GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

TABLE

OF

ORGANISATION AND EQUIPMENT

PHASE II

DEPARTMENT/DIRECTORATES/SUBORDINATE OFFICES

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FOREWORD

The Government in publishing the Table of Organisation and Equipment of all the Departments/Directorates and Subordinate Offices, is pleased to place on record the deep appreciation to the following officers of the Martial Law Committee for their relentless endeavour, efforts and strenuous job directly contributing to the preparation of this book which will be of immense value to the nation :

a. **Martial Law Committee on Organisational set up**

(1) BA-142 Brigadier Enamul Huq Khan .. Chairman
Commander, Logistic Area,
Dhaka Cantonment.

(2) BSS-387 Lieutenant Colonel .. Member
Kh. Nurul Haque, psc
Adjutant General's Branch
Army Headquarters.

(3) BSS-625 Lieutenant Colonel .. Member
AKM Abdur Rashid, psc
General Staff Branch
(Staff Duties Directorate)
Army Headquarters.

(4) BSS-609 Major .. Member
ABM Ruhul Amin Siddik
Deputy Secretary,
Ministry of Establishment and Re-organisation.

(5) Mr. S.K. Das, .. Member-Secretary.
Deputy Secretary,
Ministry of Establishment and Re-organisation
(on LPR).

2. Mr. Md. Jamal Hossain, Mr. Tasiruddin Ahmed, Mr. M.A. Kabir, Mr. Md. Abdul Halim Rari, Mr. A.K.M. Delwar Hussain, Mr. M.A. Wahra and the representatives (liaison officers) of different Departments/Directorates and many other officers and staff particularly officers and staff of the Government Printing Press who worked with the Martial Law Committee beyond the scope of their normal duties also deserve recognition of their efficient services.

(M. M. ZAMAN)
Secretary
Cabinet Division

DHAKA;
The 12th December, 1983.

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লোকপ্রশাসন প্রশিক্ষণ কেন্দ্র গ্রন্থাগার
সাভার, ঢাকা।

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

CABINET DIVISION

No. CD/CS/10/83 Dated 12-12-1983.

To

All Secretaries, Ministries/Divisions.

All Heads of Departments/Directorates/Subordinate Offices.

SUBJECT : **Table of Organisation and Equipment of Departments/Directorates and Subordinate offices (Phase-II).**

REFERENCE :

A. Chief Martial Law Administrator's Secretariat letter No. 7005/1/Civ/CMLA, dated 18 April 1982 (Annexure A)

B. Chief Martial Law Administrator's Secretariat letter No. 7002/1/Civ/1, dated 12 July 1982 (Annexure B)

1. The report of the Martial Law Committee on Organisational set up of the Departments/Directorates/Subordinate Offices were submitted to the Chief Martial Law Administrator as per terms of reference given to the Committee. The reports of the Committee were examined/discussed in the light of observations/comments received from the Ministries/Divisions and Heads of Departments/Directorates etc. and finalised. The reports have already been sent to the organisations concerned.

2. The Table of Organisation of all the Departments/Directorates/Subordinate Offices as approved by the President is forwarded herewith for immediate implementation and record.

By order of the President

(M. M. ZAMAN)
Secretary
Cabinet Division.

Copy to :

1. All Ministers-in-charge.
2. Principal Staff Officer to the President and Chief Martial Law Administrator.
3. Chief of General Staff, Army HQ.

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NATIONAL SECURITY INTELLIGENCE
PUBLIC DIVISION
PRESIDENT'S SECRETARIAT

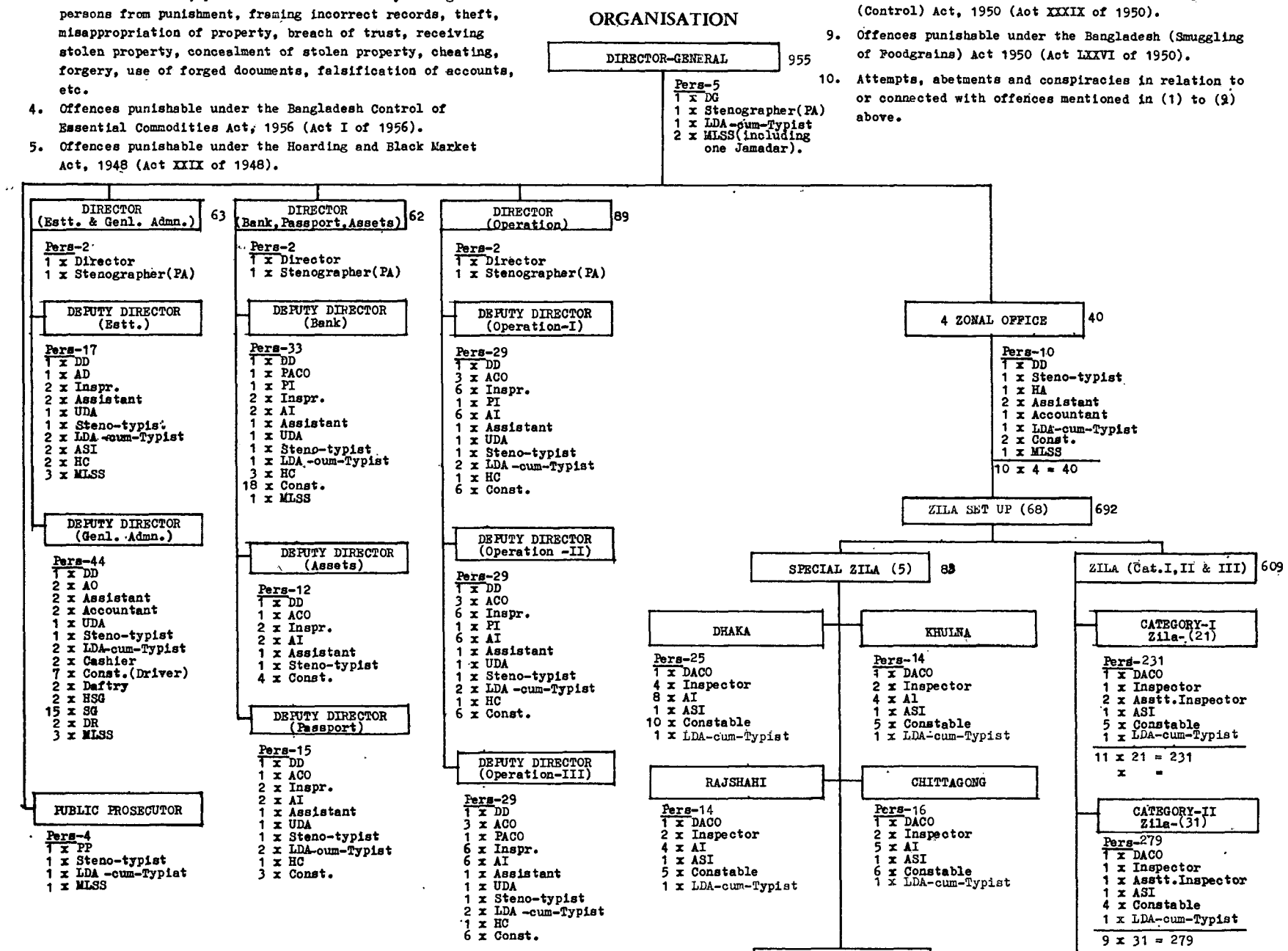
The Organogram not published being classified.

BUREAU OF ANTI-CORRUPTION
CABINET DIVISION
PRESIDENT'S SECRETARIAT

FUNCTIONS

1. Offences under the Bangladesh Anti-Corruption Act, 1957 (Act XXVI of 1957).
2. Offences punishable under the Prevention of Corruption Act, 1947 (Act II of 1947).
3. Offences relating to conspiracy, illegal gratification, false information, public servants unlawfully saving persons from punishment, framing incorrect records, theft, misappropriation of property, breach of trust, receiving stolen property, concealment of stolen property, cheating, forgery, use of forged documents, falsification of accounts, etc.
4. Offences punishable under the Bangladesh Control of Essential Commodities Act, 1956 (Act I of 1956).
5. Offences punishable under the Hoarding and Black Market Act, 1948 (Act XXIX of 1948).
6. Offences punishable under the Prevention of Smuggling Act, 1952 (Act LVIII of 1952).
7. Offences punishable under the Essential Articles Price Control and Anti-Hoarding Act, 1953 (Act XXII of 1953.)
8. Offences punishable under the Imports and Exports (Control) Act, 1950 (Act XXXIX of 1950).
9. Offences punishable under the Bangladesh (Smuggling of Foodgrains) Act 1950 (Act LXXVI of 1950).
10. Attempts, abetments and conspiracies in relation to or connected with offences mentioned in (1) to (9) above.

ORGANISATION



ABBREVIATIONS

BAC = Bureau of Anti-Corruption
DAB = District Anti-Corruption Bureau
DG = Director-General
DD = Deputy Director
AD = Assistant Director
DACO = District Anti-Corruption Officer
ACO = Anti-Corruption Officer
PACO = Prosecuting Anti-Corruption Officer
PI = Prosecuting Inspector
AI = Assistant Inspector
UDA = Upper Division Assistant
HA = Head Assistant
HC = Head Constable
HSG = Head Security Guard
LDA = Lower Division Assistant
SG = Security Guard
DR = Despatch Rider
MLSS = Member of the lower subordinate service

SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing	Revised
1.	Director General	1	1	1
2.	Director	4	3	3
3.	Deputy Director	12	10	12
4.	Public Prosecutor	1	-	1
5.	ACO/DACO/PACO	35	34	83
6.	Assistant Director (Accounts)	2	2	1
	Total Class-I	55	50	101
	Class-II			
7.	Administrative Officer	2	1	2
8.	Inspector	69	57	101
	Total Class-II	71	58	103
	Total Class-III	735	626	719
	Total Class-IV	33	31	32
	Grand Total :	894	765	955

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The BAC holds 21 x transports. The following transports are authorised :-
   a. 1 x Car for the Director-General for whole time official use.
   b. 3 x Cars }
   c. 1 x Jeep } for official use.
   d. 1 x Microbus }
   e. 4 x Jeeps for official use by the Deputy Director (Zones)
   f. 2 x Motor Cycles for official use by the Despatch Riders.
   The remaining 9 x transports including the unserviceable transports are to be handed over to the Central Transport Pool.
2. Official equipment : The BAC holds 1 x Plain Paper Copier, 1 x Photostat Machine, 1 x Duplicating Machine, 2 x Calculating Machines, 1 x Camera, 1 x Refrigerator, 1 x Tape Recorder and 41 x Typewriters. The BAC is authorised to hold these office equipments except the Typewriters. Out of 41 x Typewriters the BAC is to hold 12. The remaining 29 x Typewriters be handed over to the Central Stationary Office.
3. Air-Conditioner/Cooler : The Bureau is to retain 1 x Air-Conditioner for use in the office of the Director-General. The remaining 2 be handed over to the P.W.D.
4. 50% of the posts of Inspectors and A.Is to be directly recruited and 50% by promotion or on deputation.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

GOVERNMENT EMPLOYEES WELFARE DIRECTORATE
MINISTRY OF ESTABLISHMENT AND REORGANISATION

FUNCTIONS:

1. Administration of Welfare Fund received as annual recurring grant in-aid from the Government for financing the various Clubs and Community Centres and other voluntary agencies of the Government employees to help stimulate and foster their socio-cultural, recreational and other community based activities.

2. Administration and operation of Welfare Fund for making ex-gratia payment of Scholarship/Stipend to the children of the Class III and Class IV Government employees for meeting their educational expenses, Ex-gratia payment on medical ground is also made out of this fund to them for self-treatment and treatment of their family members in genuine and deserving cases of hardship on humanitarian ground and for other contingencies like injuries caused by accident, meeting the funeral expenses and for natural calamities and devastation, etc.

3. Administration and Management of On-going Transport Scheme to provide transport facility to Government employees for attending the offices timely at subsidised fare.

4. Establishment and Management of Cottage Industries, i.e. Industrial Home for the Ladies in different residential areas throughout the country to offer vocational training to the womenfolk of the Government employees for creating job opportunities and for generating additional income for the families of the low-paid employees to make them financially self-relient.

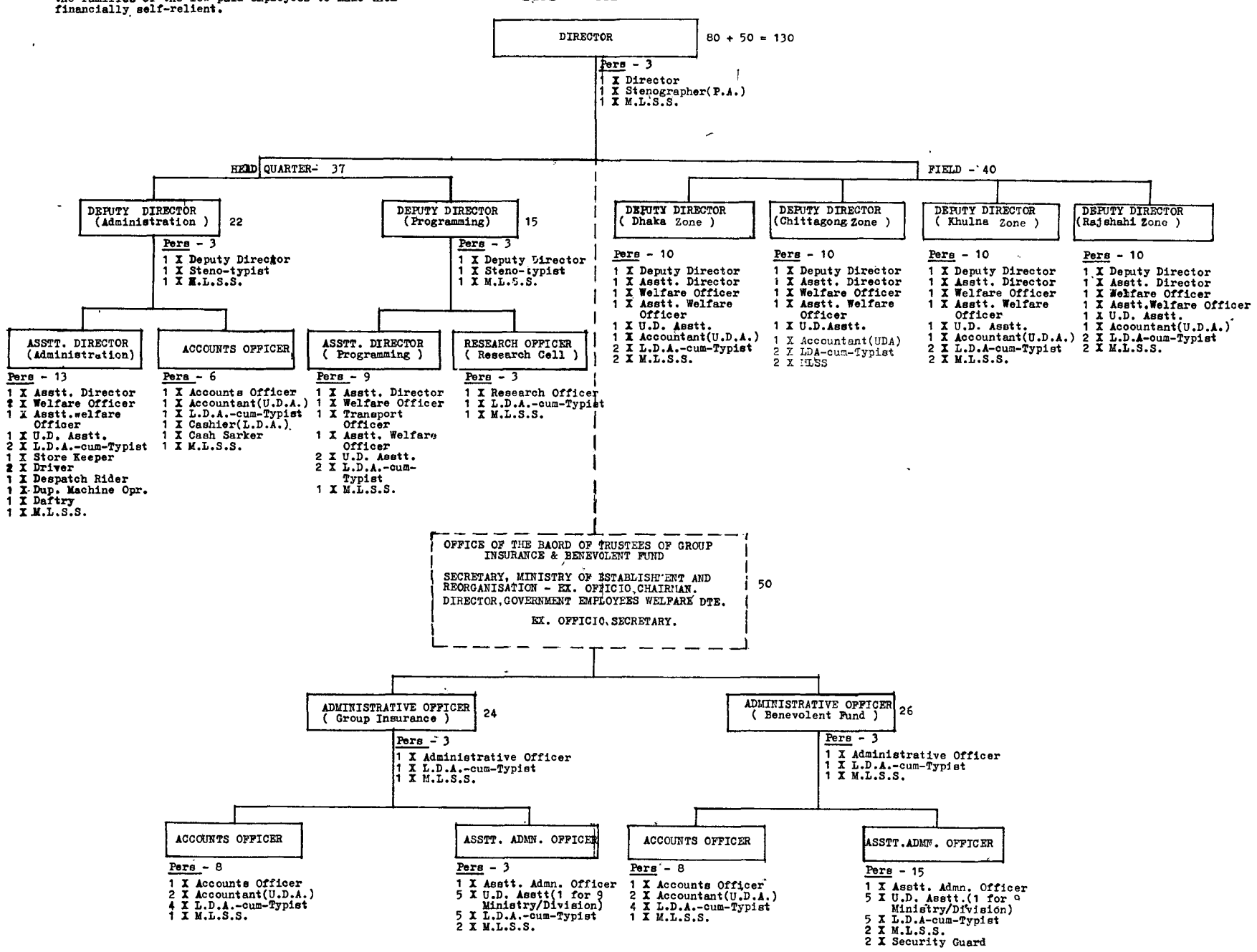
5. Establishment of Clubs and Community Centres in the Government residential areas for the promotion and development of their socio-cultural, recreational activities.

6. Establishment of educational Institution in the various Government residential areas to provide adequate educational facilities to the children of the Government employees.

7. Establishment of Youth Vocational Training Centres in different Government residential areas to create job opportunities as well as to check them from becoming social deviant.

8. To finance the cooperative venture of the Government employees in organising consumers cooperative stores for supplying the goods of daily necessities at a fair price and also organise cooperative canteen for supplying food stuff and tiffin at a subsidised rate.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the posts	Sanctioned	Actual	Revised
	Class-I			
1.	Director	1	1	1
2.	Addl.Director	1	1	-
3.	Deputy Director	6	2	6
4.	Administrative Officer.	3	2	2
5.	Accounts Officer.	1	1	-
6.	Asstt.Director	7	6	6
7.	Research Officer	1	-	1
8.	Statistician	1	-	-
	Total of Class-I	21	13	16
	Total of Class-II	12	10	12
	Total of Class-III	104	87	73
	Total of Class-IV	32	30	29
	GRAND TOTAL:-	179	140	130

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport :

   The Directorate be authorised with the following Transports :-

   a. 2 X Micro-bus (Liteace) for official use.

2. Private Use of transport will be as per Government Instructions issued from time to time.

3. Office Equipment : The Directorate is authorised the following equipment :-

   a. 12 X Type-Writers

   b. 1 X Duplicating Machine

   c. 1 X Calculating Machine(Display-cum-Print)

   d. 3 X Calculating Machine.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF GOV
MINISTRY OF ESTABLISHME

FUNCTIONS:

1. To provide/issue transports to Ministries, Divisions, Departments and Constitutional Bodies, Commissioners etc. as per authorisation.
2. To include all Government Transports of Ministries/Divisions and Departments on book-charge of the Government Transport Directorate.
3. To upkeep and maintain Government Transport including vessels.
4. To allot vehicles, vessels and other marine crafts to different Zilas and the strength of Zila Pools from time to time and transfer any vehicles/vessels/water crafts/speed Boats/OBMs from one Zila to another with staff.
5. To arrange vehicles and vessels on requisition from outside the Transport Pool, whenever any exigency arises.
6. To operate Petrol Pumps.
7. To take charge of all vehicles/vessels donated by relief/aid-giving organisations & get them registered as Bangladesh Government Transport.
8. To control all matters related to Government POL, repairing Government vehicles/vessels.
9. To ensure proper care and routine maintenance of all Government Transports on the book charge of the Govt. Transport Directorate.

ORGAN

TRANSPORT

711
HEAD QUARTER

DIRECTOR (Govt. Road Transport) 605
Pers-3
1 x DGRT
1 x Steno-typist
1 x MLSS

DEPUTY DIRECTOR
Pers-41
1 x DDGRT
3 x UDA
8 x LDA-cum-Typist
2 x Time Keeper
1 x Guard Hav.
20 x Guard
2 x MLSS
4 x Sweeper

ASSISTANT ACCOUNTS OFFICER (Petrol Pump CTP)
Pers-15
1 x Asstt.Acctts Officer
1 x UDA
6 x LDA-cum-Typist
6 x Pumpman
1 x MLSS

ASSISTANT DIRECTOR (Central Tpt.Pool)
Pers-546
1 x Asstt. Director
1 x Transport Officer
8 x Asstt.Tpt. Officer
500 x Driver(including 66 DR)
35 x Cleaner
1 x MLSS

DIRECTOR (Govt.River Transport) 48
Pers-3
1 x DGRT
1 x Steno-typist
1 x MLSS

ASSISTANT DIRECTOR (Govt.River Tpt.Admn. Oper. Ins. Maint.)
Pers-45
1 x Asstt. Director
1 x Inspector
2 x UDA
1 x Accountant
2 x Accounts Asstt.
6 x LDA-cum-Typist
1 x Collecting Sarker
2 x Engine Driver
2 x Serang
2 x Sukani
2 x Deck Tindal
1 x Deck Kassab
4 x Greaser
1 x ER Tindal
1 x Coal Trimer
5 x Lasker
2 x MLSS
3 x Sweeper
2 x Cook
3 x Guard
1 x Fireman

HEAD OFFICE 45

ACCOUNTS OFFICER
Pers-24
1 x Acctts.Officer
4 x Accountant
1 x Cashier
1 x Asstt.Cashier
12 x Accounts Asstt.
2 x LDA-cum-Typist
1 x Collecting Sarker
2 x MLSS

ADMN. OFFICER (Administration)
Pers-21
1 x Admn. Officer
2 x UDA
4 x LDA-cum-Typist
1 x Despatch Rider
1 x Duplicating & Photo-state Machine Optr.
8 x Guard
2 x MLSS
1 x Daftry
1 x Sweeper

GENERAL MANAGER (Govt.Motor Veh.Workshop) 13
Pers-13
1 x General Manager
1 x Steno-typist
1 x UDA
3 x LDA-cum-Typist
1 x Accountant
4 x Accounts Asstt.
2 x MLSS

MANAGER (Central Workshop at Dhaka) 240
Pers-40
1 x Manager
1 x UDA
3 x LDA-cum-Typist
2 x Time Keeper
2 x Indent Asstt.
2 x Job Asstt.
2 x Purchase Asstt.
1 x Guard Hav.
20 x Guard
2 x MLSS
4 x Sweeper

STORE OFFICER (Store Section)
Pers-10
1 x Store Officer
1 x Store Keeper
3 x Storemen
3 x Ledger Asstt.
2 x Store Manial

INSPECTOR (Inspection Section)
Pers-5
1 x Inspector
2 x Mech.Gr.B
2 x Mech.Gr.C

FOREMAN (Mechanical Section)
Pers-56
1 x Foreman
9 x Mech.Grade-A
10 x Mech.Grade-B
15 x Mech.Grade-C
21 x Mech.Grade-D

FOREMAN (Electrical Section)
Pers-20
1 x Foreman
2 x Mech.Gr.A
4 x Mech.Gr.B
5 x Mech.Gr.C
8 x Mech.Gr.D

FOREMAN (Machineshop Section)
Pers-22
1 x Foreman
2 x Mach.Gr.-A
5 x Mach.Gr.-B
6 x Mach.Gr.-C
8 x Mach.Gr.-D

FOREMAN (Body Building Section)
Pers-27
1 x Foreman
3 x Mech.Grade-A
5 x Mech.Grade-B
8 x Mach.Grade-C
10 x Mech.Grade-D

CHITTAGONG 1
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Authority
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

SYLHET 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
1 x Serang(Pers-5)
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Aut
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

DHAKA ZONE 60

JAMALPUR 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Auth.
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

TANGAIL 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Auth.
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

MYMENSHINGH 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transpt.Auth.
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

DHAKA 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transpt.Auth.
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

FARIDPUR 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transpt.Auth.
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

SUMMARY OF MANPOWER

Sl. No.	Name of posts	Sanctioned	Existing	Revised
	Class-I			
1.	Transport Commissioner	1	1	1
2.	Director, Govt. Transport	1	1	1
3.	Deputy Director, Govt. Transport	1	1	1
4.	Asstt. Director, Govt. Transport	1	-	1
5.	Administrative Officer	1	1	1
6.	Accounts Officer	1	1	1
7.	General Manager	-	-	1
8.	Manager	1	-	1
9.	Director, Govt. River Transport	1	-	1
10.	Asstt.Director, Govt.River Transport	1	1	1
11.	Asstt.Manager, Govt.Motor Vehicle Workshop	1	1	-
	Total Class-I	10	7	10
	Class-II			
12.	Transport Officer	1	-	1
13.	Inspector, Govt.Motor Vehicle Workshop	1	-	1
14.	Inspector, Govt. River Transport	1	-	1
15.	Store Officer	-	-	1
16.	Assistant Accounts Officer	-	-	1
17.	Foreman	4	2	26
	Total Class-II	7	2	31
	Total Class-III	742	538	927
	Total Class-IV	363	320	191
	Grand Total	1122	867	1159

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The following transports are authorised :
   a. 2 x Car (one for Transport Commissioner and one for general duties)
   b. 5 x Microbus (1 for Headquarters, 2 for CTP and 2 for Workshop)
   c. 1 x Jeep (for break-down vehicle).
   d. 1 x Wrecker 2½ tons (for recovery of vehicles).
   e. 1 x Crane 7 tons (for bigger recovery).
   f. 1 x Motor Cycle (for distribution of daily Dak).

Equipment :

2. The Directorate be authorised with the following office equipment :
   a. 15 x Typewriters.
   b. 1 x Duplicating Machine.
   c. 1 x Calculating Machine.
   d. 1 x Plain Paper Copier.
3. The additional 3 x Typewriters, 1 x Plain Paper Copier to be issued by the stationery office ex-stock.

Transport Issue/Release Procedure.

4. Authorisation of transport has been prepared considering average requirement and to fix-up a maximum limit considering existing 22 Zilas.
5. For issue of any transport within authorised limit following procedure will be followed.
   a. All demand for transport must be submitted in a standard proforma to be issued by Directorate of Government Transport.
   b. Demanding agency will certify to the following aspects:-
      (1) That all available transports are being used upto optimum level.
      (2) That no similar transport is lying in un-serviceable condition for more than one month.
      (3) That required roads/waterways and other infra structure are available for using the demanded transport.

RNMENT TRANSPORT
T AND REORGANISATION

10. To take charge of all surplus vehicles of the Ministries/Divisions/Departments.
11. To provide technical advice to all Ministries/Departments in matters relating to all type of Road and River transports when called for.
12. To condemn vehicles and vessels of the Directorate.
13. To prepare and implement development schemes for all kinds of Road and River transports of the Directorate.
14. To control and operate budget under the head "133-Common Service & Misc. Department and "166-Ports, Light House & Shipping.
15. To supply statistical data in connection with vehicles/vessels and their repairs as and when required.
16. To arrange repair of Zila Pool vehicles as and when required.
17. To inspect Zila Pool vehicles and examine accounts thereof.
18. To allocate funds to the Zila authorities for maintenance and operation of their Pool vehicles and vessels.

ATION

MISSIONER 1159

Pers-4
1 x Transport Commissioner
1 x Stenographer
2 x MLSS

FIELD ESTABLISHMENT -444

CHITTAGONG ZONE 84

CHITTAGONG H.T. 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Authority
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

NOAKHALI 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Authority
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

BANDARBAN 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang(Pers-5)
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Auth.
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

COMILLA 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang(Pers-5)
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Auth.
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

KHAGRACHARI 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang(Pers-5)
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Auth.
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

KHULNA ZONE 60

KHULNA 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Authority
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

JESSORE 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Authority
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

BARISAL 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang(Pers-5)
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Auth.
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

KUSHTIA 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Authority
1 x ML
2 x SB(excluding engine
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

PATUAKHALI 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang(Pers-5)
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Auth.
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

RAJSHAHI ZONE 60

RAJSHAHI 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Authority
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

PABNA 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang(Pers-5)
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Auth.
1 x ML
2 x SB (excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep (Protocol Duty)
3 x Jeep (Official Duties)

DINAJPUR 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Authority
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

RANGPUR 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Authority
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

BOGRA 12
Road Transport
Pers-7
1 x Mech.Grade A/B
5 x Driver
1 x Cleaner
Water Transport
Pers-5
1 x Serang
1 x Engine Driver
1 x Lasker-cum-Greaser
2 x Speed Boat Driver
Water Transport Authority
1 x ML
2 x SB(excluding engine)
3 x OBM
Vehicles Auth.
1 x Car
1 x Jeep(Protocol Duty)
3 x Jeep(Official Duties)

ABBREVIATION

AUTH	=	Authorised
CTP	=	Central Transport Pool
DR	=	Despatch Rider
DGRT	=	Director,Government River Transport
INS	=	Inspection
ML	=	Motor Launch
MECH GR.A	=	Mechanic Grade-A
OBM	=	Out Boat Motor
SEC	=	Section
TPT	=	Transport
SB	=	Speed Boat

6. All drivers sanctioned/held by Ministries/Divisions, constitutional bodies, commissions etc. as per approved Table of Organisation & Equipment vide Cabinet Division Memo.No.CD/CS/82 dated 26.12.82 will be absorbed in the Directorate of Government Transport against revised sanctioned posts. Henceforth all transport will be issued/allotted with drivers from Transport Directorate as per TOE.

7. Existing transport held in Zila Pool may be retained in lieu of authorised Car/Jeep.

8. Minor repairs will be carried locally by own staff. Major repair upto a specified amount laid down by Government Transport Directorate will be carried through authorised local enlisted workshops. Repairs exceeding the specified limit will be vetted by Government Transport Directorate.

9. Authorisation of water crafts and personnel will be subject to actual requirement assessed by Government in the specified area.

10. Government Transport Field Workshop will be established under Zila Administration for 1st line repair/maintenance of all Government Transport within Zila.

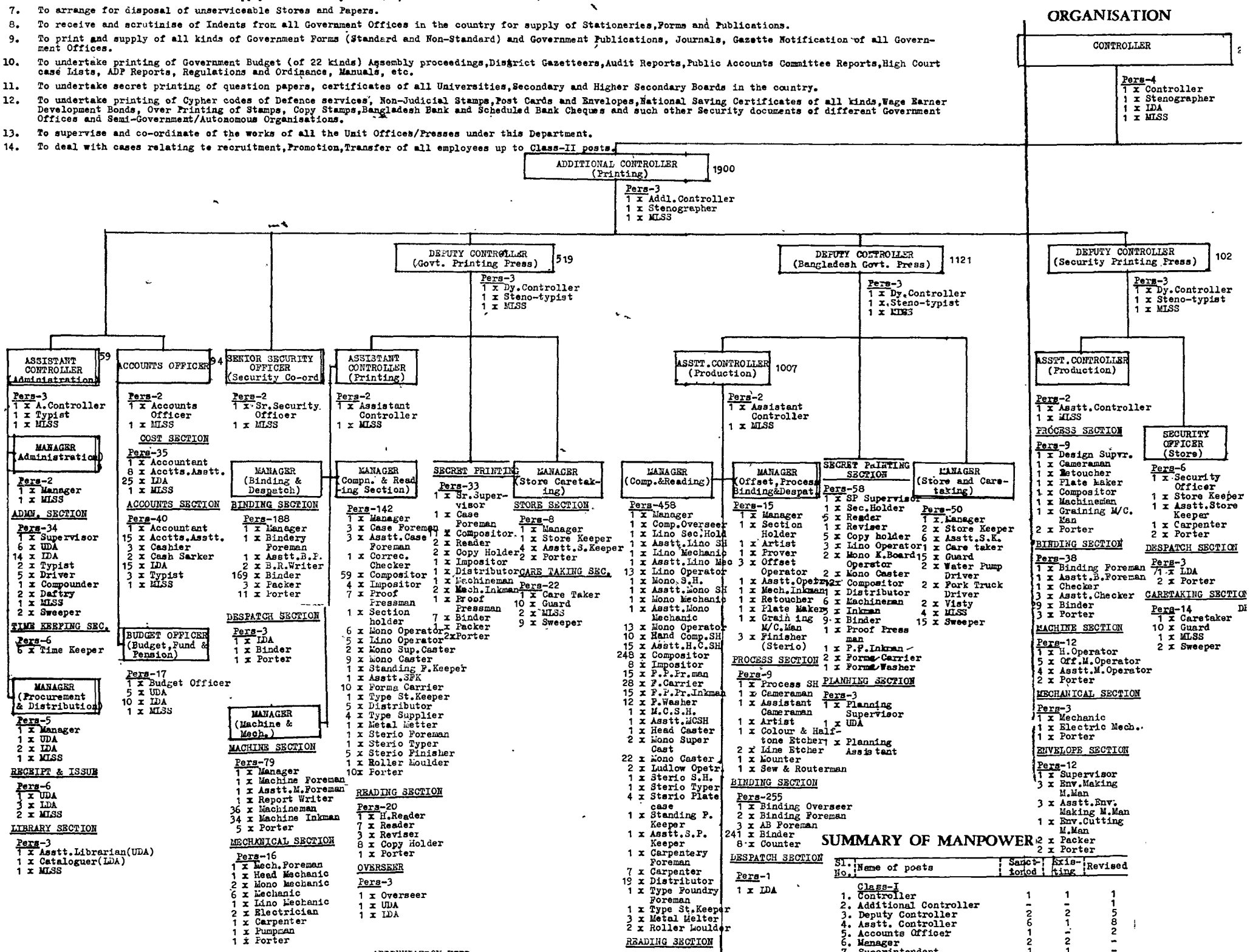
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF PRINTING, STATIONERY, FORM
PUBLICATIONS
MINISTRY OF ESTABLISHMENT AND REORGANISA

FUNCTIONS:

1. To advise the Government in all matters connected with Printing and Stationery.
2. To control all Government Offices against instance of neglect/breach of the Printing and Stationery rules in force and report to Government in serious cases.
3. To arrange periodical inspection of Government Offices and guide in maintenance of accounts and economic use of stationery articles and papers.
4. To procure and supply of stationery articles, papers, Typewriters, Copiers and Duplicating Machines or similar Machines for all Government offices in the country and Embassies/High Commissions abroad.
5. To regulate the monetary allotment to Government Offices for utilisation of Stationery and Forms.
6. To enlist Government Offices for supply of Stationery Articles, Forms and Publications.
7. To arrange for disposal of unserviceable Stores and Papers.
8. To receive and scrutinise of Indents from all Government Offices in the country for supply of Stationeries,Forms and Publications.
9. To print and supply of all kinds of Government Forms (Standard and Non-Standard) and Government Publications, Journals, Gazette Notification of all Government Offices.
10. To undertake printing of Government Budget (of 22 kinds) Assembly proceedings,District Gazetteers,Audit Reports,Public Accounts Committee Reports,High Court case Lists, ADP Reports, Regulations and Ordinance, Manuals, etc.
11. To undertake secret printing of question papers, certificates of all Universities,Secondary and Higher Secondary Boards in the country.
12. To undertake printing of Cypher codes of Defence services, Non-Judicial Stamps,Post Cards and Envelopes,National Saving Certificates of all kinds,Wage Earner Development Bonds, Over Printing of Stamps, Copy Stamps,Bangladesh Bank and Scheduled Bank Cheques and such other Security documents of different Government Offices and Semi-Government/Autonomous Organisations.
13. To supervise and co-ordinate of the works of all the Unit Offices/Presses under this Department.
14. To deal with cases relating to recruitment,Promotion,Transfer of all employees up to Class-II posts.

ORGANISATION



ABBREVIATION USED

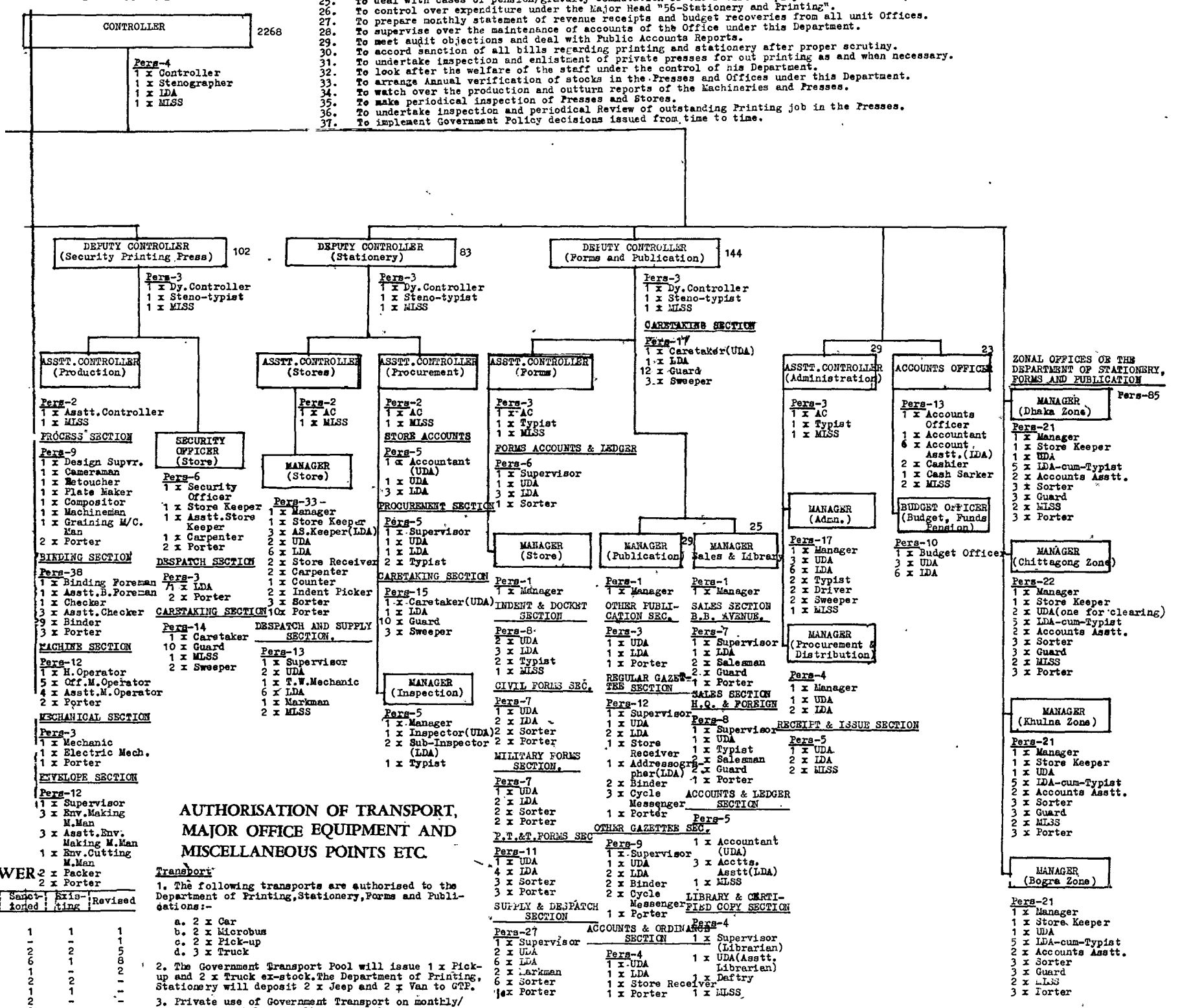
ASSTT.B.F. = Assistant Binding Foreman
ASSTT.C.FOREMAN=Assistant Case Foreman
ASSTT.M.FOREMAN=Assistant Machine Foreman
ASSTT.LINO S.H.=Assistant Lino Section Holder
ASSTT. LCSH=Assistant Lono Casting Section Holder
ASSTT.S.F.KEEPER=Assistant Standing Forme Keeper
ASSTT.M.OP.=Assistant Machine Operator
COMPOSING S.H.=Composing Section Holder
ENV.MAK.M.MAN=Envelope Making Machine man
F.P.PR.MAN=Formd Proof Press man
F.CARRIER=Forme Carrier
F.WASHER=Forme Washer
GRAINING M/C MAN=Graining Machine man
H.OPERATOR=Head Operator
MCSH = Mono Casting Section Holder
M.OVERSEER = Machine Overseer
M.FOREMAN = Machine Foreman
MONO S.H. = Mono Section Holder
OFF.M.OPERATOR = Offset Machine Operator
STERIO S.H. = Sterio Section Holder
STANDING F.KEEPER=Standing Forme Keeper
S.P.SUPERVISOR = Secret Printing Supervisor
TYPE ST.KEEPER = Type Store Keeper.

SUMMARY OF MANPOWER

Sl. No.	Name of posts	Sanctioned	Existing	Revised
	Class-I			
1.	Controller	1	1	1
2.	Additional Controller	-	-	1
3.	Deputy Controller	2	2	5
4.	Asstt. Controller	6	1	8
5.	Accounts Officer	1	-	2
6.	Manager	2	2	-
7.	Superintendent	1	1	-
8.	Deputy Superintendent	2	-	-
9.	Asstt. Manager	2	-	-
10.	Asstt.Maintenance Engineer	1	-	-
11.	Special Officer	1	-	-
12.	Senior Security Officer	-	-	1
	Total Class-I	19	7	18
	Class-II			
13.	Personal & Labour Officer	1	1	-
14.	Accounts Officer	1	-	-
15.	Store Security Officer	1	-	-
16.	Security Officer	-	-	1
17.	Manager	1	1	21
18.	Budget Officer	-	-	2
19.	Labour Welfare Officer	1	-	-
	Total Class-II	5	2	24
	Total Class-III(Non-Tech.)	502	395	389
	(Technical)	1593	1338	1515
	Total Class-IV(Non-Tech.)	174	159	194
	(Technical)	187	142	128
	GRAND TOTAL	2480	2043	2268

15. To form Departmental Promotion and Recruitment Committee.
16. To conduct Departmental Proceedings against concerned employees up to Class-II posts.
17. To frame the draft Recruitment Rules of all categories of Officers and Staff of this Department for approval by the Government.
18. To implement Pay and Services Commission Report.
19. To select apprentice for appointment in the different technical posts and policy matters regarding their trainings in the Presses and abroad.
20. To maintain A.C.R's of all Officers and staff under this Department.
21. To deal with all matters relating to procurement of Machineries and Spare Parts for the Presses under this Department.
22. To prepare and scrutinise the budget for six offices of this Department.
23. To submit the Statement of Revenue receipts and budget recoveries of all offices under this Department to the Ministry of Finance.
24. To deal with all kinds of advance to the Officers and Staff under the Administrative control of this Department.
25. To deal with cases of pension/gratuity commutation of the retired employees under this Department.
26. To control over expenditure under the Major Head "56-Stationery and Printing".
27. To prepare monthly statement of revenue receipts and budget recoveries from all unit Offices.
28. To supervise over the maintenance of accounts of the Office under this Department.
29. To meet audit objections and deal with Public Accounts Reports.
30. To accord sanction of all bills regarding printing and stationery after proper scrutiny.
31. To undertake inspection and enlistment of private presses for out printing as and when necessary.
32. To look after the welfare of the staff under the control of his Department.
33. To arrange Annual verification of stocks in the Presses and Offices under this Department.
34. To watch over the production and outturn reports of the Machineries and Presses.
35. To make periodical inspection of Presses and Stores.
36. To undertake inspection and periodical Review of outstanding Printing job in the Presses.
37. To implement Government Policy decisions issued from time to time.

ORGANISATION



UMMARY OF MANPOWER

Sl. No.	Name of posts	Sanctioned	Existing	Revised
	Class-I			
1.	Controller	1	1	1
2.	Additional Controller	-	-	1
3.	Deputy Controller	2	2	5
4.	Asstt. Controller	6	1	8
5.	Accounts Officer	1	-	2
6.	Manager	2	2	-
7.	Superintendent	1	1	-
8.	Deputy Superintendent	2	-	-
9.	Asstt. Manager	2	-	-
10.	Asstt.Maintenance Engineer	1	-	-
11.	Special Officer	1	-	-
12.	Senior Security Officer	-	-	1
	Total Class-I	19	7	18
	Class-II			
13.	Personal & Labour Officer	1	1	-
14.	Accounts Officer	1	-	-
15.	Store Security Officer	1	-	-
16.	Security Officer	-	-	1
17.	Manager	1	1	21
18.	Budget Officer	-	-	2
19.	Labour Welfare Officer	1	-	-
	Total Class-II	5	2	24
	Total Class-III(Non-Tech.)	502	395	389
	(Technical)	1593	1338	1515
	Total Class-IV(Non-Tech.)	174	159	194
	(Technical)	187	142	128
	GRAND TOTAL	2480	2043	2268

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport

1. The following transports are authorised to the Department of Printing, Stationery, Forms and Publications:-

   a. 2 x Car
   b. 2 x Microbus
   c. 2 x Pick-up
   d. 3 x Truck

2. The Government Transport Pool will issue 1 x Pick-up and 2 x Truck ex-stock. The Department of Printing, Stationery will deposit 2 x Jeep and 2 x Van to GTP.

3. Private use of Government Transport on monthly/mileage payment basis will be controlled as per Government rules in practice.

Air-cooler/Air-conditioner

4. The following Air-conditioner/coolers are authorised

   a. B.G.Press
      (1) 2 x Air-cooler for offset section
      (2) 2 x Air-cooler for process section
      (3) 2 x Air-cooler for photography section
   b. Security Printing Press.
      (1) 2 x Air-cooler for offset section
      (2) 2 x Air-cooler for process section
      (3) 2 x Air-cooler for photography section
   c. G.P.Press.
      (1) 2 x Air-cooler for process and photography section.

5. The BG Press and the Security Printing Press are jointly holding 14 x Air-conditioners/coolers. Out of these only 4 are in running condition. The unserviceable 10 x Air-cooler to be deposited to PWD.

6. The Department of Printing, Stationery to be issued with 10 x Air-cooler/conditioner by the PWD ex-stock.

Office Equipment.

7. The following equipment are authorised :-

   a. 1 x Gestafex machine
   b. 2 x Duplicating machine
   c. 2 x Plain Paper Copier
   d. 1 x Addressographer machine
   e. 10 x Calculating machine
   f. 23 x Typewriter.

8. The remaining 1 x Duplicating machine, 3 x calculating machine and 28 x Typewriter to be deposited to Stationery Office stock.

Miscellaneous Points

9. Existing employees will continue in their present post till they are adjusted/posted out/promoted/wasted out.

10. Required number of MLSS/Porter may be employed on Farash/Jamader/Messenger duty.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

ZILA ADMI
MINISTRY OF ESTABLISHM
ORGANI

68 X

26 X SPECIAL ◆ CATEGORY - I ZILA 7027

Pers: 416
1 x Dy.Commissioner
1 x Asstt.Commissioner(Conf.)
2 x Stenographer
1 x Steno-Typist
2 x UDA/CA
1 x LDA-cum-Typist
2 x Driver
1 x Daftry
1 x Farash
4 x MLSS
16 x 26 = 416

ADDL. ZILA MAGISTRATE
Pers: 156
1 x Addl.Zila Magistrate
1 x Stenographer
1 x Bench Asstt
1 x Driver
2 x MLSS
6 x 26 = 156

TRYING MAGISTRATE
Pers: 78
1 x Trying Magistrate
1 x Bench Asstt
1 x MLSS
3 x 26 = 78

ZILA ACCOUNTS OFFICER
Pers: 286
1 x Zila Accounts Officer
4 x Supdt.
6 x Auditor
1 x Jr.Auditor-cum-Typist
2 x MLSS
11 x 26 = 286

DHAKA,CTG. & KHULNA
Pers: 18
6 x Stenographer
6 x Driver
6 x MLSS

ADDL.DY.COMMISSIONER (REVENUE)
Pers: 130
1 x Addl.Dy.Commissioner
1 x Stenographer
1 x Driver
2 x MLSS
5 x 26 = 130

GENERAL CERTIFICATE OFFICER
Pers: 104
1 x Gen.Certificate Officer
2 x LDA-cum-Typist
1 x MLSS
4 x 26 = 104

ASSTT.COMMISSIONER (R.R.)
Pers: 364
1 x Asstt. Commissioner
1 x UDA
8 x LDA-cum-Typist/Copyist
4 x MLSS
14 x 26 = 364

ASSTT.COMMISSIONER(MUNSHIKHANA)
Pers: 182
1 x Asstt.Commissioner
1 x UDA
4 x LDA-cum-Typist
1 x MLSS
7 x 26 = 182

ASSTT.ENGINEER
Pers: 130
1 x Asstt.Engr.
1 x Overseer
1 x Draftsman
1 x Work Asstt
1 x MLSS
5 x 26 = 130

REV.DY. COLLECTOR
Pers: 572
1 x Rev.Dy. Collector
1 x Zila KGO
1 x UDA
10 x LDA-cum-Typist
1 x Surveyor
1 x Tracer
2 x Chainman
2 x Night Guard
1 x Daftry
2 x MLSS
22 x 26 = 572

LAND ACQUISITION OFFICER
Pers: 1600
35 x LAO/Spl.LAO
56 x Addl.LAO
117 x Zila Kanungo
31 x UDA
7 x Accountant
9 x Draft man
285 x Surv
231 x LDA-cum-Typist
572 x Chainman
98 x Process Server
26 x Tracer
6 x Mohrar
5 x Driver
3 x Nazir-cum-Cashier
26 x Night Guard
67 x MLSS
26 x Sweeper

NEZARAT DEPUTY COLLECTOR
Pers: 546
1 x Nezarat Dy. Ultra
1 x Steno-Typist
1 x UDA/~~Nazir~~
2 x LDA-cum-Typist
1 x Mechanic
3 x Driver
4 x Process Server
1 x Helper/~~Cleaner~~
1 x Farash
2 x Night Guard
1 x Mali
2 x MLSS
1 x Sweeper
21 x 26 = 546

ASSTT.COMMISSIONER (Com.&Information)
Pers: 130
1 x Asstt.Commissoner
1 x UDA
2 x LDA-cum-Typist
1 x MLSS
5 x 26=130

LIBRARY
Pers: 78
1 x Librarian
1 x Asstt. Librarian
1 x MLSS/Daftry
3 x 26 = 78

ZILA RELIEF & REHAB. OFFICER
Pers: 234
1 x Zila Releif & Rehab. Officer
1 x UDA/HA
1 x Wireless Optr.
2 x Driver
1 x MLSS
2 x Darwan
1 x Night Guard
9 x 26 = 234

CIRCUIT HOUSE
Pers: 260
1 x Cook
1 x Masalchi
3 x Bearer
3 x Chowkider
1 x Mali
1 x Sweeper
10 x 26 = 260

ADDL.DY.COMMISSIONER(GEN.DEV.)
Pers: 130
1 x Addl.Dy.Commissioner
1 x Stenographer
1 x Driver
2 x MLSS
5 x 26 = 130

ASSTT.DIRECTOR LOCAL GOVT.
Pers: 208
1 x Asstt.Director
1 x AO(Evaluation)
1 x Statis. Asstt
1 x UDA
2 x LDA-cum-Typist
2 x MLSS
8 x 26 = 208

ASSTT.COMMISSIONER (T & C)
Pers: 130
1 x Asstt.Commissioner
1 x UDA
2 x LDA-cum-Typist
1 x MLSS
5 x 26 = 130

ASSTT.COMMISSIONER (Edn. & Welfare)
Pers: 156
1 x Asstt.Commissioner
1 x UDA
2 x LDA-cum-Typist
2 x MLSS
6 x 26 = 156

TREASURY 401

DHAKA
Pers: 50
1 x Treasury Accountant
4 x UDA
36 x LDA-cum-Typist
8 x MLSS

CHITTAGONG
Pers: 33
1 x Treasury Accountant
3 x UDA
22 x LDA-cum-Typist
7 x MLSS

KHULNA
Pers: 26
1 x Treasury Accountant
3 x UDA
16 x LDA-cum-Typist
6 x MLSS

RAJSHAHI & MYMENSINGH
Pers: 40
2 x Treasury Accountant
4 x UDA
24 x LDA-cum-Typist
10 x MLSS

CATEGORY - I
Pers: 252
1 x Treasury Accountant
2 x UDA
6 x LDA-cum-Typist
3 x MLSS
12 x 21 = 252

ASSTT.COMMISSIONER(GENERAL)
Pers: 338
1 x Asstt. Commissioner
1 x HA
7 x LDA-cum-Typist
1 x Dupl.Mach.Optr
3 x MLSS
13 x 26 = 338

ASSTT.COMMISSIONER (J M)
Pers: 208
1 x Asstt. Commissioner
4 x LDA-cum-Typist
2 x MLSS
8 x 26 = 208

ADMINISTRATIVE OFFICER
Pers: 130
1 x Admn.Officer
1 x UDA
2 x LDA-cum-Typist
1 x MLSS
5 x 26 = 130

ADDL.DY.COMMISSIONER(GEN.DEV.)
Pers: 155
1 x Addl.Dy.Commiss
1 x Stenographer
1 x Driver
2 x MLSS
5 x 31 = 155

NEZARAT DY. COLLECTOR
Pers: 558
1 x Nezarat Dy. Collector
1 x UDA (Nazir)
2 x LDA-cum-Typist
1 x Mechanic
2 x Driver
3 x Process Server
1 x Helper/Cleaner
1 x Farash
2 x Night Guard
1 x Mali
2 x MLSS
1 x Sweeper
18 x 31 = 558

ASSTT.DIRECTOR LOCAL GOVT.
Pers: 124
1 x Asstt.Director
1 x UDA
1 x LDA-cum-Typist
1 x MLSS
4 x 31 = 124

TREASURY
Pers: 248
1 x Treasury Accountant
1 x UDA
4 x LDA-cum-Typist
2 x MLSS
8 x 31 = 248

ADDL.DY.COMMISSIONER(CITY) KHULNA,MYMENSINGH AND RAJSHAHI.
Pers: 15
1 x Addl.Dy. Commissioner
1 x Stenographer
1 x Driver
2 x MLSS
5 x 3 = 15

ASSTT.COMMISSIONER (PROTOCOL)DHAKA, CTG.,JESSORE & SYLHET.
Pers: 12
1 x Asstt. Commissioner
1 x LDA-cum-Typist
1 x MLSS
3 x 4 = 12

ASSTT.COMMISSIONER (GENERAL)
Pers: 248
1 x Asstt. Commissioner
1 x HA
1 x Stenographer
3 x LDA-cum-Typist
1 x Dupl.Mach.Optr.
1 x MLSS
8 x 31 = 248

ASSTT.COMMISSIONER (J M)
Pers: 217
1 x Asstt. Commissioner
1 x UDA
3 x LDA-cum-Typist
2 x MLSS
7 x 31 = 217

ADMINISTRATIVE OFFICER
Pers: 155
1 x Admn.Officer
1 x UDA
1 x LDA-cum-Typist
1 x Lib.Asstt
1 x MLSS
5 x 31 = 155

ZILA RELIEF AND REHAB. OFFICER
Pers: 217
1 x Zila Relief & Rehab.Officer
1 x UDA/HA
1 x LDA-cum-Typist
1 x Wireless Optr.
1 x Driver
1 x MLSS
1 x Darwan/Night Guard
7 x 31 = 217

SUMMARY OF MANPOWER : UPAZILA

Sl. No.	Name of the Post	Revised
1.	Upazila Nirbahi Officer	460
2.	Asstt.Commissioner/Upazila Planning & Finance Officer	460
3.	Upazila Magistrate	460
4.	Upazila Revenue Officer	460
	Total Class-I :	1840
	Total Class-II :	460
	Total Class-III :	16304
	Total Class-IV :	17224
	Grand Total :	35828

SUMM

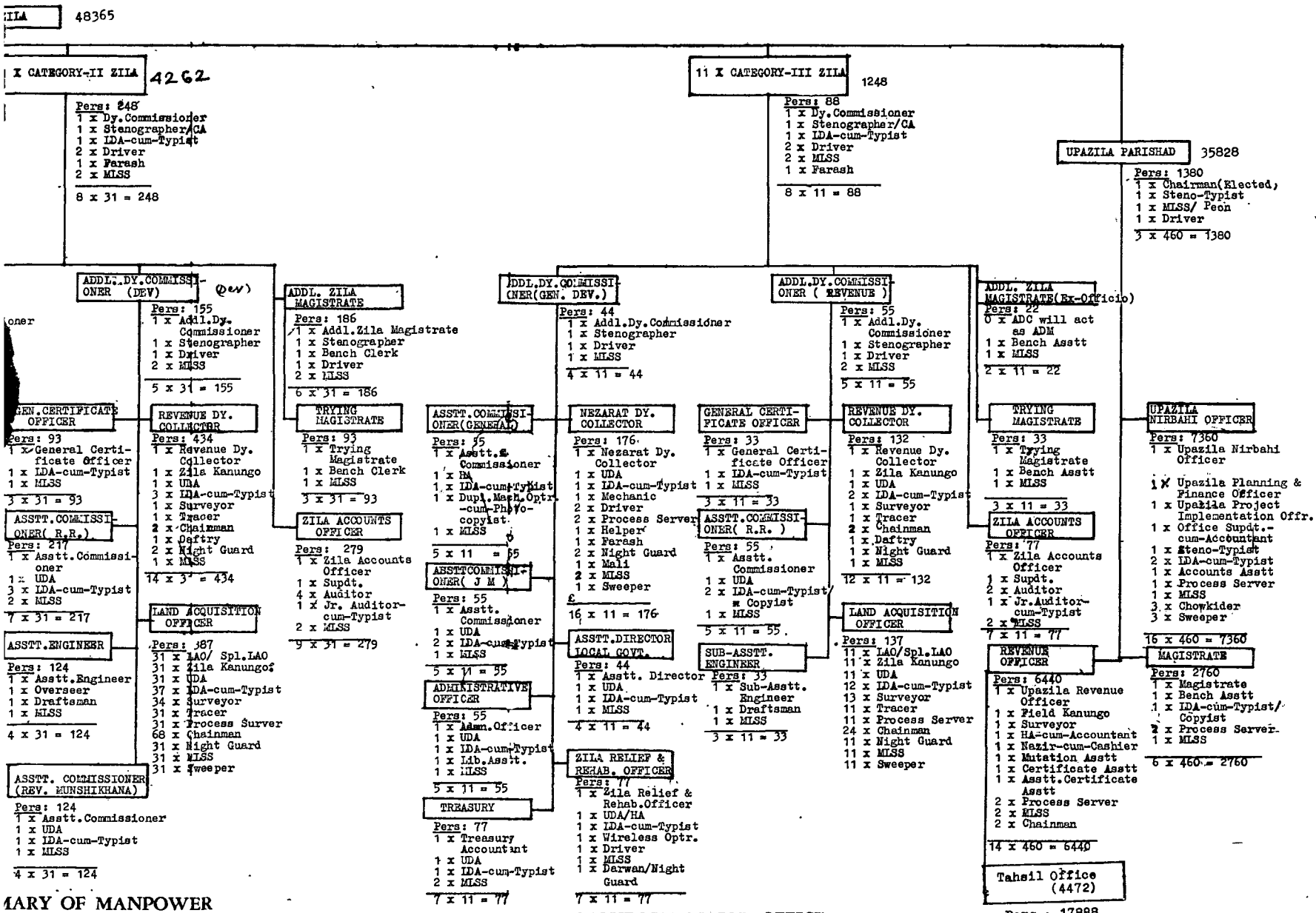
Sl. No.	Name of the
1.	Dy.Commissio
2.	Addl.Dy.Comm
3.	Asstt.Zila
4.	Asstt.Direct
5.	Nezarat Dy.
6.	Revenue Dy.
7.	Trying Magis
8.	Land Acquisi
9.	General Cert
10.	Zila Accoun
11.	Asstt.Commis
12.	Zila Relief tation Offic
13.	Asstt.Engine
14.	Libarian
15.	Sub-Asstt.
	Class-I :
	Class-II
	Class-III
	Class-IV
	GRAND TOTAL

ABBREVIATIONS

JM : Judicial munshikhana
LAW: Land Acquisition Works
RR : Record Room

NISTRATION
ENT AND REORGANISATION

SATION



MARY OF MANPOWER

post	Special Category-I	Category-II	Category III	Total
ner	26	31	11	68
issioner	58	62	22	120
agistrate	26	31		79
or,Local Govt.	26	31	11	68
ollector	26	31	11	68
ollector	26	31	11	68
trate	26	31	11	68
tion Officer	35	31	11	77
ificate Offr.	26	31	11	68
s Officer	26	31	11	68
sioner	238	124	33	395
& Rehabili-er	26	31	11	68
er	26	31	-	57
	26	-	-	26
ngineer	-	-	11	11
	617	527	165	1309
	108	62	22	192
	3623	2086	586	6295
	2679	1587	475	4741
:-	7027	4262	1248	12537

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Deputy Commissioner is authorised with the following transports :

   a. For Special and Category-I Zila
      2 x Car (1 for DC and 1 for Protocol)
      5 x Jeep
      1 x Truck

   b. For Category-II Zila
      2 x Car (1 for DC and 1 for Protocol)
      5 x Jeep
      1 x Truck

   c. For Category-III Zila
      2 x Car (1 for DC and 1 for Protocol)
      4 x Jeep
      1 x Truck

2. Private use of transports will be as per Government Instructions issued from time to time.

3. Office Equipments: The following office equipment is authorised :

   For Special and Category-I Zila
   26 x Typewriter
   1 x Duplicating Machine
   1 x Plain Paper Copier
   1 x Intercom (24 lines)
   3 x Calculator

   For Category-II Zila
   18 x Typewriter
   1 x Duplicating Machine
   1 x Plain Paper Copier
   1 x Intercom(24 lines)
   3 x Calculator

   For Category-III Zila
   10 x Typewriter
   1 x Duplicating Machine
   1 x Plain Paper Copier
   1 x Intercom(24 lines)
   3 x Calculator

4. Miscellaneous Points :

   a. Zila Relief and Rehabilitation Officer with supporting staff will be provided by the Director General of Relief & Rehabilitation. They will be under local administration of D.C.

   b. A.Cs will try criminal cases as Part-time Magistrate and will also dispose of certificate cases.

   c. In addition to his normal duties, GCO, will look after the Loan recovery.

   d. Functions and designations of the D.C's are being reviewed by the Government. They will continue to perform their duties as before till revision by the Government.

   e. Zila Accounts Officer with supporting staff will be provided by the Accountant General (Civil). They will be under local administration of D.C.

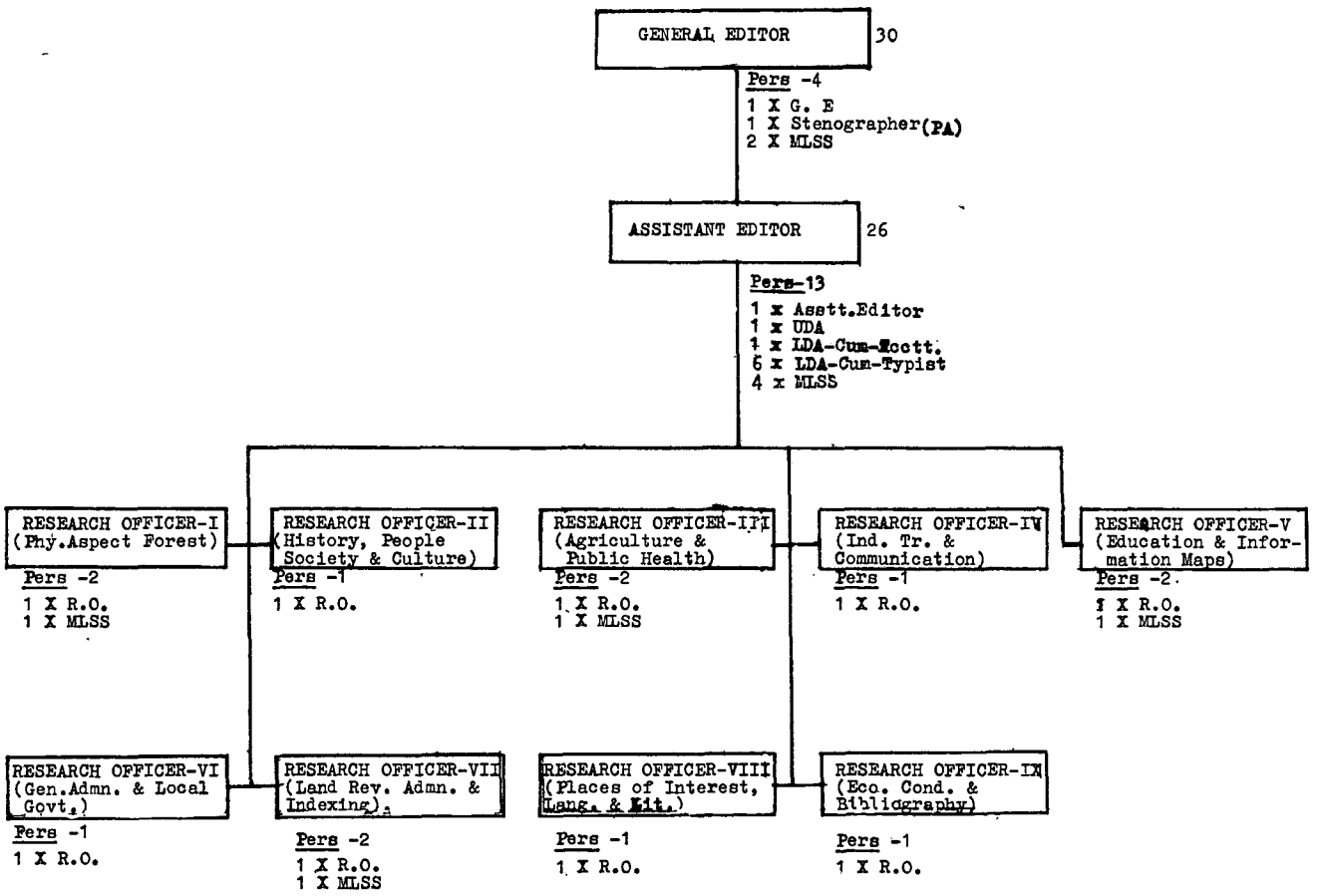
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE GENERAL EDITOR, ZILA GAZETTEERS
MINISTRY OF ESTABLISHMENT AND REORGANISATION

FUNCTIONS:

1. Compiling, Editing and Final publication of the Revised and re-written Gazetteers.
2. Drafting chapters covering all the aspects of the Zillas under 15 subjects as per syllabi prescribed.
3. To present draft chapters before Advisory Board's meeting held fortnightly.
4. Making Final Press Copies after being scrutinised by the Advisory Board and incorporating the Board's resolution.
5. Visiting necessary departments, libraries and other sources of information.
6. Going out to different Zillas and areas for the spot verification of material/particulars to be incorporated in the chapters.
7. Making the data up-to-date.
8. Collecting of materials, data, photo, maps, etc.
9. Helping the correction of Proofs received from the press.
10. Bengali Transformation of Old Gazetteers written in English.
11. Preparing Bibliography, Index, Content and Maps.
12. Final Editing of the chapters.
13. Supervision of the printing work of the book.
14. Getting the chapters revetted by the specialists on various subjects as suggested by the Advisory Board.
15. Guidance in the Printing works.
16. Consulting scholars (who have made special study on any subject relevant to any topic included in Gazetteers).

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of post	Sanctioned	Existing	Revised
1.	General Editor	1	1	1
2.	Asstt. Editor	1	1	1
3.	Research Officer	9	8	9
4.	UDA	1	1	1
5.	Stenographer	1	1	1
6.	LDA-cum-Accountant	1	1	1
7.	LDA-cum-Typist	4	3	6
8.	MLSS	12	12	10
	Total :	30	28	30

ABBREVIATIONS.

Eco.Cond	-	Economic Condition
Gen.Admn.	-	General Administration
Ind.Tr.&Com.	-	Industries,Trade & Commerce.
Lang.& Lit.	-	Language and Literature
Land Rev.Admn-		Land Revenue Administration.
Phy.Aspect	-	Physical Aspect
R.O.	-	Research Officer

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transports :

   I. The following transports are authorised:
      a. 1 X Car for the General Editor
      b. 1 X Microbus(for general duties)
      c. 1 X Bicycle

   II. The department is holding 1 X Car. The Microbus to be issued by Government Transport Pool ex-stock.

   III. Private use of transports will be as per Government instructions issued from time to time.

2. Office Equipment:

   The Zilla Gazetteers Office is authorised with the following Office equipment :-
   a. 6 X Typewriters.
   b. 1 X Duplicating Machine.

3. Miscellaneous points:

   a. 1 X MLSS for 2 X R.Os.
   b. Typists will work on pool basis.
   c. Required number of MLSS may be employed on Farash/Jamader/Messenger/Guard duty.
   d. Office to be accommodated in Government accommodation/abandoned house.

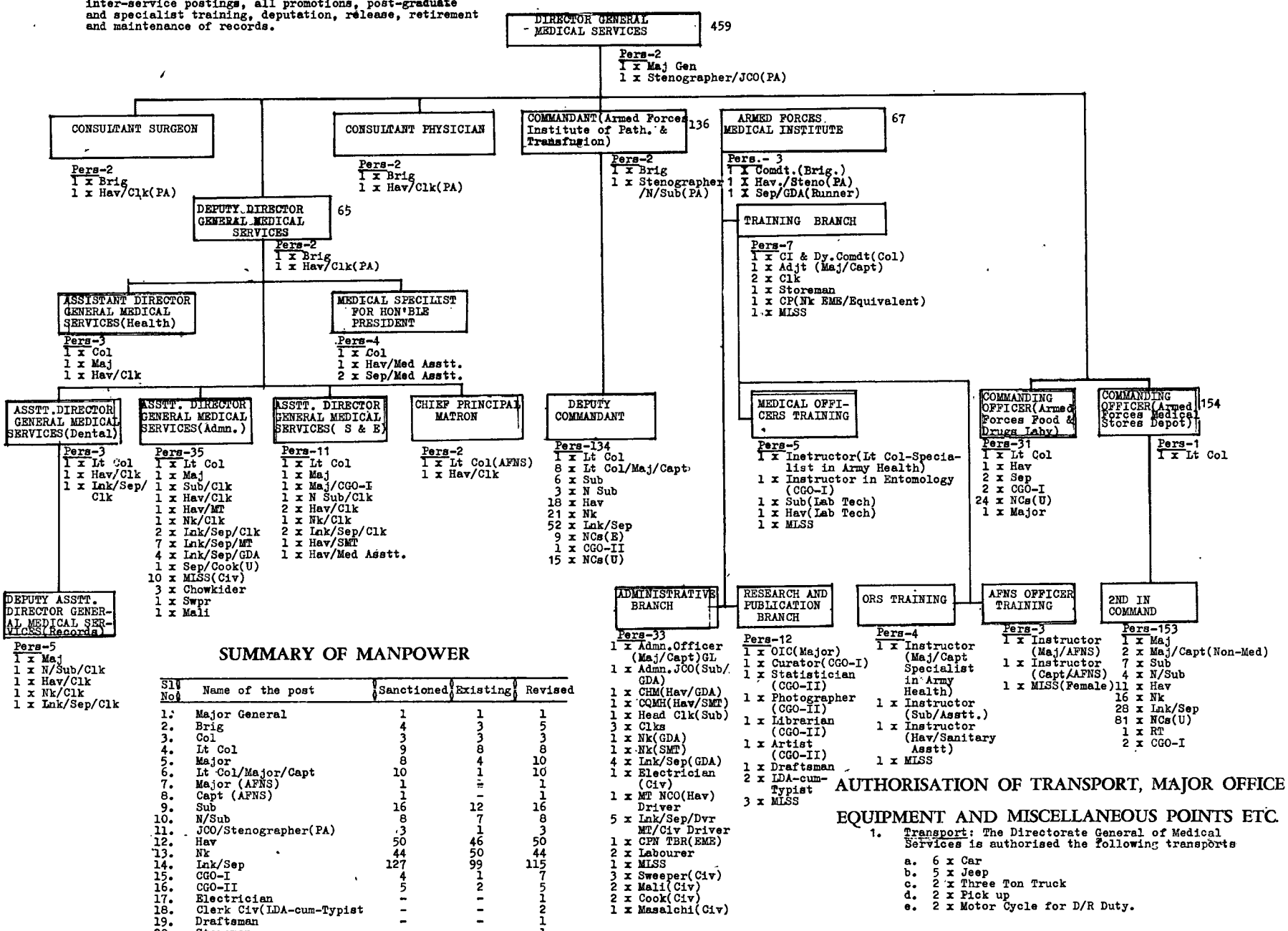
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE GENERAL OF MEDICAL SERVICES
DEFENCE DIVISION
MINISTRY OF DEFENCE

FUNCTIONS:

1. The Medical Services of the Bangladesh Armed Forces consist of the Medical Services of the Army, Navy and Air Force and a Directorate General of Medical Services as part of the Ministry of Defence.
2. The head of the Directorate General is designated "Director-General of Medical Services (DGMS)"
3. This implies the formation of Directorate General of Medical Services as part of Ministry of Defence and three Directorate of Medical Services of Army, Navy and Air Force at respective services Headquarters.
4. DMS Army, Navy and Air are to correspond directly with the DGMS on medical matters.
5. Each DMS who will be subordinate in medical matters to the DGMS will act as Medical Adviser to the Chief of Staff of the respective services of which he is DMS and in that capacity he will have the right to direct access to the Chief of Staff. He will be responsible to him for the day to day administration of the medical branch of that services.
6. Each DMS will be responsible to the DGMS that the medical branch of his service functions in accordance with the medical policy laid down by the DGMS subject to this,the DMS will have full functional and administrative authority within the medical branch of his services.
7. Each DMS will be responsible to the DGMS for such hospitals as are placed under his control.
8. The three DMS will have equal rights in relation to each other and Directors of the medical branches of the respective services. Their ranks, however, will be as sanctioned from time to time in accordance with the strength of the services (Army, Navy and Air Force) to which they are posted, but their seniority in relation to each other and to other Bangladesh Armed Forces Medical Services Officers will be in accordance with their position on the Bangladesh Armed Forces Medical Services List.
9. The Director-General of Medical Services is the Medical Adviser to the Ministry of Defence and responsible to the Ministry for the organisation, control and administration of the Bangladesh Armed Forces Medical Services and for ensuring that the Services provide proper medical arrangement in peace and war for the three Armed Forces. He will report to and receive policy guidance and other instructions from the Ministry of Defence.
10. DGMS is responsible for the general administration of the medical Officers, Dental Officers and Nursing Officers of the Bangladesh Armed Forces Medical Services including Commissioning, grant PRC, terms of services, posting, inter-service postings, all promotions, post-graduate and specialist training, deputation, release, retirement and maintenance of records.
10. DGMS is responsible for all post-graduate training both in and outside Bangladesh and for the award of specialist classifications and control list of pool of speciality in accordance with authorisation of the Government. He will also control the employment of consultants to ensure that all services share the benefits of the best professional opinion and guidance.
11. DGMS is responsible for overall policy in regard to hospitalisation but will not be charged with the direct administration of any hospital. He will decide with the approval of Ministry of Defence as to :-
    a. Which hospital should be Combined Services Hospital for two or more services.
    b. Which hospital should be separate Army, Nary and Air Force hospital.
    c. Placing each of those in (a) above under a nominated DMS on a basis that ensures as far as possible that each DMS has a share in executive responsibility for hospital administration, taking into account the individual service hospital under (b) above.
12. DGMS is responsible for provisioning and storage of medical supplies and for controlling their issue to units of each of three armed forces in such a way that the peculiar requirements of each service are fully catered for.
13. The DGMS will be responsible for preparation of the budget estimates for his own Directorate General for all medical stores for the three services and for any specialised units which may be placed direct under his administration.
14. Certain units which have a Joint Service function, e.g.,Armed Forces Medical Stores Depot, Armed Forces Institute of Pathology and Transfusion, Armed Forces Food and Drugs Laboratories,Armed Forces Medical Institute, etc., will be under the DGMS for policy directions but will remain under the Army for local administrative facilities.
15. DGMS will visit/inspect the medical units of all the three services as he considers necessary.
16. The DGMS will represent, and act on behalf of the Ministry of Defence in dealings with the Bangladesh Red Cross, the International Red Cross and the Bangladesh Medical Council, etc., and in matters connected with the Geneva Convention. He will make recommendations to the Ministry of Defence as to representation of the Bangladesh Armed Forces Medical Services at International medical conferences, or when questions of overseas deputation of medical representatives otherwise arises.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
1.	Major General	1	1	1
2.	Brig	4	3	5
3.	Col	3	3	3
4.	Lt Col	9	8	8
5.	Major	8	4	10
6.	Lt Col/Major/Capt	10	1	10
7.	Major (AFNS)	1	-	1
8.	Capt (AFNS)	1	-	1
9.	Sub	16	12	16
10.	N/Sub	8	7	8
11.	JCO/Stenographer(PA)	3	1	3
12.	Hav	50	46	50
13.	Nk	44	50	44
14.	Lnk/Sep	127	99	115
15.	CGO-I	4	1	7
16.	CGO-II	5	2	5
17.	Electrician	-	-	1
18.	Clerk Civ(LDA-cum-Typist	-	-	2
19.	Draftsman	-	-	1
20.	Storeman	-	-	1
21.	CPC Nk EME	-	-	1
22.	CPN (EME)	-	-	1
23.	Cook (Sep Civ)	-	-	3
24.	NCs (E)	12	1	9
25.	NCs (U)	135	116	121
26.	Masalchi (Civ)	-	-	1
27.	Labourer	-	-	2
28.	MLSS	10	10	18
29.	Chowkider	3	3	3
30.	Mali	1	1	3
31.	Sweeper	1	1	4
32.	R.T.	1	1	1
	TOTAL	457	371	459

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: The Directorate General of Medical Services is authorised the following transports
   a. 6 x Car
   b. 5 x Jeep
   c. 2 x Three Ton Truck
   d. 2 x Pick up
   e. 2 x Motor Cycle for D/R Duty.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office Equipment: 1 x Typewriter per Stenographer or Steno-Typist/Typist. Excess Typewriter will be handed over to the CAO's Office.

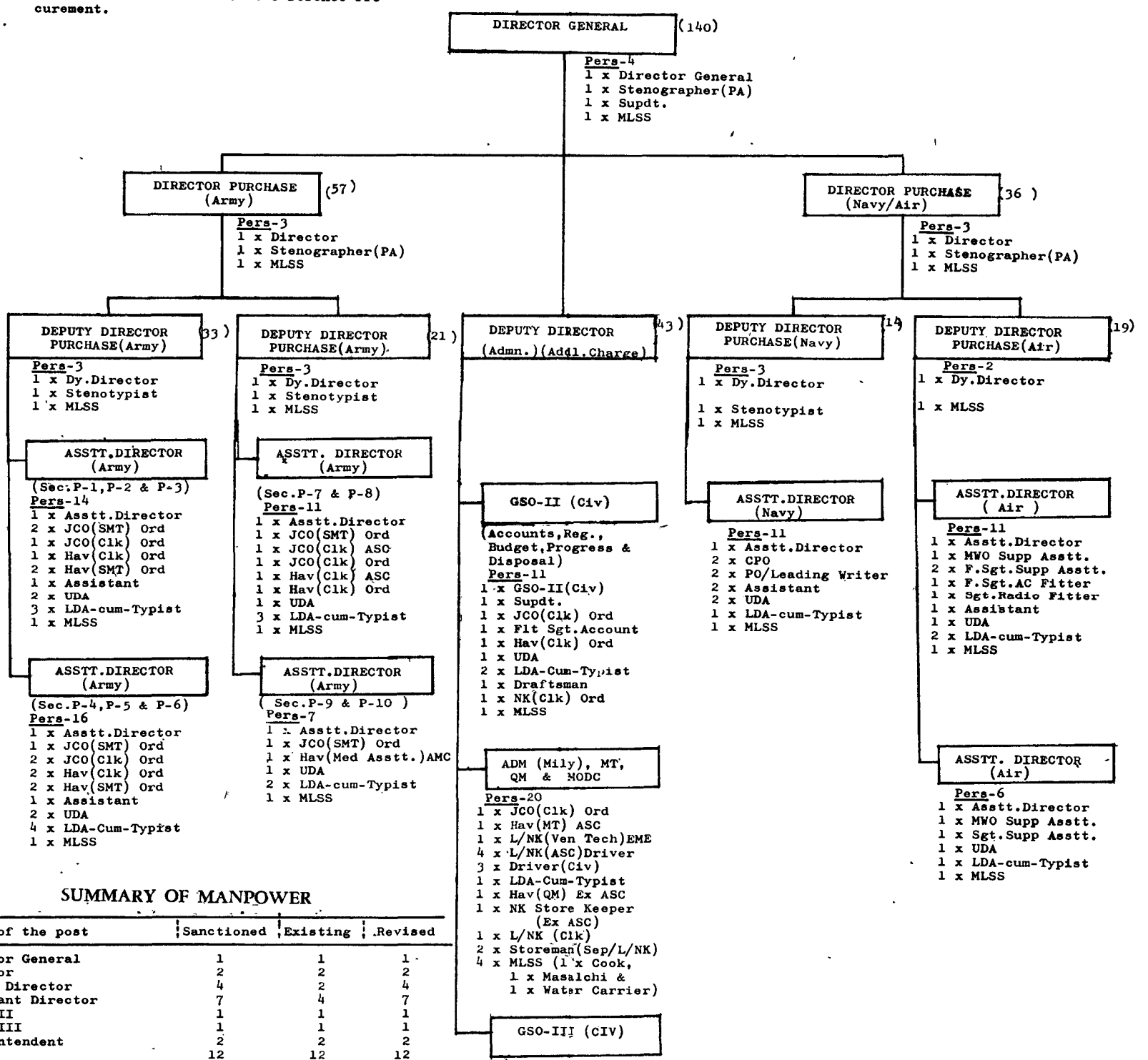
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE GENERAL OF DEFENCE PURCHASE
DEFENCE DIVISION
MINISTRY OF DEFENCE

FUNCTIONS:

1. Procurement of Defence Stores indented by three Services Headquarters and other defence organizations.
2. Disposal of Surplus Serviceable/repairable, obsolete and obsolescent Defence Stores.
3. Liaison with three services Headquarters, National Board of Revenue, Controllers of three Services Accounts, Sadharan Bima Corporation in connection with the Defence Procurement.
4. Liaison with Embassies of Bangladesh abroad in connection with Defence Procurement.
5. Ascertaining capability of defence oriented local Industries/Manufacturers.
6. Render advice to Ministry of Defence regarding Policy of Defence Procurement.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
1.	Director General	1	1	1
2.	Director	2	2	2
3.	Deputy Director	4	2	4
4.	Assistant Director	7	4	7
5.	GSO - II	1	1	1
6.	GSO - III	1	1	1
7.	Superintendent	2	2	2
8.	JCO	12	12	12
9.	MWO	2	2	2
10.	CPO	2	-	2
11.	Hav	12	8	12
12.	NK/L/NK Driver	6	6	6
13.	F.Sgt./Sgt	6	6	6
14.	P.O.Navy	2	2	2
15.	Leading Writer			
16.	Assistant	6	6	6
17.	Stenographer	3	3	3
18.	Stenotypist	3	3	3
19.	UDA	18	18	12
20.	Draftsman	1	1	1
21.	LDA-cum-Typist	26	26	21
22.	Record Keeper	1	1	1
23.	*MLSS	21	21	20*
24.	Daftry	1	1	-
25.	Driver(Civil)	3	3	3
26.	Duplicating Machine Operator	1	1	1
27.	Mali	2	2	2
28.	Hav QM (Ex ASC)	-	-	1
29.	NK Storeman(Ex-ASE)	-	-	1
30.	L/NK Clerk	-	-	1
31.	Storeman(Sep/LNK)	-	-	2
32.	Sweeper	2	2	2
	Total =	148	136	140

* (1 x Cook, 1 x Masalchi and 1 x Water Carrier may be held in lieu of MLSS).

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Office of the Directorate General of Defence Purchase is authorised the following transport for official use :
   a. 2 x Car
   b. 1 x Jeep
   c. 1 x Microbus
   d. 1 x Motor Cycle for Despatch Rider Duty.
2. Private use of transport will be as per Govt. instructions issued from time to time.
3. Office Equipment : The office of the Directorate General of Defence Purchase is authorised the following office equipment :
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine
   c. 16 x Typewriter;

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

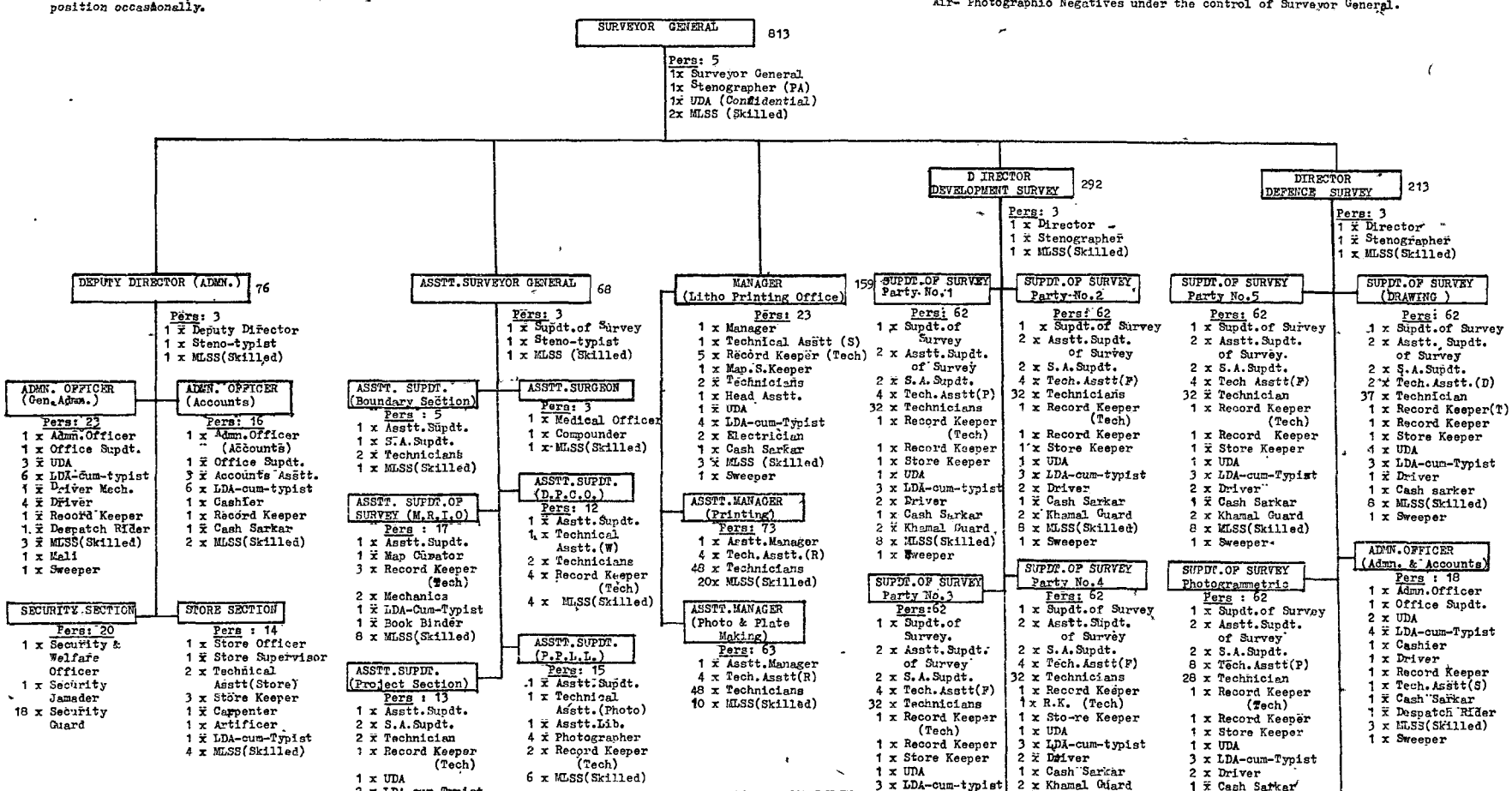
SURVEY OF BANGLADESH
DEFENCE DIVISION
MINISTRY OF DEFENCE

ANNEXURE 'B'
Phase - II, Volume - III, Part -I, Chapter - VIII

FUNCTIONS:

1. Trigonometrical and Geodetic Control Survey:
   a. Establishment of Geodetic Control Points with construction of Station and determination of value in a net work over the country.
   b. Checking the old series of triangulation net work, re-observation, computation and compilation of data wherever it is found necessary.
   c. Maintenance of triangulation stations.
   d. Preparation of trigonometrical pamphlets as permanent record of Geodetic Control points for future use and references.
   e. Running of subsidiary triangulation series to provide internal control for detailed ground survey.
   f. High precision levelling with construction of Bench Marks.
2. Topographical Survey:
   Ground Survey and preparation of Maps on different series, particularly of the following:
   a. 1:25,000 - Map of Chittagong Hill Tracts for Army requirements.
   b. 1 :50,000 series - 267 Maps covering Bangladesh.
   c. Revision/ Correction / Original Survey on the ground or by photogrammetric method to maintain those Maps upto date.
   d. Fair drawing of 1 :50,000 series Maps for regular/ revised edition.
   e. Printing of 3,000 -3,500 copies of each of 1 : 50,000 series Maps.
   f. Re-printing of 1 :50,000 series Maps to replenish the stock for maintaining relationship with Army use.
3. 1 : 250,000 series (Bangladesh is covered by 27 sheets).
   a. Compilation of 1 :250,000 Maps from 1 : 50,000 Sheets.
   b. Fair drawing of 1 :250,000 sheets and Printing of 1,000 to 1,500 copies of each Map.
   c. Re-printing of 1:250,000 Sheets to replenish stock position occasionally.
4. 1/M and 1 : 500,000 series:
   a. 1/M Maps Covering Bangladesh and surrounding countries are compiled, fair drawn and printed with occasional reprinting to maintain the stock.
   b. 1 : 500,000 Maps of Bangladesh both for Political Division and for use by Bangladesh Air Force as a BAF Chart are prepared and printed in two different specification.
5. Transfrontier Mapping:
   a. Areas surrounding Bangladesh of nearly 300,000 sq. miles has been allotted to this Department for maintenance of Topographical Maps of the areas on 1: 50,000 and 1 :250,000 Scales.
6. Cantonment Survey:
   a. Original Survey Map drawing and Printing of the Maps of cantonment.
7. Boundary Demarcation :
   a. Demarcation of International boundary lying in different Hilly areas is the responsibility of Survey of Bangladesh.
8. Geographical/ Political Maps:
   a. Political Maps on 1 : 500,000 Scale and district Maps on 1 : 250,000 scale are prepared and maintained for use by Government Departments.
9. Large Scale Contour Survey :
   a. National Development Projects in Flood Control, Power Development, Water Development, Irrigation, Town Planning, Airport, Communications, Tele-communications etc. are prepared and printed by this Department for Government and Non-Government Organizations.
10. Special Maps:
    a. Special Maps for different Government Departments like Geological Survey, Soil Survey etc. are prepared and printed for requirement of those Departments.
11. Operational Assistance:
    a. At the time of Emergency in case of War, the Department is mobilised by placing the services of the Officers of the Department at the disposal of the Army for determining positions of interest in latitude and longitude.
12. Aerial photographs :
    a. Control of aerial photography in Bangladesh; Processing, Development, printing of Air-Photographs; Maintenance, and custodian of all Air- Photographic Negatives under the control of Surveyor General.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing	Revised
	Class-I			
1.	Surveyor General	1	1	1
2.	Director	2	2	2
3.	Supdt.of Survey	5	3	8
4.	Manager	1	-	1
5.	Dy.Director(Admn)	1	-	1
6.	Asstt.Supdt.of Survey	17	16	22
7.	Asstt.Surgeon	1	-	1
	ClassII			
8.	Administrative Officer	4	4	4
9.	Asstt.Manager	2	1	2
10.	Store Officer	1	-	1
	Class-III			
11.	Sub. Asstt.Supdt.	20	12	21
12.	Tech.Asstt	44	35	50
13.	Map-Curator, Security Officer, Store Supervisor Asstt.Librarian and Selection Grade Stenographer.	5	4	5
14.	Technician	377	357	397
15.	Non-Technician	90	57	102
	Class-IV			
16.	Security Guard	49	19	19
17.	MLSS(Skilled)	212	212	176
	Total : -	802	717	813
18.	Seasonal MLSS(Skilled) (for field job)	955	955	1155

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : Survey of Bangladesh is to retain the following transports for official use.
   a. 1 x Car for Surveyor General
   b. 1 x Microbus for official duty
   c. 18 x Jeep/Pick-up for official use of the Director, Offices of Defence Survey and Development Survey.
   d. 1 x Truck for field use
   e. 2 x Station Wagon for official use
2. Private use of transport will be as per Government instruction issued from time to time.
3. Air-Conditioners/Coolers :
   a. 1 x Air-Conditioner be used in the Office chamber of the S.G.
   b. 10 x Air-Conditioner be used in the Photo Laboratory, Photo Library and Chemical Godown.
   c. 8 x Air-Conditioner be used in the Photo Machine Rooms.
   e. 5 x Air-Conditioner be used in the Camera and Photo Park Rooms of Lithographic Printing Office.
4. Office Equipment :
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine
   c. 1 x Type Writer per Stenographer Steno-typist typist. Ratio of Bengali and English Type Writer will be 60 : 40 Excess Duplicating Machine and Type Writer will be handed over to the Central Stationery Office.

