forms for purposes of monitoring and evaluating trainers, trainees and training courses and all other training related activities.
3. Tabulation of all speakers' evaluation form and preparation of summary tables immediately after receipt of filled in evaluation form.
4. Collection and collation of mid-term and end-of-Course evaluation forms, tabulation of the responses and preparation of draft evaluation reports.
5. Processing results of-in-course examination/tests received from Course Directors/Co-ordinators and preparation of final evaluation report for transmittal to the Government and concerned agencies.
6. All correspondence in connection with evaluation.
7. Organising, guiding and conducting follow-up programmes including post-training utilisation of the Courses.
8. Preparation of Annual Course Evaluation Calendar and Evaluation Manual.
9. Conducting evaluation of training techniques.

Evaluation Officers :

1. Perform such of the above mentioned duties as will be periodically assigned by the Director (Evaluation).
2. Share instructional load and act as Course Co-ordinator/Rapporteur.
3. Perform such other duties as may be assigned.

L D A :

1. Maintain all files and correspondences of the Section.
2. Carry out such other duties as may be assigned.

Typist :

1. Carry out all typing work of the Section.
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the EOs and their staff.
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

SPORTS AND PHYSICAL INSTRUCTION SECTION

FUNCTIONS

1. Preparation of programme for physical exercises and sports activities for trainees, faculty and staff of the Centre.
2. Provision of sports articles for all sports activities by planned procurement.
3. Ensuring the maintenance and operation of the sports fields, equipment and indoor games facilities.
4. Holding annual sports event for the BPATC staff.
5. Ensuring discipline of habit, punctuality and attendance in the compulsory pre-dawn and afternoon activities by the Foundation Course trainees.

Chief Physical Instructor :

1. Organise the programme for physical exercises and sports activities both indoor and outdoor for the faculty, trainees and the staff of the Centre.
2. Prepare periodic procurement programme of sports and games articles for successful implementation of the programme.
3. Personally conduct the pre-dawn and afternoon physical and sports activities of the Foundation trainees and ensure discipline of habit, punctuality and attendance in these programmes by them.
4. Supervise the maintenance of Stock Register of all articles received, used and written off.
5. Prepare an Annual Report of the activities undertaken in his Section for review by the Rector.
6. Evaluate the Foundation trainees and submit the report to the Course Directors and Director (Evaluation).
7. Maintain the playground and sports facilities.
8. Maintain liaison with the Course Directors.
9. Supervise the work of the Physical Instructors.
10. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the CPI.
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Physical Instructor :

1. Perform such duties as may be assigned to them by the Chief Physical Instructor.

L D A

1. Maintain all files and correspondences of the Section.
2. Maintain the Stock Register.
3. Carry out such other duties as may be assigned.

Sports and Common Room Attendant :

1. Carry out indoor and outdoor games duty as assigned.
2. Maintain sports goods store and carry goods to the field and store them back as per routine.
3. Be present in the field or in the common room for such assistance as may be needed.
4. Carry out the instructions of the CPI/PI for successful implementation of the sports and games programme.
5. Carry out such other duties as may be assigned.

MANAGEMENT AND PUBLIC ADMINISTRATION DIVISION

MDS (M & PA) :

1. Supervise the Project Management Courses.
2. Design curricula of the above Course and components of other Courses pertaining to the field of Management and Public Administration.
3. Organise symposium, seminars, workshops etc. pertaining to the fields of PA and Management.
4. Examine and accord technical clearance to all proposals of technical assistance relating to projects or components of projects, consultant appointment, fellowships, exchange/visitation programmes etc. falling within the purview of the Division.
5. Share instructional load and work as Chief Course Director/Course Director
6. Supervise the work of Directors of the Division and the Assistant Directors.
7. Perform such other duties as may be assigned.

P A :

1. Maintain :
 - a) Personal, confidential and guard files.
 - b) Day to day engagement diary of the MDS.
2. Receive calls/messages and transmit to the MDS at the earliest opportunity
3. Take dictations and carry out all typing work of the MDS.
4. Receive and despatch dak.
5. Supervise the work of the M L S S.
6. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the room of the MDS (M & PA)
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Director (Governmental System) :

1. Design curricula for different courses in the field of Governmental system.
2. Help the MDS (M & P.A.) in organising symposium, seminars, workshops etc. pertaining to the specialisations of the Department.
3. Share instructional load and work as Course Director.
4. Supervise the work of the DD(GS).