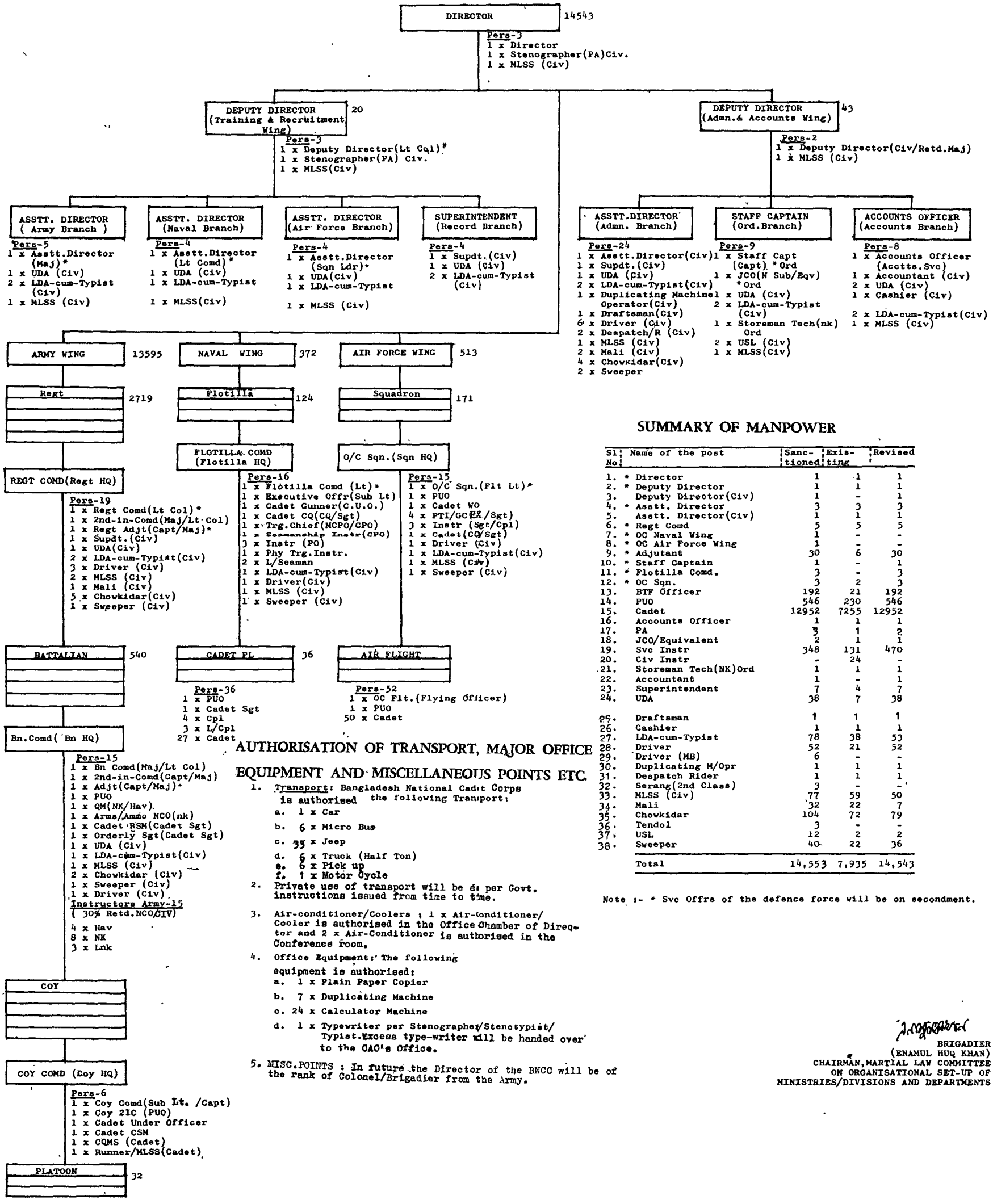
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF BANGLADESH NATIONAL CADET CORPS
DEFENCE DIVISION
MINISTRY OF DEFENCE

FUNCTIONS:

1. To develope individual character, leadership qualities and sense of dedication to national service and comradeship in young men and women.
2. To provide Military training to the students so as to stimulate their interest in the defence of the country.
3. To provide discipline volunteers for national development programmes and during national Calamities.
4. To provide a second line of defence in the wake of external aggression.
5. To build up a reserve of potential leaders for various walks of national life including the Armed Forces.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
1.	* Director	1	1	1
2.	* Deputy Director	1	1	1
3.	Deputy Director(Civ)	1	-	1
4.	* Asstt. Director	3	3	3
5.	Asstt. Director(Civ)	1	1	1
6.	* Regt Comd	5	5	5
7.	* OC Naval Wing	1	-	-
8.	* OC Air Force Wing	1	-	-
9.	* Adjutant	30	6	30
10.	* Staff Captain	1	-	1
11.	* Flotilla Comd.	3	-	3
12.	* OC Sqn.	3	2	3
13.	BTF Officer	192	21	192
14.	PUO	546	230	546
15.	Cadet	12952	7255	12952
16.	Accounts Officer	1	1	1
17.	PA	3	1	2
18.	JCO/Equivalent	2	1	1
19.	Svc Instr	348	131	470
20.	Civ Instr	-	24	-
21.	Storeman Tech(NK)Ord	1	1	1
22.	Accountant	1	-	1
23.	Superintendent	7	4	7
24.	UDA	38	7	38
25.	Draftsman	1	1	1
26.	Cashier	1	1	1
27.	LDA-cum-Typist	78	38	53
28.	Driver	52	21	52
29.	Driver (MB)	6	-	-
30.	Duplicating M/Opr	1	1	1
31.	Despatch Rider	1	1	1
32.	Serang(2nd Class)	3	-	-
33.	MLSS (Civ)	77	59	50
34.	Mali	32	22	7
35.	Chowkidar	104	72	79
36.	Tendol	3	-	-
37.	USL	12	2	2
38.	Sweeper	40	22	36
	Total	14,553	7,935	14,543

Note :- * Svc Offrs of the defence force will be on secondment.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: Bangladesh National Cadet Corps is authorised the following Transport:
   a. 1 x Car
   b. 6 x Micro Bus
   c. 33 x Jeep
   d. 6 x Truck (Half Ton)
   e. 6 x Pick up
   f. 1 x Motor Cycle
2. Private use of transport will be as per Govt. instructions issued from time to time.
3. Air-conditioner/Coolers : 1 x Air-conditioner/Cooler is authorised in the Office Chamber of Director and 2 x Air-Conditioner is authorised in the Conference room.
4. Office Equipment: The following equipment is authorised:
   a. 1 x Plain Paper Copier
   b. 7 x Duplicating Machine
   c. 24 x Calculator Machine
   d. 1 x Typewriter per Stenographer/Stenotypist/Typist. Excess type-writer will be handed over to the CAO's Office.
5. MISC.POINTS : In future the Director of the BNCC will be of the rank of Colonel/Brigadier from the Army.

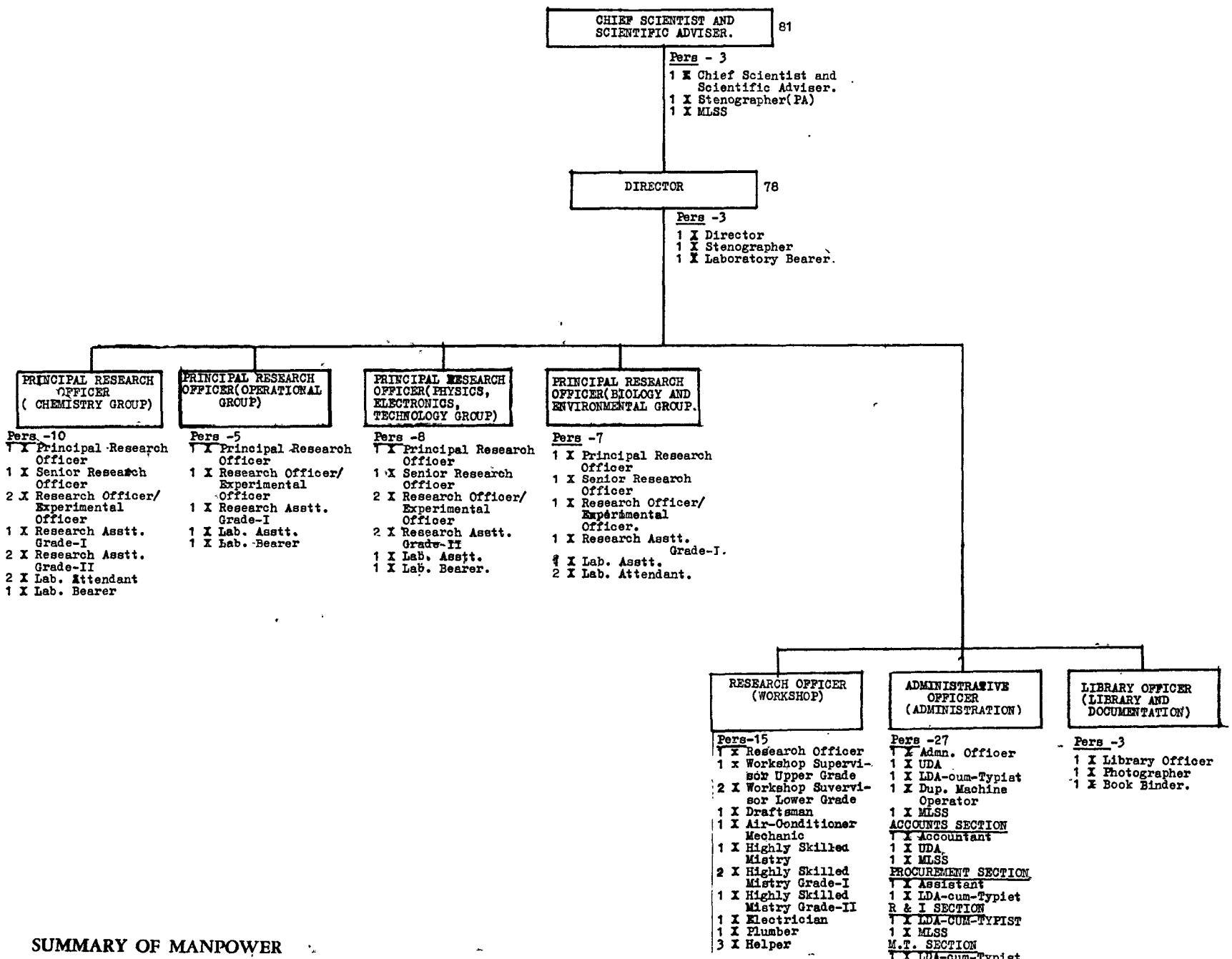
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEFENCE SCIENCE ORGANISATION
DEFENCE DIVISION
MINISTRY OF DEFENCE

FUNCTIONS:

1. To initiate research and Development of such problems as are given by Armed Forces from time to time in order to solve them.
2. To keep constant liaison with three Armed Forces to locate areas of problems.
3. Adoptation, modification and prototype development of the items of requirement of three Armed Services of the country.
4. Use of indigenous raw materials for the above mentioned purposes as far as possible.
5. To liaison with various research organisations both in the country and outside to solve related problems of Defence research.
6. To keep abreast with the latest information of research and development (R & D) in other countries even though we may not be able to procure them or initiate such research due to lack of facilities and fund.
7. In view of the specialised climatic condition or our country to adopt measures and research thereof to prolong the life of equipment , spares, instruments, etc.
8. To survey, locate, help and develop local industries for such development, adoptation, etc., in order to cut down foreign exchange expenditures and promote local expertise.
9. To train required manpower for future utilisation in the organisation.
10. To boost up economy and transfer of technology.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of post	Sanctioned	Existing	Revised
1.	Chief Scientist and Scientific Adviser.	1	1	1
2.	Director	1	1	1
3.	Principal Research Officer.	2	2	4
4.	Sr. Research Officer	3	1	3
5.	Research Officer/ Experimental Officer	11	4	7
6.	Library Officer	1	1	1
7.	Store Officer	1	-	-
8.	Administrative Officer (Class-II)	1	1	1
	Class-III	61	56	44
	Class-IV	22	22	19
	GRAND TOTAL =	104	89	81

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. The Defence Science Organisation is authorised the following transport:
   a. 1 X Car
   b. 1 X Jeep
   Private use
2. % of transport will be as per Government Instructions issued from time to time.
3. Air-Conditioner/Coolers:
   1 X Air-conditioner/Coolers will be used in the Laboratory.
4. Office equipment :
   a. 1 X Duplicating Machine.
   b. 2 X Calculator.
   c. 1 X Typewriter per Stenographer/ Stenotypist/Typist.
   The extra Typewriter will be handed over to the Central Stationery office.

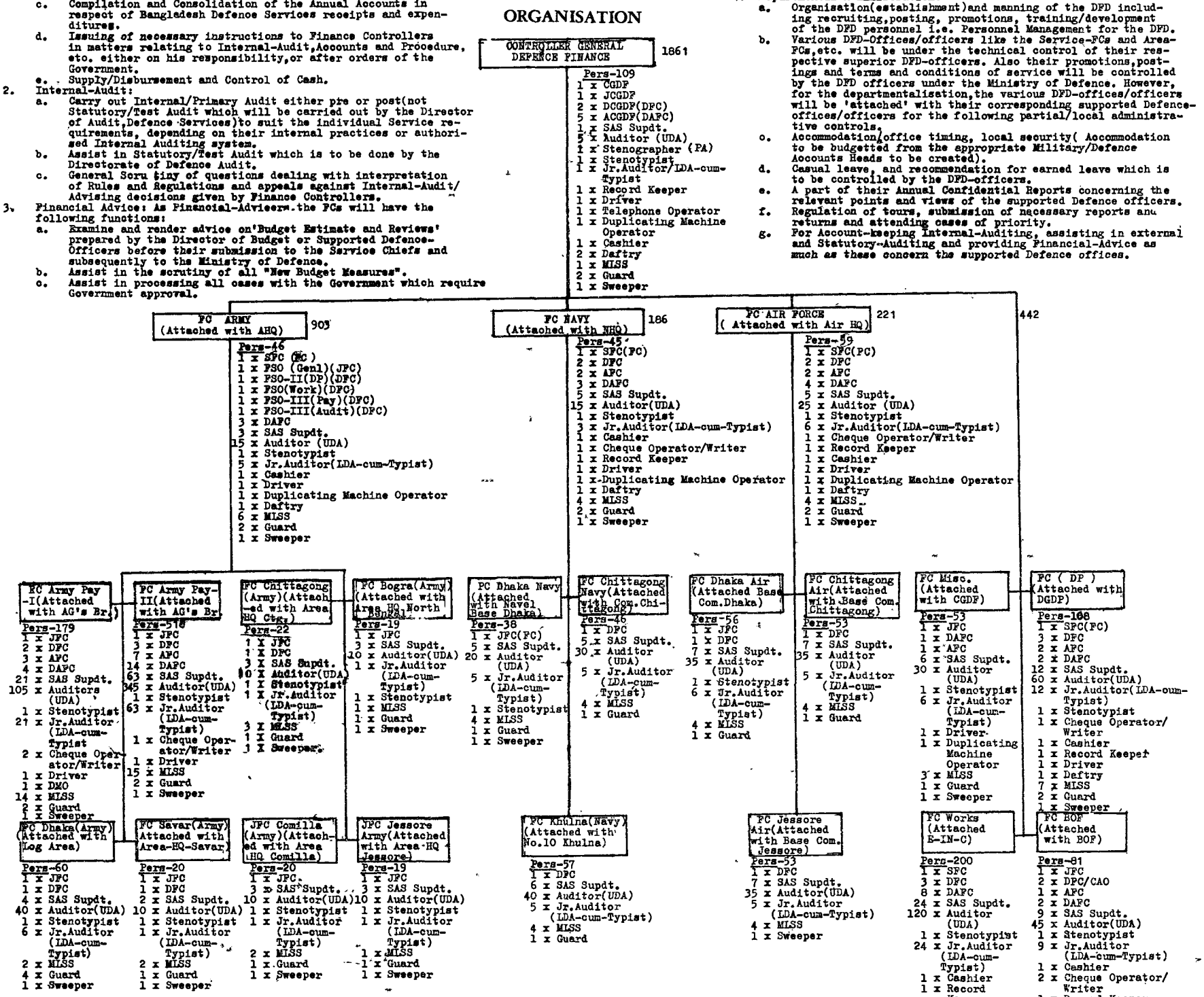
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEFENCE FINANCE DEPARTMENT
DEFENCE DIVISION
MINISTRY OF DEFENCE

FUNCTIONS:

1. *Accounting:*
   a. Keeping the Defence Account(i.e. Military Account) under the Administrative Control of Ministry of Defence.
   b. Submission of periodical Financial/Accounting Reports/ Statements including yearly Appropriation Accounts to the Comptroller and Auditor General(C&AG) through the Ministry of Defence as and when required by the C&AG.
   c. Compilation and Consolidation of the Annual Accounts in respect of Bangladesh Defence Services receipts and expenditures.
   d. Issuing of necessary instructions to Finance Controllers in matters relating to Internal-Audit,Accounts and Procedure, etc. either on his responsibility,or after orders of the Government.
   e. Supply/Disbursement and Control of Cash.
2. Internal-Audit:
   a. Carry out Internal/Primary Audit either pre or post(not Statutory/Test Audit which will be carried out by the Director of Audit,Defence Services)to suit the individual Service requirements, depending on their internal practices or authorised Internal Auditing system.
   b. Assist in Statutory/Test Audit which is to be done by the Directorate of Defence Audit.
   c. General Scrutiny of questions dealing with interpretation of Rules and Regulations and appeals against Internal-Audit/ Advising decisions given by Finance Controllers.
3. Financial Advice: As Financial-Advisers the FCs will have the following functions:
   a. Examine and render advice on'Budget Estimate and Reviews' prepared by the Director of Budget or Supported Defence-Officers before their submission to the Service Chiefs and subsequently to the Ministry of Defence.
   b. Assist in the scrutiny of all "New Budget Measures".
   c. Assist in processing all cases with the Government which require Government approval.
   d. Assist in Internal-Auditing, assist in External/Statutory-Auditing,and Account-keeping by advising the Services Chiefs and his other related officers by liaisoning among processing cases with the relevant authorities.
   e. Assist in speedy disbursement of Pay,Pension and Allowance to the personnel by liaisoning between the Service Headquarters/other offices and the relevant authorities.
   f. Assist in speedy scrutiny of contractual or purchasing documents for project-works and stores purchases.
4. Departmental Administration:
   a. Organisation(establishment)and manning of the DFD including recruiting,posting, promotions, training/development of the DFD personnel i.e. Personnel Management for the DFD.
   b. Various DFD-Offices/officers like the Service-FCs and Area-FCs,etc. will be under the technical control of their respective superior DFD-officers. Also their promotions,postings and terms and conditions of service will be controlled by the DFD officers under the Ministry of Defence. However, for the departmentalisation,the various DFD-offices/officers will be 'attached' with their corresponding supported Defence-offices/officers for the following partial/local administrative controls.
   c. Accommodation,office timing, local security(Accommodation to be budgetted from the appropriate Military/Defence Accounts Heads to be created).
   d. Casual leave, and recommendation for earned leave which is to be controlled by the DFD-officers.
   e. A part of their Annual Confidential Reports concerning the relevant points and views of the supported Defence officers.
   f. Regulation of tours, submission of necessary reports and returns and attending cases of priority.
   g. For Account-keeping Internal-Auditing, assisting in external and Statutory-Auditing and providing Financial-Advice as much as these concern the supported Defence offices.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
	CLASS-I			
1.	Controller General Defence Finance	1	1	1
2.	Joint Controller General Defence Finance	1	1	1
3.	Finance Controller	5	5	5
4.	Joint Finance Controller	3	3	13
5.	Deputy Finance Controller/ Deputy Controller General Defence Finance	18	17	31
6.	Assistant Finance Controller	4	4	18
7.	Deputy/Assistant Finance Controller	54	54	46
	Total Class-I	86	85	115
	Total Class-II	188	188	214
	Total Class-III	1390	1209	1368
	Total Class-IV	142	122	164
	GRAND TOTAL	1806	1604	1861

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The office is authorised the following transports:
   a. 8 x Cars, 1 for CGDF, 1 for SFC Army, 1 for SFC Airforce, 1 for SFC (Navy), 1 for SFC(Works), 1 for (DP), 1 for FC(Army), Pay-I and 1 for FC (Army) Pay-II.
   b. 8 x Microbus, 1 for CGDF. Staff officers 1 for SFC (Army) staff officers, 1 for SFC (Air Force) staff officers, 1 for SFC (Navy) staff officers, 1 for SFC (DP) staff officers, 1 for SFC(Works) staff officers, 1 for Army. Pay-I staff officers and 1 for FC Army Pay-II staff officers.
   c. 8 x Motor Cycles, for DR duties in R/O above mentioned eight offices 1 (b)
2. Office Equipments: The offices is authorised:
   a. 4 x Plain Paper Copier-One Machine for 8 offices as mentioned above.
   b. 4 x Duplicating Machine for 4 FC offices.
   c. 6 x Cheque writing Machine for 6 SFC/FC offices.
   d. 12 x Typewriter for 3 SFC/FC Offices.
   e. 8 x Calculating Machine for 4 SFC/FC offices.
   f. 8 x Bicycle for 8 offices as mentioned above(for Messenger only)

ABBREVIATIONS

ACGDF	:	Assistant Controller General Defence Finance.
AHQ	:	Army Head Quarter
BOF	:	Bangladesh Ordnance Factory.
CAO	:	Chief Administrative Officer
DAFC	:	Deputy/Assistant Finance Controller
DCGDF	:	Deputy Controller General Defence Finance
DFC	:	Deputy Finance Controller
FC	:	Finance Controller
FSO	:	Finance Staff Officer
JCGDF	:	Joint Controller General Defence Finance
JFC	:	Joint Finance Controller
SAS	:	Sub-ordinate Account Service
SFC	:	Senior Finance Controller.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF MILITARY LANDS AND CANTONMENTS
DEFENCE DIVISION
MINISTRY OF DEFENCE

FUNCTIONS:

1. To supervise and control matters relating to acquisition custody and relinquishment of all Defence Lands for Defence forces.
2. Administrative and Financial control of all military estates.
3. Administrative, development and financial control of all Cantonment Boards.
4. Administrative control of officers and employees under the Directorate.

ORGANISATION

DIRECTOR — 112

Pers-3
1 x Director
1 x Stenographer(PA)
1 x MLSS

DEPUTY DIRECTOR — 109

Pers-3
1 x Deputy Director
1 x Stenotypist
1 x MLSS

MILITARY ESTATES OFFICER (Central Circle, Dhaka Cantonment) — 30

Pers-3
1 x Military Estates Officer
1 x Steno-typist(PA)
1 x MLSS

DY.ASSTT.MILITARY ESTATES OFFICER

Pers-27
1 x Dy.Asstt.Military Estates Officer
3 x SDO(hiring,acquisition & technical)
3 x S/D.Man
1 x ME Overseer
1 x UDA
2 x LDA-cum-Typist
1 x Blue Printer
1 x MLSS
3 x Chowkider

General Branch
1 x UDA
1 x Accountant
1 x LDA-cum-Typist
1 x Cashier
1 x Record Keeper
1 x Driver
1 x Mali
1 x Sweeper
3 x Chowkider

MILITARY ESTATES OFFICER (Eastern Circle, Chittagong Cantonment) — 24

Pers-3
1 x Military Estates Officer
1 x Steno-typist(PA)
1 x MLSS

DY. ASSTT.MILITARY ESTATES OFFICER

Pers-21
1 x Dy.Asstt.Military Estates Officer
2 x SDO(hiring & acquisition)
1 x S/D.Man
1 x ME Overseer
1 x Blue Printer
3 x Chowkider

General Branch
1 x UDA
1 x Accountant
2 x LDA-cum-Typist
1 x Record Keeper
1 x Cashier
1 x MLSS
1 x Mali
1 x Sweeper
3 x Chowkider

MILITARY ESTATES OFFICER (Northern Circle, Bogra Cantonment) — 24

Pers-3
1 x Military Estates Officer
1 x Steno-typist(PA)
1 x MLSS

DY.ASSTT.MILITARY ESTATES OFFICER

Pers-21
1 x Dy.Asstt.Military Estate Officer
2 x SDO(hiring & acquisition)
1 x S/D.Man
1 x ME Overseer
1 x Blue Printer
3 x Chowkider

General Branch
1 x UDA
1 x Accountant
2 x LDA-cum-Typist
1 x Cashier
1 x Record Keeper
1 x Driver
1 x Mali
1 x Sweeper

ASSTT. DIRECTOR (Military Lands & Cantonments(Law)

Pers-2
1 x ADML & C
1 x MLSS

ASSTT DIRECTOR (Military Lands & Cantonments(Education)

Pers-2
1 x ADML & C
1 x Typist

ASSTT. DIRECTOR (Military Lands & Cantonments(Admn.)

Pers-15
1 x ADML & C
2 x UDA
4 x LDA-cum-Typist
1 x Accountant
1 x Driver
1 x MLSS
3 x Chowkider
1 x Mali
1 x Sweeper

CANTONMENT EXECUTIVE OFFICER CANTONMENT BOARD

Pers-9
9 x CEO(Chittagong, Dhaka, Comilla, Jessore, Bogra, Rangpur, Savar, Ghazipur and Saidpur.

SUMMARY OF MANPOWER

DIRECTORATE OF MILITARY LANDS AND CANTONMENTS

Sl No	Name of the post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Deputy Director	1	1	1
3.	Assistant Director	3	1	3
4.	C.E.O.	9	5	8
	Total Class-I	14	8	14
	Class-II			
5.	Admn. Officer	1	1	-
	Total Class-II	1	1	-
	Total Class-III	13	10	11
	Total Class-IV	14	13	9
	MILITARY ESTATES OFFICE, CENTRAL CIRCLE, DHAKA CANTONMENT			
	Class-I			
6.	M.E.O.	1	1	1
7.	A.M.E.O.	1	-	-
	Total Class-I	2	1	1
	Class-II			
8.	D.A.M.E.O.	1	1	1
	Total Class-II	1	1	1
	Total Class-III	20	20	16
	Total Class-IV	15	15	12
	MILITARY ESTATES OFFICE, EASTERN CIRCLE, CHITTAGONG			
	Class-I			
9.	M.E.O.	1	1	1
10.	A.M.E.O.	1	-	-
	Total Class-I	2	1	1
	Class-II			
11.	D.A.M.E.O.	1	-	1
	Total Class-II	1	-	1
	Total Class-III	11	11	10
	Total Class-IV	12	12	12
	MILITARY ESTATES OFFICE, NORTHERN CIRCLE, BOGRA			
	Class-I			
12.	M.E.O.	1	1	1
13.	A.M.E.O.	1	-	-
	Total Class-I	2	1	1
	Class-II			
14.	D.A.M.E.O.	1	1	1
	Total Class-II	1	1	1
	Total Class-III	13	12	11
	Total Class-IV	13	13	11
	GRAND TOTAL	135	120	112

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate of Military Lands and Cantonments, Military Estates Offices to retain the following transports:
   a. 1 x Car for official use of Director.
   b. 1 x Jeep for official use of Military Estates Office, Dhaka.
   c. 1 x Jeep for official use of Military Estates Office, Bogra.

   The existing 2 x Car hold by the Military Estates Office, Dhaka and Bogra may be retained till these are replaced by Jeep/are disposed of.
2. The private use of government transport on monthly payment basis will be controlled by the Council of Ministers.

Office equipment:

3. These offices are to hold the following office equipment:
   a. I x Plain paper copier for the Directorate office.
   b. 1 x Plain paper copier for the Military Estates Office, Dhaka.
   c. 1 x Plain paper copier for the Military Estates, Office, Bogra.
   d. 4 x Duplicating machine, one for Directorate, one each for each of the Military Estates Office
   e. 14 x Typewriter, six for Directorate, four for MEO, Dhaka; two for MEO, Chittagong and two for MEO, Bogra.
4. The remaining 13 x Typewriter should be handed over to the office of the Chief Administrative Officer.

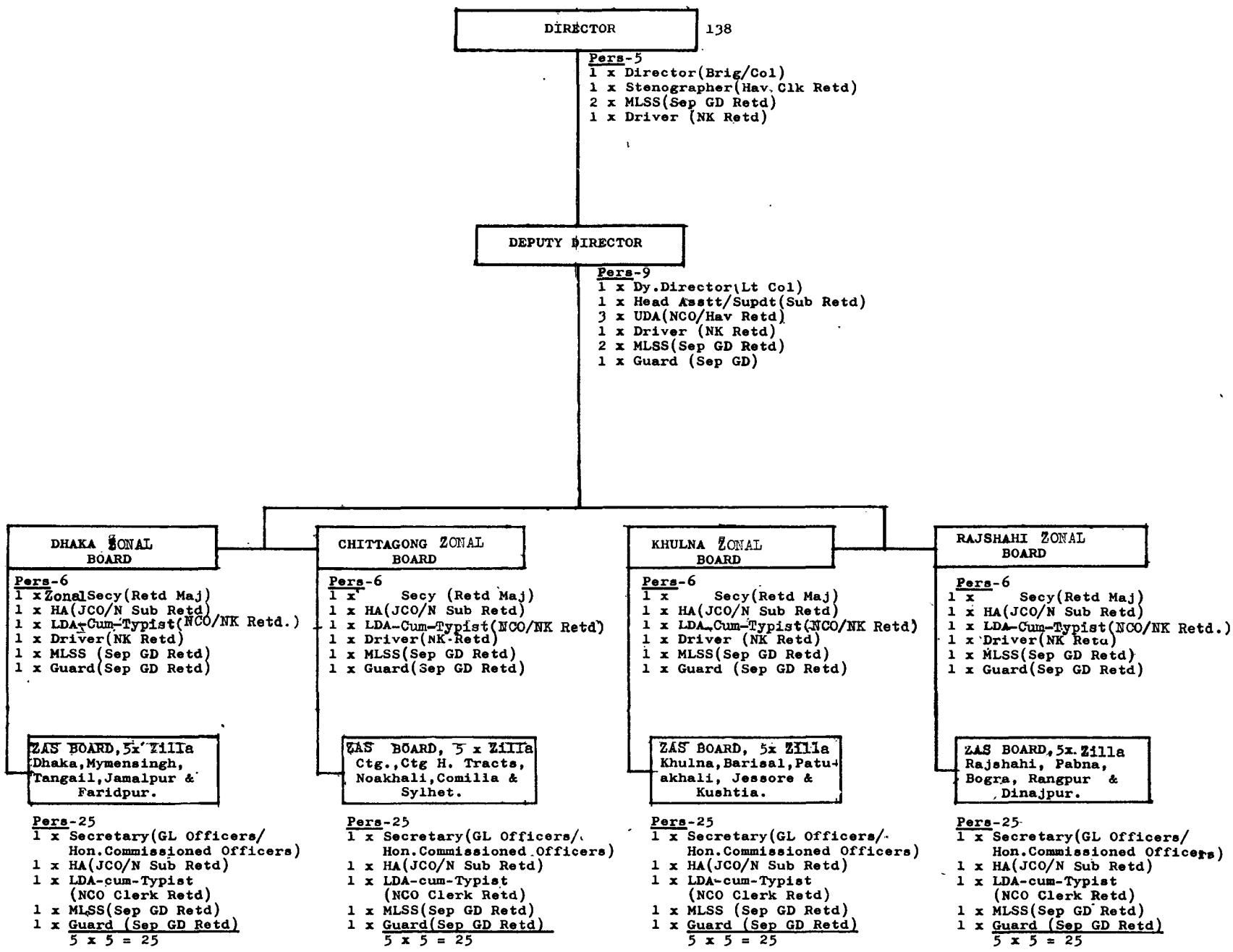
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BANGLADESH ARMED SERVICES BOARD
DEFENCE DIVISION
MINISTRY OF DEFENCE

FUNCTIONS:

1. To promote the welfare of ex-Servicemen and their families.
2. To safeguard the interest of servicemen and their families, in matters to be dealt with by the civilian authorities.
3. To watch the concessions granted to ex servicemen and their families and made available to beneficiaries by the parties concerned.
4. To promote and publicise recruiting drives for the Armed Forces.
5. To formulate and sponsor plans for the rehabilitation, re-employment of the ex-servicemen and families of the officers.
6. To maintain and administer charitable fund and institution for the welfare of ex-servicemen.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
1.	Director(Brig/Col)	1	1	1
2.	Dy. Director(Lt Col)	1	1	1
3.	Zonal Secretary(Retd Maj)	4	-	4
4.	Secretary(GL Officer/Hon. Commissioned Officer)	10	14	20
5.	UDA/HA	1	1	28
6.	Stenographer	1	1	1
7.	LDA-cum-Typist	42	42	24
8.	Driver	1	1	6
9.	MLSS	18	18	28
10.	Guard	15	15	25
	Total =	94	94	138

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : Bangladesh Armed Services Board is authorised:
   a. 1 x Car
   b. 5 x Jeep (1 x Jeep for each Zonal Office)
   c. 20 x Motor Cycle for Zilla Office.
   d. 1 x Motor Cycle for Despatch Rider duty.
2. Private use of transport will be as per Govt. instructions issued from time to time.
3. Office equipment:

   26 x Typewriter:

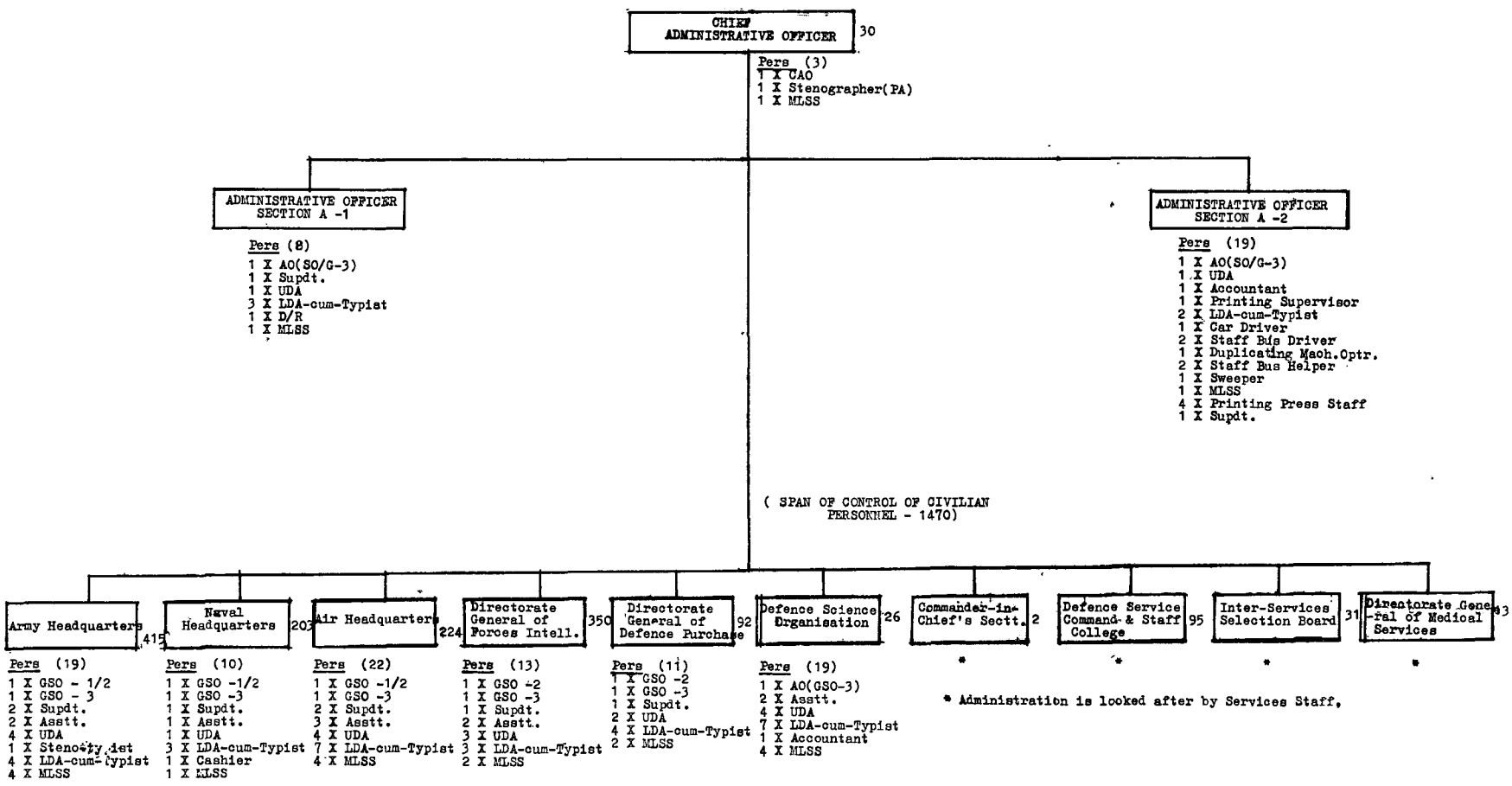
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
DEFENCE DIVISION
MINISTRY OF DEFENCE

FUNCTIONS:

1. Administration of Civilian Personnel paid from Defence Services Estimates and employed in the following Services Headquarters and Inter-Services Organisations:
   - (a) Army Headquarters.
   - (b) Naval Headquarters.
   - (c) Air Headquarters.
   - (d) C-in-C's Secretariat.
   - (e) Directorate General of Medical Services.
   - (f) Directorate General of Forces Intelligence.
   - (g) Defence Services Command and Staff Colleges.
   - (h) Directorate General of Defence Purchase.
   - (i) Inter-Services Selection Board.
   - (j) Defence Science Organisation.
   - (k) Office of the Chief Administrative Officer.
2. Provision, maintenance and distribution of stationery office equipment and other office stores in respect of the Army, Inter-Services Organisations and Military Accounts Department.
3. Printing and distribution of forms, books on Rules and Regulations and other publications in respect of the Army, Inter-Services Organisations and Military Accounts Department.
4. Welfare of Civilian Personnel, including management of staff buses belonging to Ministry of Defence Civilian Employees Welfare Organisation.

ORGANISATION



* Administration is looked after by Services Staff.

SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing	Revised
1.	Chief Administrative Officer	1	1	1
2.	Asstt. Chief Administrator	1	-	-
3.	Admn. Officer(GSO-3)	3	3	2
4.	Superintendent	4	3	2
5.	Asstt/Accountant	5	3	1
6.	UDA	5	5	2
7.	Stenographer	1	-	1
8.	Printing Supervisor	1	1	1
9.	Stenotypist	1	1	-
10.	LDA-cum-Typist	8	5	5
11.	Driver	3	3	3
12.	Despatch Rider	1	1	1
13.	Duplicating Machine Operator	1	1	1
14.	MLSS(Peon)	9	9	3
15.	Chowkider	2	2	-
16.	Mali	1	1	-
17.	Sweeper	1	1	1
18.	Staff Bus Helper	2	2	2
19.	Printing Press Staff	4	4	4
	Total -	54	46	30

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport : The office of the Chief Administrative Officer is authorised the following transport for official use only :

a. 1 X Car
b. 2 X Buses
c. 1 X Motor Cycle

2. Private use of transport will be as per Government instructions issued from time to time.
3. Office Equipment : The following office equipment is authorised:

a. 1 X Duplicating Machine
b. 1 X Calculator Machine
c. One X Typewriter per Stenographer/Steno-typist/Typist.

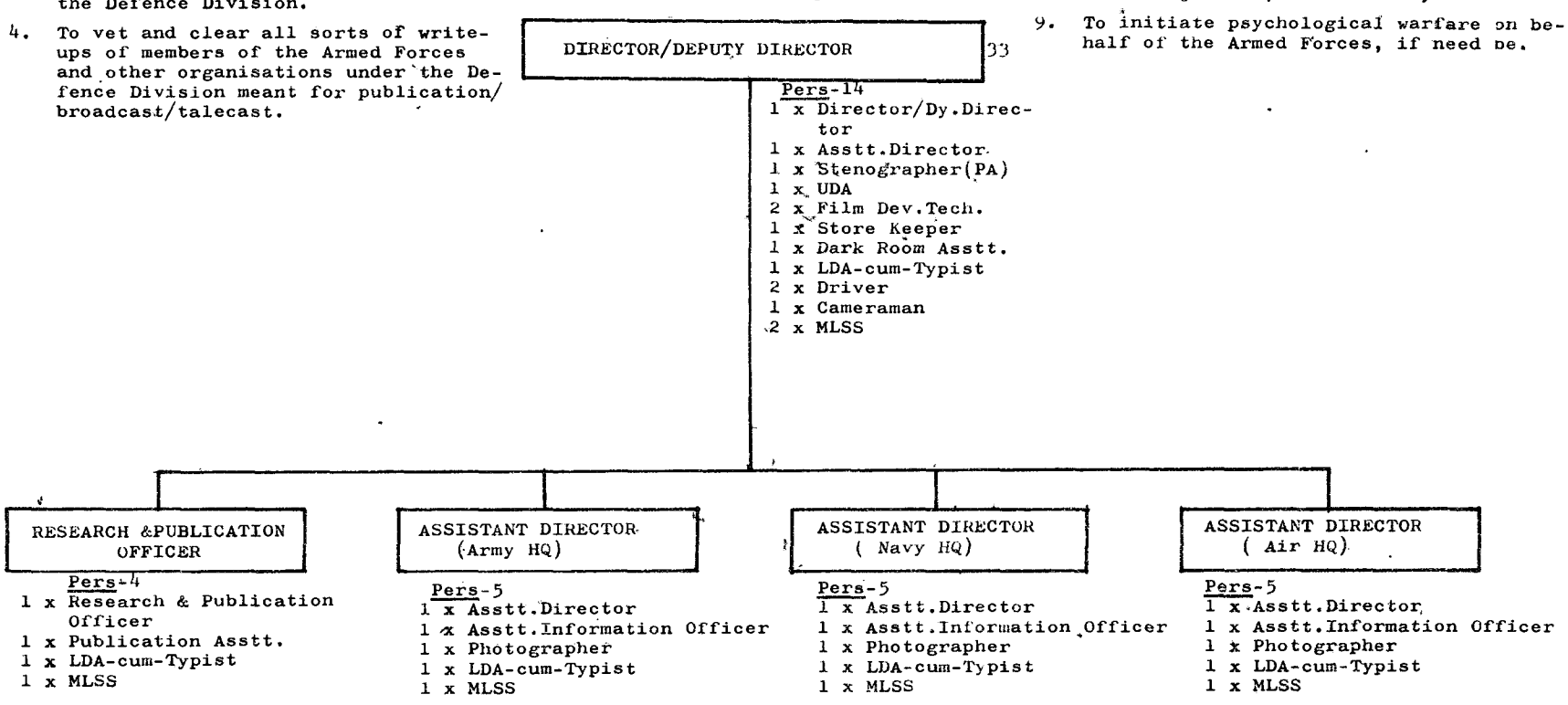
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

INTER-SERVICE PUBLIC RELATION DIRECTORATE
DEFENCE DIVISION
MINISTRY OF DEFENCE

FUNCTIONS:

1. To plan and ensure effective and correct projection and publicity of the Armed Forces and its co-ordination through various publicity media such as Press, Radio, and T.V., etc.
2. To act as the only agency for co-ordinating and releasing information news, views photographs and advertisements of the three services in an appropriate manner so as to prevent leakage of information.
3. To publish house journals for the Armed Forces and other organisations under the Defence Division.
4. To vet and clear all sorts of write-ups of members of the Armed Forces and other organisations under the Defence Division meant for publication/broadcast/talecast.
5. To initiate and co-ordinate programmes presented/participated in by members of the Armed Forces for broadcast/talecast/filming.
6. To arrange production and exhibition of documentary films for boosting up the morale of the members of the Armed Forces.
7. To maintain reference and press clippings on the Armed Forces, activity.
8. To scan foreign press reports and monitoring reports on our Armed Forces and to issue rejoinder, if necessary.
9. To initiate psychological warfare on behalf of the Armed Forces, if need be.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
1.	Director	1	-	-
2.	Deputy Director	1	1	1
3.	Assistant Director	4	3	4
4.	Research Officer	1	1	1
5.	Asstt.Information Officer	4	2	3
6.	Publication Officer	1	1	-
7.	Chief Photographer	1	-	-
8.	Cameraman	1	1	1
9.	Projector Asstt.	1	-	-
10.	Research Asstt.	1	1	-
11.	Publication Asstt.	1	1	1
12.	Stenographer(PA)	1	-	1
13.	Stenotypist	1	-	-
14.	UDA	2	2	1
15.	Photographer	5	4	3
16.	Film Dev.Technician	3	2	2
17.	LDA-Cum-Typist	10	9	5
18.	Store Keeper	1	1	1
19.	Project Operator	1	-	-
20.	Driver	2	2	2
21.	Dark Room Asstt.	1	1	1
22.	MLSS	10	10	6
23.	Night Guard	1	1	-
24.	Sweeper	1	1	-
	Total =	56	44	33

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate is to retain the following transport:
   a. 1 x Jeep, Car.
   b. 1 x Microbus/1 ton truck.
2. Authorisation and use of transport will be as per Government Instruction issued from time to time.

Office equipment:

3. The Directorate is to retain the following equipment:
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine
   c. 6 x Calculator
   d. 1 x Typewriter per Stenographer/Stenctypist/Typist. Ratio of Bengali and English Typewriter will be 60 : 40. Excess typewriter will handed over to the Central Stationery Office.

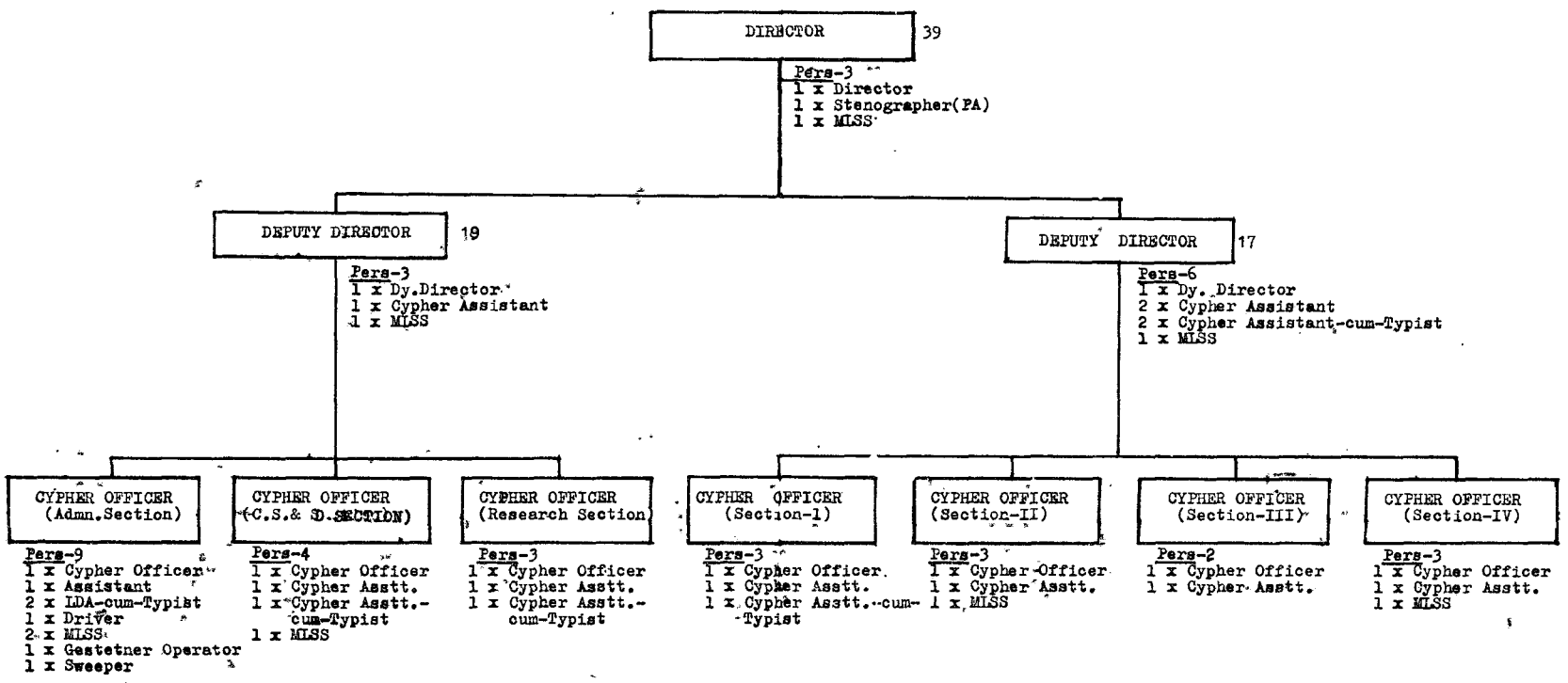
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF CYPHER
DEFENCE DIVISION
MINISTRY OF DEFENCE

FUNCTIONS:

1. To evolve cryptographic and communication security documents, equipments, methods and procedures to give security cover to the state communications.
2. Evolution, compilation, production and distribution of cryptographic and communication security documents, equipments and cryptographic procedures in accordance with the requirements of services and the Government departments.
3. Ensuring the security of Cyphers and codes from cryptographic aspects by embedding all techniques caldulated to resist cryptanalytic attack.
4. Procurement, production and modification of mechanical/electrical devices such as inserts and stencil subtractor frames.
5. Research and development of cyphers, codes and code/call sign system.
6. Imparting training in 'Operation of cyphers' and in 'Communication Security' to officers/staff of the Cypher Using Departments other than Armed Forces.
7. Issue of technical directives as regards operation and security precautions and restoring security on compromise in respect of all cryptographic and communication security documents and material issued by them.
8. Ensuring physical security of cryptographic material in all stages of production and distribution.
9. Administration of the Department.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
	CLASS-I			
1.	Director	1	1	1
2.	Deputy Director	2	2	2
3.	Cypher Officer	7	6	7
	Total Class-I	10	9	10
	CLASS-III			
4.	Cypher Assistant	10	8	9
5.	Assistant	2	1	1
6.	Stenographer	1	-	1
7.	Cypher Asstt.-cum-Typist	5	5	5
8.	LDA-cum-Typist	3	2	2
9.	Driver	1	1	1
10.	Gestetner Operator	1	1	1
	Total Class-III	23	18	20
	Class-IV			
11.	MLSS	9	8	8
12.	Sweeper	1	1	1
	Total Class-IV	10	9	9
	GRAND TOTAL	43	36	39

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Department is to retain the existing 1 x Jeep for official use.
2. Use and authorisation of transport will be as per Govt. instructions issued from time to time.

Office Equipment:

3. The Department to hold 1 x Duplicating Machine, 6 x Typewriters equal to the number of Stenographer/Typist/LDA.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BANGLADESH METEOROLOGICAL DEPARTMI
DEFENCE DIVISION
MINISTRY OF DEFENCE

FUNCTIONS:

1. Rendering technical advice to the administrative Ministry as and when required.
2. Observation of Meteorological Parameters both for surface and upper air all over Bangladesh round the clock.
3. Operation and maintenance of Seismological and Geomagnetic observatories and taking Seismic and Geomagnetic observations.
4. Preparation and analysis of all weather charts and their interpretation.
5. Issuance of weather forecasts for public, farmers, shipping and aviation for tropical cyclones and warnings for nor'westers, tornadoes, heavy rainfall, etc.
6. Maintenance of surveillence of weather radar for probing impending tropical cyclones, nor'westers and tornadoes.
7. Reception of satellite imageries for real time use in day to day work of Storm Warning Centre and Aviation Forecasting Centres.
8. Exchange of all Meteorological data to meet national and international obligation.

ORGANISATION

DIRECTOR — 1043
Pers: 3
1 x Director
1 x Stenographer(PA)
1 x MLSS

TRAINING INSTITUTE
Pers: 25
1 x Dy.Director
2 x Asstt.Director
3 x Meteorologist
3 x Prof.Asstt.
3 x Met.Asstt.
1 x Draftsman
1 x Assistant
2 x Gr.Observer
1 x Mech. Gr. II
1 x Steno-Typist
1 x LDA-cum-Typist
1 x Driver
1 x Gestetner Operator
2 x Balloon Maker
2 x MLSS

WORKSHOP AND LABORATORY
Pers: 32
1 x Dy.Director
1 x Sr.Mech.Engineer
1 x Meteorologist
1 x Asstt.Elct.Engr.
1 x Asstt.Mech.Engr.
2 x Prof. Asstt.
4 x Electronic Asstt.
3 x Foreman
2 x Assistant
2 x Chief Mechanic
5 x Mechanic Gr. I
6 x Mechanic Gr. II
2 x Carpenter
1 x LDA-cum-Typist

HEADQUARTER — 86
Pers: 3
1 x Dy. Director
1 x Steno-Typist
1 x MLSS

STORM WARNING CENTRE — 283
Pers: 3
1 x Dy.Director
1 x Steno-Typist
1 x MLSS

SYNOPTIC
Pers: 24
1 x Asstt.Director
2 x Meteorologist
2 x Asstt.Met.
4 x Prof. Asstt.
3 x Met.Asstt.
3 x Assistant
3 x Sr.Observer
3 x Observer
1 x LDA-cum-Typist
1 x Balloon Maker
1 x MLSS

FORECASTING
Pers: 16
1 x Asstt.Director
2 x Meteorologist
2 x Asstt.Met.
2 x Prof.Asstt.
2 x Met. Asstt.
1 x Draftsman
2 x Sr.Observer
1 x Photographer
1 x LDA-cum-Typist
1 x Balloon Maker
1 x MLSS

FORECASTING
Pers: 42
5 x Meteorologist
4 x Asstt.Met.
8 x Met. Asstt.
1 x Assistant
15 x Sr.Observer
1 x Observer
3 x Balloon Maker
5 x MLSS

ADMINISTRATION
Pers: 7
1 x Supdt.
1 x Accountant
1 x UDA
2 x LDA-cum-Typist
1 x Driver
1 x MLSS

RIC, RAWINSONDE & PILOT BALLOON OBSY : DHAKA.
Pers: 18
1 x Asstt.Met.
2 x Prof.Asstt.
1 x Met.Asstt.
5 x Sr.Observer
1 x Mech.Gr.I
5 x Balloon Maker
1 x MLSS
1 x Chowkider
1 x Mali

CLIMATE
Pers: 31
1 x Dy.Director
1 x Meteorologist
2 x Asstt.Met.
3 x Prof.Asstt.
3 x Met.Asstt.
8 x Assistant
10 x Sr.Observer
1 x Steno-Typist
2 x MLSS

AGROMET
Pers: 12
1 x Dy.Director
1 x Asstt. Met.
2 x Met.Asstt.
2 x Assistant
3 x Sr.Observer
1 x Steno-Typist
1 x Driver
1 x MLSS

PLANNING
Pers: 12
1 x Asstt.Director
1 x Asstt.Met.
2 x Prof.Asstt.
4 x Met.Asstt.
1 x UDA
2 x LDA-cum-Typist
1 x MLSS

INTERNATIONAL METEOROLOGICAL
Pers: 9
1 x Asstt.Director
1 x Asstt.Met.
1 x Prof.Asstt.
2 x Met.Asstt.
1 x UDA
2 x LDA-cum-Typist
1 x MLSS

NATIONAL MET. COMN. CENTRE DHAKA.
Pers: 98
1 x Sr.Comn.Engr.
2 x Comn.Engineer
3 x Asstt.Com.Engr.
5 x Elec. Asstt.
2 x Asstt.
10 x T.P.Supervisor
40 x T.P.Operator
6 x Wireless Supervisor
10 x Wireless Optr.
2 x Sr.Observer
2 x Mech.Gr.II
1 x LDA-cum-Typist
10 x MLSS
4 x Chowkider

MAIN METEORO-LOGICAL OFFICE Z I A , DHAKA.
Pers: 83
1 x Asstt.Director
4 x Meteorologist
1 x Elec.Engineer
5 x Asstt. Met.
1 x Asstt.Elec.Engr
3 x Prof. Asstt
4 x Elec.Asstt.
5 x Met.Asstt.
5 x Asstt.
1 x T.P.Supervisor
17 x Sr.Observer
5 x T.P.Operator
3 x Radio Mechanic
1 x Driver
6 x Observer
2 x Lab.Attendant
8 x Balloon Maker
1 x LDA-cum-Typist
9 x MLSS
1 x Sweeper

WEATHER SUR-VEILLANCE RADAR STATION : DHAKA
Pers: 15
2 x Asstt.Elec.Engr.
6 x Elec. Asstt.
2 x Mech.Gr.II
4 x Chowkider
1 x MLSS

ELECTROLYSER PLANT, DHAKA.
Pers: 17
1 x Mech.Engineer
2 x Asstt.Mech.Engr.
1 x Chemist
1 x Foreman
1 x Chief Mechanic
2 x Mech.Gr.I
1 x Mech.Gr.II
2 x Electrician
2 x Boiler Operator
1 x Observer
1 x Messenger
1 x Chowkider
1 x Sweeper

ADMINISTRATION
Pers: 3
1 x Asstt.Director
1 x Asstt.Met.
1 x MLSS

ESTABLISHMENT AND GENERAL ADMINISTRATION
Pers: 26
1 x Admn. Officer
1 x Prof. Asstt.
1 x Supdt.
1 x Accounts Officer
2 x UDA
1 x Accountant
1 x Security Officer
4 x LDA
3 x LDA-cum-Typist
1 x Care Taker
1 x Electrician
3 x Driver
3 x Chowkider
2 x MLSS
1 x Mali

CENTRAL METEO-ROLOGICAL STORE
Pers: 10
1 x Store Officer
2 x Store Keeper (1 for Tech.)
2 x LDA-cum-Typist
1 x MLSS
4 x Chowkider

ELECTRONIC & INSTRUMENT
Pers: 12
1 x Sr.Elec. Engr.
1 x Mech.Engineer
1 x Elec.Engineer
1 x Asstt. Met.
1 x Asstt.Elec.Engr.
1 x Chemist
1 x Electronic Asstt
1 x Mech.Asstt.
1 x Sr.Observer
1 x Mech. Gr.II
1 x Lab.Attendant
1 x MLSS

COMMUNICATION
Pers: 10
1 x Sr.Com.Engr.
1 x Com. Engineer
1 x Asstt.Met.
1 x Asstt.Com.Engr.
1 x T.P.Supervisor
1 x Assistant
1 x Observer
1 x Mech. Gr. II
1 x Lab. Attendant
1 x Balloon Maker

GENERAL ADMN.
Pers: 16
1 x Admn.Officer
1 x Supdt.
1 x Accounts Officer
1 x Accountant
2 x UDA
2 x LDA-cum-Typist
2 x Driver
2 x MLSS
3 x Chowkider
1 x Sweeper

MET. OBSY. RAJSHAHI
Pers: 7
1 x Met.Asstt.
3 x Sr.Observer
3 x Balloon Maker

MET. OBSY. KUTUBDIA
Pers: 7
1 x Met.Asstt.
3 x Sr.Observer
3 x Balloon Maker

MET. OBSY. PATUAKHALI
Pers: 7
1 x Met.Asstt.
3 x Sr.Observer
3 x Balloon Maker

MET. OBSY. DINAJPUR
Pers: 7
1 x Met.Asstt.
3 x Sr.Observer
3 x Balloon Maker

MET. OBSY. HATIYA
Pers: 7
1 x Met.Asstt.
3 x Sr.Observer
3 x Balloon Maker

OBSERVATORY
Pers: 7
1 x Asstt. Met.
2 x Prof.Asstt.
1 x Met.Asstt.
1 x Assistant
1 x Sr.Observer
1 x MLSS

MET. OBSY. SITAKUNDA
Pers: 7
1 x Met.Asstt.
3 x Sr.Observer
3 x Balloon Maker

MET. OBSY. MAIJDEE
Pers: 7
1 x Met.Asstt.
3 x Sr.Observer
3 x Balloon Maker

MET. OBSY. BHOLA
Pers: 7
1 x Met. Asstt.
3 x Sr.Observer
3 x Balloon Maker

MET. OBSY. TEKNAF
Pers: 7
1 x Met.Asstt.
3 x Sr. Observer
3 x Balloon Maker

MET. OBSY. CHANDPUR
Pers: 7
1 x Met.Asstt.
3 x Sr.Observer
3 x Balloon Maker

HYDRO
Pers: 13
1 x Meje
1 x Asst
3 x Prof.
1 x Met.
3 x Sr.O
1 x Draf
3 x MLSS

AGROMET, RAWINSO PILOT B OBSY : D
Pers: 1
2 x Prof
1 x Met.
1 x Ass
5 x Sr.
1 x Obs
3 x Bal
1 x Swe

AGROMET BALLOON MYMENSI
Pers: 7
1 x Met.
1 x Ass
3 x Sr.
2 x Bal

RAWINSO PILOT B OBSY :
Pers: 1
4 x Ele
1 x Met.
2 x Sr.
3 x Rad
4 x Bal

MARINE OFFICE CHITTAGO
Pers: 7
1 x T.P.
5 x T.P.
1 x MLS

SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
	Class - I			
1.	Director		1	1
2.	Dy.Director	3	3	7
3.	Asstt.Director	9	9	8
4.	Sr.Electronic Engineer	1	1	1
5.	Sr. Communication Engineer	2	-	2
6.	Sr. Mechanical Engineer	-	-	1
7.	Meteorologist	27	8	24
8.	Electronic Engineer	4	2	4
9.	Communication Engineer	3	1	3
10.	Mechanical Engineer	2	1	2
11.	Asstt.Meteorologist	49	35	39
12.	Asstt. Electronic Engineer	6	2	6
13.	Asstt.Communication Engineer	6	-	6
14.	Asstt.Mechanical Engineer	3	-	3
	Total =	120	62	107
	Class - II			
15.	Administrative Officer	2	1	2
16.	Accounts Officer **	-	-	2
17.	Store Officer **	-	-	1
18.	Security Officer	1	-	1
19.	Chemist	2	1	2
	Total =	5	2	8
20.	Total Class-III Staff	954	590	810
21.	Total Class -IV Staff	187	117	118
	Grand Total =	1266	771	1043

** In the existing organization the posts of Store Officer and Accounts Officer are held by technical personnel like Meteorologist and Professional Assistant respectively.

AUTHORIS

EQUIPMEN

1. Transport
The follo
a. 1 x C
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GLADESH METEOROLOGICAL DEPARTMENT
DEFENCE DIVISION
MINISTRY OF DEFENCE

9. Extraction, computation, quality control analysis, storage, retrieval, publication of climatic data and dissemination of climatological information for use of various interested agencies such as Health, Commerce, Industry, Agriculture, etc.

10. Maintenance of adequate met works of agro-met observatories and agro-met pilot stations for collection, scrutinization, processing and special use.

11. Imparting in-service training of all Meteorological personnel and conduct and co-ordination of research and investigation of various Meteorological problems particularly relating to Bangladesh.

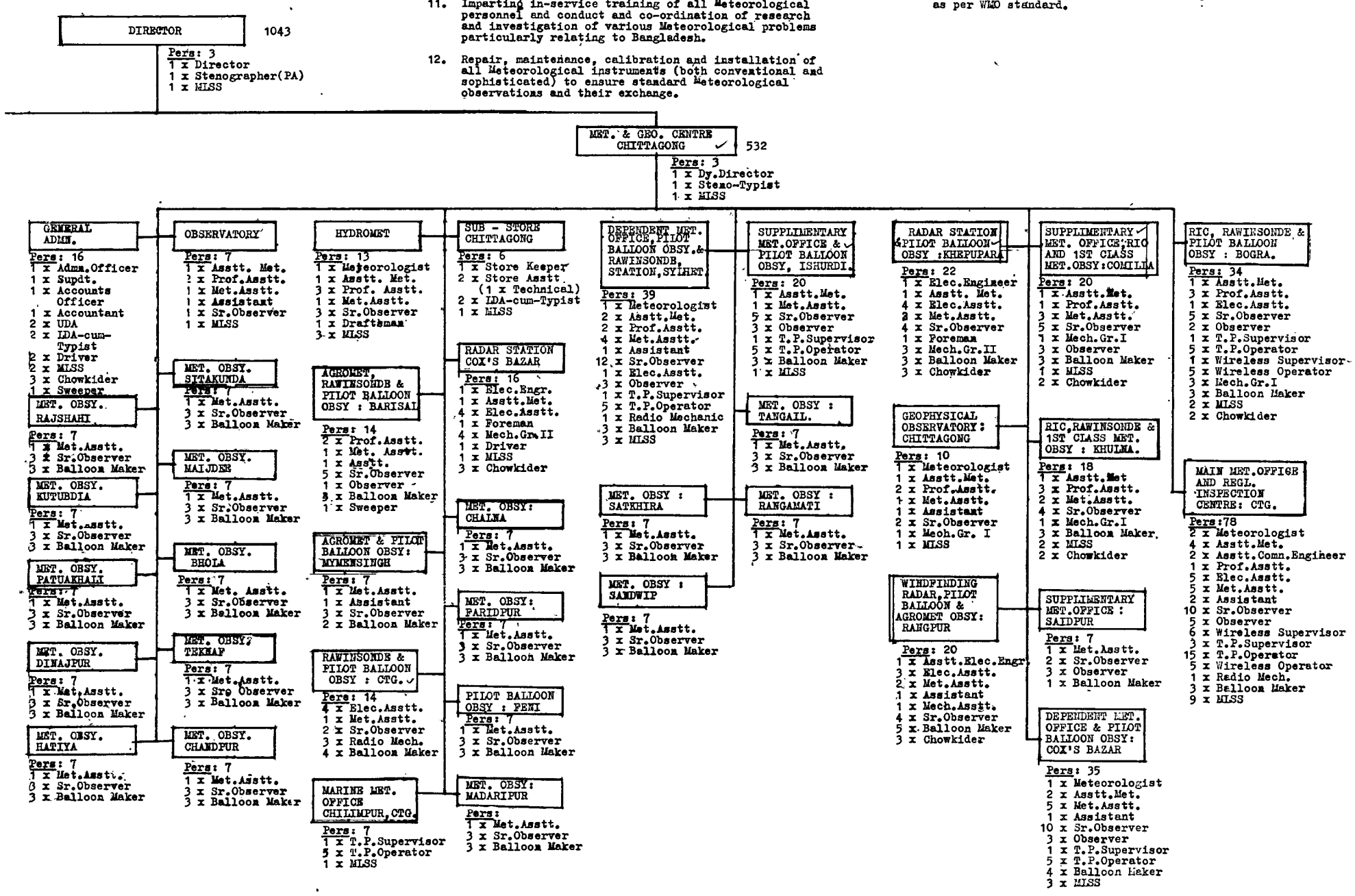
12. Repair, maintenance, calibration and installation of all Meteorological instruments (both conventional and sophisticated) to ensure standard Meteorological observations and their exchange.

13. Maintenance of certain conventional Meteorological instruments for operational use at different observatories of Bangladesh Meteorological Department.

14. Maintenance of liaison with WMO and other international organizations like ICAO, UNICEF, UNESCO, UNDP etc. in respect of Meteorology.

15. Planning and execution of policies to evolve an effective Meteorological Service in Bangladesh as per WMO standard.

ORGANISATION



AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : Bangladesh Meteorological Department holds 13 transports. The following transport be retained by BMD :
   a. 1 x Car for official use of the Director.
   b. 1 x Microbus for official use of the Meteorological Section.
   c. 5 x Jeep for official use of different Meteorological Offices unit at Dhaka.
   d. 2 x Microbus for official use of Regional Office, Chittagong.
   e. 1 x Jeep for official use of Cox's Bazar Radar Station.

   The remaining un-serviceable 1 x Jeep & 2 x Station Wagon may be handed over to the Government Transport Pool.

2. Authorization and use of transport will be as per Government instructions issued from time to time.

3. Air-Conditioner/Cooler: The Department holds 38 x Air-Conditioner which are located in different observation centre where sophisticated equipment are installed. These may be retained by the Department.

4. Office Equipment : The following office equipment may be retained by the Department:
   a. 2 x Plain Paper Copier (one for Dhaka and the other for Regional Office, Chittagong).
   b. 2 x Duplicating Machine (one for Dhaka and the other for Regional Office, Chittagong).
   c. 1 x Type Writer per Stenographer/Steno-Typist/Typist, ratio of Bengali and English Type Writer will be 60 : 40. Excess Type Writer will be handed over to the Central Stationery Office.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

CIVIL AVIATION
CIVIL AVIATION AN
MINISTRY O

FUNCTIONS:

1. To promote the aims and objectives of the International Civil Aviation Organisation in accordance with the convention on International Civil Aviation and to participate in the work of the Organisation.
2. To implement the standards and Recommended Practices in the Annexes to the Convention on Civil Aviation and the aims and requirements of such other Convensions, Agreements and Protocols as may from time to time be referred to the Authority by the Government.
3. To promote, control and regulate the orderly development of Civil Aviation within Bangladesh in accordance with the needs of the country and the law.
4. To ensure the Security of Civil Aviation and its facilities.
5. To provide, maintain and operate to the highest standards of efficiency and safety, Aerodromes, Air Traffic, Air Navigation and Telecommunication Services and facilities and other ground services and facilities as may be necessary to ensure the safe and expeditious passage of aircraft operating to, from and within Bangladesh Flight Information Centre.
6. To provide operational services as may be necessary to control and regulate the licensing of aircrew and aircraft maintenance personnel in accordance with the law and the Annexes to the Convention on

ORGA

CHAIR

CHIEF ENGINEER — 740

Pers-4
1 x Chief Engineer
1 x Asstt.Admn.Officer
1 x Stenographer
1 x MLSS

ELECTRICAL AND MECHANICAL CIRCLE

Pers-13
1 x Supdt.Engr.
1 x Asstt.Engr.(E/M)
1 x Sr.Sub-Asstt.Engr.
1 x Stenographer
1 x UDA
1 x Security Supervisor
2 x Security Operator
1 x LDA-cum-Typist
1 x Accountant
1 x Cashier
1 x Acotts.Asstt.
1 x MLSS

E/M. DIVISION-I (Z.I.A.)

Pers-157
3 x Asstt.Engr.(E/M)
8 x Sr.Sub-Asstt.Engr.
8 x Sub.Asstt.Engr.
8 x Foreman(Electrical)
1 x General Foreman (Mechanical)
2 x Foreman(Mechanical)
8 x Mechanic
12 x Electrician
8 x Wireman
1 x Superintendent
4 x LDA-cum-Typist
5 x Engine Driver
5 x Pumpman/Driver
5 x Air-condition Opr.
5 x Conveyor Belt Opr.
12 x Lift Operator
2 x Switch Board Opr.
1 x Lab.Testing Asstt.
2 x Time Keeper
1 x Accountant
1 x Cashier
2 x Acotts.Asstt.
2 x Store Keeper
40 x Helper(E/M)
2 x MLSS
8 x Chowkider
1 x Sweeper

E/M DIVISION-II(DHAKA AREA EXCLUDING Z.I.A)

Pers-88
2 x Asstt.Engr.(E/M)
2 x Sr.Sub-Asstt.Engr.
2 x Sub-Asstt.Engr.
1 x General Foreman (Electrical)
2 x Foreman(Electrical)
2 x Foreman(Mechanical)
6 x Electrician
4 x Mechanic
4 x Asstt.Mechanic
2 x Wireman
10 x Helper (Elec.)
12 x Engine Driver
3 x LDA-cum-Typist
4 x Pumpman/Driver
10 x Helper (Mech.)
2 x Store Keeper
1 x Superintendent
1 x Accountant
1 x Cashier
2 x Acotts.Asstt.
2 x MLSS
12 x Chowkider
1 x Sweeper

E/M DIVISION-III (FOR ALL OTHER AIRPORTS)

Pers-150
1 x Executive Engr(E/M)
2 x Asstt.Engr.(E/M)
2 x Sr.Sub-Asstt.Engr.
4 x Sub-Asstt.Engr.
1 x Accountant
1 x Cashier
2 x Acotts.Asstt.
1 x Draftsman
1 x Tracer
1 x Superintendent
2 x Driver
1 x UDA
4 x LDA-cum-Typist
1 x Foreman(Elec.)
1 x Foreman(Mech.)
4 x Electrician
4 x Mechanic
4 x Asstt.Electrician
4 x Asstt.Mechanic
1 x Air-condition Mech.
4 x Air-condition Optr.
8 x Wireman
16 x Pumpman/Driver
28 x Engine Driver
16 x Helper(Mechanical)
16 x Helper(Elec.)
4 x MLSS
16 x Chowkider

CIVIL CIRCLE

Pers-19
1 x Supdt.Engineer
1 x Stenographer
1 x Asstt.Engr.(Civil)
1 x Sr.Sub-Asstt.Engr.
1 x Superintendent
1 x UDA
2 x LDA-cum-Typist
1 x Accountant
1 x Cashier
1 x Accounts-Asstt.
1 x Laboratory-in-charge
1 x Security Supvr.
2 x Security Operator
4 x MLSS

CIVIL DIVISION-I (ZIA)

Pers-107
1 x Executive Engr(Civil)
3 x Asstt.Engr.(Civil)
3 x Sr.Sub-Asstt.Engr.
3 x Sub-Asstt.Engr.
8 x LDA-cum-Typist
1 x Superintendent
1 x Accountant
1 x Cashier
2 x Acotts.Asstt.
1 x Surveyor
1 x General Foreman
2 x Store Keeper
1 x Draftsman
1 x Tracer
1 x Ferro-Printer
6 x Field Asstt.
4 x Grade Checker
1 x Load Checker
2 x Carpenter
5 x Plumber
2 x Painter
2 x Mason
4 x Asstt.Mason
2 x Asstt.Driller
2 x Switch Board Opr.
4 x Chainman
1 x Head Labour
1 x Mats
4 x Belder
4 x Khalashi
1 x Cleaner
12 x Labour
4 x MLSS
12 x Chowkider
2 x Helper
2 x Sweeper

CIVIL DIVISION-II (DHAKA AREA EXCLUDING Z.I.A.)

Pers-65
1 x Executive Engr(Civ)
2 x Asstt.Engr.(Civil)
3 x Sr.Sub-Asstt.Engr.
3 x Sub-Asstt.Engr.
1 x Surveyor
1 x Draftsman
1 x Tracer
1 x Superintendent
1 x UDA
8 x LDA-cum-Typist
1 x Accountant
1 x Cashier
2 x Acotts.Asstt.
2 x Field Asstt.
2 x Ferro Printer
1 x Carpenter
3 x Plumber
3 x Plumber Helper
1 x Mason
1 x Painter
1 x Chairman
5 x MLSS
16 x Chowkider
4 x Sweeper

PLANNING DESIGN AND QUALITY SURVEY

Pers-4
1 x Supdt.Engineer
1 x Superintendent
1 x Stenographer
1 x MLSS

QUALITY SURVEY

Pers-6
1 x Executive Engr(Civil)
2 x Asstt.Engr.(Civil)
1 x UDA
2 x MLSS

DESIGN

Pers-10
1 x Executive Engr(Civil)
1 x Asstt.Engr.(Civil)
1 x Sr.Draftsman
2 x Draftsman
1 x Tracer
2 x LDA-cum-Typist
2 x MLSS.

E/M

Pers-11
1 x Executive Engr(E/M)
2 x Asstt.Engr.(E/M)
4 x Sub-Asstt.Engr.
1 x Draftsman
1 x Tracer
2 x MLSS

CIVIL DIVISION-III FOR ALL OTHER AIRPORTS

Pers-106
1 x Executive Engr(Civil)
2 x Asstt.Engr.(Civil)
3 x Sr.Sub-Asstt.Engr.
6 x Sub-Asstt.Engr.
1 x Accountant
1 x Cashier
2 x Acotts.Asstt.
1 x Draftsman
1 x Tracer
1 x Superintendent
1 x UDA
6 x LDA-cum-Typist
8 x Carpenter
2 x Store Keeper
2 x Driver
8 x Plumber
2 x Painter
4 x Mason
4 x MLSS
8 x Beldars
32 x Chowkider
8 x Helper
2 x Sweeper

MEMBER FINANCE — 70

Pers-3
1 x Member
1 x Stenographer(PA)
1 x MLSS

FINANCE

Pers-3
1 x Director
1 x Stenographer
1 x MLSS

BUDGET AND REVENUE

Pers-22
1 x Dy.Director
1 x Acotts.Officer
1 x Asstt.Accounts Officer
2 x Sr.Accountant
2 x Accountant
8 x Acotts.Asstt.
1 x Stenotypist
3 x LDA-cum-Typist
3 x MLSS

ESTABLISHMENT/WELFARE PROVIDENT FUND

Pers-12
1 x Asstt.Director
1 x Asstt.Accounts Officer
1 x Accountant
1 x Cashier
1 x Asstt.Cashier
3 x Accounts Asstt.
2 x LDA-cum-Typist
2 x MLSS

FINANCE

Pers-13
1 x Asstt.Director
1 x Finance Officer
1 x Sr.Accountant
1 x Accountant
5 x Accounts Asstt.
2 x LDA-cum-Typist
2 x MLSS

AUDIT

Pers-17
1 x Dy.Director
1 x Chief Auditor
2 x Sr.Auditor
2 x Auditor
4 x Jr.Auditor
1 x Stenotypist
3 x LDA-cum-Typist
3 x MLSS

AIR FRAME

Pers-5
1 x Sr.Inspector
1 x Inspector
1 x Superintendent
1 x LDA-cum-Typist
1 x MLSS

AVIONICS

Pers-5
1 x Sr.Inspector
1 x Inspector
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

FLIGHT SAFETY & REG./CALIBRATION PILOT — 44

Pers-3
1 x Director
1 x Stenographer
1 x MLSS

AIRTRANSPORT, INTL. REL. & REGULATIONS

Pers-3
1 x Dy.Director
1 x Stenotypist
1 x MLSS

INTERNATIONAL RELATIONS & REGULATIONS

Pers-6
1 x Asstt.Dirdctor
1 x Sr.Aero.Officer
1 x Librarian
1 x Assistant
1 x LDA-cum-Typist
1 x MLSS

AIR TRANSPORT

Pers-6
1 x Asstt.Director
1 x Sr.Aero.Officer
1 x Superintendent
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

ECONOMICS

Pers-5
1 x Asstt.Director
1 x Statistician
1 x LDA-cum-Typist
1 x Statistical Asstt.
1 x MLSS

AIRCREW INSPECTION AND LICENSING

Pers-3
1 x Dy. Director (Flight Safety)
1 x Stenotypist
1 x MLSS

AIRWORTHINESS AND ENGINEERING LICENSING

Pers-3
1 x Dy.Director
1 x Stenotypist
1 x MLSS

POWER PLANT

Pers-5
1 x Sr.Inspector
1 x Inspector
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

ADMINISTRATION — 100

Pers-3
1 x Director
1 x Stenographer
1 x MLSS

COMMON SERVICES

Pers-67
1 x Dy.Director
1 x Sr.Welfare Officer
1 x Admn.Officer
1 x Security Officer
1 x Superintendent
1 x Assistant
2 x UDA
1 x Stenotypist
3 x LDA-cum-Typist
2 x Telephone Supvr.
8 x Telephone Optr.
1 x Welfare Supvr.
2 x Record Keeper
1 x Gestetner Optr.
1 x Photoprinter
4 x Daftary
1 x Caretaker
10 x Armed Security Guard
4 x MLSS
6 x Mali
15 x Sweeper

GAZETTED ESTABLISHMENT

Pers-11
1 x Asstt.Director
1 x Admn.Officer
1 x Superintendent
1 x Assistant
2 x UDA
3 x LDA-cum-Typist
2 x MLSS

NON-GAZETTED ESTABLISHMENT

Pers-19
1 x Asstt.Director
1 x Admn.Officer
1 x Superintendent
2 x Assistant
4 x UDA
8 x LDA-cum-Typist
2 x MLSS

LEGAL ADVISER (ON RESTAINERSHIP)

PLANNING AND TRAINING

Pers-3
1 x Director
1 x Stenographer
1 x MLSS

PLANNING

Pers-3
1 x Dy.Director
1 x Stenotypist
1 x MLSS

AIR TRAFFIC SERVICES

Pers-4
1 x Asstt.Director
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

COMMUNICATION

Pers-4
1 x Asstt.Director (Comm. Engr.)
1 x Superintendent
1 x LDA-cum-Typist
1 x MLSS

ENGINEERING

Pers-9
1 x Executive Engr.
1 x Asstt.Engineer
1 x Economist
1 x Assistant
1 x Senior Draftsman
2 x Draftsman
1 x LDA-cum-Typist
1 x MLSS

TRAINING

Pers-3
1 x Asstt.Director
1 x LDA-cum-Typist
1 x MLSS

A.I.S.

Pers-6
1 x Asstt.Director
1 x Sr.Aero.Officer
1 x Aero. Officer
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

AUTHO RITY
TOURISM DIVISION
DEFENCE

SATION

MAN 3697

Pers-9
1 x Chairman
1 x Asstt.Director(PS)
1 x Asstt.Director(Pub.Relation)
1 x Stenographer(PA)
2 x LDA-cum-Typist
3 x MLSS

International Civil Aviation, to ensure that the highest standards of efficiency and professional skill are attained and maintained by all such personnel.

7. To maintain a Bangladesh Register of Aircraft and to control, regulate and approve the methods of maintaining aircraft to ensure that the highest degree of airworthiness and safety is attained and maintained by all aircraft registered in Bangladesh.

8. To provide for the Economic Regulation of Air Transport, the licensing and authorisation of Air Services and the implementation of the Air Law Conventions.

9. To train, examine and licence or certify the efficiency of the technical personnel of the Department who man the various services, to the standards required and necessary to ensure that their level of performance assures the safety and regularity of Civil Aviation in Bangladesh.

10. To construct and maintain Runway, Taxiways and aircraft aprons.

11. To construct and maintain Terminal Building and Furnishing of the passengers lounges, VVIP/VIP rooms and to provide operational accommodation to other agencies in the airport such as airlines, Customs, Immigration, Health, Meteorology etc.

MEMBER OPERATION AND PLANNING 2734

Pers-7
1 x Member
1 x Admn.Officer
1 x UDA
1 x Stenographer(PA)
1 x LDA-cum-Typist
2 x MLSS

A.T.S. & AERO 42

Pers-3
1 x Director
1 x Stenographer
1 x MLSS

AERODROMES

Pers-3
1 x Dy.Director
1 x Stenotypist
1 x MLSS

SAFETY SERVICES & TRANSPORTATION

Pers-6
1 x Asstt.Director
1 x Superintendent
2 x UDA
1 x LDA-cum-Typist
1 x MLSS

ESTATE AND FACILITATION

Pers-9
1 x Asstt.Director
1 x Surveyor
1 x Draftsman
1 x UDA
2 x LDA-cum-Typist
2 x Chainman
1 x MLSS

SECURITY

Pers-5
1 x Asstt.Director
1 x Assistant
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

AIR TRAFFIC SERVICE

Pers-3
1 x Dy.Director
1 x Stenotypist
1 x MLSS

ATS AND SEARCH AND RESCUE

Pers-7
1 x Asstt.Director
1 x Sr.Aero.Officer
1 x Cartographer
1 x Assistant
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

COMMUNICATION 38

Pers-3
1 x Director
1 x Stenographer
1 x MLSS

TELE COM. & OPRS.

Pers-3
1 x Dy.Director
1 x Stenotypist
1 x MLSS

COMM. ENGINEERING

Pers-5
1 x Asstt.Director
1 x Assistant
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

COMM. OPERATION

Pers-5
1 x Asstt.Director
1 x Sr.Comm.Officer
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

PROCUREMENT, STORES AND PHYSICAL VERIFICATION

Pers-11
1 x Asstt.Director (Supply)
2 x Store Officer
2 x Asstt.Store Officer
2 x UDA
2 x LDA-cum-Typist
2 x MLSS

RADAR & NAV. AIDS

Pers-3
1 x Dy.Director
1 x Stenotypist
1 x MLSS

SENIOR COMMUNICATIONS ENGINEER(NAV.AIDS)

Pers-4
1 x Sr.Comm.Engr.
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

SENIOR COMMUNICATIONS ENGINEER(RADAR)

Pers-4
1 x Sr.Comm.Engr.
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

ZIA INTERNATIONAL AIRPORT 1391

Pers-3
1 x Director
1 x Stenographer
1 x MLSS

DEPUTY AIRPORT MANAGER

Pers-3
1 x Dy.Director
1 x Stenotypist
1 x MLSS

ADMN. ESTATE AND FACILITATION SEC.

Pers-226
1 x Asstt.Director(Adm.)
1 x Admn.Officer
1 x Estate Officer
1 x Facilitation-cum-Welfare Officer
2 x Asstt.Estate Offr.
1 x Care Taker
2 x Superintendent
4 x Assistant
2 x Estate Inspector
1 x Sanitary Inspector
1 x Horticulture Inspt.
6 x UDA
11 x LDA-cum-Typist
1 x Infr.Supvr.(Lady)
12 x Enquiry Asstt(Lady)
2 x Head Mali
1 x Imam
1 x Moazzem
2 x Record Keeper
2 x Despatch Rider
16 x Lounge Room Attendant
10 x Beldar
10 x Trolly man
20 x Mali
6 x Head Sweeper
100 x Sweeper
7 x MLSS
2 x Daftry

ACCOUNTS SECTION

Pers-37
1 x Asstt.Director (Accounts)
1 x Accts.Officer
1 x Asstt.Accts.Offr.
2 x Accountant
6 x Accounts Asstt.
2 x Cashier
4 x Assistant
8 x Embark.Fee Collector
6 x LDA-cum-Typist
1 x Record Keeper
1 x Daftry
4 x MLSS

FIRE SECTION

Pers-153
1 x Asstt.Director(Fire)
5 x Aero.Officer(Fire)
1 x Aero.Fire Officer OJT.
15 x Aero.Fire Leader
85 x Aero.Fire Oper.
25 x Fire Optr.Driver
15 x First Aid Crew
2 x LDA-cum-Typist
4 x M.T. Cleaner

MOTOR TRANSPORT SEC.

Pers-107
1 x Asstt.Director(MT)
1 x M.T. Officer
1 x M.T.Supervisor
2 x UDA
2 x LDA-cum-Typist
5 x M.T.Scheduler
2 x Crane Operator
2 x Crane Driver
85 x M.T. Driver
4 x M.T.Cleaner
2 x MLSS

STATION AIR TRAFFIC OFFICER

Pers-3
1 x Dy.Director
1 x Stenotypist
1 x MLSS

AIS, REVENUE, STATISTICS, MAPS & CHARTS-SECTION

Pers-13
1 x Aero.Officer
2 x Asstt.Aero Officer
1 x Supdt.
1 x Cartographer
1 x Draftsman
1 x Tracer
2 x Aero.Asstt.
2 x LDA-cum-Typist
2 x MLSS

OPERATION, EVALUATION CO-ORDINATION WITH DEF.SERVICES & TRAINING SECTION

Pers-107
1 x Asstt.Director(ATS)
6 x Sr.Aero.Officer (Watch Supvr.)
12 x Aero.Officer
17 x Asstt.Aero.Officer
15 x Aero.Asstt.
25 x Aero.Operator
1 x UDA
2 x LDA-cum-Typist
12 x Marshaler
15 x Traffic Hand
1 x MLSS

CHIEF COMM.OPS. OFFICER

Pers-3
1 x Asstt.Director (Comm.Ops.)
1 x LDA-cum-Typist
1 x MLSS

COMM.OPS.INT.DOMESTIC & GROUND TO AIR SECTION

Pers-94
1 x Sr.Comm.Officer
1 x Comm.Officer
12 x Asstt.Comm.Officer
30 x Comm.Assistant
35 x Radio Operator
5 x UDA(Comm.)
10 x Traffic Hand

MOTAM, STATISTICS & TELEPHONE SECTION

Pers-30
1 x Comm.Officer
1 x Asstt.Comm.Offr.
1 x Asstt.Comm.Offr. (Phone)
6 x Comm.Asstt.
5 x Telephone Optr.
6 x Traffic Hand
10 x Telephone Oper.

STORES SECTION

Pers-9
1 x Sr.Store Officer
2 x Asstt.Store Officer
2 x Sr.Store Keeper
2 x Store Keeper
2 x Storeman

ADMIN SUPPORT STAFF

Pers-15
3 x UDA
6 x LDA-cum-Typist
6 x MLSS

SECURITY SECTION AND ANTI HI-JACKING

Pers-473
1 x Chief Sec.Officer
10 x Security Officer
23 x Sec.Supvr.(Male)
9 x Sec.Supvr.(Female)
16 x Sec.Optr. (Male)
10 x Sec.Optr.(Female)
2 x LDA-cum-Typist
360 x Armed Sec.Guard
40 x Chowkidars
2 x MLSS

STATION COMMUNICATION OFFICER

Pers-5
1 x Dy. Director
1 x Stenotypist
2 x Draftsman
1 x MLSS

CHIEF COMM. MAINT.OFFICER

Pers-3
1 x Asstt.Director (Comm.Engg.)
1 x LDA-cum-Typist
1 x MLSS

TRANSMITTING/RECEIVING STATION

Pers-26
1 x Sr.Comm. Engg.
1 x Comm.Engineer
1 x Asstt.Comm.Engg.
7 x Tech. Asstt.
7 x Radio Tech.
2 x Radio Cleaner
2 x Mast Rigger
3 x Mast Lasker
2 x Radio Mistry

COMM. MAINT.SYSTEM SECTION

Pers-35
1 x Sr.Comm.Engr.
6 x Asstt.Comm.Engr.
6 x Tech.Asstt.
6 x Radio Tech.
7 x Teleprinter Mech.
6 x Radio Mistry
3 x Radio Cleaner

NAVIGATIONAL AIDS SECTION

Pers-8
1 x Sr.Comm.Engr.
1 x Comm.Engineer
1 x Asstt.Comm.Engr.
2 x Tech. Asstt.
2 x Radio Tech.
1 x Radio Cleaner

RADAR AIDS SECTION

Pers-21
1 x Sr.Comm.Engr.
2 x Comm.Engr.
5 x Asstt.Comm.Engr.
6 x Tech.Asstt.
6 x Radio Tech.
1 x Radio Cleaner

TERMINAL COMPLEX

Pers-17
1 x Sr.Comm.Engr.
1 x Comm.Engineer
6 x Tech.Asstt.
6 x Radio Tech.
3 x Radio Cleaner

TELECOM. NAV. AIDS & RADAR SECTION

Pers-59
1 x Dy.Director (Comm.Engr.)
2 x Asstt.Director (Comm.Engr.)
2 x Sr.Comm.Engr.
3 x Comm.Engr.
3 x Asstt.Comm.Engr.
1 x Sr.Sub-Asstt.Engr.
8 x Tech.Asstt.
8 x Radio Tech.
3 x Teleprinter Mech.
2 x Electrician
8 x Radio Mistry
5 x Mast Rigger
5 x Mast Lasker
1 x Store Keeper
1 x Stenotypist
2 x LDA-cum-Typist
4 x Radio Cleaner

SUPPLIES & E/M STORES SECTION

Pers-34
1 x Dy.Director(Supply)
1 x Sr.Store Officer
1 x Asstt.Engr.(E/M)
1 x Store Officer
2 x Asstt.Store Officer
4 x Sr.Store Keeper
1 x Stenotypist
3 x LDA-cum-Typist
4 x Storemen
2 x Carpenter
14 x Labour

PLANNING DRAWING QUALITY CONTROL SECTION

Pers-17
1 x Asstt.Director (Elec./Comm.Engr)
1 x Comm.Engineer
1 x Asstt.Engr.(E/M)
1 x Sr.Cartographer
2 x Sr.Draftsman
2 x Draftsmen
1 x Librarian
2 x LDA-cum-Typist
1 x Photo Printer
1 x Ferro Type Printer
2 x Tracer
2 x MLSS

ADMN., ACCOUNTS & SECURITY SECTION

Pers-76
1 x Asstt.Director(Admn.)
1 x Asstt.Accounts Officer
1 x Admn. Officer
1 x Security Officer
1 x Superintendent
2 x Accountant
2 x Accts. Asstt.
1 x Cashier
8 x Security Operator
4 x UDA
6 x LDA-cum-Typist
20 x Armed Sec.Guard
1 x Daftry
3 x MLSS
6 x Mali
12 x Chowkider
6 x Sweeper

CENTRAL ENGINEERING MAINTENANCE & STORES UNIT (CEMJU) 369

Pers-3
1 x Director
1 x Stenographer
1 x MLSS

SENIOR ENGINEER-IN-CHARGE (E/M)

Pers-3
1 x Dy.Director (E/M)/ Sr.Engr.-in-Charge
1 x Stenotypist
1 x MLSS

TOOLS & PLANTS SECTION

Pers-106
1 x Executive Engr.(E/M)
1 x Asstt.Engr.(E/M)
1 x Sr.Sub-Asstt.Engr.
2 x Foreman
6 x Mechanic
6 x Automobile Mech.
2 x Store Keeper
6 x Mechanic
21 x Heavy Duty Operator
10 x Heavy Duty Driver
18 x Asstt.Operator
4 x Time Keeper
1 x UDA
3 x LDA-cum-Typist
1 x Batterymen
1 x First Aid Crew
1 x Pumpman/Pump Driver
20 x Helper
1 x MLSS

E/M WORKSHOP

Pers-31
1 x Executive Engr.(E/M)
2 x Asstt.Engr.(E/M)
3 x Sr.Sub-Asstt.Engr.
3 x Foreman
6 x Electrical Mech.
4 x Asstt.Elec.Mech.
4 x Air-condition Mech.
1 x Store Keeper
1 x Lathe Turner
1 x Welder
4 x Helper
1 x MLSS

AUTO REPAIR SHOP (GENERAL & SAFETY VEHICLES)

Pers-40
1 x Asstt.Engr.(Auto)
2 x Sr.Sub-Asstt.Engr.
1 x Workshop Supdt.
1 x MT Supervisor
3 x Foreman
6 x Mechanic
2 x Store Keeper
1 x Record Keeper
2 x Auto Elec.
1 x Fitter Driver
6 x Asstt.Mechanic
1 x Valve Seat Cutter
2 x Painter/Corrosion Controller
1 x Valceniser
2 x Denter
1 x Batteryman
3 x MT Greaser
3 x MT Cleaner
1 x MLSS

CIVIL AVIATION AUTHORITY

UNDER MEMBER OPERATION AND PLANNING

CIVIL AVIATION TRAINING CENTRE — 92

Pers-3
1 x Director
1 x Stenographer
1 x MLSS

TRAINING SECTION

Pers-40
1 x Deputy Director
2 x Asstt.Director
2 x Sr.Aero.Officer
2 x Sr.Comm.Engr.
1 x Sr.Comm.Officer
1 x Comm.Engineer
2 x Asstt.Comm.Offr.
1 x Language Instructor
1 x Aero. Asstt.
2 x Comm. Asstt.
1 x Aero.Operator
1 x Electrician
1 x Mechanic
1 x Tech.Asstt.
1 x Radio Tech.
1 x Radio Mistry
1 x Teleprinter Mech.
1 x Sr.Store Keeper
1 x Storeman
1 x Librarian
1 x Aero.Fire Leader
1 x Carpenter
1 x Workshop Supdt.
1 x Stenotypist
2 x LDA-cum-Typist
1 x Draftsman
1 x Radio Cleaner
1 x Gestetner Operator
1 x Daftry
5 x MLSS

ADMN. ACCTTS.& SECURITY SECTION
Pers-32
1 x Superintendent
1 x Accountant
1 x Cashier
1 x Caretaker
2 x UDA
1 x Security Supervisor
2 x LDA-cum-Typist
15 x Armed Sec.Guard
2 x Mali
3 x MLSS
3 x Sweeper

HOSTEL SECTION
Pers-17
1 x Supdt.
3 x Cook
6 x Bearer
3 x Cook Helper
2 x Mali
2 x Sweeper

TRAINING POSTS
12 x Asstt.Aero.Officer
12 x Asstt.Comm.Engineer
6 x Asstt.Comm.Officer
6 x Asstt.Engr.(Civil)
6 x Asstt..Store Offr.
6 x Asstt.Engr.(E/M)
12 x Aero.Operator
12 x Radio Operator
12 x Aero.Fire Operator
12 x Radio Operator
12 x Aero.Fire Operator
18 x Radio Technician

Trainees to be recruited against posts falling vacant in C.A.A. Establishment.During training period salary will be lump sum basic i.e. equivalent to the initial basic pay of the post.

CHITTAGONG AIRPORT — 248

Pers-3
1 x Asstt.Director
1 x Stenotypist
1 x MLSS

ADMN.ACCTTS. & SECURITY SECTION

Pers-108
1 x Security Officer
1 x Asstt.Acctts. Officer
1 x Accountant
1 x Cashier
3 x Embark Fee Collector
1 x Acctts.Asstt.
1 x Supdt.
1 x Asstt.
3 x UDA
4 x LDA-cum-Typist
2 x Security Supervisor
4 x Security Operator(Male)
2 x Security Optr. (Female)
75 x Armed Sec. Guard
1 x Daftry
3 x MLSS
4 x Chowkider

COMMUNICATION & MAINTENANCE SEC.

Pers-44
1 x Sr.Comm.Engr.
1 x Comm.Officer
3 x Asstt.Comm. Engr.
4 x Tech.Asstt.
5 x Comm.Asstt.
5 x Radio Tech.
5 x Radio Oper.
3 x UDA (Comm.)
4 x Radio Mistry
1 x Sr.Store Keeper
1 x Store Keeper
1 x Telephone Supervisor
5 x Tele.Operator
1 x Radio Cleaner
4 x MLSS

AERODROME SECTION

Pers-42
1 x Estate Inspector
1 x MT Supervisor
7 x MT Driver
2 x MTF Driver
2 x Crane Oper.
2 x Crane Driver
4 x Launge Room Attendent
1 x Mate
6 x Beldar
5 x Mali
1 x MT Cleaner
1 x Head Sweeper
9 x Sweeper

A.T.S. SECTION

Pers-51
1 x Sr.Aero.Officer
1 x Asstt.Aero.Offr.(F)
4 x Asstt.Aero.Offr.
3 x Aero Asstt.
5 x Aero Operator
2 x Aero Fire Leader
20 x Aero-Fire Opr.
7 x Fire Operator Driver
3 x First Aid Crew
1 x LDA-cum-Typist
4 x Traffic Hand

COX'S BAZAR AIRPORT — 66

Pers-1
1 x Sr.Aero.Officer

ADMN.,ACCTTS.&SEC. SECTION.
Pers-43
1 x Supdt.
1 x UDA
1 x LDA-cum-Typist
1 x Accountant
1 x Cashier
1 x Accounts Asstt.
2 x Security Supervisor
1 x Security Operator (Male)
1 x Security Operator (Female)
2 x MT Driver
1 x MT Fitter Driver
15 x Armed Sec.Guard
1 x Embark Fee Collector
1 x Lounge Room Attendant
4 x Chowkider
1 x MT Cleaner
2 x Mali
2 x Beldar
2 x MLSS
2 x Sweeper

A.T.S. SECTION
Pers-14
1 x Asstt.Aero.Offr.
1 x Aero.Asstt.
1 x Aero.Operator
1 x Aero.Fire Leader
6 x Aero Fire Optr.
2 x Fire Opr.Driver
1 x First Aid Crew
1 x Traffic Hand

COMMUNICATION SEC.
Pers-8
1 x Asstt.Comm.Engr.
1 x Tech.Asstt.
2 x Radio Tech.
2 x Radio Mistry
1 x Store Keeper
1 x Radio Cleaner

SYLHET AIRPORT — 143

Pers-2
1 x Sr.Aero.Officer
1 x LDA-cum-Typist

ADMN.,ACCTTS.&SEC. SECTION
Pers-90
1 x Supdt.
2 x UDA
3 x LDA-cum-Typist
2 x Security Supervisor
4 x Security Oper. (Male)
2 x Security Oper. (Female)
40 x Armed Sec.Guard
1 x Accountant
1 x Cashier
1 x Accounts Asstt.
3 x Embark Fee Collector
4 x MT Driver
1 x MT Fitter Driver
1 x MT Cleaner
2 x Lounge Room Attendent
4 x MLSS
8 x Beldar
4 x Chowkider
6 x Sweeper

A.T.S. SECTION
Pers-37
1 x Aero.Officer
2 x Asstt.Aero. Officer
1 x Aero.Asstt.
2 x Aero.Operator
2 x Aero.Fire Leader
20 x Aero.Fire Oper.
4 x Fire Operator Driver
2 x First Aid Crew
2 x Traffic Hand
1 x MLSS

COMMUNICATION SEC.
Pers-14
1 x Comm.Engineer
1 x Asstt.Comm.Engr.
2 x Tech.Asstt.
4 x Radio Tech.
2 x Radio Mistry
1 x Store Keeper
1 x Radio Cleaner
2 x MLSS

JESSORE AIRPORT — 90

Pers-1
1 x Sr.Aero. Officer

ADMN.ACCTTS.& SEC. SECTION
Pers-57
1 x Supdt.
2 x UDA
2 x LDA-cum-Typist
2 x Sec.Supervisor
1 x Sec.Operator (Male)
1 x Sec.Operator (Female)
20 x Armed Security Guard
1 x Accountant
1 x Cashier
1 x Acctts.Asstt.
2 x Embark Fee Collector
4 x MT Driver
1 x MT Fitter Driver
2 x Lounge Room Attendent
4 x Beldar
2 x Mali
2 x MLSS
4 x Chowkider
4 x Sweeper

A.T.S. SECTION
Pers-24
2 x Asstt.Aero. Officer
1 x Aero.Asstt.
2 x Aero.Operator
2 x Aero.Fire Leader
10 x Aero.Fire Oper.
3 x Fire Operator Driver
2 x First Aid Crew
2 x Traffic Hand

COMMUNICATION SEC.
Pers-8
1 x Asstt.Comm.Engr.
1 x Tech.Asstt.
2 x Radio Tech.
2 x Radio Mistry
1 x Store Keeper
1 x Radio Cleaner

RAJSHAHI AIRPORT — 66

Pers-1
1 x Sr.Aero.Officer

ADMN.,ACCTTS.&SEC. SECTION
Pers-43
1 x Supdt.
1 x UDA
1 x LDA-cum-Typist
1 x Accountant
1 x Cashier
1 x Acctts.Asstt.
2 x Security Supvr.
1 x Sec.Oper.(Male)
1 x Sec.Oper.(Female)
2 x MT Driver
1 x MT Fitter Driver
15 x Armed Sec.Guard
1 x Embark Fee Collector
1 x Lounge Room Attendant
1 x MT Cleaner
2 x Mali
2 x Beldar
2 x MLSS
4 x Chowkider
2 x Sweeper

A.T.S. SECTION
Pers-14
1 x Asstt.Aero. Officer
1 x Aero.Asstt.
1 x Aero.FireLeader
1 x Aero.Operator
6 x Aero.Fire Opr.
2 x Fire Operator Driver
1 x First Aid Crew
1 x Traffic Hand

COMMUNICATION SEC.
Pers-8
1 x Asstt.Comm.Engr.
1 x Tech.Asstt.
2 x Radio Tech.
2 x Radio Mistry
1 x Store Keeper
1 x Radio Cleaner

ISHURDI AIRPORT — 66

Pers-1
1 x Sr.Aero.Officer

ADMN.,ACCTTS.&SEC. SECTION
Pers-43
1 x Supdt.
1 x UDA
1 x LDA-cum-Typist
1 x Accountant
1 x Cashier
1 x Acctts.Asstt.
2 x Security Supvr.
1 x Sec.Oper.(Male)
1 x Sec.Oper.(Female)
2 x MT Driver
1 x MT Fitter Driver
15 x Armed Sec.Guard
1 x Embark Fee Collector
1 x Lounge Room Attendant
1 x MT Cleaner
2 x Mali
2 x Beldar
2 x MLSS
4 x Chowkider
2 x Sweeper

A.T.S. SECTION
Pers-14
1 x Asstt.Aero. Officer
1 x Aero. Asstt.
1 x Aero. Fire Leader
1 x Aero.Operator
6 x Aero.Fire Oper.
2 x Fire Operator Driver
1 x First Aid Crew
1 x Traffic Hand

COMMUNICATION SEC.
Pers-8
1 x Asstt.Comm.Engr.
1 x Tech. Asstt.
2 x Radio Tech.
2 x Radio Mistry
1 x Store Keeper
1 x Radio Cleaner

SAIDPUR AIRPORT — 66

Pers-1
1 x Sr.Aero.Officer

ADMN.,ACCTTS.& SEC. SECTION
Pers-43
1 x Supdt.
1 x UDA
1 x LDA-cum-Typist
1 x Accountant
1 x Cashier
1 x Acctts.Asstt.
2 x Security Supvr.
1 x Sec.Oper.(Male)
1 x Sec.Oper.(Female)
2 x MT Driver
1 x MT Fitter Driver
15 x Armed Sec.Guard
1 x Embark Fee Collector
1 x Lounge Room Attendant
1 x MT Cleaner
2 x Mali
2 x Beldar
2 x MLSS
4 x Chowkider
2 x Sweeper

A.T.S. SECTION
Pers-14
1 x Asstt. Aero. Officer
1 x Aero. Asstt.
1 x Aero.Fire Leader
1 x Aero.Operator
6 x Aero.Fire Oper.
2 x Fire Operator Driver
1 x First Aid Crew
1 x Traffic Hand

COMMUNICATION SEC.
Pers-8
1 x Asstt.Comm.Engr.
1 x Tech.Asstt.
2 x Radio Tech.
2 x Radio Mistry
1 x Store Keeper
1 x Radio Cleaner

COMILLA AIRPORT — 24

Pers-1
1 x Comm.Engineer

ADMN.,ACCTTS.&SEC. SECTION
Pers-17
1 x LDA-cum-Typist
1 x MT Driver
1 x Sec.Operator
8 x Armed Sec.Guard
1 x MLSS
1 x Mali
1 x Beldar
2 x Chowkider
1 x Sweeper

COMMUNICATION SEC.
Pers-6
1 x Tech.Asstt.
1 x Radio Tech.
2 x Radio Mistry
2 x Radio Cleaner

SUMMARY OF MANPOWER

Sl. No.	Name of the post.	Sanctioned	Existing	Revised
1.	Chairman	1	1	1
2.	Member	4	4	2+2*
3.	Managing Director	1	-	-
4.	Calibration Pilot	1	-	1
5.	General Manager	2	2	-
6.	Chief Engineer	1	1	1
7.	Director	4	3	8
8.	Superintending Engineer	3	2	3
9.	Comptroller(A & F)	1	1	-
10.	Senior Engineer(E/M)	1	1	1
11.	Deputy Director	10	5	17
12.	Assistant Director	20	17	32
13.	Sr.Inspector of Aircraft	2	2	3
14.	Chief Security Officer	1	1	1
15.	Station Fire Officer	1	-	1
16.	Stn.Motor Transport Officer	1	-	1
17.	Executive Engineer(Civil)	10	9	6
18.	Executive Engineer(E/M)	5	4	4
19.	Chief Auditor	1	1	1
20.	Manager(Admin)	1	-	-
21.	Senior Auditor	1	-	-
22.	S.P.(Security)	1	1	-
23.	Senior Aerodrome Officer	13	13	19
24.	Senior Comm. Engineer	9	5	12
25.	Senior Comm. Officer	3	1	3
26.	Senior Store Officer	1	-	2
27.	Aerodrome Officer	30	10	15
28.	Communication Engineer	8	1	11
29.	Estate Officer	2	-	1
30.	Inspector of Aircraft	3	2	3
31.	Language Instructor	-	-	1
32.	Flight Operation Inspector	1	-	-
33.	Communication Officer	4	1	4
34.	Welfare Officer	1	1	1
35.	Security Officer	1	1	-
36.	Assistant Manager	1	1	-
37.	Finance Officer	1	1	1
38.	Assistant Engineer(Civil & E/M)	53	42	27
39.	Audit Officer	1	-	-
40.	Assistant Architect	2	-	-
41.	Research Statistical Officer	1	-	1
42.	Asstt.Aerodrome Officer	40	26	31
43.	Asstt.Comm.Engineer	37	30	25
44.	Asstt.Comm.Officer	16	9	15
45.	Aerodrome Fire Officer	5	-	6
46.	Store Officer	2	2	3
47.	Accounts Officer	-	-	2
48.	Economist	-	-	1
49.	Assistant Engineer(Auto)	-	-	1
50.	Senior Cartographer	-	-	1
	Total Class-I :	308	201	269
	Total Class-II :	111	89	77
	Total Class-III:	2889	2245	2440
	Total Class-IV :	1201	980	911
	Grand Total :	4509	3515	3697

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

TRANSPORT

1. The Civil Aviation Authority is authorised with the following transports :
   a. 11 x Car
   b. 46 x Jeep
   c. 14 x Micro Bus
   d. 28 x Pick Up
   e. 6 x Truck
   f. 9 x Bus
   g. 49 x Motor Cycle
2. The Civil Aviation Authority will deposit 10 x Car, 18 x Jeep 2 x Truck and 1 x Scooter to Central Transport Pool.
3. The Central Transport Pool will issue 5 x Micro Bus, 9 x Pick Up, 3 x Bus and 49 x Motor Cycle for Civil Aviation Authority.
4. Private use of Government Transport on monthly/mileage payment basis will be controlled as per Government rules in practice.

OFFICE EQUIPMENT :

5. The Civil Aviation Authority will hold the following office equipment :-
   a. 193 x Typewriter
   b. 11 x Duplicating Machine
   c. 74 x Calculating Machine
   d. 5 x Photostat Machine/Paper Copier
   e. 1 x Amonia Printing Machine
   f. 2 x Electronic Scanner
   g. 1 x Thermo Copier
   h. 51 x Air-Conditioner.
6. The remaining 31 x Typewriter to be deposited to the Department of Printing, Stationery, Forms and Publication.

MISCELLANEOUS POINTS :

7. *2 x Members will be temporary members(Ex-officio). One will be from the Defence Services to be detailed by Defence Division and the other from Civil Aviation & Tourism Division not below the rank of Colonel/equivalent.
8. Employees of defunct ADA have been classed on the basis of their pay scales.
9. Recruitment and Service Rules to be prepared by Civil Aviation Authority of Bangladesh as per existing procedure.
10. All personnels of Security Section less Chief Security Officer, Security Assistant Director,Security Officers & Female Security Staff(these officers & staff should preferably be from Retired/Serving Armed forces personnel in future)will be put through effective Training with HQ MODC.Only suitable personnel who qualify will be absorbed in MODC & retained in service for placement with Civil Aviation Authority & the remaining unqualified/unfit personnel will be released as per existing rule.
11. All Civil, Electrical & Mechanical Engineers are recommended to be encadred in Engineering Service & sent on deputation based on their suitability.

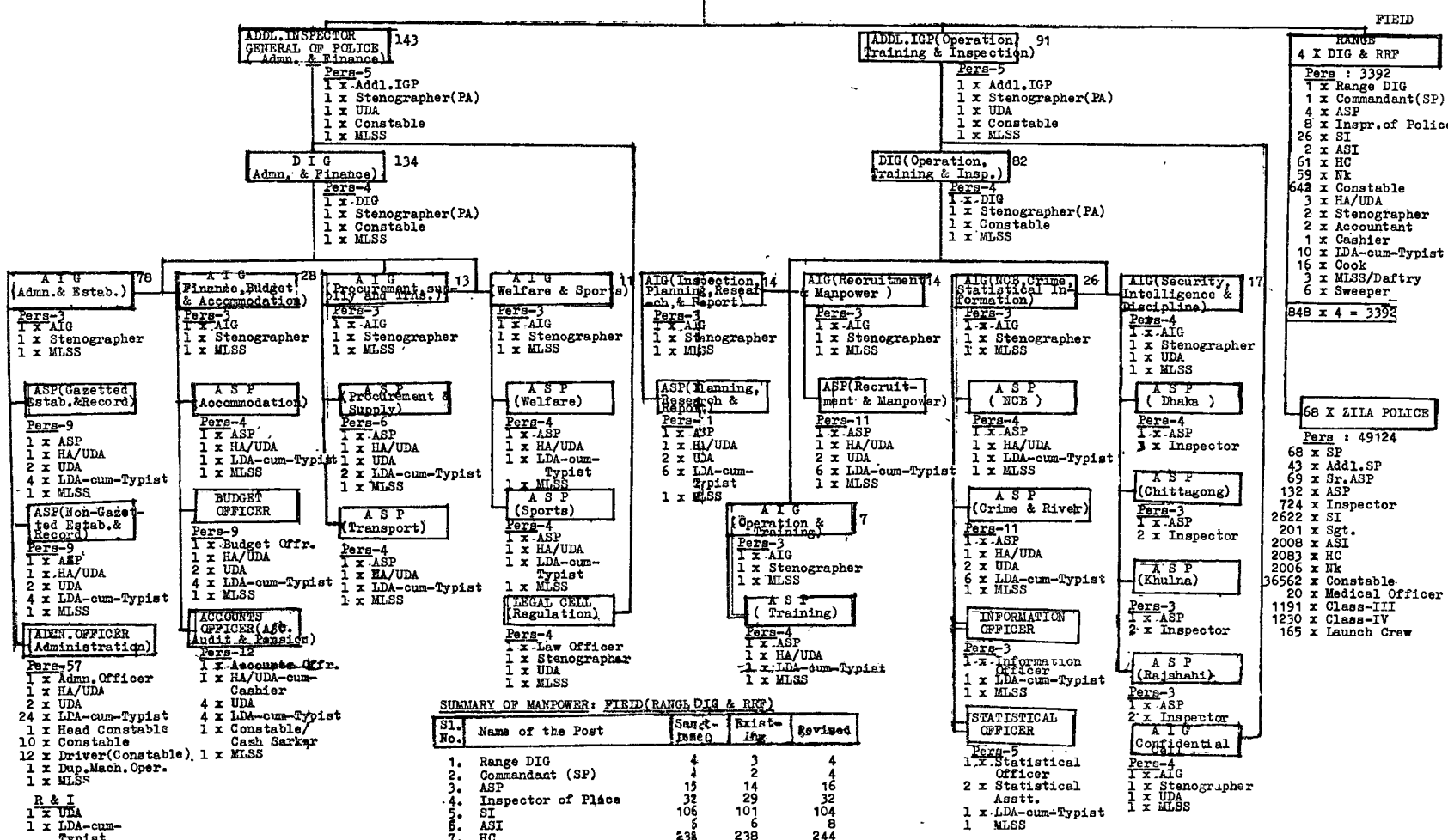
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. **Prevention of Crime:** The Prevention of Crime entails such duties as patrolling by day and night, surveillance of bad characters, preventive action under the Provisions of the Criminal Procedure Code and interposing to prevent the Commissioned offences
2. **Detection of Crime:** The detection of crime involves summoning persons and interrogeting them, searching persons and premises, arresting suspects an evidence being forth-coming and releasing them on bail in bailable offences and holding an inquest in all cases of suspicious or un-natural death in accordance with the provisions of the Criminal Procedure Code.
3. **Traffic Control:** Police have Jurisdiction in the enforcement of the Provisions of the Motor Vehicles Act and related enactments.
4. **Maintenance of Order:** The Maintenance of order is the responsibility of Magistrates and Police Officers in the country. Concurrent powers are vested in Police Officers and Magistrates by the Criminal ... Procedure Code(Cr.P.C.)in regard to the control or assemblies and the use of force by the Police. The manner in which force should be used in dealing with un-lawful assemblies has been elaborated in the Police Regulations and Criminal Procedure Code.
5. **Internal Security:** This includes the Security of vital installations the Railway, Industrial establishments, VIPs and Measures against Hijacking/Sabotage of aircraft, subversion and espionage by foreign agents.
6. **Major Disaster:** The Police are also called upon in a big way to, render assistance in cases of disasters like air-craft and train accidents earthquakes and floods etc. Police render whatever service they can to the aged, infirm, women and children

ORGANISATION



SUMMARY OF MANPOWER: POLICE DIRECTORATE

Sl. No.	Name : the post	Sanctioned	Existing	Revised
1.	I G P	1	1	1
2.	Addl.IGP	2	1	2
3.	D I G	1	1	2
4.	AIG/Addl.SP	11	11	11
5.	Asstt.SP(ASP)	7	6	16
6.	Law Officer	-	-	1
7.	Budget Officer	1	1	1
8.	Accounts Officer	-	-	1
9.	Information Officer	1	1	1
	Total Class - I	24	22	36
10.	Inspector	10	10	9
11.	Administretive Officer	1	1	1
12.	Statistical Officer	1	1	1
	Total Class - II	12	12	11
13.	Head Asstt/UDA	45	44	41
14.	Stenographer	17	16	16
15.	LDA-cum-Typist	95	76	70
16.	Statistical Asstt.	2	2	2
17.	Duplicating Machine Optr.	-	-	1
18.	Head Constable/Constable	67	67	20
19.	Constable Driver/Driver	-	-	12
	Total Class - III	226	205	162
20.	Total Class - IV	3	3	33
	Grand Total :	265	242	242

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: Police Directorate to retain the following transport for official use:
   a. 5 x Car (For IGP, Addl.IGP and DIG)
   b. 6 x Jeep(For AIG, Addl.SP and ASP)
   c. 1 x Microbus (For official use)
   d. 2 x Motor Cycle (For Despatch Rider Duty)
2. Use of transport will be as per Govt.Instruction issued from time to time.
3. Office Equipment: The following office equipment to retain
   a. 1 x Plain paper copier
   b. 2 x Duplicating Machine
   c. 32 x Typewriter
   d. 4 x Calculator Machine.
4. Air Conditioner: 6 x Air-Conditioner/Coolers may be used in the office chambers of IGP/Addl.IGP & in the Conference Room of the Police Dte.
5. 30% of ASP to be Senior ASP
6. 10 x Constable shown under Administration Section may be used for residential duties as per Instruction of IGP.

SUMMARY OF MANPOWER: FIELD(RANGE DIG & RRF)

Sl. No.	Name of the Post	Sanctioned	Existing	Revised
1.	Range DIG	4	3	4
2.	Commandant (SP)	4	2	4
3.	ASP	15	14	16
4.	Inspector of Police	32	29	32
5.	SI	106	101	104
6.	ASI	6	6	8
7.	HC	238	238	244
8.	Nk	247	247	236
9.	Constable	2944	2608	2588
10.	OS	2	-	-
11.	HA/UDA	15	12	12
12.	Stenographer	9	9	8
13.	Accountant	5	5	8
14.	Cashier	1	-	4
15.	LDA-cum-Typist	53	44	40
16.	Cook	-	-	64
17.	MLSS/Daftry	9	8	12
18.	Sweeper	2	2	24
	Grand Total	3692	3328	3392

AUTHORISATION OF TRANSPORT,MAJOR OFFICE EQUIPMENT & OTHER MISCELLANEOUS POINTS ETC.

1. Transport : Each Office of the Range DIG Range Reserve Force to retain the following transport for official use only :
   a. 1 x Car for official use of the Range DIG
   b. 1 x Jeep
   c. 2 x Pick-up
   d. 2 x Truck
2. Private use of transport will be as per Government instruction issued from time to time.
3. Office-Equipment : The Each Office of the Range DIG & RF to retain the following office equipment for official use only :
   a. 1 x Duplicating Machine
   b. 1 x Calculating Machine
   c. 6 x Typewriter:

SUMMARY OF MANPOWER: ZILA POLICE

Sl. No.	Name of the Post	Revised
1.	SP	68
2.	Addl.SP	43
3.	Sr.ASP	69
4.	ASP	132
5.	Inspector	724
6.	SI	2622
7.	Sgt.	201
8.	ASI	2008
9.	Medical Officer	20
10.	HC	2083
11.	NK	2006
12.	Constable	36562
13.	Class-III	1191
14.	Class-IV	1230
15.	Launch Crew	165
	Grand Total:	49124

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Offices of the Zila Police Administration authorised with the following transport :
   a. 232 x Jeep
   b. 72 x Pick-up
   c. 122 x Truck
   d. 2 x Microbus
   e. 33 x Prisoner's Van
   f. 215 x Motor Cycle
   g. 171 x Speed Boat
   h. 23 x Launch
   i. 1 x PL-18
   j. 3 x Ambulance
   k. 1 x Patrol Boat
   l. 1 x Land Rover Jeep
   m. 1 x Auto-Rickshaw
   n. 1 x Station Wagon
2. Private use of Transport will be as per Government instruction issued from time to time.
3. Office Equipment : The following office Equipment are authorised
   a. 44 x Duplicating Machine
   b. 13 x Calculating Machine
   c. 428 x Typewriter
   d. 2 x Camera
   e. 1 x Tape Recorder
   f. 2 x Casette Recorder
   g. 7 x Bionoculer
   h. 6 x Compass.
4. Miscellaneous Points :
   a. One Band Party consisting of 1 x SI, 2 x HC and 20 x Constable may be raised from within the sanctioned strength.
   b. Distribution of authorised Transports and Office Equipment to the office of the Zila Police Administration will be determined by the Directorate In consultation with the Ministry concerned.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BANGLADESH RIFLES
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. Protection of borders, persons and property in border areas.
2. Anti-smuggling measures.
3. Assisting the Police in the maintenance of internal security.
4. To collect and disseminate border intelligence and provide early warning of enemy moves/concentration.
5. To come under the operational control of the Army in an emergency.

ORGANISATION

DIRECTOR GENERAL — 30176

Pers: 7
1 x DG (Maj Gen)
1 x GSO - 2 (Coord)Maj
1 x ADC (Capt/DAD)
1 x Sub Steno (PA)
1 x Hav.Asst.
2 x Sep

DEPUTY DIRECTOR GENERAL

Pers: 6
1 x DDG (Brig)
1 x GSO - 3 (Coord)(Capt/DAD)
1 x N/Sub Steno (PA)
1 x NK Asst
2 x Sep

OPERATION & TRAINING DIRECTORATE — 75

Pers: 4
1 x Director(Col)
1 x Sub Asst
1 x Hav Steno(PA)
1 x Sep

General Staff Officer-1 Opns. & Intelld.

Pers. 55
1 x Lt Col
2 x Major
4 x Capt/DAD
3 x N/Sub Asst
5 x N/Sub
5 x Hav Asst
5 x Hav
6 x NK Asst
5 x NK
3 x LNK Asst
4 x LNK
3 x Sep Asst
6 x Sep
3 x MLSS(Civ)

General Staff Officer-1 Training.

Pers: 16
1 x Lt Col
2 x Major
1 x Public Relation Offr(Civ)
1 x Instr. (Sub/Civ)
1 x N/Sub Asst
1 x Hav Asst
3 x NK Asst
1 x Sep Asst
1 x Sep
1 x Librarian (Civ)
1 x Asst Librarian (Civ).
2 x MLSS(Civ)

ADMINISTRATION DIRECTORATE — 550

Pers: 3
1 x Director(Col)
1 x Hav Steno(PA)
1 x Sep

Administration Branch.

Pers: 31
1 x Lt Col
1 x Major/AD
1 x Capt/DAD
1 x SM
1 x Sub Asst
1 x N/Sub
1 x N/Sub Asst
1 x Hav
4 x Hav Asst
6 x NK Asst
5 x LNK Asst
3 x Sep Asst
3 x Sep
2 x MLSS (Civ)

Q & Ord Branch

Pers: 52
1 x Lt Col
2 x Major/AD
2 x Capt/DAD
1 x Sub Asst
4 x Sub
2 x N/Sub Asst
2 x N/Sub
3 x Hav Asst
5 x Hav
3 x NK Asst
12 x NK
2 x LNK Asst
1 x LNK
1 x LNK/Sep Asst
6 x Sep
5 x MLSS (Civ)

EME Branch

Pers: 464
1 x Major
1 x Capt
1 x SM
3 x Sub
2 x N/Sub Asst
1 x Hav Asst
5 x Hav
2 x NK Asst
4 x NK
2 x LNK Asst
1 x LNK
1 x Sep Asst
6 x Sep
112 x NK/Civ
112 x LNK/Civ
18 x Master 2nd Class
16 x Dvr 1st Class
6 x Sukani
2 x Ass Launch Dvr
44 x Laskar
28 x Dvr 2nd Class
2 x Tandal
2 x OBM Dvr
2 x Asst. OBM Dvr
28 x Sereng
42 x Greaser
3 x Motor Trolly Dvr
3 x Asst Motor Trolly Dvr
2 x MLSS(Civ)
1 x Volcaniser
1 x Denter
1 x Painter
1 x Machinist
1 x Uphold ster
1 x Tinsmith
1 x Welder
2 x Sweeper

Battalion Head Quarter.

Pers: 335
1 x Lt Col/Major
1 x Major/AD
1 x Capt/DAD
1 x Vet Doctor(Civ)
1 x Sub Major
3 x Sub
1 x N/Sub Asst
5 x N/Sub
1 x Hav Asst
19 x Hav
8 x NK Asst
34 x NK
67 x LNK
3 x Sep Asst
94 x Sep
1 x Pesh Imam(Civ)
1 x Imam/RT(Civ)
2 x Moazzem(Civ)
1 x Compounder(Civ)
1 x LD Asst
1 x Tailor(Civ)
1 x Boot Maker(Civ)
8 x Mess Waiter (Civ)
10 x Mali (Civ)
22 x Cook (Civ)
26 x Sweeper(Civ)
21 x Rakhal(Civ)
4 x Fouls Keeper (Civ)
2 x MLSS(Civ)

FIELD SECURITY UNIT

Pers: 114
1 x Major
5 x Capt/DAD
1 x Sub
11 x N/Sub
23 x Hav
52 x NK
20 x LNK/Sep
1 x Sep

Rifles Centre and School

Pers: 410
1 x Col/Lt Col
3 x Lt Col/Maj
6 x Major
4 x Major/Capt
8 x Capt
2 x Capt/DAD
1 x SM
1 x Sub Asst
8 x Sub
4 x N/Sub Asst
20 x N/Sub
12 x Hav Asst
54 x Hav
50 x Hav/NK
16 x NK Asst
37 x NK
1 x NK/LNK
3 x LNK Asst
20 x LNK
6 x LNK/Sep Asst
4 x LNK/Sep
46 x Sep
1 x Accountant
1 x UD-cum-Cashier
1 x RT Imam
6 x LD Asst
4 x MLSS
4 x Tailor
5 x Mali
2 x Boot Maker
26 x Sweeper
32 x Cook
2 x Lab Tech
1 x Librarian
3 x Ward Boy
2 x Mid Wife
4 x Mess Waiter
2 x Mashalchi
2 x Painter
1 x Tinsmith
2 x Aya
1 x Compounder
1 x Carpenter

10 x Sector — 27994

10X Sector Head Quarter

Pers: 145
1 x Col/Lt Col
1 x Lt Col/Major
3 x Major/AD
1 x Capt/DAD
1 x Sub Major
1 x Sub Asst
1 x Sub
3 x N/Sub
1 x N/Sub Nur
1 x N/Sub Band
4 x Hav Asst
12 x Hav
2 x NK Asst
20 x NK
2 x LNK Asst
17 x LNK
1 x Sep Asst
51 x Sep
1 x Accountant(Civ)
1 x UD-cum-Cashier(Civ)
1 x LD Asst(Civ)
1 x Compounder (Civ)
2 x MLSS(Civ)
1 x Imam/RT(Civ)
1 x Carpenter(Civ)
5 x Cook (Civ)
5 x Sweeper(Civ)
2 x Mali(Civ)
1 x Mid Wife(Civ)
1 x Boot Maker (Civ)

Maintenance / Construction

Pers: 29
1 x Lt Col(Engr)
1 x Major(Engr)
1 x Sub Asst
1 x N/Sub Asst
1 x Hav Asst
3 x Hav
1 x NK
2 x LNK Asst
1 x Sep
4 x Carpenter(Civ)
5 x Asst Carpenter/Mason (Civ)
1 x Tinsmith(Civ)
1 x Plumber(Civ)
1 x Fitter Gas (Civ)
1 x MLSS(Civ)
4 x Mason (Civ)

Record Wing

Pers: 183*
1 x Lt Col/DD
1 x Major/AD
1 x Capt/DAD
1 x SM Asst
2 x Sub Asst
12 x N/Sub Asst
29 x Hav Asst
58 x NK Asst
73 x LNK/Sep/LDA
3 x Sep
2 x MLSS(Civ)

32 x Rifle Battalions

Pers: 824
1 x Lt Col/Major
1 x Major/Capt
1 x Capt
2 x Capt/DAD
1 x Sub Maj
7 x Sub
1 x N/Sub Asst
18 x N/Sub
2 x Hav Asst
75 x Hav
2 x NK Asst
78 x NK
7 x LNK Asst
87 x LNK
4 x Sep Asst
488 x Sep
1 x UD-cum-Cashier (Civ)
3 x LD Asst(Civ)
1 x Compounder(Civ)
1 x Mid Wife(Civ)
1 x Imam/RT(Civ)
1 x Tailor(Civ)
1 x Boot Maker(Civ)
1 x MLSS(Civ)
2 x Mali(Civ)
35 x Cook (Civ)
7 x Sweeper(Civ)
1 x Carpenter(Civ)

1 x Coastal Support Coy

Pers: 182
1 x Major/Capt
3 x Capt/Lt of Navy(Engr Br)
1 x Sub Maj
3 x Sub
8 x Sub/Civ
1 x N/Sub
2 x N/Sub/Civ
1 x Hav Asst
19 x Hav
1 x NK Asst
45 x NK
24 x LNK
3 x Sep Asst
53 x Sep
2 x MLSS(Civ)
13 x Cook (Civ)
2 x Sweeper(Civ)

JAG Branch

Pers: 6
1 x Maj(Jag Branch)
1 x Law Offr(Civ)
1 x Hav Asst
1 x NK Asst
1 x Sep Asst
1 x MLSS(Civ)

Accounts Branch

Pers: 33
1 x Accts Offr (Civ)
1 x Budget Offr (Civ)
1 x Head Asst(Civ)
2 x Accountant (Civ)
1 x Hav Asst
1 x NK Asst
1 x LNK Asst
7 x UD Asst(Civ)
1 x Cashier(Civ)
13 x LD Asst(Civ)
4 x MLSS(Civ)

COMMUNICATION DIRECTORATE — 174

Pers: 12
1 x Director(Col)
1 x Lt Col
1 x Major
1 x N/Sub Asst
1 x Hav Asst
1 x Hav Steno(PA)
1 x Hav Dfman
1 x NK Asst
1 x Sep Asst
1 x Sigmn
1 x MLSS(Civ)

Static Signal Sector

Pers: 162
1 x Lt Col
2 x Major
4 x Capt/DAD
3 x Sub Maj
5 x Sub
6 x N/Sub
1 x Hav Asst
26 x Hav
3 x NK Asst
31 x NK
3 x LNK Asst
24 x LNK
2 x Sep Asst
30 x Sigmn
3 x Carpenter
1 x Mechinist
1 x Tinsmith
1 x Welder
1 x Tailor
3 x MLSS
1 x Boot Maker
1 x Mali
5 x Cook
4 x Sweeper

MEDICAL DIRECTORATE — 260

Pers: 8
1 x DMS (Col)
1 x DADMS(Major)
1 x N/Sub Asst
1 x Hav Steno(PA)
1 x NK Asst
1 x Sep Asst
2 x MLSS

Central Medical Store Depot

Pers: 12
1 x OC (Lt Col)
1 x N/Sub Nur
1 x Hav Asst
2 x Hav Nur
2 x NK Nur
1 x Sep
1 x LD Asst
2 x Compounder
1 x MLSS

Hospital

Pers: 240
1 x Lt Col
9 x Lt Col/Maj
2 x Major
5 x Capt
1 x Capt/DAD
1 x Lady Doctor
1 x Dental Surgeon
1 x Sub Maj
3 x Sub
1 x N/Sub Asst
6 x N/Sub
1 x Hav Asst
16 x Hav
1 x NK Asst
23 x NK
22 x LNK
56 x Sep
3 x LD Asst
4 x Compounder
1 x Painter
1 x Carpenter
4 x Senitary Asst
10 x Staff Nur
1 x MLSS
2 x Mid Wife
7 x Aya
5 x Mali
14 x Ward Boy
9 x Cook
27 x Sweeper(Male/Female)
2 x Lift OP

* Note :- Strength of Assistant of Recordi Wing will be worked out as under:-
a. One Sep/LD Asst per 200 effective sheet rolls.
b. One Sep/LD Asst per 300 non-effective sheet rolls.
c. Strength of other supervisory staff i.e. JCOs,NCOs and equivalent civil Assistants will be worked out as scale in Standard Record Branch of Army.

SUMMARY OF MANPOWER

Sl.No.	Rank	Sanctioned	Existing	Revised
1.	Maj Gen	1	1	1
2.	Brig	1	1	1
3.	Col	4	3	4
4.	Col/Lt Col	10	-	11
5.	Lt Col	8	23	10
6.	Lt Col/Major	47	-	55
7.	Major	31	53	56
8.	Major/Capt	34	-	38
9.	Capt	34	62	48
10.	Capt/DAD	123	32	97
11.	Civil Offr	6	6	7
12.	SM	52	50	52
13.	Sub	296	282	282
14.	Sub/Civ	-	-	9
15.	N/Sub	708	652	749
16.	N/Sub/Civ	-	-	2
17.	Hav	2806	2057	2872
18.	Hav/NK	-	-	50
19.	NK	2869	2649	2940
20.	NK/LNK	-	-	1
21.	LNK	3227	2631	3382
22.	LNK/Civ	-	-	112
23.	NK/Civ	-	-	112
24.	LNK/Sep	73	-	104
25.	Sep	16606	16205	16598
26.	Head Asst	1	1	1
27.	Accountant	12	12	13
28.	Civil (Class -III)	701	368	536
29.	Civil (Class -IV)	1694	1699	2033
	Total =	29344	26787	30176

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : Bangladesh Rifles is authorised :

a. 9 x Car
b. 262 x Jeep (including Ambulance)
c. 49 x Dodge
d. 128 x Truck
e. 2 x Microbus
f. 3 x Bus
g. 159 x Motor Cycle
h. 2 x SGA Vessel
i. 19 x Motor Launch
j. 58 x Speed Boat
k. 2 x Sea Truck
l. 3 x Motor Trolley.

Private use of transport will be as per Govt. instructions issued from time to time.

3. Air-Condiner/Cooler:
Bangladesh Rifles is authorised:
a. 27X Air Conditioner /Cooler.

4. Office Equipment:
a. 1 x Plain Paper Copier
b. 9 x Duplicating Machine
c. 4 x Calculating Machine
d. 278 x Type Writer.

** Less 1 x N/Sub Nursing and 1 x Mid Wife for SHQ Dhaka.

Less 4 x Mid Wife for Bns co-located with SHQ Dhaka, Dinajpur and Comilla.

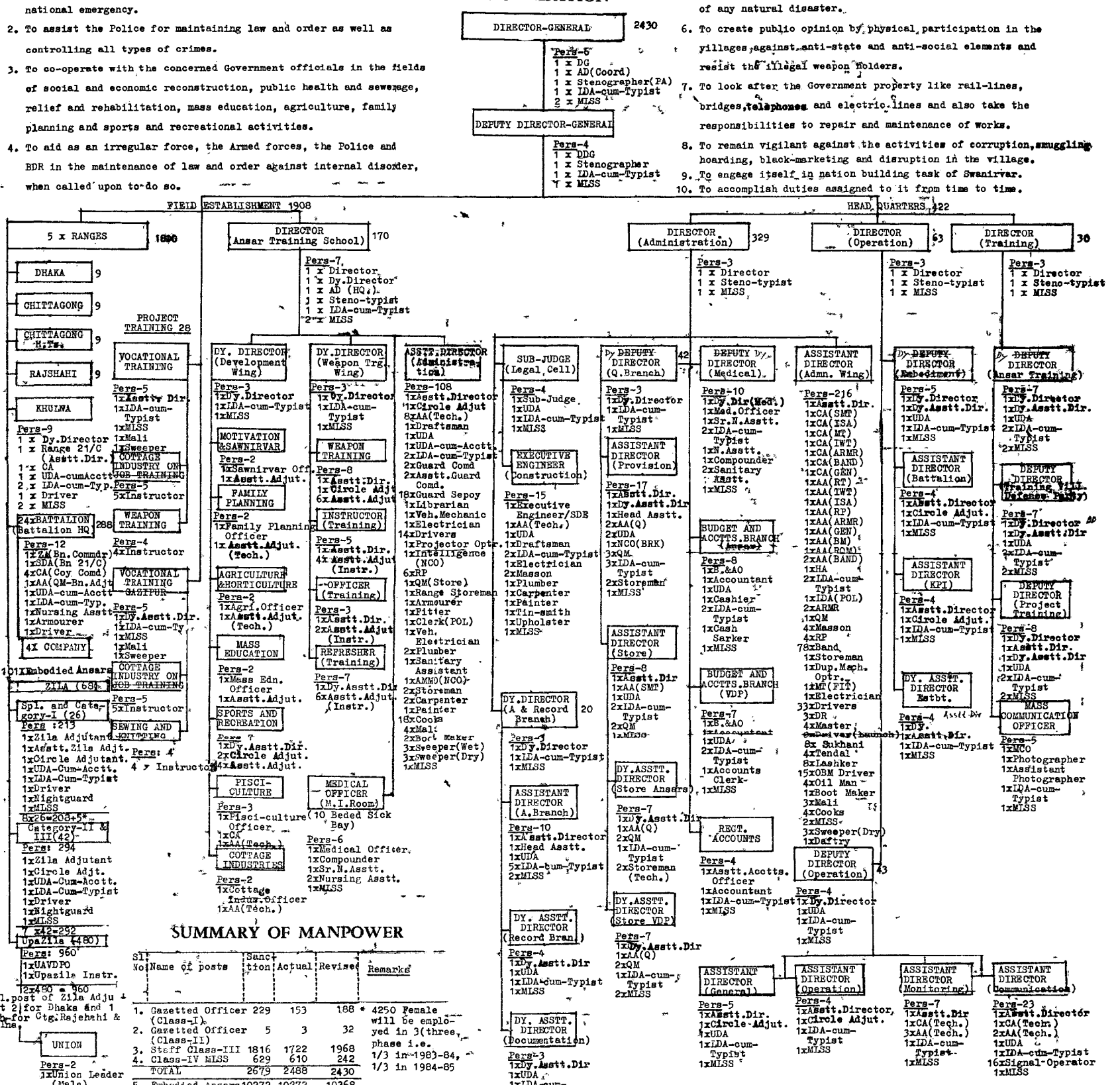
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF ANSAR AND VILLAGE DEFENCE PARTY
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. To act as a second line force with the Armed force in time of national emergency.
2. To assist the Police for maintaining law and order as well as controlling all types of crimes.
3. To co-operate with the concerned Government officials in the fields of social and economic reconstruction, public health and sewerage, relief and rehabilitation, mass education, agriculture, family planning and sports and recreational activities.
4. To aid as an irregular force, the Armed forces, the Police and BDR in the maintenance of law and order against internal disorder, when called upon to do so.
5. To assist the Civil Administration when ordered, in the event of any natural disaster.
6. To create public opinion by physical participation in the villages against anti-state and anti-social elements and resist the illegal weapon holders.
7. To look after the Government property like rail-lines, bridges, telephones and electric lines and also take the responsibilities to repair and maintenance of works.
8. To remain vigilant against the activities of corruption, smuggling, hoarding, black-marketing and disruption in the village.
9. To engage itself in nation building task of Swanirvar.
10. To accomplish duties assigned to it from time to time.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of posts	Sanction	Actual	Revised	Remarks
1.	Gazetted Officer (Class-I)	229	153	188 *	4250 Female will be employed in 3(three) phase i.e. 1/3 in 1983-84, 1/3 in 1984-85
2.	Gazetted Officer (Class-II)	5	3	32	
3.	Staff Class-III	1816	1722	1968	
4.	Class-IV MLSS	629	610	242	
	TOTAL	2679	2488	2430	
5.	Embodied Ansars (Male/Female)	10272	10272	10368	
6.	*Union Leader	4500	4500	8500	

ABBREVIATIONS:

AMMO	: Ammonition	OPRS	: Operations
ARMR	: Armourer	PO	: Personnel Officer
B & AO	: Budget and Accounts Officer	QM	: Quarter Master
CI	: Chief Instructor	RP	: Regimental Police
DMO	: Duplicating Machine Operator	SDA	: Sub-Divisional Adjutant
EN	: Engineer	SMT	: Storeman Technical
ISA	: Inspector Small Arms	SR.N.ASST	: Senior Nursing Assistant
IWT	: Inland Water Transport	UAVDO	: Upa-Zila Ansar & Village Defence Officer
JCO	: Junior Commissioned Officer	UI	: Upa-Zila Instructor
MCO	: Mass Communication Officer	UTDO	: Upa-Zila Town Defence Officer
MED	: Medical	VEH.MECH.	: Vehicle Mechanics
MT(FIT)	: Mechanical Transport (Fitter)	Z AA	: Zila Adjutant of Ansars
N.ASSTT.	: Nursing Assistant		
NCO	: Non Commissioned Officer		

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate of Ansar and VDP is authorised with the following transports:
   a. 8 x Car
   b. 94 x Jeep
   c. 2 x Ambulance
   d. 4 x Microbus
   e. 3 x Minibus
   f. 13 x Pick-up(one for fortnightly Protirodh)
   g. 23 x Truck
   h. 2 x 3 Tonner
   i. 9 x 5 Tonner
   j. 4 x Bus
   k. 580 x Motor Cycle
   l. 24 x Trailer Truck
   m. 24 x Water Trailer
   n. 15 x Speed Boat
   o. 4 x Launch
   p. 4 x Launch (Small)
2. 49 x Jeep, 2xAmbulance, 2x Microbus, 3x Minibus, 2x3 Tonner, 9x5 Tonner, 24x Water Trailer, 24xTrailer Truck, 353xMotor Cycle, 2xSpeed Boat, 5xLaunch, 1xPick-up(for Protirodh) to be issued by the Government Transport Pool ex-stock.
3. The Directorate of Ansar and VDP will deposit:
   13xCar to the Government Transport Pool.
4. Private use of Government Transport on monthly/mileage payment basis will be controlled as per Government rules in practice.

Office Equipment:

5. The Directorate will hold the following officeequipment:
   a. 232xTypewriter(two for Protirodh).
   b. 33xDuplicating Machine(one for Protirodh).
   c. 1xCamera Enlarger(for Protiredh)
6. The additional 41xTypewriter, 10xDuplicating Machine and 1xCamera Enlarger to be issued by the Stationery Office.

Miscellaneous Points:

7. Ansar Flour Mills, machineries to be auctioned/disposed of. The administrative ministry should take steps for writing off the income tax.
8. Vocational training institute should be shifted to Shafipur or any other suitable place as Kolakopa is inaccessible.
9. Existing employees will continue in their present post till they are adjusted/wastedout/absorbed by Establishment Division in analogues/comparable post.
10. Required number of MLSS may be employed on Farash/Jamader/Messenger duty.
11. Existing Administrative Officer be absorbed in comparable post.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

832 dt. 17.2.85
লোকপ্রশাসন প্রশিক্ষণ কেন্দ্র গ্রন্থাগার
সাভার, ঢাকা।

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LIBRARY
Bangladesh public Administration
Training Centre
Savar, Dhaka.

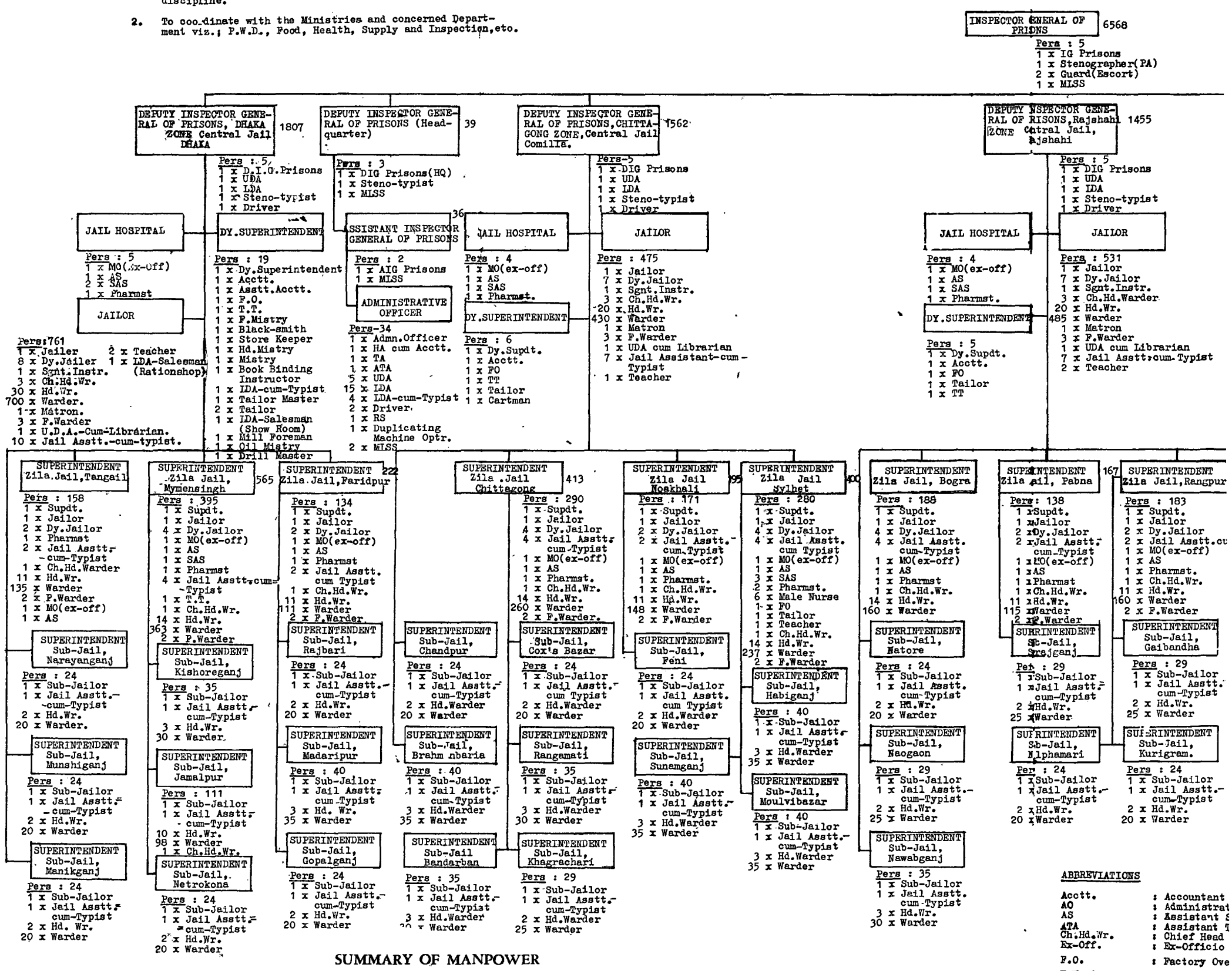
PRISONS DIRECTORATE
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. To deal with management of the Jails, confinement and treatment of prisoners therein and maintenance of discipline.

2. To coo-dinate with the Ministries and concerned Department viz.; P.W.D., Food, Health, Supply and Inspection, eto.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
	CLASS-I			
1.	Inspector General of Prisons	1	1	1
2.	DIG of Prisons(HQ)	1	1	1
3.	DIG of Prisons(Central Jails)	4	4	4
4.	AIG of Prisons	1	-	1
	Total Class-I	7	6	7
	CLASS-II			
5.	Supdt. of Zila Jail	15	15	15
6.	Dy.Supdt. Central Jail	4	4	4
7.	Administrative Officer	1	1	1
	Total Class-II	20	20	20
	Total Class-III	6596	6103	6536
	Total Class-IV	5	5	5
	GRAND TOTAL	6628	6134	6568

ABBREVIATIONS

Acctt.	: Accountant
AO	: Administrat
AS	: Assistant S
ATA	: Assistant T
Ch.Hd.Wr.	: Chief Head
Ex-Off.	: Ex-Officio
F.O.	: Factory Ove
F.Warder	: Female Ward
Hd.Wr.	: Head Warder
M.O.	: Medical Off
Pharmst	: Pharmachist
SAS	: Sub-Assista
Sgnt.Instr.	: Surgeant In
TA	: Travelling
TT	: Task Taker

PRISONS DIRECTORATE
MINISTRY OF HOME AFFAIRS

3. To deal with living conditions in Jails and Sub-Jails including accommodation facilities, Medical Services, Health and sanitation of the Jails.

4. Any other duties provided by Jail Code Rules and Prisons Act, 1884.

ORGANISATION

INSPECTOR GENERAL OF PRISONS — 6568
Pers : 5
1 x IG Prisons
1 x Stenographer(PA)
2 x Guard(Escort)
1 x MLSS

DEPUTY INSPECTOR GENERAL OF PRISONS, Rajshahi ZONE Central Jail, Rajshahi — 1455
Pers : 5
1 x DIG Prisons
1 x UDA
1 x LDA
1 x Steno-typist
1 x Driver

JAIL HOSPITAL
Pers : 4
1 x MO(ex-off)
1 x AS
1 x SAS
1 x Pharmst.

DY.SUPERINTENDENT
Pers : 5
1 x Dy.Supdt.
1 x Acctt.
1 x FO
1 x Tailor
1 x TT

JAILOR
Pers : 531
1 x Jailor
7 x Dy.Jailor
1 x Sgnt.Instr.
3 x Ch.Hd.Warder
20 x Hd.Wr.
485 x Warder
1 x Matron
3 x F.Warder
1 x UDA cum Librarian
7 x Jail Asstt.cum-Typist
2 x Teacher

DEPUTY INSPECTOR GENERAL OF PRISONS, KHULNA ZONE Central Jail, Jessore. — 1700
Pers : 5
1 x DIG Prisons
1 x UDA
1 x LDA
1 x Steno-typist
1 x Driver

JAIL HOSPITAL
Pers : 3
1 x MO(ex-off)
1 x AS
1 x Pharmst.

DY.SUPERINTENDENT
Pers : 5
1 x Dy.Supdt.
1 x Acctt.
1 x FO
1 x TT
1 x Tailor

JAILOR
Pers : 465
1 x Jailor
7 x Dy.Jailor
1 x Sgnt.Instr.
3 x Ch.Hd.Wr.
20 x Hd.Warder
420 x Warder
1 x Metron
3 x F.Warder
1 x UDA cum Librarian
7 x Jail Asstt.cum Typist
1 x Teacher

SUPERINTENDENT Zila Jail, Bogra — 400
Pers : 188
1 x Supdt.
1 x Jailor
4 x Dy.Jailor
4 x Jail Asstt. cum-Typist
1 x MO(ex-off)
1 x AS
1 x Pharmst
1 x Ch.Hd.Wr.
14 x Hd.Wr.
160 x Warder

SUPERINTENDENT Sub-Jail, Natore
Pers : 24
1 x Sub-Jailor
1 x Jail Asstt. cum-Typist
2 x Hd.Wr.
20 x Warder

SUPERINTENDENT Sub-Jail, Naogaon
Pers : 29
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd.Wr.
25 x Warder

SUPERINTENDENT Sub-Jail, Nawabganj
Pers : 35
1 x Sub-Jailor
1 x Jail Asstt. cum-Typist
3 x Hd.Wr.
30 x Warder

SUPERINTENDENT Zila Jail, Pabna — 167
Pers: 138
1 x Supdt.
1 x Jailor
2 x Dy.Jailor
2 x Jail Asstt. cum-Typist
1 x MO(ex-off)
1 x AS
1 x Pharmst
1 x Ch.Hd.Wr.
11 x Hd.Wr.
115 x Warder
2 x F.Warder

SUPERINTENDENT Sub-Jail, Sirajganj
Per : 29
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd.Wr.
25 x Warder

SUPERINTENDENT Sub-Jail, Nilphamari
Per : 24
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd.Wr.
20 x Warder

SUPERINTENDENT Zila Jail, Rangpur — 260
Pers : 183
1 x Supdt.
1 x Jailor
2 x Dy.Jailor
2 x Jail Asstt.cum Ty
1 x MO(ex-off)
1 x AS
1 x Pharmst.
1 x Ch.Hd.Wr.
11 x Hd.Wr.
160 x Warder
2 x F.Warder

SUPERINTENDENT Sub-Jail, Gaibandha
Pers : 29
1 x Sub-Jailor
1 x Jail Asstt. cum-Typist
2 x Hd.Wr.
25 x Warder

SUPERINTENDENT Sub-Jail, Kurigram.
Pers : 24
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd.Wr.
20 x Warder

SUPERINTENDENT Zila Jail, Dinajpur — 207
Pers : 183
1 x Supdt.
1 x Jailor
2 x Dy.Jailor
2 x Jail Asstt.-cum-Typist
1 x MO(ex-off)
1 x AS
1 x Pharmst.
1 x Ch.Hd.Wr.
11 x Hd.Wr.
160 x Warder
2 x F.Warder

SUPERINTENDENT Sub-Jail, Thakurgaon
Pers : 24
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd.Wr.
20 x Warder

SUPERINTENDENT Sub-Jail, Magura.
Pers-24
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd.Wr.
20 x Warder

SUPERINTENDENT Boyra Special Jail
Pers : 121
1 x Supdt.
1 x Jailor
2 x Dy.Jailor
2 x Jail Asstt.
1 x MO(ex-off)
1 x AS
1 x Pharmst.
1 x Ch.Hd.Wr.
11 x Hd.Wr.
100 x Warder

SUPERINTENDENT Sub-Jail, Jhenidha
Pers-24
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd.Wr.
20 x Warder

SUPERINTENDENT Sub-Jail Narail
Pers-24
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd.Warder
20 x Warder

SUPERINTENDENT Zila Jail, Khulna — 305
Pers : 230
1 x Supdt.
1 x Jailor
4 x Dy.Jailor
4 x Jail Asstt.-cum-Typist
1 x MO(ex-off)
1 x AS
1 x Pharmst.
1 x Ch.Hd.Wr.
14 x Hd.Wr.
200 x Warder
2 x F.Warder

SUPERINTENDENT Sub-Jail Satkhira
Pers-35
1 x Sub-Jailor
1 x Jail Asstt.-Cum-Typist
3 x Hd. Warder
30 x Warder

SUPERINTENDENT Sub-Jail Bagerhat
Pers-40
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
3 x Hd. Warder
35 x Warder

SUPERINTENDENT Zila Jail, Patuakhali. — 148
Pers : 119
1 x Supdt.
1 x Jailor
2 x Dy.Jailor
2 x Jail Asstt.-cum-Typist
1 x MO(ex-off)
1 x AS
1 x Pharmst.
1 x Ch.Hd.Wr.
11 x Hd.Wr.
98 x Warder

SUPERINTENDENT Sub-Jail Barguna
Pers-29
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd. Warder
25 x Warder

SUPERINTENDENT Sub-Jail Perojpur
Pers-35
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
3 x Hd.Warder
30 x Warder

SUPERINTENDENT Zila Jail, Barisal. — 325
Pers : 231
1 x Supdt.
1 x Jailor
4 x Dy.Jailor
4 x Jail Asstt.-cum-Typist
1 x MO(ex-off)
1 x AS
1 x SAS
1 x Pharmst.
1 x Ch.Hd.Wr.
14 x Hd.Wr.
200 x Warder
2 x F.Warder

SUPERINTENDENT Sub-Jail Jhalakati
Pers-35
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
3 x Hd.Warder
30 x Warder

SUPERINTENDENT Sub-Jail Bhola
Pers-24
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd.Warder
20 x Warder

SUPERINTENDENT Zila Jail, Kushtia — 251
Pers : 203
1 x Supdt.
1 x Jailor
2 x Dy.Jailor
2 x Jail Asstt.-cum-Typist
1 x MO(ex-off)
1 x AS
1 x Pharmst.
1 x Ch.Hd.Wr.
11 x Hd.Wr.
182 x Warder

SUPERINTENDENT Sub-Jail Chuadanga
Pers-24
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd. Warder
20 x Warder

SUPERINTENDENT Sub-Jail Meherpur
Pers-24
1 x Sub-Jailor
1 x Jail Asstt.-cum-Typist
2 x Hd. Warder
20 x Warder

ABBREVIATIONS

Acctt.	: Accountant
AO	: Administrative Officer
AS	: Assistant Surgeon
ATA	: Assistant Travelling Auditor
Ch.Hd.Wr.	: Chief Head Warder
Ex-Off.	: Ex-Officio
F.O.	: Factory Overseer
F.Warder	: Female Warder
Hd.Wr.	: Head Warder
M.O.	: Medical Officer
Pharmst	: Pharmachist
SAS	: Sub-Assistant Surgeon
Sgnt.Instr.	: Surgeant Instructor
TA	: Travelling Auditor
TT	: Task Taker

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: Prisons Directorate holds the following transport:
   a. 1 x Car for official use of the IGP
   b. 4 x Jeep for official use of each of the DIG of Central Jails.
   c. 1 x Minimoke for official use of the Officers of the Directorate.
   These may be authorised to the department.
2. Private use of Transport will be as per Government Instructions issued from time to time.
3. Office equipment: The Directorate may be authorised:
   a. 1 x Duplicating Machine
   b. 1 x Calculating Machine
   c. 106 x Typewriter.

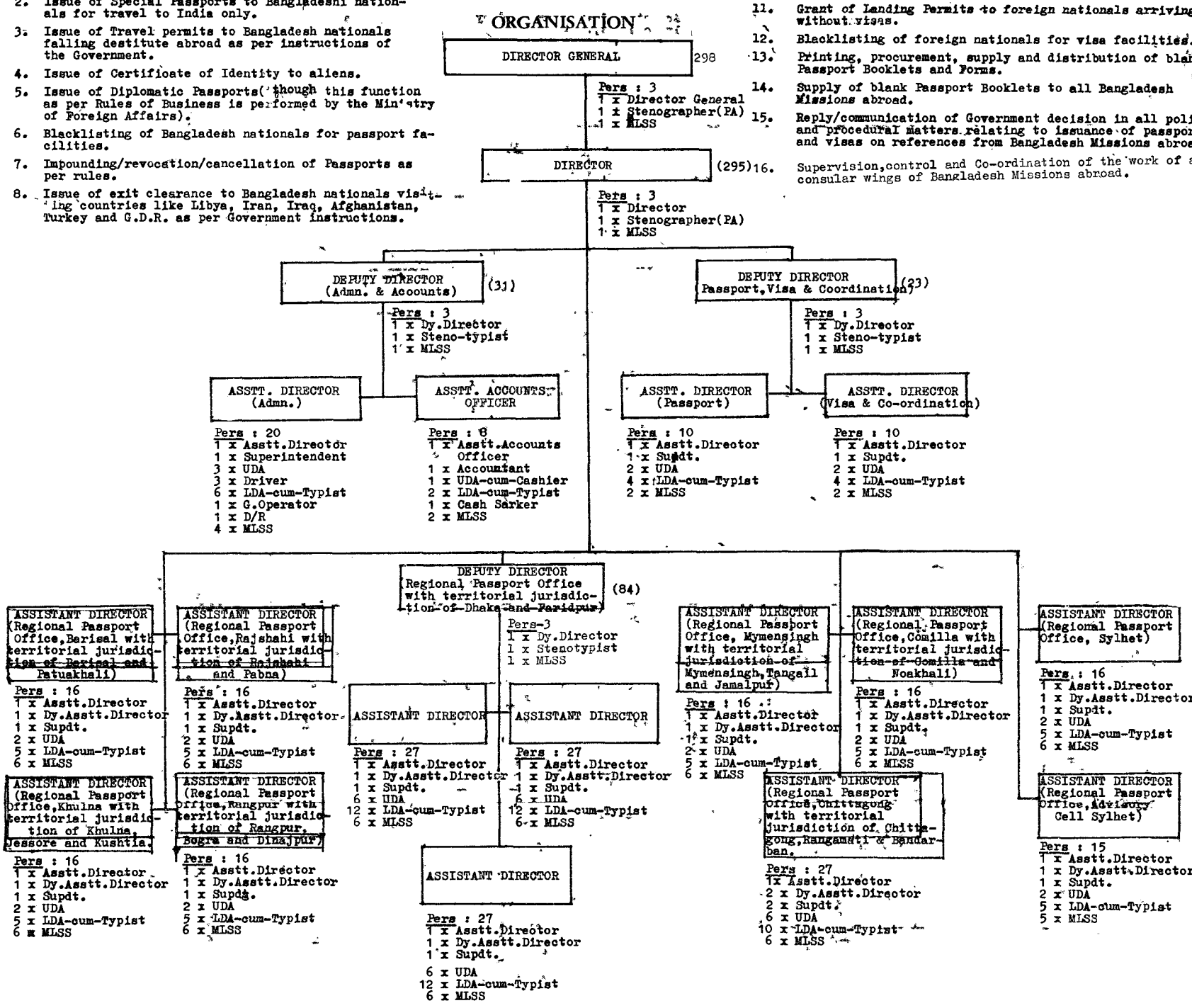
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF IMMIGRATION AND PASSPORTS
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. Issue of International Passports to Bangladeshi nationals.
2. Issue of Special Passports to Bangladeshi nationals for travel to India only.
3. Issue of Travel permits to Bangladesh nationals falling destitute abroad as per instructions of the Government.
4. Issue of Certificate of Identity to aliens.
5. Issue of Diplomatic Passports(though this function as per Rules of Business is performed by the Ministry of Foreign Affairs).
6. Blacklisting of Bangladesh nationals for passport facilities.
7. Impounding/revocation/cancellation of Passports as per rules.
8. Issue of exit clearance to Bangladesh nationals visiting countries like Libya, Iran, Iraq, Afghanistan, Turkey and G.D.R. as per Government instructions.
9. Grant of Visas to foreign nationals visiting Bangladesh.
10. Grant of Road Permits (RP) to foreign nationals.
11. Grant of Landing Permits to foreign nationals arriving without visas.
12. Blacklisting of foreign nationals for visa facilities.
13. Printing, procurement, supply and distribution of blank Passport Booklets and Forms.
14. Supply of blank Passport Booklets to all Bangladesh Missions abroad.
15. Reply/communication of Government decision in all policy and procedural matters relating to issuance of passports and visas on references from Bangladesh Missions abroad.
16. Supervision, control and Co-ordination of the work of all consular wings of Bangladesh Missions abroad.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing	Revised
1.	Class - I			
1.	Director General	1	1	1
2.	Director	1	1	1
3.	Deputy Director	2	2	3
4.	Assistant Director	15	7	15
5.	Assistant Accounts Officer	1	-	1
	Class - II			
6.	Deputy Assistant Director	8	7	13
7.	Class - III Staff	198	182	178
8.	Class - IV	101	86	86
	Total	327	286	298

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Department of Immigration and Passports may retain
   a. 1 x Car
   b. 1 x Jeep
   c. 1 x Microbus
   d. 1 x Motor Cycle for D/R duty.
2. Use of transport will be as per Government Instruction issued from time to time.
3. Office Equipment : The following office equipment may be retained by the Department.
   a. 2 x Duplicating Machine(1xDuplicating Machine for Head Office & 1xDuplicating Machine for Regional Office, Dhaka.)
   b. 21 x Embossing Machine.
   c. 37 x Typewriter.
   Ratio of Bengali and English typewriter will be 60:40.
   7 x Excess typewriter will be handed over to the Central Stationery Office.

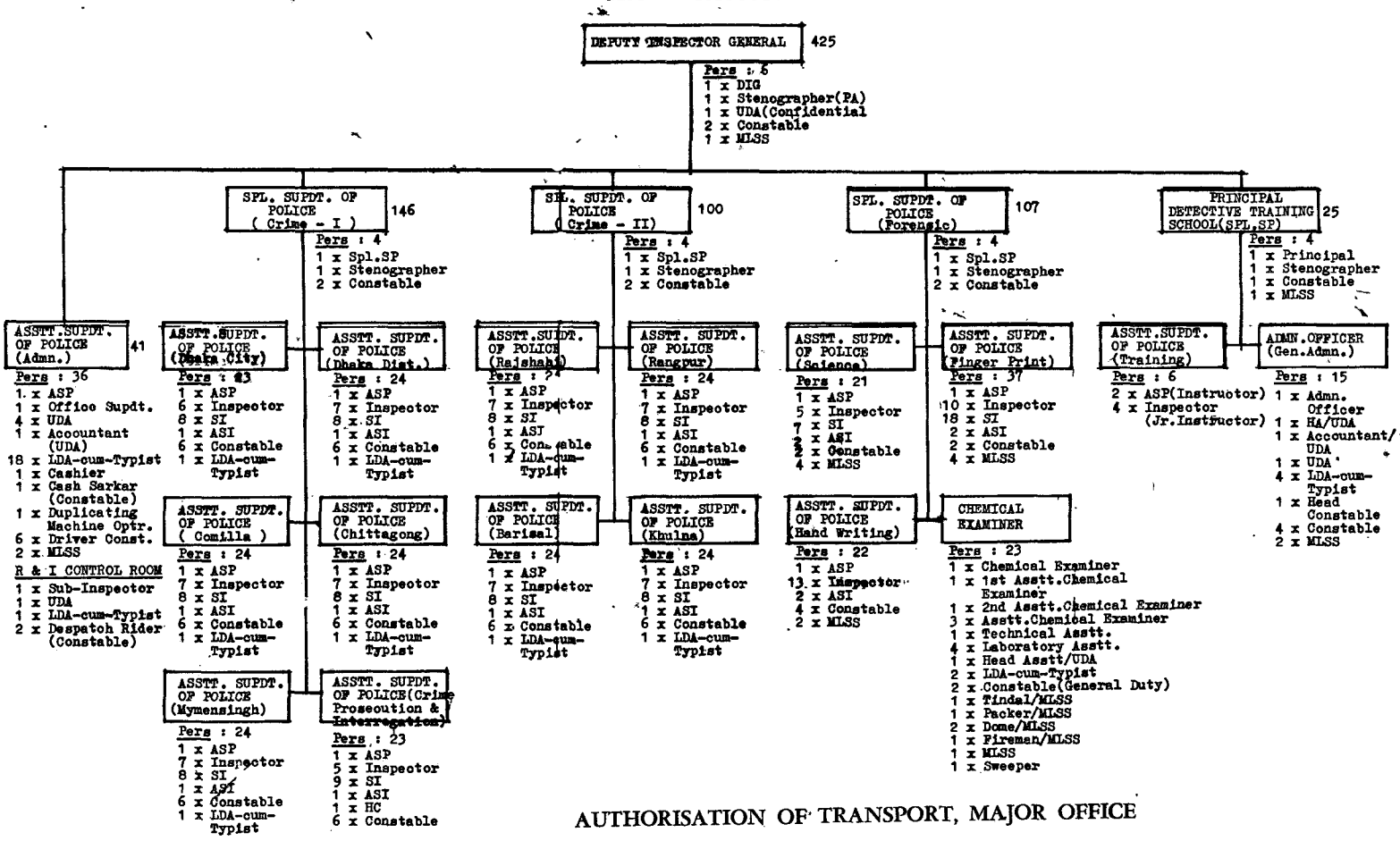
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

CRIMINAL INVESTIGATION DEPARTMENT
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. The collection and distribution of information relating to :
   a. Dacoity.
   b. Highway, Railway or Mail robbery.
   c. Counterfelting coin or stamps, forging Government Currency or Promissory notes and uttering or being in possession of the same.
   d. Drugging or poisoning.
   e. Swindling.
   f. Murder for gain.
   g. Insurance frauds of serious nature.
   h. Cases of bank frauds.
2. Professional criminals and criminal tribes whose operations extend beyond the limits of a single district.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
1.	DIG of Police	1	-	1
2.	Spl.Supdt.of Police	4	3	4
3.	Asstt.Supdt.of Police	14	14	16
4.	Chemical Examiner	1	-	1
5.	1st Asstt.Chem.Examiner	1	1	1
	Class-II Officer			
6.	Inspector	99	98	99
7.	2nd Asstt.Chem.Examiner	1	-	1
8.	Asstt.Chemical Examiner	3	2	3
9.	Admn.Officer	-	-	1
10.	Class-III Staff	319	280	275
11.	Class-IV Staff	16	16	23
	Total	459	414	425

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Criminal Investigation Department is to retain the following transport :
   a. 1 x Car for official use of DIG
   b. 1 x Car for official use of the Principal, DTS.
   c. 4 x Jeep for use of other Officers.
   d. 2 x Motor Cycle for Despatch Rider Duty.
2. Private use of transport will be as per Government Instruction issued from time to time.
3. Office Equipment : The CID is to retain
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine
   c. 22 x Typewriter; Ratio of Bengali & English typewriter will be 60 : 40.
4. Other Points : 6 x Posts for ASP's out of 16 will be held by Sr.ASP.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF FIRE SERVICE AND CIVIL DEFEN
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. To fight all types of the fire breaking out at any time of day and night.
2. To render first aid to casualties due to accidents.
3. To effect rescue from burning buildings, underneath collapsed structures, wrecked ship, launches and boats in water and all other situations.
4. To arrange transporation of casualities and sick persons to hospital by Ambulance.
5. To carry sick persons from the town/hospital to desired destination through the Ambulance of the Department on payment of requisite charge.
6. To advise on fire prevention and fire production measures for building, industrial and commercial installations etc.
7. To levy and collect licence fees from owners of Warehouse/ Workshops in accordance with the Warehouse Ordinance.
8. To train service personnel in fire-fighting, first aid and rescue techniques.
9. To train employees of Govt. Departments, Nationalised Institutions, Autonomous Bodies and Members of the Public on Fire-fighting Civil Defence and Self-protective measures against peacetime and wartime hazards at the Departmental Training Complex and in the Divisional/Zila & Sub-Divisional Towns.
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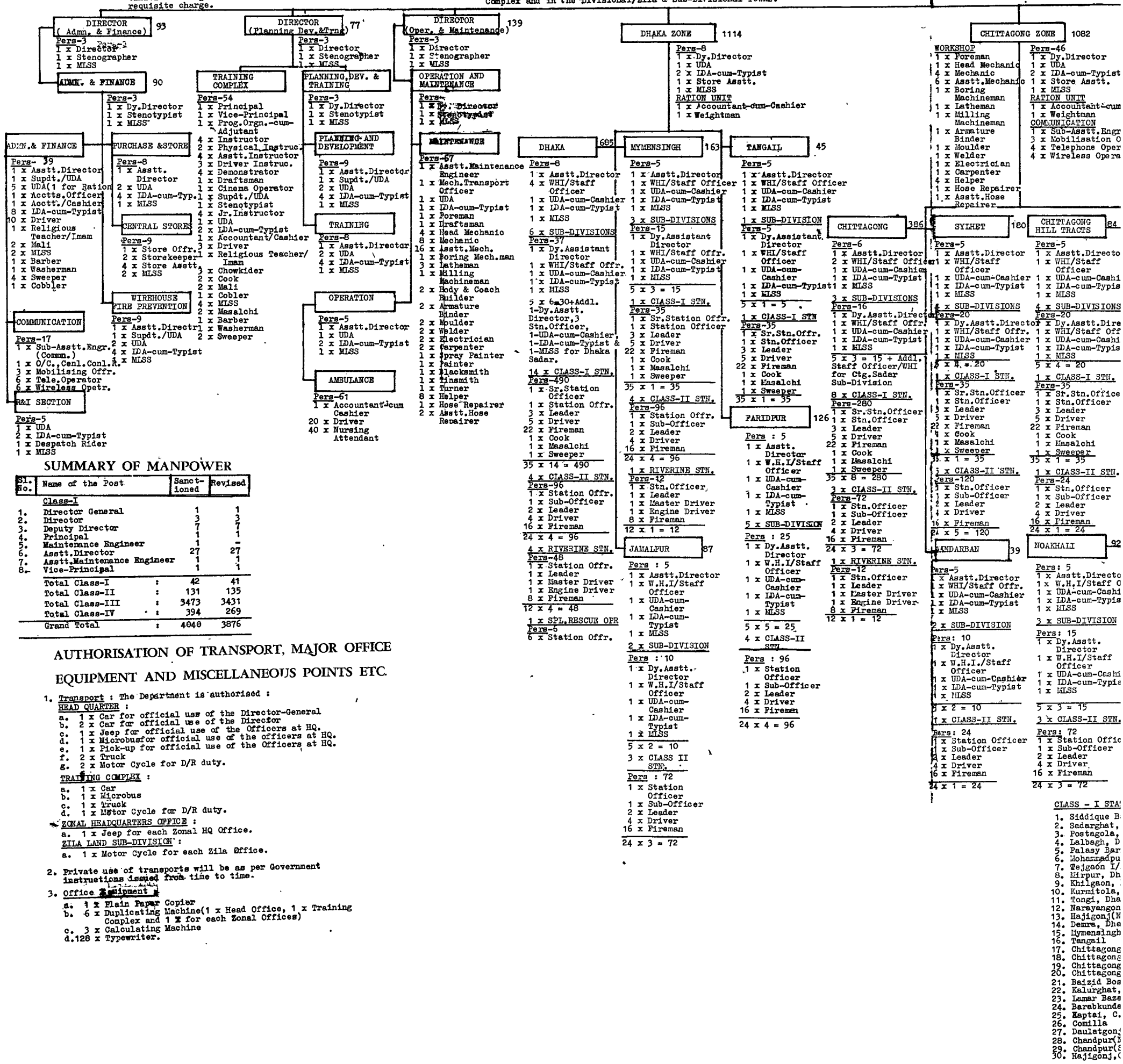
11. To r
12. No m Civi Inte Civi
13. To d of e

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the Post	Sanctioned	Revised
	Class-I		
1.	Director General	1	1
2.	Director	3	3
3.	Deputy Director	7	7
4.	Principal	1	1
5.	Maintenance Engineer	1	-
6.	Asstt.Director	27	27
7.	Asstt.Maintenance Engineer	1	1
8.	Vice-Principal	1	1
	Total Class-I :	42	41
	Total Class-II :	131	135
	Total Class-III :	3473	3431
	Total Class-IV :	394	269
	Grand Total :	4040	3876

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Department is authorised :

HEAD QUARTER :

a. 1 x Car for official use of the Director-General
b. 2 x Car for official use of the Director
c. 1 x Jeep for official use of the Officers at HQ.
d. 1 x Microbusfor official use of the officers at HQ.
e. 1 x Pick-up for official use of the Officers at HQ.
f. 2 x Truck
g. 2 x Motor Cycle for D/R duty.

TRAINING COMPLEX :

a. 1 x Car
b. 1 x Microbus
c. 1 x Truck
d. 1 x Motor Cycle for D/R duty.

ZONAL HEADQUARTERS OFFICE :

a. 1 x Jeep for each Zonal HQ Office.

ZILA LAND SUB-DIVISION :

a. 1 x Motor Cycle for each Zila Office.

2. Private use of transports will be as per Government instructions issued from time to time.

3. Office Equipment :

a. 1 x Plain Paper Copier
b. 6 x Duplicating Machine(1 x Head Office, 1 x Training Complex and 1 x for each Zonal Offices)
c. 3 x Calculating Machine
d. 128 x Typewriter.

MINISTRY OF HOME AFFAIRS

ORGANISATION

DIRECTOR GENERAL 3876

Pers-7
1 x Director General
1 x Sr.Staff Officer
1 x Stenographer(PA)
1 x UDA(Confidential Asstt)
1 x Fireman/Leader
1 x LDA-cum-Typist/Diarist
1 x MLSS

10. To advice Government Offices, Private Institutions and premises on protective measures against air raid during War.
11. To render technical advise to Government as and then required.
12. To maintain liaison with the International Fire-Fighting Civil Defence Organisations and to represent Bangladesh in International Conferences inthe Field of Fire-Fighting and Civil Defence.
13. To determine requirement, standardise and arrange procurement of equipment locally and from abroad.
14. To plan and execute development of the Department.
15. To carry out research work on fire fighting and Civil Defence Methodology.
16. To arrange repair and maintenance of general and operational vehicles as well as specialised equipment of the Department.

CHITTAGONG ZONE 1082

WORKSHOP
1 x Foreman
1 x Head Mechanic
4 x Mechanic
6 x Asstt.Mechanic
1 x Boring Machineman
1 x Latheman
1 x Milling Machineman
1 x Armature Binder
1 x Moulder
1 x Welder
1 x Electrician
1 x Carpenter
4 x Helper
1 x Hose Repairer
1 x Asstt.Hose Repairer

Pers-46
1 x Dy.Director
1 x UDA
2 x LDA-cum-Typist
1 x Store Asstt.
1 x MLSS
RATION UNIT
1 x Accountant-cum-Cashier
1 x Weightman
COMMUNICATION
1 x Sub-Asstt.Engr(Comm)
3 x Mobilisation Officer
4 x Telephone Operator
4 x Wireless Operator

CHITTAGONG 386

Pers-6
1 x Asstt.Director
2 x WHI/Staff Officer
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

3 x SUB-DIVISIONS
Pers-16
1 x Dy.Asstt.Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 3 = 15 + Addl. Staff Officer/WHI for Ctg.Sadar Sub-Division

8 x CLASS-I STN.
Pers-280
1 x Sr.Stn.Officer
1 x Stn.Officer
3 x Leader
5 x Driver
22 x Fireman
1 x Cook
1 x Masalchi
1 x Sweeper
35 x 8 = 280

3 x CLASS-II STN.
Pers-72
1 x Stn.Officer
1 x Sub-Officer
2 x Leader
4 x Driver
6 x Fireman
4 x 3 = 72

1 x RIVERINE STN.
Pers-12
1 x Stn.Officer
1 x Leader
1 x Master Driver
1 x Engine Driver
6 x Fireman
2 x 1 = 12

SYLHET 180

Pers-5
1 x Asstt.Director
1 x WHI/Staff Officer
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

4 x SUB-DIVISIONS
Pers-20
1 x Dy.Asstt.Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 4 = 20

1 x CLASS-I STN.
Pers-35
1 x Sr.Stn.Officer
1 x Stn.Officer
3 x Leader
5 x Driver
22 x Fireman
1 x Cook
1 x Masalchi
1 x Sweeper
35 x 1 = 35

1 x CLASS-II STN.
Pers-120
1 x Stn.Officer
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 5 = 120

CHITTAGONG HILL TRACTS 84

Pers-5
1 x Asstt.Director
1 x WHI/Staff Officer
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

4 x SUB-DIVISIONS
Pers-20
1 x Dy.Asstt.Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 4 = 20

1 x CLASS-I STN.
Pers-35
1 x Sr.Stn.Officer
1 x Stn.Officer
3 x Leader
5 x Driver
22 x Fireman
1 x Cook
1 x Masalchi
1 x Sweeper
35 x 1 = 35

1 x CLASS-II STN.
Pers-24
1 x Stn.Officer
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 1 = 24

COMILLA 255

Pers-5
1 x Asstt.
1 x WHI/Staff Officer
1 x UDA-cum-Cashier
1 x LDA-cum-
1 x MLSS

3 x SUB-DIVISIONS
Pers: 15
1 x Dy.Asstt. Director
1 x WHI/Staff Officer
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 3 = 15

5 x CLASS-I STN.
Pers: 175
1 x Sr.Station Officer
1 x Station Offr.
3 x Leader
5 x Driver
22 x Fireman
1 x Cook
1 x Masalchi
1 x Sweeper
35 x 5 = 175

2 x CLASS-II STN.
Pers: 48
1 x Station Officer
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 2 = 48

1 x RIVERINE STN.
Pers: 12
1 x Station Officer
1 x Leader
1 x Master Driver
1 x Engine Driver
8 x Fireman
12 x 1 = 12

BANDARBAN 39

Pers-5
1 x Asstt.Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

2 x SUB-DIVISION
Pers: 10
1 x Dy.Asstt. Director
1 x W.H.I./Staff Officer
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 2 = 10

1 x CLASS-II STN.
Pers: 24
1 x Station Officer
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 1 = 24

NOAKHALI 92

Pers: 5
1 x Asstt.Director
1 x W.H.I/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

3 x SUB-DIVISION
Pers: 15
1 x Dy.Asstt. Director
1 x W.H.I/Staff Officer
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 3 = 15

3 x CLASS-II STN.
Pers: 72
1 x Station Officer
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 3 = 72

KHULNA ZONE 653

WORKSHOP
1 x Foreman
1 x Head Mechanic
4 x Mechanic
6 x Asstt.Mechanic
1 x Boring Machineman
1 x Latheman
1 x Milling Machineman
1 x Armature Binder
1 x Moulder
1 x Welder
1 x Electrician
1 x Carpenter
4 x Helper
1 x Hose Repairer
1 x Asstt" "

Pers: 34
1 x Dy.Director
1 x UDA
2 x LDA-cum-Typist
1 x Store Asstt.
1 x MLSS
RATION UNIT
Pers: 2
1 x Accountant-cum-Cashier
1 x Weightman

KHULNA 176

Pers: 6
1 x Asstt.Director
2 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

3 x SUB-DIVISION
Pers: 16
1 x Dy.Asstt. Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 3 = 15 + WHI/ Staff Officer for Sadar Sub-Dvn.

2 x CLASS-I STN.
Pers: 70
1 x Sr.Section Officer
1 x Station Offr.
3 x Leader
5 x Driver
22 x Fireman
1 x Cook
1 x Masalchi
1 x Sweeper
35 x 2 = 70

3 x CLASS-II STN.
Pers: 72
1 x Station Officer
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 3 = 72

1 x RIVER STN.
Pers: 12
1 x Station Officer
1 x Leader
1 x Master Driver
1 x Engine Driver
8 x Fireman

BARISAL 121

Pers: 5
1 x Asstt.Director
1 x WHI/Staff Offr
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

4 x SUB-DIVISION
Pers: 20
1 x Dy.Asstt. Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 4 = 20

4 x CLASS-II STN.
Pers: 96
1 x Station Offr.
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 4 = 96

PATUAKHALI 50

Pers: 5
1 x Asstt.Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

2 x SUB-DIVISION
Pers: 10
1 x Dy.Asstt. Director
1 x WHI/Staff Offr
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 2 = 10

1 x CLASS-I STN
Pers: 35
1 x Sr.Station Officer
1 x Station Offt.
3 x Leader
5 x Driver
22 x Fireman
1 x Cook
1 x Masalchi
1 x Sweeper
35 x 1 = 35

JESSORE 180

Pers: 5
1 x Asstt.Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

4 x SUB-DIVISION
Pers: 20
1 x Dy.Asstt Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 4 = 20

1 x CLASS-I STN.
Pers: 35
1 x Sr.Station Officer
1 x Station Offr.
3 x Leader
5 x Driver
22 x Fireman
1 x Cook
1 x Masalchi
1 x Sweeper
35 x 1 = 35

5 x CLASS-II STN.
Pers: 120
1 x Station Offr.
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 5 = 120

KUSHTIA 92

Pers: 5
1 x Asstt.Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

3 x SUB-DIVISION
Pers: 15
1 x Dy.Asstt. Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 3 = 15

3 x CLASS-II STN.
Pers: 72
1 x Station Officer
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 3 = 72

RAJSHAHI ZONE 711

WORKSHOP
1 x Foreman
1 x Head Mechanic
4 x Mechanic
6 x Asstt.Mechanic
1 x Latheman
1 x Milling Machineman
1 x Boring Machineman
1 x Armature Binder
1 x Moulder
1 x Welder
1 x Electrician
1 x Carpenter
4 x Helper
1 x Hose Repairer
1 x Asstt" "

Pers: 34
1 x Dy.Director
1 x UDA
2 x LDA-cum-Typist
1 x Store Asstt
RATION UNIT
Pers: 2
1 x Accountant-cum-Cashier
1 x Weightman

RAJSHAHI

Pers: 6
1 x Asstt.Director
2 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

4 x SUB-DIVISION
Pers: 21
1 x Dy.Asstt. Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 4 = 20 + WHI/ Staff Officer for Sadar Sub-Divn.