5. Check attendance of the staff working in his Department.
6. Perform such other duties as may be assigned.

Steno typist :

1. Take dictation and carry out all typing work of the Director (GS).
2. Carry out such other duties as may be assigned.

M L S S :

1. Clean and dust the office room of the Director (GS).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (Governmental System)

1. Help the Director (GS) in designing curricula for different courses in the field of governmental system.
2. Help the Director (GS) in organising symposium, seminars, workshops etc.
3. Share instructional load and work as Course Co-ordinator/Chief Rapporteur
4. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the DD(GS)
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Director (Management) :

1. Design curricula for different courses in the field of management.
2. Help the MDS (M & PA) in organising Symposium, Seminar, Workshop etc. pertaining to the field of management.
3. Share instructional load and work as Course Director.
4. Supervise the work of the DD (Mgt.).
5. Check attendance of the staff working in his Department.
6. Perform such other duties as may be assigned.

Steno Typist :

1. Take dictation and carry out all typing work of the Director (Mgt.).
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the room of the Director (Mgt).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (Management) :

1. Help the Director (Mgt.) in designing curricula for different courses in the field of management.

2. Help the Director (Management) in organising Symposium, Seminar, Workshop etc. pertaining to management.
3. Share instructional load and work as Course Co-ordinator/Chief Rapporteur.
4. Perform such other duties as may be assigned.

M L S S :

1. Clean and dust the office room of DD (Management).
2. Carry dak to the other Units of the Centre.
3. Carry out such other duties as may be assigned.

Director (Project Management) :

1. Design the Course on Project Management and design project management as a component of other courses conducted at the Centre.
2. Help the MDS (M&PA) in organising Symposium, Seminars, Workshops etc. pertaining to field of project management.
3. Share instructional load and act as Course Director.
4. Supervise the work of the DD (Project Mgt.) :
5. Check attendance of the staff working in his department.
6. Perform such other duties as may be assigned.

Steno-Typist :

1. Take dictation and carry out all typing work of the Director (Project Management).
2. Carry out such other duties as may be assigned.

M L S S :

1. Clean and dust the office room of the Director (Proj. Mgt.)
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (Project Management) :

1. Help the Director (Project Mgt.) in designing the course on Project Management and design project management as a component of other courses conducted at the Centre.
2. Help the Director (Project Mgt.) in organising Symposium, Seminar, Workshop etc. pertaining to Project Management.
3. Share instructional load and work as Course Co-ordinator/Chief Rapporteur.
4. Perform such other duties as may be assigned.

M L S S :

1. Clean & dust the office room of DD (P.Mgt.)
2. Carry dak to the other Sections of the Centre.
3. Carry out such other duties as may be assigned.

Director (Behavioural Science) :

1. Design workshops, sessions, group activities for application and practice of various OD techniques like sensitivity training, managerial grid, T-Group, MBO, OR, Interpersonal and experiential expositions as independent or component programmes.
2. Organise follow-up sessions for testing the effectiveness of the OD techniques.
3. Organise TOT sessions for development of institutional capacity.
4. Share instructional load and work as Course Director.
5. Check attendance of the staff working in his Department.
6. Perform such other duties as may be assigned.

Steno-Typist :

1. Take dictation and carry out all typing work of the Director (Behav. Sc.).
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the Director (Behv. Sc.).
2. Carry dak to the other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (Behavioural Science) :

1. Assist the Director (Behv. Sc.) in the performance of his duties.
2. Share instructional load and work as Course Co-ordinator/Chief Rapporteur
3. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the DD (BS).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Assistant Director (Public Administration) :

1. Help the MDS (M & PA) in the design of Courses/Curricula.
2. Prepare bibliography of latest material available in the library for use in Courses.
3. Prepare abstract of professional articles for use as reading materials.
4. Share instructional load and work as Course Co-ordinator/Rapporteur.
5. Perform such other duties as may be assigned.