1 x CLASS-I STN.
Pers: 35
1 x Sr.Station Officer
1 x Station Offr.
3 x Leader
5 x Driver
22 x Fireman
1 x Cook
1 x Masalchi
1 x Sweeper
35 x 1 = 35

3 x CLASS-II STN.
Pers: 72
1 x Station Officer
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 3 = 72

PABNA 111

Pers: 5
1 x Asstt.Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

2 X SUB-DIVISION
Pers: 10
1 x Dy.Asstt. Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 2 = 10

4 x CLASS-II STN.
Pers: 96
1 x Station Officer
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 4 = 96

BOGRA 74

Pers: 5
1 x Asstt.Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

2 x SUB-DIVISION
Pers: 10
1 x Dy.Asstt. Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 2 = 10

1 x CLASS-I STN.
Pers: 35
1 x Sr.Station Officer
1 x Station Offr.
3 x Leader
5 x Driver
22 x Fireman
1 x Cook
1 x Masalchi
1 x Sweeper
35 x 1 = 35

1 x CLASS-II STN.
Pers: 24
1 x Station Offr.
1 x Sub-Offt.
2 x Leader
4 x Driver
16 x Fireman
24 x 1 = 24

RANGPUR 255

Pers: 5
1 x Asstt.Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

5 x SUB-DIVISION
Pers: 25
1 x Dy.Asstt. Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 5 = 25

3 x CLASS- I STN.
Pers: 105
1 x Sr.Station Officer
1 x Station Offr.
3 x Leader
5 x Driver
22 x Fireman
1 x Cook
1 x Masalchi
1 x Sweeper
35 x 3 = 105

5 X CLASS - II STN.
Pers: 120
1 x Station Offr.
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 5 = 120

DINAJPUR 103

Pers: 5
1 x Asstt.Director
1 x WHI/Staff Offr.
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS

3 x SUB-DIVISION
Pers: 15
1 x Dy.Asstt.Director
1 x WHI/Staff Officer
1 x UDA-cum-Cashier
1 x LDA-cum-Typist
1 x MLSS
5 x 3 = 15

1 x CLASS-I STN.
Pers: 35
1 x Sr.Station Officer
1 x Station Officer
3 x Leader
5 x Driver
22 x Fireman
1 x Cook
1 x Masalchi
1 x Sweeper
35 x 1 = 35

2 x CLASS-II STN.
Pers: 48
1 x Station Officer
1 x Sub-Officer
2 x Leader
4 x Driver
16 x Fireman
24 x 2 = 40

LIST OF FIRE SERVICE & CIVIL DEFENCE STATIONS

CLASS - I STATIONS:

1. Siddique Bazar, Dhaka
2. Sadarghat, Dhaka
3. Postagola, Dhaka
4. Lalbagh, Dhaka
5. Palasy Barreck,Dhaka
6. Mohammadpur,Dhaka.
7. Tejgaon I/A, Dhaka
8. Mirpur, Dhaka
9. Khilgaon, Dhaka
10. Kurmitola, Dhaka
11. Tongi, Dhaka
12. Narayangonj, Dhaka
13. Hajigonj(N.Gonj.),Dhaka
14. Demra, Dhaka
15. Mymensingh
16. Tangail
17. Chittagong Hill Tracts
18. Chittagong No.-1
19. Chittagong No.-2
20. Chittagong Dock.
21. Baizid Bostamy, Chittagong
22. Kalurghat,Chittagong
23. Lamar Bazar, Chittagong
24. Barabkunda, Chittagong
25. Naptai, C.H.Tracts
26. Comilla
27. Daulatgonj Bazar,Comilla
28. Chandpur(North)Comilla
29. Chandpur(South)Comilla
30. Hajigonj,Comilla.
31. Sylhet
32. Khulna Headquarters
33. Khalishpur,Khulna
34. Jessore
35. Bogra
36. Rajshahi
37. Rangpur
38. Saidpur,No.1,Rangpur
39. Saidpur No.2,Rangpur
40. Dinajpur
41. Patuakhali.

CLASS-II STATIONS:

1. Bandar, Narayangonj,Dhaka
2. Narshindi,Dhaka
3. Munshigonj,Dhaka
4. Manikgonj,Dhaka
5. Kishoregonj, Mymensingh
6. Bhairab Bazar,Mymensingh
7. Netrokona,Mymensingh
8. Muktagacha,Mymensingh
9. Jamalpur
10. Sharishabari,Jamalpur
11. Sherpur, Jamalpur
12. Faridpur
13. Madaripur,Faridpur
14. Rajbari,Faridpur
15. Gopalgonj, Faridpur
16. Cox's Bazar,Chittagong
17. Patiya, Chittagong
18. New Mooring,Chittagong
19. Rangamati
20. Bandarban
21. Maizdi Court,Noakhali
22. Chowmuhani,Noakhali
23. Feni,Noakhali
24. Brahmanbaria,Comilla
25. Ashugonj,Comilla
26. Sreemangal,Sylhet
27. Moulavi Bazar,Sylhet
28. Habigonj, Sylhet
29. Kulaura, Sylhet
30. Sunamgonj,Sylhet
31. Daulatpur, Khulna
32. Bagerhat, Khulna
33. Satkhira, Khulna
34. Barisal
35. Pirojpur,Barisal
36. Bhola, Barisal
37. Jhalakati, Barisal
38. Kushtia
39. Chuadanga, Kushtia
40. Meherpur, Kushtia
41. Noapara, Jessore
42. Jhikargacha, Jessore
43. Jhinaidaha, Jessore
44. Magura, Jessore
45. Narail, Jessore
46. Joypurhat, Bogra
47. Natore, Rajshahi
48. Naogaon, Rajshahi
49. Nawabgonj, Rajshahi
50. Pabna
51. Iswardi,Pabna
52. Sirajgonj,Pabna
53. Ullapara, Pabna
54. Lalmonirhat, Rangpur
55. Kurigram, Rangpur
56. Gaibandha, Rangpur
57. Ulipur, Rangpur
58. Domar, Rangpur
59. Parbatipur,Dinajpur
60. Thakurgaon,Dinajpur.

RIVERINE STATIONS:

1. Sadarghat, Dhaka
2. Kamalaghat, Dhaka
3. Kanchan, Dhaka
4. Narayangonj,Dhaka
5. Bhairab Bazar, Mymensingh
6. Chittagong Sea-going
7. Chandpur, Comilla
8. Khulna.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

POLICE HOSPITAL, DHAKA
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. Treatment of General patients.
2. Treatment of Surgical patients.
3. Treatment of Infectious patients of Tuber-culosis, Chicken Pox, Leprosy, etc.
4. Receive Police patients of major operations operated in other Hospitals like Dhaka Medical College Hospital, Salimullah Medical College Hospital, P.G. Hospital and Rehabilitation Institute and Hospital of Disabled and treat them up to recovery.
5. Treat all sorts of Police patients referred from different Zilla Hospitals.
6. Refer complicated patients from this Hospital to other Hospitals for better treatment.
7. Treat all patients sent from different Police Units.
8. Treat the dependants and female members of Police families.
9. Treat emergency Police patients round the clock.
10. Receive injured outsiders only for First Aid.
11. Conduct Medical Examination all the newly recruited Police Personnel.
12. Conduct the routine examination of stool, urine and blood count for the treatment in indoor and outdoor.
13. X-rays are done for aid of treatment in outdoor and indoor.
14. Inoculations of forces in different Police Units.
15. Inoculation given to outdoor attending patients.
16. Attend different places where injuries are likely to occur, i.e., play ground, swimming pools, etc.
17. Visiting different Police Parade Programmes and Police lines.
18. Render advice on Family Planning among the members of the Police.

ORGANISATION

SUPERINTENDENT 58

Pers - 2
1 X Supdt.(Medical Officer)
1 X MLSS

ADMINISTRATION

Pers-13
1 x Head Assistant-cum-Accountant/UDA
1 x Cashier
1 x LDA-cum-Typist
1 x Store-Keeper
1 x MLSS
2 x Cook
2 x Night Guard/Darwan
2 x Masalche
2 x Mali

MEDICAL OFFICER (RADIOLOGY)

Pers-3
1 x Medical Officer
1 x Radiographist
1 x MLSS

MEDICAL OFFICER (PATHOLOGY)

Pers-3
1 x Medical Officer
1 x Laboratory Technician
1 x MLSS

MEDICAL OFFICER (OPD, INDOOR, WARD & OT)

Pers-34
3 x Medical Officer
1 x Ward Master
1 x Senior Staff Nurs
3 x Junior Staff Nurs
10 x Male Nurse
6 x Ward Boy
10 x Sweeper

DISPENSARY

Pers-3
2 x Pharmacist
1 x Water Carrier

SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned.	Existing.	Revised.
	Class I			
1.	Superintendent(Medical Officer)	1	1	1
2.	Medical Officer	5	5	5
	Class III			
3.	Head Asstt-cum-Accountant/UDA	1	1	1
4.	Cashier	1	1	1
5.	LDA-cum-Typist	1	1	1
6.	Store-Keeper	1	1	1
7.	Ward Master	1	1	1
8.	Pharmacist	2	2	2
9.	Radiographist	1	1	1
10.	Lab. Technician	1	1	1
11.	Senior Staff Nurse	1	1	1
12.	Junior Staff Nurse	3	-	3
13.	Male Nurse	10	9	10
	Class IV			
14.	Ward Boy	6	6	6
15.	Sweeper	10	10	10
16.	Darwan/Night Guard	2	2	2
17.	Cook	2	2	2
18.	Masalche	2	2	2
19.	Water Carrier	1	1	1
20.	MLSS	4	4	4
21.	Mali	2	2	2
	Grand Total :-	58	54	58

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: Police Hospital, Dhaka is authorised the existing 3 X Ambulance.
   Private use of transports will be as per Government Instructions issued from time to time.
2. Office Equipment: Police Hospital, Dhaka is authorised 2 X Typewriter.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

SPECIAL BRANCH
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

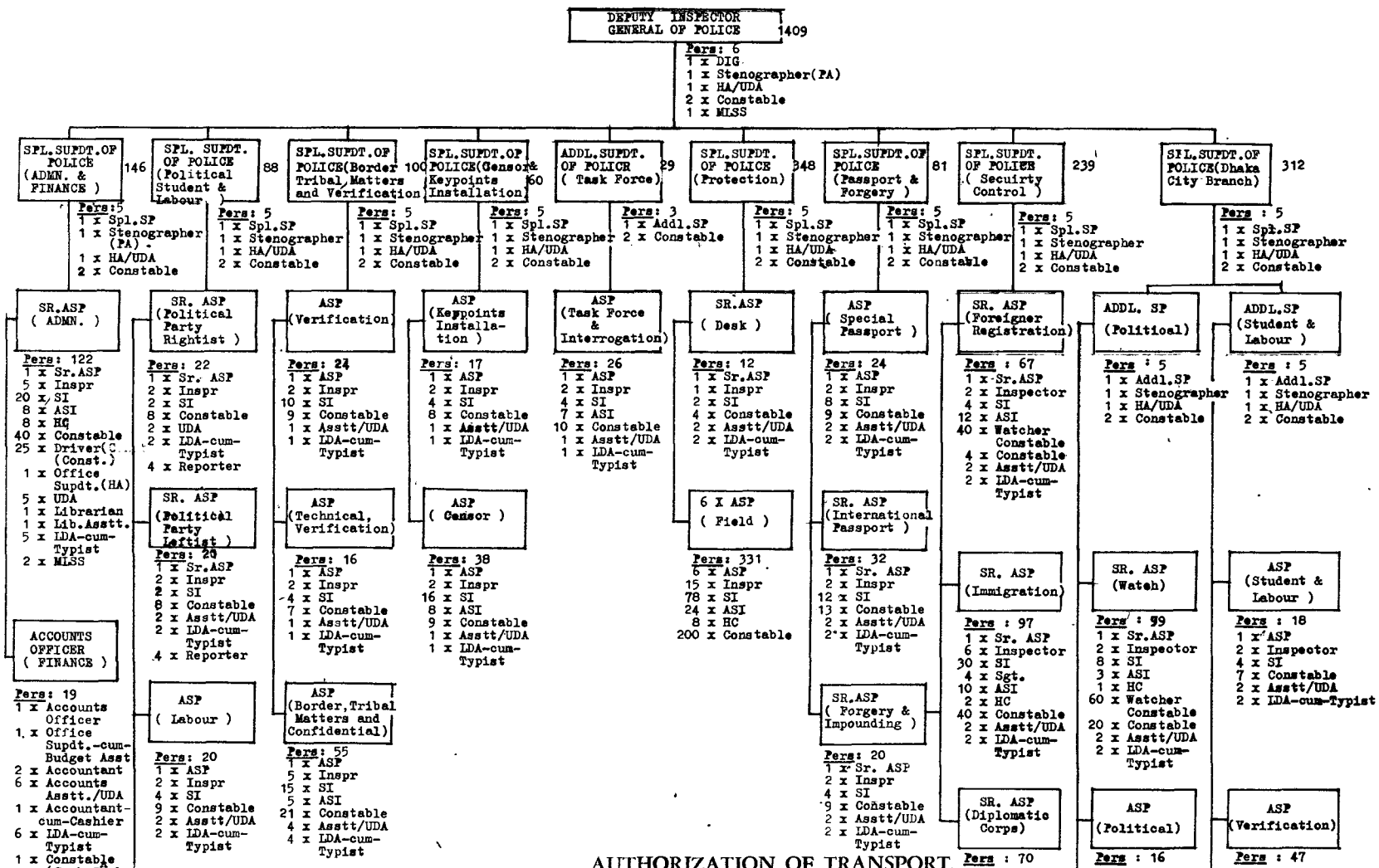
FUNCTIONS:

1. Collection, Collation and dissemination of intelligence relating to law and order problems effecting Internal Security of the Country.
2. Collection, Collation and dissemination of intelligence on Political, Semi-Political Labour, Trade-Unions, Agrarian movements and subversive activities within the country, primarily affecting law and order situation.
3. Preparation of daily and periodical situation report including secret weekly summary and monthly and half-yearly party appreciations.
4. Verification of character and antecedents of Government servants both Civil and Military employees of autonomous or Semi-Autonomous Bodies, aided educational instituions, Ansars, etc.
5. Verification of character and antecedents in Passport, Visa, Citizenship, Gun Licence cases, etc.
6. Security Vettings.
7. Vigilance over foreigners, including Diplomatic Missions, Foreign Correspondents, various international relief and aid giving agencies and foreign religious Missions, etc.
8. Initiation of actions on Political Crimes directed against the security of the State and detention of Political persons under Act/Ordinance as Security measures.
9. Protection of VIPs/VVIPs.
10. Survey and Inspection of key points and vital installations and suggestion on measures for their protection.
11. Surveillance over political suspects.
12. Censorship and intereeption of correspondence of political persons.
13. Intelligence about Border and Tribal matters.
14. Liaison and functional contact with foreign security agencies in connection with President's Visit abroad and vice versa.

ANNEXURE 'E'
Phase-II, Volume- IV, Chapter- 1 - B.

15. Preparation and preservation of all intelligence records for future reference.
16. Reporting of Political meetings and presecution for subversive and objectionable speechs.
17. Working of Cypher system.
18. Search, arrest, interrogation and resort of political suspects.
19. Clandestine search in course of counter-intelligence.
20. Counter espionage and counter sabotage against all hostile agencies of foreign countries working within the state.
21. Matters relating to detention of Security Prisoners.
22. Periodical in-service training of officers of Special Branch and District Special Branch.
23. Security of Special Branch Office, office premises and records.
24. Liaison and co-operation with district police and other intelligence organisations.
25. Searches and examination of suspect in connection with political crimes and subversive and warning to parents through local District authorities for complicity of their children in subversive activities.
26. Co-operation with the Military in matters of Army interest.
27. Photography of political personage/convicts.
28. Indexing referencing, compilation of political records and destruction of records.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the Post	Sanctioned	Existing	Revised
1.	DIG of Police	1	1	1
2.	Spl.Supdt.of Police	9	9	8
3.	Addl. SP	3	3	3
4.	Sr. ASP	13	13	13
5.	ASP	19	16	17
6.	Accounts Officer	-	-	1
7.	Inspector	82	73	82
8.	Sub-Inspector	327	299	327
9.	Sgt.	4	4	4
10.	ASI	195	193	105
11.	Head Constable	19	19	19
12.	Watcher Constable	132	132	140
13.	Driver Constable	19	19	25
14.	Cleaner Constable	2	2	-
15.	Constable	790	751	516
16.	Office Supdt.	2	2	2
17.	Head Assistant/Accounts Asstt/UDA/Asstt	116	82	64
18.	Accountant-cum-Cashier	3	3	3
19.	Stenographer	13	11	11
20.	Steno-typist	1	1	-
21.	LDA-cum-Typist	46	40	53
22.	Reporter	9	6	9
23.	Librarian	1	-	1
24.	Library Asstt.	-	-	1
25.	MLSS(Daftry)	11	7	4
	Total =	1817	1685	1409

AUTHORIZATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT ETC.

1. Transport : Office of the Special Branch is to retain the following transport :
   a. 6 x Car
   b. 11 x Jeep
   c. 2 x Pick-up
   d. 2 x Microbus
   e. 2 x Truck
   f. 2 x Three Wheeler(Baby Taxi)
   g. 25 x Motor Cycle
2. Private use of transport will be as per Government instruction issued from time to time.
3. Office Equipment : The following office equipment to be retained by the Special Branch for official use only :
   a. 1 x Plain Paper Copier
   b. 2 x Duplicating Machine
   c. 1 x Calculating Machine
   d. 42 x Typewriter; Ratio of Bengali and English typewriter will be 60 : 40. Excess typewriter will be handed over to the Central Stationery Office.
4. Other Points : Adjustment of the Staff within the approved strength may be made on need basis.

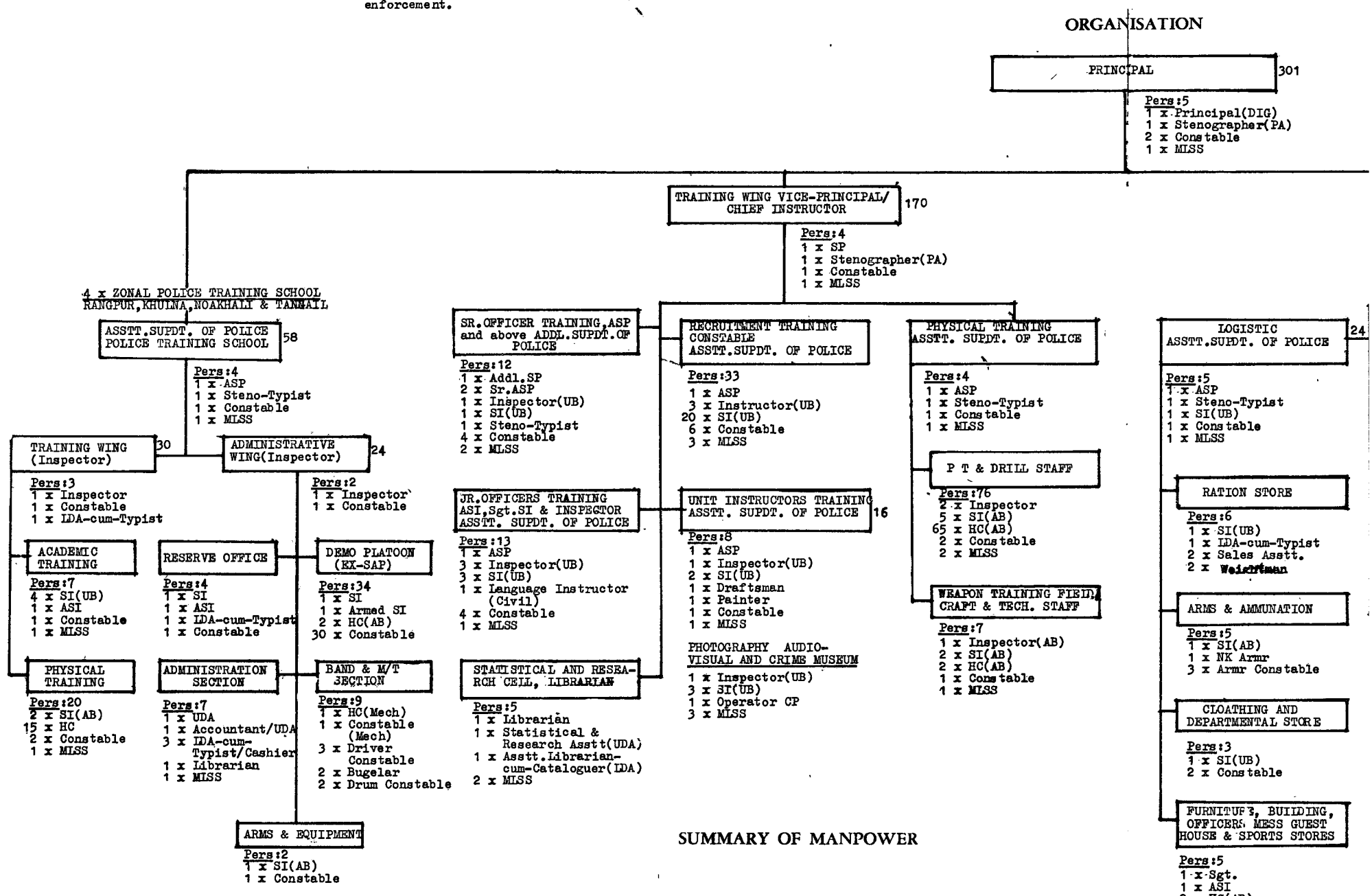
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENT

POLICE TRAINING INSTITUTES
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. To make trainees clearly understand the role and duties of Police in a democratic society.
2. To conduct training for Police Personnel in Basic and Refresher Course and other Special Courses.
3. To raise the morale and foster the spirit of cooperation in an atmosphere of strict discipline.
4. To cultivate character, good sense and personality required as Police officers.
5. To instruct trainees professional subject particularly law and procedure, techniques of investigation and the methods of law enforcement.

ORGANISATION



SUMMARY OF MANPOWER

A. SUMMARY OF MANPOWER : POLICE ACADEMY, SARDAH, RAJSHAHI.

Sl. No.	Name of the Post	Sanctioned	Existing	Revised
1.	Principal(DIG)	1	1	1
2.	Vice-Principal/Chief Insttr/SP	1	1	2
3.	Addl.SP	-	-	1
4.	ASP	3	3	8
5.	Sr.Medical Officer	-	-	1
6.	Medical Officer	2	2	1
7.	Live-Stock Officer	1	-	1
8.	Accounts Officer	-	-	1
9.	Librarian	-	-	1
	CLASS-II			
10.	Inspector of Police	9	9	13
	CLASS-III			
11.	Language Instructor	1	1	1
12.	Sub-Inspector of Police	18	17	44
13.	Asstt.Sub-Inspector	20	20	3
14.	Head Constable	62	58	73
15.	Constable/Sgt/Driver Constable etc./Naik	44	44	79
16.	Head Assistant	1	1	2
17.	Accountant/UDA	1	1	1
18.	Stenographer	1	1	3
19.	Steno-Typist	1	1	3
20.	LDA-cum-Typist	6	6	6
21.	Asstt.Librarian-cum-Cataloguer/UDA	-	-	1
22.	Compounder(includ.Vet.)	4	4	4
23.	Midwife	-	-	1
24.	Painter	-	-	1
25.	Diet Asstt.	4	4	1
26.	Draftsman	-	-	1
27.	Daftry	1	1	-
28.	Weight Asstt.	2	2	2
29.	Sales Asstt.	2	1	2
30.	Laboratory Technician	-	-	1
31.	Cook/Masalchi/Water Carrier & Nursing Orderly	-	-	12
32.	Cashier	-	-	1
33.	Accounts Asstt.	-	-	2
34.	Statistical Asstt/UDA	-	-	1
	CLASS - IV			
35.	MLSS	1	1	26
36.	Hospital Sweeper	3	3	-
37.	Contingency Menials	105	105	-
	TOTAL:	291	284	301

B. SUMMARY OF MANPOWER : 4 x ZONAL POLICE TRAINING SCHOOL, RANGPUR,KHULNA, TANGAIL, NOAKHALI.

Sl. No.	Name of the post	Sanctioned	Existing	Revised
1.	Asstt.Supdt. of Police	4	4	1x4 = 4
2.	Inspector of Police	4	4	2x4 = 8
3.	Sub-Inspector of Police	32	30	8x4 =32
4.	Asstt.Sub-Inspector of Police	8	8	2x4 = 8
5.	Head Constable	100	95	16x4 =64
6.	Constable/Driver Const.	80	69	16x4 =64
7.	Librarian/UDA	-	-	1x4 = 4
8.	UDA/Accountant	-	-	2x4 = 8
9.	Steno-Typist	-	-	1x4 = 4
10.	LDA-cum-Typist/Cashier	-	-	5x4 =20
11	MLSS	4	4	4x4 =16
	TOTAL :	232	214	232

C. SUMMARY OF MANPOWER: POLIC SCHOO

Sl. No.	Name of the post
1.	Commandant (SP)
2.	Asstt.Supdt.of Police
3.	Inspector of Police
4.	Armed Sub-Inspector of Police
5.	Head Constable
6.	Head Constable(Asstt.)
7.	Naik
8.	Constable
9.	Constable(Sweeper)
	TOTAL :

POLICE TRAINING INSTITUTES
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

6. To acquaint the trainees with liberal subjects like psychology, human relations, religious and moral up liftment etc.
7. To familarise trainees with Police Practices and to foster their ability of right judgement and prompt action.
8. To develop their physical strength and practical skills as Police Officers.
9. To acquaint them with handling and maintenance of weapons used in the Police force.
10. To impart training in minor tactis, and field drafts.

ORGANISATION

PRINCIPAL 301

Pers:5
1 x Principal(DIG)
1 x Stenographer(PA)
2 x Constable
1 x MLSS

170

er(PA)

ADMINISTRATION WING SUPERINTENDENT OF POLICE 126

Pers:4
1 x SP
1 x Stenographer(PA)
1 x Constable
1 x MLSS

PHYSICAL TRAINING ASSTT. SUPDT. OF POLICE 8

Pers:4
1 x ASP
1 x Steno-Typist
1 x Constable
1 x MLSS

P T & DRILL STAFF

Pers:76
2 x Inspector
5 x SI(AB)
65 x HC(AB)
2 x Constable
2 x MLSS

WEAPON TRAINING FIELD CRAFT & TECH. STAFF

Pers:7
1 x Inspector(AB)
2 x SI(AB)
2 x HC(AB)
1 x Constable
1 x MLSS

LOGISTIC ASSTT.SUPDT. OF POLICE 24

Pers:5
1 x ASP
1 x Steno-Typist
1 x SI(UB)
1 x Constable
1 x MLSS

RATION STORE

Pers:6
1 x SI(UB)
1 x LDA-cum-Typist
2 x Sales Asstt.
2 x Weighman

ARMS & AMMUNATION

Pers:5
1 x SI(AB)
1 x NK Armr
3 x Armr Constable

CLOATHING AND DEPARTMENTAL STORE

Pers:3
1 x SI(UB)
2 x Constable

FURNITURE, BUILDING, OFFICERS MESS GUEST HOUSE & SPORTS STORES

Pers:5
1 x Sgt.
1 x ASI
2 x HC(AB)
1 x Constable

HOSPITAL SR.MEDICAL OFFICER

Pers:23
1 x Sr.Medical Officer
1 x Medical Officer
1 x LSO
4 x Compounder(including 1 x Vet.Compounder)
1 x Midwife
1 x Laboratory Technician
1 x Diet Asstt.
1 x HC(UB)
1 x Cook
1 x Masalchi
1 x Water Carrier
9 x Nursing Orderly

ACCOUNTS SECTION ACCOUNTS OFFICER

Pers:7
1 x Accounts Officer
1 x Accountant (UDA)
2 x Accounts Asstt(LDA)
1 x Cashier
2 x MLSS

STABLE

Pers:4
1 x Ridding Master SI(AB)
1 x HC(Ferrier/AB)
2 x Ridding Constable

ADMN. & COMMON SERVICE ASSTT. SUPDT. OF POLICE 68

Pers:11
1 x Asstt.SP
1 x HA/UDA
2 x LDA-cum-Typist
1 x Constable(DR)
2 x MLSS

POLICE OFFICE
1 x HA(UDA)
2 x LDA-cum-Typist
1 x MLSS

M.T. SECTION

Pers:10
1 x HC(Mech)
1 x Constable(Mech)
8 x Driver(Constable)

BAND PARTY

Pers:35
1 x SI(BM/AB)
1 x HC(Music AB)
4 x Constable(Bugler)
29 x Constable(Band)

RESERVE OFFICE

Pers:8
1 x Inspector(UB)
2 x SI(UB)
2 x ASI
1 x LDA-cum-Typist
1 x Constable
1 x MLSS

ATTACHED DEMO COY ASSTT.SUPDT.OF POLICE EX-RRF 99

Pers:94
1 x Asstt.SP
1 x Inspector
2 x Armed SI
2 x Head Constable
8 x Naik Constable
80 x Constable

ATTACHED SIG DEPARTMENT EX-POLICE COMMUNICATION

1 x SI (UB)
1 x ASI(UB)
3 x Operator(Constable)

POLICE SPECIAL TRAINING SCHOOL DULAHAZARA, CHITTAGONG

COMMANDANT (SP) 53

Pers:53
1 x Commandant(SP)
1 x ASP
2 x Inspector
5 x Armed SI
8 x HC
3 x HC(Asstt)
1 x Naik
30 x Constable
2 x Sweeper(Constable)

C. SUMMARY OF MANPOWER: POLICE SPECIAL TRAINING SCHOOL,DULAHAZARA,CHITTAGONG.

Sl. No.	Name of the post	Sanctioned	Existing	Revised
1.	Commandant (SP)	1	1	1
2.	Asstt.Supdt.of Police	1	1	1
3.	Inspector of Police	2	2	2
4.	Armed Sub-Inspector of Police	5	5	5
5.	Head Constable	8	8	8
6.	Head Constable(Asstt.)	3	3	3
7.	Naik	1	1	1
8.	Constable	30	30	30
9.	Constable(Sweeper)	2	2	2
	TOTAL :	53	53	53

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: Police Academy, Sardah, Police Special Training School are authorised the following transport:

   Police Academy:
   a. 1 x Car
   b. 6 x Jeep(1 x Micro Bus & 1 x Pick-up may be taken in lieu of 2 x Jeep)
   c. 3 x Truck
   d. 1 x Ambulance
   e. 1 x Bus
   f. 10 x Motor Cycle for Training use.
   g. 50 x Bi-cycle for Training use

   Police Special Training School:
   1 x Jeep

   4 x Zonal Police Training School:
   1 x Jeep for each Training School.

2. Private use of transport will be as per Government Instruction issued from time to time.
3. Air-Conditioner/Coolers: Police Academy,Sardah is authorised 2 x Air-Conditioner/Coolers, in the office chamber of the Principal.
4. Office Equipment: Police Academy,Sardah, 4 x Zonal Police Training School and a Police Special Training School is authorised the following office equipment

   Police Academy:
   1 x Plain Paper Copier
   1 x Duplicating Machine
   9 x Type-writer

   4 x Zonal Police Training School
   2 x Type-writer for each School.

   Police Special Training School
   1 x Type-writer.

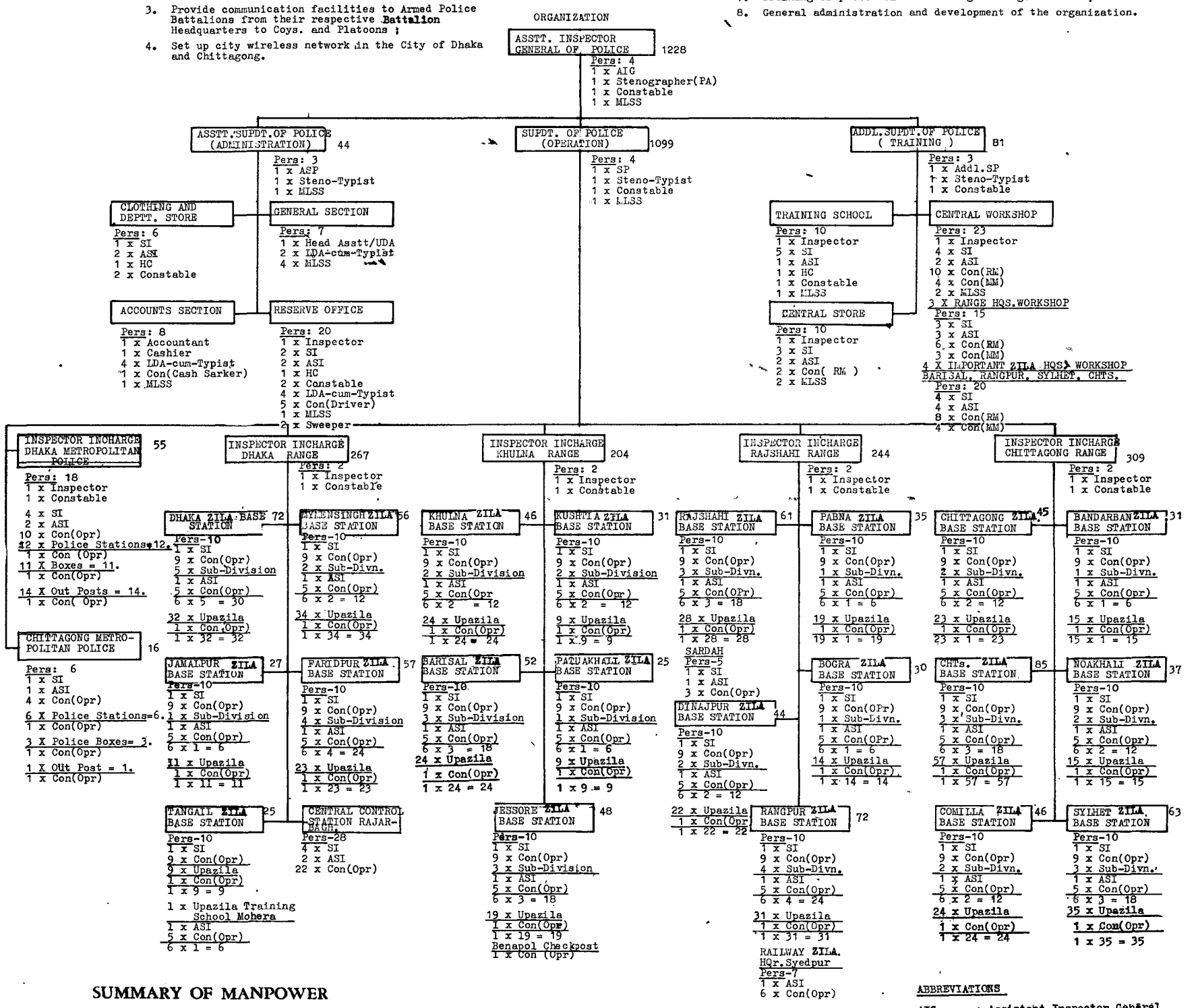
BRIGADIER
(KHAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

POLICE TELECOMMUNICATION
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. Linking up Dhaka with all other Zila headquarters;
2. Linking up Zila headquarters with respective Sub-Divisional Headquarters, Upazila Headquarters and outlying OPs/CPs ;
3. Provide communication facilities to Armed Police Battalions from their respective Battalion Headquarters to Coys. and Platoons ;
4. Set up city wireless network in the City of Dhaka and Chittagong.
5. Arrangement for repair and maintenance of wireless equipment utilised for the purpose ;
6. Procurement of wireless equipment and accessories ;
7. Training of personnel for running the organization ;
8. General administration and development of the organization.

ORGANIZATION



SUMMARY OF MANPOWER

SL. NO.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Asstt.Inspector General of Police Telecom.	1	-	1
2.	Supdt.of Police Telecom.	1	1	1
3.	Addl.S.P.Telecom.	1	1	1
4.	A.S.P. Telecom.	3	2	1
	Total Class-I	6	4	4
	Class-II			
5.	Inspector of Police	9	-	9
	Class-III			
6.	Sub-Inspector of Police	54	53	53
7.	ASI of Police	75	75	69
8.	Head Constable	12	12	3
9.	Radio Optr.Constable	1071	1012	1001
10.	Radio Mach.Constable	20	15	26
11.	Mast Mach.Constable	12	10	11
12.	Orderly Constable	36	15	14
13.	Driver Constable	8	5	5
14.	Cleaner Constable	2	2	-
15.	HA/UDA	4	2	1
16.	Stenographer(PA)	3	1	1
17.	Stenotypist	-	-	3
18.	Accountant	1	-	1
19.	Cashier	1	-	1
20.	LDA-cum-Typist	12	3	10
	Total:-	1311	1205	1199
21.	Class-IV	9	3	16
	Grand Total:-	1335	1212	1228

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: The Office of the Police Telecommunication is authorised the following transports:
   a. 3 x Jeep.
   b. 2 x Pick Up.
2. Private use of transport will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipment is authorised to the office for official use.
   a 1 x Duplicating Machine.
   b. 3 x Dehumidfiers.
   c. 8 x Typewriter.
4. Misc.Points:

   a. The Set-up given at Sub-Divisional Offices will cease as and when Sub-Divisions are declared as Upa-Zila. Existing personnel will be absorbed in Zila/ Upa Zila Set-up.

   b. Authorised personnel shown at Upa Zila will be posted as and when they are upgraded.

ABBREVIATIONS

AIG	: Assistant Inspector General
ASP	: Assistant Superintendent of Police.
Con	: Constable
H.C.	: Head Constable
OPR	: Operation
SI	: Sub-Inspector
S.P.	: Superintendent of Police.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

CHITTAGONG METROPOLITAN POLICE
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. To prevent and detect crime.
2. To maintain law and order within the Jurisdiction of Metropolitan area following the existing provision of law, rules, regulations and Chittagong Metropolitan Police Ordinance, 1978.
3. To guard various important installations and key point installations.
4. To save life and property of the people of Chittagong Metropolitan area.
5. To keep liaison with the Government and other Department.
6. To ensure smooth functioning of traffic system in the city.
7. To collect and collate intelligence regarding crime and criminals.

ORGANISATION

COMMISSIONER — 3252

Pers : 7
1 x Commissioner(DIG)
1 x Stenographer(PA)
1 x APC Staff Officer
1 x UDA(Confidential Asstt)
2 x Constable
1 x MLSS

DY. POLICE COMMISSIONER (Port) — 599

Pers : 4
1 x DPC
1 x Stenographer
2 x Constable

SECTION - 4
1 x HM/UDA
1 x RA
2 x LDA-cum-Typist

ASSTT. POLICE COMMISSIONER(Port)

Pers : 4
1 x APC
1 x Inspector
1 x Steno-typist
1 x Constable

PORT POLICE STATION - 36
1 x Inspector
8 x SI
4 x ASI
1 x HC
2 x NK
20 x Constable

11 x OUT POST
a. Port
b. Jetty
c. SRV
d. New Mooring
e. Saltgola
f. Bandar
g. Coal Depot
h. Shahmirpur
j. Air Port
k. Middle Halishahar
m. Sikalbahar

Pers : 275
1 x Sgt.
1 x HC
2 x NK
21 x Constable
25 x 11 = 275

POLICE BOX PORT
Pers : 10
1 x Sgt.
1 x HC
1 x NK
7 x Constable

DOUBLE MOORING POLICE STATION
Pers : 36
1 x Inspector
8 x SI
4 x ASI
1 x HC
2 x NK
20 x Constable

4 x OUT POST
a. Sadarghat
b. Double Mooring
c. Dewanhat
d. West Maderbari

Pers : 100
1 x Sgt.
1 x HC
2 x NK
21 x Constable
25 x 4 = 100

DEWANHAT POLICE BOX
Pers : 10
1 x Sgt.
1 x HC
1 x NK
7 x Constable

PORT SAF
Pers : 120
1 x Inspector
2 x Sgt.
10 x HC
5 x NK
100 x Constable
2 x Majhee(Boatman)

DY. POLICE COMMISSIONER(North) — 623

Pers : 4
1 x DPC
1 x Stenographer
2 x Constable

SECTION - 4
1 x HM/UDA
1 x RA
2 x LDA-cum-Typist

ASSTT. POLICE COMMISSIONER (Prosecution)

Pers : 28
1 x APC
1 x Inspector
8 x SI
4 x ASI
1 x HC
1 x Steno-typist
12 x Constable

ASSTT. POLICE COMMISSIONER (Kotwali Zone)

Pers : 4
1 x APC
1 x Steno-typist
1 x Inspector(Patrol)
1 x Constable

KOTWALI POLICE STATION
Pers : 36
1 x Inspector
8 x SI
4 x ASI
1 x HC
2 x NK
20 x Constable

6 x OUT POST
a. Chakbazar
b. Boxirhat
c. Enayetbazar
d. Rly. Colony
e. Ashkardighi
f. Patharghata

Pers : 150
1 x Sgt.
1 x HC
2 x NK
21 x Constable
25 x 6 = 150

POLICE BOX NEW MARKET
Pers : 10
1 x Sgt.
1 x HC
1 x NK
7 x Constable

PAHARTALI POLICE STATION
Pers : 36
1 x Inspector
8 x SI
4 x ASI
1 x HC
2 x NK
20 x Constable

3 x OUT POST
a. Pahartali
b. Kattali
c. North Halishahar

Pers : 75
1 x Sgt.
1 x HC
2 x NK
21 x Constable
25 x 3 = 75

POLICE BOX PAHARTALI
Pers : 10
1 x Sgt.
1 x HC
1 x NK
7 x Constable

ASSTT. POLICE COMMISSIONER (Detective Branch)

Pers : 20
1 x APC
1 x Inspector
6 x SI
3 x ASI
1 x Steno-typist
8 x Constable

ASSTT. POLICE COMMISSIONER (Panchlaish Zone)

Pers : 4
1 x APC
1 x Steno-typist
1 x Inspector(Patrol)
1 x Constable

PANCHLAISH POLICE STATION
Pers : 36
1 x Inspector
8 x SI
4 x ASI
1 x HC
2 x NK
20 x Constable

3 x OUT POST
a. Sholashahar
b. Kulshi
c. Cantonment

Pers : 75
1 x Sgt.
1 x HC
2 x NK
21 x Constable
25 x 3 = 75

BAHADDARHAT POLICE BOX
Pers : 10
1 x Sgt.
1 x HC
1 x NK
7 x Constable

CHANDGAON POLICE STATION
Pers : 36
1 x Inspector
8 x SI
4 x ASI
1 x HC
2 x NK
20 x Constable

3 x OUT POST
a. Kalurghat
b. Bolirhat
c. Chaktai

Pers : 75
1 x Sgt.
1 x HC
2 x NK
21 x Constable
25 x 3 = 75

POLICE BOX CHANDGAON
Pers : 10
1 x Sgt.
1 x HC
1 x NK
7 x Constable

DY. POLICE COMMISSIONER(HQ) — 1566

Pers : 4
1 x DPC
1 x Stenographer
2 x Constable

SECTION - 20
1 x Accounts Officer
1 x Admn. Officer
3 x HA/UDA
1 x Accountant-cum-Cashier
9 x LDA-cum-Typist
1 x Cash Sarkar(Const)
4 x MLSS

ASSTT. POLICE COMMISSIONER (Supply&Procurement)

Pers : 6
1 x APC
1 x Inspector
1 x SI/HA/UDA
1 x ASI
2 x Constable

ASSTT. POLICE COMMISSIONER (Head Quarter)

Pers : 20
1 x APC
1 x Inspector
4 x SI
4 x ASI
10 x Constable

MOTOR TRANSPORT AND WORKSHOP
Pers : 75
1 x Inspector
1 x SI
2 x ASI
1 x HC
70 x Constable(Driver)

CONTROL ROOM
Pers : 12
3 x Inspector
3 x SI
6 x Constable

RATION STORE
Pers : 3
1 x SI
2 x Constable

WOMAN POLICE
Pers : 28
4 x SI
4 x ASI
20 x Constable

ASSTT.POLICE COMMISSIONER (Force) SAF

Pers : 1236
1 x APC
10 x Inspector
25 x SI
100 x HC
100 x NK
1000 x Constable

ASSTT. POLICE COMMISSIONER (Training School)

Pers : 13
1 x APC
2 x Inspector
4 x SI
2 x HC(Armed Branch)
2 x LDA-cum-Typist
2 x MLSS

ASSTT. POLICE COMMISSIONER (Intelligence)

Pers : 149
1 x APC
6 x Inspector
1 x Steno-typist
18 x SI
2 x Sgt.
18 x ASI
2 x HC
1 x HA/UDA
10 x LDA-cum-Typist
90 x Constable

DY. POLICE COMMISSIONER(Traffic) — 457

Pers : 4
1 x DPC
1 x Stenographer
2 x Constable

SECTION - 4
1 x HA/UDA
1 x HM
2 x LDA-cum-Typist

ASSTT. POLICE COMMISSIONER (Protocol & Protection)

Pers : 72
1 x APC
2 x SI(Armed)
6 x HC(Armed)
3 x NK
60 x Constable

ASSTT. POLICE COMMISSIONER (Traffic & Regn.)

Pers : 362
1 x APC
3 x Inspector
2 x SI
24 x Sgt.
30 x HC
2 x ASI
300 x Constable

ENGINEERING CELL

Pers : 15
1 x Asstt.Engineer
2 x Sub-Asstt.Engr. (One Electrical)
1 x Accountant
1 x HA/UDA
2 x LDA-cum-Typist
2 x Driver
2 x MVI
2 x Mechanic
2 x MLSS

LIST OF ABBREVIATIONS AND ACRONYMS USED

1.	DPC	=	DEPUTY POLICE COMMISSIONER
2.	APC	=	ASSISTANT POLICE COMMISSIONER
3.	HM	=	HEAD MOHRAR
4.	RA	=	READER ASSISTANT
5.	SI	=	SUB-INSPECTOR OF POLICE
6.	ASI	=	ASSISTANT SUB-INSPECTOR OF POLICE
7.	HC	=	HEAD CONSTABLE
8.	NK	=	NAIK
9.	SGT.	=	SERGEANT
10.	SAF	=	SPECIAL ARMED FORCE

SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
	Class-I			
1.	Police Commissioner(DIG)	1	1	1
2.	Dy.Police Commissioner	4	4	4
3.	Asstt.Police Commissioner	13	11	13
4.	Executive Engineer	1	-	-
5.	Asstt. Engineer	1	-	1
	Class-II			
6.	Inspector	36	36	39
7.	Sub-Asstt.-Engineer	3	-	2
8.	Accounts Officer	-	-	1
9.	Administrative Officer	-	-	1
	Class-III			
10.	Sub-Inspector	174	134	127
11.	Sgt.	76	64	64
12.	Asstt.Sub-Inspector	72	72	62
13.	Office Superintendent	1	1	-
14.	Head Constable	204	194	194
15.	Naik	99	95	186
16.	Constable	2863	2275	2485
17.	Class-III Staff(Civil)	122	49	61
18.	Class-IV Staff(Civil)	2	2	11
	Total =	3622	2938	3252

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Chittagong Metropolitan Police to retain the following transport for official use :
   a. 4 x Car
   b. 13 x Jeep
   c. 15 x Pick-up
   d. 1 x Prisoner's Van
   e. 1 x Anti-Riot Van
   f. 1 x Ambulance
   g. 25 x Truck
   h. 1 x Wrecker
   j. 67 x Motor Cycle
2. Use of transport will be as per Government Instruction issued from time to time.
3. Office Equipment : The Chittagong Metropolitan Police to retain the following office equipment :
   a. 1 x Duplicating Machine
   b. 2 x Calculating Machine
   c. 15 x Typewriter; Ratio of Bengali & English typewriter will be 60 : 40.
   d. 1 x Plain Paper Copier

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

ARMED POLICE BATTALION
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

ORGANISATION

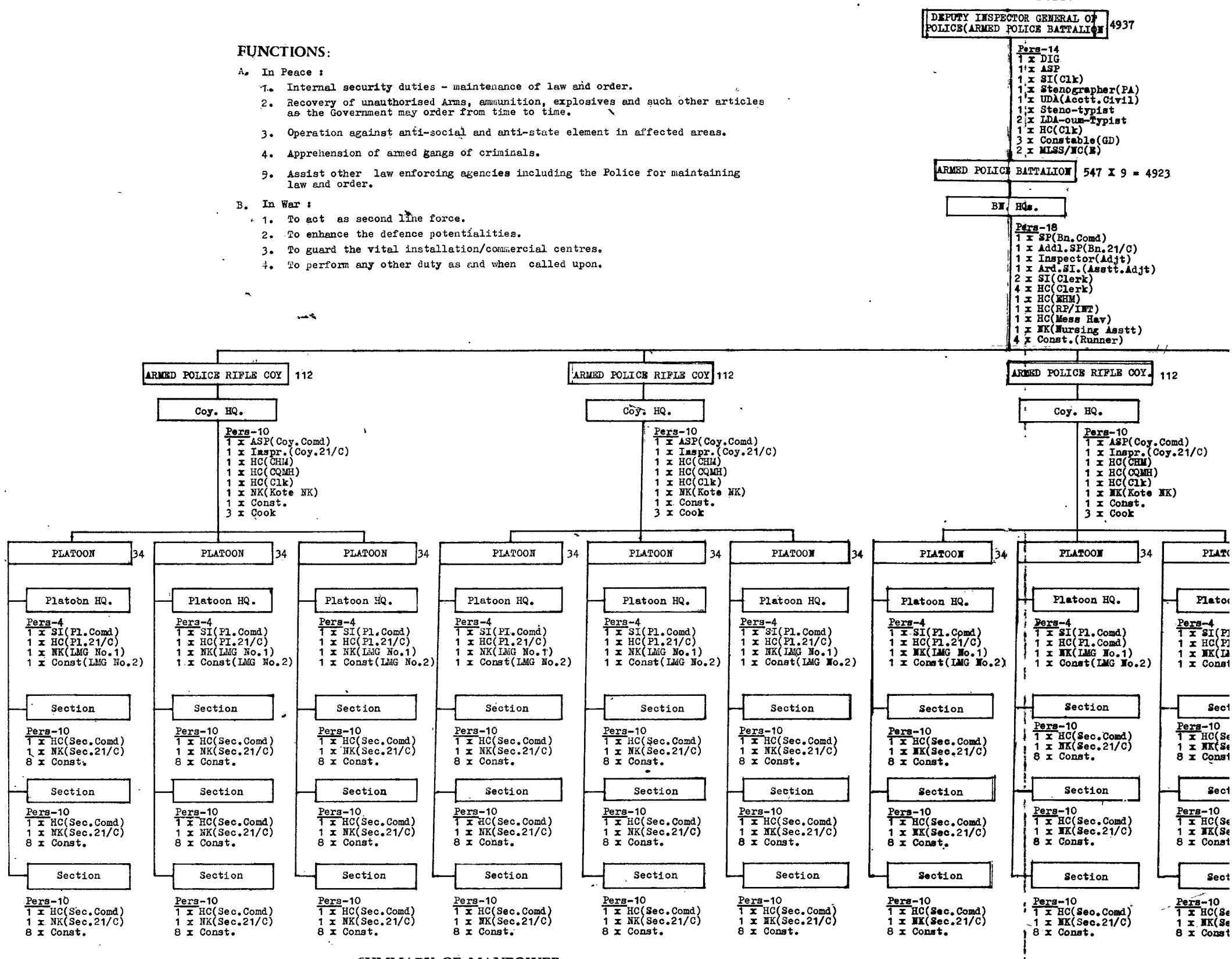
FUNCTIONS:

A. In Peace :

1. Internal security duties - maintenance of law and order.
2. Recovery of unauthorised Arms, ammunition, explosives and such other articles as the Government may order from time to time.
3. Operation against anti-social and anti-state element in affected areas.
4. Apprehension of armed gangs of criminals.
5. Assist other law enforcing agencies including the Police for maintaining law and order.

B. In War :

1. To act as second line force.
2. To enhance the defence potentialities.
3. To guard the vital installation/commercial centres.
4. To perform any other duty as and when called upon.



SUMMARY OF MANPOWER

Sl. No.	Name of the post	D. I. G. Bn. Sanctioned	D. I. G. Bn. Existing	D. I. G. Bn. Revised	* 9 Armed Police Battalion Sanctioned	* 9 Armed Police Battalion Existing	* 9 Armed Police Battalion Revised
	CLASS - I						
1.	D. I. G. Bn.	1	1	1	-	-	-
2.	S.P.(Bn.Comd)	-	-	1	9	6	9
3.	Add. S.P.(Bn.21/C)	-	-	-	9	8	9
4.	ASP (Coy.Comd)	-	-	-	48	43	45
5.	Asstt.Surgeon	-	-	-	1	1	-
	CLASS-II						
6.	Inspector	-	-	-	53	50	54
	CLASS-III						
7.	S.I.	-	-	1	149	133	162
8.	HC	-	-	1	733	665	747
9.	NK	-	-	-	492	456	594
10.	Constable	-	-	5	3762	3297	3303
11.	C & A/Steno(Civ)	-	-	2	-	-	-
12.	UDA(Acctts)(Civ)	-	-	1	-	-	-
13.	Master (Civ)	-	-	-	5	2	-
14.	Laskar (Civ)	-	-	-	12	12	-
15.	Engine Rep.Asstt.	-	-	-	8	7	-
16.	Driver (Civ)	-	-	-	6	2	-
17.	LDA-cum-Typist	-	-	2	-	-	-
	Total =	1	1	14	5287	4682	4923

Grand Total = D.I.G. Armed Police Battalion = 14
1 x Battalion = 547
9 x Battalion = 547 x 9 =4923
=4937

A B B R E V I A T I O N S :

1. Ammo - Ammunition
2. ASP - Asstt. Supdt. of Police
3. Bn.Comd. - Battalion Commana
4. CHM - Company Havilder Major
5. CLK - Clerk
6. Const - Constable
7. Coy - Company
8. CQMH - Company Quarter Master Havilder
9. E&BR - Boot Maker
10. HC - Head Constable
11. Inspr. - Inspector of Police
12. IQM - Inspector Quarter Master
13. Kote NK - Kote Naik
14. LMG - Light Machine Gun
15. NCO - Non Commission Officer
16. NK - Naik
17. Pl Comd - Platoon Commander
18. QM - Quarter Master
19. SI - Sub-Inspector of Police
20. Sig Opr - Signal Operator
21. TPT Pl - Transport Platoon
22. VM - Vehicle Mechanic
23. EME - Electrical Mechanical Engineer

ARMED POLICE BATTALION
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

ORGANISATION

DEPUTY INSPECTOR GENERAL OF POLICE(ARMED POLICE BATTALION 4937

Pers-14
1 x DIG
1 x ASP
1 x SI(Clk)
1 x Stenographer(PA)
1 x UDA(Acctt.Civil)
1 x Steno-typist
2 x LDA-cum-Typist
1 x HC(Clk)
3 x Constable(GD)
2 x MLSS/NC(E)

ARMED POLICE BATTALION 547 X 9 = 4923

BN. HQs.

Pers-18
1 x SP(Bn.Comd)
1 x Addl.SP(Bn.21/C)
1 x Inspector(Adjt)
1 x Ard.SI.(Asstt.Adjt)
2 x SI(Clerk)
4 x HC(Clerk)
1 x HC(KHM)
1 x HC(RP/INT)
1 x HC(Mess Hav)
1 x NK(Nursing Asstt)
4 x Const.(Runner)

ARMED POLICE RIFLE COY. 112

Coy. HQ.

Pers-10
1 x ASP(Coy.Comd)
1 x Inspr.(Coy.21/C)
1 x HC(CHM)
1 x HC(CQMH)
1 x HC(Clk)
1 x NK(Kote NK)
1 x Const.
3 x Cook

PLATOON 34

Platoon HQ.

Pers-4
1 x SI(Pl.Comd)
1 x HC(Pl.21/C)
1 x NK(LMG No.1)
1 x Const(LMG No.2)

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

PLATOON 34

Platoon HQ.

Pers-4
1 x SI(Pl.Comd)
1 x HC(Pl.Comd)
1 x NK(LMG No.1)
1 x Const(LMG No.2)

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

PLATOON 34

Platoon HQ.

Pers-4
1 x SI(Pl.Comd)
1 x HC(Pl.Comd)
1 x NK(LMG No.1)
1 x Const(LMG No.2)

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

ARMED POLICE RIFLE COY. 112

Coy. HQ.

Pers-10
1 x ASP(Coy.Comd)
1 x Inspr.(Coy.21/C)
1 x HC(CHM)
1 x HC(CQMH)
1 x HC(Clk)
1 x NK(Kote NK)
1 x Const.
3 x Cook

PLATOON 34

Platoon HQ.

Pers-4
1 x SI(Pl.Comd)
1 x HC(Pl.Comd)
1 x NK(LMG No.1)
1 x Const(LMG No.2)

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

PLATOON 34

Platoon HQ.

Pers-4
1 x SI(Pl.Comd)
1 x HC(Pl.Comd)
1 x NK(LMG No.1)
1 x Const(LMG No.2)

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

PLATOON 34

Platoon HQ.

Pers-4
1 x SI(Pl.Comd)
1 x HC(Pl.Comd)
1 x NK(LMG No.1)
1 x Const(LMG No.2)

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

Section

Pers-10
1 x HC(Sec.Comd)
1 x NK(Sec.21/C)
8 x Const.

HEADQUARTER COY. 81

Coy. HQ.

Pers-10
1 x ASP(Coy.Comd)
1 x HC(CHM)
1 x HC(CQMH)
1 x NK(Kote)
1 x Const.
2 x Const(Clk)
3 x Cook

SIGNAL PL.

Pers-22
1 x SI(Pl.Comd)
1 x HC(Pl.21/C)
1 x HC(Sig.)
1 x HC(RM)
1 x HC(Sig.Opr)
3 x NK(Sig.Opr)
14 x Const. (Sig.Opr)

TPT PL.

Pers-24
1 x HC(EME)V.M.
1 x NK(EME)Elect.
1 x HC(Driver)M.C.
1 x NK(POL.NCO)
3 x HC(Driver)
6 x NK(Driver)
11 x Const(Driver)

ADMN. PL.

Pers-25
1 x Inspr(QM)
1 x SI(IQM)
1 x SI(Band Master)
1 x HC(Brass Band Master)
1 x NK(Piper)
1 x HC(Pesh Imam)
1 x HC(Storeman)
1 x HC(Storeman Ammo)
1 x HC(Armourer EME)
1 x Const(Armourer EME)
1 x Const.(Sotreman)
2 x Const(E&BR)
2 x Const(Tailor)
10 x MLSS/(Const NC(E)

C. Besides, the Armed Police Battalion is engaged in the following activities as and when required:

1. Armed Police Battalion can work as a second line of defence with a regular infantry division during the non-nuclear conventional warfare.
2. May be engaged for all kinds of border security duties.
3. May be utilised for fighting any armed miscreant inside the country.
4. Can be utilised for maintaining law and order within the country.
5. Can take up riot control duties.
6. Taking up mass welfare activities in time of natural calamites like famine, flood, cyclone devastation etc.

A B B R E V I A T I O N S:

- Ammunition
- Asstt. Supdt. of Police
d.- Battalion Commanda
- Company Havilder Major
- Clerk
- Constable
- Company
- Company Quarter Master Havilder
- Boot Maker
- Head Constable
- Inspector of Police
- Inspector Quarter Master
K - Kote Naik
- Light Machine Gun
- Non Commission Officer
- Naik
d - Platoon Commander
- Quarter Master
- Sub-Inspector of Police
r - Signal Operator
- Transport Platoon
- Vehicle Mechanic
- Electrical Mechanical Engineer

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : Each Armed Police Battalion is authorised :
   a. 7 x Jeep
   b. 3 x Dodge
   c. 7 x Truck (3 Ton)
   d. 1 x Motor Cycle
   e. 1 x Water Transport

   Battalions operating in the revertine areas like Chittagong Hill Tracts and Costal belts, be allowed Speed Boats and Motor Launches in lieu of 50% Transports.
   Private use
2. _ of transport will be as per Government instruction issued from time to time.
3. Office Equipment : The following equipment is authorised to the Armed Police Battalion :
   a. 7 x Duplicating Machine
   b. 39 x Typewriter.

   * N.B. 8th Battalion stationed at Barisal for performing patrol duties in river covering the river area of Barisal-Dhaka-Munshigonj and Chalna-Khulna River Ports is authorised the following staff in lieu of Constable.
   a. 5 x Master(Civ)
   b. 12 x Laskar(Civ)
   c. 8 x Engin Repairing Asstt
   d. 6 x Driver(Civ)
4. Recommend 30% ASP's post will be Sr.ASP.
5. Following provisions are to be made for the Battalions/located operating in Chittagong Hill Tracts.
   a. Adjutant of the Battalion should be a Sr.ASP in place of Inspector.
   b. 1 x Medical Team consisting of the following members to be attached to each Battalion.
      (1) 1 x Medical Officer
      (2) 1 x Compounder
      (3) 1 x Nursing Assistant
      1 x Reserve Platoon consisting of 34 x Personnel.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

RAILWAY POLICE
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. To control the passenger traffic inside the station premises particularly on the Platforms, in the booking Offices, Waiting Halls at the entrance and exit gates and wherever specially required on emergencies by the station officials.
2. To control the vehicular and other traffic in the station compound.
3. Maintenance of order at stations and in standing passengers trains, preventions of overcrowding, etc.
4. To watch loaded passenger trains when standing in stations.
5. To arrest those found committir nuisances or suffering from infectious diseases and to keep the stations premises clear of idlers and beggers.
6. To examine all empty carriage on arrival at terminal stations for property left behind by passengers and to see that carriage fittings have not been tempered.
7. To remove bodies of persongs dying in the train and on station premises and the conveyance of sick passengers to hospital.
8. To investigate into cognizable offences committed within Railway limits and prevention of the same.
9. To arrest offenders in cognizable cases and detention in custody as well as of persons arrested by Railway officers and made over to the police and their production before the Magistrate.
10. Reporting of *non-cognizable cases or infringement of* bye-laws of the line to the proper authorities and also all instances of oppression or fraud on the part of Railway subordinates or others.
11. To guard verious important Railway installation and key points installations.
12. To keep liaison with other Government Department.

ORGANISATION

DEPUTY INSPECTOR GENERAL OF POLICE (RAILWAY RANGE) — 1239

Pers : 10
1 x DIG
1 x Stenographer(PA)
1 x ASP
1 x ASI
1 x HA(UDA)
2 x LDA-cum-Typist
2 x Constable
1 x MLSS

SUPERINTENDENT OF RAILWAY POLICE(WESTERN ZONE, SAIDPUR) — 647

Pers : 4
1 x Supdt. of Railway Police
1 x Stenographer(PA)
2 x Constable

ASSTT.SUPDT.OF POLICE (SAIDPUR HEADQUARTER) — 188

Pers : 2
1 x ASP
1 x Constable

INSPECTOR (SAIDPUR CIRCLE) — 95

Pers : 3
1 x Inspector
1 x ASI
1 x Constable
3 x RAILWAY POLICE STATION

a. Saidpur
b. Parbatipur
c. Dinajpur

Pers : 72
2 x SI
1 x ASI
1 x HC
20 x Constable
24 x 3 = 72

2 x PLATFORM POST
a. Parbotipur
b. Hilli

Pers : 20
1 x ASI
1 x HC
8 x Constable
10 x 2 = 20

RESERVE OFFICE — 91

Pers : 6
1 x SI
1 x SI(Prosecution)
1 x ASI
3 x Constable

POLICE OFFICE
Pers : 10
1 x HA/UDA
1 x Accountant/UDA
1 x Reader/UDA
4 x LDA-cum-Typist
2 x Constable for D/R duty.
1 x MLSS

POLICE LINE
Pers : 164
1 x Inspector
2 x SI(Arms)
7 x HC
14 x Naik
140 x Constable

ASSTT.SUPDT.OF POLICE (ISHURDI) — 275

Pers : 3
1 x ASP
1 x ASI
~~1 x Constable~~

INSPECTOR (ISHURDI CIRCLE) — 115

Pers : 3
1 x Inspector
1 x ASI
1 x Constable
3 x RAILWAY POLICE STATION

a. Ishurdi
b. Sirajgonj Bazar
c. Santahar

Pers : 72
2 x SI
1 x ASI
1 x HC
20 x Constable
24 x 3 = 72

4 x PLATFORM POST
a. Sirajgonj Ghat
b. Rajshahi
c. Amnura
d. Chapai Nawabganj

Pers : 40
1 x ASI
1 x HC
8 x Constable
10 x 4 = 40

INSPECTOR (KHULNA R.P.S.) — 66

Pers : 26
1 x Inspector
1 x SI
2 x ASI
1 x Sgt.
1 x HC
20 x Constable

4 x PLATFORM POST
a. Khulna
b. Jessore
c. Daulatpur
d. Benapole

Pers : 40
1 x ASI
1 x HC
8 x Constable
10 x 4 = 40

INSPECTOR (KUSHTIA CIRCLE) — 91

Pers : 3
1 x Inspector
1 x ASI
1 x Constable
2 x RAILWAY POLICE STATION

a. Poradah
b. Rajbari

Pers : 48
2 x SI
1 x ASI
1 x HC
20 x Constable
24 x 2 = 48

4 x PLATFORM POST
a. Goalandah
b. Kushtia
c. Chuadanga
d. Darshana

Pers : 40
1 x ASI
1 x HC
8 x Constable
10 x 4 = 40

INSPECTOR (LALMONIRHAT CIRCLE) — 91

Pers : 3
1 x Inspector
1 x ASI
1 x Constable
2 x RAILWAY POLICE STATION

a. Lalmonirhat
b. Bonarpara

Pers : 48
2 x SI
1 x ASI
1 x HC
20 x Constable
24 x 2 = 48

4 x PLATFORM POST
a. Rangpur
b. Bogra
c. Kaunia
d. Tistamukghat

Pers : 40
1 x ASI
1 x HC
8 x Constable
10 x 4 = 40

SUPERINTENDENT OF RAILWAY POLICE (EASTERN ZONE, CHITTAGONG) — 582

Pers : 4
1 x Supdt.of Railway Police
1 x Stenographer(PA)
2 x Constable

ASSTT.SUPDT.OF POLICE (CHITTAGONG HEADQUARTER) — 185

Pers : 2
1 x ASP
1 x Constable

INSPECTOR (CHITTAGONG CIRCLE) — 88

Pers : 3
1 x Inspector
1 x ASI
1 x Constable
CHITTAGONG RAILWAY POLICE STATION

Pers : 27
3 x SI
2 x ASI
1 x Sgt.
1 x HC
20 x Constable
2 x RAILWAY POLICE STATION

a. Laksam
b. Chandpur

Pers : 48
2 x SI
1 x ASI
1 x HC
20 x Constable
24 x 2 = 48

1 x PLATFORM POST
a. Comilla

Pers : 10
1 x ASI
1 x HC
8 x Constable

RESERVE OFFICE

Pers : 6
1 x SI
1 x SI(Prosecution)
1 x ASI
3 x Constable

POLICE OFFICE
Pers : 10
1 x HA/UDA
1 x Accountant/UDA
1 x Reader/UDA
4 x LDA-cum-Typist
2 x Constable for D/R duty.
1 x MLSS

POLICE LINE
Pers : 210
1 x Inspector
2 x SI(Arms)
9 x HC
18 x Naik
180 x Constable (including 1 x Armour & 1 x Magazine Constable)

ASSTT.SUPDT.OF POLICE (DHAKA) — 157

Pers : 3
1 x ASP
1 x ASI
1 x Constable

INSPECTOR (DHAKA R.P.S.) — 49

Pers : 29
1 x Inspector
3 x SI
2 x ASI
1 x Sgt.
2 x HC
20 x Constable

1 x PLATFORM POST
a. Narayanganj

Pers : 10
1 x ASI
1 x HC
8 x Constable
2 x FOOD DEPTT.

RAILWAY POST
a. Dhaka
b. Narayanganj

Pers : 10
1 x HC
~~4~~ x Constable
5 x 2 = 10

INSPECTOR (AKHAURA CIRCLE) — 95

Pers : 3
1 x Inspector
1 x ASI
1 x Constable
3 x RAILWAY POLICE STATION

a. Akhaura
b. Sreemangal
c. Kulaura

Pers : 72
2 x SI
1 x ASI
1 x HC
20 x Constable
24 x 3 = 72

2 x PLATFORM POST
a. Saistaganj
b. Sylhet

Pers : 20
1 x ASI
1 x HC
8 x Constable
10 x 2 = 20

INSPECTOR (MYMENSINGH CIRCLE) — 105

Pers : 3
1 x Inspector
1 x ASI
1 x Constable
3 x RAILWAY POLICE STATION

a. Bhairab
b. Jamalpur
c. Mymensingh

Pers : 72
2 x SI
1 x ASI
1 x HC
20 x Constable
24 x 3 = 72

3 x PLATFORM POST
a. Narshingdhi
b. Sarisabari
c. Dewangonj

Pers : 30
1 x ASI
1 x HC
8 x Constable
10 x 3 = 30

SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
	CLASS - I			
1.	DIG (Railway Range)	1	1	1
2.	SRP	2	2	2
3.	ASP	5	4	5
	CLASS - II			
4.	Inspector	11	10	11
	CLASS - III			
5.	SI/SI (Arms)	67	67	51
6.	Sgt.	6	5	3
7.	ASI	64	64	61
8.	Head Constable (HC)	92	90	65
9.	Naik	26	26	32
10.	Constable	1087	1034	985
11.	Head Asstt/UDA	2	2	3
12.	Accountant/UDA	1	1	2
13.	Stenographer(PA)	2	2	3
14.	Reader/UDA	1	1	2
15.	UDA	3	3	-
16.	LDA-cum-Typist	16	14	10
	CLASS - IV			
17.	MLSS/Daftary	3	3	3
	Total =	1389	1329	1239

ABBREVIATIONS.

ASI: Assistant Sub-Inspector
H.C: Head Constable
RPS: Railway Police Station
SGT: Sergeant
SI : Sub-Inspector
SRP: Superintendent of Railway Police

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : Railway Police is authorised the following transports for official use:
   a. 1 x Jeep for DIG Railway Police
   b. 2 x Jeep (One for Supdt. of Railway Police, Saidpur and other for Supdt. of Railway Police, Chittagong).
   c. 1 x Jeep for other Officers.
   d. 4 x Pick up for official use.
2. Private use of transport will be as per Govt. instructions issued from time to time.
3. Office Equipment: The following office equipment may be retained:
   a. 2 x Duplicating Machine(One for Saidpur and other for Chittagong Office)
   b. 10 x Typewriter ;

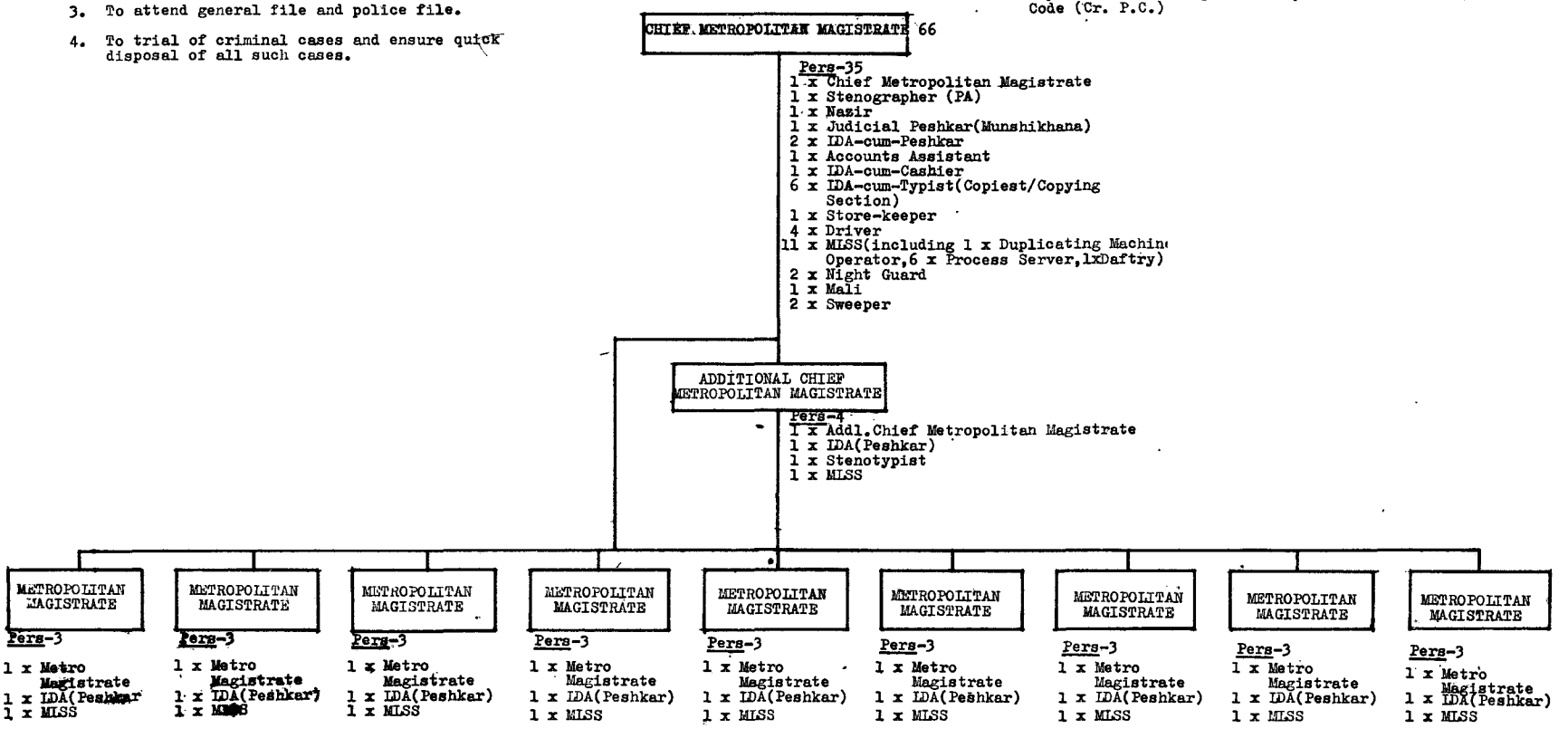
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE, DHAKA
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. To administrater criminal justice within the Metropolitan area.
2. To supervise and control of Dhaka Metropolitan Magistracy.
3. To attend general file and police file.
4. To trial of criminal cases and ensure quick disposal of all such cases.
5. To hold mobile court.
6. To visit police station within jurisdiction
7. Any other function provided by Criminal Procedure Code (Cr. P.C.)

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
1.	Chief Metropolitan Magistrate	1	1	1
2.	Addl. Chief Metro Magistrate	1	1	1
3.	Metropolitan Magistrate	9	8	9
4.	Stenographer (PA)	2	2	1
5.	Steno-typist	-	-	1
6.	Nazir (UDA)	1	1	1
7.	Judicial(Peshkar Munshikhana)	1	1	1
8.	IDA(Peshkar)	12	9	12
9.	IDA-cum-Typist(Copiest)	6	6	6
10.	IDA-cum-Cashier	1	-	1
11.	Accounts Assistant	1	1	1
12.	Store-Keeper	1	-	1
13.	Driver	4	4	4
14.	MLSS(including Duplicating Machine Operator,Process Server, Daftry,Orderly Peon)	23	23	21
15.	Night Guard	2	1	2
16.	Mali	1	1	1
17.	Sweeper	2	2	2
	Total -	68	61	66

ABBREVIATION

Metro. : Metropolitan.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

I. ~~Transport: The following transport be retained by the~~ Chief Metropolitan Magistracy for official use:
   a. 1 x Jeep
   b. 3 x Microbus

2. Use of transport will be ~~as per~~ Government Instructions issued from time to time.

3. Office Equipment:
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine
   c. 8 x Typewriter, Ratio of Bengali and English typewriter will be 60 : 40.

BRIGADIER
(EHAMUL HUQ KHAN)
CHAIRMAN,MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DHAKA METROPOLITAN POLICE
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. To prevent and detect crime.
2. To maintain law and order within the jurisdiction of Dhaka Metropolitan area following the existing provision of law, rules, regulations and Dhaka Metropolitan Police Ordinance, 1976.
3. To guard various important installation, key point installation including foreign missions and chancery.

ORGANISATION

COMMISSIONER (ADDL.IGP) 9561
Pers: 8
1 x Commissioner(Addl.IGP)
1 x Stenographer(PA)
1 x Staff Officer
1 x PA(Confidential)
1 x HM/UDA
1 x MLSS
2 x Constable

ADDITIONAL POLICE COMMISSIONER(DIG) 9553
Pers: 4
1 x Addl.Commissioner(DIG)
1 x Stenographer
2 x Constable

DEPUTY COMMISSIONER (SOUTH DIVISION) 1078
Pers: 4
1 x DC(SP)
1 x Stenographer
2 x Constable

INSPECTION SECTION
Pers: 8
2 x Inspector(Patrol duty)
1 x SI
1 x HM/UDA
1 x Reader
2 x LDA-cum-Typist
1 x Sweeper

ASSTT.COMMISSIONER (Ramna Zone)
Pers: 3
1 x AC(ASP)
1 x Steno-Typist
1 x Constable

INSPECTOR OF POLICE(Ramna P.S)
Pers: 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

6 X OUT POST
a. Kakrail
b. Siddeswari
c. Nilkhet
d. Babupura
e. C.B.T.
f. Noyatola

Pers: 150
1 x Sgt
1 x HC
2 x NK
21 x Constable
25 x 6 = 150

POLICE BOX AL-HELAL
Pers: 10
1 x Sgt
1 x HC
1 x NK
7 x Constable

INSPECTOR OF POLICE(Lalbagh P.S.)
Pers: 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

6 X OUT POST
a. Lalbagh
b. Nowabgonj
c. Kayet tuly
d. Chawk
e. Azimpur
f. Kamrangirchar

Pers: 150
1 x Sgt
1 x HC
2 x NK
21 x Constable
25 x 6 = 150

POLICE BOX GULISTAN
Pers: 10
1 x Sgt
1 x HC
1 x NK
7 x Constable

ASSTT.COMMISSIONER (Kotwali Zone)
Pers: 3
1 x AC(ASP)
1 x Steno-Typist
1 x Constable

INSPECTOR OF POLICE(Kotwali P.S)
Pers: 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

5 x OUT POST
a. Nowabpur
b. Babu Bazar
c. Nayasarak
d. Bangshal
e. R.T.

Pers: 125
1 x Sgt
1 x HC
2 x NK
21 x Constable
25 x 5 = 125

POLICE BOX SADARGHAT
Pers: 10
1 x Sgt
1 x HC
1 x NK
7 x Constable

INSPECTOR OF POLICE(Sutrapur P.S)
Pers: 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

4 x OUT POST
a. Wari
b. Narinda
c. Faridabad
d. Gandaria

Pers: 100
1 x Sgt
1 x HC
2 x NK
21 x Constable
25 x 4 = 100

POLICE BOX U.B.L.
Pers: 10
1 x Sgt
1 x HC
1 x NK
7 x Constable

ASSTT.COMMISSIONER (Motijheel Zone)
Pers: 3
1 x AC(ASP)
1 x Steno-Typist
1 x Constable

INSPECTOR OF POLICE(Motijheel P.S.)
Pers: 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

4 x OUT POST
a. Motijheel
b. Basaboo
c. Khilgaon
d. Mugdapara

Pers: 100
1 x Sgt
1 x HC
2 x NK
21 x Constable
25 x 4 = 100

POLICE BOX HATKHOLA
Pers: 10
1 x Sgt
1 x HC
1 x NK
7 x Constable

INSPECTOR OF POLICE(Demra P.S.)
Pers: 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

4 X OUT POST
a. Demra
b. Jatrabari
c. Postogola
d. Kunapara

Pers: 100
1 x Sgt
1 x HC
2 x NK
21 x Constable
25 x 4 = 100

DEPUTY COMMISSIONER (NORTH DIVISION) 863
Pers: 4
1 x DC(SP)
1 x Stenographer
2 x Constable

INSPECTION SECTION
Pers: 8
2 x Inspector(Patrol duty)
1 x SI
1 x HM/UDA
1 x Reader
2 x LDA-cum-Typist
1 x Sweeper

ASSTT.COMMISSIONER (Mirpur Zone)
Pers: 3
1 x AC(ASP)
1 x Steno-Typist
1 x Constable

INSPECTOR OF POLICE(Mirpur P.S.)
Pers: 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

4 x OUT POST
a. Mirpur
b. Pallabi
c. Gabtoli
d. Diabari

Pers: 100
1 x Sgt
1 x HC
2 x NK
21 x Constable
25 x 4 = 100

POLICE BOX SCIENCE LABORATORY
Pers: 10
1 x Sgt
1 x HC
1 x NK
7 x Constable

INSPECTOR OF POLICE(Cantonment P.S)
Pers: 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

3 x OUT POST
a. Khilkhet
b. Cantonment
c. New Airport

Pers : 75
1 x Sgt.
1 x HC
2 x NK
21 x Constable
25 x 3 = 75

POLICE BOX DAR-US-SALAM
Pers : 10
1 x Sgt.
1 x HC
1 x NK
7 x Constable

ASSTT.COMMISSIONER (Mohammadpur Zone)
Pers: 3
1 x AC(ASP)
1 x Steno-Typist
1 x Constable

INSPECTOR OF POLICE(Mohammadpur P.S.)
Pers : 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

3 x OUT POST
a. Mohammadpur
b. Shyamoli
c. Rayer Bazar

Pers : 75
1 x Sgt.
1 x HC
2 x NK
21 x Constable
25 x 3 = 75

POLICE BOX FARMGATE
Pers : 10
1 x Sgt.
1 x HC
1 x NK
7 x Constable

INSPECTOR OF POLICE (Dhanmondi P.S.)
Pers : 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

3 x OUT POST
a. East Dhanmondi
b. West Dhanmondi
c. Hazaribagh

Pers : 75
1 x Sgt.
1 x HC
2 x NK
21 x Constable
25 x 3 = 75

POLICE BOX MAHAKHALI
Pers : 10
1 x Sgt.
1 x HC
1 x NK
7 x Constable

ASSTT.COMMISSIONER (Tejgaon Zone)
Pers: 3
1 x AC(ASP)
1 x Steno-Typist
1 x Constable

INSPECTOR OF POLICE(Tejgaon P.S.)
Pers : 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

3 x OUT POST
a. Tejgaon
b. Agargaon
c. Airport

Pers : 75
1 x Sgt.
1 x HC
2 x NK
21 x Constable
25 x 3 = 75

POLICE BOX JOARSHAHARA
Pers : 10
1 x Sgt.
1 x HC
1 x NK
7 x Constable

INSPECTOR OF POLICE (Gulshan P.S.)
Pers : 47
1 x Inspector
9 x SI
4 x ASI
1 x HC
2 x NK
30 x Constable

4 x OUT POST
a. Gulshan
b. Banani
c. Badda
d. Taltola

Pers : 100
1 x Sgt.
1 x HC
2 x NK
21 x Constable
25 x 4 = 100

POLICE BOX NEW AIRPORT
Pers : 10
1 x Sgt.
1 x HC
1 x NK
7 x Constable

DEPUTY COMMISSIONER (DETECTIVE DIVISION)
Pers: 9
1 x DC(SP)
1 x Stenographer
2 x Constable

SECTION
1 x HM/UDA
1 x Reader
2 x LDA-cum-Typist
1 x Sweeper

ASSTT.COMMISSIONER (Prosecution)
Pers : 48
1 x AC(ASP)
2 x Inspector
16 x SI
8 x ASI
1 x HC
20 x Constable

ASSTT.COMMISSIONER (Public Relation)
Pers: 4
1 x AC(ASP)
2 x LDA-cum-Typist
1 x MLSS

ASSTT.COMMISSIONER CRIME (NORTH)
Pers: 3 0
1 x AC(ASP)
2 x Inspector
8 x SI
4 x ASI
15 x Constable

ASSTT.COMMISSIONER CRIME (SOUTH)
Pers: 30
1 x AC(ASP)
2 x Inspector
8 x SI
4 x ASI
15 x Constable

MOUNTED POLICE
Pers: 56
1 x Inspector
2 x Sgt
10 x SI
10 x ASI
3 x HC
30 x Constable

DEPUTY COMMISSIONER (RIOT CONTROL DIVISION) 909
Pers: 14
1 x DC(SP)
1 x Ar.AC(ASP)
1 x Ar.Inspector
2 x SI
1 x ASI
4 x Constable
1 x PA
2 x LDA-cum-Typist
1 x Stenographer

6 X RIFLE COY
Pers : 720
1 x AC(ASP)
1 x Ar.Inspector
3 x Ar.SI
9 x HC
9 x NK
90 x Constable
5 x Cook
2 x Sweeper
120 x 6 = 720

HEADQUARTER COY
Pers: 8
1 x Sr.AC (ASP)
1 x SI
1 x ASI
2 x Constable
1 x Steno-Typist
2 x LDA-cum-Typist

ADMN. PLATOON
Pers: 60
1 x Ar.Inspector
1 x Ar.SI
4 x HC
4 x NK
40 x Constable
2 x Cook
4 x E & BR
4 x Tailor

MT. PLATOON
Pers: 31
1 x Ar.Inspector
1 x SI
4 x HC(Mech.)
4 x NK(Driver)
21 x Constable
(Driver as per No. of Vehicle)

SIG. PLATOON
Pers: 20
1 x SI
1 x ASI
18 x Constable

ASSTT.COMMI (FORCE)
Pers : 3257
1 x AC(ASP)
16 x Inspect
120 x Ar.SI
260 x HC
260 x NK
2600 x Constab
FOR AUGMENTATI
STRENGTH OF PC
STATION ON NEW

BAND PART
Pers: 56
14 x SI
7 x ASI
35 x Constab

Pers: 35
BRASS BAND
1 x Inspec
1 x SI
3 x HC
30 x Consta

PIPE BAND
Pers: 25
1 x SI
2 x HC
22 x Consta

ASSTT.COMM (RESERVE O
Pers: 232
1 x AC(ASP
1 x Inspec
50 x SI
50 x ASI
130 x Consta

SUMMARY OF

Sl.No.	Name of the post	Sancti
1.	Police Commissioner (Addl. IG)	
2.	Addl.Police Commissioner(DIG)	
3.	Deputy Police Commissioner(SP)	
4.	Asstt.Police Commissioner(ASP)	
5.	Executive Engineer	
6.	Asstt.Engineer (Civil & Electrical)	
7.	Administrative Officer	
8.	Sub-Asstt.Engineer	
9.	Inspector/Ar.Inspector	
10.	SI / Ar.SI	
11.	Sgt	
12.	ASI	
13.	Head Constable	
14.	Naik	
15.	Constable	
16.	Class-III Staff	
17.	Class-IV Staff	
	Total =	1029

DHAKA METROPOLITAN POLICE
POLICE DIRECTORATE
MINISTRY OF HOME AFFAIRS

4. To save life and property of the people of Dhaka Metropolitan area.
5. To keep liaison with the Government and other Departments.
6. To ensure smooth functioning of traffic system in the city.
7. To collect and collate intelligence regarding crime and criminals.

ORGANISATION

COMMISSIONER (ADDL.IGP) 9561
Pers: 8
1 x Commissioner(Addl.IGP)
1 x Stenographer(PA)
1 x Staff Officer
1 x PA(Confidential)
1 x HA/UDA
1 x MLSS
2 x Constable

ADDITIONAL POLICE COMMISSIONER(DIG) 9553
Pers: 4
1 x Addl.Commissioner(DIG)
1 x Stenographer
2 x Constable

DEPUTY COMMISSIONER (DETECTIVE DIVISION)
Pers: 9
1 x DC(SP)
1 x Stenographer
2 x Constable
SECTION
1 x HM/UDA
1 x Reader
2 x LDA-cum-Typist
1 x Sweeper

ASSTT.COMMISSIONER (Prosecution)
Pers : 48
1 x AC(ASP)
2 x Inspector
16 x SI
8 x ASI
1 x HC
20 x Constable

ASSTT.COMMISSIONER (Public Relation)
Pers: 4
1 x AC(ASP)
2 x LDA-cum-Typist
1 x MLSS

ASSTT.COMMISSIONER CRIME (NORTH)
Pers: 3 0
1 x AC(ASP)
2 x Inspector
8 x SI
4 x ASI
15 x Constable

ASSTT.COMMISSIONER CRIME (SOUTH)
Pers: 30
1 x AC(ASP)
2 x Inspector
8 x SI
4 x ASI
15 x Constable

MOUNTED POLICE
Pers: 56
1 x Inspector
2 x Sgt
10 x SI
10 x ASI
3 x HC
30 x Constable

DEPUTY COMMISSIONER (RIOT CONTROL DIVISION) 909
Pers: 14
1 x DC(SP)
1 x Sr.AC(ASP)
1 x Sr.Inspector
2 x SI
1 x ASI
4 x Constable
1 x UDA
2 x LDA-cum-Typist
1 x Stenographer

6 x RIFLE COY
Pers : 720
1 x AC(ASP)
1 x Ar.Inspector
3 x Ar.SI
9 x HC
9 x NK
90 x Constable
5 x Cook
2 x Sweeper
120 x 6 = 720

HEADQUARTER COY
Pers: 8
1 x Sr.AC (ASP)
1 x SI
1 x ASI
2 x Constable
1 x Steno-Typist
2 x LDA-cum-Typist

ADMN. PLATOON
Pers: 60
1 x Ar.Inspector
1 x Ar.SI
4 x HC
4 x NK
40 x Constable
2 x Cook
4 x E & BR
4 x Tailor

MT. PLATOON
Pers: 31
1 x Ar.Inspector
1 x SI
4 x HC(Mech.)
4 x NK(Driver)
21 x Constable
(Driver as per No. of Vehicle)

SIG. PLATOON
Pers: 20
1 x SI
1 x ASI
18 x Constable

ASSTT.COMMISSIONER (FORCE) SAF
Pers : 3257
1 x AC(ASP)
16 x Inspector
120 x Ar.SI
260 x HC
260 x NK
2600 x Constable
FOR AUGMENTATION OF STRENGTH OF POLICE STATION ON NEED BASIS
Pers: 56
14 x SI
7 x ASI
35 x Constable

BAND PARTY 60
Pers: 35
BRASS BAND
1 x Inspector
1 x SI
3 x HC
30 x Constable
PIPE BAND
Pers: 25
1 x SI
2 x HC
22 x Constable

ASSTT.COMMISSIONER (RESERVE OFFICE)
Pers: 232
1 x AC(ASP)
1 x Inspector
50 x SI
50 x ASI
130 x Constable

DEPUTY COMMISSIONER (HEAD QUARTER) 3678
Pers : 4
1 x DC(SP)
1 x Stenographer
2 x Constable

ASSTT.COMMISSIONER (WELFARE & SPORTS)
Pers : 3
1 x AC(ASP)
1 x ASI
1 x Constable (Literate)

ASSTT.COMMISSIONER (TRAINING)
Pers: 13
1 x AC(ASP)
2 x Inspector
4 x SI
2 x HC
2 x LDA-cum-Typist
2 x MLSS

ASSTT.COMMISSIONER (ACCOUNTS)
Pers: 9
1 x AC(ASP)
2 x Accountant
2 x Accounts Asstt.
1 x LDA-cum-Typist
1 x Cashier
1 x Cash Sarkar/LDA
1 x MLSS

ASSTT.COMMISSIONER (CONTROL ROOM)
Pers: 12
3 x AC(ASP)
3 x SI
6 x Constable

ADMINISTRATIVE OFFICER(ADMN)
Pers: 32
1 x AO
4 x HA/UDA
12 x LDA-cum-Typist
2 x MLSS
2 x Sweeper
11 x Syce

ASSTT.COMMISSIONER (CHANCERRY)
Pers : 437
1 x AC(ASP)
2 x Inspector
2 x Sgt.
36 x HC
36 x NK
360 x Constable

ASSTT.COMMISSIONER (SECRETARIAT)
Pers: 77
1 x AC(ASP)
1 x Inspector
1 x Ar.SI
2 x Sgt
6 x HC
6 x NK
60 x Constable

ASSTT.COMMISSIONER (M.T. SECTION)
Pers: 283
1 x AC(ASP)
1 x Inspector
2 x SI
3 x Sgt
12 x ASI
12 x HC
12 x NK
240 x Constable

DEPUTY COMMISSIONER (PROTECTION, PROTOCOL & SUPPLY DIVISION) 1734
Pers : 8
1 x DC(SP)
1 x Stenographer
2 x Constable
SECTION
1 x UDA
2 x LDA-cum-Typist
1 x Sweeper

ASSTT.COMMISSIONER (BANGA BHABAN)
Pers : 100
3 x AC(ASP)
3 x Inspector
3 x Ar.SI
3 x Sgt.
4 x HC
4 x NK
80 x Constable

ASSTT.COMMISSIONER (SUPPLY)
Pers: 75
1 x AC(ASP)
1 x Inspector
2 x SI
2 x ASI
20 x Sales Asstt
20 x Accounts Asstt
24 x Weighman
5 x Constable

ASSTT.COMMISSIONER (PROTOCOL & PROTECTION SECTION)
Pers: 754
1 x AC(ASP)
1 x Inspector
15 x Ar.SI
2 x ASI
15 x Sgt
60 x HC
60 x NK
600 x Constable

ASSTT.COMMISSIONER (KOTWALI & SUTRAPUR)
Pers : 367
1 x AC(ASP)
2 x Inspector
4 x SI
30 x Sgt.
30 x HC
300 x Constable

ASSTT.COMMISSIONER (TEJGAON & DHANMONDI)
Pers : 364
1 x AC(ASP)
2 x Inspector
2 x SI
51 x Sgt.
28 x HC
280 x Constable

TRAFFIC TRAINING SCHOOL
Pers : 7
1 x Inspector
1 x SI
1 x Sgt.
4 x Constable

DEPUTY COMMISSIONER (TRAFFIC DIVISION) 1.166
Pers : 8
1 x DC(SP)
1 x Stenographer
2 x Constable
SECTION
1 x UDA
2 x LDA-cum-Typist
1 x Sweeper

ASSTT.COMMISSIONER (RAMNA ZONE)
Pers : 367
1 x AC(ASP)
2 x Inspector
4 x SI
30 x Sgt.
30 x HC
300 x Constable

ASSTT.COMMISSIONER REGISTRATION
Pers : 27
1 x AC(ASP)
1 x SI
2 x MVI
3 x Sgt.
2 x ASI
2 x Mechanics
1 x LDA-cum-Typist
15 x Constable

ENGINEERING CELL
Pers : 26
1 x Executive Engineer
2 x Asstt.Engineer
(1 x Civil Engineer & 1 x Electricial Engr.)
4 x SAE
2 x Estimator
1 x Draftsman
1 x Tracer
1 x Blue Printer
1 x Accountant
1 x HA/UDA
1 x Accounts-Asstt-cum-Cashier
1 x Steno-typist
1 x UDA
1 x LDA-cum-Typist
6 x Driver
2 x MLSS

SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
1.	Police Commissioner (Addl. IG)	1	1	1
2.	Addl.Police Commissioner(DIG)	1	1	1
3.	Deputy Police Commissioner(SP)	7	6	7
4.	Asstt.Police Commissioner(ASP)	45	41	39
5.	Executive Engineer	1	1	1
6.	Asstt.Engineer (Civil & Electrical)	2	2	2
7.	Administrative Officer	1	1	1
8.	Sub-Asstt.Engineer	4	4	4
9.	Inspector/Ar.Inspector	78	78	80
10.	SI / Ar.SI	360	346	392
11.	Sgt	224	200	202
12.	ASI	176	175	153
13.	Head Constable	742	735	611
14.	Naik	421	389	573
15.	Constable	7973	7820	7261
16.	Class-III Staff	158	114	134
17.	Class-IV Staff	98	62	99
	Total =	10292	99 72	9561

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Dhaka Metropolitan Police to retain the following transport for official use only :
   a. 20 x Car
   b. 52 x Jeep
   c. 42 x Pick up
   d. 76 x Truck
   e. 6 x Prisioner's Van
   f. 4 x Ambulance
   g. 1 x Wrecker
   h. 2 x Bus
   i. 1 x Microbus
   j. 1 x Station Wagon
   k. 2 x Riot Van
   l. 220 x Motor Cycle.
2. Private use of transport will be as per Government instruction issued from time to time. Transports given to the Ministry of Home Affairs and Police Directorate for their use should be withdrawn because the respective Ministries/Divisions and Directorates have been authorised their own transport.
3. Office Equipment: The Dhaka Metropolitan Police is to retain the following office equipment:
   a. 1 x Plain Paper Copier
   b. 2 x Duplicating Machine
   c. 43 x Type Writer. Ratio of Bengali and English Type Writer will be 60 : 40.
4. Air-Conditioner/Coolers: The Dhaka Metropolitan Police to retain 4 x Air-Conditioners for the use in the Conference Room/Sophisticated equipment Room.
5. Other Points: 15 Posts of ASP's out of 39 will be held by Sr. ASPs.

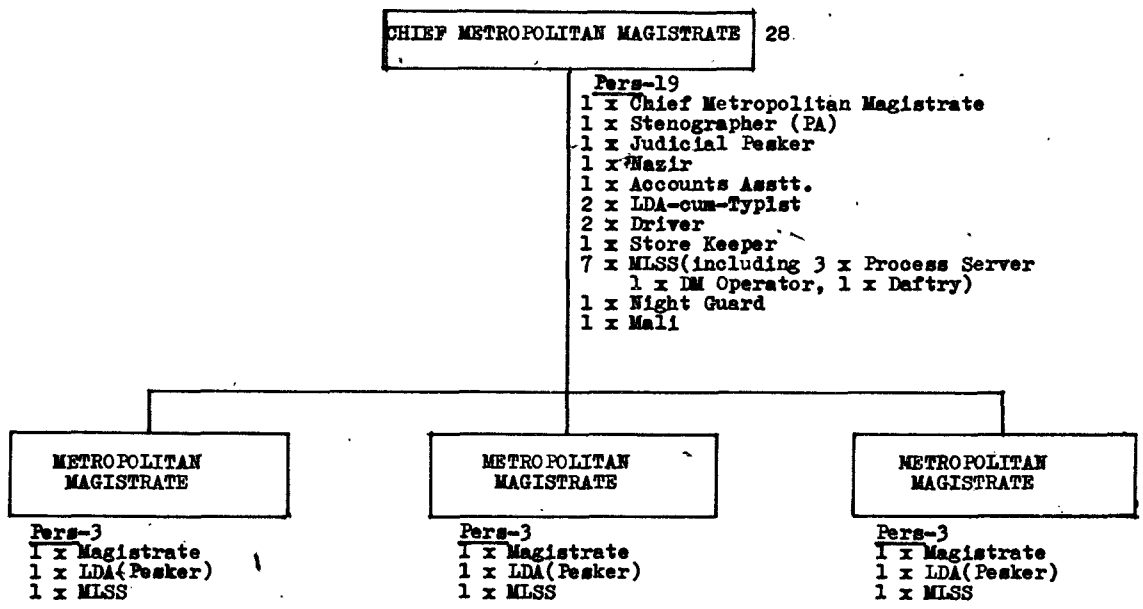
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE, CHITTAGONG
MINISTRY OF HOME AFFAIRS

FUNCTIONS:

1. To administer criminal justice within the Metropolitan area.
2. To supervise and control Chittagong Metropolitan Magistracy.
3. To attend general file and police file.
4. To try criminal cases and ensure quick disposal of all such cases.
5. To hold Mobile Court.
6. To visit Police Station within jurisdiction.
7. Any other function provided by law (Cr. P.C.)

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
1.	Chief Metropolitan Magistrate	1	1	1
2.	Magistrate	3	3	3
3.	Stenographer (PA)	1	-	1
4.	Judicial Pesker	1	1	1
5.	Nazir	1	-	1
6.	LDA-cum-Typist/Pesker	8	5	5
7.	Accounts Assistant	1	-	1
8.	Store Keeper	1	-	1
9.	Driver	2	2	2
10.	MLSS(Process Server/Orderly Peon/Daftry)	13	10	10
11.	Night Guard	2	-	1
12.	Mali	1	-	1
	Total -	35	22	28

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: The following Transport be retained by the Chief Metropolitan Magistracy for official use :
   a. 1 x Jeep
   b. 1 x Microbus
2. Use of Transport will be as per Government Instruction issued from time to time.
3. Office equipment:
   a. 1 x Duplicating Machine
   b. 3 x Typewriters (2 x Bengali and 1 x English).

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BANGLADESH DIPLOMATIC MISSIONS, ABROAD
MINISTRY OF FOREIGN AFFAIRS

FUNCTIONS:

1. Projecting the national image.
2. Making the nation and national policies better known abroad.
3. Ensuring that the home government is fully and accurately informed of international developments.
4. Projecting and advancing national, economic, commercial and other interests abroad.
5. Discharging national obligations to the world community in international fora.
6. Projecting and promoting the interests of the Bangladesh nationals living and travelling abroad.

ORGANISATION

BANGLADESH DIPLOMATIC MISSIONS ABROAD

1. AFGHANISTAN/ KABUL

DIPLOMATIC WING
Pers : 13
1 x Ambassador
1 x First Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(6)
1 x Translator/ Receptionist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner

2. ALGERIA/ ALGIERS

DIPLOMATIC WING
Pers : 15
1 x Ambassador
1 x First Secretary
*1 x Second Secretary (when Ambassador not posted)
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl. Asstt.
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF:(6)
1 x Translator/ Receptionist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner

3. ARAB REPUBLIC OF EGYPT/CAIRO

DIPLOMATIC WING
Pers : 17
1 x Ambassador
1 x Counsellor
1 x First Secretary
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl. Asstt.
1 x Stenographer(PA)
1 x Security Guard
1 x Driver
LOCAL BASED STAFF:(8)
1 x Translator/ Receptionist
1 x Assistant
1 x Steno-typist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner

4. AUSTRALIA/ CANBERRA

DIPLOMATIC WING
Pers : 16
1 x High Commissioner
1 x Counsellor
1 x Second Secretary
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Security Guard
1 x Driver
LOCAL BASED STAFF:(7)
1 x Receptionist
1 x Steno-typist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner

5. BELGIUM/ BRUSSELS

DIPLOMATIC WING
Pers : 16
1 x Ambassador
1 x Counsellor
1 x First Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(8)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Steno-typist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner
COMMERCIAL WING - 4
1 x Counsellor
1 x Commercial Secy. (Second Secy.)
HOME BASED STAFF:(1)
1 x Steno-typist
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger

6. BHUTAN/ THIMPU

DIPLOMATIC WING
Pers : 14
1 x Ambassador
1 x First Secretary
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Security Guard
1 x Driver
LOCAL BASED STAFF:(6)
1 x Translator/ Protocol Asstt.
1 x Driver
2 x Gardener
1 x Messenger
1 x Cleaner

7. BRAZIL/ BRASILIA

DIPLOMATIC WING
Pers : 14
1 x Ambassador
1 x First Secretary
*1 x Second Secretary (when Ambassador not posted)
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(6)
1 x Translator/ Receptionist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner

8. BURMA/ RANGOON

DIPLOMATIC WING
Pers : 18
1 x Ambassador
1 x Counsellor
1 x First Secretary
HOME BASED STAFF:(7)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Wireless Optr.
1 x Driver
1 x Security Guard
LOCAL BASED STAFF:(8)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Steno-typist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner
DEFENCE WING - 4
1 x Defence Adviser
HOME BASED STAFF:(2)
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger

9. BURMA/ AKYAB

DIPLOMATIC WING
Pers : 9
1 x First Secretary (Consul)
HOME BASED STAFF:(4)
1 x Accountant
1 x Stenographer(PA)
1 x Security Guard
1 x Messenger
LOCAL BASED STAFF:(4)
1 x Translator/ Receptionist
1 x Driver
1 x Gardener
1 x Cleaner

10. CANADA/ OTTAWA

DIPLOMATIC WING
Pers : 14
1 x High Commissioner
1 x Counsellor
1 x First Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(6)
1 x Receptionist
1 x Stenographer
1 x Driver
1 x Messenger
1 x Gardener
1 x Cleaner

11. FEDERAL REPUBLIC GERMANY/BONN

DIPLOMATIC WING
Pers : 18
1 x Ambassador
1 x Minister
1 x First Secretary
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
2 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(9)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Assistant
2 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner
COMMERCIAL WING - 4
1 x Minister
HOME BASED STAFF:(1)
1 x Stenographer(PA)
LOCAL BASED STAFF:(2)
1 x Translator
1 x Driver-cum-Messenger

12. FRANCE/ PARIS

DIPLOMATIC WING
Pers: 15
1 x Ambassador
1 x Counsellor
1 x First Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Security Guard
1 x Stenographer(PA)
LOCAL BASED STAFF:(7)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Steno-Typist
1 x Driver
1 x Messenger
1 x Gardener
1 x Cleaner

13. GERMAN DEMOCRATIC REPUBLIC/BERLIN

DIPLOMATIC WING
Pers: 13
1 x Ambassador
1 x First Secretary
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Security Guard
1 x Driver
LOCAL BASED STAFF: 5)
1 x Interpreter/ Receptionist
1 x Messenger
2 x Gardener
1 x Cleaner

14. HONG KONG/ HONG KONG

DIPLOMATIC WING
Pers: 9
1 x Commissioner (Minister)
1 x First Secretary
HOME BASED STAFF:(3)
1 x Accountant
1 x Assistant
1 x Stenographer(PA)
LOCAL BASED STAFF:(4)
1 x Receptionist
1 x Driver
1 x Messenger
1 x Cleaner

15. INDIA/ NEW DELHI

DIPLOMATIC WING
Pers : 33
1 x High Commissioner
1 x Dy.High Commissioner(Minister)
1 x Counsellor
2 x First Secretary
1 x Second Secretary
1 x Third Secretary
HOME BASED STAFF:(22)
1 x Accountant
1 x UDA
4 x Assistant
1 x Addl.Assistant
2 x Stenographer(PA)
2 x Steno-typist
1 x Receptionist
1 x Telex Operator
2 x Driver
2 x Security Guard
1 x Wireless Operator
2 x Messenger
1 x Despatch Rider
LOCAL BASED STAFF:(4)
1 x Driver
2 x Gardener
1 x Cleaner(Sweeper)
PRESS WING - 2
1 x Minister
HOME BASED STAFF:(1)
1 x Steno-typist
DEFENCE WING - 5
1 x Defence Adviser
1 x Asstt.Attache
HOME BASED STAFF:(2)
1 x Stenographer(PA)
1 x LDA-cum-Typist
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger
COMMERCIAL WING - 2
1 x Counsellor
HOME BASED STAFF:(1)
1 x Steno-typist
CONSULAR WING - 6
1 x Counsellor
1 x First Secretary
1 x Attache
HOME BASED STAFF:(3)
1 x Stenographer(PA)
1 x Steno-typist
1 x Driver
INFORMATION CENTRE - 5
1 x Information Officer
1 x Librarian
LOCAL BA SED STAFF:(3)
1 x Press Asstt.
1 x Translator/Typist
1 x Messenger/ Night Guard

16. INDIA/ CALCUTTA

DIPLOMATIC WING
Pers: 28
1 x Dy.High Commissioner (Minister)
1 x First Secretary
2 x Second Secretary
1 x Third Secretary
HOME BASED STAFF:(19)
1 x Accountant
1 x Receptionist/ Protocol Asstt.
1 x UDA
5 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Steno-Typist
3 x Security Guard
1 x Electrician
2 x Driver
2 x Messenger
LOCAL BASED STAFF:(4)
1 x Driver
2 x Gardener
1 x Cleaner
PRESS WING -2
1 x First Secretary
HOME BASED STAFF:(1)
1 x Steno-Typist
CONSULAR WING - 4
1 x First Secretary
1 x Attache
HOME BASED STAFF:(2)
1 x Steno-Typist
1 x Driver
CULTURAL WING -2
1 x Frist Secretary
HOME BASED STAFF:(1)
1 x Steno-Typist
ECONOMIC WING -2
1 x First Secretary
HOME BASED STAFF: (1)
1 x Steno-Typist
COMMERCIAL WING - 2
1 x First Secretary
HOME BASED STAFF:(1)
1 x Steno-Typist
INFORMATION CENTRE-5
1 x Information Officer
1 x Librarian
LOCAL BASED STAFF:(3)
1 x Press Asstt.
1 x Translator/Typist
1 x Messenger/ Night Guard

17. INDIA/ AGARTALA

DIPLOMATIC WING
Pers: 8
1 x Second Secretary
HOME BASED STAFF:(7)
1 x Accountant
2 x Assistant
1 x Steno-Typist
1 x Driver
1 x Security Guard
1 x Messenger
CONSULAR WING -4
2 x Third Secretary
HOME BASED STAFF:(2)
2 x LDA-cum-Typist

18. INDONESIA JAKARTA

DIPLOMATIC WING
Pers: 16
1 x Ambassador
1 x Counsellor
1 x Second Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(8)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Steno-Typist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner

19. IRAN/ TEHERAN

DIPLOMATIC WING
Pers: 18
1 x Ambassador
1 x Counsellor
1 x Third Secretary
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF:(9)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Steno-Typist
1 x Driver
2 x Messenger
2 x Gardener
1 x Cleaner
LABOUR WING -4
1 x Labour Attache (1st Secretary)
HOME BASED STAFF:(2)
1 x Steno-Typist
1 x Assistant
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger
DEFENCE WING- 4
1 x Defence Adviser
HOME BASED STAFF:(2)
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger

20. IRAQ/ BAGDAD

DIPLOMATIC WING
Pers: 17
1 x Ambassador
1 x Counsellor
1 x First Secretary
HOME BASED STAFF: (6)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Wireless Operator
1 x Security Guard
LOCAL BASED STAFF:(8)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Steno-Typist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner
LABOUR WING -4
1 x Labour Attache (1st Secretary)
HOME BASED STAFF:(2)
1 x Steno-Typist
1 x Assistant
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger

21. ITALY / ROME

DIPLOMATIC WING
Pers: 16
1 x Ambassador
1 x Counsellor
1 x Third Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(8)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Steno-Typist
2 x Driver
1 x Messenger
1 x Gardener
1 x Cleaner
COMMERCIAL WING -4
1 x Counsellor
HOME BASED STAFF:(2)
1 x Steno-Typist
1 x LDA-cum-Typist
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger

22. JAPAN/ TOKYO

DIPLOMATIC WING
Pers: 18
1 x Ambassador
1 x Minister
1 x First Secretary
HOME BASED STAFF :(6)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
2 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(9)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Assistant
2 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner
PRESS WING - 2
1 x First Secretary
HOME BASED STAFF:(1)
1 x Steno-Typist
COMMERCIAL WING - 4
1 x Minister
HOME BASED STAFF:(1)
1 x Steno-Typist
LOCAL BASED STAFF:(2)
1 x Translator
1 x Driver-cum-Messenger

23. KENYA/ NAIROBI

DIPLOMATIC WING
Pers: 11
1 x High Commissioner
1 x First Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF:(4)
1 x Messenger
2 x Gardener
1 x Cleaner
COMMERCIAL WING - 2
1 x First Secretary
HOME BASED STAFF:(1)
1 x Steno-Typist

24. KUWAIT/ KUWAIT

DIPLOMATIC WING
Pers: 17
1 x Ambassador
1 x Counsellor
1 x First Secretary
HOME BASED STAFF:(7)
1 x Accountant
2 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF:(7)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Steno-Typist
1 x Messenger
2 x Gardener
1 x Cleaner
PRESS WING - 2
1 x Second Secretary
HOME BASED STAFF:(1)
1 x Steno-Typist
COMMERCIAL WING - 3
1 x Counsellor
HOME BASED STAFF: (1)
1 x Steno-Typist
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger
LABOUR WING - 3
1 x Labour Attache (Second Secretary)
HOME BASED STAFF:(1)
1 x Steno-Typist(PA)
LOCAL BASED STAFF:(1)
1 x Assistant

25. LIBYA/ TRIPOLI

DIPLOMATIC WING
Pers: 13
1 x Ambassador
1 x First Secretary
HOME BASED STAFF: (6)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF:(5)
1 x Receptionist/ Translator
1 x Messenger
2 x Gardener
1 x Cleaner
LABOUR WING -4
1 x Labour Attache (First Secretary)
HOME BASED STAFF:(2)
1 x Steno-Typist(PA)
1 x Assistant
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger

26. MALAYSIA/ KUALALAMPUR

DIPLOMATIC WING
Pers: 16
1 x High Commissioner
1 x Counsellor
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF: (8)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Steno-Typist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner

27. NEPAL/ KATHMANDU

DIPLOMATIC WING
Pers:
1 x Ambassador
1 x Counsellor
1 x Second Secretary
HOME BASED STAFF: (5)
1 x Accountant
1 x Assistant
1 x Stenographer(PA)
1 x Wireless Operator
1 x Security Guard
LOCAL BASED STAFF:(7)
1 x Receptionist
1 x Steno-Typist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner
CONSULAR WING - 2
1 x First Secretary
HOME BASED STAFF:(1)
1 x Steno-Typist
DEFENCE WING - 4
1 x Defence Adviser
HOME BASED STAFF:(2)
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger

28. PAKISTAN/ ISLAMABAD

DIPLOMATIC WING
Pers: 24
1 x Ambassador
1 x Minister
1 x First Secretary
1 x Third Secretary
HOME BASED STAFF:(14)
1 x Accountant
3 x Assistant
1 x Addl.Assistant
2 x Stenographer
1 x Receptionist
1 x Wireless Operator
1 x Driver
2 x Security Guard
2 x MLSS
LOCAL BASED STAFF:(6)
1 x Assistant
1 x Driver
1 x Despatch Rider
2 x Gardener
1 x Cleaner
PRESS WING - 2
1 x Counsellor
HOME BASED STAFF :(1)
1 x Steno-Typist
CONSULAR WING - 2
1 x Counsellor
HOME BASED STAFF:(1)
1 x Steno-Typist
DEFENCE WING -4
1 x Defence Adviser
HOME BASED STAFF: (2)
1 x Stenographer (PA)
1 x Security Guard
LOCAL BASED STAFF :(1)
1 x Driver-cum-Messenger

29. PAKISTAN/ KARACHI

DIPLOMATIC WING
Pers: 12
1 x Consul General (Minister)
1 x First Secretary (Consul)
HOME BASED STAFF:(7)
1 x Accountant
1 x Protocol Asstt.
1 x Assistant
1 x Stenographer(PA)
1 x Telex Operator
1 x Receptionist
1 x Driver
LOCAL BASED STAFF: (3)
1 x Messenger
1 x Gardener
1 x Cleaner

CONTD. FROM SL.NO. 29

30. PEOPLE'S REPUBLIC OF CHINA/ BEIJING

DIPLOMATIC WING
Pers : 21
1 x Ambassador
1 x Minister
1 x First Secretary
1 x Second Secretary
1 x Third Secretary
HOME BASED STAFF:(9)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
2 x Stenographer(PA)
2 x Driver
1 x Wireless Optr.
1 x Security Guard
LOCAL BASED STAFF:(7)
1 x Interpreter
1 x Translator/ Receptionist
1 x Assistant
1 x Messenger
2 x Gardener
1 x Cleaner
DEFENCE WING - 6
1 x Attache
1 x Asstt.Attache
HOME BASED STAFF:(3)
1 x Stenographer(PA)
1 x LDA-cum-Typist
1 x Security Guard
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger
COMMERCIAL WING - 3
1 x Minister
HOME BASED STAFF:(1)
1 x Stenographer
LOCAL BASED STAFF:(1)
1 x Driver-cum-Msgr.

31. PHILLIPINES/ MANILA

DIPLOMATIC WING
Pers : 14
1 x Ambassador
1 x Counsellor.
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF:(6)
1 x Translator/ Protocol Asstt.
1 x Receptionist
1 x Steno-typist
1 x Messenger
1 x Gardener
1 x Cleaner

32. POLAND/ WARSAW

DIPLOMATIC WING
Pers : 14
1 x Ambassador
1 x Counsellor
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(7)
1 x Translator/ Receptionist
1 x Steno-typist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner

33. QATAR/ DOHA

DIPLOMATIC WING
Pers : 15
1 x Ambassador
1 x Counsellor
*1 x Second Secretary (when Ambassador is not posted)
1 x Third Secretary
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF:(5)
1 x Translator/ Receptionist
1 x Steno-typist
1 x Messenger
1 x Gardener
1 x Cleaner
LABOUR WING - 3
1 x Attache(Second Secy)
HOME BASED STAFF:(2)
1 x Steno-typist
1 x LDA-cum-Typist

34. ROMANIA/ BUCHAREST

DIPLOMATIC WING
Pers : 13
1 x Ambassador
1 x First Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(6)
1 x Translator/ Receptionist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner

35. SENEGAL/ DAKAR

DIPLOMATIC WING
Pers : 13
1 x Ambassador
1 x First Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(6)
1 x Translator/ Receptionist
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner
COMMERCIAL WING - 2
1 x First Secretary
HOME BASED STAFF:(1)
1 x Steno-typist

36. SAUDI ARABIA/ JEDDAH

DIPLOMATIC WING
Pers : 29
1 x Ambassador
1 x Minister
1 x First Secretary
2 x Second Secretary
1 x Third Secretary
HOME BASED STAFF:(9)
1 x Accountant
2 x Assistant
1 x Addl.Asstt.
2 x Stenographer(PA)
1 x Wireless Optr.
1 x Telex Optr.
1 x Security Guard
LOCAL BASED STAFF:(14)
1 x Receptionist
1 x Translator
2 x Assistant
1 x Protocol Asstt.
1 x Arabic Typist
2 x Driver
2 x Messenger
2 x Gardener
2 x Cleaner
DEFENCE WING - 4
1 x Defence Adviser
HOME BASED STAFF:(2)
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger
COMMERCIAL WING - 3
1 x Counsellor
HOME BASED STAFF:(1)
1 x Steno-typist
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger
LABOUR WING - 6
1 x Attache(1st Secy)
1 x Third Secretary
HOME BASED STAFF:(1)
1 x Steno-typist
LOCAL BASED STAFF:(3)
1 x Interpreter
1 x Assistant
1 x Driver-cum-Messenger
HAJJ WING - 4
1 x Hajj-cum-Medical Officer
HOME BASED STAFF:(1)
1 x Steno-typist
LOCAL BASED STAFF:(2)
1 x Interpreter
1 x Driver-cum-Messenger

37. SINGAPORE/ SINGAPORE

DIPLOMATIC WING
Pers : 13
1 x High Commissioner
1 x First Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(6)
1 x Receptionist/ Protocol Asstt.
1 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner

38. SRI LANKA/ COLOMBO

DIPLOMATIC WING
Pers : 15
1 x High Commissioner
1 x Counsellor
1 x First Secretary
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF:(6)
1 x Receptionist
1 x Steno-typist
1 x Messenger
2 x Gardener
1 x Cleaner
COMMERCIAL WING - 2
1 x First Secretary
HOME BASED STAFF:(1)
1 x Steno-typist

39. SWEDEN/ STOCKHOLM

DIPLOMATIC WING
Pers: 13
1 x Ambassador
1 x Counsellor
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(6)
1 x Translator/ Receptionist
1 x Steno-Typist
1 x Driver
1 x Messenger
1 x Gardener
1 x Cleaner

40. SWITZERLAND/ GENEVA

DIPLOMATIC WING
Pers: 17
1 x Permanent Representative(Ambassador)
1 x Counsellor
1 x Second Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(9)
1 x Translator/ Interpreter
1 x Receptionist
1 x Steno-Typist
1 x Messenger
2 x Driver
2 x Gardener
1 x Cleaner
COMMERCIAL WING-4
1 x Minister
HOME BASED STAFF:(1)
1 x Stenographer(PA)
LOCAL BASED STAFF:(2)
1 x Interpreter
1 x Driver-cum-Messenger

41. THAILAND/ BANGKOK

DIPLOMATIC WING
Pers: 18
1 x Ambassador
1 x Counsellor
1 x First Secretary
HOME BASED STAFF:(7)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Protocol Asstt.
1 x Stenographer(PA)
1 x Wireless Operator
1 x Security Guard
LOCAL BASED STAFF:(8)
1 x Receptionist/ Translator
1 x Steno-Typist
2 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner
CONSULAR WING -2
1 x Counsellor (First Secretary)
HOME BASED STAFF:(1)
1 x Steno-Typist
FINANCE WING- 3
1 x Minister
HOME BASED STAFF:(1)
1 x Stenographer(PA)
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger

42. TURKEY/ ANKARA

DIPLOMATIC WING
Pers: 16
1 x Ambassador
1 x Counsellor
HOME BASED STAFF:(7)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
2 x Driver
1 x Security Guard
LOCAL BASED STAFF:(7)
1 x Receptionist/ Translator
1 x Steno-Typist
1 x Arabic Typist
1 x Messenger
2 x Gardener
1 x Cleaner
DEFENCE WING -4
1 x Defence Adviser
HOME BASED STAFF:(2)
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger

43. UNITED ARAB EMIRATES/ABU DHABI

DIPLOMATIC WING
Pers: 15
1 x Ambassador
1 x Counsellor
1 x Second Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(7)
1 x Receptionist/ Translator
1 x Steno-Typist
1 x Messenger
1 x Driver
2 x Gardener
1 x Cleaner
LABOUR WING - 4
1 x Attache (First Secretary)
HOME BASED STAFF:(2)
1 x Steno-Typist
1 x LDA-cum-Typist
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger

44. UNITED ARAB EMIRATES/DUBAI

DIPLOMATIC WING
Pers: 7
1 x Consul General (Counsellor)
HOME BASED STAFF:(2)
1 x Accountant
1 x Stenographer(PA)
LOCAL BASED STAFF:(4)
1 x Interpreter/ Asstt.
1 x Driver
1 x Gardener
1 x Cleaner

45. UNITED KINGDOM/ LONDON

DIPLOMATIC WING
Pers: 31
1 x High Commissioner
1 x Dy.High Commissioner(Minister)
1 x Counsellor
1 x First Secretary
1 x Second Secretary
HOME BASED STAFF(12)
1 x Accountant
4 x Assistant
1 x Addl.Asstt.
2 x Stenographer(PA)
1 x Telex Operator
1 x Wireless Operator
2 x Security Guard
LOCAL BASED STAFF(14)
1 x Assistant/Cashier
3 x Asstt.
1 x Receptionist
1 x Steno-Typist
2 x Messenger
2 x Driver
1 x Despatch Rider.
2 x Gardener
1 x Cleaner
PRESS WING - 2
1 x Counsellor
HOME BASED STAFF:(1)
1 x Steno-Typist
DEFENCE WING - 4
1 x Defence Adviser
HOME BASED STAFF:(2)
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger
COMMERCIAL WING - 6
1 x Minister
1 x Second Secretary
HOME BASED STAFF:(3)
1 x LDA-cum-Typist
1 x Driver
1 x Messenger
CONSULAR WING - 5
1 x Minister
1 x Attache
HOME BASED STAFF:(3)
1 x Stenographer
1 x LDA-cum-Typist
1 x Driver
EDUCATION WING - 2
1 x First Secretary
HOME BASED STAFF:(1)
1 x Steno-Typist
POSTAL WING - 2
1 x Attache
HOME BASED STAFF:(1)
1 x Steno-Typist
FINANCE (AUDIT)WING-3
1 x Second Secretary
HOME BASED STAFF - 2
1 x Assistant Supdt.
1 x LDA-cum-Typist

46. USA/ WASHINGTON

DIPLOMATIC W
Pers:
1 x Ambassad
1 x Minister
1 x Counsell
1 x First Se
HOME BASED S
1 x Accountan
1 x Assisten
1 x Addl.Ass
2 x Stenogra
1 x Security
LOCAL BASED
1 x Recepti
1 x Assistan
1 x Steno-Ty
2 x Driver
1 x Messenge
2 x Gardener
1 x Cleaner
PRESS WING -
1 x Counsell
HOME BASED S
1 x Steno-Ty
DEFENCE WIN
1 x Defence
HOME BASED S
1 x Stenogra
1 x Security
LOCAL BASED
1 x Driver-c
Messeng
COMMERCIAL W
1 x Counsell
HOME BASED S
1 x Steno-Ty
FINANCIAL WI
1 x Minister
2 x First Se
HOME BASED S
1 x LDA-cum-
1 x Stenogra
LOCAL BASED
1 x Driver-c
Messenge
EDUCATION WI
1 x Attache
HOME BASED S
1 x Steno-Ty

SUMMARY OF MANPOWER

SL. No.	Name of post	Sanctioned	Existing	Revised
1.	DIPLOMATIC WING :			
	Diplomatic Officer	181	115	149
	Press Wing Officer	9	5	8
	Home Based Staff	332	280	353
	Local Based Staff	235	230	351
2.	DEFENCE WING :	757	630	861
	Officer	10	10	13
	Home Based Staff	13	13	23
	Local Based Staff	-	-	11
3.	COMMERCIAL WING :	23	23	47
	Officer	17	17	18
	Home Based Staff	11	11	19
	Local Based Staff	-	-	13
4.	CULTURAL WING :	28	28	51
	Officer	1	1	1
	Home Based Staff	-	-	1
5.	ECONOMIC WING(Jute) :	1	1	2
	Officer	1	1	1
	Home based Staff	-	-	1
6.	EDUCATION WING :	1	1	2
	Officer	3	3	3
	Home Based Staff	3	3	3
7.	FINANCE WING(Audit) :	6	6	6
	Officer	1	1	1
	Home Based Staff	1	1	2
8.	FINANCE WING :	2	2	3
	Officer	4	4	5
	Home Based Staff	6	6	4
	Local Based Staff	-	-	1
9.	HAJJ WING	10	10	10
	Officer	1	1	1
	Home Based Staff	2	2	1
	Local Based Staff	2	2	2
10.	INFORMATION WING :	5	5	4
	Officer	4	4	4
	Local Based Staff	6	6	6
11.	LABOUR WING :	10	10	10
	Officer	10	10	9
	Home Based Staff	17	17	14
	Local Based Staff	8	6	9
12.	POSTAL WING	35	35	32
	Officer	1	1	1
	Home Based Staff	1	1	1
13.	CONSULAR WING	2	2	2
	Officer	10	10	11
	Home Based Staff	3	3	12
		13	13	23
	Grand Total :-	893	764	1052

AUTHORISATION OF T

EQUIPMENT AND MI

1. Transport : Existing 54 x Ba
to retain the following tran
a. 54 x Car "Fl
b. 26 x Car "St
of the
c. 11 x Car for
of the
d. 16 x Car for
Mission
e. 3 x Car (1
f. 1 x Car (Fi
g. 7 x Car (1
h. 1 x Car for

2. Private use of transport wil

3. Office Equipment :
a. 54 x Plain P
b. 54 x Duplica
c. 180 x Typewri
and gen

43. UNITED ARAB EMIRATES/ABU DHABI

DIPLOMATIC WING
Pers: 15
1 x Ambassador
1 x Counsellor
1 x Second Secretary
HOME BASED STAFF:(5)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(7)
1 x Receptionist/ Translator
1 x Steno-Typist
1 x Messenger
1 x Driver
2 x Gardener
1 x Cleaner
LABOUR WING - 4
1 x Attache (First Secretary)
HOME BASED STAFF:(2)
1 x Steno-Typist
1 x LDA-cum-Typist
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger

44. UNITED ARAB EMIRATES/DUBAI

DIPLOMATIC WING
Pers: 7
1 x Consul General (Counsellor)
HOME BASED STAFF:(2)
1 x Accountant
1 x Stenographer(PA)
LOCAL BASED STAFF:(4)
1 x Interpreter/ Asstt.
1 x Driver
1 x Gardener
1 x Cleaner

45. UNITED KINGDOM/ LONDON

DIPLOMATIC WING
Pers: 31
1 x High Commissioner
1 x Dy.High Commissioner(Minister)
1 x Counsellor
1 x First Secretary
1 x Second Secretary
HOME BASED STAFF(12)
1 x Accountant
4 x Assistant
1 x Addl.Asstt.
2 x Stenographer(PA)
1 x Telex Operator
1 x Wireless Operator
2 x Security Guard
LOCAL BASED STAFF(14)
1 x Assistant/Cashier
3 x Asstt.
1 x Receptionist
1 x Steno-Typist
2 x Messenger
2 x Driver
1 x Despatch Rider
2 x Gardener
1 x Cleaner
PRESS WING - 2
1 x Counsellor
HOME BASED STAFF:(1)
1 x Steno-Typist
DEFENCE WING - 4
1 x Defence Adviser
HOME BASED STAFF:(2)
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger
COMMERCIAL WING - 6
1 x Minister
1 x Second Secretary
HOME BASED STAFF:(3)
1 x LDA-cum-Typist
1 x Driver
1 x Messenger
CONSULAR WING - 5
1 x Minister
1 x Attache
HOME BASED STAFF:(3)
1 x Stenographer
1 x LDA-cum-Typist
1 x Driver
EDUCATION WING - 2
1 x First Secretary
HOME BASED STAFF:(1)
1 x Steno-Typist
POSTAL WING - 2
1 x Attache
HOME BASED STAFF:(1)
1 x Steno-Typist
FINANCE (AUDIT)WING-3
1 x Second Secretary
HOME BASED STAFF - 2
1 x Assistant Supdt.
1 x LDA-cum-Typist

46. USA/ WASHINGTON

DIPLOMATIC WING
Pers:
1 x Ambassador
1 x Minister
1 x Counsellor
1 x First Secretary
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
2 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(6)
1 x Receptionist
1 x Assistant
1 x Steno-Typist
2 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner
PRESS WING - 2
1 x Counsellor
HOME BASED STAFF:(1)
1 x Steno-Typist
DEFENCE WING - 4
1 x Defence Adviser
HOME BASED STAFF:(2)
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger
COMMERCIAL WING -2
1 x Counsellor
HOME BASED STAFF:(1)
1 x Steno-Typist
FINANCIAL WING - 6
1 x Minister
2 x First Secretary
HOME BASED STAFF:(2)
1 x LDA-cum-Typist
1 x Stenographer(PA)
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger
EDUCATION WING - 2
1 x Attache
HOME BASED STAFF:(1)
1 x Steno-Typist

47. USA/NEW YORK

DIPLOMATIC WING
Pers:
1 x Permanent Representative(Ambassador)
1 x Dy.Permanent Representative (Ambassador)
1 x Minister
2 x Counsellor
1 x Second Secretary
HOME BASED STAFF:(7)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
3 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(10)
1 x Receptionist
1 x Document Officer
1 x Steno-Typist
3 x Driver
1 x Messenger
2 x Gardener
1 x Cleaner
PRESS WING - 2
1 x First Secretary
HOME BASED STAFF:(1)
1 x Steno-Typist

48. USSR/MOSCOW

DIPLOMATIC WING
Pers: 16
1 x Ambassador
1 x Minister
1 x First Secretary
1 x Second Secretary
HOME BASED STAFF:(7)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
2 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF(5)
1 x Translator/ Receptionist
1 x Driver
1 x Messenger
1 x Gardener
1 x Cleaner
DEGENCE WING - 4
1 x Defence Adviser
HOME BASED STAFF:(2)
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF:(1)
1 x Driver-cum-Messenger
COMMERCIAL WING -4
1 x Counsellor
HOME BASED STAFF:(1)
1 x Steno-Typist
LOCAL BASED STAFF(2)
1 x Interpreter
1 x Driver-cum-Messenger
EDUCATION WING - 2
1 x Attache
HOME BASED STAFF:(1)
1 x Steno-Typist

49. YUGOSLAVIA/ BELGRADE

DIPLOMATIC WING
Pers:15
1 x Ambassador
1 x Counsellor
HOME BASED STAFF(5)
1 x Accountant
1 x Assistant
1 x Addl.Asstt.
1 x Stenographer(PA)
1 x Security Guard
LOCAL BASED STAFF(8)
1 x Translator
1 x Steno-Typist
2 x Driver
1 x Telex Operator
1 x Messenger
1 x Gardener
1 x Cleaner

50. ZIMBABWE/ HARARE

DIPLOMATIC WING
Pers: 13
1 x High Commssioner
1 x First Secretary
HOME BASED STAFF:(6)
1 x Accountant
1 x Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF(5)
1 x Translator/ Receptionist
2 x Gardener
1 x Messenger
1 x Cleaner

51. OMAN/MUSCAT

DIPLOMATIC WING
Pers: 10
1 x Counsellor(CDA)
HOME BASED STAFF(5)
1 x Accountant-cum-Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF(4)
1 x Translator
1 x Messenger
1 x Gardener
1 x Cleaner
LABOUR WING - 4
1 x First Secretary
HOME BASED STAFF(2)
1 x Assistant
1 x Steno-Typist
LOCAL BASED STAFF (1)
1 x Driver-cum-Messenger

52. BAHRAIN/ MANAMA

DIPLOMATIC WING
Pers: 10
1 x Counsellor(CDA)
HOME BASED STAFF(5)
1 x Accountant-cum-Assistant
1 x Addl.Assistant
1 x Stenographer(PA)
1 x Driver
1 x Security Guard
LOCAL BASED STAFF(4)
1 x Translator
1 x Messenger
1 x Gardener
1 x Cleaner
LABOUR WING - 4
1 x First Secretary
HOME BASED STAFF(2)
1 x Assistant
1 x Steno-Typist
LOCAL BASED STAFF(1)
1 x Driver-cum-Messenger

53. UK/ BIRMINGHUM

DIPLOMATIC WING
Pers: 7
1 x Asstt.High Commissioner (Counsellor)
HOME BASED STAFF (2)
1 x Accountant-cum-Assistant
1 x Security Guard
LOCAL BASED STAFF:(4)
1 x Steno-Typist/ Receptionist
1 x Driver
1 x Messenger
1 x Cleaner

54. UK/MANCHESTER

DIPLOMATIC WING
Pers: 7
1 x Asstt.High Commissioner (Counsellor)
HOME BASED STAFF (2)
1 x Accountant-cum-Assistant
1 x Security Guard
LOCAL BASED STAFF(4)
1 x Steno-Typist/ Receptionist
1 x Driver
1 x Messenger
1 x Cleaner

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : Existing 54 x Bangladesh Diplomatic Missions/Sub-Missions are to retain the following transport for official use only :
   a. 54 x Car "Flag" (1 x Car for each Head of the Mission)
   b. 26 x Car "Staff" for official use of the Officers and Staff of the Diplomatic Wing.
   c. 11 x Car for Defence Adviser/Attache (1 x Car for each Head of the Defence Wing of the Mission).
   d. 16 x Car for Commercial Wing (1 x Car for each Head of the Mission of the Commercial Wing).
   e. 3 x Car (1 x Car for each Head of the Mission of the Consular Wing).
   f. 1 x Car (Finance Wing, Washington Mission).
   g. 7 x Car (1 x Car for each Head of the Mission of the Labour Wing).
   h. 1 x Car for Hajj Wing, Jeddah.
2. Private use of transport will be as per Government Instructions issued from time to time.
3. Office Equipment :
   a. 54 x Plain Paper Copier (1 x for each Mission).
   b. 54 x Duplicating Machine(1 x for each Mission).
   c. 180 x Typewriter(1 x typewriter for each Stenographer/Steno-typist : and general office of the Diplomatic Wing as and when required).

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

FOREIGN AFFAIRS TRAINING INSTITUTE
MINISTRY OF FOREIGN AFFAIRS

FUNCTIONS:

1. To conduct foundation course for BCS (Foreign Affairs) Probationary.
2. To conduct re-orientation course for in-service officers at the level of Section Officers and Deputy Director of the Ministry of Foreign Affairs.
3. To conduct re-orientation course at the level of Director of the Ministry of Foreign Affairs.
4. To arrange refresher course for in-service officers at the level of Joint Secretary/Director-General and above of the Ministry of Foreign Affairs including Ambassadors.
5. To organise special orientation course for officers of other ministries prior to posting abroad.
6. To organise seminar on working in Bangladesh mission abroad for staff members of the Ministry of Foreign Affairs and other ministries.
7. To arrange short orientation course for wives of Junior Diplomatic Officers prior to their first posting abroad.
8. To conduct seminar on Representation and Entertainment abroad for officers on lateral entry who have not had previous posting abroad.

ORGANISATION

PRINCIPAL (14)

Pers-3
1 x Principal
1 x Stenographer(PA)
1 x MLSS

VICE PRINCIPAL

Pers-11
1 x Vice Principal
1 x Accountant
1 x LDA-cum-Typist
1 x Despatch Rider
2 x Driver
1 x Care-taker
2 x Security Guard
1 x Gardener
1 x MLSS

SUMMARY OF MANPOWER

Sl. No.	Name of the Post	Sanctioned.	Existing.	Revised
1.	Principal	1	-	1
2.	Vice-Principal	1	1	1
3.	Admn. Officer	1	1	-
4.	Accountant	1	1	1
5.	Stenographer	2	1	1
6.	LDA-cum-Typist	1	1	1
7.	Care-taker	1	1	1
8.	Despatch Rider	1	1	1
9.	Driver	2	2	2
10.	MLSS	2	2	2
11.	Security Guard	2	-	2
12.	Gardener	2	1	1
	Grand Total	17	12	14

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Foreign Affairs Training Institute is authorised the following transports:
   a. 1 x Car for official use of the Principal;
   b. 1 x Microbus for official use;
   c. 1 x Bye-cycle for Despatch Rider's duty.
2. The private use of the government transport on monthly payment basis will be controlled by the Council of Ministers.

Air-Conditioner:

3. a. 1 x Air-Conditioner/Cooler be used in the office chamber of the Principal.

Office-equipment:

4. The institute is authorised the following equipment :
   a. 1 x Plain paper copier;
   b. 1 x Duplicating machine;
   c. 1 x Calculator;
   d. 2 x Typewriter.

The remaining 4 x Typewriter to be handed over to the Central Stationery Office.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

STATE GUEST HOUSES(MEGHNA, PADMA AND OLD GANABHABAN)
MINISTRY OF FOREIGN AFFAIRS

FUNCTIONS:

1. To accommodate foreign guest in the State Guest House.
2. To hold important official negotiation and discussion with foreign guest and signing of Agreements, Treaties etc.

ORGANISATION

MEGHNA AND PADMA

Pers-40

1 x Comptroller
1 x Accountant-cum-Cashier
1 x Steward/House Supdt.
1 x LDA-cum-Typist
1 x Head Cook
4 x Cook
4 x Butler
6 x Room Bearer
2 x Cook Mate
3 x Telephone Operator
6 x Guard
1 x Cook Asstt.
1 x Mali
1 x MLSS
2 x Mashalchi
2 x Cleaner
1 x Room Cleaner
2 x Sweeper

OLD GANABHABAN

Pers-34

1 x Comptroller
1 x Accountant
1 x Stewardess
1 x Store Keeper
1 x House Keeper/Supervisor
2 x Butler
4 x Room Bearer
1 x Head Cook
2 x Cook
2 x Mashalchi
1 x Head Mali
3 x Cleaner
6 x Darwan/Guard
6 x Mali(To be provided by PWD)
2 x Sweeper

SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
1.	Comptroller	1	-	1
2.	Accountant-cum-Cashier	2	2	1
3.	Steward/House Supdt.	1	1	1
4.	LDA-cum-Typist	1	1	1
5.	Head Driver	1	1	-
6.	Driver	6	6	-
7.	Head Cook	1	1	1
8.	Cook	2	2	4
9.	Butler	3	3	4
10.	Room Bearer	6	6	6
11.	Cook Mate	2	2	2
12.	Telephone Operator	3	3	3
13.	Guard	6	6	6
14.	Cook Assistant	1	1	1
15.	Mali	1	1	1
16.	MLSS	1	1	1
17.	Mashalchi	2	2	2
18.	Cleaner	2	2	2
19.	Room Cleaner	1	1	1
20.	Sweeper	2	2	2
	Total	45	44	40

SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
1.	Comptroller	-	-	1
2.	Accountant	-	-	1
3.	Stewardess	-	-	1
4.	Store Keeper	-	-	1
5.	House Keeper/Supervisor	1	1	1
6.	Butler	1	1	2
7.	Room Bearer	-	-	4
8.	Head Cook	-	-	1
9.	Cook	1	1	2
10.	Mashalchi	-	-	2
11.	Head Mali	-	-	1
12.	Cleaner/Khalashi	2	2	3
13.	Darwan/Guard	2	2	6
14.	Mali (To be provided by PWD)	1	1	6
15.	Sweeper	2	2	2
	Total	10	10	34

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

The following equipment as held are authorised:

a. 4 x Air-Cooler/Air-Conditioner
b. 9 x Water Heater
c. 9 x Refrigerator
d. 2 x Water Cooler
e. 2 x Type Writer.

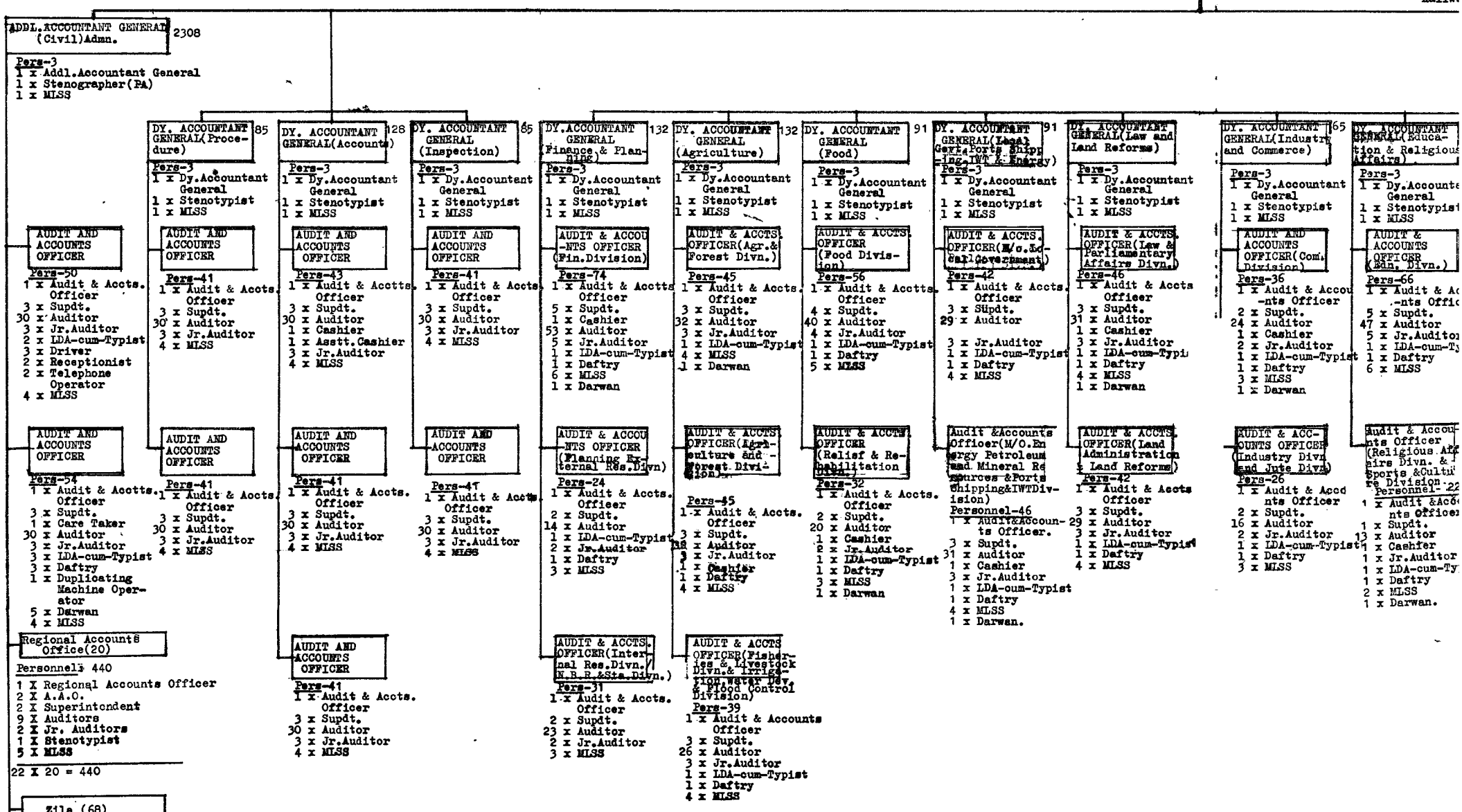
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE ACCOUNTANT GENERAL (CIVIL
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Compilation of Civil Account.
2. Preparation of Appropriation Account.
3. Preparation of Finance Account.
4. Preparation of Audit Reports.
5. Maintenance of GPF Accounts.
6. Processing of Pension cases and issue of Pension Payment Orders (P.P.Os.)
7. Fixation of Pay of the Government employees.
8. Preparation and issue of Pre-Audit Cheques.
9. Assistance to the Ministry of Finance and Planning for the Preparation of National Budget.
10. Operation and maintenance of the Accounts of the Consolidated Fund of the Government in consultation with the Bangladesh Bank, and exercising a Check and Balance on the Exchequer of the Government.
11. Disbursement of Pay and Allowances, issue of Pay Slips and calculation and maintenance of Leave Accounts of the Gazetted Officers.
12. Disbursement of Pay and Allowances of the Non-Gazetted Government employees.
13. Disbu Motor bills Devel on th Zila level
14. Reali audit bills.
15. Adjus AG (C A.G. C.M.A. Addit Railw

ORGANISATION



SUMMARY OF MANPOWER

SL.NO.	Name of Post	Sanctioned	Existing	Revised.
	Class-I			
1.	Accountant General	1	1	1
2.	Addl.Accountant General	2	2	2
3.	Dy.Accountant General	6	6	15
4.	Asstt.Accountant General	9	-	9
5.	Regional Accounts Officer	-	-	20
6.	Zila Accounts Officer/ Audit and Accounts Officer	70	77	144
	Total Class-I	88	86	191
	Class-II	192	185	241
	Class-III	2030	2398	2438
	Class-IV	200	249	450
	Total:	2510	2918	3320

ABBREVIATION

Z.A.O = Zila Accounts Office.

FFICE OF THE ACCOUNTANT GENERAL (CIVIL),
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING

13. Disbursement of contingent claims, Grants-in-aid, Motor Car, House Building, Motor Cycle etc. Advance bills, Development Fund on Claims of different Development Projects including issue of authorities on the Grants-in-aid and Development claims to the Zila Accounts offices for Payments at Zila levels.

14. Realisation of Revenues of Government by enforcing audit control over the Suppliers and Contractors bills.

15. Adjustment and sending of Exchange Accounts between AG (Civil) and different Account Circles i.e. between A.G. (Civil) and A.G. (Works and WAPDA) A.G.(PT&T), C.M.A., Dhaka, C.M.A.(O), C.N.A., C.A.F.A., C.O.F.A., Additional A.G.(Foreign Affairs) and Bangladesh Railways.

16. Maintenance of Pre-Audit Cheque Accounts with reference to Cheques issued and Cheques paid by the Bangladesh Bank and reconciliation thereof.

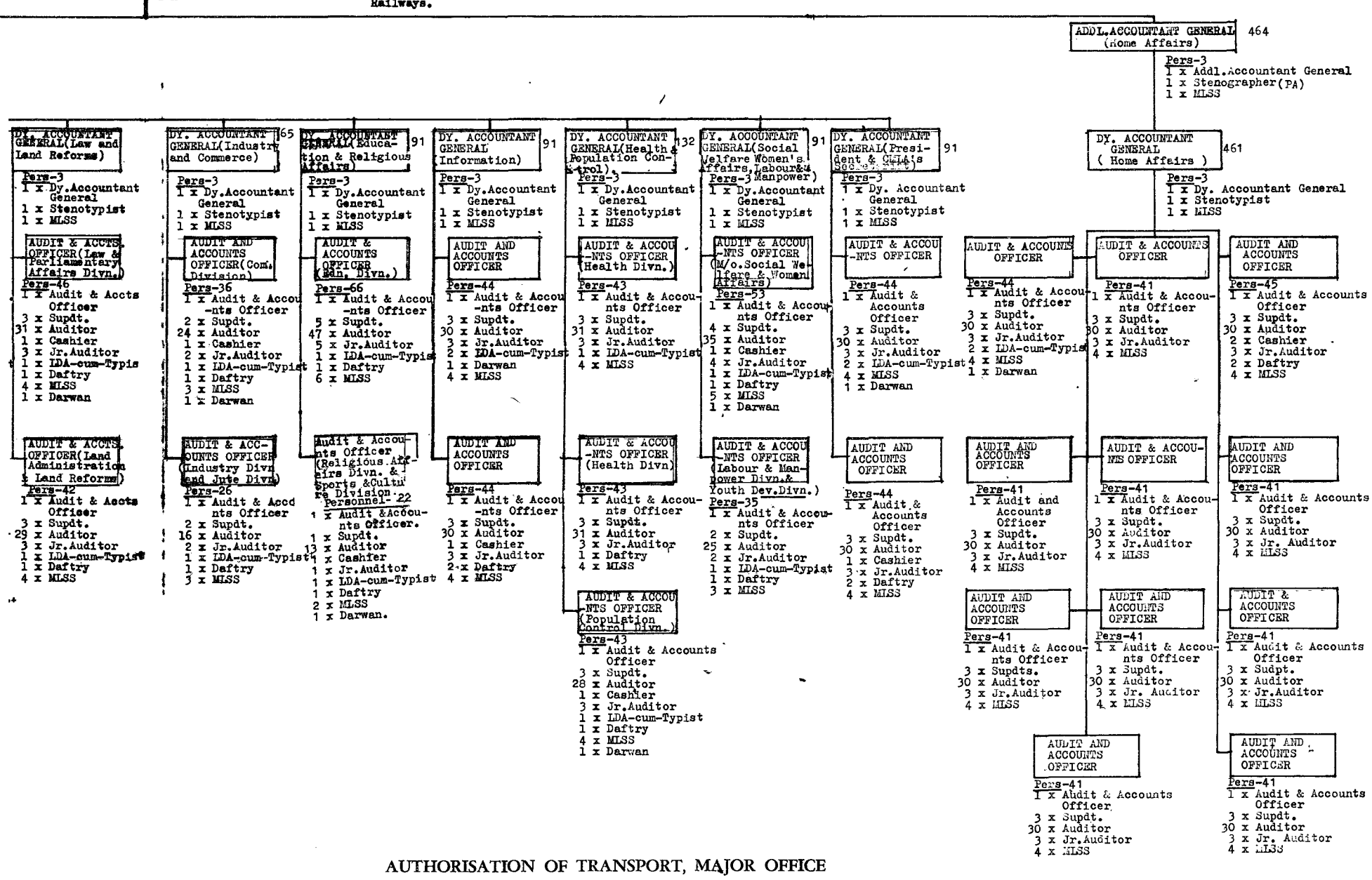
17. Verification of figures and reconciliation of figures with different Departments.

18. Maintenance of Broad Sheets of GPF, House Building, Motor Car, Motor Cycle, Cycles, Municipal Fund, Local Fund, Zila Fund, Port Fund etc.

19. Interpretation of Government Rules and Orders and making of correspondence with different Ministries and the Ministry of Finance and Planning.

20. Preparation and maintenance of History of Services of the Gazetted Officers.

ORGANISATION



AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport

1. The Office is authorised:
   a. 1 x Car
   b. 1 x Microbus
   c. 1 x Mini Moke
2. a. Private use of transports will be as per Government Instructions issued from time to time.
   b. 1 x Jeep to be sent to the Government Transport Pool.
3. Air-Conditioner/Coolers:
   2 x Air-cooler for the PABX Room.
4. Office Equipment: The following office equipment are authorised to the Department.
   a. 1 x Plain Paper Copier.
   b. 1 x Duplicating Machine.
   c. 47 x Typewriters.
   d. 122 x Calculators.
5. Accommodation, transports and other facilities will be provided to the Audit and Accounts Officer by the respective Ministries.
6. The existing staff of the Zila Treasuries and Sub-Treasuries will merge with Zila/Upazila Accounts Offices when reorganised.
7. The existing set up of 20 Zila Accounts Office will continue to work till such time as the subdivisions are reorganised.
8. As per Govt's latest policy to Departmentalise Accounts, the Accounts and Audit Officers and Staff will be separated under arrangement of Finance Division and implementation of the Set up is stayed.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE AC
(WORKS, WATI
FINANCI
MINISTRY OF FINA

FUNCTIONS:

1. Audit of expenditure and receipt and maintenance of accounts under the following heads of accounts:

   a. Receipt:

      XXIII-Irrigation, Navigation, Embankment and Drainage works.
      XXVIII.-Public Health.
      XXXIX-Civil Works.
      XLIV-Receipts in aid of superannuation (relevant portion).

   b. Expenditure:

      18- Other Revenue Expenditure financed from Ordinary Revenues.
      26- Audit (Relevant Portion).
      39- Public Health.
      44- Aviation (ADA Portion).
      50- Civil Works.
      55- Superannuation allowances and Pensions (Relevant Portion).
      55A-Commutation of Pension Financed from Ordinary Revenue(Relevant Portion).
      72A-Capital Outlay on Civil Aviation (ADA Portion).
      78- Initial Expenditure on Capital.
      80- Town Development Schemes.
      81- Capital Account of civil works outside the Revenue Account.
      82- Capital Account of other works outside the Revenue Account.
      83- Payments of Commuted value of Pensions (Relevant Portion).

2. Audit and accounts of relevant Debt., Deposit, Loans and advances heads.
3. Local audit of the head and unit/branch offices of Water Development Board, Power Development Board, Rural Electrification Board, Water and Sewerage Authority (Dhaka and Chittagong), Airport Development Agency, Dhaka Improvement Trust, Chittagong, Rajshahi and Khulna Development Authorities.

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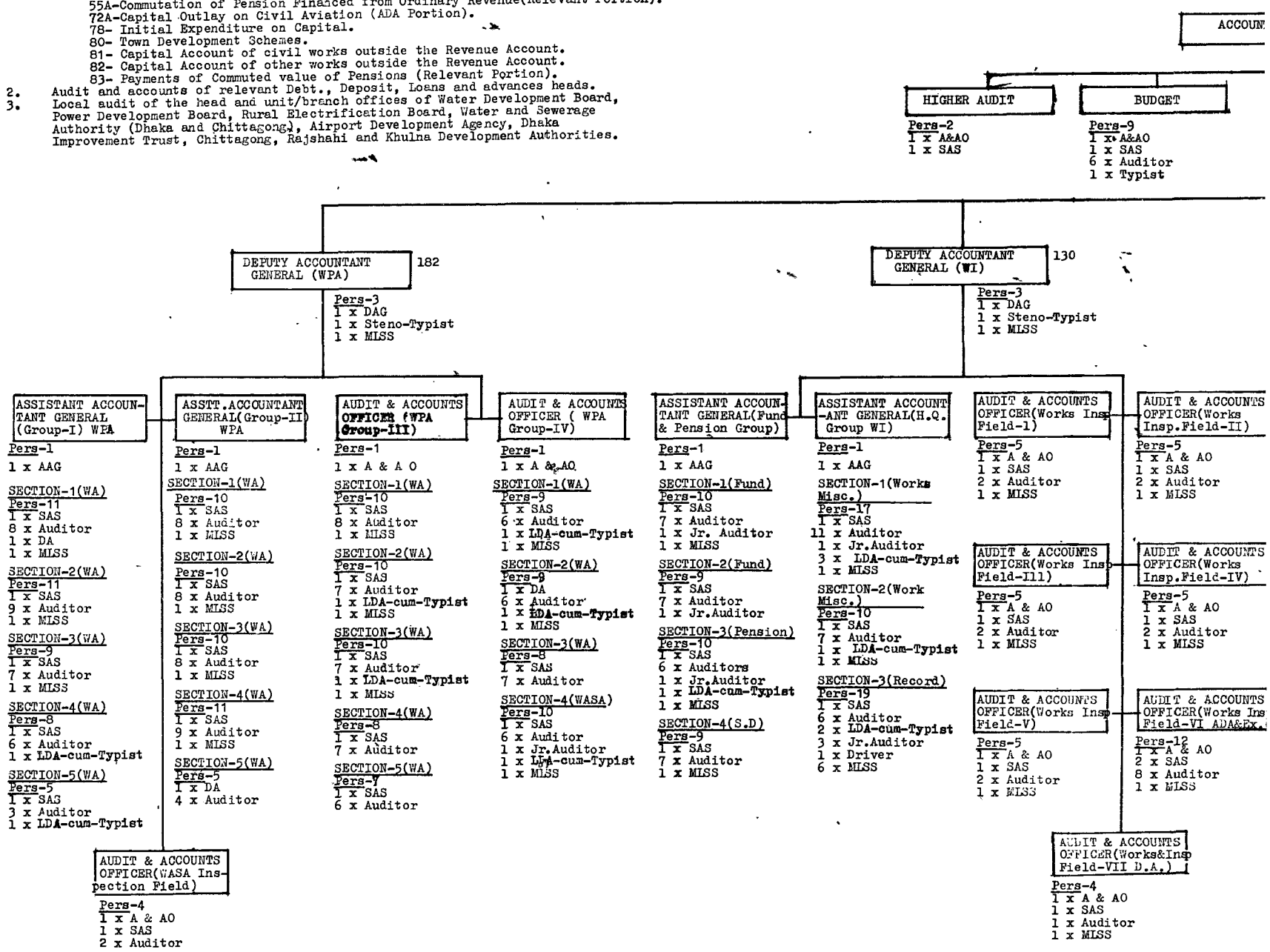


SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
	CLASS-I			
1.	Accountant General	1	1	1
2.	Additional Accountant General	1	1	1
3.	Deputy Accountant General	4	4	4
4.	Assistant Accountant General	4	Nil	4
5.	Audit & Accounts Officer	29	32	29
	Total Class-I	39	38	39
	CLASS-II			
6.	SAS/Superintendent	63	63	68
	CLASS-III	458	440	452
	CLASS-IV	62	62	62
	GRAND TOTAL	622	603	621

4. Pre-audit of claims of pay and allowances and contingencies of the offices mentioned earlier and also personnel of Ministry of Works.

5. Finalisation of Pension, Commutation, Compassionate gratuity cases of offices mentioned earlier and also personnel of Ministry of Works.

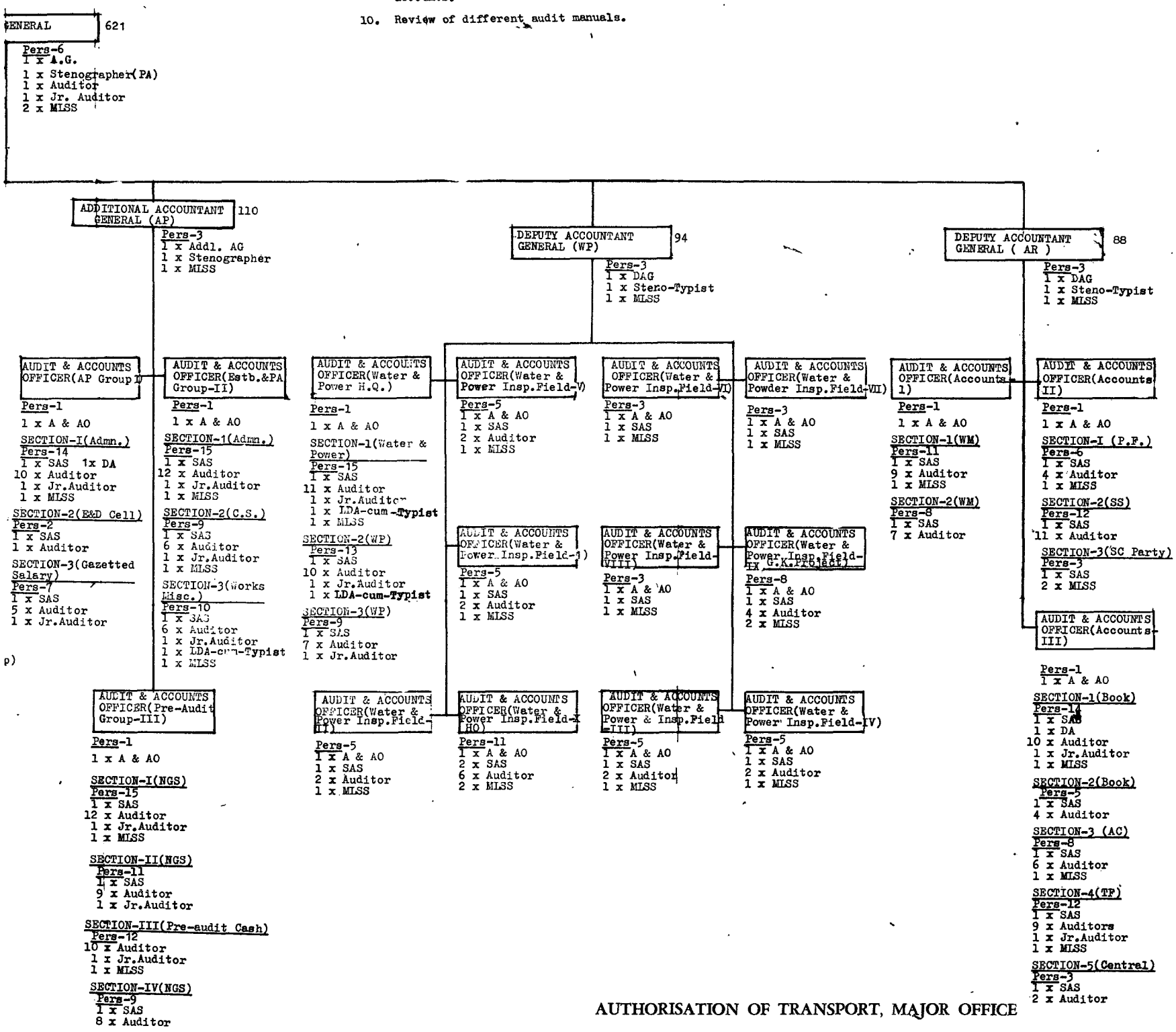
6. Maintenance of G.P.F. accounts.

7. Preparation of audit reports and commercial accounts of autonomous and semi-autonomous bodies.

8. Preparation and finalisation of draft paras relating to irregular expenditure of government organisations and autonomous bodies.

9. Issue of audit notes and objection statements after post-audit of divisional accounts.

10. Review of different audit manuals.



AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The office is authorised:
   a. 1 x Car
   b. 1 x Microbus
   c. 1 x Motor Cycle for DR duty.
2. Private use of transport will be as per Govt.instruction issued from time to time.
3. Office equipment : The following office equipments may be authorised to the Department :
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine.
   c. 24 x Typewriters.

ABBREVIATIONS

A&AO	: Audit and Accounts Officer.
AP	: Administration and Pre-audit
AR	: Accounts and Report
DA	: Development Authority
E&D	: Efficiency and Discipline
GS	: Gazetted Salary
HO	: Head Office
NGS	: Non-Gazetted Salary
PF	: Pay Fixation
RM	: Review Manual
SAS	: Sub-ordinate Accounts Service
SC	: Suspense Clearance
SD	: Supply and Development
SS	: Staff Salary
WA	: Works Audit
WI	: Works Inspection.
WP	: Water and Power
WPA	: Work Post Audit
WM	: Work Miscellaneous.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

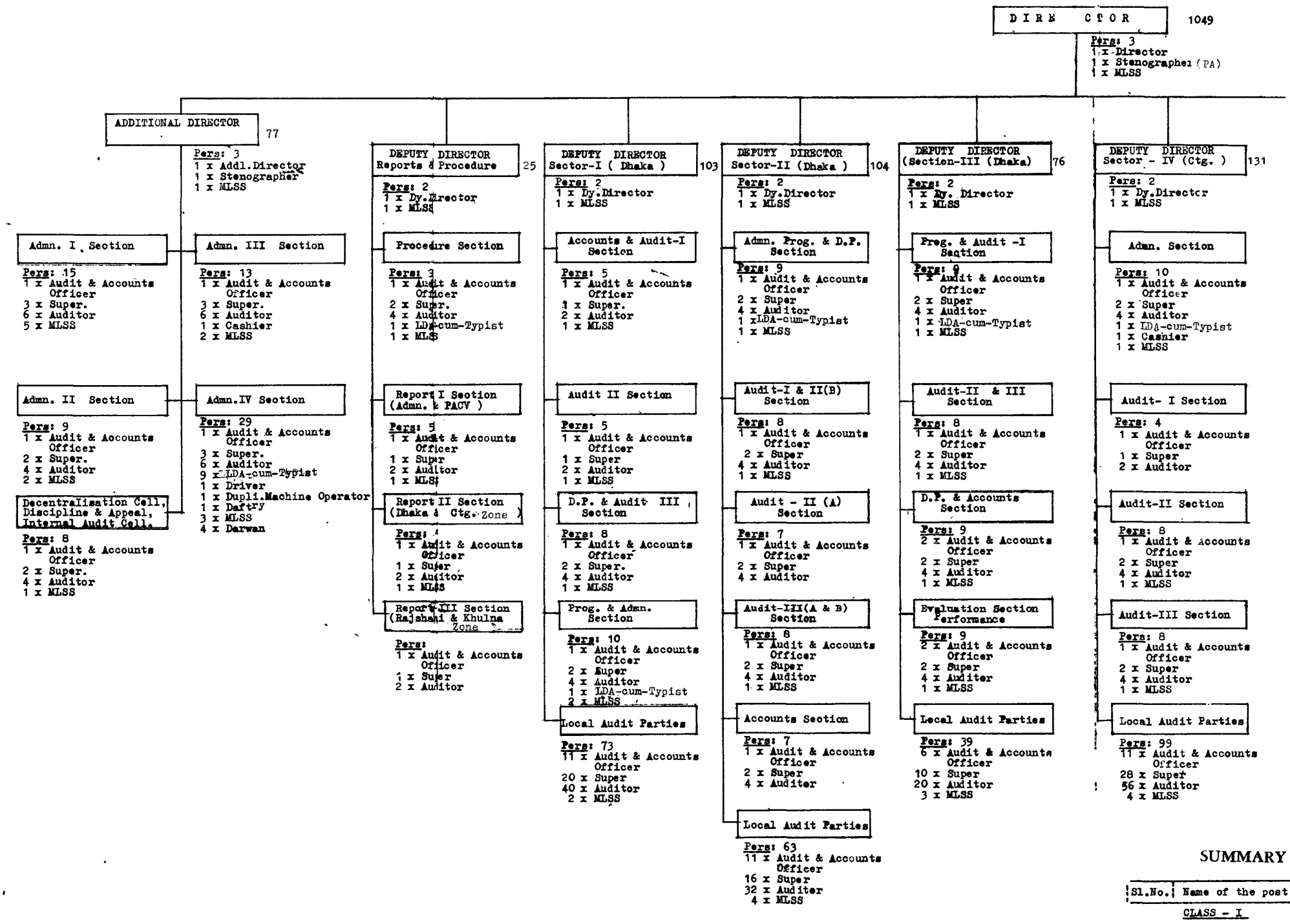
OFFICE OF THE DIRECTOR, COMMERCIAL AUDIT
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Local audit of the initial accounts of Government Commercial Undertakings, Statutory Corporations, all Financial Institutions and Nationalised Industries. The results of these local inspections are reflected in Local Audit Reports. Serious financial irregularities coming to notice are included in the Audit Report of the Comptroller and Auditor-General of Bangladesh.

2. Audit of Final Accounts of above organizations and preparation of Audit comments on those Accounts.

ORGANISATION



SUMMARY OF

Sl.No.	Name of the post
	CLASS - I
1.	Director
2.	Addl. Director
3.	Deputy Director
4.	Assistant Director
5.	Audit & Accounts Office
	Total =
	CLASS -II
6.	SAS Superintendent
	CLASS- III
	Total Class- III
	CLASS - IV
	Total Class-IV
	Grand Total

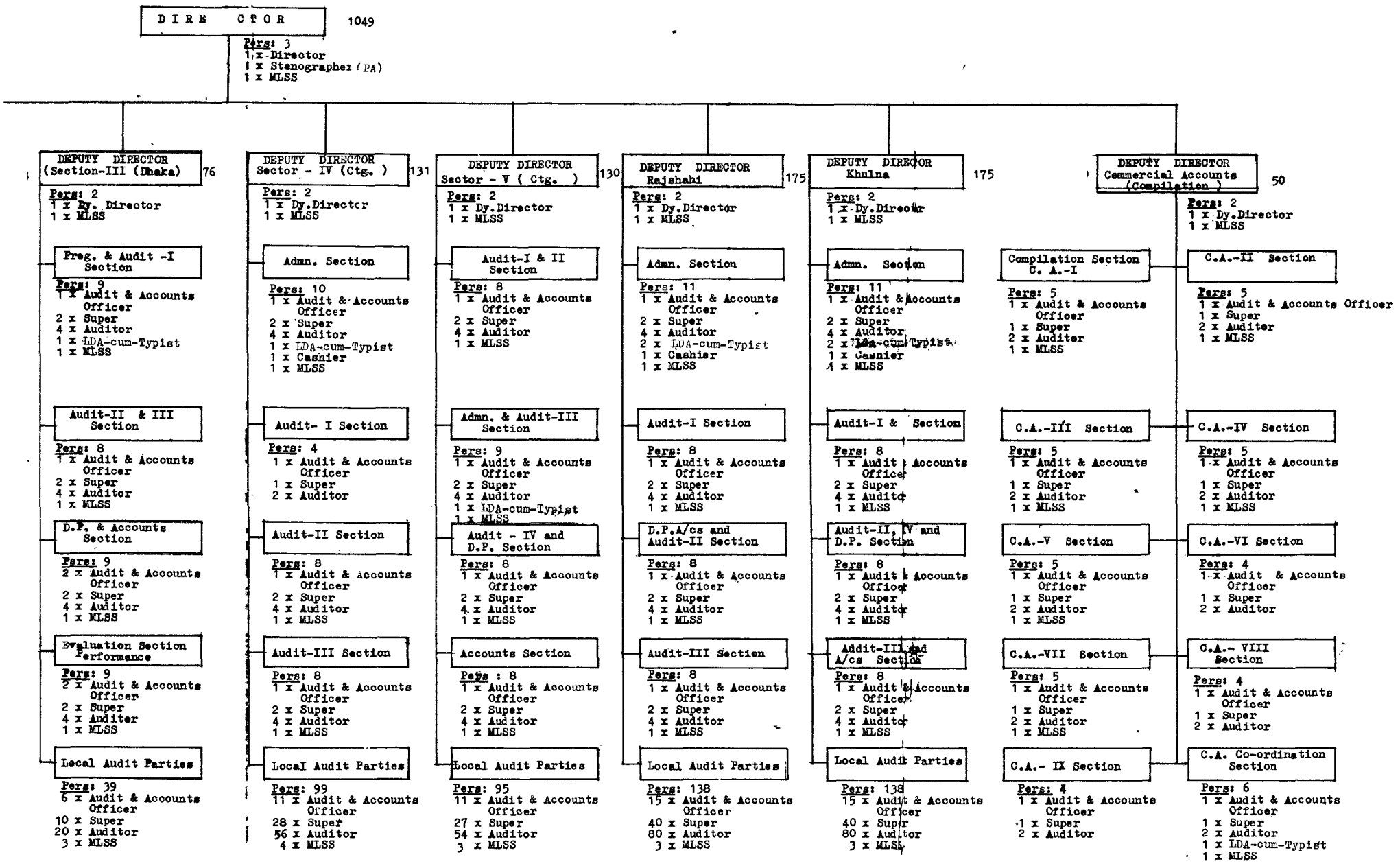
ICE OF THE DIRECTOR, COMMERCIAL AUDIT
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING

3. Preparation of the compilation entitled " ommercial Accounts and Audit Report " of the Comptroller and Auditor-General of angladesh on the basis of the audited final accounts and audit comments thereon.

4. Preparation of General Financial Statement incorporating a summary of the accounts of the statutory authorities, public enterprises and nationalised industries.

5. Examination of the accounting procedures, inancial regulations and form of accounts etc. of the Government Commercial undertakings nd other institutions under audit jurisdiction of this department and review of the work f External and Internal Auditors.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
	CLASS - I			
1.	Director	1	1	1
2.	Addl. Director	1	1	1
3.	Deputy Director	9	9	9
4.	Assistant Director	1	-	-
5.	Audit & Accounts Officer	130	120	130
	Total =	142	131	141
	CLASS -II			
6.	SAS Superintendent	270	246	264
	CLASS- III			
	Total Class- III	643	383	557
	CLASS - IV			
	Total Class-IV	102	87	87
	Grand Total =	1157	847	1049

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The office is authorised the following transports:
   a. 1 x Car for official use of the officers.
   b. 1 x Microbus and 1 x Motor Cycle for official use /D.R. duties respectively.
2. Private use of transport will be as per Govt. instructions issued from time to time.
3. Office Equipment : The office is authorised the following equipment :
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine
   c. 1 x Typewriter per Stenographer/Stenotypist/LDA-Cum-Typist
   Excess Typewriter will be handed over to the Central Stationery Office.

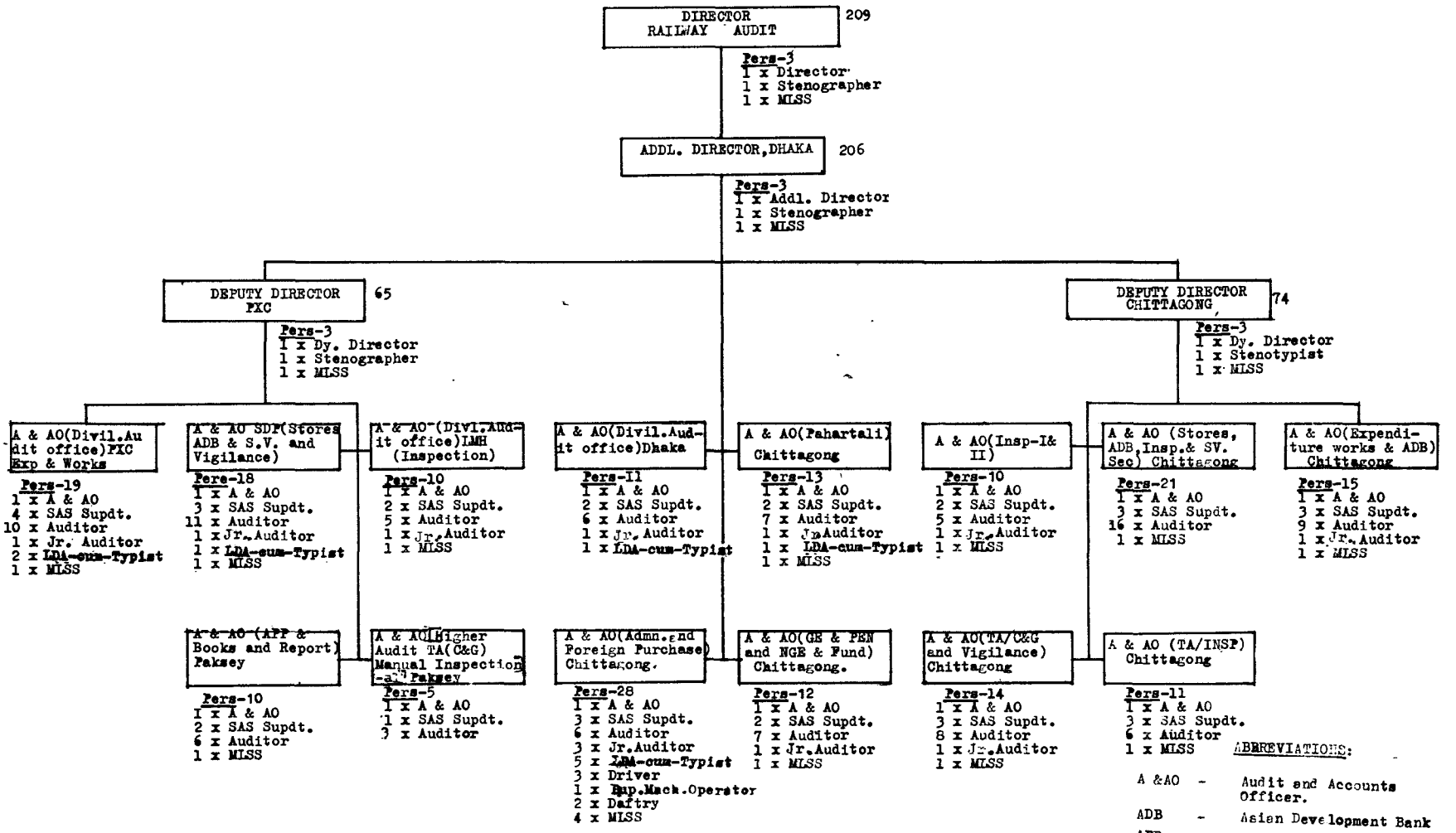
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE DIRECTOR, RAILWAY AUDIT
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. To conduct audit of accounts maintained by the Railway Accounts office located at Chittagong, Dhaka, Saidpur, Lalmonirhat and Paksey.
2. To carry out audit inspection of all railway stations, executive and accounts offices of the railway.
3. To carry out special investigation.
4. To audit the annual accounts of the railway.
5. To compile and edit railway audit reports.
6. To Audit the Accounts of Railway Divisions.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Addl.Director	1	1	1
3.	Deputy Director	2	2	2
4.	Audit and Accounts Officer	14	14	14
	Total	18	18	18
	Class-II			
5.	SAS Superintendent	35	35	35
6.	Class-III	135	117	135
7.	Class-IV	21	21	21
	GRAND TOTAL	209	191	209

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Office is Authorised:
   a. 1 x Car
   b. 1 x Microbus
   c. 1 x Motor cycle for DR duty.
2. Use of transport will be as per Government instructions issued from time to time.
3. Office equipment: The following office equipment may be retained by the Department.
   a. 1 x Duplicating Machine.
   b. 2 x Calculators
   c. 12 x Typewriter.

ABBREVIATIONS:

A &AO	-	Audit and Accounts Officer.
ADB	-	Asian Development Bank
APP	-	Appropriation Accounts
C&G	-	Coaching and Goods
GE	-	Gazetted establishment
LMH	-	Lalmonirhat
NGE	-	Non-Gazetted establishment
PHT	-	Pahartali
PXC	-	Paksey
SAS	-	Sub-Ordinate Accounts Service
SDP	-	Saidpur
SV	-	Stock Verification
T.A.	-	Traffic Audit

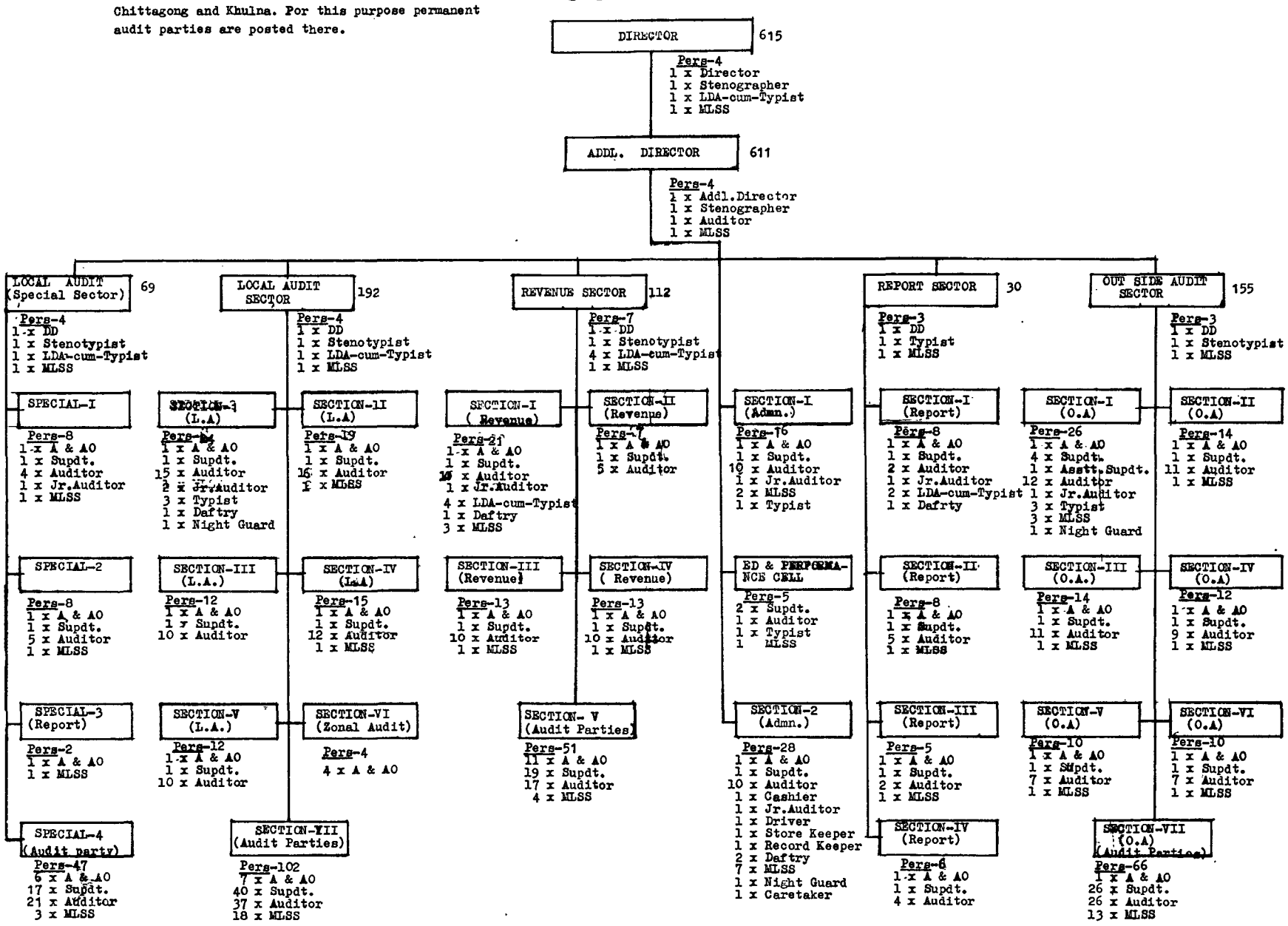
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE DIRECTOR, LOCAL AND REVENUE AUDIT
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. To conduct audit of Government offices, statutory and local bodies throughout the country. The audit is conducted up to local levels by 107 audit parties.
2. To conduct special audit from time to time as required by the Government special audit parties which are formed for this purpose.
3. To conduct concurrent audit of Sea Customs, Chittagong and Khulna, 6 Universities, Port Trust Authorities, Chittagong and Khulna. For this purpose permanent audit parties are posted there.
4. Preparation of General Financial statements incorporating summary of the accounts of statutory public authorities, local and autonomous bodies for the last preceeding year for submission to the President of Bangladesh.
5. Submission of the audit reports to the Comptroller and Auditor-General for placement before Public Accounts Committee.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of posts	Sanctioned	Existing	Revised
	Class-I			
1.	Director-General	1	1	-
2.	Director	-	-	1
3.	Addl.Director-General	1	1	-
4.	Addl. Director	-	-	1
5.	Deputy Director-General	5	5	-
6.	Deputy Director	-	-	5
7.	Audit & Accounts Officer	53	53	53
	Total Class-I	60	60	60
	Class-II			
8.	S.A.S.Superintendent	130	130	130
	Total Class-II	130	130	130
	Total Class-III	348	265	347
	Total Class-IV	131	74	78
	GRAND TOTAL	669	529	615

Note: All "Typists" to be read as "LDA-cum-Typists".

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The office is to retain.
   a. 1 x Car for official use.
   b. 1 x Microbus.
   c. 1 x Motor Cycle for D.R.duty.
2. Use of transport will be as per Govt. Instructions issued from time to time.
3. Office equipment: The following office equipment may be retained by the office.
   a. 1 x Duplicating Machine.
   b. 19 x Calculating Machine.
   c. 1 x Typewriter per Stenographer/Stenotypist/Typist. Ratio of Bengali and English Typewriter will be 90:10. Excess typewriters will be handed over to the Central Stationery Office.
4. Miscellaneous: The post of Director General, Addl.Director General & Deputy Director General have been redesignated as Director, Addl.Director and Deputy Director in the same scale of pay.

ABBREVIATIONS

A & AO : Audit & Accounts Officer
ADDL. : Additional
DD : Deputy Director
LA : Local Audit
OA : Outside Audit.