Assistant Director (Management) :

1. All functions as that of AD(PA).
2. Supervise the maintenance of files and correspondence relating to the Division.

3. Perform such other duties as may be assigned.

Typist :

1. Maintain the files and correspondence of the Division.
2. Carry out all typing work of the Division pertaining to correspondence dealt in the office.
3. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office rooms of both the ADs.
2. Carry dak of both the ADs to other Units of the Centre.
3. Carry out such other duties as may be assigned.

DEVELOPMENT AND ECONOMICS DIVISION

MDS (D & E) :

1. Design curricula for courses or part of courses pertaining to the field of Development and Economics.
2. Organise Symposia, Seminars, Workshops etc, pertaining to the fields of Development and Economics.
3. Examine and accord technical clearance to all proposals of technical assistance relating to projects or components of projects, consultant appointment, fellowships, exchange/visitation programmes etc. falling within the purview of the Division.
4. Share instructional load and work as Chief Course Director/Course Director.
5. Supervise the work of the Directors of the Division and the Assistant Directors.
6. Perform such other duties as may be assigned.

P A :

1. Maintain :
 - a) Personal, confidential and guard files
 - b) Day to day engagement diary of the MDS.
2. Receive calls/messages and transmit to the MDS at the earliest opportunity.
3. Take dictations and carry out all typing work of the MDS.
4. Receive and despatch dak.
5. Supervise the work of the MLSS working with the MDS.
6. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the room of the MDS.
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Director (Economic Theory) :

1. Design curricula in the field of Economic Theory.
2. Help the MDS (D&E) in organising Symposium, Seminar, Workshop, etc. pertaining to the specialization of the Department.
3. Share instructional load and work as Course Director.
4. Supervise the work of the DD (ET).
5. Check attendance of the staff working in his Department.
6. Perform such other duties as may be assigned.

Steno-Typist :

1. Take dictation and carry out all typing work of the Director (ET)
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the Director (ET).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (Economic Theory) :

1. Assist the Director (ET) in the discharge of his duties.
2. Help the Director (ET) in organising Seminar, Symposium, Workshops etc. pertaining to the specialization of the Department.
3. Share instructional load and work as Course co-ordinator/Chief Rapporteur.
4. Perform such other duties as may be assigned.

M L S S :

1. Clean and dust the office room of the DD (ET).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Director (Planning and Development) :

1. Design curricula for different Courses pertaining to Planning and Development.
2. Help the MDS (D&E) in organising Symposium, Seminar, Workshop etc. in the relevant field.
3. Share instructional load and act as Course Director.
4. Supervise the work of the DD(P & D).
5. Check attendance of the staff working in his department.
6. Perform such other duties as may be assigned.

Steno Typist :

1. Take dictation and carry out all typing work of the Director (P & D).
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the room of the Director (P & D).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (Planning and Development) :

1. Assist the Director (P & D) in the discharge of his duties.
2. Share instructional load and work as Course Co-ordinator/Chief Rapporteur.
3. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the room of the DD (P & D).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Director (Quantitative Methods) :

1. Design curricula for different Courses in the fields of his specialisation.
2. Share instructional load and work as Course Director.
3. Assist Faculty and trainers in designing research methodologies.
4. Help the MDS (D & E) in organising Symposium, Seminar, Workshops etc. in relevant field.
5. Supervise the work of the DD (QM).
6. Check attendance of the staff working in his Department.
7. Perform such other duties as may be assigned.

Steno-Typist :

1. Take dictation and carry out all typing work of the Director (QM).
2. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the room of the Director (QM).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Deputy Director (Quantitative Methods) :

1. Assist the Director (QM) in the discharge of his duties.
2. Share instructional load and work as Course Co-ordinator Chief Rapporteur.
3. Perform such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of the DD(QM).
2. Carry dak to other Units of the Centre.
3. Carry out such other duties as may be assigned.

Assistant Director (Economics—1) :

1. Help the MDS (D & E) in the design of Courses/Curricula.
2. Prepare bibliography of latest material available in the library for use in Courses.
3. Prepare abstract of professional articles for use as reading materials.
4. Share instructional load and work as Course Co-ordinator/Rapporteur.
5. Perform such other duties as may be assigned.