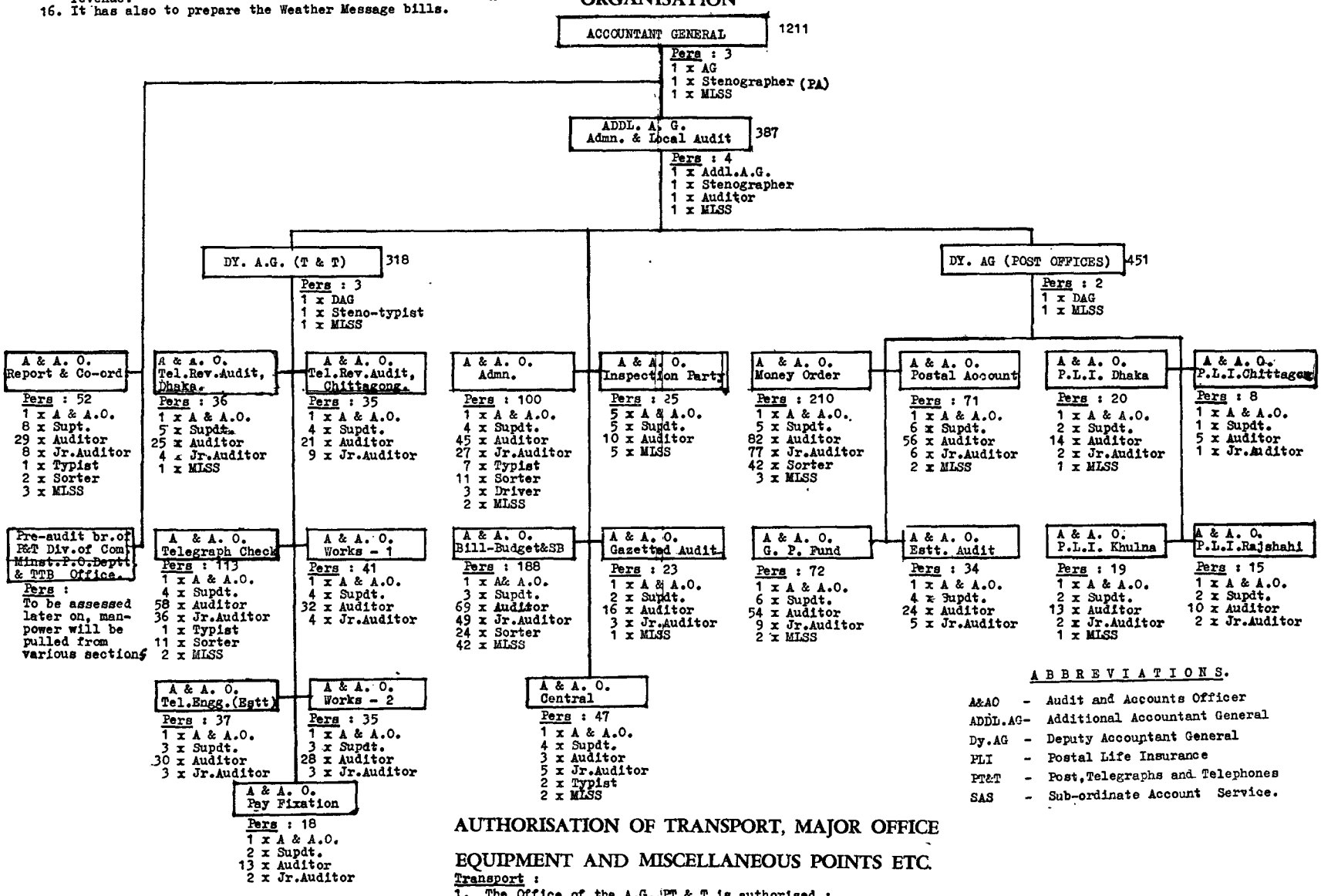
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE ACCOUNTANT GENERAL
P.T. & T, BANGLADESH, DHAKA
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Compilation of Accounts relating to 99 disbursing offices of Post Office Department and T & T Board.
2. Post-audit of bills and vouchers received from those disbursing offices.
3. Pre-audit of P.L.I. issue case and payment.
4. Audit of expenditure of revenue and capital budget of both the Departments.
5. Fixation of pay of officials of Post Office Department and T & T Board.
6. Issue of pay slip.
7. Conducting of local inspection by sending audit teams to various accounting offices.
8. Conducting concurrent audit of telephone revenue and Postal Life Insurance by posting concurrent audit parties.
9. Audit of Message revenue, adjustment with foreign telegraphs and radio stations.
10. This office has to prepare accounts and to determine the loss or gain inspect of all International Telegraphs of London, Manila, Rome, Hamburg, Moscow, Tokyo and Bern with Dhaka.
11. It has to prepare accounts after proper audit of all coastal Radio Telegrams from Ships booked for Chittagong and Chalna and to present claims and collect dues from almost 100 parties (Ship owners) throughout the world.
12. It has also to prepare revenue figures of all Foreign Telegraphs determine the loss or gain thereof.
13. Audit of all Inland Telegraphs, book-adjustment of cost of all Government Departmental Telegraphs, checking of all Telegraph Revenue received for all Telegraphs office including all S.T.D. and combined offices throughout the country.
14. It has to preserve message for presentation to the Court of Law and Departmental authorities.
15. It has also to prepare accounts of press bills and collect the revenue.
16. It has also to prepare the Weather Message bills.
17. It deals with Telegraphs Engineering Works relating to installation of wires and cables on the properties leased out by the Railways to the T & T Board and in this connection, this office has to prepare and audit the railway bills. It has also to prepare :
    (a) Guarantee bills.
    (b) Canal bills.
    (c) Teleprinter bills.
18. It deals with the audit and account works expenditure bills relating to Telegraphs, Telephones and Wireless branches. This expenditure consists of constructions, re-constructions, maintenance work. It has also to scrutinise cash schedule dockets with works expenditure bills for detection of excess unapproved irregular expenditure.
19. Money Order : This office receives the issued and paid vouchers of Money Orders from home and abroad. These vouchers are to be sorted out and necessary audit is conducted. Totalling of the amount of issue list and paid list, preparation of summaries by computer machines. Sorting of vouchers in three stages i.e. mixing, counting and serialing Debit checking of paid voucher with issue lists
20. S.B.Accounts : This office deals with the calculation of interest of about 7 lac Saving Accounts and bonus on saving certificates, P.L.I. funds and cash certificates.
21. Custom Duty : This office deals with the Custom Duty transaction. The main function in this respect is to audit the money collected through the delivery of foreign mails, parcel bills and letter mails by Post Office Department throughout the country.
22. Pre-audit of the P & T Division of Communication Ministry, D.G. Bangladesh Post Office, offices of the Post Masters General, Dhaka, Chittagong, Khulna and Rajshahi; office of the General Manager, P.L.I. Dhaka and Rangpur; Director of P.L.I. Dhaka, Chittagong, Khulna and Rajshahi under the Postal Department; and office of the Chairman, T & T Board, Office of the General Manager (Dev.) Dhaka, Office of the General Managers, Tele-Communication at Dhaka, Chittagong, Khulna and Rangpur; office of the General Manager, Long Distance, Dhaka and Telegraph Stores and Workshop, The Concurrent audit of Post Office Savings Bank transaction of all Head Post Offices will also be conducted by posting concurrent audit parties.

ORGANISATION



ABBREVIATIONS.

A&AO	-	Audit and Accounts Officer
ADDL.AG	-	Additional Accountant General
Dy.AG	-	Deputy Accountant General
PLI	-	Postal Life Insurance
PT&T	-	Post, Telegraphs and Telephones
SAS	-	Sub-ordinate Account Service.

SUMMARY OF MANPOWER

Sl. No.	Name of the Post	Sanctioned	Existing	Revised
	Class-I			
1.	Accountant General	1	1	1
2.	Addl.Accountant - General	1	1	1
3.	Dy.Accountant General	2	2	2
4.	Audit & Accounts Officer	25	24	25
	Total =	29	28	29
	Class-II			
5.	SAS Superintendent	79	69	79
	Class-III Staff	1051	962	1032
	Class-IV Staff	71	71	71
	Grand Total =	1230	1130	1211

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The Office of the A.G., PT & T is authorised :
   a. 1 x Car for official use.
   b. 1 x Microbus for official use.
   c. 1 x Motor Cycle for Despatch Rider duty.
   d. Private use of transports will be as per Govt. Instructions issued from time to time.
2. Air-Conditioner/Cooler : The Department holds 2 x air-conditioners which are installed for Comptometers. These may be authorised to the Department.
3. Office Equipment : The following office equipment may be retained by the Department:
   a. 11 x Comptometer, 2 x Adding Machines and 27 x Calculators.
   b. 1 x Duplicating Machine
   c. 11 x Typewriters.
   d. 17 x Accounting Machines.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF AUDIT (DEFENCE SERVICES)
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

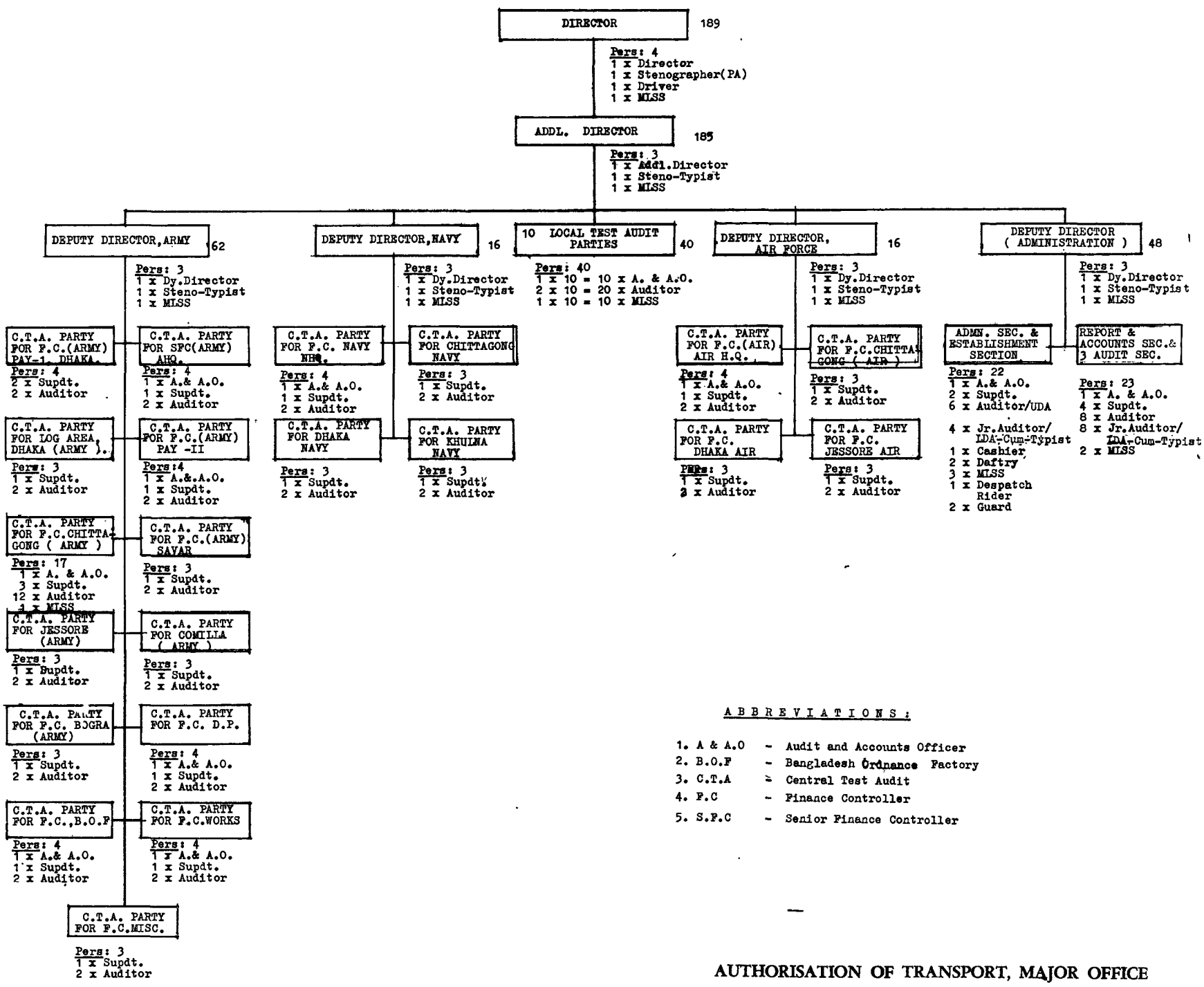
1. To carry out concurrent audit of Defence Services as prescribed by Comptroller and Auditor General.

2. To carry out test audit of all expenditures, receipts and accounts of stores.

3. To carry out concurrent audit of Defence Services and Defence Finance Department through local audit parties.

4. To represent Comptroller and Auditor General and shall audit all sanctions of the Ministry of Finance relating to the Defence Services and shall scrutinise all codes and regulations issued for the purpose.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
	Class - I			
1.	Director	1	-	1
2.	Addl. Director	1	-	1
3.	Deputy Director	4	2	4
4.	Asstt.Director/A.&A.O.	20	5	20
	Class-I Total	26	7	26
	Class-II Total	30	10	30
	Class-III Total	111	30	108
	Class-IV Total	29	4	25
	GRAND TOTAL	196	51	189

ABBREVIATIONS:

1. A & A.O - Audit and Accounts Officer
2. B.O.F - Bangladesh Ordnance Factory
3. C.T.A - Central Test Audit
4. F.C - Finance Controller
5. S.F.C - Senior Finance Controller

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate is authorised :
   a. 1 x Car
   b. 1 x Microbus
   c. 1 x Motor Cycle for Despatch Rider.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipment are authorised to the Department:
   a. 1 x Duplicating Machine.
   b. 13 x Typewriters.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE DIRECTOR
AUDIT AND ACCOUNTS TRAINING ACADEMY
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

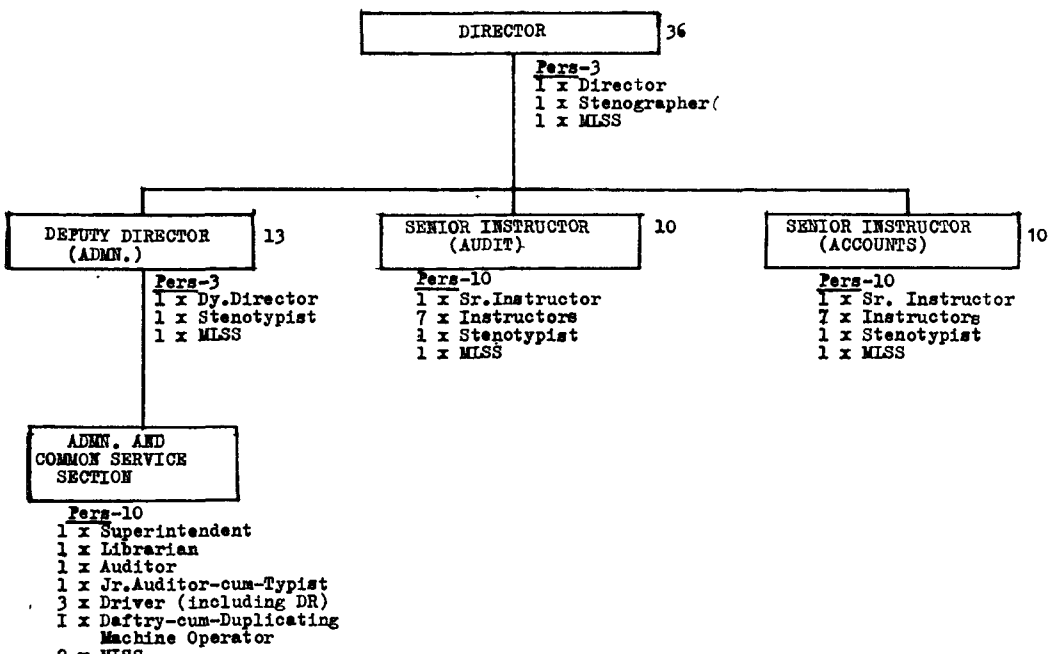
1. Imparting training to the directly recruited B.C.S. (Finance:Audit and Accounts) Officers, Subordinate Accounts Service Part I and II trainees, the Auditors, the Junior Auditors and the Treasury Staff.

2. Conducting orientation courses to the mid-level officers of the Audit Department.

3. Organising international seminars on Audit and Accounts, such as ASOSAI (Asian Organisation of the Supreme Audit Institutions), etc.

4. Publication of the journal, "Government Audit".

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of posts	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Deputy Director(Admn.)	1	1	1
3.	Senior Instructor	2	2	2
4.	Instructor(Audit and Accounts Officer)	14	14	14
	Total	18	18	18
	Class-II			
5.	S.A.S.Superintendent	4	4	1
6.	Librarian	1	-	1
	Total Class-II	5	4	2
	Total Class-III	8	6	9
	Total Class-IV	10	7	7
	GRAND TOTAL	41	35	36

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Academy is authorised:
   a. 1 x Jeep for official use of the head of the Academy.
   b. 1 x Microbus Ex-Govt. Transport Pool for official use by officers.
   c. 1 x Motor Cycle (For DR Duty).
2. Use of transport will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipment may be retained by the Academy.
   a. 1 x Plain Paper Copier.
   b. 1 x Duplicating Machine.
   c. 5 x Typewriters.
4. 1 x Plain Paper Copier to be deposited with the central stationery office.

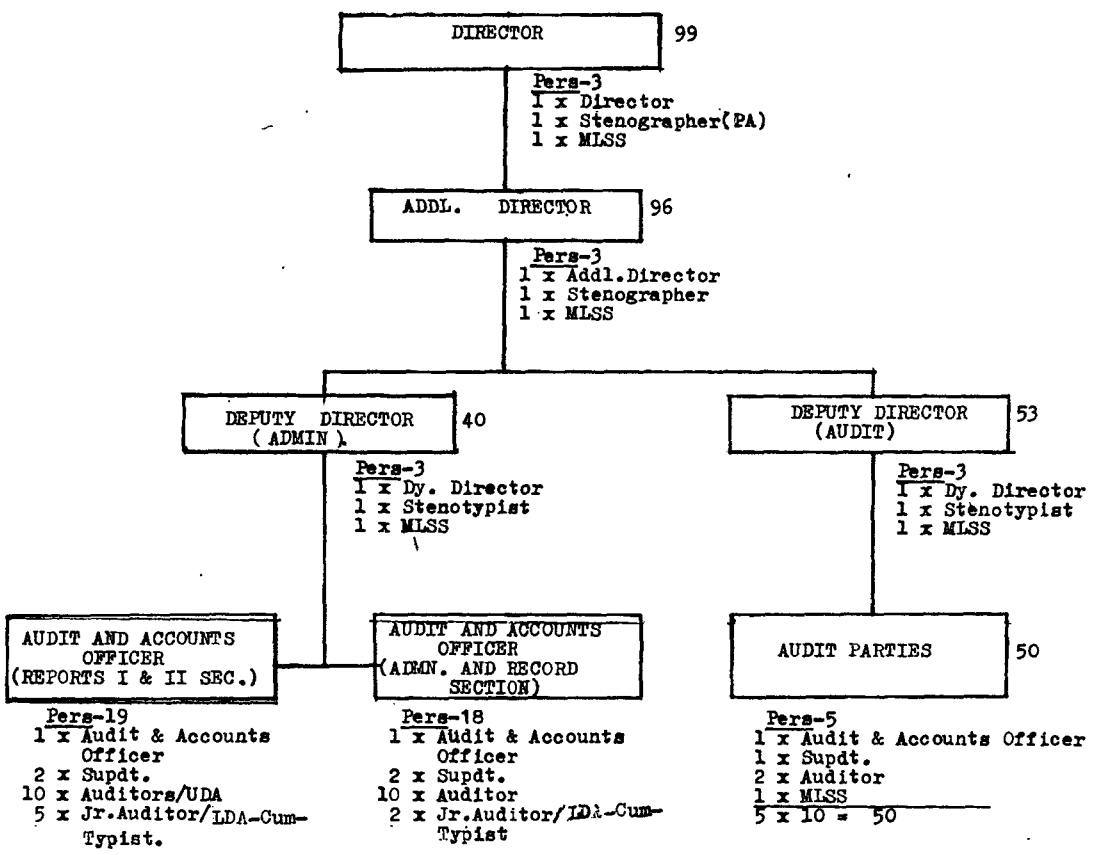
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF AUDIT, FOREIGN AIDED PROJECTS
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Conducting local audit of all Foreign-Aided Projects in Bangladesh and issue audit reports thereon.
2. Issuance of audit certificates on the project accounts to the Government and other authorities as prescribed by the Government.
3. Conducting audit of all loans, grants and aids received from various aid-giving agencies and other friendly countries.
4. Maintaining liaison with the aid-giving agencies and the Government in all matters relating to audit.
5. Providing financial advice to the foreign-aided projects in maintenance of their accounts.
6. Prescribing manner and forms in which the project accounts would be maintained.
7. Arrangements for imparting training to the project accounts people to improve quality of project accounts.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of posts	Recommended Set-up
	Class-I	
1.	Director	1
2.	Addl. Director	1
3.	Deputy Director	2
4.	Audit and Accounts Officer	12
	Total Class-I	16
	Class-II	14
	Class-III	52
	Class-IV	17
	GRAND TOTAL	99

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate is authorised:

   a. 1 x Car
   Private use

2. [illegible] of Transport will be as per Government Instructions issued from time to time.

3. Office equipment: The following office equipment is authorised to the Department :

   a. 1 x Plain Paper Copier.

   b. 8 x Typewriter.

   c. 1 x Duplicating Machine.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE ADDITIONAL ACCOUNTANT GENERAL, FOREIGN AFFAIRS

FINANCE DIVISION

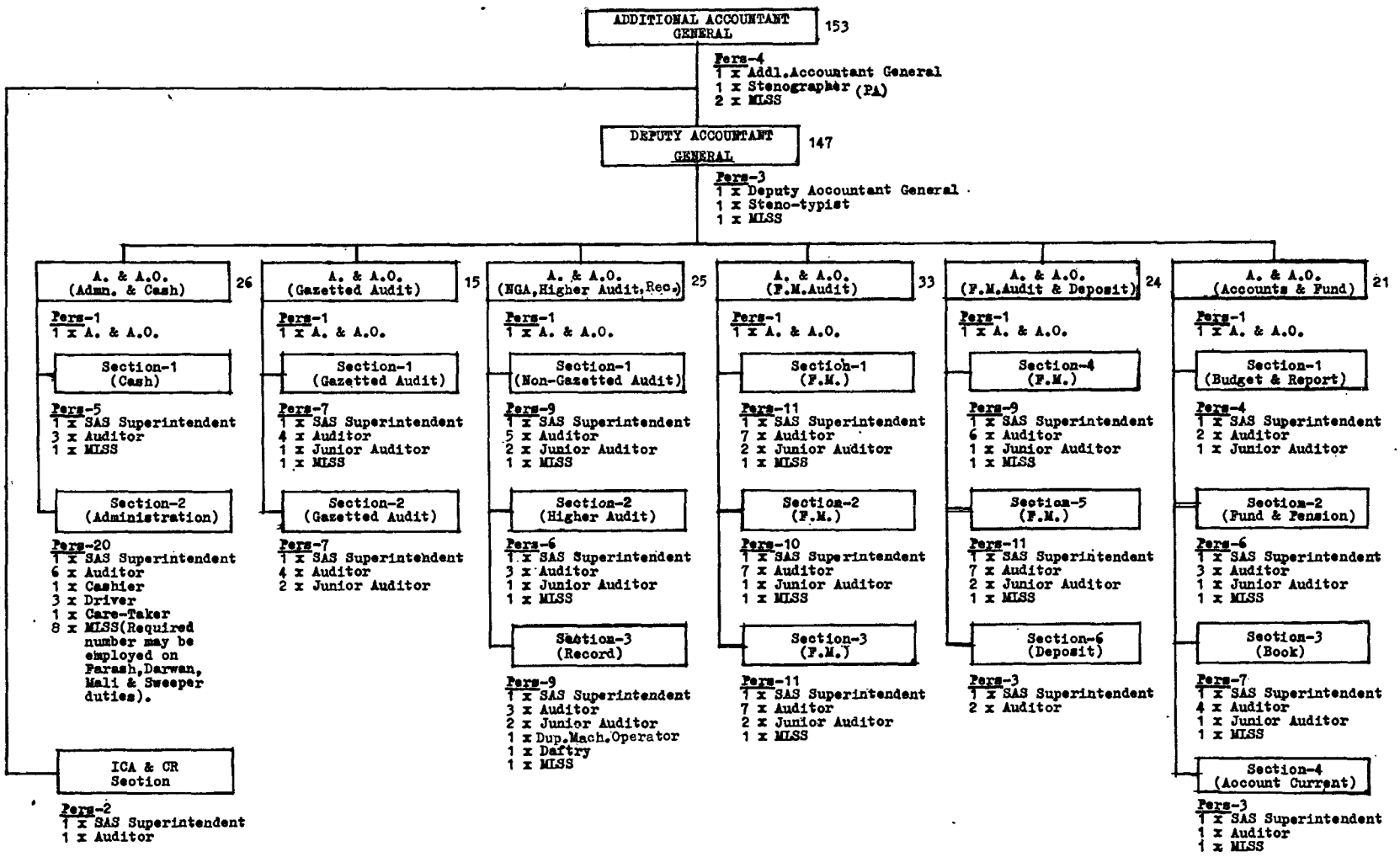
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS

1. This office is responsible for Appropriation Audit and preparation of Appropriation Accounts and Finance Accounts.
2. This office is responsible for exchange/settlement accounts with other Accounts Circle.
3. All payments in Bangladesh in repeat of the Foreign Ministry and Missions abroad are made through Pre-Audit Cheques by this office.
4. This office is responsible for maintenance of General Provident Fund accounts in respect of the Officers and staff under its audit control.
5. This office is responsible for maintenance of Accounts of all loans and advances for all officers and staff under its audit control.
6. This office is responsible for the settlement of Pension and Gratuity cases of all the retired officers and staff under its audit control.
7. All the Missions abroad has an imprest account with an authorised Bank. The Additional Accountant General, Foreign Affairs, is responsible to replenish the funds on receipt of their monthly cash accounts.

   Special remittances to the Missions abroad are made by the Additional Accountant General as and when sanctioned by the Government.
9. The Additional Accountant General is responsible for preparation and submission of budget as a separate Accounts Circle.
10. This office is responsible for Audit of all sanctions and financial orders issued by the Government.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of posts	Sanctioned	Actual	Revised
	Class-I			
1.	Addl.Accountant General	1	1	1
2.	Dy.Accountant General	1	1	1
3.	Audit and Accounts Officer	6	6	6
	Total:-	8	8	8
	Class-II			
4.	SAS Superintendent	13	10	18
	Class-III	122	103	103
	Class-IV	26	24	24
	Grand Total:-	169	145	153

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Office is authorised:
   a. 1 x Car for official use for the officers.
   b. 1 x Micro-bus, 1 x Motor Cycle for DR duties.
2. Private use of transports will be as per Instructions issued from time to time.
3. Office equipment: The office may retain the following equipment :
   a. 1 x Plain Paper Copier.
   b. 1 x Duplicating Machine.
   c. 6 x Calculating Machine.
   d. 17x Typewriter.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

ABBREVIATIONS.

A&AC - Audit and Accounts Officer
F.M. - Foreign Mission
ICA&CR - Internal Check Accountant and Cheque Register
SAS - Sub-ordinate Accounts Service.

OFFICE OF THE DIRECTOR, MISSION AND UNITED NATIONS AUDIT, DHAKA
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

a. The functions in respect of audit of the accounts and evaluation of performance of Embassies, High Commissions, Trade Commissions, Nationalised Bank branches, Nationalised Enterprises and Biman offices relating to the following :

(1) Preparation of Budget both in local and foreign currencies to meet the statutory obligations and get it approved by the Ministry of Finance.

(2) Preparation of programmes for audit parties.

(3) Arrangement for travel requirements for the members of Audit parties.

(4) Briefing the auditors for many of whom it is a new and novel assignment.

(5) Pursuing the Audit reports with the Missions and the Ministry of Foreign Affairs and other Ministries, Departments, organisations for settlement of Audit observations.

(6) Preparation of Draft paras for the Public Accounts Committee of the Legislature and attending its deliberations.

(7) Application of the result of audit for a unified national standard of performance commensurate with the highest standard of financial property.

b. The functions in respect of audit of UN organisations, viz., UNDP, UNFPA, UNITAR, UNIDO, UNRWA, UNU, ESCAP, ECWA and ECA are:-

(1) Establishing close liaison with the audit Operations Committee of the UN Board of Auditors through Director, External Audit, (Bangladesh) who is posted in New York.

(2) Preparation of Programmes of Audit parties.

(3) Obtaining administrative approval of the Government for the auditors to travel abroad.

(4) Arranging passport, visa, ticket and cash/travellers' cheque for the auditors.

(5) Sending telex/letters (at UN cost) to various locations of UN organisations notifying the movement of auditors.

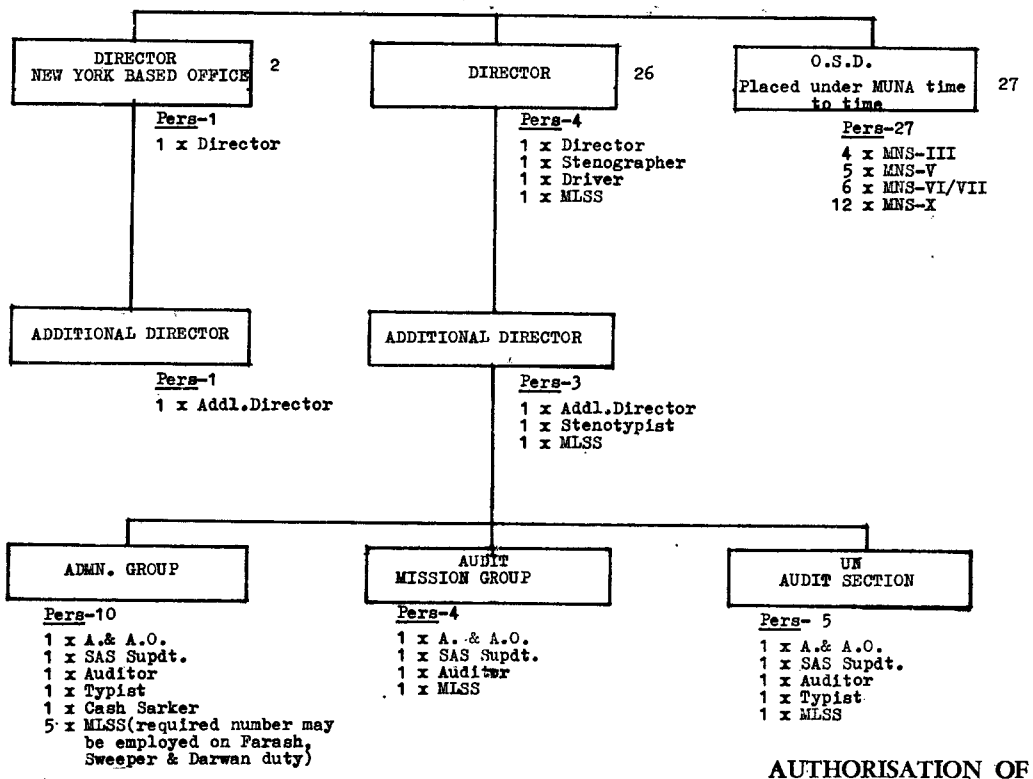
(6) Briefing the auditors on system based audit and specialised techniques.

(7) Evaluation of work of auditors.

(8) Pursuing audit reports when referred to by the UN Audit Operations Committee.

c. General Administration of the office.

ORGANISATION



SUMMARY OF MANPOWER

SL. No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Addl.Director	1	1	1
3.	Audit and Accounts Officer	3	3	3
	Total:-	5	5	5
	Class-II			
4.	SAS Superintendent	2	2	3
5.	Class-III	3	2	9
6.	Class-IV	4	5	9
	Grand Total:-	14	14	26

NEW YORK BASED OFFICE

SL. No.	Name of post	Sanctioned	Existing	Revised
1.	Director	1	1	1
2.	Addl. Director	1	1	1
3.	O.S.D. for Audit parties placed under MUNA time to time.	27	27	27
	Total =	29	29	29

ABBREVIATIONS

A & AO	: Audit & Accounts Officer
ADDL.	: Additional
MUNA	: Mission and United Nations Audit
OSD	: Officer on Special Duty
SAS	: Sub-ordinate Accounts Service
UN	: United Nations.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Office is authorised:

   1 x Car for official use.

2. Use of Transport will be as per Government Instructions issued from time to time.

3. Office equipment : The following office equipment may be retained by the Director.

   a. 1 x Plain Paper Copier.
   b. 1 x Duplicating Machine.
   c. 4 x Typewriter.
   d. 1 x Calculating Machine.

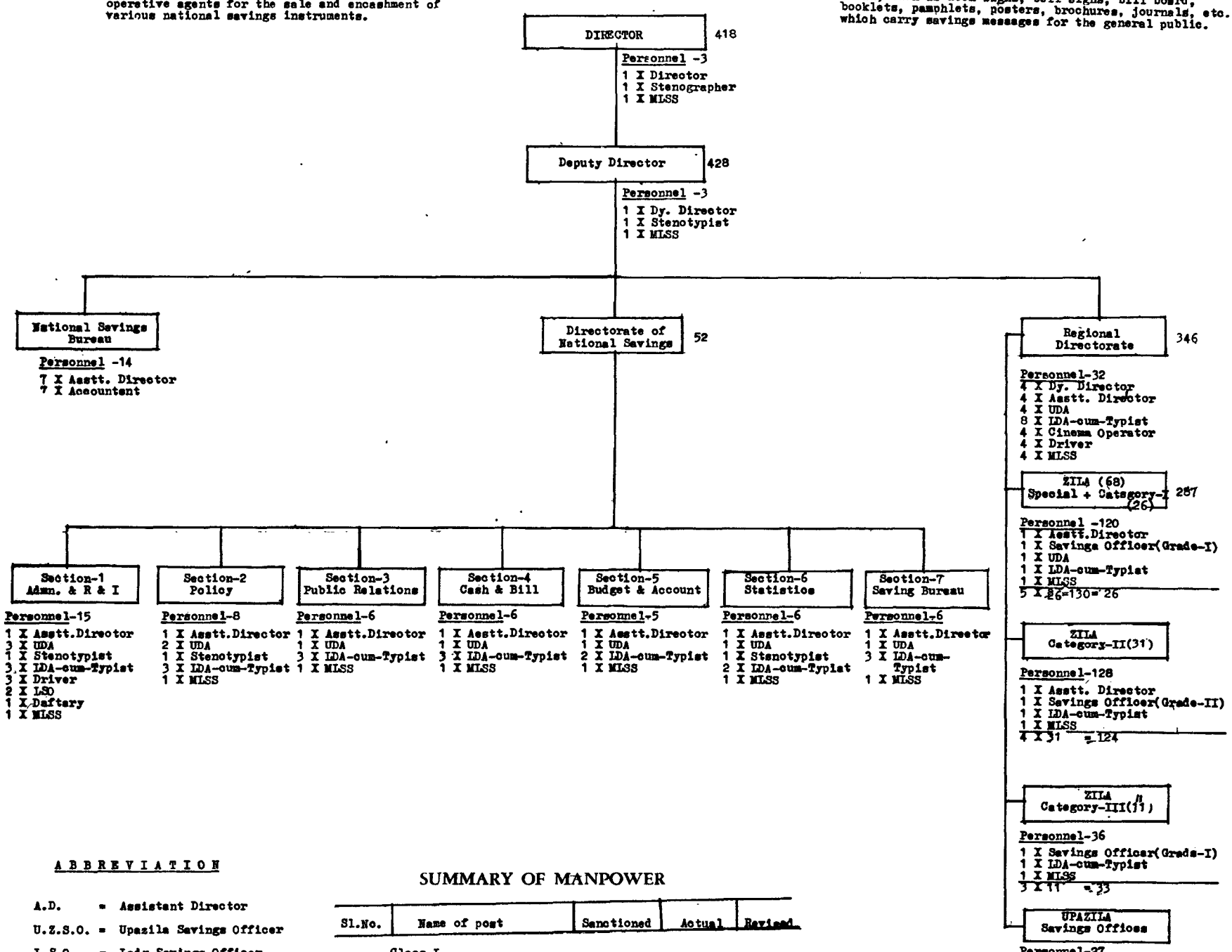
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF NATIONAL SAVINGS
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. To draw new savings schemes for introduction by the Government.
2. To prescribe annual targets for all field officers, to supervise their work and to review their achievements quarterly and annualy.
3. To maintain liaison with the Bangladesh Bank and the Bangladesh Post Offices, which function as operative agents for the sale and encashment of various national savings instruments.
4. To prepare the receipt and expenditure budgets connected with the operation of the national savings schemes.
5. To perform public relations work and to release advertisements through mass media as well as other media, such as neon signs, bell signs, bill board, booklets, pamphlets, posters, brochures, journals, etc., which carry savings messages for the general public.

ORGANISATION



ABBREVIATION

A.D. = Assistant Director

U.Z.S.O. = Upazila Savings Officer

L.S.O. = Lady Savings Officer.

SUMMARY OF MANPOWER

Sl.No.	Name of post	Sanctioned	Actual	Revised
	Class-I			
1.	Chief Director	1	1	-
2.	Director	-	-	1
3.	Dy. Chief Director	1	-	-
4.	Dy. Director	-	-	5
5.	Asstt. Chief Director/ Assistant Director	11	8	-
	(a) 900-1610 ... 6 Posts (b) 750-1470 ... 5 "			
6.	Asstt. Director (750-1410)	32	25	75
	Total :	45	34	81
	Class-III	290	280	256
	Class-IV	149	106	81
	GRAND TOTAL :-	484	420	418

Note:
1. Chief Director to be re-designated as Director.
2. Deputy Chief Director(1150-1800) to be re-designated as Deputy Director.
3. Assistant Chief Director to be re-designated as Deputy Director.
4. The existing scales of pay to remain unchanged.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The Office is authorised:
   a. 1 X Car.
   b. 2 X Microbus.
   c. 4 X Cinema Vans.
   d. 4 X Jeeps to be deposited with the Central Transport Pool.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office Equipment : The following office equipments may be retained by the Department.
   a. 1 X Photo Copier.
   b. 1 X Duplicating Machine.
   c. 1 X Franking Machine.
   d. 105 X Typewriters. At present it has only 70 X Typewriters. The additional 35 X Typewriters to be procured in phases.

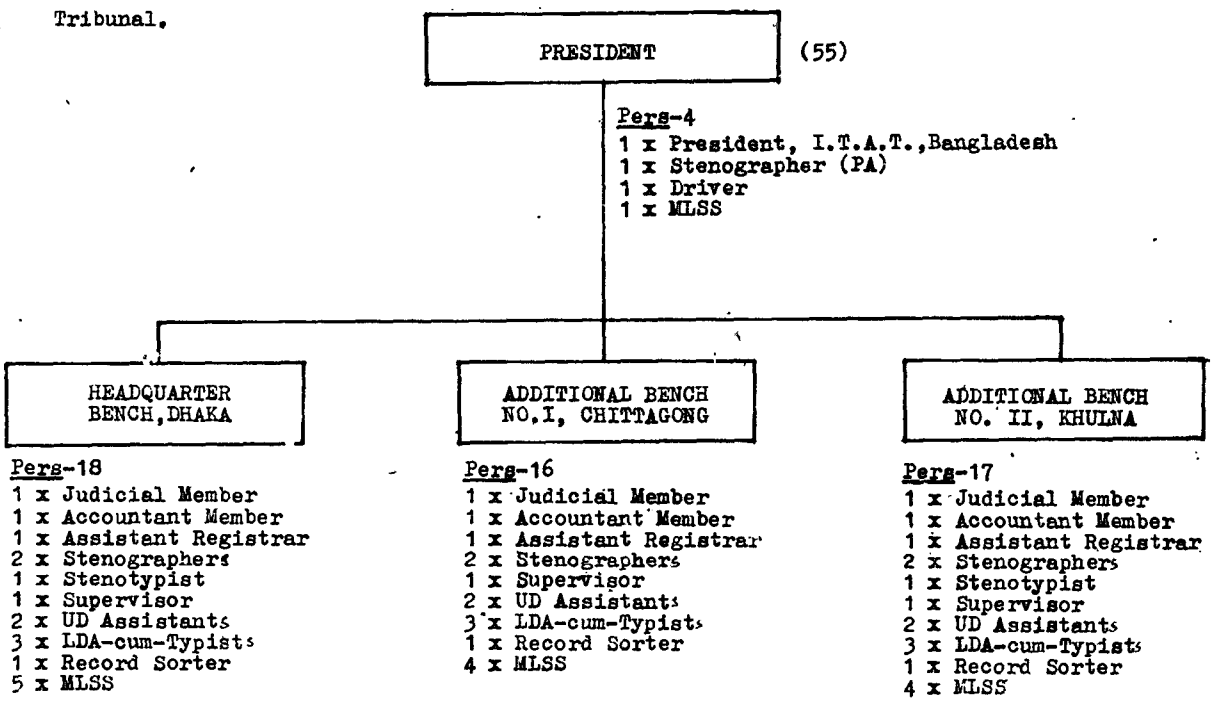
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE INCOME TAX APPELLATE TRIBUNAL
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. To receive final appeals against the appellate orders of the Appellate Joint Commissioners of Taxes and the Inspecting Joint Commissioners of Taxes.
2. To register the appeals after removing defects in them.
3. To fix them and hear appeals, and miscellaneous applications by the Benches(Single Bench/ Division Bench/Full Bench) of the Income-tax Appellate Tribunal.
4. To communicate at least 8 copies of the tribunals orders to the appellants, respondents and other different authorities as per rules.
5. To prepare statements of cases in Reference cases when so directed by the Supreme Court of Bangladesh-(High Court Division or the Appellate Division) under section 66 of the Income Tax Act,1922.
6. To prepare the orders under section 66(5) in the light of the judgements of the High Court Division or the Appellate Division of the Supreme Court of Bangladesh.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of posts	Sanctioned	Actual	Revised
	Class-I			
1.	President	1	1	1
2.	Judicial Member	3	2	3
3.	Accountant Member	3	3	3
4.	Asstt. Registrar	3	-	3
	Total ..	10	6	10
5.	Class-III	28	20	28
6.	Class-IV	22	17	17
	Grand Total	60	43	55

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Tribunal is authorised:
   a. 1 x Car.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipment may be retained by the Department.
   a. 18 x Typewriters. It has only 13. It should be provided with 5 more typewriters.
   b. 1 x Calculator.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

COLLECTORATE OF CUSTOMS (CUSTOMS HOUSE), DHAKA
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Administration of the Customs Act, 1969, the Excise and Salt Act, 1944, the Sales Tax Ordinance, 1982, the Import and Export Control Act, 1950, the Foreign Exchange Regulation Act, 1947.
2. Collection of customs duties, excise duties and sales tax in the area of its jurisdiction.
3. Prevention of smuggling and evasion of the aforesaid duties in the area of its jurisdiction.

ORGANISATION

COLLECTOR — 607

Personnel-6
1 X Collector
1 X Stenographer
2 X Sepoy
1 X MC Driver
1 X Havildar

Chief Accounts Officer, Revenue

Personnel-9
1 X Chief Accounts Officer
4 X UDA
1 X LDA-Cum-Typist
2 X MLSS
1 X OS

Joint Collector

Personnel-4
1 X Joint Collector
1 X Stenographer
1 X MC Driver
1 X Sepoy

Chief Accounts Officer, Expenditure

Personnel-9
1 X Chief Accounts Officer
4 X UDA
1 X LDA-Cum-Typist
2 X MLSS
1 X OS

Pay & Accounts Officer

Personnel-9
1 X Pay & Accounts Officer.
4 X UDA
1 X LDA-Cum-Typist
2 X MLSS
1 X OS

Dy./Assistant Collector (Airfreight baggage)

Personnel-65
1 X Dy./Assistant Collector
1 X Supdt.
24 X Inspector
1 X OS
1 X HA
1 X Cashier
8 X UDA
1 X Stenotypist
2 X LDA-Cum-Typist
1 X DMO
1 X Daftry.
2 X Havildar
20 X Sepoy
1 X Sweeper/MLSS

Dy./Assistant Collector (Airfreight Unit)

Personnel-130
1 X Dy./Assistant Collector
6 X Supdt.
45 X Inspector
4 X OS
1 X HA
1 X Cashier
30 X UDA
1 X Stenotypist
15 X LDA-Cum-Typist
1 X Electrician
1 X DMO
1 X Draftsman
2 X Havildar
20 X Sepoy
1 X Sweeper/MLSS

Dy./Assistant Collector Bond

Personnel-41
1 X Dy./Assistant Collector
4 X Supdt.
15 X Inspector
2 X OS
1 X HA
1 X Cashier
4 X UDA
4 X LDA-Cum-Typist
1 X Stenotypist
1 X Daftry
1 X Havildar
5 X Sepoy
1 X Sweeper/MLSS

Dy./Assistant Collector, Head Quarter.

Personnel-63
1 X Dy./Assistant Collector
1 X AO
1 X SO
4 X Supdt.
2 X OS
2 X HA
1 X Cashier
4 X UDA
4 X LDA-Cum-Typist
1 X Stenotypist
1 X Electrician
1 X DMO
2 X Havildar
10 X Inspector
10 X Sepoy
1 X Daftry
10 X MC Driver
5 X MLSS
1 X Draftsman
1 X Statistical Investigator.

Dy/Assistant Collector Three officers for shifting duty.(Airport)

Personnel-201
3 X Dy./Assistant Collector
6 X Supdt.
140 X Inspector
2 X Stenotypist
4 X Havildar
45 X Sepoy
1 X Sweeper/MLSS

DY./Assistant Collector Foreign Post & Narayangonj Customs Station.

Personnel-70
1 X Dy./Assistant Collector.
4 X Supdt.
20 X Inspector
2 X OS
2 X HA
2 X Cashier
8 X UDA
8 X LDA-Cum-Typist
2 X Daftryy
2 X Havildar
16 X Sepoy
2 X Sweeper/MLSS
1 X Stenotypist.

SUMMARY OF MANPOWER

Sl. NO.	Name of the posts	Revised
	Class -I	
1.	Collector	1
2.	Joint Collector	1
3.	Dy./Asstt. Collector	8
4.	Statistical Officer	1
	Total :-	11
5.	Class II	29
6.	Class III	550
7.	Class IV	17
	Grand Total-	607

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Dhaka Custom House, Dhaka, is authorised :
   a. 2 X Cars.
   b. 3 X Jeeps(1 for 2 Divisions)
   c. 1 X Microbus.
   d. 1 X Bus.
   e. 10 X Motor Cycle.
2. Private use of transport will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipments may be retained by the Department :
   a. 1 X Photo Copying Machine.
   b. 6 X Duplicating Machine.
   c. 24 X Typewriters.
   d. 2 X Calculators.
   e. 4 X Metal Detectors.
   f. 6 X Walkie-Talkies.
   g. 1 X Transmitting & Receiving Station.

Abbreviation:

A.O	= Administrative Officer
CAO	= Chief Accounts Officer
PAO	= Pay & Accounts Officer
SO	= Statistical Officer
Supdt.	= Superintendent
OS	= Office Superintendent
HA	= Head Assistant
UDA	= Upper Division Assistant
LDA	= Lower Division Assistant
MC Driver	= Motor Car Driver
DMO	= Duplicating Machine Operator
MLSS	= Member of Lower Subordinate Service

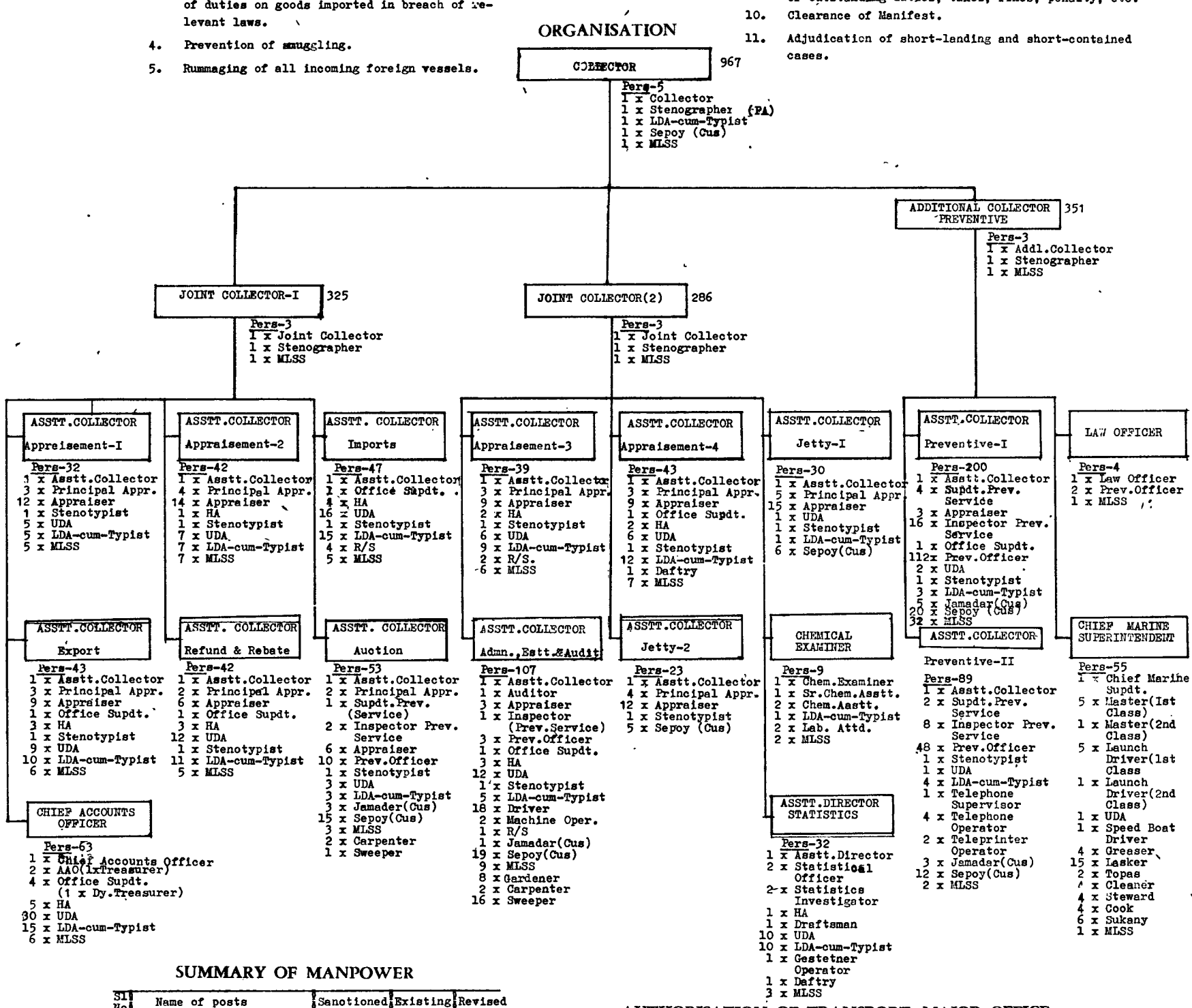
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
IN ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

COLLECTORATE OF CUSTOMS (CUSTOMS HOUSE), CHITTAGONG
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Administration and execution of functions as per Act, ordinance, Rules and Regulations and directives issued by the Government from time to time and as delegated by the NBR.
2. Assessment of duty on goods.
3. Adjudication of cases relating to assessment of duties on goods imported in breach of relevant laws.
4. Prevention of smuggling.
5. Rummaging of all incoming foreign vessels.
6. Conduct of public auction of goods, confiscated to the Government or liable for disposal under the Customs Act.
7. Issuance of C & F and Shipping Agency licence.
8. Preparation of expenditure budget estimates.
9. Issuance of demand and realisation of demand in respect of outstanding duties, taxes, fines, penalty, etc.
10. Clearance of Manifest.
11. Adjudication of short-landing and short-contained cases.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of posts	Sanotioned	Existing	Revised
	Class-I			
1.	Collector	1	1	1
2.	Addl.Collector	1	-	1
3.	Joint Collector	2	-	2
4.	Asstt.Collector	13	11	13
5.	Chemical Examiner	1	-	1
6.	Asstt.Chemical Examiner	1	1	-
7.	Law Officer	1	-	1
8.	Asstt.Director of Statistics	1	-	1
9.	Chief Marine Superintendent	1	-	1
10.	Statistical Officer	2	2	2
11.	Research Officer	1	-	-
12.	Chief Accounts Officer	1	1	1
	Total Class-I	26	16	24
	Total Class-II	227	136	177
	Total Class-III	749	581	608
	Total Class-IV	311	218	158
	GRAND TOTAL	1313	951	967

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Office is authorised:
   a. 7 x Cars
   b. 2 x Jeeps
   c. 2 x Buses
   d. 3 x Microbuses
   e. 1 x Truck
2. Private use of transport will be as per Govt. instructions issued from time to time.
3. Office equipment: The following office equipment is authorised to the Department:
   a. 1 x Plain Paper Copier
   b. 2 x Duplicating machines. The remaining 2 to be returned to the Central Stationery office.
   c. 148 x Calculating machines.
   d. 1 x Teleprinter machine.
   e. 42 x Typewriters. The remaining 28 x typewriters to be returned to the Central Stationery office.

ABBREVIATIONS

A.A.O. : Assistant Accounts Officer
Prev. : Preventive
R.S. : Record Supplier.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

COLLECTORATE OF CUSTOMS AND EXCISE, DHAKA
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Administration of the Customs Act, 1969, the Excise and Salt Act, 1944, the Sales Tax Ordinance, 1982, the Import and Export Control Act, 1950, the Foreign Exchange Regulation Act, 1947.
2. Collection of customs duties, excise duties and sales tax in the area of its jurisdiction.
3. Prevention of smuggling and evasion of the aforesaid duties in the area of its jurisdiction.

ORGANISATION

COLLECTOR 2040

Personnel-6
1 X Collector
1 X Stenographer
2 X Sepoy
1 X MC Driver
1 X Havildar

Joint Collector (Head Quarter)

Personnel- 87
1 X Joint Collector
1 X Dy./Asstt.Collector (Technical)
5 X Supdt.
2 X OS
12 X UDA
1 X Stenographer
1 X Stenotypist
4 X LDA-Cum-Typist
6 X MC Driver
35 X Sepoy
15 X Inspector
1 X S.O.
2 X Stt. Investigator
1 X Havildar

7 X Division. Mymensingh, Dhaka-I, II, III, IV, V and N.Gonj.

Personnel- 371
1 X Dy./Asstt.Collector
2 X Supdt.
2 X OS
7 X Inspector
1 X Stenotypist
4 X UDA
2 X LDA-Cum-Typist
1 X MC Driver
1 X DMO
1 X Cashier
1 X Daftry
2 X Havildar
25 X Sepoy
3 X MLSS
53 X 7 = 371

30 X Circle. Tongi-I, II, III, IV, Tejgaon-I, II, III, Demra-I, II, III Ramna, Mohammadpur, Savar, Kotwali, Siddhirgonj, Sutrapur, Mymensingh, Netrakona, Jamalpur, Kishorgonj, Bhoirab, Gazipur, Tangail, Joydevpur, Narsingdi, Rupgonj, Ghorashal & Narayangonj-I, II, III.

Personnel- 718
1 X Supdt.
7 X Inspector
1 X HA
2 X UDA
2 X LDA-Cum-Typist
1 X Cashier
9 X Sepoy
1 X MLSS
24 X 28 =672

1 X Supdt.
6 X Inspector
1 X HA
1 X Cashier
2 X UDA
2 X LDA-Cum-Typist
9 X Sepoy
1 X MLSS
23 X 2 = 46

Joint Collector (Bogra)

Personnel-35
1 X Joint Collector
1 X Dy./Asstt.Collector (Preventive)
1 X Supdt.
4 X Inspector
1 X HA
5 X UDA
1 X Stenographer
1 X Stenotypist
1 X Cashier
3 X LDA-Cum-Typist
1 X MC Driver
1 X DMO
2 X Havildar
10 X Sepoy
1 X Daftry
1 X Sweeper

4 X Division. Rajshahi, Pabna, Bogra and Rangpur.

Personnel-212
1 X Dy./Asstt. Collector
2 X Supdt.
2 X OS
7 X Inspector
1 X Stenotypist
4 X UDA
2 X LDA-Cum-Typist
1 X MC Driver
1 X DMO
1 X Cashier
1 X Daftry
2 X Havildar
25 X Sepoy
3 X MLSS
53 X 4 = 212

15 X Circle. Rajshahi, Chapai Nowabgonj, Natore, Pabna, Ishurdi, Sirajgonj, Rangpur, Dinajpur, Nilphamari, Thakurgoan, Lalmonirhat, Kurigram, Bogra, Naogoan and Gaibandah

Personnel- 344
1 X Supdt.
7 X Inspector
1 X HA
2 X UDA
2 X LDA-Cum-Typist
1 X Cashier
8 X Sepoy
1 X MLSS
23 X 14 = 322

1 X Supdt.
6 X Inspector
1 X HA
1 X Cashier
2 X UDA
2 X LDA-Cum-Typist
8 X Sepoy
1 X MLSS
22 X 1 = 22

Joint Collector (Audit & Preventive)

Personnel-122
1 X Joint Collector
2 X Dy./Asstt.Collector (Audit & Preventive)
15 X Supdt.
51 X Inspector
15 X UDA
1 X Stenographer
2 X Stenotypist
5 X LDA-Cum-Typist
3 X MC Driver
23 X Sepoy
1 X Havildar
3 X Supdt.

Chief Accounts Officer(Revenue)

Personnel-9
1 X Chief Accounts Officer
1 X OS
4 X UDA
1 X LDA-Cum-Typist
2 X MLSS

Chief Accounts Officer(Expenditure)

Personnel- 9
1 X Chief Accounts Officer
1 X OS
4 X UDA
1 X LDA-Cum-Typist
2 X MLSS

Pay and Accounts Officer

Personnel- 9
1 X Pay & Accounts Officer
1 X OS
4 X UDA
1 X LDA-Cum-Typist
2 X MLSS

Joint Collector (Establishment)

Personnel-118
1 X Joint Collector
1 X A.O.
2 X OS
10 X Inspector
16 X UDA
1 X Stenographer
8 X LDA-Cum-Typist
1 X Draftsman
27 X MC Driver
1 X Electrician
1 X DMO
[illegible] X Daftry
4 X Havildar
18 X Sepoy
[illegible] X MLSS

SUMMARY OF MANPOWER

Sl. No.	Name of posts	Sanctioned	Actual	Revised
	Class-I			
1.	Collector	1	1	1
2.	Joint Collector	3	2	4
3.	Dy./Asstt. Collector	12	7	15
4.	Statistical Officer	2	1	1
	Total:-	18	11	21
5.	Class-II	180	98	95
6.	Class-III	2099	1454	1814
7.	Class-IV	66	46	110
	Grand Total :-	2363	1609	2040

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Collectorate of Customs & Excise, Dhaka, is authorised:
   a. 3 X Cars(1 for Collector and 1 for 2 Joint Collector).
   b. 34 X Jeeps(1 for 1 Division and 1 for 2 Circles)
   c. 1 X Microbus.
   d. 1 X Bus
   e. 1 X Motor Launch.
   f. 58 X Motor Cycle.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment : The following office equipments may be retained by the Department :
   a. 2 X Plain Paper Copiers.
   b. 1 X Photo Copying Machine.
   c. 11 X Duplicating Machine.
   d. 86 X Typewriters.
   e. 2 X Calculators.
   f. 72 X Walkie-Talkies.
   g. 12 X Transmitting & Receiving Stations.

Abbreviation

Dy./Assistant Collector	= Deputy/Assistant Collector
Supdt.	= Superintendent
OS	= Office Superintendent
UDA	= Upper Division Assistant
MC Driver	= Motor Car Driver
S.O.	= Statistical Officer
Stt. Investigator	= Statistical Investigator
A.O.	= Administrative Officer
DMO	= Duplicating Machine Operator
HA	= Head Assistant.
MLSS	= Member of Lower Subordinate Service.

BRIGADIER
(ANAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

COLLECTORATE OF CUSTOMS AND EXCISE, CHITTAGONG
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Administration of the Customs Act, 1969, the Excise and Salt Act, 1944, the Sales Tax Ordinance, 1982, the Import and Export Control Act, 1950, the Foreign Exchange Regulation Act, 1947.
2. Collection of customs duties, excise duties and sales tax in the area of its jurisdiction.
3. Prevention of smuggling and evasion of the aforesaid duties in the area of its jurisdiction.

ORGANISATION

COLLECTOR — 1364

Personnel-6
1 X Collector
1 X Stenographer
2 X Sepoy
1 X MC Driver
1 X Havildar.

Joint Collector (Head Q.)

Personnel-146
1 X Joint Collector
1 X Dy./Asstt.Collector
4 X Supdt.
5 X Inspector
6 X OS
1 X Stenotypist.
1 X Stenographer
4 X LDA-Cum-Typist.
34 X UDA
1 X Cashier
1 X Marine Supdt.
3 X ML Master
4 X Seacunny
4 X Greasers
11 X Laskar
1 X Vandari
5 X MC Driver
1 X Daftry
25 X Sepoy
18 X MLSS
1 X Mechanic
1 X Telephone Operator
1 X DMO
5 X Havildar
4 X Speed Boat Driver
3 X Naik

Joint Collector (Estt.)

Personnel-47
1 X Joint Collector
1 X A.O.
2 X OS
4 X Inspector
1 X Stenographer
8 X UDA
2 X LDA-Cum-Typist.
12 X MC Driver
1 X Electrician
1 X Draftsman
1 X DMO
1 X Daftry.
1 X Havildar
8 X Sepoy
3 X MLSS

Joint Collector(Audit and Preventive)

Personnel-108
1 X Joint Collector
1 X Dy./Asstt. Collector(Audit)
1 X Dy./Asstt. Collector(Preventive)
2 X Supdt.(preventive)
10 X Supdt.
36 X Inspector
7 X UDA
7 X LDA-Cum-Typist
2 X OS
1 X Statistical Officer
2 X Stt. Investigator
1 X Draftsman
1 X Stenographer
2 X Stenotypist
19 X Sepoy
2 X Havildar
1 X Daftry
8 X MLSS
3 X MC Driver
1 X Naik

Chief Accounts Officer (Expenditure)

Personnel-9
1 X Chief Accounts Officer
1 X OS
4 X UDA
1 X LDA-Cum-Typist
2 X MLSS

Chief Accounts Officer (Revenue)

Personnel-9
1 X Chief Accounts Officer
1 X OS
4 X UDA
1 X LDA-Cum-Typist
2 X MLSS

Pay & Accounts Officer

Personnel-9
1 X Pay & Accounts Officer
1 X OS
4 X UDA
1 X LDA-Cum-Typist
2 X MLSS

4 X Division. Chittagong-I,II,IV and Sylhet Customs

Personnel-220
1 X Dy./Asstt.Collector
2 X Supdt.
2 X OS
6 X Inspector
1 X Stenotypist
4 X UDA
2 X LDA-Cum-Typist
1 X MC Driver
1 X DMO
1 X Cashier
1 X Daftry
2 X Havildar
25 X Sepoy
3 X MLSS
3 X Naik

55 X 4 = 220

3 X Division. Chittagong-III,Comilla and Sylhet Excise.

Personnel-168
1 X Dy./Asstt. Collector
2 X Supdt.
2 X OS
6 X Inspector
1 X Stenotypist
4 X UDA
2 X LDA-Cum-Typist
1 X MC Driver
1 X DMO
1 X Cashier
1 X Daftry
2 X Havildar
25 X Sepoy
3 X MLSS
4 X Naik

56 X 3 = 168

21 X Circle. Chittagong-I, II,III,IV,V,VI,VII,Patiya, Cox's Bazar,Feni, Maizdi, Rangunia,Kaptai,Comilla, Brahmanbaria,Chandpur, Airport, Airfreight, Land Customs,Sylhet & Srimangal.

Personnel-588
1 X Supdt.
7 X Inspector
1 X HA
1 X Cashier
2 X UDA
2 X LDA-Cum-Typist
10 X Sepoy
1 X MLSS
3 X Naik

28 X 21 = 588

2 X Circle. Habiganj and Chhatak

Personnel- 54
1 X Supdt.
7 X Inspector
1 X Cashier
1 X HA
2 X UDA
2 X LDA-Cum-Typist
9 X Sepoy
1 X MLSS
3 X Naik

27 X 2 = 54.

SUMMARY OF MANPOWER

SL. NO.	Name of Posts	Sanctioned	Actual	Revised
	Class-I			
1.	Collector	1	1	1
2.	Joint Collector	1	1	3
3.	Dy./Asstt. Collector	7	6	10
4.	Statistical Officer	1	1	1
	Total :-	10	9	15
5.	Class-II	109	65	58
6.	Class-III	1582	1300	1200
7.	Class-IV	56	50	91
	Grand Total:-	1757	1424	1364

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The Collectorate of Customs & Excise, Chittagong, is authorised :
   a. 3 X Cars(1 for Collector&1 for 2 Joint Collector)
   b. 19 X Jeeps(1 for 1 Division and 1 for 2 circles).
   c. 1 X Microbus.
   d. 3 X Motor Launch for official use.
   e. 2 X Speed Boat.
   f. 1 X Bus.
   g. 44 X Motor Cycles.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipments may be retained by the Department.
   a. 1 X Plain Paper Copier.
   b. 10 X Duplicating Machines.
   c. 12 X Calculators.
   d. 52 X Typewriters.
   e. 48 X Walkie-Talkies.
   f. 8 X Transmitting & Receiving Stations.

Abbreviation :

Dy./Asstt. Collector	= Deputy/Assistant Collector
OS	= Office Superintendent
UDA	= Upper Division Assistant
Supdt.	= Superintendent
ML Master	= Motor Launch Master
MC Driver	= Motor Car Driver
MLSS	= Member of Lower Subordinate Servide
DMO	= Duplicating Machine Operator
A.O.	= Administrative Officer
Stt. Investigator	= Statistical Investigator
HA	= Head Assistant.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

COLLECTORATE OF CUSTOMS AND EXCISE, KHULNA
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Administration of the Customs Act, 1969, the Excise and Salt Act, 1944, the Sales Tax Ordinance, 1982, the Import and Export Control Act, 1950, the Foreign Exchange Regulation Act, 1947.
2. Collection of customs duties, excise duties and sales tax in the area of its jurisdiction.
3. Prevention of smuggling and evasion of the aforesaid duties in the area of its jurisdiction.

ORGANISATION

COLLECTOR 1362
Personnel-6
1 X Collector
1 X Stenographe
2 X Sepoy
1 X MC Driver
1 X Havildar

Joint Collector, Head Quarter, C&E.
Personnel-105
1 X Joint Collector
1 X DC/AC
2 X Supdt.
6 X Inspector
3 X Havildar
20 X Sepoy
1 X Stenographer
4 X OS
1 X HA
15 X UDA
15 X LDA-Cum-Typist.
1 X A.O.
1 X Stenotypist
1 X Marine Supdt.
1 X Draftsman
1 X DMO
1 X Electrician
1 X Daftry
2 X Record Supplier
16 X MC Driver
11 X MLSS

C.A.O. Revenue
Personnel-9
1 X CAO
1 X OS
4 X UDA
1 X LDA-Cum-Typist
2 X MLSS

C.A.O. Expenditure
Personnel-9
1 X CAO
1 X OS
4 X UDA
1 X LDA-Cum-Typist.
2 X MLSS

P. A. O.
Personnel-9
1 X PAO
1 X OS
4 X UDA
1 X LDA-Cum-Typist
2 X MLSS

Joint Collector Audit & Preventive Customs & Excise
Personnel-79
1 X Joint Collector
1 X DC/AC (Audit)
1 X DC/AC(Preventive)
2 X Supdt.(Preventive)
7 X Supdt.
30 X Inspector
7 X UDA
2 X Stenotypist
1 X Stenographer
3 X LDA-Cum-Typist
16 X Sepoy
1 X Statistical Officer
1 X Statistical Investigator.
5 X MLSS
1 X Havildar

Head Quarter Organisation, Customs (Sea)
Personnel-118
1 X Joint Collector
1 X DC/AC
1 X S.O.
1 X Treasurer
1 X OS
3 X HA
1 X Statistical Investigator
1 X Stenographer
1 X Stenotypist
14 X UDA
14 X LDA-Cum-Typist
1 X Cashier
2 X Record Supplier
2 X Teleprinter Operator
5 X MC Driver
2 X Petrol Boat Master
4 X ML Master
6 X ML Driver
2 X Engine Driver
3 X Speed Boat Driver
7 X Seacunny
1 X Serang
1 X Topas
2 X Vandari
2 X Steward
14 X Laskar
6 X Greaser
1 X Oilman
2 X Cook
1 X Havildar
2 X Sepoy
6 X MLSS
1 X Chemical Officer
1 X Accountant
5 X Boatman.

Chalna Custom House DC/AC(Preventive)
Personnel-123
1 X DC/AC
2 X Supdt.
5 X Inspector(Preventive)
55 X Preventive Officer
8 X Appraiser
1 X Stenotypist
2 X OS
2 X HA
8 X UDA
8 X LDA-Cum-Typist
3 X Record Supplier
1 X Havildar
3 X Sepoy
13 X MLSS
11 X Guard.

Chalna Custom House DC/AC(Appraising)
Personnel-75
1 X DC/AC
1 X Chemical Examiner
4 X Principal Appraiser
2 X Senior Chemical Assistant
9 X Appraiser
3 X Chemical Assistant
2 X OS
4 X HA
1 X Stenotypist
16 X UDA
16 X LDA-Cum-Typist
2 X Daftry
1 X DMO
1 X Havildar
2 X Sepoy
10 X MLSS

Benapole L.C. Division.
Personnel-129
1 X DC/AC
3 X Supdt.
51 X Inspector
43 X Sepoy
5 X Havildar
1 X OS
1 X HA
1 X Cashier
8 X UDA
8 X LDA-Cum-Typist
1 X Stenotypist
1 X MC Driver
1 X DMO
4 X MLSS/Sweeper

4 X Division Khulna, Barisal, Jessore and Kushtia.
Pers- 208
1 X DC/AC
2 X Supdt.
6 X Inspector
2 X OS
1 X Cashier
4 X UDA
2 X LDA-Cum-Typist
1 X Stenotypist
1 X MC Driver
1 X DMO
2 X Havildar
1 X Daftry
[illegible] X Sepoy
[illegible] X MLSS
52 X 4 = 208

2 X Circle. Barisal and Pirojpur.
Personnel-62
1 X Supdt.
9 X Inspector
1 X HA
1 X Cashier
2 X UDA
2 X LDA-Cum-Typist
14 X Sepoy
1 X MLSS
31 X 2 = 62

2 X Circle. Faridpur and Madaripur.
Personnel-56
1 X Supdt.
8 X Inspector
1 X HA
1 X Cashier
2 X UDA
2 X LDA-Cum-Typist
12 X Sepoy
1 X MLSS
28 X 2 = 56

[Patuakhali Circle]
Personnel-30
1 X Supdt.
9 X Inspector
1 X HA
1 X Cashier
2 X UDA
2 X LDA-Cum-Typist
13 X Sepoy
1 X MLSS

5 X Circle. Kushtia, Bheramara, Chuadanga, Darsona & Rajbari.
Pers - 105
1 X Supdt.
5 X Inspector
1 X HA
2 X UDA
2 X LDA-Cum-Typist
1 X Cashier
8 X Sepoy
1 X MLSS
21 X 5 = 105

4 X Circle. Jessore I,II, Jenidah & Satkhira.
Pers- 84
1 X Supdt.
5 X Inspector
1 X HA
2 X UDA
2 X LDA-Cum-Typist
1 X Cashier
8 X Sepoy
1 X MLSS
21 X 4 = 84

5 X Circle. Khulna I, II,III, Begarhat & Gopalgonj
Pers-155
1 X Supdt.
9 X Inspector
1 X HA
2 X UDA
2 X LDA-Cum-Typist
1 X Cashier
14 X Sepoy
1 X MLSS
31 X 5 = 155

SUMMARY OF MANPOWER

SL. NO.	Name of posts	Sanctioned	Actual	Revised
	Class-I			
1.	Collector	1	1	1
2.	Joint Collector	2	1	3
3.	Dy./Asstt. Collector	8	5	11
4.	Statistical Officer	2	1	2
5.	Chemical Examiner	1	1	1
	Total :-	14	9	18
6.	Class-II	107	80	51
7.	Class-III	1167	1030	1169
8.	Class-IV	90	75	124
	Grand Total :-	1378	1194	1362

Abbreviation:

DC/AC	= Deputy/Assistant Collector
Supdt.	= Superintendent
OS	= Office Superintendent
HA	= Head Assistant
UDA	= Upper Division Assistant
A.O	= Administrative Officer
DMO	= Duplicating Machine Operator
MC Driver	= Motor Car Driver
MLSS	= Member of Lower Subordinate Service
CAO	= Chief Accounts Office
PAO	= Pay and Accounts Officer
SO	= Statistical Officer
ML Master	= Motor Launch Master
ML Driver	= Motor Launch Driver
DMO	= Duplicating Machine Operator.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Collectorate of Customs & Excise, Khulna, is authorised :
   a. 2 X Cars(1 for Collector & 1 for 2 Joint Collectors)
   b. 14 X Jeeps(1 for 1 Division & 1 for 2 Circles)
   c. 2 X Microbuses.
   d. 1 X Staff bus.
   e. 31 X Motor Cycles.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipments may be retained by the Department:
   a. 1 X Plain Paper Copier.
   b. 10 X Duplicating Machines.
   c. 65 X Typewriters.
   d. 33 X Calculating Machines.
   e. 3 X Comptometres.
   f. 1 X Teleprint Machine.
   g. 30 X Walkie-Talkies.
   h. 5 X Transmitting & Receiving Stations.

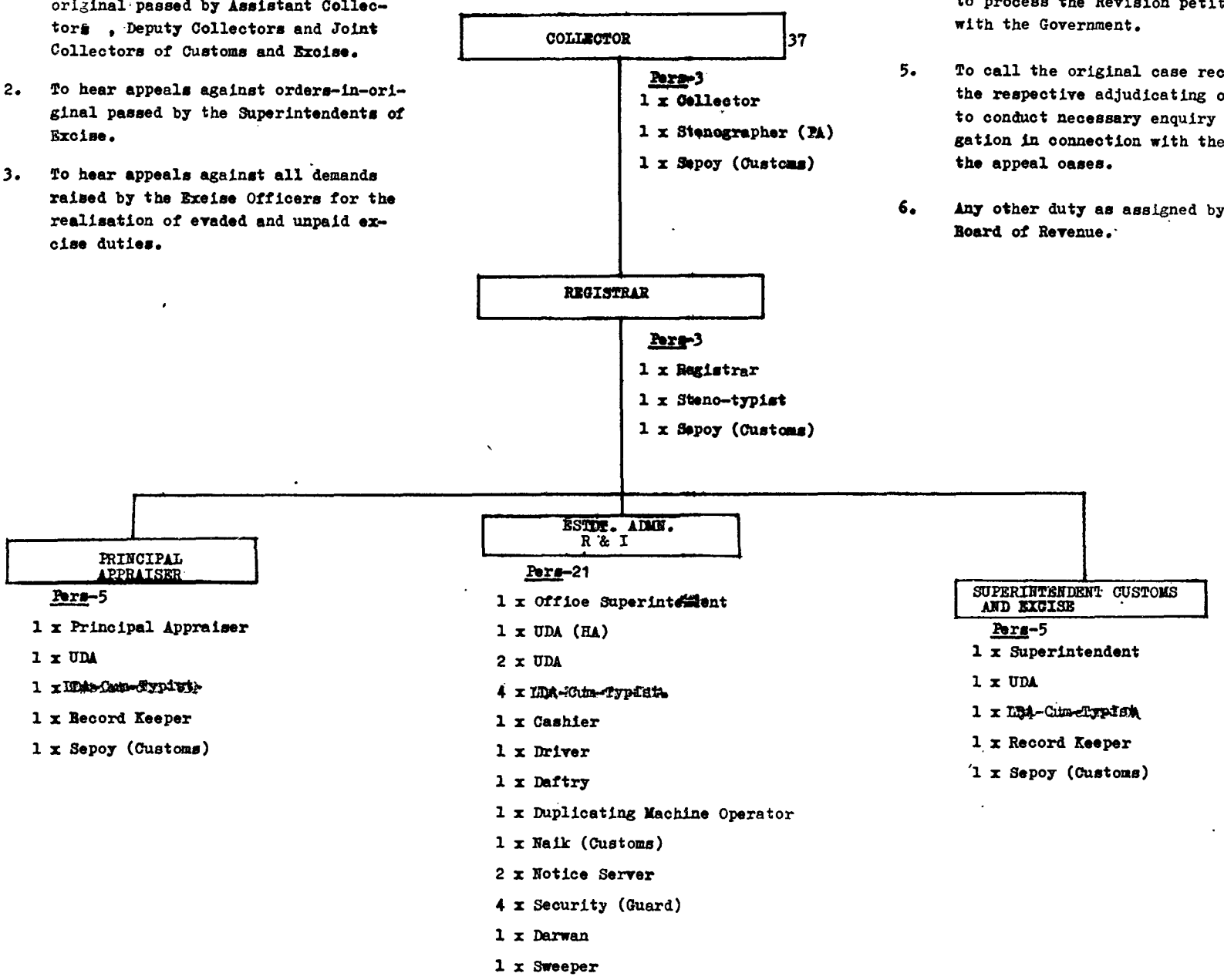
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

COLLECTORATE OF CUSTOMS AND EXCISE (APPEAL), DHAKA
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. To hear appeals against the order-in-original passed by Assistant Collectors , Deputy Collectors and Joint Collectors of Customs and Excise.
2. To hear appeals against orders-in-original passed by the Superintendents of Excise.
3. To hear appeals against all demands raised by the Excise Officers for the realisation of evaded and unpaid excise duties.
4. To dispose of all such appeal cases and to process the Revision petitions filed with the Government.
5. To call the original case records from the respective adjudicating officers and to conduct necessary enquiry and investigation in connection with the scrutiny of the appeal cases.
6. Any other duty as assigned by the National Board of Revenue.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the posts	Sanotioned	Existing	Revised
	Class-I			
1	Collector	1	-	1
2	Registrar	1	-	1
	Total Class-I	2	-	2
	Total Class-II	2	2	2
	Total Class-III	30	25	25
	Total Class-IV	8	4	8
	GRAND TOTAL	42	31	37

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Office is authorised
   a. I x Car
2. Private use of transport will be as per Government instructions issued from time to time.
3. Office equipment : The following office equipment is authorised to the Department.
   a. 1 x Duplicating Machine.
   b. 4 x Typewriters. The remaining 4 x Typewriters to be returned to the Central Stationery Office.

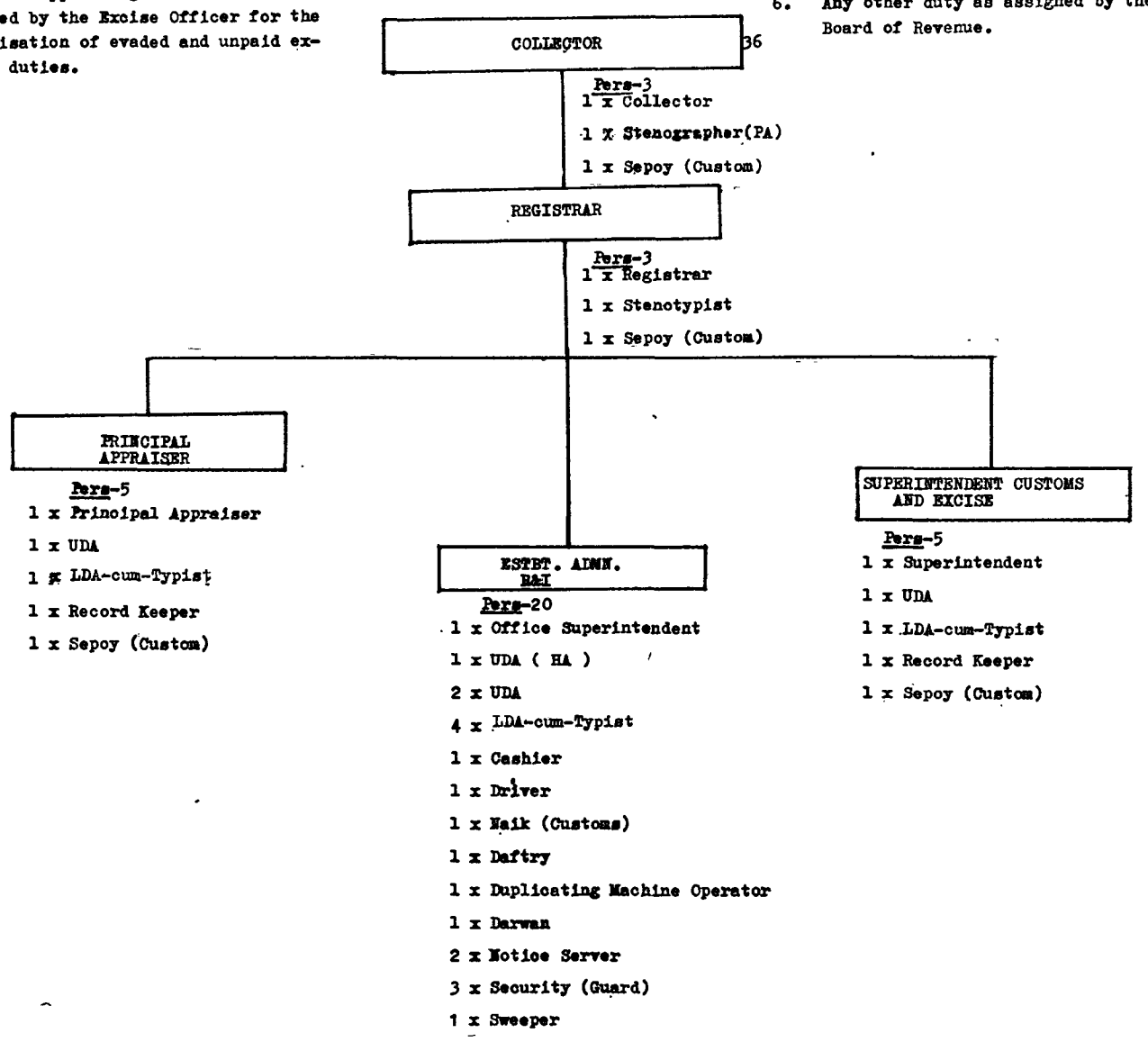
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

COLLECTORATE OF CUSTOMS AND EXCISE (APPEAL)
CHITTAGONG
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. To hear appeals against the orders-in-orginal passed by Assistant Collectors, Deputy Collectors and Joint Collectors of Customs and Excise.
2. To hear appeals against orders-in-original passed by the Superintendents of Excise.
3. To hear appeals against all demands raised by the Excise Officer for the realisation of evaded and unpaid excise duties.
4. To dispose of all such appeal cases and to process the Revision petitions field with the government.
5. To call the original case records from the respective adjudicating officers and to conduct necessary enquiry and investigation in connection with the scrutiny of the appeal cases.
6. Any other duty as assigned by the National Board of Revenue.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the posts	Sanctioned	Existing	Revised
	Class-I			
1.	Collector	1	1	1
2.	Registrar	1	-	1
	Total Class-I	2	1	2
	Total Class-II	4	3	2
	Total Class-III	30	20	25
	Total Class-IV	7	2	7
	GRAND TOTAL	43	26	36

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The office is authorised :
   a. 1 x Car
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipment may be retained by the Department.
   a. 1 x Duplicating Machine.
   b. 4 x Typewriters. The remaining 3 x typewriters to be returned to the Central Stationery Office. The ratio of Bengali and English typewriters to be 60:40.

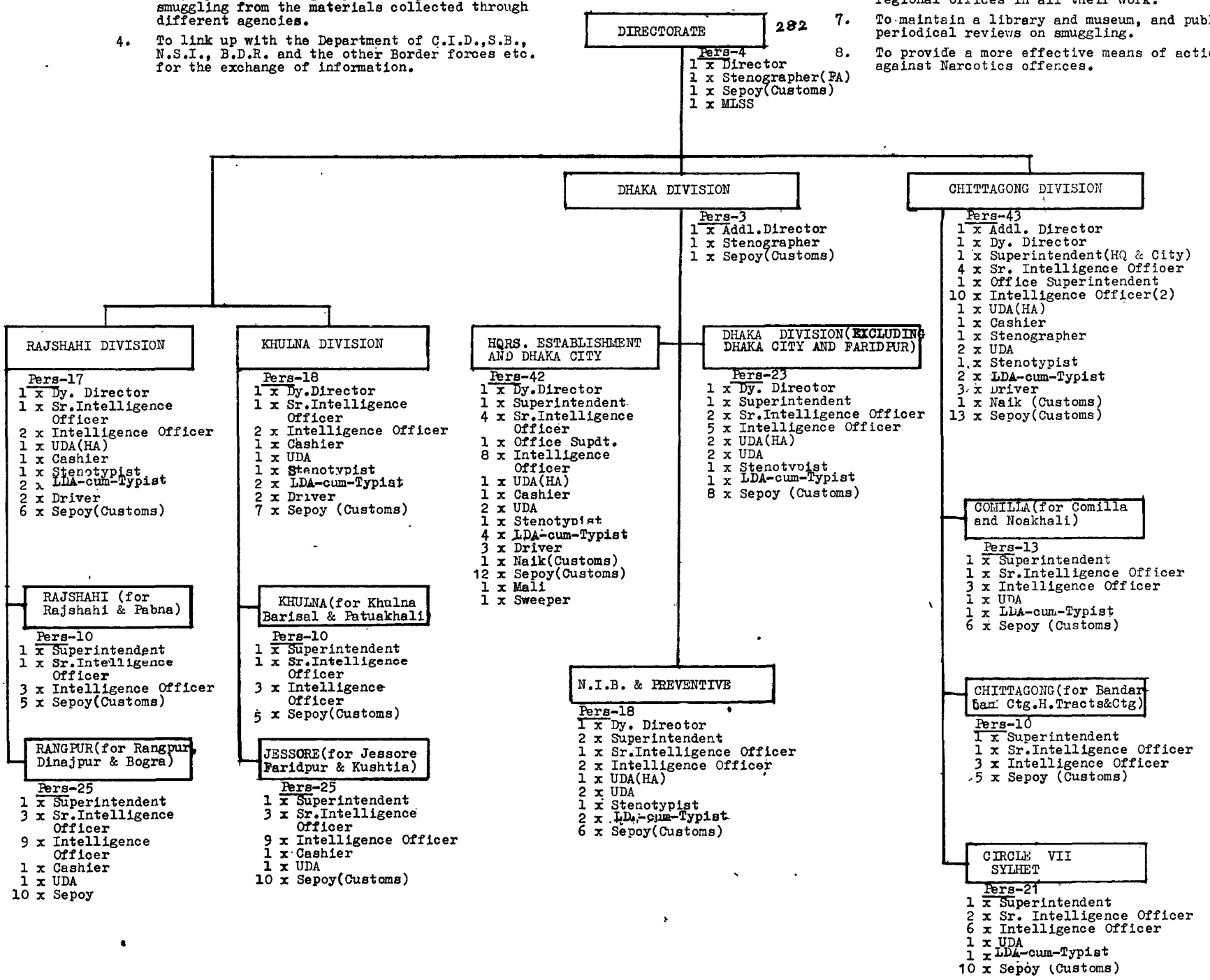
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF CUSTOMS INTELLIGENCE AND INVESTIGATION
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. To collect information on smuggling, to sift, co-ordinate and disseminate this information, and to maintain an all Bangladesh Index of smugglers, suspects, cases and goods smuggled.
2. To investigate all cases involving large scale organised smuggling in conjunction with the Sea Customs or Land Customs Staff as the case may be.
3. To prepare a fortnightly Intelligence Report on smuggling from the materials collected through different agencies.
4. To link up with the Department of C.I.D., S.B., N.S.I., B.D.R. and the other Border forces etc. for the exchange of information.
5. To keep in touch with the corresponding organisations of the member countries of the Brussels Convention, the organisations in the neighbouring countries, i.e.. India, Iran and Afghanistan, and the U.N. Narcotics Commission and INTERPOL on Narcotics smuggling.
6. To control and direct the staff engaged on intelligence and investigation work in the regional offices in all their work.
7. To maintain a library and museum, and publish periodical reviews on smuggling.
8. To provide a more effective means of action against Narcotics offences.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of posts	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Addl. Director	2	1	2
3.	Dy./Asstt.Director	6	3	6
	Total Class-I	9	5	9
	Class-II			
4.	Superintendent	12	6	12
5.	Office Superintendent	2	1	2
	Total Class-II	14	7	14
	Total Class-III	281	250	256
	Total Class-IV	6	4	3
	GRAND TOTAL	310	266	282

ABBREVIATION

N.I.B. : Narcotics Intelligence Branch.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate is authorised:
   a. 7 x Car for official use — 3 x for Dhaka Zone
   b. 3 x Jeep for official use — 2 x for Rajshahi Zone; 2 x for Khulna Zone; 3 x for Chittagong
2. Use of transport will be as per Govt. Instructions issued from time to time.
3. Office equipment: The following equipment may be retained by the Department.
   a. 1 x Plain Paper Copier.
   b. 1 x Duplicating Machine.
   c. 15 x Typewriter . Remaining 7 x typewriters to be returned to the Central Stationary office. The ratio of Bengali and English Typewriters will be 60 : 40.
   d. 1 x Camera
   e. 1 x Tape Recorder.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF TAXES, INTELLIGENCE AND INVESTIGATION
DHAKA
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

To assess and collect revenue through administration of different tax laws, such as the Income Tax Act, the Sales Tax Act, the Wealth Tax Act, the Gift Tax Act, the Urban Immovable Property Tax Act, etc.

ORGANISATION

Department of Taxes (Int. & Inv.) Dhaka — 97

Personnel : 3
- 1 x Commissioner of Taxes
- 1 x Stenographer (PA)
- 1 x MLSS

Headquarters Organization

Personnel : 30
- 1 x A.C.T.
- 1 x A.O.
- 1 x Office Superintendent
- 1 x Inspector
- 2 x Head Assistant
- 1 x Steno-Typist
- 4 x UDA
- 6 x LDA-cum-Typist
- 3 x Drivers
- 1 x Duplicating Machine Operator
- 2 x Daftry
- 3 x MLSS
- 2 x Night Guard
- 2 x Sweeper

FIELD ORGANIZATION — 64

Personnel : 16
- 1 x I.J.C.T.
- 1 x Office Superintendent
- 2 x Inspector
- 1 x Stenographer (PA)
- 1 x Head Assistant
- 3 x UDA
- 3 x LDA-cum-Typist
- 2 x Bailiff
- 2 x MLSS

Int. & Inv., Circle-I (East Zone)

Personnel : 12
- 1 x D.C.T/A.C.T.
- 1 x Inspector
- 1 x Head Assistant
- 1 x Steno-Typist
- 2 x UDA
- 2 x LDA-cum-Typist
- 1 x Daftry
- 1 x Notice Server
- 2 x MLSS

Int. & Inv., Circle-II (West Zone)

Personnel : 12
- 1 x D.C.T/A.C.T.
- 1 x Inspector
- 1 x Head Assistant
- 1 x Steno-Typist
- 2 x UDA
- 2 x LDA-cum-Typist
- 1 x Daftry
- 1 x Notice Server
- 2 x MLSS

Int.& Inv., Circle-III (North Zone)

Personnel : 12
- 1 x D.C.T/A.C.T.
- 1 x Inspector
- 1 x Head Assistant
- 1 x Steno-Typist
- 2 x UDA
- 2 x LDA-cum-Typist
- 1 x Daftry
- 1 x Notice Server
- 2 x MLSS

Int. &Inv., Circle-IV (South Zone)

Personnel : 12
- 1 x D.C.T/A.C.T
- 1 x Inspector
- 1 x Head Assistant
- 1 x Steno-Typist
- 2 x UDA
- 2 x LDA-cum-Typist
- 1 x Daftry
- 1 x Notice Server
- 2 x MLSS

SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
	Class-I	1		
1.	C.T.	1	1	1
2.	I.J.C.T.	1	1	1
3.	D.C.T.	4	4	4
4.	A.C.T.	1	-	1
	Total	7	6	7
	Class-II			
5.	A.O.	1	1	1
6.	Office Supdt.	2	-	2
	Total	3	1	3
	Total Class-III	82	64	69
	Total Class-IV	27	16	18
	GRAND TOTAL	119	87	97

ABBREVIATIONS

- ACT : Assistant Commissioner of Taxes
- AO : Administrative Officer
- CT : Commissioner of Taxes
- DCT : Deputy Commissioner of Taxes
- IJCT : Inspecting Joint Commissioner of Taxes

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Department is authorised:
   a. 1 x Car
   b. 2 x Mini Mokes for offiical use.
2. Use of transport will be as per Government instructions issued from time to time.
3. Office equipment: The following office equipment may be retained by the Department:
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine. The remaining 1 x Duplicating Machine to be returned to the Central Stationery Office.
   c. 12x Type-Writers. The remaining 3x Type-Writers to be returned to the Central Stationery Office.
   d. 3x Calculating Machines .

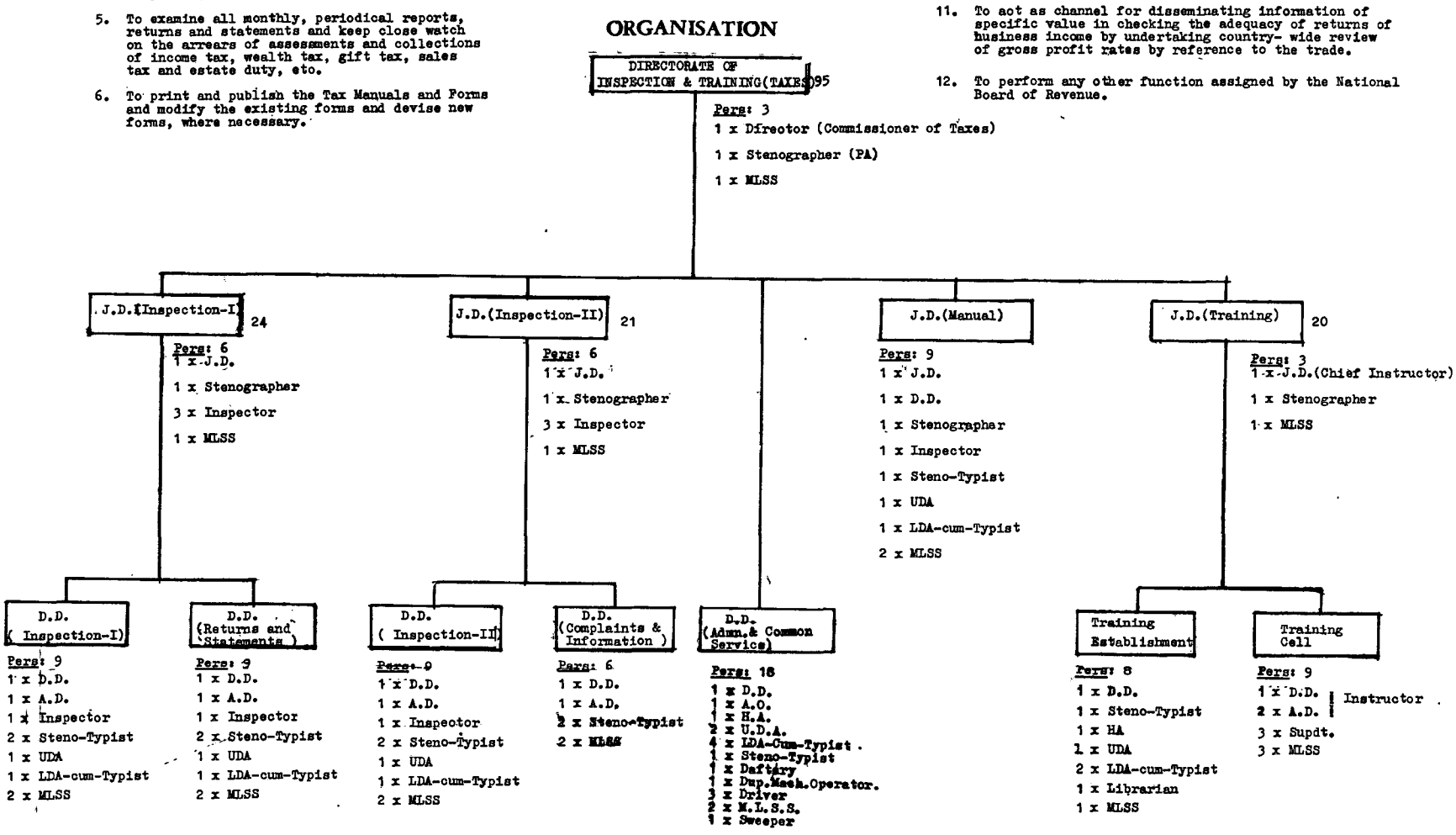
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISION AND DEPARTMENTS

DIRECTORATE OF INSPECTION AND TRAINING (TAXES)
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. To supervise the technical work done by officers under the charges of the Commissioners of Taxes.
2. To scrutinise the orders of assessment and the computation of taxes, audit the collection and accounting records, and inspect the functional performance of the subordinate offices of the Taxes Department.
3. To regulate the inspection work of the Inspecting Joint Commissioners of Taxes.
4. To examine the inspection notes received from the Inspecting Joint Commissioners of Taxes.
5. To examine all monthly, periodical reports, returns and statements and keep close watch on the arrears of assessments and collections of income tax, wealth tax, gift tax, sales tax and estate duty, etc.
6. To print and publish the Tax Manuals and Forms and modify the existing forms and devise new forms, where necessary.
7. To watch the disposal of appeals by the Appellate Joint Commissioners of Taxes.
8. To impart training to both pre/post entry and in-service personnel of the Taxes Department.
9. To advise the National Board of Revenue on questions of Law and administration, and also on the state of assessment and collection in the field zones and the staffing requirements of the charges inspected.
10. To conduct periodical inquiry into the operation of all branches/circles of the Taxes Departments.
11. To act as channel for disseminating information of specific value in checking the adequacy of returns of business income by undertaking country- wide review of gross profit rates by reference to the trade.
12. To perform any other function assigned by the National Board of Revenue.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
	Class - I			
1.	Director	2	2	1
2.	Joint Director	3	1	4
3.	Officer on Special Duty(Junior Administrative Grade)	1	-	-
4.	Deputy Director	8	2	8
5.	Officer on Special Duty (Senior Scale)	1	-	-
6.	Assistant Director	9	-	6
7.	Asstt.Commissioner of Taxes	10	-	-
	Total =	34	5	19
8.	Class-II Total=	2	2	4
9.	Class-III Total=	50	22	51
10.	Class- IV Total=	31	18	21
	Total =	117	47	95

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: The Directorate is authorised the following transport:
   a. 1 x Car
   b. 1 x Micro bus(Car will be used by the Directorate till the Microbus is provided by the Government Transport pool).
   c. 1 x Bus
   d. 1 x Motor Cycle for DR duty.
2. Use of transport will be as per Government instructions issued from time to time.
3. Office Equipment: The following office equipment may be retained by the Department,
   a. 1 x Main Paper Copier
   b. 2 x Duplicating Machine
   c. 4 x Calculators
   d. 19 x Type Writer;

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

ABBREVIATIONS

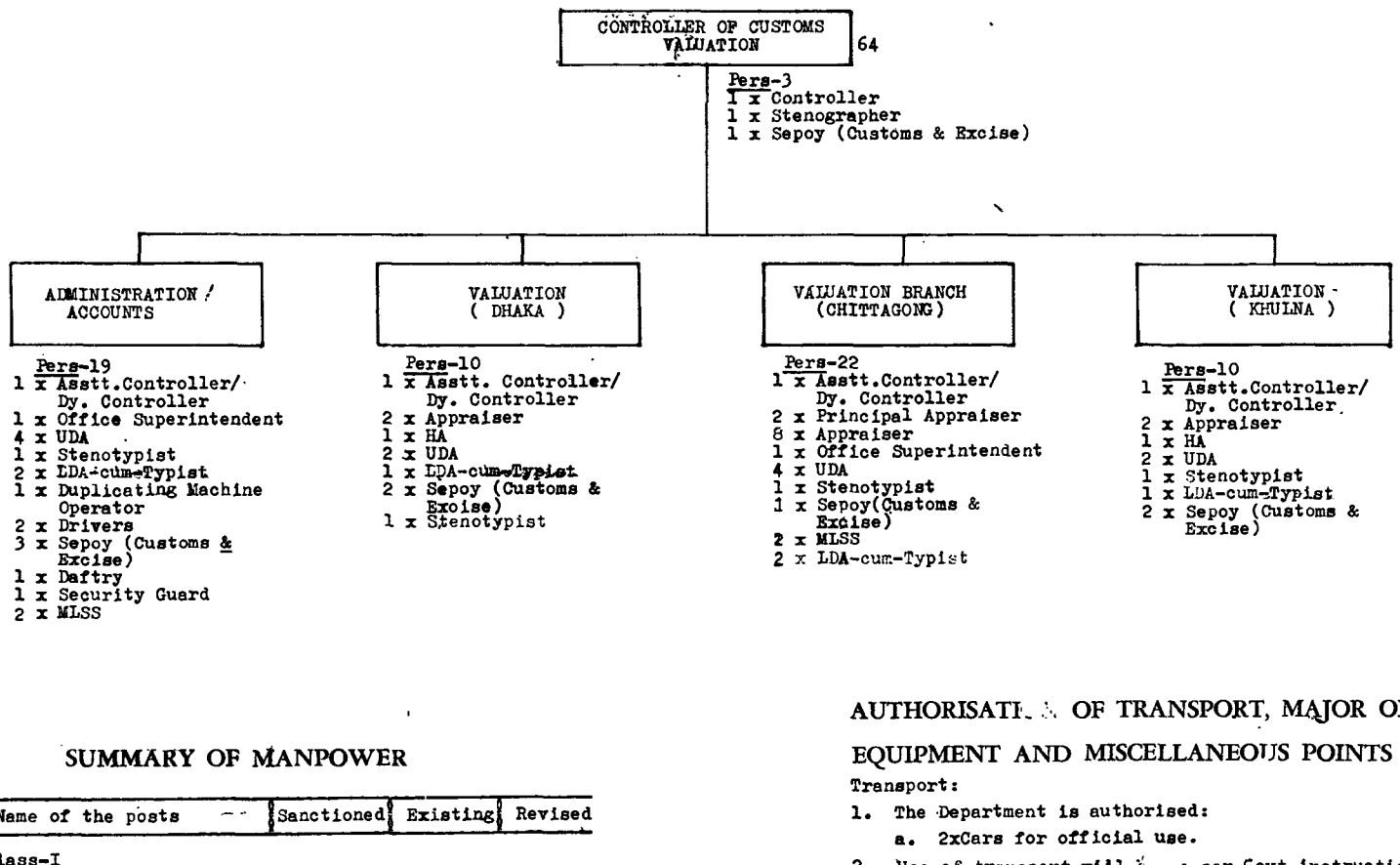
AD : Assistant Director
AO : Administrative Officer
DD : Deputy Director
JD : Joint Director

OFFICE OF THE CONTROLLER OF CUSTOMS VALUATION
CHITTAGONG
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. To ensure correct and constant valuation of goods imported into and exported from Bangladesh.
2. To scrutinize and investigate the invoices that accompany the goods.
3. To establish and maintain liaison with various foreign institutions in general and the Consulate and Trade Commissions of Bangladesh abroad in particular for the purpose of proper determination of value of internal trade cargo.
4. To study the selling price of imported goods in the local market to cross check the correctness of the declared price at the import stage.
5. To contract foreign manufacturers for obtaining the correct value of goods being imported from them.
6. To scrutinize the shipping documents of imported goods in order to ensure realisation of full customs duties due.
7. To advise from time to time the various duty realising agencies like the customs houses of Chittagong and Khulna, the Customs airports, the foreign ports and the land customs stations.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the posts	Sanctioned	Existing	Revised
	Class-I			
1.	Controller	1	1	1
2.	Asstt. Controller (Dy. Controller)	4	1	4
	Total	5	2	5
	Class-II	16	8	16
	Class-III	59	37	37
	Class-IV	6	4	6
	GRAND TOTAL	86	51	64

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Department is authorised:
   a. 2xCars for official use.
2. Use of transport will be as per Govt. instructions issued from time to time.
3. Office equipment: The following office equipment may be retained by the Department :
   a. 1 x Duplicating machine
   b. 7 x Typewriters.

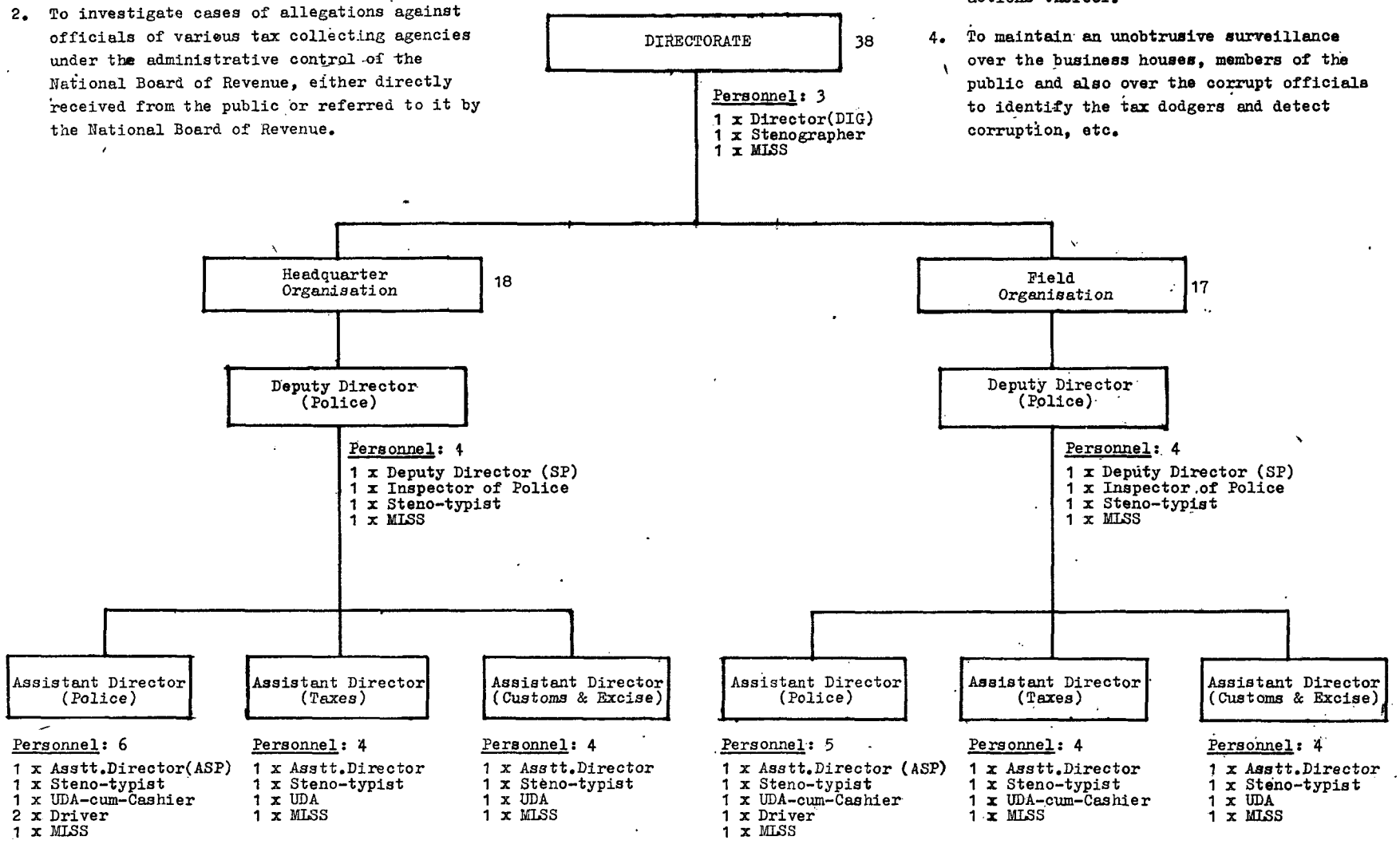
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF COMPLAINTS (INVESTIGATIONS) CHITTAGONG
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. To investigate cases of evasion of taxes and duties by the various business community and members of the public either directly received from the public or referred to it by the National Board of Revenue.
2. To investigate cases of allegations against officials of various tax collecting agencies under the administrative control of the National Board of Revenue, either directly received from the public or referred to it by the National Board of Revenue.
3. To collect intelligence regarding evasion of taxes, duties, etc., as well as corruption of officials and to investigate cases thus detected and to report to the Board suggesting actions thereof.
4. To maintain an unobtrusive surveillance over the business houses, members of the public and also over the corrupt officials to identify the tax dodgers and detect corruption, etc.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of Post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	..	1
2.	Deputy Director	2	1	2
3.	Asstt. Director	6	1	6
	Total:	9	2	9
4.	Class-II	2	2	..
5.	Class-III	22	8	20
6.	Class-IV	14	8	9
	Grand Total:	47	20	38

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The Office is authorised :
   a. 2 x Cars for official use.
   b. 1 x Jeep for official use.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipment may be retained by the Department:
   a. 9 x Typewriters. The ratio of Bengali and English typewriters will be 60:40.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF INSPECTION AND TRAINING
(CUSTOMS AND EXCISE)
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. To inspect offices of the Collectors and the Directors of Customs and Excise and their subordinate offices.
2. To examine and review the inspection reports of the supervisory officers of the Collectorates, and the Directorates.
3. To formulate policies, plans and programmes of a basic training of the Assistant Collectors of the BCS(Finance: Customs and Excise) cadre, Appraisers and the Preventive Officers of Customs, Inspectors and Sepoys of Customs and Excise and (b) the Refreshers courses of all categories of officers and staff of the Customs and Excise departments.
4. To undertake follow-up action on the recommendations and suggestions of the inspecting officers.
5. To ensure proper implementation of the training plans and programmes of both basic and refresher's courses in the Customs and Excise Training Academy, Chittagong.
6. To conduct Departmental Promotion and Confirmation examinations of the officers and staff of the Customs and Excise Departments.
7. To conduct comprehensive survey and investigation of the concerned Industrial units for granting Export Rebate and Drawbacks.
8. To advise the National Board of Revenue on questions of Law and administration and the staffing requirement of the different units of the Collectorates and the Directorates of Customs and Excise.
9. To perform any other functions assigned by the National Board of Revenue and the Government.

ORGANISATION

DIRECTORATE OF INSPECTION & TRAINING — 128

Personnel:3
- 1 x Director
- 1 x Stenographer(PA)
- 1 x MLSS

Administration

Personnel: 15
- 1 x Dy/Asstt.Director
- 1 x Accountant
- 1 x OS
- 1 x UDA
- 1 x Stenotypist
- 2 x LDA-cum-typist
- 1 x Cashier
- 3 x Driver
- 1 x Daftry
- 1 x Duplicating Machine Operator
- 2 x MLSS

Survey and Rebate

Personnel:9
- 1 x Joint Director
- 1 x Principal Survey Officer
- 2 x Survey Officer (Customs-1, Excise -1)
- 1 x UDA
- 1 x Stenotypist
- 1 x LDA-cum-typist
- 2 x MLSS

Inspection

Personnel -21
- 1 X Addl. Director
- 1 X Joint Director
- 1 X Dy./Assistant Director
- 4 X Supdt.(C & E)
- 2 X Principal Appraiser
- 2 X Inspector
- 1 X HA/UDA
- 1 X Stenographer
- 1 X Stenotypist
- 3 X LDA-cum-Typist
- 4 X Sepoy (C & E)

Training Academy, Chittagong — 80

Personnel : 3
- 1 X Principal (Addl. Director)
- 1 X Stenographer
- 1 X MLSS

Training Wing — 77

Admn. & Common Service

Personnel -41
- 1 X Dy./Asstt. Director
- 1 X Supdt. (C&E)
- 1 X Librarian
- 1 X OS
- 1 X UDA
- 1 X Stenotypist
- 1 X Accountant
- 1 X Cashier
- 2 X LDA-Cum-Typist
- 1 X Store Keeper
- 1 X Record Keeper
- 1 X Pump Operator
- 1 X Duplicating Machine Operator
- 1 X Daftry
- 1 X Lineman Electrician
- 15 X Sepoy (C&E)
- 4 X Cooks
- 2 X Mali
- 2 X Sweeper
- 2 X MLSS

Allied Training

Personnel -21
- 1 X Subedar
- 2 X Havildar
- 1 X Armourer
- 2 X Jamader
- 4 X Driver
- 2 X Project Operator
- 2 X Mechanics
- 1 X Havildar (C&E) (Kote incharge)
- 6 X Sepoy (C&E) (Kote Guard)

Customs & Excise Training

Personnel -11
- 2 X Dy./Asstt.Director (Customs-I, Excise-I)
- 2 X Principal Appraiser
- 2 X Supdt.(C&E)
- 1 X Preventive Officer
- 2 X Inspector
- 2 X MLSS

Medical

Personnel -4
- 1 X Medical Officer
- 1 X Compounder
- 1 X Nurse
- 1 X MLSS

SUMMARY OF MANPOWER

Sl.No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Addl. Director	3	-	2
3.	Joint Director	1	-	2
4.	Dy./Asstt.Director	5	3	5
**5.	Asstt.Collector(Probation)	13	-	-
6.	Medical Officer	-	-	1
	Total Class-I :	23	4	11
	Class-II	13	8	20
	Class-III	72	38	78
	Class-IV	28	6	19
	GRAND TOTAL :	136	56	128

**Note: For Probationery Asstt. Collectors, 13 posts will be attached to this Directorate during their training period.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transports : The Directorate is authorised :

a. For Dhaka Office :
- 1 X Car for whole-time use by Director.
- 1 X Car for Additional Director and other Class-I Officers for official use.
- 1 X Microbus for official use by Inspection Teams and by other officers for official use.
- 1 X Motor Cycle (For DR duty)

b. For Academy :
- 1 X Car for Principal for official use.
- 2 X Microbus - one for officers and Instructors and one for Trainees for tours and visits.
- 1 X Jeep for training of Probationery Assistant Collectors.
- 2 X Motor Cycles for training of Cadet Inspectors and Preventive Officers.

Office equipment : The Directorate is authorised :

a. For Dhaka Office :
- 1 X Plain Paper Copier
- 1 X Duplicating Machine.
- 9 X Typewriters.

b. For Academy :
- 1 X Plain Paper Copier
- 2 X Duplicating Machine
- 4 X Typewriters
- 1 X 16 mm Projectors
- 2 X Overhead Projectors.
- 1 X VCR
- 2 X Public Address system.

Training Aids

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF NARCOTICS AND LIQUOR
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Administration of the Opium Act, 1878, the Excise Act, 1909, the Dangerous Drug Act, 1930 and the Opium Smoking Act, 1932 and the Rules framed thereunder.
2. Collection of revenue on liquors, alcoholic preparations, opium and other drugs.
3. Prevention of non-duty paid drugs and liquors coming into the market and reaching the consumers.
4. Ensuring unhampered and adequate supply of these commodities into the licit market for the benefit of genuine consumers.

ORGANISATION

CONTROLLER — 720

Pers-3
1 x Controller
1 x Stenographer
1 x Sepoy (N&L)

DEPUTY CONTROLLER KHULNA — 119

Pers-9
1 x Deputy Controller
1 x Stenotypist
1 x UDA
2 x ~~UDA-Cum-Typist~~
2 x Sepoy
1 x Driver
1 x Night Guard

ASSTT. CONTROLLER KHULNA ZILLA

Pers-29
1 x Asstt.Controller
6 x Inspector
3 x Sub-Inspector
18 x Sepoy
1 x Driver

ASSTT. CONTROLLER JESSORE ZILLA

Pers-18
1 x Asstt.Controller
4 x Inspector
1 x Sub-Inspector
12 x Sepoy

ASSTT. CONTROLLER KUSHTIA ZILLA

Pers-33
1 x Asstt.Controller
1 x Superintendent
9 x Inspector
2 x Sub-Inspector
20 x Sepoy

ASSTT. CONTROLLER PATUAKHALI ZILLA

Pers-12
1 x Asstt.Controller
2 x Inspector
1 x Sub-Inspector
8 x Sepoy

ASSTT. CONTROLLER BAKERGONJ ZILLA

Pers-18
1 x Asstt.Controller
4 x Inspector
1 x Sub-Inspector
12 x Sepoy

DEPUTY CONTROLLER DHAKA — 181

Pers-8
1 x Deputy Controller
1 x Stenotypist
1 x UDA
2 x ~~UDA-Cum-Typist~~
1 x Sepoy
1 x Driver
1 x Night Guard

ASSTT. CONTROLLER DHAKA MATPN. ZILLA

Pers-47
1 x Asstt.Controller
5 x Superintendent
13 x Inspector
2 x Sub-Inspector
25 x Sepoy
1 x Driver

ASSTT. CONTROLLER DHAKA ZILLA

Pers-53
1 x Asstt.Controller
5 x Superintendent
6 x Inspector
1 x Sub-Inspector
40 x Sepoy

ASSTT. CONTROLLER MYMENSINGH ZILLA

Pers-32
1 x Asstt.Controller
1 x Superintendent
7 x Inspector
2 x Sub-Inspector
21 x Sepoy

ASSTT. CONTROLLER TANGAIL ZILLA

Pers-11
1 x Asstt.Controller
2 x Inspector
1 x Sub-Inspector
7 x Sepoy

SUPERINTENDENT JAMALPUR ZILLA

Pers-11
1 x Superintendent
2 x Inspector
1 x Sub-Inspector
7 x Sepoy

ASSTT. CONTROLLER FARIDPUR ZILLA

Pers-19
1 x Asstt.Controller
4 x Inspector
1 x Sub-Inspector
13 x Sepoy

DEPUTY CONTROLLER CHITTAGONG — 223

Pers-9
1 x Deputy Controller
1 x Stenotypist
1 x UDA
2 x ~~UDA-Cum-Typist~~
2 x Sepoy
1 x Driver
1 x Night Guard

ASSTT. CONTROLLER CHITTAGONG ZILLA

Pers-79
1 x Asstt.Controller
3 x Superintendent
12 x Inspector
6 x Sub-Inspector
1 x Driver
56 x Sepoy

ASSTT. CONTROLLER SYLHET ZILLA

Pers-65
1 x Asstt.Controller
2 x Superintendent
10 x Inspector
5 x Sub-Inspector
1 x Driver
46 x Sepoy

ASSTT. CONTROLLER NOAKHALI ZILLA

Pers-17
1 x Asstt.Controller
2 x Inspector
2 x Sub-Inspector
12 x Sepoy

ASSTT. CONTROLLER COMILLA ZILLA

Pers-30
1 x Asstt.Controller
5 x Inspector
3 x Sub-Inspector
21 x Sepoy

ASSTT. CONTROLLER CHITTAGONG HILL TRACTS

Pers-13
1 x Asstt.Controller
1 x Inspector
3 x Sub-Inspector
8 x Sepoy

SUPERINTENDENT BANDORBAN ZILLA

Pers-10
1 x Superintendent
1 x Inspector
1 x Sub-Inspector
7 x Sepoy

DEPUTY CONTROLLER RAJSHAHI — 168

Pers-9
1 x Deputy Controller
1 x Stenotypist
1 x UDA
2 x ~~UDA-Cum-Typist~~
2 x Sepoy
1 x Driver
1 x Night Guard

ASSTT. CONTROLLER RAJSHAHI ZILLA

Pers-63
1 x Asstt.Controller
2 x Superintendent
10 x Inspector
5 x Sub-Inspector
1 x Driver
44 x Sepoy

ASSTT. CONTROLLER BOGRA ZILLA

Pers-18
1 x Asstt.Controller
4 x Inspector
1 x Sub-Inspector
12 x Sepoy

ASSTT. CONTROLLER RANGPUR ZILLA

Pers-32
1 x Asstt.Controller
2 x Superintendent
5 x Inspector
2 x Sub-Inspector
22 x Sepoy

ASSTT. CONTROLLER DINAJPUR ZILLA

Pers-26
1 x Asstt.Controller
4 x Superintendent
4 x Inspector
1 x Sub-Inspector
19 x Sepoy

ASSTT. CONTROLLER PABNA ZILLA

Pers-20
1 x Asstt.Controller
2 x Superintendent
4 x Inspector
1 x Sub-Inspector
12 x Sepoy

Head Quarters

Pers-26
1 x Asstt.Controller
1 x Admin.Officer
1 x Office Supdt.
1 x HA
4 x UDA
8 x ~~UDA-Cum-Typist~~
1 x Driver
1 x Daftry
1 x Record Supplier
1 x Duplicating Machine Operator
4 x Sepoy (N&L)
1 x Night Guard
1 x Sweeper

SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
	Class-I			
1.	Controller	1	1	1
2.	Deputy Controller	4	3	4
3.	Asstt. Controller	21	15	21
	Total Class-I	26	19	26
	Total Class-II	27	18	27
	Total Class-III	735	627	661
	Total Class-IV	-	-	6
	GRAND TOTAL -	788	664	720

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Department of Narcotics and Liquor is authorised :
   a. 5 x Cars (One for the Controller and four for the Deputy Controllers)
   b. 3 x Microbus for Headquarters.
   c. 1 x Pick up for Headquarters.
   d. The remaining transports to be sent to Government Transport Pool.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipment may be retained by the Department:
   a. 1 x Plain paper copier.
   b. 1 x Duplicating Machine.
   c. 53 x Typewriters. Each unit of work to retain 1 x English typewriter and 1 x Bengali typewriter.

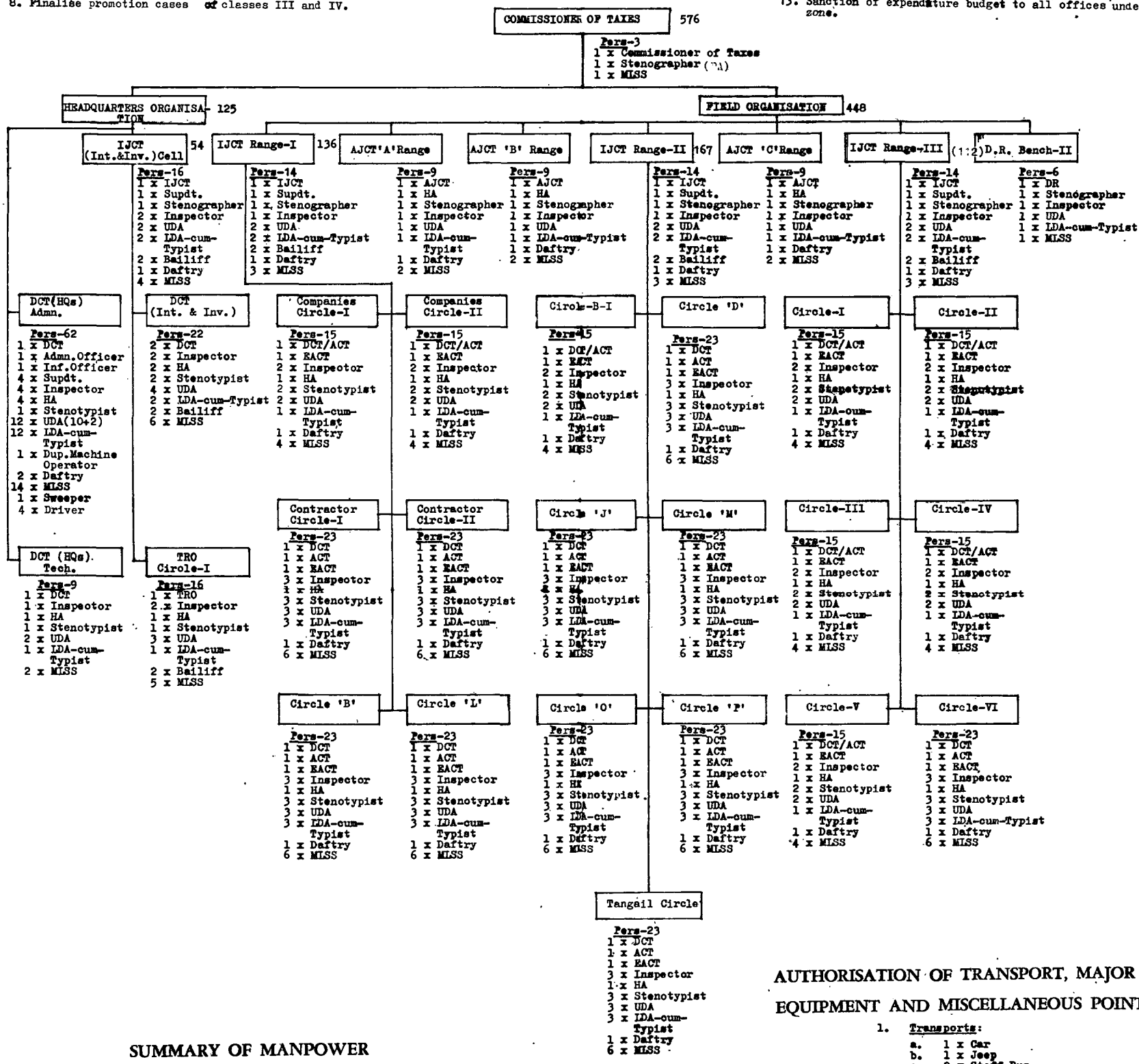
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE COMMISSIONER OF TAXES, NORTH ZONE, DHAKA
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Fix budget for each charge i.e.circle of Deputy Commissioner of Taxes and closely supervise collection of various taxes.
2. Assign jurisdiction to each assessing officer.
3. Creation of circle offices.
4. Manning of circle offices.
5. Administration of all personnel posted in the Zone i.e.Classes I,II III and IV.
6. Supervise inspection of all circle offices by Inspecting Joint Commissioners of Taxes.
7. Arrange for recruitment of classes III and IV personnel.
8. Finalise promotion cases of classes III and IV.
9. To deal with cases where appeals with Income-Tax Appellate Tribunal, Supreme Court against judgements given by lower authorities in Tax cases are to be filed.
10. To carry out internal survey i.e.collection of information from various paying authorities, and their dissemination to the assessing officers with a view to checking evasion of tax and also increase the number of tax payers.
11. To carry out investigation and enquiry into cases where tax evasion has been complained of, or where considered necessary.
12. Preparation of zonal statiatical reports and returns for submission to N.B.R.
13. Sanction of expenditure budget to all offices under the zone.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of posts	Sanctioned	Existing	Revised
1.	Class-I			
1.	C.T.	1	1	1
2.	D.R.	1	-	1
3.	I.J.C.T.	4	2	4
4.	A.J.C.T.	3	3	3
5.	D.C.T./A.C.T.	40	15	34
6.	T.R.O.	1	-	1
	Total Class-I	50	21	44
	Class-II	28	14	29
	Class-III	468	262	328
	Class-IV	252	133	175
	GRAND TOTAL	798	430	576

ABBREVIATIONS.

ACT : Assistant Commissioner of Taxes
AJCT : Appellate Joint Commissioner of Taxes
Admn.Off: Administrative Officer
DCT : Deputy Commissioner of Taxes
DR : Department Representative
EACT : Extra Assistant Commissioner of Taxes
IJCT : Inspecting Joint Commissioner of Taxes
Inf.Off : Information Officer
TRO : Tax Recovery Officer.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transports:
   a. 1 x Car
   b. 1 x Jeep
   c. 2 x Staff Bus
   d. 8 x Motor Cycle
   e. 2 x Bicycle.
2. Private use of transport will be as per Govt. instructions issued from time to time.
3. Office equipment: The following office equipment may be authorised to the Department.
   a. 2 x Photo Copier
   b. 1 x Duplicating Machine
   c. 11 x Calculators
   d. 80 x Typewriters
4. The remaining 7 x Typewriters are to be handed over to the Central Stationery Office.
5. Miscellaneous Points
   " Inspector " may be read as "Inspector/Taxes" wherever the designation occurs.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE COMMISSIONER OF TAXES, SOUTH ZONE, DHAKA
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Fix budget for each charge i.e.circle of Deputy Commissioner of Taxes and closely supervise collection of various taxes.
2. Assign jurisdiction to each assessing officer.
3. Creation of circle offices.
4. Manning of circle offices.
5. Administration of all personnel posted in the zone i.e Classes I,II, III and IV.
6. Supervise inspection of all circle offices by Inspecting Joint Commissioners of Taxes.
7. Arrange for recruitment of classes III and IV personnel.
8. Finalise promotion cases of classes III and IV.
9. To deal with cases where appeals with Income-Tax Appellate Tribunal,Supreme Court against judgements given by lower authorities in Tax cases are to be filed.
10. To carry out internal survey i.e.collection of information from various paying authorities,and their dissemination to the assessing officers with a view to checking evasion of tax and also increase the number of tax payers.
11. To carry out investigation and enquiry into cases where tax evasion has been complained of, or where considered necessary.
12. Preparation of zonal statistical reports and returns for submission to N.B.R.
13. Sanction of expenditure budget to all offices under the zone.

ORGANISATION

COMMISSIONER OF TAXES — 525
Pers-3
1 x Commissioner of Taxes
1 x Stenographer (PA)
1 x MLSS

HEADQUARTERS ORGANISATION — 123

I.J.C.T. (Int. & Inv.)Cell — 54
Pers-16
1 x IJCT
1 x Supdt.
1 x Stenographer
2 x Inspector
2 x UDA
2 x LDA-cum-Typist
2 x Bailiff
1 x Daftry
4 x MLSS

D.C.T Headquarters Admn
Pers-60
1 x DCT
1 x Admn.Officer
1 x Inf.Officer
4 x Supdt.
4 x Inspector
4 x Head Asstt.
1 x Stenotypist
10 x UDA
12 x LDA-cum-Typist
4 x Driver
1 x Dup.Machine Op.
2 x Daftry
14 x MLSS
1 x Sweeper

D.C.T. (Int.& Inv.)Cell
Pers-22
2 x DCT
2 x Inspector
2 x Head Asstt.
2 x Stenotypist
4 x UDA
2 x LDA-cum-Typist
2 x Bailiff
6 x MLSS

D.C.T. Headquarters Tech.
Pers-9
1 x DCT
1 x Inspector
1 x Head Asstt.
1 x Stenotypist
2 x UDA
1 x LDA-cum-Typist
2 x MLSS

Tax Recovery Circle-II
Pers-16
1 x TRO
2 x Inspector
1 x Head Asstt.
1 x Stenotypist
3 x UDA
1 x LDA-cum-Typist
2 x Bailiff
5 x MLSS

FIELD ORGANISATION — 399

A.J.C.T."A"-Range.
Pers-9
1 x AJCT
1 x Head Asstt.
1 x Stenographer
1 x Inspector
1 x UDA
1 x LDA-cum-Typist
1 x Daftry
2 x MLSS

I.J.C.T. Range-I. — 188
Pers-14
1 x IJCT
1 x Supdt
1 x Stenographer
1 x Inspector
2 x UDA
2 x LDA-cum-Typist
2 x Bailiff
1 x Daftry
3 x MLSS

Companies Circle-I.
Pers-10
1 x DCT/ACT
1 x Inspector
1 x Steno-Typist
1 x UDA
2 x LDA-cum-Typist
1 x Daftry
3 x MLSS

Companies Circle-II
Pers-10
1 x DCT/ACT
1 x Inspector
1 x Steno-Typist
1 x UDA
2 x LDA-cum-Typist
1 x Daftry
3 x MLSS

Circle-A.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Circle-H.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Narayanganj Circle-I.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Narayanganj Circle-II.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Narsyanganj Circle-III.
Pers-10
1 x DCT/ACT
1 x Inspector
1 x Steno-Typist
1 x UDA
2 x LDA-cum-Typist
1 x Daftry
3 x MLSS

Circle-I.
Pers-23
1 x DCT
1 x ACT
1 x EACT
3 x Inspector
1 x Head Asstt.
3 x Steno-Typist
3 x UDA
3 x LDA-cum-Typist
1 x Daftry
6 x MLSS

Circle-II.
Pers-23
1 x DCT
1 x ACT
1 x EACT
3 x Inspector
1 x Head Asstt.
3 x Steno-Typist
3 x UDA
3 x LDA-cum-Typist
1 x Daftry
6 x MLSS

Circle-III.
Pers-23
1 x DCT
1 x ACT
1 x EACT
3 x Inspector
1 x Head Asstt.
3 x Steno-Typist
3 x UDA
3 x LDA-cum-Typist
1 x Daftry
6 x MLSS

Circle-IV.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

A.J.C.T."B"Range.
Pers-9
1 x AJCT
1 x Head Asstt.
1 x Stenographer
1 x Inspector
1 x UDA
1 x LDA-cum-Typist
1 x Daftry
2 x MLSS

Circle-C.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Central Salaries Circle-II.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Circle-V.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Circle-VIII.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

A.J.C.T. "C" Range.
Pers-9
1 x AJCT
1 x Head Asstt.
1 x Stenographer
1 x Inspector
1 x UDA
1 x LDA-cum-Typist
1 x Daftry
2 x MLSS

I.J.C.T. Range-II. — 184
Pers-14
1 x IJCT
1 x Supdt.
1 x Stenographer
1 x Inspector
2 x UDA
2 x LDA-cum-Typist
2 x Bailiff.
1 x Daftry
3 x MLSS

Circle-G.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Circle-K.
Pers-10
1 x DCT/ACT
1 x Inspector
1 x Steno-Typist
1 x UDA
2 x LDA-cum-Typist
1 x Daftry
3 x MLSS

Central Salaries Circle-III.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Faridpur Circle
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Circle-VI.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Circle-VII.
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Circle-IX
Pers-15
1 x DCT/ACT
1 x EACT
2 x Inspector
1 x Head Asstt.
2 x Steno-Typist
2 x UDA
1 x LDA-cum-Typist
1 x Daftry
4 x MLSS

Circle-X.
Pers-10
1 x DCT/ACT
1 x Inspector
1 x Steno-Typist
1 x UDA
2 x LDA-cum-Typist
1 x Daftry
3 x MLSS

ABBREVIATIONS.

ACT	:	Assistant Commissioner of Taxes
AJCT	:	Appellate Joint Commissioner of Taxes
CT	:	Commissioner of Taxes
DCT	:	Deputy Commissioner of Taxes
EACT	:	Extra Assistant Commissioner of Taxes
IJCT	:	Inspecting Joint Commissioner of Taxes
Inf.Off	:	Information Officer
TRO	:	Tax Recovery Officer

SUMMARY OF MANPOWER

Sl.No	Name of Post	Sanctioned strength	Existing strength	Revised strength
1.	Class-I			
1.	C.T.	1	1	1
2.	I.J.C.T.	3	3	3
3.	A.J.C.T.	3	2	3
4.	DCT/ACT.	31	9	30
5.	T.R.O.	1	1	1
	Total :	39	16	38
	Class-II	27	16	27
	Class-III	471	288	291
	Class-IV	190	114	169
	Grand Total :	727	434	525

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport :
   a. 1 X Car. b. 1 X Jeep. c. 2 X Staff Bus.
   d. 8 X Motor Cycle. e. 2 X Bicycle.
   Private use
2. Use of transport will be as per Government instructions issued from time to time.
3. Office equipment : The following office equipment may be may be authorised to the Department.
   a. 2 X Photo Copier. b. 1 X Duplication Machine.
   c. 39 X Calculators. d. 71 X Type Writers.
4. The remaining 22 X Type Writers are to be handed over to the Central Stationery Office.
5. Miscellaneous Points.
   " Inspector" may be read as "Inspector of Taxes" wherever the designation occurs.

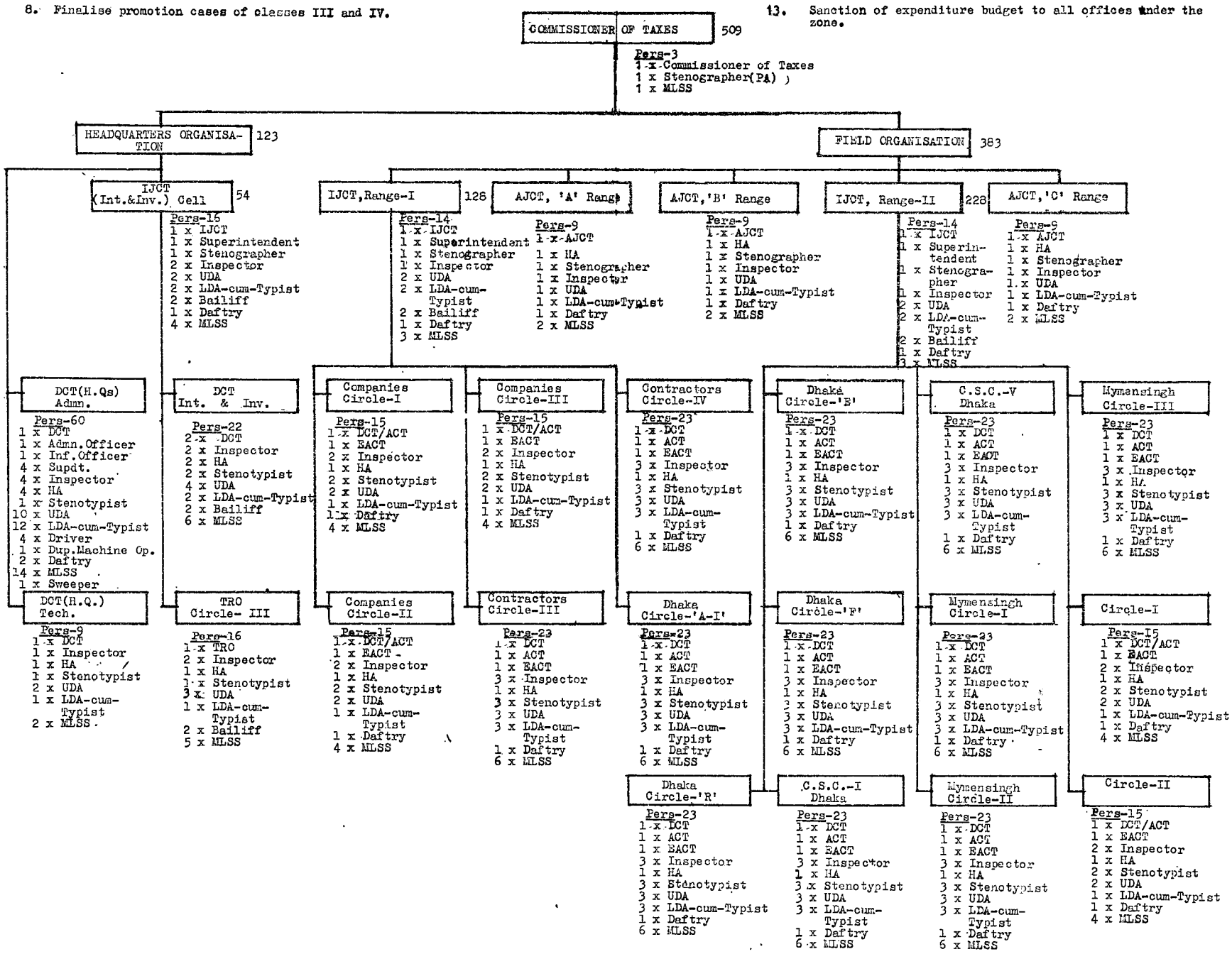
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE COMMISSIONER OF TAXES, EAST ZONE, DHAKA
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Fix budget for each charge i.e.circle of Deputy Commissioner of Taxes and closely supervise collection of various taxes.
2. Assign jurisdication to each assessing officer.
3. Creation of circle offices.
4. Manning of circle offices.
5. Administration of all personnel posted in the Zone,i.e. Classes I,II, III and IV.
6. Supervise inspection of all circle offices by Inspecting Joint Commissioners of Taxes.
7. Arrange for recruitment of classes III and IV personnel.
8. Finalise promotion cases of classes III and IV.
9. To deal with cases where appeals with Income-Tax Appellate Tribunal, Supreme Court aganist judgements given by lower authorities in Tax cases are to be filed.
10. To carry out internal survey i.e.collection of information from various paying authorities, and their dissemination to the assessing officers with a view to checking evasion of tax and also increase the number of tax payers.
11. To carry out investigation and enquiry into cases where tax evasion has been complained of, or where considered necessary.
12. Preparation of zonal statistical reports and returns for submission to N.B.R.
13. Sanction of expenditure budget to all offices under the zone.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Commissioner of Taxes	1	1	1
2.	Inspecting Joint Commissioner of Taxes	3	2	3
3.	A.J.C.T.	3	3	3
4.	D.C.T./A.C.T.	17	9	31
5.	T.R.O.	-	-	1
	Total	24	15	39
	Class-II Total	23	15	25
	Class-III Total	311	216	290
	Class-IV Total	191	87	155
	GRAND TOTAL	549	333	509

ABBREVIATIONS.

ACT : Assistant Commissioner of Taxes
AJCT : Appellate Joint Commissioner of Taxes.
Admn.Off: Administrative Officer
CT : Commissioner of Taxes
DCT : Deputy Commissioner of Taxes
EACT : Extra Assistant Commissioner of Taxes
IJCT : Inspecting Joint Commissioner of Taxes
Inf.Off: Information Officer
TRO : Tax Recovery Officer

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transports:
   a. 1 x Car
   b. 1 x Jeep
   c. 2 x Staff Bus
   d. 8 x Motor Cycle
   e. 2 x Bi-cycle
   Private use of transport will be as per Government instructions issued from time to time.
2. Office equipment. : The following office equipment is authorised;
   a. 1 x Photo Copier
   b. 1 x Duplicating Machine
   c. 67 x Typewriters.
3. Miscellaneous Points.
   " Inspector" may be read as Inspector of Taxes" wherever the designation occurs

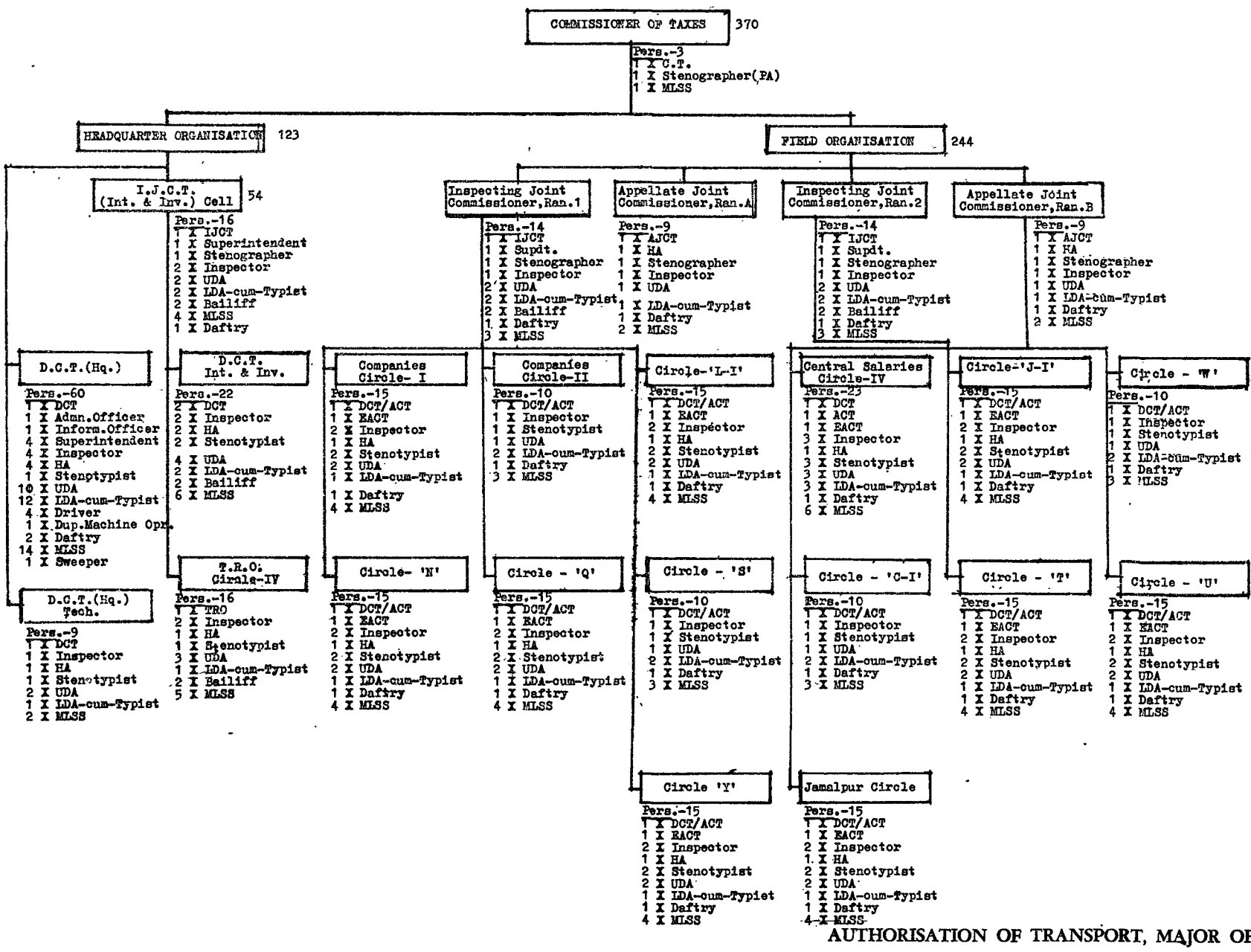
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE COMMISSIONER OF TAXES, WEST ZONE, DHAKA
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Fix budget for each charge i.e. circle of Deputy Commissioner of Taxes and closely supervise collection of various taxes.
2. Assign jurisdiction to each assessing officer.
3. Creation of circle offices.
4. Manning of circle offices.
5. Administration of all personnel posted in the Zone i.e. Classes I,II,III and IV.
6. Supervise inspection of all circle offices by Inspecting Joint Commissioners of Taxes.
7. Arrange for recruitment of classes III and IV personnel.
8. Finalise promotion cases of classes III and IV.
9. To deal with cases where appeals with Income-Tax Appellate Tribunal, Supreme Court against judgements given by lower authorities in Tax cases are to be filed.
10. To carry out internal survey i.e. collection of information from various paying authorities, and their dissemination to the assessing officers with a view to checking evasion of tax and also increase the number of tax payers.
11. To carry out investigation and enquiry into cases where tax evasion has been complained of, or where considered necessary.
12. Preparation of zonal statistical reports and returns for submission to N.B.R.
13. Sanction of expenditure budget to all offices under the zone.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of posts	Sanctioned	Existing	Revised
	Class-I			
1.	C.T.	1	1	1
2.	I.J.C.T.	2	1	3
3.	A.J.C.T.	2	1	2
4.	D.C.T./A.C.T./T.R.O.	22	10	20
	Total Class-I :	27	13	26
	Class-II:	10	9	19
	Class-III	311	217	207
	Class-IV:	118	48	118
	GRAND TOTAL :	466	287	370

ABBREVIATIONS:

A.C.T. : Assistant Commissioner of Taxes.
A.J.C.T. : Appellate Joint Commissioner of Taxes.
Admn.Off. : Administrative Officer.
C.T. : Commissioner of Taxes.
D.C.T. : Deputy Commissioner of Taxes.
E.A.C.T. : Extra Assistant Commissioner of Taxes.
I.J.C.T. : Inspecting Joint Commissioner of Taxes.
Inf.Off. : Information Officer.
T.R.O. : Tax Recovery Officer.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transports :
   a. 1 X Car
   b. 1 X Jeep
   c. 2 X Bus
   d. 8 X Motor Cycle
   e. 2 X Bicycle
2. Private use of transport will be as per Government instructions issued from time to time.
3. Office equipment: The following office equipment is authorised to the Department :
   a. 1 X Photo Copier
   b. 1 X Duplicating Machine
   c. 11 X Calculators
   d. 47 X Typewriters
4. Miscellaneous Points :
   "Inspector" may be read as "Inspector of Taxes" wherever the designation occurs.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE COMMISSIONER OF TAXES, NORTH ZONE
CHITTAGONG
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Fix budget for each charge i.e.circle of Deputy Commissioner of Taxes and closely supervise collection of various taxes.
2. Assign jurisdication to each assessing officer.
3. Creation of circle offices.
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5. Administration of all personnel posted in the Zone i.e. Classes I,II,III and IV.
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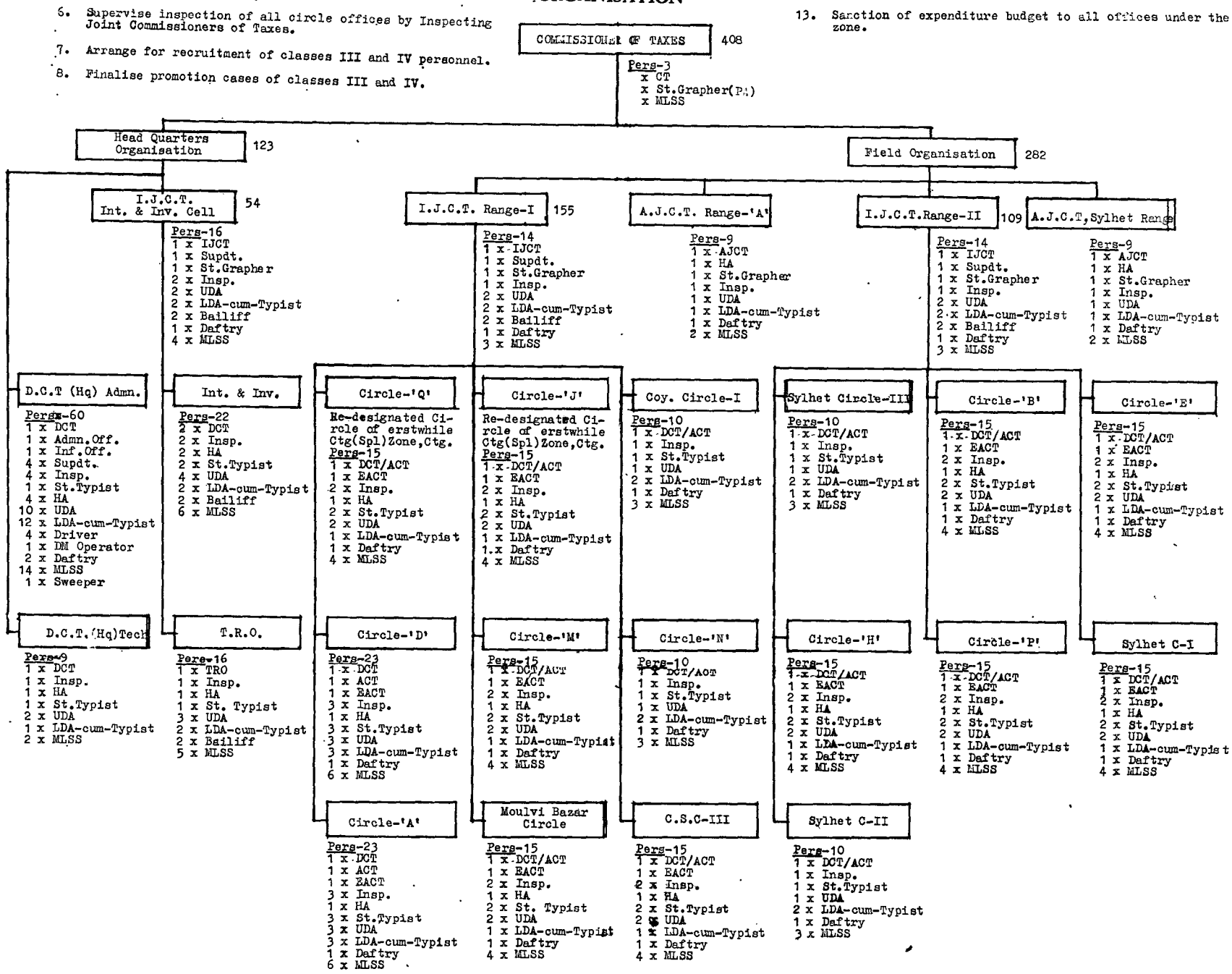
13. Sanction of expenditure budget to all offices under the zone.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Actual	Revised
	Class-I			
1.	C.T	1	-	1
2.	I.J.C.T	3	1	3
3.	A.J.C.T	2	2	2
4.	D.C.T/A.C.T	17	11	22
5.	T.R.O	1	1	1
	Total:	24	15	29
	Class-II	14	12	21
	Class-III	232	252	251
	Class-IV	139	80	107
	Grand Total :	409	359	408

ABBREVIATIONS.

ACT	:	Assistant Commissioner of Taxes
AJCT	:	Appellate Joint Commissioner of Taxes
Admn.Off:		Administrative Officer
CT	:	Commissioner of Taxes
DCT	:	Deputy Commissioner of Taxes
EACT	:	Extra Assistant Commissioner of Taxes
Int.&Inv:		Intelligence and Investigation
IJCT	:	Inspecting Joint Commissioner of Taxes
Inf.Off :		Information Officer
TRO	:	Tax Recovery Officer.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transports:
   a. 1 x Car
   b. 1 x Jeep
   c. 2 x Staff Bus
   d. 8 x Motor Cycle
   e. 2 x Bicycle
2. Private use of transport will be as per Government instructions issued from time to time.
3. Office equipment : The following office equipment is authorised to the Department.
   a. 1 x Duplicating Machine
   b. 1 x Calculator
   c. 54x Type Writers
4. Miscellaneous Points.

" Inspector" may be read as"Inspector of Taxes"wherever the designation occurs.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE COMMISSIONER OF TAXES, SOUTH ZONE
CHITTAGONG
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Fix budget for each charge i.e.circle of Deputy Commissioner of Taxes and closely supervise collection of various taxes.
2. Assign jurisdication to each assessing officer.
3. Creation of circle offices.
4. Manning of circle offices.
5. Administration of all personnel posted intthe Zone i.e.Classess I, II,III and IV.
6. Supervise inspection of all circle offices by Inspecting Joint Commissioners of Taxes.
7. Arrange for recruitment of classesIII and IV personnel.
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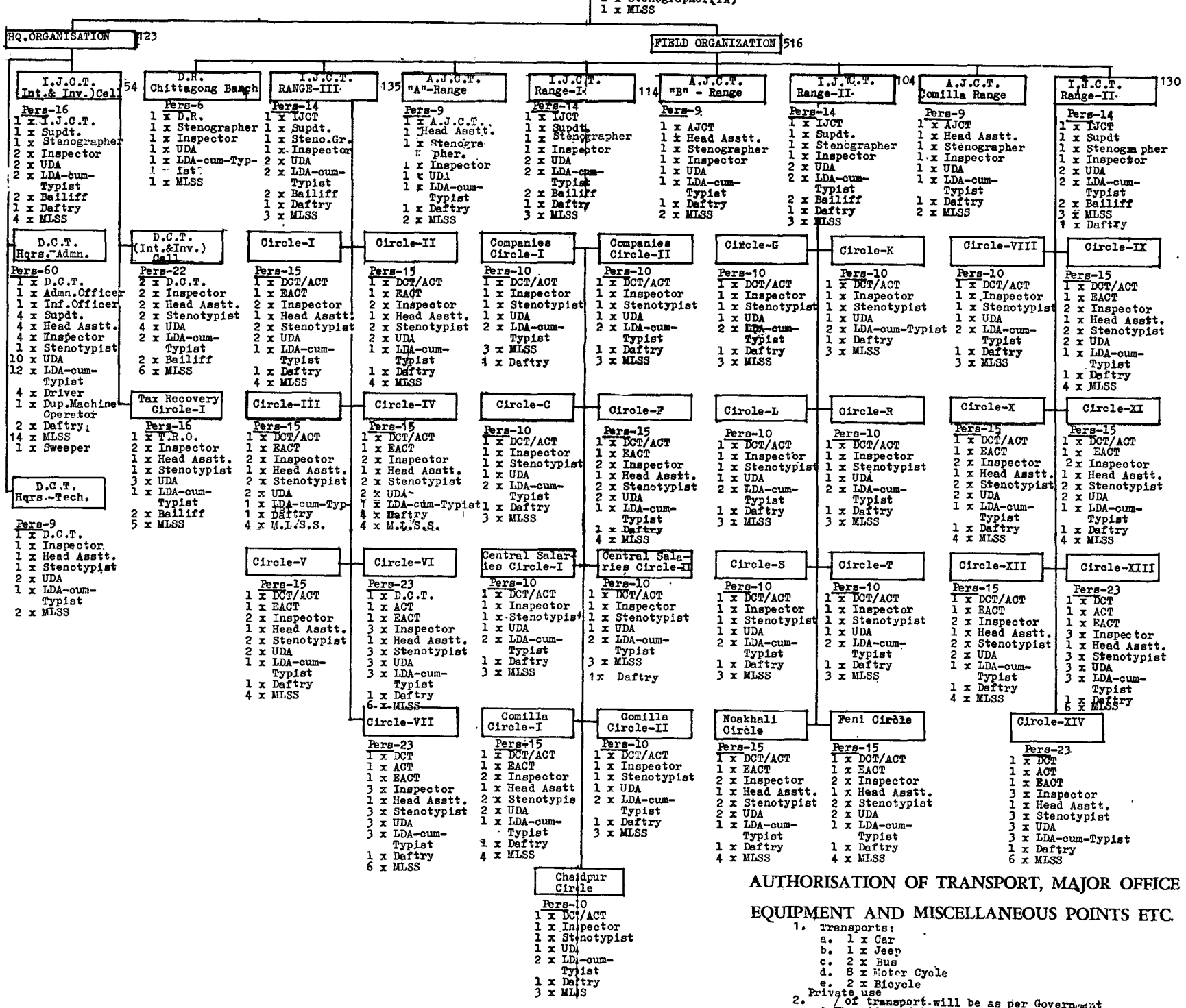
10. To carry out internal survey i.e.collection of information from various paying authorities, and their dissemination to the assessing officers with a view to checking evasion of tax and also increase the number of tax payers.
11. To carry out investigation and enquiry into cases where tax evasion has been complained of, or where considered necessary.
12. Preparation of zonal statistical reports and returns for submission to N.B.R.
13. Sanction of expenditure budget to all offices under the zone.

ORGANISATION



AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transports:
   a. 1 x Car
   b. 1 x Jeep
   c. 2 x Bus
   d. 8 x Motor Cycle
   e. 2 x Bicycle
2. Private use of transport will be as per Government instructions issued from time to time.
3. Office equipment : The following office equipment is authorised to the Department
   a. 2 x Photo Copier
   b. 1 x Duplicating Machine
   c. 3 x Calculators
   d. 88 x Typewriters.
4. Miscellaneous Points.

" Inspector" may be read as"Inspector of Taxes"wherever the designation occurs.

SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	C.T.	1	1	1
2.	I.J.C.T.	5	1	5
3.	A.J.C.T.	3	3	3
4.	D.R.	1	1	1
5.	DCT/ACT	38	8	39
6.	T.R.O.	2	-	1
	Total	50	14	50
	Class-II	30	18	28
	Class-III	539	279	353
	Class-IV	250	124	211
	GRAND TOTAL	869	435	642

ABBREVIATIONS

ACT	:	Assistant Commissioner of Taxes
AJCT	:	Appellate Joint Commissioner of Taxes
CT	:	Commissioner of Taxes
DCT	:	Deputy Commissioner of Taxes
DR	:	Departmental Representative
EACT	:	Extra Assistant Commissioner of Taxes
IJCT	:	Inspecting Joint Commissioner of Taxes
Inf.Off.	:	Information Officer
TRO	:	Tax Recovery Officer.

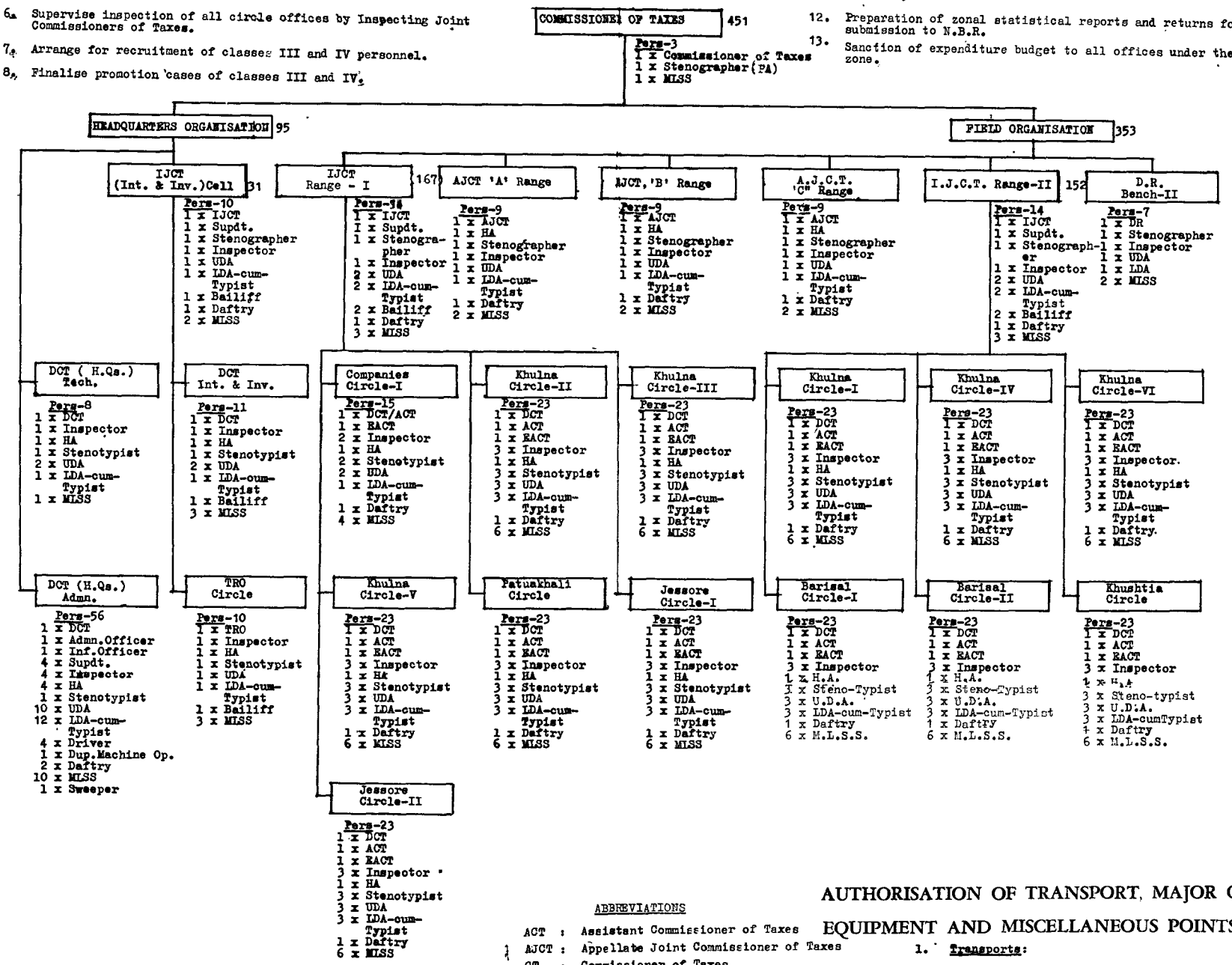
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE COMMISSIONER OF TAXES, KHULNA ZONE
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

FUNCTIONS:

1. Fix budget for each charge i.e.circle of Deputy Commissioner of Taxes and closely supervise collection of various taxes.
2. Assign jurisdication to each assessing officer.
3. Creation of circle offices.
4. Manning of circle offices.
5. Administration of all personnel posted in the Zone i.e.Classes I,II, III and IV.
6. Supervise inspection of all circle offices by Inspecting Joint Commissioners of Taxes.
7. Arrange for recruitment of classes III and IV personnel.
8. Finalise promotion cases of classes III and IV.
9. To deal with cases where appeals with Income-Tax Appellate Tribunal,Supreme Court against judgements given by lower authorities in Tax cases are to be filed.
10. To carry out internal survey i.e.collection of information from various paying authorities , and their dissemination to the assessing officers with a view to checking evasion of tax and also increase the number of tax payers.
11. To carry out investigation and enquiry into cases where tax evasion has been complained of, or where considered necessary.
12. Preparation of zonal statistical reports and returns for submission to N.B.R.
13. Sanction of expenditure budget to all offices under the zone.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	CT	1	1	1
2.	IJCT	2	1	3
3.	AJCT	2	2	4
4.	DCT/ACT	18	9	28
5.	TRO	-	-	1
	Total Class-I	23	13	37
	Class-II	16	10	22
	Class-III	262	213	260
	Class- IV	161	64	132
	GRAND TOTAL	462	300	451

ABBREVIATIONS

ACT : Assistant Commissioner of Taxes
AJCT : Appellate Joint Commissioner of Taxes
CT : Commissioner of Taxes
DCT : Deputy Commissioner of Taxes
DRAB : Departmental Representative Additional Bench.
EACT : Extra Assistant Commissioner of Taxes
IJCT : Inspecting Joint Commissioner of Taxes
TRO : Tax Recovery Officer .

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transports:

   a. 1 x Car
   b. 1 x Jeep
   c. 2 x Bus
   d. 8 x Motor Cycle
   e. 2 x Bicycle

2. Private use of transport will be as per Government instructions issued from time to time.

3. Office equipment : The following office equipment is authorised to the Department

   a. 1 x Duplicating Machine
   b. 2 x Calculators
   c. 65 x Typewriters

4. Miscellaneous Points.

   " Inspector" may be read as "Inspector of Taxes" wherever the designation occurs.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

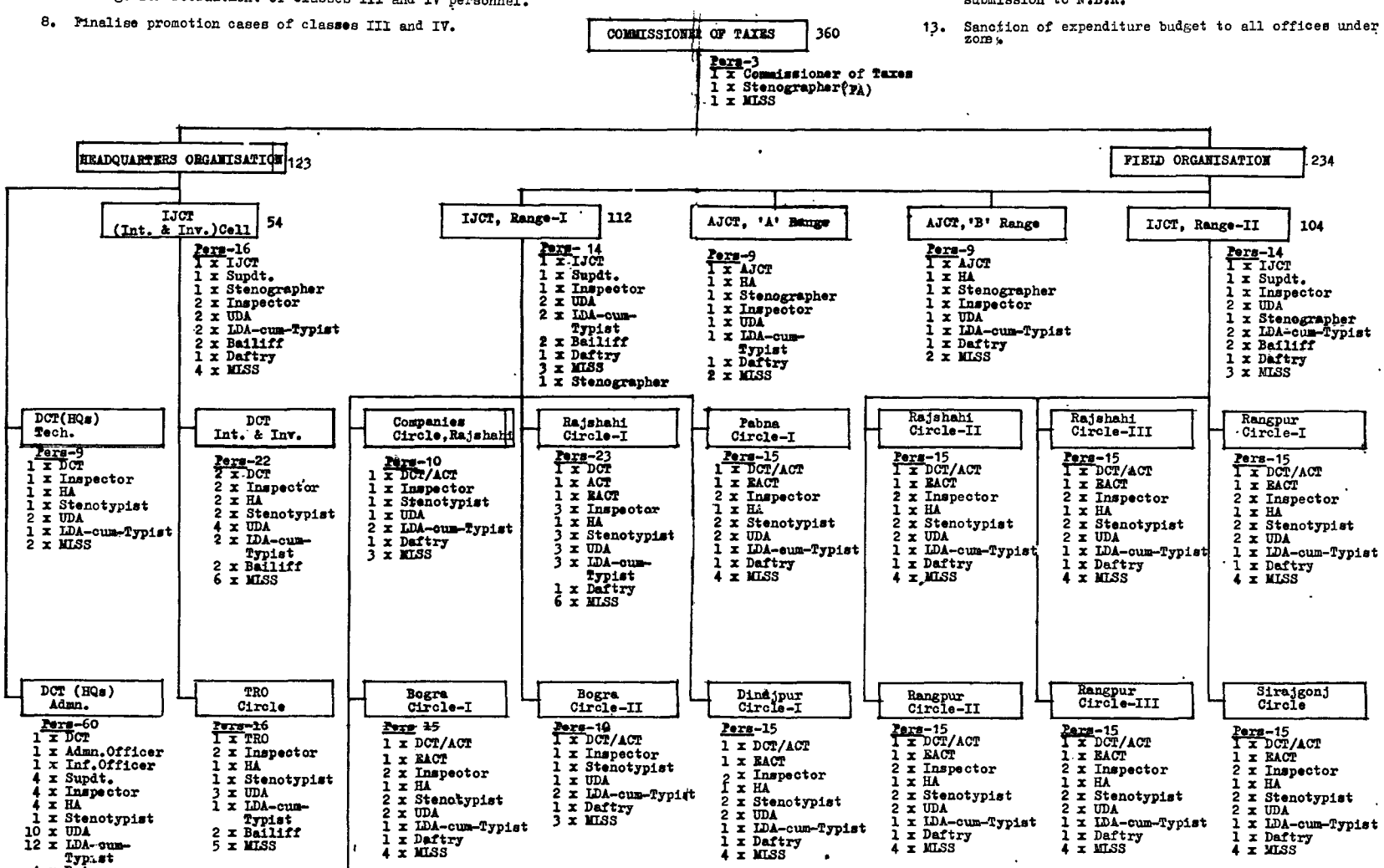
OFFICE OF THE COMMISSIONER OF TAXES, RAJSHAHI ZONE
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

91

FUNCTIONS:

1. Fix budget for each charge i.e.circle of Deputy Commissioner of Taxes and closely supervise collection of various taxes.
2. Assign jurisdication to each assessing officer.
3. Creation of circle offices.
4. Manning of circle offices.
5. Administration of all personnel posted in the Zone i.e.Classes I,II III and IV.
6. Supervise inspection of all circle offices by Inspecting Joint Commissioners of Taxes.
7. Arrange for recruitment of classes III and IV personnel.
8. Finalise promotion cases of classes III and IV.
9. To deal with cases where appeals with Income-Tax Appellate Tribunal, Supreme Court aganist judgements given by lower authorities in Tax cases are to be filed.
10. To carry out internal survey i.e.collection of information from various paying authorities, and their dissemination to the assessing officers with a view to checking evasion of tax and also increase the number of tax payers.
11. To carry out investigation and enquiry into cases where tax evasion has been complained of, or where considered necessary.
12. Preparation of zonal statistical reports and returns for submission to N.B.R.
13. Sanction of expenditure budget to all offices under the zone.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	CT	1	1	1
2.	IJCT	3	1	3
3.	AJCT	2	1	2
4.	DCT/ACT	16	8	18
5.	TRO	1	-	1
	Total Class-I	23	11	25
	Class-II	18	10	19
	Class-III	311	212	202
	Class-IV	108	60	114
	GRAND TOTAL	460	293	360

ABBREVIATION

ACT	: Assistant Commissioner of Taxes.
AJCT	: Appellate Joint Commissioner of Taxes.
Admn. Officer	: Administrative Officer.
CT	: Commissioner of Taxes.
DCT	: Deputy Commissioner of Taxes.
EACT	: Extra Assistant Commissioner of Taxes.
IJCT	: Inspecting Joint Commissioner of Taxes.
Inf.Officer	: Information Officer.
TRO	: Tax Recovery Officer.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transports:
   a. 1 x Car
   b. 1 x Jeep
   c. 2 x Bus
   d. 8 x Motor Cycle
   e. 2 x Bicycle
2. Private use of transport will be as per Government instructions issued from time to time.
3. Office equipment : The following office equipment is authorised to the Department.
   a. 1 x Duplicating Machine
   b. 1 x Calculator
   c. 45 x Typewriters.
4. The remaining 9 x Typewriters are to be handed over to the Central Stationery Office.
5. Miscellaneous Points.

   "Inspector" may be read as "Inspector of Taxes" wherever the designation occurs.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

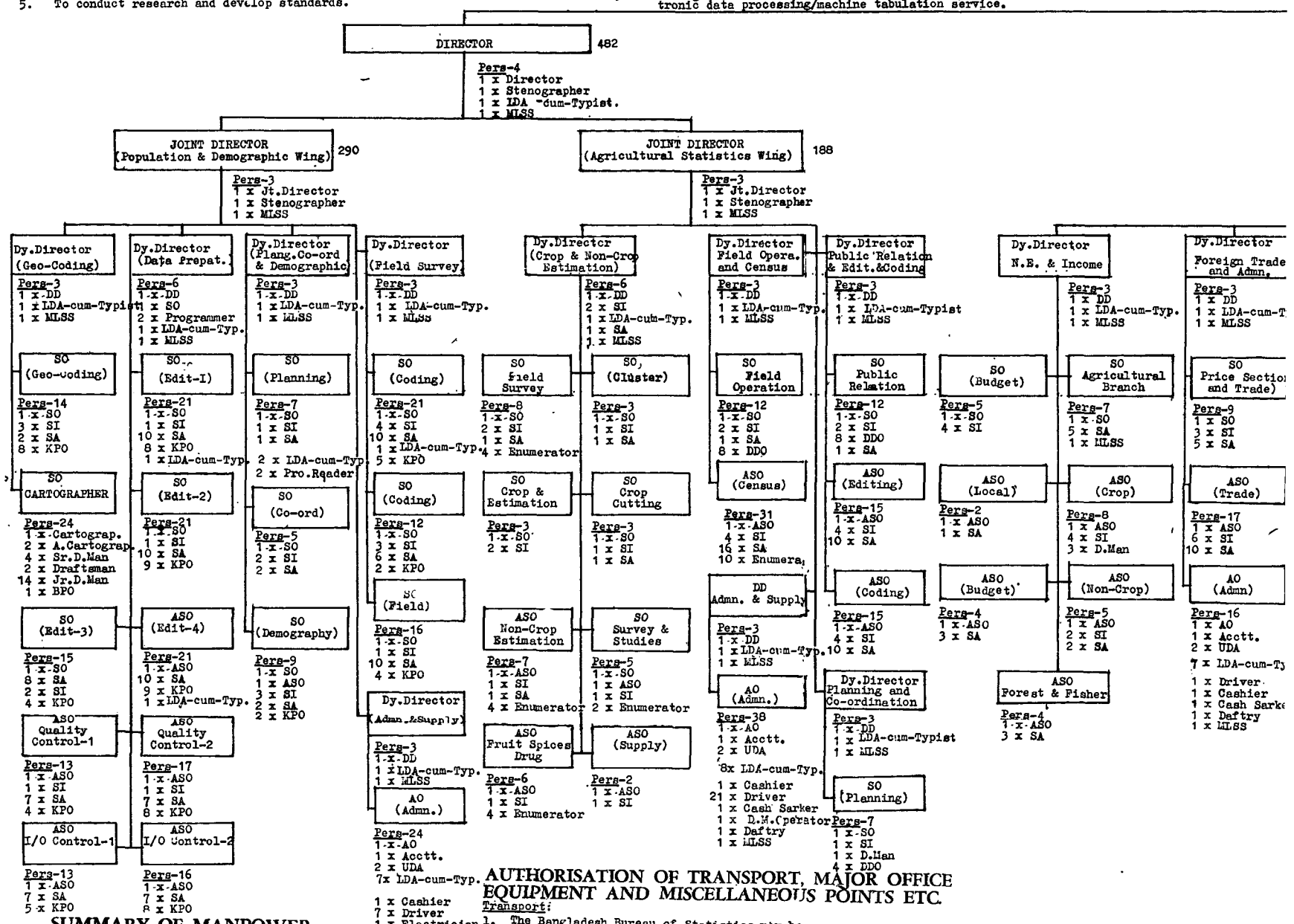
BANGLADESH B
STATIS
MINISTRY OF FI

FUNCTIONS:

1. To collect, compile, analyse and publish statistics of all sectors of the economy for meeting needs of development planning, research and decision making.
2. To furnish and disseminate statistical information.
3. To organize and conduct national censuses.
4. To organize and conduct statistical sample surveys.
5. To conduct research and develop standards.
6. To compile and publish all statistics in both ad hoc and regular publications.
7. To exchange statistical publication and maintain library and information services.
8. To establish and maintain a permanent record of the statistical activities.
9. To organize and establish data management system and provide electronic data processing/machine tabulation service.

ORGA

DIRECT



SUMMARY OF MANPOWER

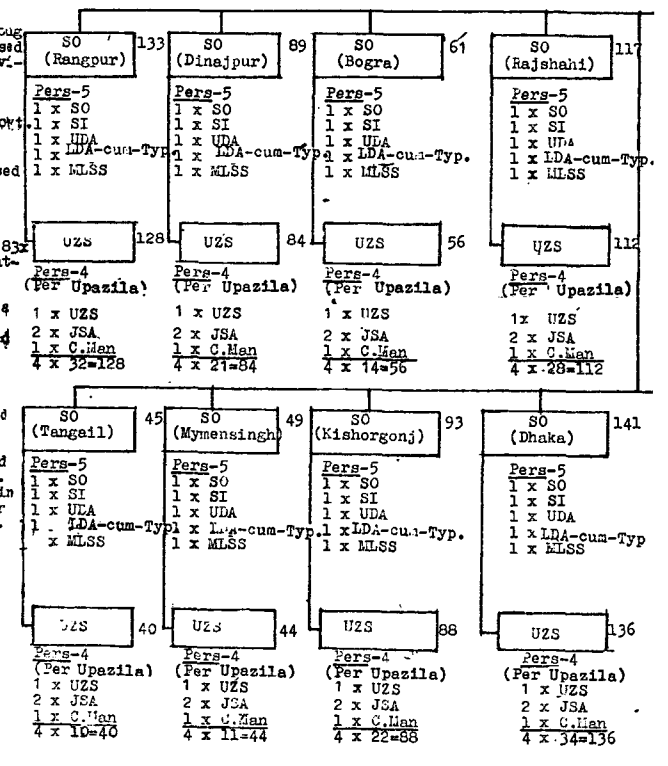
Sl No	Name of post	Sanctioned	Existing	Revised
	CLASS-I			
1.	Director General	1	1	1
2.	Director	6	-	4
3.	Joint Director	12	6	6
4.	Deputy Director	22	13	22
5.	Dy.Director(Systems)	-	-	4
6.	Statistical Offr.(Progmr)	3	2	8
7.	Statistical Officer	58	49	58
8.	Cartographer	1	1	1
9.	Graphic Reproduction Officer	-	-	3
10.	Publication Officer	-	-	1
	Class-I Total	103	72	108
	Class-II			
11.	Librarian	1	-	1
12.	Asstt.Statistical Officer	103	42	50
13.	Administrative Officer	4	4	7
14.	Asstt.,Publication Officer.	1	-	1
15.	Accounts Officer	1	-	-
16.	Machine Maintenance Officer.	1	1	-
17.	Asstt. G.R.Officer	-	-	5
18.	ASO(Asstt.Programer)	-	-	6
19.	ASO (Asstt.Systems)	-	-	6
20.	Asstt.Cartrographer	-	-	5
	Class-II Total	111	47	81
	Class-III Total	2691	2205	2293
	Class-IV Total	651	541	515
	GRAND TOTAL	3556	2865	2997

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Bangladesh Bureau of Statistics may be authorised with the following Transports:-
   a. 2 x Car (1 for DG & 1 for Directors)
   b. 6 x Jeep(for Joint Directors & other officers official use)
   c. 24 x Microbus
   d. 2 x Land Cruiser

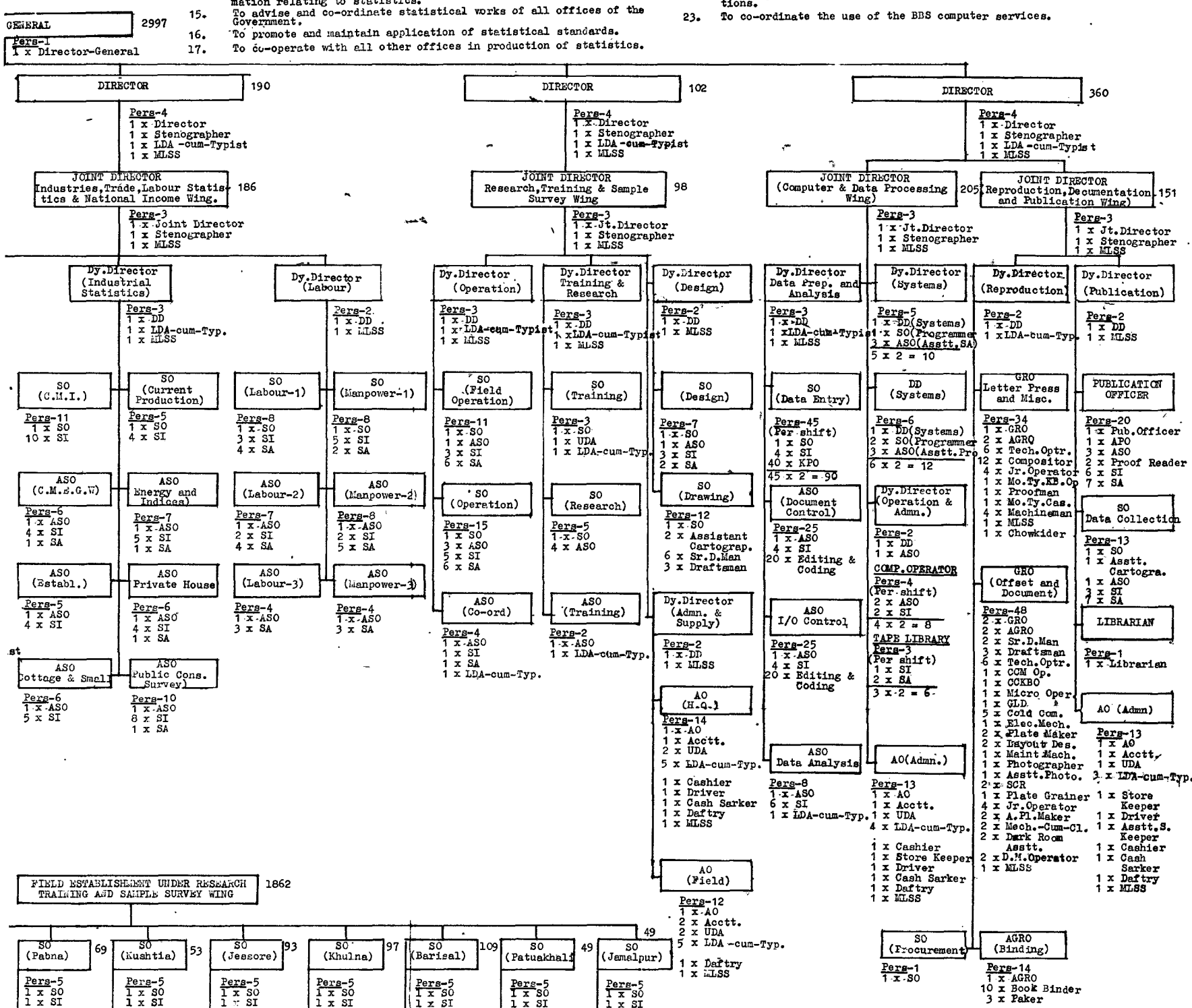
   These vehicles belong to UNFPA will be used by BBS so long provided by UNFPA.
2. The remaining 6 x Jeep to be deposited to Government Transport Pool.
3. Private use of transport will be as per Govt. instructions issued from time to time.
4. Office Equipment: The BBS may be authorised with the following :-
   a. 29 x Duplicating Machine(for 21 Zila Offices and H.Q.)
   b. 96 x Typewriters.
5. The remaining 5 x Duplicating Machine and 83x Typewriters to be deposited to Central Stationery Office.
6. Besides the above two items, the BBS will retain all other equipment required for statistical work/research.
7. Air-Conditioners: The BBS may be authorised with the following:-
   a. 36 x Air-conditioners(21 for preservation of equipments, tapes, supplies of Computer & Data Processing Wing, 5 for Reproduction and Documentation Wing and 10 for Foreign Advisors).
8. Miscellaneous Points:
   a. Required number of MLSS may be employed on Farash/Jamadar/Messenger/Guard duty.
   b. All the Wings of the BBS to be placed in a single accommodation/compact area for efficient management and co-ordination.
   c. The Set-up given at Sub-Divisional Offices will cease as and when Sub-Divisions are declared as Upa Zila. Existing personnel will be absorbed in Zila/Upa Zila Set-ups.
   d. Authorised personnel shown at Upa Zila will be posted as and when they are upgraded.



JREAU OF STATISTICS
ICS DIVISION
ANCE AND PLANNING

10. To compile and publish information on national accounts, domestic products, national income and national balance sheet.
11. To recruit, train and control (including transfer, etc.) statistical and other administration personnel of the BBS.
12. To create and organize a unified service for all statistical personnel.
13. To prepare annual working programme and Budget.
14. To request from all Government officials data and background information relating to statistics.
15. To advise and co-ordinate statistical works of all offices of the Government.
16. To promote and maintain application of statistical standards.
17. To co-operate with all other offices in production of statistics.
18. To promote and develop training programmes in the field of statistics, specially for Government statistical personnel.
19. To obtain facilities for training abroad of statistical personnel of the Government.
20. To review questionnaire, report, forms and related documents.
21. To sponsor national statistical conferences and workshops.
22. To co-operate with foreign and international statistical organizations.
23. To co-ordinate the use of the BBS computer services.

ISATION



A B B R E V I A T I O N S.