Assistant Director (Economics--II) :

1. Perform all functions as that of AD(ECO-1).
2. Supervise the maintenance of the files and correspondences relating to the Division.
3. Perform such other duties as may be assigned.

Typist

1. Maintain all files and correspondences of the Division.
2. Carry out all typing work of the Division pertaining to correspondence dealt in the office.
3. Carry out such other duties as may be assigned.

M L S S :

1. Dust and clean the office room of both the ADs.
2. Carry out of both the ADs to other Units of the Centre.
3. Carry out such other duties as may be assigned.

FOUNDATION COURSE ADMINISTRATION

FUNCTIONS

Chief Course Director

- 1) Hold over-all charge of the Course and ensure its smooth conduct.
- 2) Supervise the functions and duties of Course Directors and Course Co-ordinators.
- 3) Finalise draft brochure and get it approved by the Faculty.
- 4) Issue congratulation letters to the participants on their being nominated to the Course.
- 5) Compile the list of guest speakers, issue request letters to the guest speakers and contact them as and when necessary over telephone for confirmation.
- 6) Prepare orientation programme for pre-course activities and briefing, etc.
- 7) Issue letters to the appropriate authorities in connection with attachment, study tours, field trips and visit to historical and other important places. Contact such authorities over telephone as and when necessary.
- 8) Supervise arrangement for guest night.
- 9) Hold briefing sessions at least once a month.
- 10) Interview the participants batch by batch.
- 11) Write pen-picture and countersign the Evaluation Report in respect of each participant.

Course Director

- 1) Supervise the work of Course Co-ordinators.
- 2) Put up draft brochure to the CCD for approval.
- 3) Form various Committees such as Mess Committee, Sports Committee and Cultural Committee.
- 4) Remain in over-all charge for conducting all examinations.
- 5) Grant C.L. and permission to leave Head Quarters to the participants.
- 6) Guide the participants during study tour, field trips and other programmes.
- 7) Interview the participants batch by batch.
- 8) Write pen-picture of each participant.
- 9) Prepare press release and other necessary papers for newspapers, radio and T.V.
- 10) Pay surprise visits to class rooms.
- 11) Give necessary instructions to the participants as and when necessary inside and outside class rooms.
- 12) Supervise arrangements for study tour, field trips, attachments etc.
- 13) Supervise arrangements for mess nights, guest night, briefing session and closing session.

Course Co-ordinator (Studies)

1. Collect reading list and modulewise reading materials from the instructors.
2. Ensure compilation and binding of modulewise reading materials.
3. Ensure timely supply of the following to the participants of his group :
 - i) Bags.
 - ii) Course Brochure.
 - iii) Reading list.
 - iv) Dormitory Instructions.
 - v) Instructions on manner and etiquette of Government Officials.
 - vi) Registration forms.
 - vii) Medical forms.
 - viii) Ball point pen, pad, name badge, badge holders etc.
4. Conduct registration of the participants of his group.
5. Collect caution money/mess charges for the first month.
6. Ensure Medical check-up.
7. Co-ordinate preparation of sports programme for the trainees, furnishing indents for required sports materials and preparation of budget.
8. Ensure cleanliness of allotted class room for the participants of his group and check-up arrangement of furniture, mikes, audio-visual and training aids therein.
9. Ensure supply of reading materials to the trainees from the library.
10. Prepare Book Review Programme.

11. Ensure attendance of participants of his group in the class room and mark absence against absentee participants in the attendance sheet.
12. Process cases of absentee participants for action by appropriate authority.
13. Ensure timely attendance of instructors in the sessions of his group.
14. Perform the following functions for conducting examinations :
 - i) Prepare schedule for examinations and circulate to the instructors.
 - ii) Procure question papers from instructors and take steps for their multiplication.
 - iii) Prepare duty roster for invigilators, allot rooms for holding examinations and make sitting arrangements therein.
 - iv) Distribute scripts to invigilators.
 - v) Collect answer scripts.
 - vi) Distribute scripts to instructors for evaluation.
 - vii) Maintain record of the distribution of scripts.
15. Put up connected file/personal files of participants of his group as and when necessary.
16. Perform such other duties as may be assigned.

Course Co-ordinator (Programme)

1. Prepare draft course brochure.
2. Finalise the brochure and hand it over to the Publication Officer for printing.
3. Take delivery of the printed brochure.
4. Prepare course budget.
5. Ensure timely supply of the following items to participants of his group :
 - i) Bags.
 - ii) Course Brochure.
 - iii) Reading List.
 - iv) Dormitory Instruction.
 - v) Instruction on manners and etiquette of Government Officials.
 - vi) Medical forms.
 - vii) Registration forms.
 - viii) Ball point pen, pad, name badge, badge holder etc.
6. Ensure registration of the participants of his group
7. Collect caution money and mess dues for the first month.
8. Ensure cleanliness of allotted class room for the participants of his group and check arrangements of furniture, mikes, audiovisual training aids etc. therein.
9. Ensure writing of name in the name plate and name badge for the participants.
10. Ensure attendance of participants of his group in the class room and mark absence against absentee participants in the attendance sheet.
11. Process cases of absentee participants for action by appropriate authority.

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12. Ensure timely attendance of instructors in the sessions of his group.
13. Prepare Study Tour Programmes.
14. Prepare Village Study Programme.
15. Prepare programme for visit to historical places, museum, national zoo. etc.
16. Put up connected files/personal files of participants of his group as and when necessary.
17. Perform such other duties as may be assigned.

Course Co-ordinator (Administration)

1. Prepare and submit indents for stationeries and other course materials.
2. Allocate duties to L.D.A.-Cum-Typist, Training Assistants, Peon and Class Room Attendants.
3. Ensure cleanliness of dormitory, recruitment and placement of room boys, allotment of rooms to the participants.
4. Arrange transport from RPATC, Dhaka to PATC, Savar, for bringing the participants at the time of their first reporting to BPATC.
5. Arrange transport for visit to National Monument. Also arrange flower wreath for the occasion.
6. Arrange transport for trip to Dhaka for procurement of personal effects of trainees.
7. Collect all stationeries and course materials as per indent from the Store Keeper and keep proper accounts of those materials.
8. Ensure timely supply of the following items to the participants of his group :
 - i) Bags.
 - ii) Course Brochure.
 - iii) Reading List.
 - iv) Dormitory Instructions.
 - v) Instruction on manners and etiquette of Government Officials.
 - vi) Registration Forms.
 - vii) Medical Forms.
 - viii) Ball point pen, pad, name badge, badge holder etc.
9. Conduct registration of participants of his group.
10. Collect caution money/mess dues from the participants for the first month.
11. Ensure medical check-up.
12. Ensure cleanliness of class room for the participants of his group and check-up the arrangement of furniture, mikes and other audio-visual training aids.
13. Ensure attendance of participants of his group in the class room and mark absence against absentee participants in the attendance sheet.
14. Process cases of absentee participants for action by appropriate authority.
15. Contact guest speakers for confirmation and arrange transport whenever asked for by them. Make payments to the guest speakers.

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16. Ensure timely attendance of instructors in the sessions of his group.
17. Arrange briefing session, mess nights, guest nights, and closing session.
18. Put up connected files/personal files of participants of his group as and when necessary. :
19. Perform such other duties as may be assigned.

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ACTION-TIME PLAN FOR CONDUCT OF COURSES

S. No.	Items of Work	Action by	Time frame	Remarks
1	2	3	4	5
1.	Nomination of Chief Course Director, Course Directors, and Course Co-ordinators.	Director (PPR)	At least three months prior to the commencement of Course	
2.	Seeking nomination of Participants	Director (PPR)	-do-	
3.	Preparing Course Module (Inviting module topics from the concerned Speakers, arranging the topics in order under code nos., etc).	Concerned MDS	At least two months prior to the commencement of Course.	
4.	Preparation of Course Budget	Chief-Course Director/ Course Directors	At least six weeks before commencement	
5.	Preparation of draft Brochure	Course Director	At least five weeks before commencement	
6.	Preparation and submission of indents for stationeries, and other Course materials to Director (Admn.)	Course Co-ordinator	At least one month before commencement	
7.	Finalization of draft Brochure, handing over their final draft to the press for printing.	Course - Director, Publication Officer.	-do-	
--	Proof reading	Publication Officer		At least three weeks before commencement
--	Taking delivery of the printed brochure	-do-		At least two weeks before commencement

1	2	3	4	5
1	Preparation of Reading List and Collection of Modulewise Reading Materials	Course Co-ordinator	At least one month before commencement	
8.	Compilation and Binding of module-wise reading materials	Director (LBTA)	At least two weeks before commencement	
9.	Issuing invitation letter to the trainees	Director (PFR)	At least three weeks before commencement	
10.	Chalking out Programmes, printing of invitation Cards, preparation of list and distribution of invitation Cards for inaugural Session.	Course Director	At least two weeks before commencement	
11.	Compilation of list of Guest Speakers	Course Director	At least three weeks before commencement	
12.	Issuing letters to the Guest Speakers	Course Co-ordinator	At least two weeks before commencement	
13.	Contacting the Guest speakers over telephone for confirmation	Course Director	At least one week before commencement	
14.	Seating arrangement for Course Secretariat, Course -Co-ordinator and Course Director.	Director (Admn.)	At least one month before commencement	
15.	Preparing Orientation Programme for pre-course activities, briefing etc.	C. C D & Course Director	At least two weeks before commencement	
16.	Placement of LDA-cum-Typist, Training Asstts, Peon, Class Room Attendant Cleanliness of Dormitory, Recruitment and placement of Room Boys, Allotment of Room to the participants	Director (Admn.)	At least two weeks before commencement	

1	2	3	4	5
17.	Supply of the following to the Course Director i) Bags ii) Course Brochure iii) Reading list iv) Dormitory Instructions v) Manners and Etiquette of Government Officials vi) Registration Forms vii) Medical Forms viii) Ball point pen, Pad, Name Badge, Badge holder etc.	AD (Stores & Purchase)	At least one week before commencement	
18.	Arrangement of Transport for RPATC, Dhaka, to PATC, Savar, for bringing the participants	DD (Services) & DD (RPATC) Dhaka.	Day of arrival of the Participants.	
19.	Registration of the Participants	Course-Co-ordinator & Training Asstt. Manager, Sonali Bank	On the day of arrival of the Participants	
20.	Medical check up	Medical Officer	-do-	
21.	Preparing Sports Programme for the trainees, Submission of indents for required Sports material and budget	Chief Physical Instructor	Within three days after arrival of the participants.	15 days before commencement

1	2	3	4	5
31.	Preparing Study Tours Programmes	Course Director & Course Co-ordinator	At least 15 days before schedule	
32.	Preparing Village Study Programme	-do-	-do-	
33.	Preparing Book Review Programme	-do-	-do-	
34.	Preparing programmes for visit to Historical places, Museum, National Zoo, etc.	-do-	-do-	
35.	Arrangement of Transports for item No. 30, 31 & 33	DD (Services)	As and when necessary	
36.	Supervision of Field Trips, Study Tours, Village Study Programme, etc.	C D & C C	During the Schedule	
37.	Conducting Examinations — Preparing Schedule for examinations & circulation to the Speakers — Preparing questions — Collection of question Papers, typing and arrangement for exam. khatas, etc. — Selection of Invigilators, distribution of Exam. to the Invigilators	C D Concerned Speaker C - C C D	At least two weeks before commencement of Course At least 7 days before Exam. At least one day before Exam. -do-	

1	2	3	4	5
38.	— Collection of Answer Scripts, Distribution of scripts to the concerned speaker, & maintaining records of distribution — Examining the scripts & handing over the scripts to the Course Co-ordinator — Maintaining record for evaluation	C. C. Concerned Speaker Director (Evaluation) Evaluation Officer	Within three days after Exam. Within 21 days after Exam.	
39.	Photography of major events during the Course Press Release and other necessary publications in the news papers publicity through Radio/TV (if necessary)	AD (AV) Director (LTA)	As & when necessary -do-	