AGRO	: Assistant Graphic Reproduction Officer	PR	: Proof Reader
AO	: Administrative Officer	SA	: Statistical Assistant
APO	: Assistant Publication Officer	Sr.D. Man	: Senior Draftsman
ASO	: Assistant Statistical Officer	SI	: Statistical Investigator
PPO	: Blue Print Operator	SO	: Statistical Officer
CMI	: Census of Manufacturing Industries	UZS	: Upa Zila Statistician.
DDO	: Duel Data Operator		
DMO	: Duplicating Machine Operator		
DRA	: Dark Room Assistant		
GRO	: Graphic Reproduction Officer		
I/O	: Imput/Output		
Jr.D.Man	: Junior Draftsman		
JSA	: Junior Statistical Assistant		
KPO	: Key Punch Operator		
KPVO	: Key Punch Verifying Operator		
MEGW	: Mining, Electricity, Gas, Water		
MMTO	: Mechanical Maintenance and Transport Officer		

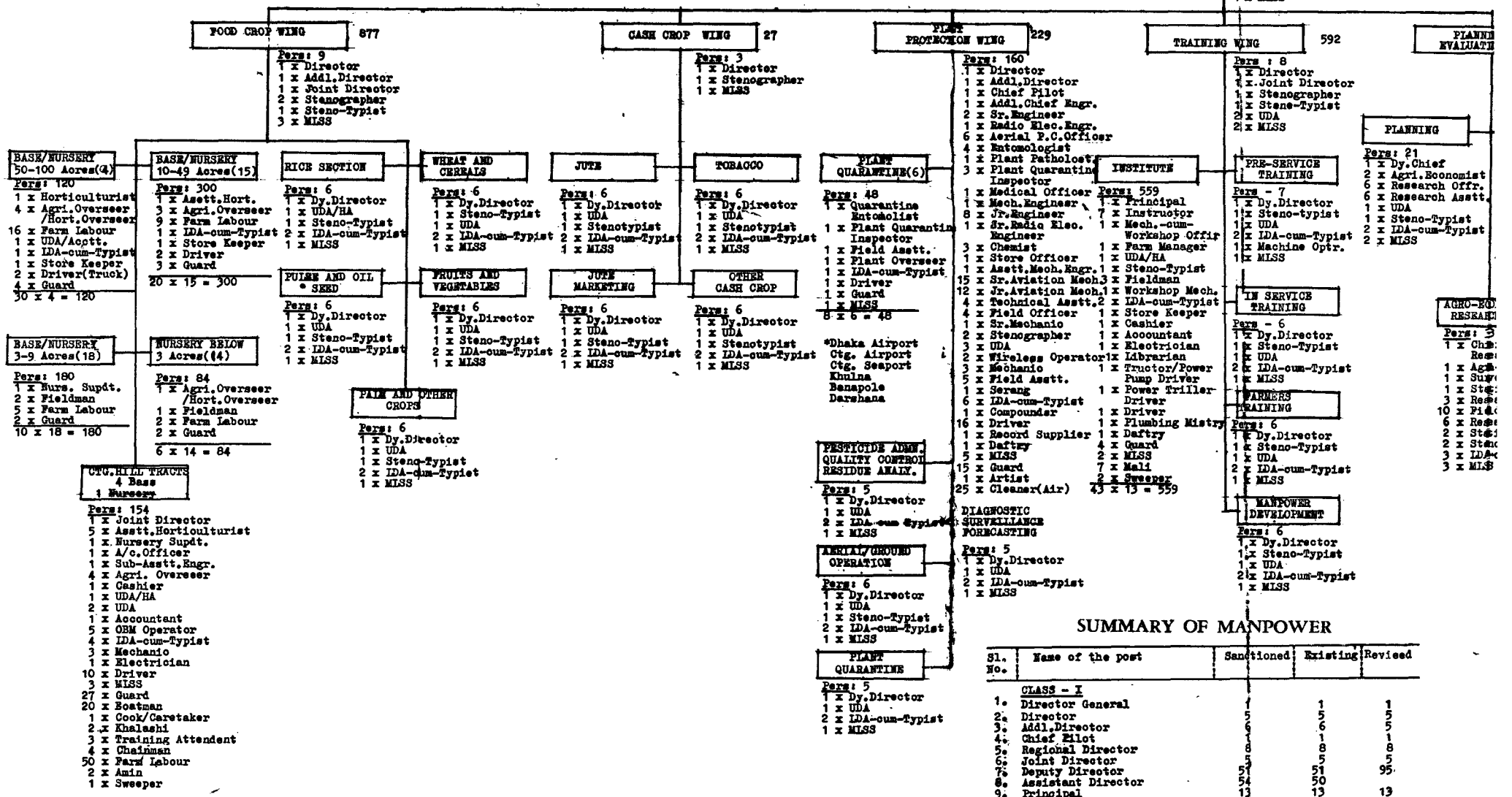
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF AGRICULTURAL EXTENSION, DHA
AGRICULTURE AND FOREST DIVISION
MINISTRY OF AGRICULTURE

FUNCTIONS:

1. To provide farmers with the latest results of research and scientific farm techniques for their socio-economic betterment.
2. To motivate and help farmers adopt improved production practices which would increase their farm production and thereby meet national consumption requirements, maximise export and minimise import.
3. To assist farmers to arrive at the most promising courses of action for maximising production and income keeping in view their own needs, resources and abilities.
4. To help develop self-reliance and co-operation by training local leadership for organised group action.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing	Revised
	CLASS - I			
1.	Director General	1	1	1
2.	Director	5	5	5
3.	Addl.Director	6	6	5
4.	Chief Pilot	1	1	1
5.	Regional Director	8	8	8
6.	Joint Director	5	5	5
7.	Deputy Director	51	51	95
8.	Assistant Director	54	50	
9.	Principal	13	13	13
10.	Training Officer	24	24	26
11.	Subject Master Specialist	82	82	188
12.	Senior Production Economist	1	1	1
13.	Senior Engineer	2	2	2
14.	Radio Electric Engineer	1	1	1
15.	Aerial P.C.Officer	6	6	6
16.	Entomologist	4	4	4
17.	Plant Pathologist	1	1	1
18.	Junior Engineer	9	9	9
19.	Medical Officer	1	1	1
20.	Mechanical Engineer	1	1	1
21.	Quarantine Entomologist	6	6	6
22.	Instructor	96	96	91
23.	Deputy Chief	2	2	2
24.	Chief (AER)	1	1	1
25.	Agricultural Economist	3	3	3
26.	Production Economist	5	5	5
27.	Statistical Officer	6	6	6
28.	Survey Officer	2	1	1
29.	Research Officer	10	10	9
30.	Horticulturist	4	4	4
31.	Asstt.Horticulturist	20	20	20
32.	Agricultural Extension Officer	450	450	867
33.	Asstt.Agrl.Extension Officer	-	-	460
34.	Subject Matter Officer	647	639	468
35.	Chemist	3	3	3
36.	Addl.Chief Engineer	1	1	1
37.	Accounts Officer	2	2	2
	Total :	1594	1521	2322
	CLASS -II	229	229	290
	CLASS -III	18550	18481	17740
	CLASS -IV	3193	3191	2290
	GRAND TOTAL :	23506	23422	22642

RTMENT OF AGRICULTURAL EXTENSION, DHAKA
AGRICULTURE AND FOREST DIVISION
MINISTRY OF AGRICULTURE

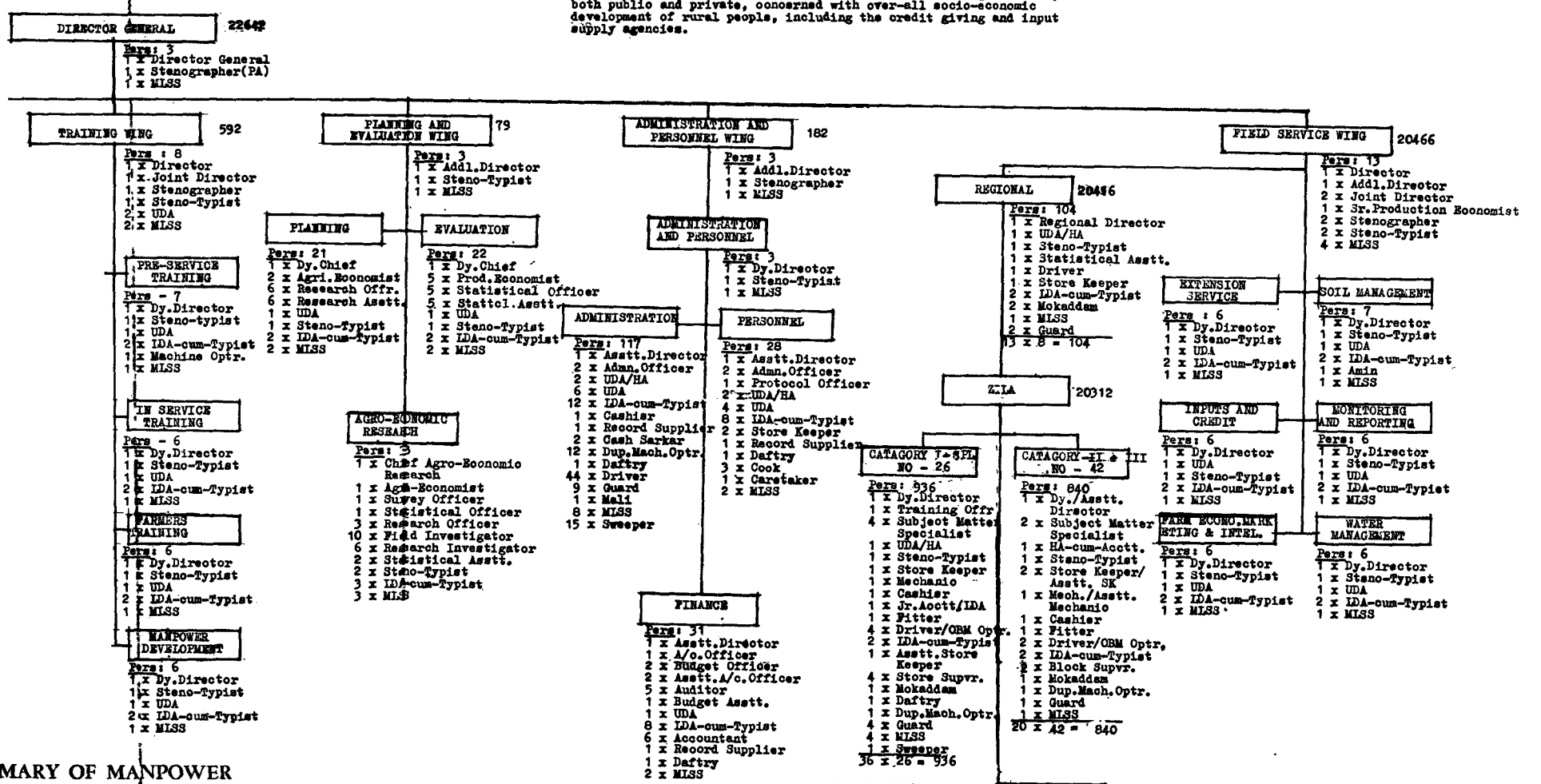
5. To provide channels for service and information from the Ministry of Agriculture and its different departments to the farm people and in tern, relay the problems and needs of the farmers that require national level intervention.

6. To provide and efficient linkage between the various research institutions and the farmers so that alongwith the flow of technology to the farmers, the farmers level problems are also brought to the relevant research institutes for investigation and solution.

7. To provide educational opportunities in agriculture, especially for front line extension workers, and all rural masses, adults and youth.

8. To serve as liaison agency between farmers and other organisation, both public and private, concerned with over-all socio-economic development of rural people, including the credit giving and input supply agencies.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing	Revised
	CLASS - I			
1.	Director General	1	1	1
2.	Director	5	5	5
3.	Addl.Director	6	6	5
4.	Chief Pilot	1	1	1
5.	Regional Director	8	8	8
6.	Joint Director	5	5	5
7.	Deputy Director	51	51	95
8.	Assistant Director	54	50	
9.	Principal	13	13	13
0.	Training Officer	24	24	26
1.	Subject Master Specialist	82	82	188
2.	Senior Production Economist	1	1	1
3.	Senior Engineer	2	2	2
4.	Radio Electric Engineer	1	1	1
5.	Aerial P.C.Officer	6	6	6
6.	Entomologist	4	4	4
7.	Plant Pathologist	1	1	1
8.	Junior Engineer	9	9	9
9.	Medical Officer	1	1	1
0.	Mechanical Engineer	1	1	1
1.	Quarantine Entomologist	6	6	6
2.	Instructor	96	96	91
3.	Deputy Chief	2	2	2
4.	Chief (AER)	1	1	1
5.	Agricultural Economist	3	3	3
6.	Production Economist	5	5	5
7.	Statistical Officer	6	6	6
8.	Survey Officer	2	1	1
9.	Research Officer	10	10	9
0.	Horticulturist	4	4	4
1.	Asstt.Horticulturist	20	20	20
2.	Agricultural Extension Officer	450	450	867
3.	Asstt.Agrl.Extension Officer	-	-	460
4.	Subject Matter Officer	647	639	468
5.	Chemist	3	3	3
6.	Addl.Chief Engineer	1	1	1
7.	Accounts Officer	2	2	2
	Total :	1594	1521	2322
	CLASS -II	229	229	290
	CLASS -III	18550	18481	17740
	CLASS -IV	3193	3191	2290
	GRAND TOTAL :	23506	23422	22642

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Director-General is authorised:

   a. 22 x Cars
   b. 43 x Pick-ups
   c. 55 x Jeeps
   d. 18 x Microbus
   e. 18 x Trucks
   f. 42 x OBM
   g. 100 x Transport/OBMs to be procured in phases.

2. Private use of transports will be as per Government Instructions issued from time to time.

3. Air-Conditioner/Coolers: The Department holds 12 x Air-conditioners, 1 for D.G., 5 for Directors, 6 for Laboratory may be authorised to the Department.

4. Office equipment: The following office equipment may be authorised to the Department:

   a. 2 x Plain Paper Copiers.
   b. 1 x Auto Stencil Cutter.
   c. 42 x Calculating machine.
   d. 99 x Duplicating machine.
   e. 695 x Type writers.

   The remaining 312 x typewriters to be returned to the Central Stationery Office.

5. Note: Out of 95 Deputy Director/Asstt.Directors, 49 will be Deputy Director and 46 will be Asstt.Directors.

Upazila-460

Personnel: 5980

1 x UAO
1 x Addl.Agriculture Officer.
1 x Subject Matter Officer
1 x Asstt.Agr.Exten.Officer
1 x Jr.Agr.Extn.Officer
1 x HA-cum-Accountant
1 x Plant Protection Asstt.
1 x LDA-cum-Typist
1 x Sprayer Mechanic
2 x Mukaddam
1 x MLSS/Peon
1 x Chowkidar/Night Guard

13 x 460= 5980

Metropolitan/Municipal Thana-8

Personnel: 136

1 x AEO
1 x Subject Matter Officer
1 x Jr.Agr.Extn.Officer
1 x Plant Protection Asstt.
4 x Block Supervisor
1 x HA c-um Acctt.
2 x LDA-cum-Typist
1 x Sprayer Mechanic
1 x Mukaddam
1 x Office Attendent.
1 x Night Guard
2 x Office Guard

17 x 8 =136

Union/Village Level

Personnel: 12420

27 x Block Supervisor

27 x 460 = 12420

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.
01.1.84

DEPARTMENT OF AGRICULTURAL MARKETING
AGRICULTURE AND FOREST DIVISION
MINISTRY OF AGRICULTURE

FUNCTIONS:

1. To collect market information on farmer level, wholesale and retail prices, market arrivals, movement and stock of farm products and to disseminate price information through radio, press and news bulletins for information of farmers, traders and consumers;
2. to constantly monitor the prices, identify reasons for price fluctuations and suggest corrective measures;
3. to organise movement of farm products, especially perishable items, from glut to deficit areas/consuming centres in cooperation with trade and transportation agencies;
4. to organise movement and sale of the produce of the farmers of new/concentrated producing areas;
5. to enforce the Agricultural Produce Markets Regulation Act, 1964
6. to conduct study/research on marketing of farm products, assess marketing costs and traders margins identify marketing problems and problems areas and suggest measures for improvement of marketing conditions and reduction of marketing cost;
7. to construct wholesale markets with adequate facilities in important distribution/consuming centres and to introduce improved market practice;
8. to provide extension services for improvement of flaying, curing and preservation of hides and skins to maximise foreign exchange earnings; and
9. to advise Government on production targets of different crops, procurement programmes and support price of important crops and in formulating policies on pricing marketing storage, distribution, export and import of different farm products of the country

ORGANISATION

DIRECTOR — 475

Personnel: 3
1 X Director
1 X Stenographer(PA)
1 X MLSS

Head Quarter

Chief Research and Development — 35

Personnel: 3
1 X Chief (R & D)
1 X Stenotypist
1 X MLSS

Planning and Development Cell

Personnel: 11
1 X Dy. Chief
1 X Asstt. Chief
1 X Research Officer
1 X Manager
1 X Accountant
1 X Stenotypist
1 X UDA
2 X LDA-cum-Typist
2 X MLSS

Research Cell

Personnel: 21
5 X Asstt. Chief
5 X Research Officer
1 X UDA
7 X LDA-cum-Typist
3 X MLSS

Deputy Director(Market Intelligence & Statistics) — 19

Personnel: 3
1 X Dy. Director
1 X Stenotypist
1 X MLSS

Market Intelligence Section

Personnel: 7
1 X Asstt. Director
1 X City Marketing Officer
2 X Market Investigator
2 X LDA-cum-Typist
1 X MLSS

Statistics Section

Personnel: 9
1 X Asstt. Director
1 X Research Officer
1 X UDA
3 X LDA-cum-Typist
1 X MLSS

Dy.Director(Regn. Extn. Training & Coordination — 14

Personnel: 3
1 X Dy. Director
1 X Stenotypist
1 X MLSS

Market Regulation Section

Personnel: 4
1 X Asstt. Director
1 X UDA
1 X LDA-cum-Typist
1 X MLSS

Grading & Extension Section

Personnel: 3
1 X Hide Technologist
1 X LDA-cum-Typist
1 X MLSS

Training & Coordination Section

Personnel: 4
1 X Asstt. Director
1 X UDA
1 X LDA-cum-Typist
1 X MLSS

Asstt. Director (Admn. & Accounts) — 23

Personnel: 23
1 X Asstt. Director
1 X Accounts Officer
1 X HA
2 X UDA
6 X LDA-cum-Typist
1 X Accountant
1 X Cashier
1 X Dup.Machine Operator
4 X Driver
1 X Daftary
4 X MLSS

Field Office

DHAKA ZONE

Personnel: 6
1 X Dy. Director
1 X Administrative Officer-cum-Accounts Officer
1 X UDA
2 X LDA-cum-Typist
1 X MLSS

CHITTAGONG ZONE

Personnel: 8
1 X Dy. Director
1 X Administrative Officer-cum-Accounts Officer
1 X City Marketing Officer
1 X UDA
2 X LDA-cum-Typist
1 X Duplicating Machine Operator
1 X MLSS

RAJSHAHI ZONE

Personnel: 8
1 X Dy. Director
1 X Administrative Officer-cum-Accounts Officer
1 X City Marketing Officer
1 X UDA
2 X LDA-cum-Typist
1 X Duplicating Machine Operator
1 X MLSS

KHULNA ZONE

Personnel: 8
1 X Dy. Director
1 X Administrative Officer-cum-Accounts Officer
1 X City Marketing Officer
1 X UDA
2 X LDA-cum-Typist
1 X Duplicating Machine Operator
1 X MLSS

Z I L A

Special & Category-I (26) — 225

Personnel: 225
26 X Zila Marketing Officer
22 X Grader-in-Charge
26 X LDA-cum-Typist
20 X Expert Curer
40 X Flayer
16 X Butcher
4 X Wool Propaganda Officer
4 X Shearing Attendent
4 X Grader Recorder
4 X Expert Shearer
5 X Head Egg Tester
28 X Egg Tester
26 X MLSS

Category-II & III (42) — 126

Personnel: 126
42 X Market Investigator
42 X LDA-cum-Typist
42 X MLSS

SUMMARY OF MANPOWER

Sl.No.	Name of post	Sanctioned	Actual	Revised
	Class-I			
1.	Director of Agricultural Marketing	1	1	1
2.	Chief (R & D)	1	1	1
3.	Dy. Chief	1	1	1
4.	Deputy Director	7	6	6
5.	Asstt. Chief	6	4	6
6.	Asstt. Director	5	5	5
7.	Research Officer	11	7	7
8.	Hide Technologist	1	-	1
9.	Hide Research Officer	1	-	-
10.	Manager, Wholesale Market.	1	1	1
		35	26	29
	Class-II			
11.	Administrative Officer-cum-Accounts Officer	4	4	4
12.	Accounts Officer	1	1	1
		5	5	5
13.	Class-III	375	321	293
14.	Class-IV	184	167	148
	GRAND TOTAL :	599	519	475

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transports :
   a) 1 X Car
   b) 3 X Jeeps
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office Equipment: The following Office equipment is authorised to the Department:
   a. 6 X Duplicating Machine
   b. 110 X Typewriter
   c. 4 X Calculating Machines
   d. 1 X Microscope(Ordinary).
      1 X H. Microscope.

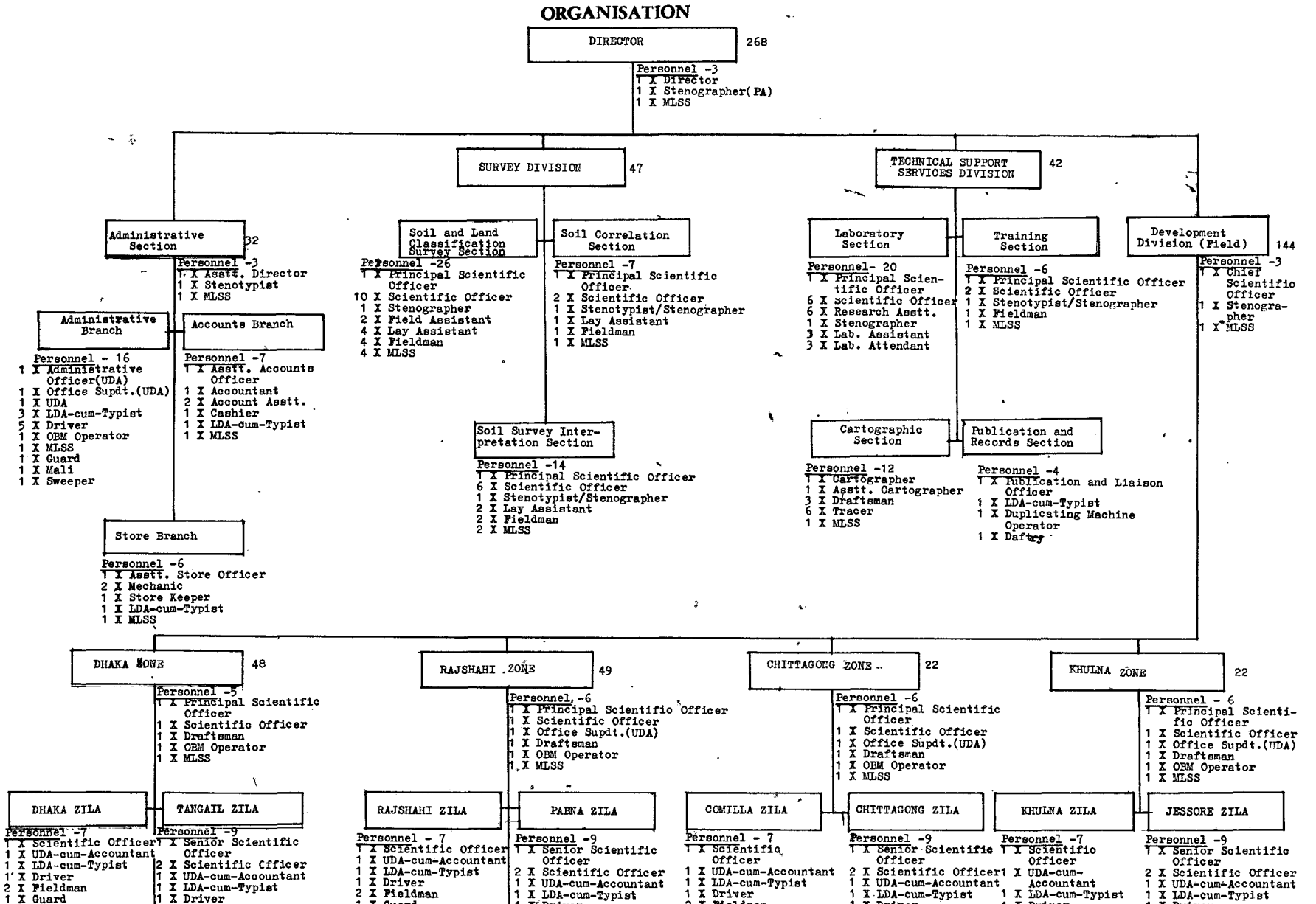
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF SOIL SURVEY
AGRICULTURE AND FOREST DIVISION
MINISTRY OF AGRICULTURE

FUNCTIONS:

1. Reconnaissance soil survey of the whole country on the basis of aerial photo interpretation and field and laboratory investigation of soils.
2. Detailed/semi-detailed soil surveys of development project areas and research farms for various beneficiary agencies.
3. Soil surveys to evaluate tube-well irrigation efficiency and to suggest suitable cropping systems.
4. Soil surveys for locating areas of problem soils(e.g. toxic, saline, alkaline or peat soils), soil degradation and erosion(in watershed region)for planning reclamation or watershed arrangement.
5. Correlation of soils of various surveys.
6. Chemical and physical analyses of soils to varify the field observations.
7. Soil moisture characterization of various soil tracts of the country.
8. Interpretation of aerial photos, landsat imageries and topographic maps for soil and land use surveys.
9. Preparation of various maps and reports on the above mentioned surveys for publication.
10. Services to the development agencies by providing basic data on soils, land capability and crop suitability for preparation of both short and long term agricultural development plans.
11. Coordination with the beneficiary agencies at local, regional or national levels regarding planning and execution of lend use development programmes.
12. Provision of simplified guides on soils and agricultural development possibilities for each thana for agricultural extension and research workers.
13. Provision of soil data for planning irrigation drainage and reclamation projects.
14. Selection of suitable sites for specific research/development activities.
15. Imparting in-service training to the newly recruited technical officers on soil survey, land use planning, cropping potential etc. and refreshers training to keep the technical officers of the department appraised and acquainted with the up-to-date knowledge.
16. Training of agricultural extension and research workers of various levels on proper utilization of soil survey information. Imparting basic training on various aspects of soils to the students of the agricultural institutions.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of posts	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Chief Scientific Officer	1	1	1
3.	Deputy Director(Field)	2	2	-
4.	Deputy Director(Res.)	1	1	-
5.	Deputy Director(Int.)	1	1	-
6.	Principal Scientific Officer	5	5	9
7.	Senior Scientific Officer	10	8	10
8.	Soil Survey Research Officer	4	-	-
9.	Assistant Soil Survey Research Officer	18	8	-
10.	Soil Scientist	3	1	-
11.	Assistant Soil Scientist	9	9	-
12.	Scientific Officer	20	18	54
13.	Cartographer	1	-	1
14.	Assistant Director(Publication and Liaison)	1	-	-
15.	Publication and Liaison Officer	-	-	1
16.	Assistant Director(Admn.)	1	1	-
17.	Assistant Director	-	-	1
	Total Class-I :	78	56	78
	Class-II	18	13	13
	Class-III	123	96	101
	Class-IV	87	62	76
	GRAND TOTAL :-	306	227	268

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The Office is authorised :
   a. 1 X Car for use of the Director.
   b. 14 X Jeep for field work.
   c. 2 X Microbus for official use.
   d. 2 X Pick-up for field work.
   e. 8 X Speed boat for field work.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Air-Conditioner/Coolers: The Department holds 6 X air-conditioner which are installed in the Laboratory. These may be authorised to the Department.
4. Office Equipment: The following office equipment may be authorised to the Department :
   a. 1 X Plain Paper Copier.
   b. 6 X Duplicating machine.
   c. 36 X Typewriter. The remaining 4 X Typewriter to be returned to the Central Stationery Office.
   d. 150 X Laboratory equipment.
   e. 40 X Cartographic equipment.
   f. 200 X Field and Camp equipment.

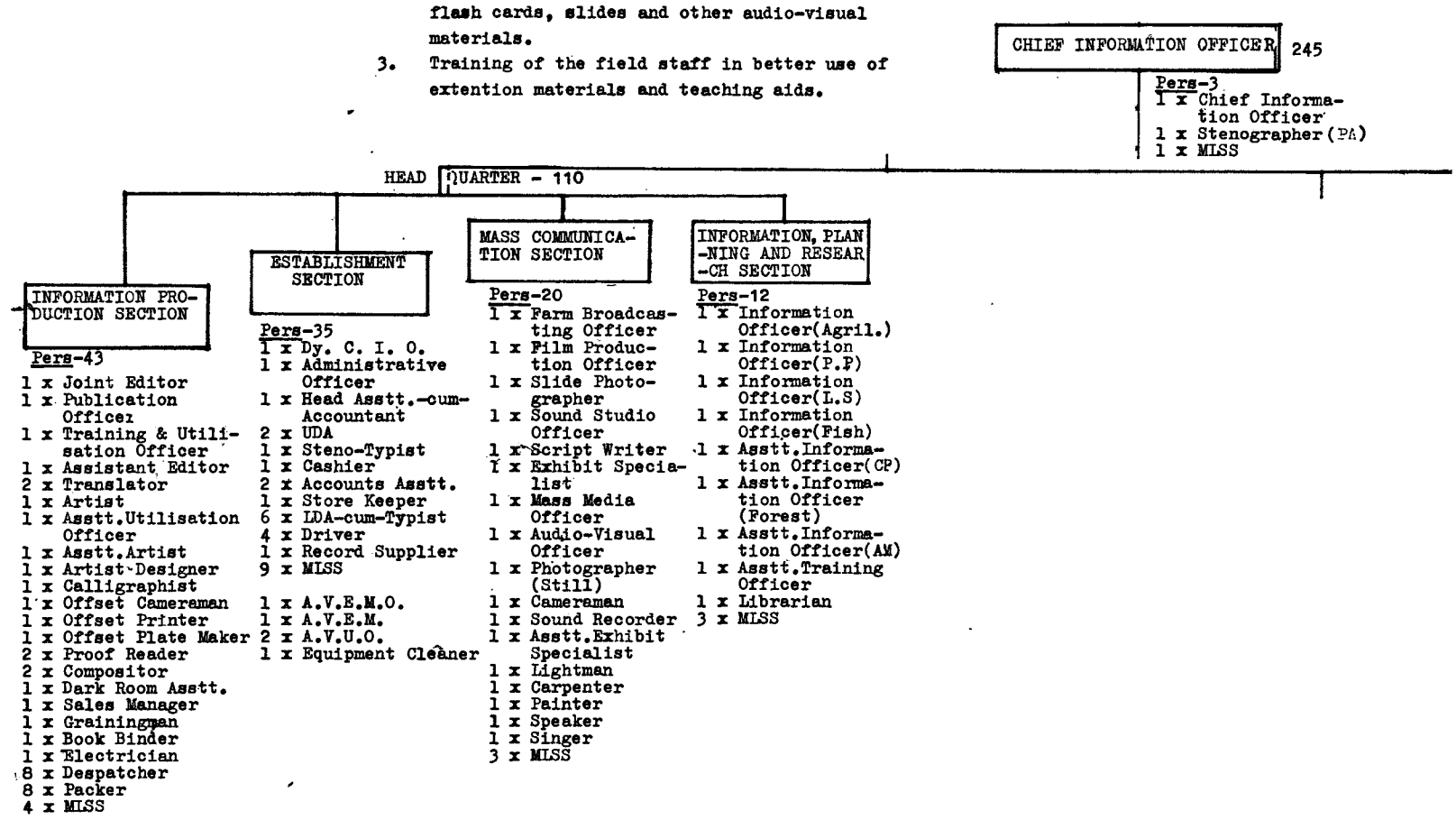
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

AGRICULTURE INFORMATION SERVICE
AGRICULTURE AND FOREST DIVISION
MINISTRY OF AGRICULTURE

FUNCTIONS:

1. Production of Agriculture literature including illustrated magazines, News-letters, Booklets, Posters, Charts, Pamphlets, Leaflets, Folders and the like with up-to-date information in simple Bengali.
2. Production of films, film strips, flip charts, flash cards, slides and other audio-visual materials.
3. Training of the field staff in better use of extention materials and teaching aids.

ORGANISATION



ABBREVIATIONS

A A V E M	: Assistant Audio Visual Equipment Mechanic
A A V U M	: Assistant Audio-Visual Unit Mechanic
A E S	: Assistant Exhibit Specialist
A I C O	: Agriculture Information Centre Organiser
A I O	: Assistant Information Officer
A M	: Agriculture Marketing
A V E M	: Audio-Visual Equipment Mechanic
A V E M O	: Audio-Visual Equipment Maintenance Officer
A V U M	: Audio-Visual Unit Mechanic
A V U O	: Audio-Visual Unit Operator
C P	: Crop Production
Dy.C I O	: Deputy Chief Information Officer
L S	: Livestock Services
P P	: Plant Protection.
R F B O	: Regional Farm Broadcasting Officer
T P	: Technical Participant.

SUMMARY OF MANPOWER

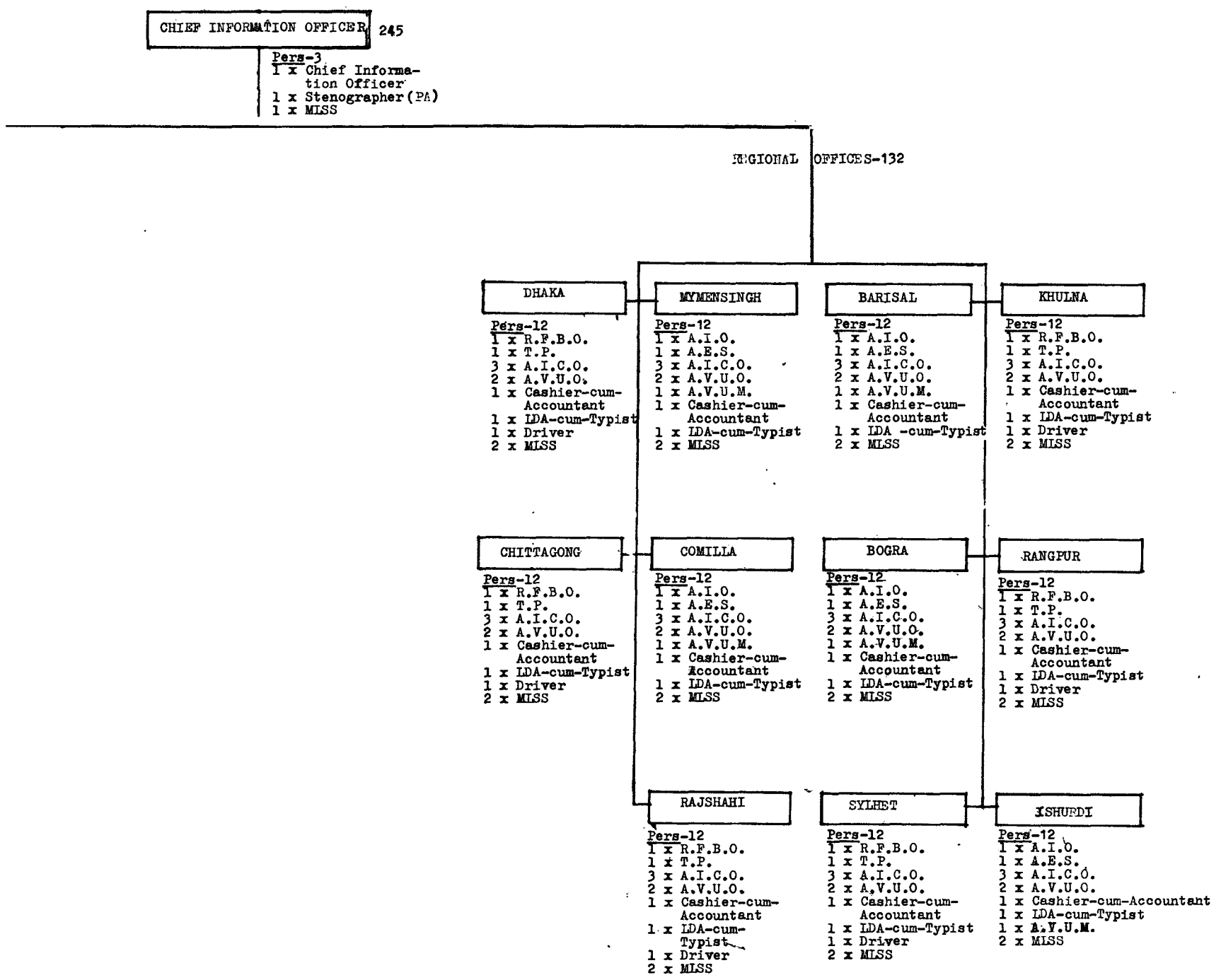
Sl No	Name of the post	Sanctioned	Existing	Revised
	Class-I			
1.	Chief Information Officer	1	1	1
2.	Farm Broadcasting Officer	1	1	1
3.	Information Officer(Agril.) (Plant Protection) & (Livestock)	3	3	3
4.	Deputy Chief Information Officer	1	1	1
5.	Regional Farm Broadcasting Officer	6	1	6
6.	Information Officer(Fish)	1	1	1
7.	Assistant Information Officer(CP)	1	1	1
8.	Training and Utilisation Officer	1	-	1
9.	Publication Officer	1	1	1
10.	Joint Editor	1	1	1
11.	Film Production Officer	1	1	1
12.	Asstt. Farm Broad Casting Officer	6	6	-
	TOTAL CLASS-I	24	18	18
	TOTAL CLASS-III	176	158	176
	TOTAL CLASS-IV	63	60	51
	GRAND TOTAL	263	236	245

AGRICULTURE INFORMATION SERVICE
AGRICULTURE AND FOREST DIVISION
MINISTRY OF AGRICULTURE

4. Establishment of utilisation and distribution channels of the information materials throughout the country.

5. Organising training programmes and workshops on communication techniques and on radio script writing.

ORGANISATION



AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Office is authorised:
   a. 2 x Jeeps for official use.
   b. 4 x Station Wagons for official use.
   c. 2 x Pick-up for official use.

2. Private use of Transports will be as per Govt.orders issued from time to time.

3. Air-Conditioner/Coolers: The Department holds 9 x air-conditioners, 2 in the room of 2 UNDP experts, 2 in the photo laboratory, 1 in the off-set camera room and 4 in the off-set press building. These may be authorised to the Department.

4. Office equipment: The following office equipment may be authorised to the Department:
   a. 1 x off-set press, 1 x Letter Press, 1 x off-set plate making unit, 1 x off-set camera unit, 1 x cutting machine, 1 x stitching machine, 1 x photographic unit, 1 x sound studio unit, 20 x Projectors, 17 x generators, 9 x PA amplifier, 6 x Tape-recorder and 1 x Movie Camera unit.
   b. 2 x Calculators.
   c. 2 x Duplicating machines.
   d. 16 x Typewriters.

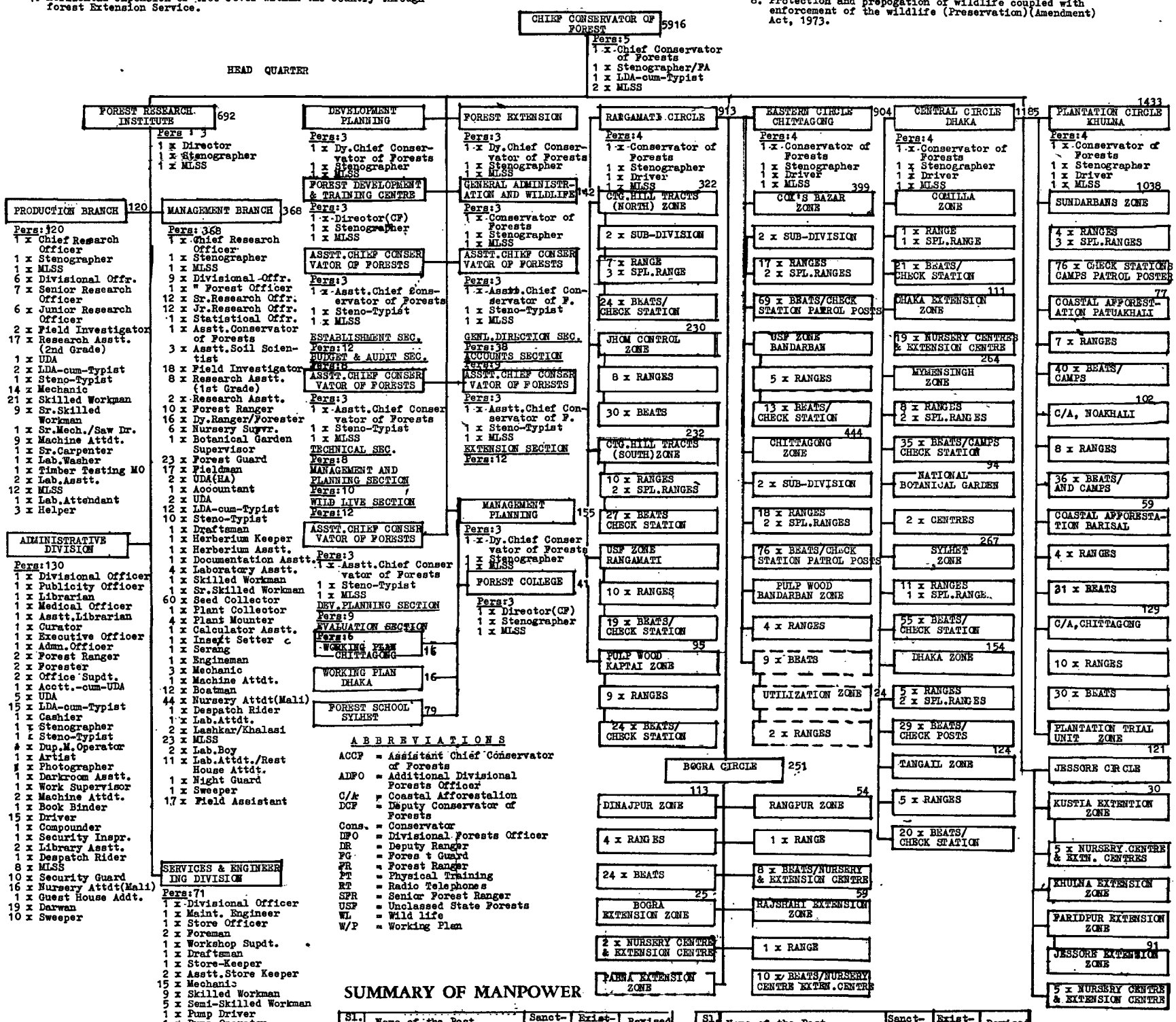
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

FOREST DEPARTMENT
AGRICULTURE AND FOREST DIVISION
MINISTRY OF AGRICULTURE

FUNCTIONS:

1. Protection and management of forest wealth of the country.
2. Harvesting of forest produce on sustained-yield basis to meet the requirements of consumers and wood based industries.
3. Raising of plantations with fast growing and high yielding variety of species to improve the quality of forests.
4. Horizontal expension of tree cover within the country through forest Extension Service.
5. Realisation of Revenue, preparation of budget, auditing, accounting etc.
5. Education and training of manpower.
7. Research on forest product (for forest based industries) and forest management.
8. Protection and prepogation of wildlife coupled with enforcement of the wildlife (Preservation)(Amendment) Act, 1973.

ORGANISATION



ABBREVIATIONS

ACCF	= Assistant Chief Conservator of Forests
ADFO	= Additional Divisional Forests Officer
C/A	= Coastal Afforestation
DCF	= Deputy Conservator of Forests
Cons.	= Conservator
DFO	= Divisional Forests Officer
DR	= Deputy Ranger
FG	= Forest Guard
FR	= Forest Ranger
PT	= Physical Training
RT	= Radio Telephones
SFR	= Senior Forest Ranger
USF	= Unclassed State Forests
WL	= Wild life
W/P	= Working Plan

SUMMARY OF MANPOWER

Sl. No.	Name of the Post	Sanctioned	Existing	Revised
	Class-I			
1.	Chief Conservator of Forests	1	1	1
2.	Dy.Chief Conservator of Forests	4	4	3
3.	Conservator of Forest/Director	4	4	7
4.	Director,Forest Research Institute	1	1	1
5.	DFO/DCF/ACCF/Professor/Budget Officer	38	37	42
6	Additional Divisional Forest Officer	1	1	1
7.	Sub-Divisional Forest Officer	6	6	6
8.	Asstt.Conservator of Forests	45	45	45
9.	Chief Research Officer	2	2	2
10.	Divisional Officer	17	17	17
11.	Sr. Research Officer	27	20	20
12.	Jr. Research Officer	18	18	18
13.	Research Officer	3	3	3
14.	Accounts Officer	1	1	1
15.	Medical Officer	2	-	2
16.	Publicity & Liaison Officer	1	-	1
17.	Statistical Officer/Statistician	1	-	1
18.	Store Officer	1	1	1
19.	Librarian	1	1	1
20.	Asstt.Librarian	1	-	1
21.	Asstt.Soil Scientist	3	3	3
22.	Maintenance Engineer	1	-	1
23.	Curator	1	1	1
24.	Executive Officer	1	1	1
25.	Editor	1	-	-
	Total Class-I :	182	168	179
	Total Class-II :	41	31	31
	Total Class-III :	3637	2373	3617
	Total Class-IV :	2107	2008	2089
	Grand Total :	5967	4580	5916

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Department is authorised
   a. 20 x Car
   b. 65 x Jeep
   c. 6 x Station Wagon
   d. 16 x Pick-up
   e. 3 x Bus
   f. 6 x Microbus
   g. 8 x Truck
   h. 20 x Launch
   i. 43 x Motor Cycle
2. Private use of transports will be as per Govt.instructions issued from time to time.
3. Air-Conditioner/Coolers: The Department is authorised 31 x Air-Conditioner.
4. Office Equipment : The follwoing office equipment :
   a. 12 x Plain Paper Copier
   b. 40 x Duplicating Machine
   c. 150 x Typewriter

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BANGLADESH AGRICULTURAL INSTITUTE (COLLEGE)
AGRICULTURE AND FOREST DIVISION
MINISTRY OF AGRICULTURE

FUNCTIONS:

1. To produce agricultural graduates to cater the need of different agro-based projects.
2. To produce Masters in Agriculture in different disciplines to undertake research projects and compilation of dissertations.
3. To prepare the cropping scheme and cropping pattern of the college farm for the purpose of student demonstration and research projects.
4. To cultivate different varieties of crops for maintaining varietal character.
5. To arrange seminars, workshops and lectures of visiting Professors.
6. To conduct periodical and final examinations.
7. To maintain an engineering workshop for the purpose of repair of agricultural implements as well as for demonstration to the students.
8. To arrange and guide the students in educational tours and excursions.

ORGANISATION

PRINCIPAL — 227

Pers- 3
1 x Principal
1 x Stenographer(PA)
1 x MLSS

ADMINISTRATION — 114

ADMINISTRATION SECTION

Pers- 42
1 x Vice-Principal
1 x Admn.Officer
1 x Accounts Officer
1 x Stenographer
1 x UDA/HA
1 x UDA-Cashier
1 x Caretaker
8 x LDA-cum-Typist
1 x Account Asstt.
1 x Sr.Storekeeper
5 x Driver
1 x Daftry/Bell Ringer
1 x Dup.Machin Operator
1 x Cash Sarker
5 x MLSS
8 x Guard
3 x Sweeper
1 x Mali

LIBRARY

Pers- 7
1 x Librarian
1 x Cataloguer
1 x Library Asstt.
1 x LDA-cum-Typist
1 x Book Binder/ Daftry
2 x Attendant

AGRICULTURAL FARM

Pers- 20
3 x Overseer
1 x Machineman
3 x Power Tiller Driver
1 x Pump Driver
2 x Tractor Driver
2 x Deep Tube-well Operator-cum-Mistry
1 x Tractor Mate
1 x Gas Khalashi
1 x Gas Mistry
1 x Mate
1 x Guard
3 x Sweeper

SHER-E-BANGLA HALL

Pers- 14
1 x Pesh Imam
1 x Caretaker
1 x Cook
1 x Asstt.Cook
1 x Attendant
3 x MLSS
1 x Kitchen Servant
1 x Mali
2 x Guard
2 x Sweeper

ENGINEERING WORKSHOP

Pers- 11
1 x Foreman
1 x Mechanic
1 x Electrician
1 x Time Storekeeper
1 x Welder
1 x Turner
1 x Blacksmith
1 x Carpenter
1 x Fitter
1 x Hammerman
1 x Chowkider

GYMNASIUM

Pers- 2
1 x Physical Instructor
1 x Attendant

SIRAJ-UD-DULLA HALL

Pers- 12
1 x Pesh Imam
1 x Caretaker
1 x Cook
1 x Asstt.Cook
1 x Kitchen Servant
3 x MLSS
1 x Mali
2 x Guard
1 x Sweeper

KAZI NAZRUL HALL

Pers- 3
1 x Asstt.Cook
2 x MLSS/Guard

GIRLS' HOSTEL

Pers- 3
1 x Asstt.Cook
1 x Aya
1 x Guard

ACADEMY — 110

AGRONOMY

Pers- 9
1 x Professor
1 x Associate Professor
3 x Asstt.Professor
3 x Lecturer
1 x MLSS

ENTOMOLOGY AND ZOOLOGY

Pers- 10
1 x Professor
1 x Associate Prof.
2 x Asstt.Professor
3 x Lecturer
1 x Lab.Attendant
2 x MLSS

HORTICULTURE

Pers- 10
1 x Professor
1 x Associate Prof.
1 x Asstt.Prof.
2 x Lecturer
1 x Overseer
1 x Lab. Attendant
1 x MLSS
1 x Mali
1 x Chowkider

PLANT PATHOLOGY

Pers- 8
1 x Professor
1 x Associate Prof.
1 x Asstt.Professor
2 x Lecturer
1 x Lab.Attendant
2 x MLSS

STATISTICS AND MATHEMATICS

Pers- 10
1 x Professor
2 x Associate Prof.
2 x Asstt.Professor
1 x Lecturer
1 x Sr.Computer
1 x Technician
1 x Lab.Attendant
1 x MLSS

AGRIL.EXTENSION

Pers- 9
1 x Professor
1 x Associate Prof.
1 x Asstt.Professor
1 x Lecturer
1 x Photographer
1 x Artist
1 x Audio-Visual Operator
1 x Lab.Attendant
1 x MLSS

FARM MECHANICS

Pers- 6
1 x Associate Prof.
1 x Asstt.Professor
1 x Lecturer(Asstt.Engr.)
1 x Drawing Instructor
1 x Chainman
1 x MLSS

AGRIL.ECONOMICS AND RURAL SOCIOLOGY

Pers- 6
1 x Professor
1 x Associate Prof.
2 x Asstt.Professor
1 x Lecturer
1 x MLSS

CROP BOTANY

Pers- 8
1 x Professor
1 x Associate Prof.
2 x Asstt.Professor
2 x Lecturer
1 x Lab.Attendant
1 x MLSS

CHEMISTRY AND BIOCHEMISTRY

Pers- 13
1 x Professor
1 x Associate Prof.
3 x Asstt.Professor
3 x Lecturer
3 x Lab.Asstt.
2 x MLSS

PLANT BREEDING AND GENETICS

Pers - 6
1 x Professor
1 x Associate Prof.
1 x Asstt. Prof.
1 x Lecturer
1 x Lab.Attendant
1 x MLSS

SOIL SCIENCE

Pers- 10
1 x Professor
1 x Associate Prof.
2 x Asstt.Professor
3 x Lecturer
2 x Lab.Attendant
1 x MLSS

ANIMAL HUSBANDRY

Pers- 5
1 x Professor
1 x Asstt.Professor
1 x Lecturer
1 x Lab.Attendant
1 x MLSS

SUMMARY OF MANPOWER

SL. No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Principal	1	1	1
2.	Vice-Principal(Dev)	1	-	1
3.	Professor	12	11	12
4.	Associate Professor (Dev)	13	-	13
5.	Asstt. Professor(1 for Dev)	22	20	22
6.	Lecturer	24	24	24
7.	Librarian	1	1	1
	Total:-	74	57	74
	Class-II			
8.	Physical Instructor	1	1	1
9.	Drawing Instructor	1	1	1
10.	Foreman	1	-	1
11.	Administrative Officer	1	1	1
12.	Photographer	1	-	1
13.	Accounts Officer	1	1	1
	Total:-	6	4	6
14.	Class-III (8 for Dev)	43	34	43
15.	Class-IV (14 for Dev)	104	89	103
	Grand Total:-	227	184	227

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The College is authorised:
   a. 1 x Car.
   b. 1 x Microbus.
   c. 1 Pick-up.
   d. 2 x Bus.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipments may be retained by the Department:
   a. 1 x Duplicating Machine.
   b. 5 x Typewriters. Ratio of Bengali and English typewriter will be 60:40.

Note:- a. Members of teaching staff working as Superintendents/Asstt.Superintendents to get honorarium at the usual rates.
b. The 37 posts in the development budget shown in the chart will remain as such to be brought under revenue budget as per existing rules.

BRIGADIER
(KHAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

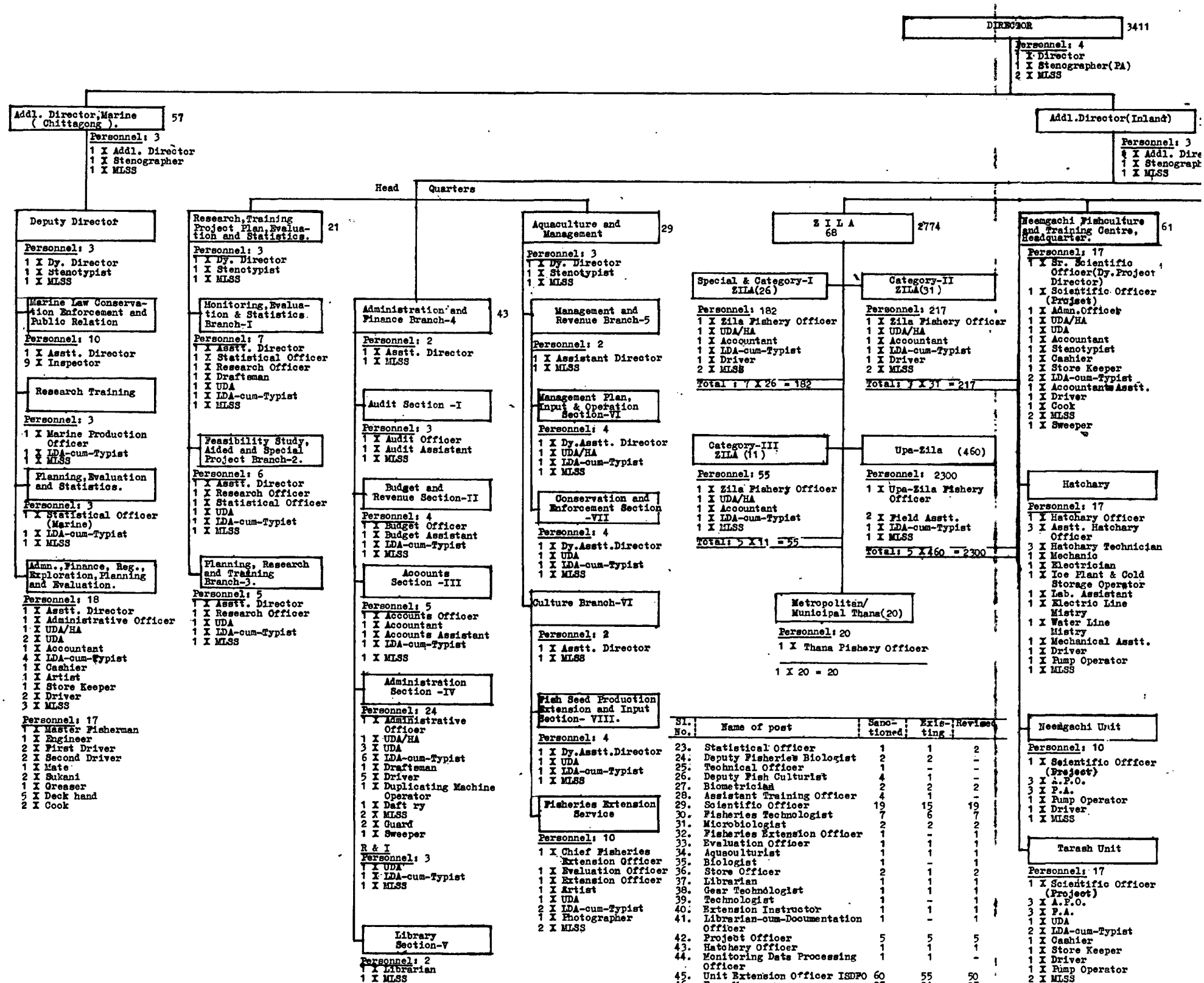
LIBRARY
Bangladesh Publ. Administration
Training Centre
Savar,Dhaka.

FUNCTIONS:

1. Operation of nursery fish farms and seed multiplication farms to supply quality fish fingerlings to the fish farmers.
2. Management of government fisheries to increase production.
3. Formulation and execution of development projects to develop fishery resources.
4. Dissemination of modern ideas and methods of fish culture, conservation of fish, fishery management etc., to the people.
5. Management and conservation of fish and other population of aquati organisms of economic importance.
6. Marine fishery exploration and biological research population studies and management.

DEPARTMENT OF FISHERIES
FISHERIES AND LIVESTOCK DIVISION
MINISTRY OF AGRICULTURE

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Addl. Director	-	-	2
3.	Principal Scientific Officer	3	1	3
4.	Chief(Planning Cell)	1	-	-
5.	Deputy Director	9	7	7
6.	Economist.	1	-	-
7.	Assistant Director	1	1	8
8.	Fish Culturist	1	1	-
9.	Fishery Biologist	1	1	-
10.	Assistant Chief	3	3	-
11.	Zila Fishery Officer	-	-	58
12.	Principal, F.T.I.	1	1	1
13.	Chief Extension Officer	1	1	1
14.	Senior Research Officer	2	2	2
15.	Engineer	1	-	1
16.	Senior Technologist	1	1	1
17.	Deputy Project Director	1	1	1
18.	Senior Scientific Officer	11	8	9
19.	Unit Officer	4	-	-
20.	Deputy Assistant Director	7	4	3
21.	Research Officer	16	10	15
22.	Curator	1	1	-
23.	Statistical Officer	1	1	2
24.	Deputy Fisheries Biologist	2	2	-
25.	Technical Officer	1	-	-
26.	Deputy Fish Culturist	4	1	-
27.	Biometrician	2	2	2
28.	Assistant Training Officer	4	1	-
29.	Scientific Officer	19	15	19
30.	Fisheries Technologist	7	6	7
31.	Microbiologist	2	2	2
32.	Fisheries Extension Officer	1	-	1
33.	Evaluation Officer	1	1	1
34.	Aquaculturist	1	1	1
35.	Biologist	1	-	1
36.	Store Officer	2	1	2
37.	Librarian	1	1	1
38.	Gear Technologist	1	1	1
39.	Technologist	1	-	1
40.	Extension Instructor	1	1	1
41.	Librarian-cum-Documentation Officer	1	-	1
42.	Project Officer	5	5	5
43.	Hatchery Officer	1	1	1
44.	Monitoring Data Processing Officer	1	1	-
45.	Unit Extension Officer ISDFO	60	55	50
46.	Farm Manager	25	24	25
47.	Upasila Fishery Officer	89	49	460
48.	Marine Production Officer	1	1	1
49.	Statistical Officer(Marine)	1	1	1
50.	Master Fisherman	1	-	1
51.	Budget Officer	-	-	1
52.	Audit Officer	-	-	1
53.	Limnologist	1	-	1
54.	Assistant Director(Marine)	1	-	-
	Total Class-I :	407	217	663
	Class-II	123	84	28
	Class-III	989	987	1944
	Class-IV	830	830	776
	GRAND TOTAL :-	2249	2118	3411

DEPARTMENT OF FISHERIES
FISHERIES AND LIVESTOCK DIVISION
MINISTRY OF AGRICULTURE

7. Conduct of Fishery research both biological and technological.
8. Extension and training of fishery personnel.
9. Enforcement of Fish Act, 1950 on the Protection and Conservation of Fish.
10. Collection of Fishery statistics as far as possible.
11. Advising the government in formulating policies relating to fisheries.

ORGANISATION

DIRECTOR — 3411

Personnel: 4
1 X Director
1 X Stenographer(PA)
2 X MLSS

Addl.Director(Inland) — 3350

Personnel: 3
1 X Addl. Director
1 X Stenographer
1 X MLSS

Field | Office

Z I L A — 2774
68

Category-II ZILA(31)

Personnel: 217
1 X Zila Fishery Officer
1 X UDA/HA
1 X Accountant
1 X LDA-cum-Typist
1 X Driver
2 X MLSS
Total: 7 X 31 = 217

Upa-Zila (460)

Personnel: 2300
1 X Upa-Zila Fishery Officer
2 X Field Asstt.
1 X LDA-cum-Typist
1 X MLSS
Total: 5 X 460 = 2300

Metropolitan/ Municipal Thana(20)

ersonnel: 20
X Thana Fishery Officer
X 20 = 20

t	Sanc-tioned	Exis-ting	Revised
fficer	1	1	2
les Biologist	2	2	-
leer	1	-	-
ilturist	4	1	-
	2	2	2
lning Officer	4	1	-
ficer	19	15	19
nologist	7	6	7
	2	2	2
nsion Officer	1	-	1
ficer	1	1	1
	1	1	1
	1	-	1
	2	1	2
	1	1	1
gist	1	1	1
	1	-	1
ructor	1	1	1
Documentation	1	-	1
r	5	5	5
er	1	1	1
a Processing	1	1	-
Officer ISDFO	60	55	50
	25	24	25
y Officer	89	49	460
ion Officer	1	1	1
ficer(Marine)	1	1	1
an	1	-	1
	-	-	1
	-	-	1
	1	-	1
otor(Marine)	1	-	-
	407	217	663
	123	84	28
	989	987	1944
	830	830	776
-	2249	2118	3411

Neemgachi Fishculture and Training Centre, Headquarter. — 61

Personnel: 17
1 X Sr. Scientific Officer(Dy.Project Director)
1 X Scientific Officer (Project)
1 X Admn.Officer
1 X UDA/HA
1 X UDA
1 X Accountant
1 X Stenotypist
1 X Cashier
1 X Store Keeper
2 X LDA-cum-Typist
1 X Accountants Asstt.
1 X Driver
1 X Cook
2 X MLSS
1 X Sweeper

Hatchary

Personnel: 17
1 X Hatchary Officer
3 X Asstt. Hatchary Officer
3 X Hatchary Technician
1 X Mechanic
1 X Electrician
1 X Ice Plant & Cold Storage Operator
1 X Lab. Assistant
1 X Electric Line Mistry
1 X Water Line Mistry
1 X Mechanical Asstt.
1 X Driver
1 X Pump Operator
1 X MLSS

Neemgachi Unit

Personnel: 10
1 X Scientific Officer (Project)
3 X A.P.O.
3 X F.A.
1 X Pump Operator
1 X Driver
1 X MLSS

Tarash Unit

Personnel: 17
1 X Scientific Officer (Project)
3 X A.P.O.
3 X F.A.
1 X UDA
2 X LDA-cum-Typist
1 X Cashier
1 X Store Keeper
1 X Driver
1 X Pump Operator
2 X MLSS
1 X Sweeper

Research & Training Centre, Chandpur. — 128

Personnel: 3
1 X PSO
1 X Stenotypist
1 X MLSS

Fisheries Technological Laboratory

Personnel: 11
1 X Dy. Director
1 X Sr.Technologist
5 X Fisheries Technologist
1 X Technician
1 X Laboratory Asstt.
1 X Stenotypist
1 X Laboratory Boy.

Administration

Personnel: 48
1 X Administrative Officer
1 X Librarian
1 X HA
3 X UDA
1 X Accountant
1 X Cashier
6 X LDA-cum-Typist
1 X Library Asstt.
1 X Store Keeper
1 X Draftsman
4 X Driver
1 X Line Mistry
6 X Campus Guard
3 X Security Guard
1 X Duplicating Machine Operator
13 X MLSS
3 X Sweeper

Fresh Water, Fisheries Research Station

Personnel: 42
1 X Dy. Director
2 X Sr.Research Officer
12 X Research Officer
1 X Biometrician
1 X Engineer(Marine)
1 X Captain(Marine)
6 X Field Asstt.
1 X Navigation Asstt.
1 X Greaser
1 X Stenotypist
2 X OBM Operator
1 X Electrician
1 X Pump Operator
2 X Lasker
1 X Jetty Asstt.
4 X Fisherman
4 X Pond Attendent

Fisheries Training Institute.

Personnel: 24
1 X Principal
1 X Aquaculturist
1 X Biologist
1 X Gear Technologist
1 X Biometrician
1 X Limnologist
1 X Technologist
1 X Extension Instructor
2 X Demonstrator
1 X Stenotypist
2 X Laboratory Asstt.
2 X Field Asstt.
1 X Pump Operator
1 X Serang
1 X Launch Driver
1 X Sukani
1 X Tendal
1 X Greaser
1 X Sweeper-cum-Lasker
2 X Cook

Fish Hatchary and Training Centre, Raipur-Noakhali. — 88

Personnel: 88
1 X Principal Scientific Officer
3 X Senior Scientific Officer
8 X Scientific Officer
1 X Store Officer
1 X Library-cum-Documentation Officer
1 X Administrative Officer
1 X Accounts Officer
2 X Sub-Asstt. Engineer
6 X Extension Supervisor
6 X Field-cum-Lab.Asstt.
1 X UDA/HA
1 X Accountant
1 X Stenographer
2 X UDA
1 X Electrician
4 X LDA-cum-Typist
5 X Driver
1 X Cashier
1 X Store Keeper
1 X Accounts Asstt.
1 X Care Taker
4 X Pump Operator
1 X Line Mistry
8 X Skilled Fisherman
1 X Electrical Asstt.
1 X Cook
1 X Mechanic
8 X Hatchery Guard
8 X MLSS
2 X Cook-cum-Bearer
1 X Duplicating Machine Operator
4 X Guard

Aquaculture Exp. Station, Mymensingh. — 77

Personnel: 77
1 X Principal Scientific Officer
6 X Sr.Scientific Officer
11 X Scientific Officer
1 X Librarian
1 X Store Officer
1 X Curator
1 X Administrative Officer
6 X Research Asstt.
1 X Store Keeper
1 X UDA/HA
2 X UDA
1 X Accountant
1 X Cashier
1 X Stenographer
1 X Electric Foreman
1 X Technician
4 X LDA-cum-Typist
1 X Caretaker
4 X Driver
1 X Plumber
1 X Duplicating Machine Operator
3 X Laboratory Attendant
2 X Pump Operator
1 X Museum Attendant
8 X Pond Attendant
1 X Library Attendant
6 X Guard
6 X MLSS
1 X Cook
1 X Sweeper

Fish Inspection and Quality Control Lab. Chittagong & Khulna — 24

Personnel: 24
1 X Dy. Director
1 X Fisheries Technologist
1 X Micro Biologist
2 X Technical Asstt.
1 X UDA
1 X LDA-cum-Typist
1 X Driver
1 X Laboratory Attendant
1 X MLSS
1 X Guard
1 X Sweeper
12 X 2 = 24

Fish Seed Farms. — 102

Personnel: 75
25 X Farm Manager
25 X Pump Operator
25 X Farm Guard

Dhaka City Fish Culture Project

Personnel: 22
1 X Project Officer
4 X Fishery Asstt.
1 X UDA-cum-Accountant
1 X Cashier
1 X LDA-cum-Typist
1 X Driver
1 X Pump Operator
10 X Fishery Guard
2 X MLSS

Polder Fishery Dev.Project, Khulna

Personnel: 5
1 X Project Officer
3 X Fishery Asstt.
1 X MLSS

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Directorate is authorised the following transport :
   a. 1 X Car for Director of Fisheries for whole time use.
   b. 2 X Car for the Addl. Director of Inland and Marine for official use.
   c. 3 X Microbus for official use.
   d. 29 X Jeep/Microbus for use of Project Director/Deputy Director of Fisheries.
   e. 21 X Jeep/Pickup for Zila Fisheries Officer, for official use in the Zila.
   f. 451 X Motor Cycle for SDFO/UPOF, official use in field work.
   g. 10 X Speed Boat.
   h. 3 X Launch, 1 for Marine Fisheries, 1 for Training Institute and another for Fresh Water Research.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office Equipment: The Directorate is authorised the following equipment :
   a. 4 X Plain Paper Copier
   b. 1 X Air Cooler for use of Director.
   c. 3 X Air Cooler for Raipur Fish Hatchery.
   d. 5 X Duplicating Machine.
   e. 100 X Typewriters.

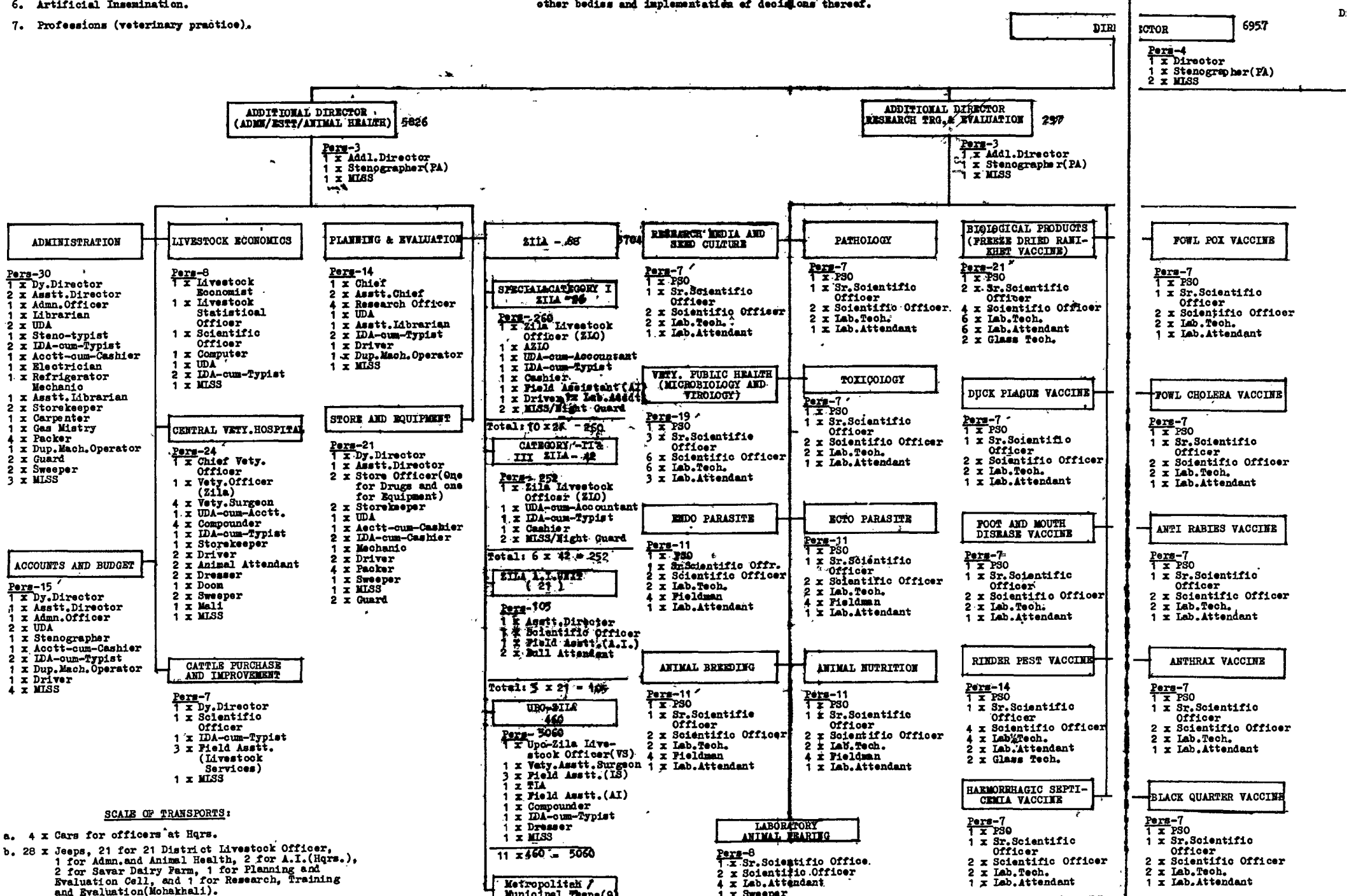
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.

DEPARTMENT OF LIVESTOCK SERVICES
FISHERIES AND LIVESTOCK DIVISION
MINISTRY OF AGRICULTURE

ORGANISATION

FUNCTIONS:

1. Improvement of cattle wealth.
2. Prevention and control of animal and poultry diseases.
3. Poultry:management of poultry farm, grading & quality control.
4. Dairies:management of cattle farm.
5. Animal nutrition.
6. Artificial Insemination.
7. Professions (veterinary practice).
8. Prevention of cruelty to animals.
9. Livestock Census and cattle Insurance.
10. Research and Training in Livestock.
11. Mechanised livestock operations.
12. Participation in relevant international conferences, associations, other bodies and implementation of decisions thereof.
13. L t r
14. A
15. E D



SCALE OF TRANSPORTS:

a. 4 x Cars for officers at Hqrs.

b. 28 x Jeeps, 21 for 21 District Livestock Officer, 1 for Admn.and Animal Health, 2 for A.I.(Hqrs.), 2 for Savar Dairy Farm, 1 for Planning and Evaluation Cell, and 1 for Research, Training and Evaluation(Mohakhali).

c. 9 x Microbuses, 1 for Admn.and Animal Health, 1 for Research, Training and Evaluation(Mohakhali), 1 for Zoo, Zoological Survey and Animal Production, 1 for Poultry, 2 for V.T.I., 1 for A.I.(Hqrs.) and 2 for Savar Dairy Farm.

d. 25 x Pick-ups, 1 for Central Dairy Farm, 2 for 2 Zonal Poultry Farms, 10 for 10 District Poultry Farms, 2 for 2 District Dairy Farms(Tejgaon and Sylhet), 4 for Field Disease Investigation, 1 for Research, Training and Evaluation (Mohakhali), 3 for Savar Dairy Farm, 1 for A.I. (Hqrs.) and 1 for Zoo.

e. 8 x Trucks, 2 for Central Poultry Farm, 1 for Feed Meal, 1 for Stores and Equipment, 2 for Savar Dairy Farm and 1 for A.I.(Hqrs.).

f. 3 x Milk Collecting Vans for Savar Dairy Farm.

g. 3 x Milk Supply Vans for Savar Dairy Farm.

h. 2 x Animal Carrying Vans for Savar Dairy Farm.

i. 3 x Mobile Clinics, 1 for Savar Dairy Farm, 1 for Central Disease Investigation and 1 for Central Veterinary Hospital.

j. 1 x Ambulance for Central Veterinary Hospital.

k. 49 x Motor Cycles for 49 Sub-Divisional Livestock Offices.

l. 1 x Cinema-cum-Publicity Van for Admn.and Animal Health.

m. 1 x Special Refrigerating Van for Research, Training and Evaluation(Mohakhali).

ABBREVIATIONS:

A.I. = Artificial Insemination
A.P. = Animal Production
L.S. = Livestock
P.S.O. = Principal Scientific Officer
V.A.S. = Veterinary Assistant Surgeon
V.S. = Veterinary Service/Veterinary Surgeon.

SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Actual	Revised
	Class-I			
1.	Director	1	-	1
2.	Director, Zoo	1	1	-
3.	Addl.Director	3	2	4
4.	Joint Director	1	-	-
5.	Dy.Director & Equivalents :-			
	a) Deputy Director	16	14	9
	b) Principals	2	2	2
	c) Curator	1	1	1
	d) Livestock Economist	1	1	1
	e) Chief (PEC)	1	1	1
	f) Principal Scientific Officer	-	-	24
	g) Chief Vety Officer	-	-	1
	h) Project Director	1	-	-
	i) Manager	3	1	-
	j) Research Officer	4	4	-
	k) Expert (FMD)	1	1	-
	l) Dairy Nutritionist	1	-	-
6.	Asstt.Director/Dist.Livestock Officer & Equivalents	135	72	150
7.	Sub-Division Livestock Officer & Equivalent	69	57	
8.	Upazila Livestock Officer&Equivalent	957	735	1133
	Total Class-I	1198	892	1327
	Class-II	11	1	7
	Class-III	2873	2521	3938
	Class-IV	1677	1576	1685
	GRAND TOTAL :-	5759	4990	6957

DEPARTMENT OF L IVESTOCK SERVICES
FISHERIES AND L IVESTOCK DIVISION
MINISTRY OF AGRICULTURE

13. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subject allotted to the Directorate.
14. All laws on subjects allotted to the Directorate.
15. Enquiries and statistics on any subject allotted to the Directorate.
16. Fees in respect of any of the subjects allotted except fees taken in courts.
17. Veterinary education (other than Agricultural University) and development of animal resources.
18. Zoological research, Zoological garden & Zoological surveys.
19. Co-ordination & determination of standards in institutions of higher veterinary education (other than Agricultural University).

ORGANISATION

DIRECTOR 6957
Pers-4
1 x Director
1 x Stenographer(PA)
2 x MLSS

ADDITIONAL DIRECTOR (TRG. & EVALUATION) 237
Pers-3
1 x Addl.Director
1 x Stenographer(PA)
1 x MLSS

BIOLOGICAL PRODUCTS (FREEZE DRIED RANIKHET VACCINE)
Pers-21
1 x PSO
2 x Sr.Scientific Officer
4 x Scientific Officer
6 x Lab.Tech.
6 x Lab.Attendant
2 x Glass Tech.

DUCK PLAGUE VACCINE
Pers-7
1 x PSO
1 x Sr.Scientific Officer
2 x Scientific Officer
2 x Lab.Tech.
1 x Lab.Attendant

FOOT AND MOUTH DISEASE VACCINE
Pers-7
1 x PSO
1 x Sr.Scientific Officer
2 x Scientific Officer
2 x Lab.Tech.
1 x Lab.Attendant

RINDER PEST VACCINE
Pers-14
1 x PSO
1 x Sr.Scientific Officer
4 x Scientific Officer
4 x Lab.Tech.
2 x Lab.Attendant
2 x Glass Tech.

HAEMORRHAGIC SEPTICEMIA VACCINE
Pers-7
1 x PSO
1 x Sr.Scientific Officer
2 x Scientific Officer
2 x Lab.Tech.
1 x Lab.Attendant

FOWL POX VACCINE
Pers-7
1 x PSO
1 x Sr.Scientific Officer
2 x Scientific Officer
2 x Lab.Tech.
1 x Lab.Attendant

FOWL CHOLERA VACCINE
Pers-7
1 x PSO
1 x Sr.Scientific Officer
2 x Scientific Officer
2 x Lab.Tech.
1 x Lab.Attendant

ANTI RABIES VACCINE
Pers-7
1 x PSO
1 x Sr.Scientific Officer
2 x Scientific Officer
2 x Lab.Tech.
1 x Lab.Attendant

ANTHRAX VACCINE
Pers-7
1 x PSO
1 x Sr.Scientific Officer
2 x Scientific Officer
2 x Lab.Tech.
1 x Lab.Attendant

BLACK QUARTER VACCINE
Pers-7
1 x PSO
1 x Sr.Scientific Officer
2 x Scientific Officer
2 x Lab.Tech.
1 x Lab.Attendant

CENTRAL DISEASE INVESTIGATION
Pers-12
1 x PSO
1 x Sr.Scientific Officer
2 x Scientific Officer
2 x Lab.Tech.
4 x Fieldman
2 x Lab.Attendant

FIELD DISEASE INVESTIGATION LABORATORY(4)
Pers-36
1 x PSO
2 x Scientific Officer
2 x Lab.Tech.
2 x Fieldman
2 x Lab.Attendant
9 x 4 = 36

VETY.TRAINING INSTITUTE (2)
Pers-56
1 x Principal
3 x Asstt.Professor
4 x Lecturer
1 x Vety.Surgeon
1 x Stenographer
1 x Asstt.Librarian
1 x UDA/HA
1 x Accountant-cum-Cashier
1 x LDA-cum-Typist
1 x Compounder
1 x Driver
1 x Hospital Attdt.
2 x Animal Attendant
1 x Dresser
2 x Sweeper
3 x Guard
2 x Mali
1 x MLSS
28 x 2 = 56

QUALITY CONTROL OF VACCINE AND DRUGS
Pers-7
1 x PSO
1 x Sr.Scientific Officer
2 x Scientific Officer
2 x Lab.Tech.
1 x Lab.Attendant

ADDITIONAL DIRECTOR (ZOO & ZOOLOGICAL SURVEY AND ANIMAL PRODUCTION) 428
Pers-3
1 x Addl.Director
1 x Stenographer(PA)
1 x MLSS

CENTRAL CATTLE BREEDING AND DAIRY FARM SAVAR
Pers-262
2 x Machine Shop Opr.
4 x Milk Inspector
1 x Dairy Plant Opr.
10 x Overseer(for dairy/byre/Agri. Section)
4 x Supervisor(for Milk and Agri.Sec)
3 x Asstt.Agri.Supvr.
1 x Research Asstt.
2 x Dairy Tech.
3 x Lab.Assistant
1 x Boilerman
5 x Milk Recorder
1 x Compounder
1 x Field Asstt.(A.I./Inseminator.
1 x Blacksmith
1 x Mason
1 x Plumber
2 x Dresser
1 x Store Attendant
1 x Lab.Attendant
1 x Boiler Room Attdt.
2 x Dairy Attendant
4 x Bull Attendant
2 x Sick Animal Attdt.
2 x Maternity Stall Attendant
10 x Delivery Boy
8 x Cow Boy
1 x Head Milkman/Goala

FEED MILK
Pers-3
1 x Accountant-cum-Cashier
1 x Truck Driver
1 x LDA-cum-Typist

1 x Dy.Director
2 x Asstt.Director/FC
1 x Byre Officer
1 x Dairy Economist
1 x Dairy Officer
1 x Vety.Officer
1 x Farm Supdt.
5 x Scientific Officer
3 x Vety.Surgeon
1 x Animal Prod.Officer
1 x Dairy Engineer
1 x Medical Officer
1 x Office Supdt.
2 x UDA
1 x Steno-typist
2 x Actt-cum-Cashier
2 x LDA-cum-Typist
3 x Foreman
1 x Workshop Assistant
1 x Storekeeper
2 x Asstt.Storekeeper
4 x Mechanic
1 x Fitter-cum-Welder
2 x Generator Driver
1 x Refrigerator Mech.
23 x Driver(for Tructor Lorry/Trolly etc.)
17 x Driver(pump/coml.) Harvester/Bull Dozer etc.)
2 x Carpenter
2 x Electrician
64 x Milkman/Goala
10 x Cleaner
1 x Ration Room Attdt.
4 x Mali
8 x Sweeper
1 x Daftry
9 x Guard
4 x MLSS

ZOOLOGICAL GARDEN
Pers-120
1 x Curator
1 x Dy.Curator
1 x Animal Nutrition Officer
1 x Vety.Surgeon
1 x Officer-in-charge Museum
1 x Scientific Officer
4 x Zoo Officer
1 x Garden Overseer
1 x Compounder
6 x Mahut
2 x Blacksmith
2 x Snake Caretaker
25 x Animal Caretaker
7 x Attendant(for Isolation/Quarantine/Hospital/Museum etc.)
1 x Dresser
10 x Mali
2 x Cook
8 x Gate Keeper
1 x Farrier
1 x Cartman
1 x Admn.Officer
1 x Publicity Officer
1 x Security Supvr.
1 x Accountant
2 x UDA
4 x LDA-cum-Typist
1 x Cashier
3 x Driver(including 1 for Pump Driver)
1 x Storekeeper
1 x Carpenter
1 x Record Keeper
15 x Guard
6 x Sweeper
1 x Dup.Mach.Operator
4 x MLSS

ZOOLOGICAL SURVEY
Pers-7
1 x Dy.Curator
1 x Research Asstt.
1 x Fieldman
1 x Field Asstt.
1 x Toxidermist
1 x Skinner
1 x Collector of Sampl-

ARTIFICIAL INSEMINATION AND FODDER CULTIVATION
Pers-33
1 x Dy.Director
2 x Asstt.Director
1 x Statistical Officer (Livestock)
2 x Vety.Surgeon
1 x Public Relation Officer
1 x UDA
1 x Acctt-cum-Cashier
2 x LDA-cum-Typist
4 x Field Asstt.(AI)
2 x Driver
1 x Lab.Tech.
2 x Research Asstt.
1 x Statistical Asstt.
5 x Semen Carrier
1 x Cash Sarker
1 x Dup.Mach.Operator
3 x Lab.Attendant
2 x Sweeper

ADDITIONAL DIRECTOR (POULTRY) 402
Pers-3
1 x Addl.Director
1 x Stenographer(PA)
1 x MLSS

CENTRAL POULTRY BREEDING FARM
Pers-29
1 x Dy.Director
2 x Asstt.Director
1 x Poultry Nutritionist
1 x Poultry Extension Officer
1 x Poultry Geneticist
4 x Asstt.Poultry Extension Officer
2 x Poultry Tech.
1 x UDA
2 x LDA-cum-Typist
1 x Acctt-cum-Cashier
1 x Mechanic/Electrician
2 x Driver
1 x Carpenter
2 x Hatchery Attendant
2 x Poultry Attendant
2 x Guard
1 x Sweeper
2 x MLSS

ZONAL POULTRY FARMS(2)
Pers-36
1 x Dy.Director
1 x Poultry Nutritionist
1 x Poultry Geneticist
1 x UDA
1 x LDA-cum-Typist
2 x Poultry Tech.
1 x Acctt-cum-Cashier
1 x Electrician
1 x Driver
2 x Hatchery Attendant
4 x Poultry Attendant/Keeper
1 x Guard
1 x Sweeper
18 x 2 = 36

ZILA POULTRY FARMS(10)
Pers-120
1 x Asstt.Director
1 x Poultry Dev.Officer
1 x LDA-cum-Typist
2 x Poultry Tech.
1 x Electrician
4 x Poultry/Hatchery Attendant
1 x Guard
1 x Sweeper
12 x 10 = 120

SUBDIVISIONAL POULTRY FARM (12)
Pers : 120
1 x Manager
3 x Poultry Dev. Officer
2 x Poultry Technician.
1 x Electrician.
1 x LDA-Cum-Typist
2 x Poultry and Hatchery Attendent.
1 x Guard
1 x Sweeper
10 x 12 = 120

ZILA SHEEP FARM
Pers-12
1 x Asstt.Director
1 x Acott-cum-Cashier
1 x LDA-cum-Typist
1 x Wool-Shearer-cum-Storekeeper
6 x Sheep Attendant
1 x Guard
1 x MLSS

ZILA PIG FARM
Pers-12
1 x Asstt.Director
1 x Acott-cum-Cashier
1 x LDA-cum-Typist
1 x Storekeeper
6 x Pig Attendant
1 x Guard
1 x MLSS

ZILA DAIRY FARM(2)
Pers-70
1 x Asstt.Director
1 x Animal Production Officer
1 x Vety.Surgeon
1 x UDA
1 x Carpenter
1 x ~~Asstt.-cum-Cashier~~
1 x LDA-cum-Typist
1 x Milk Recorder
2 x Driver(Milk Van and Pump)
1 x Compounder
10 x Milkman
1 x Ploughman
1 x Milk Delivery Boy
4 x Dairy Attendant
2 x Guard
2 x Sweeper
2 x Store Attendant
2 x Farm Attendant
35 x 2 = 70

SUMMARY OF MANPOWER

f the post	Sanctioned	Actual	Revised
r	1	-	1
r, Zoo	1	1	-
rector	3	2	4
irector	1	-	-
cter & Equivalents :-			
ty Director	16	14	9
cipals	2	2	2
ter	1	1	1
stock Economist	1	1	1
f (PEC)	1	1	1
cipal Scientific Officer	-	-	24
f Vety Officer	-	-	1
ect Director	1	-	-
ger	3	1	-
arch Officer	4	4	-
rt (FMD)	1	1	-
y Nutritionist	1	-	-
irector/Diet.Livestock & Equivalents	135	72	150
ision Livestock Officer alent	69	57	
ivestock Officer&Equivalent	957	735	1133
lass-I	1198	892	1327
lass-II	11	1	7
lass-III	2873	2521	3938
lass-IV	1677	1576	1685
OTAL :-	5759	4990	6957

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transports:

1. The Department hold following transports:
   a. 7 x Cars, 30 x Jeeps, 15 x Microbus, 25 x Pick-up 8 x Trucks, 3 x Clinic Mobile Jeep, 1xCinema Van, 3 x Milk Collecting Van, 3 x Milk Supply Van, 2 x Animal Carrying Van.

   The Department is authorised following transports:
   a. 4 x Cars, 28 x Jeeps, 9 x Microbus, 25 x Pick-up 8 x Trucks, 3 x Milk Collecting Van, 3 x Milk Supply Van, 2 x Animal Carrying Van, 3 x Mobile Clinic, 1 x Ambulance, 49 x M/C, 2 x Cinema-Cum-Publicity Van and 1 x Spl.Refrigeration Van.
2. Private use of transport will be as per Government Instructions issued from time to time.
3. Air-Conditioner/Coolers: The Department holds 58 x air-conditioners which are located in different research centres/laboratories/farms. These may be retained by the Department.
4. Office equipments: The following office equipments may be retained by the Department.
   a. 2 x Plain Paper Copier.
   b. 39 x Duplicating Machine.
   c. 225 x Typewriters. The ratio Bengali and English typewriters will be 60 : 40.
5. Miscellaneous points: Thana Livestock Officer should preferably be VS. Existing system of appointing VS/AH as thana livestock officer may continue till the Agricultural University revised their syllabus.

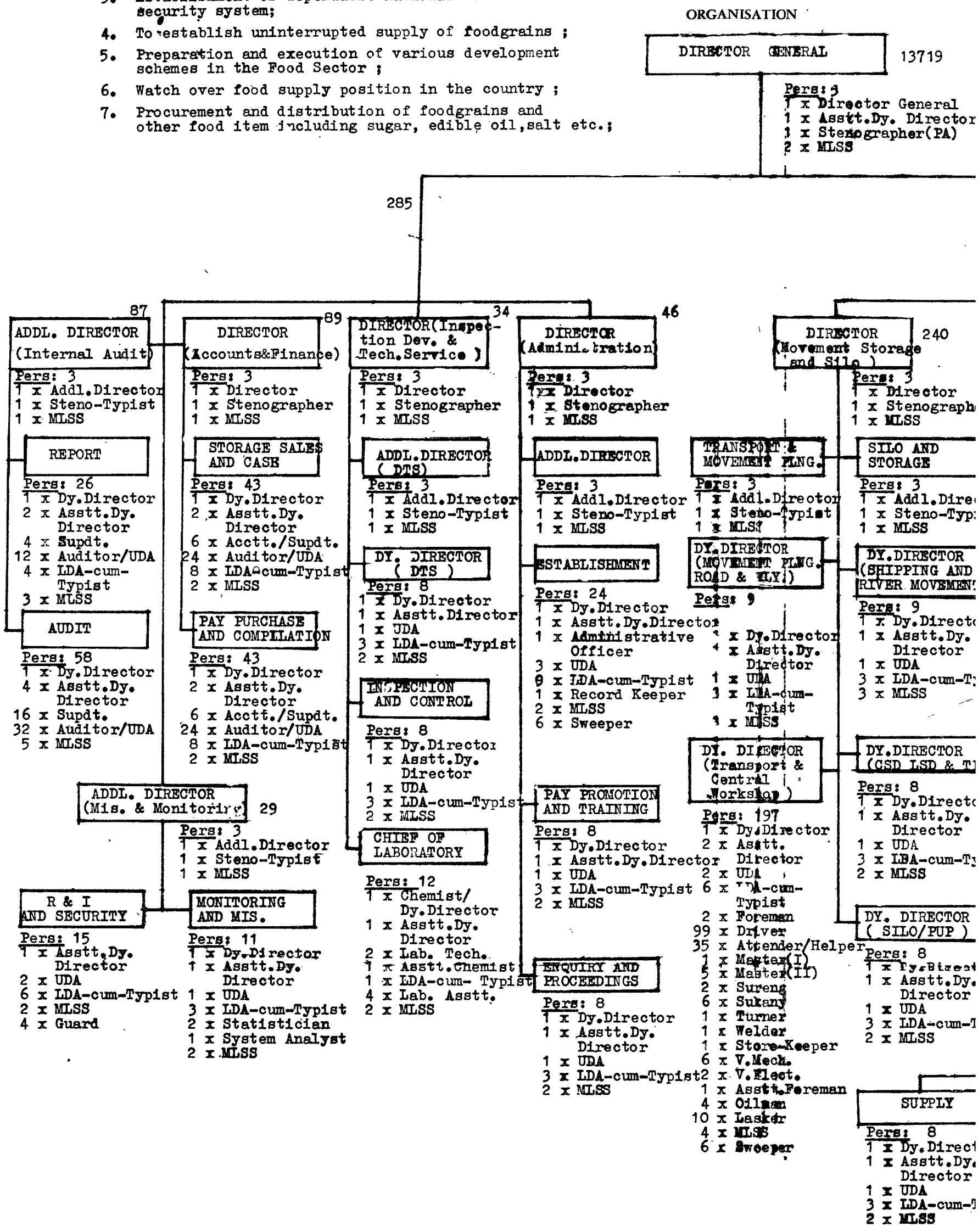
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE GENERAL OF FOOD
FOOD DIVISION
MINISTRY OF FOOD

FUNCTIONS:

1. Management and operation of country's overall food system;
2. Implementation of national food policy strategies;
3. Establishment of dependable national food security system;
4. To establish uninterrupted supply of foodgrains ;
5. Preparation and execution of various development schemes in the Food Sector ;
6. Watch over food supply position in the country ;
7. Procurement and distribution of foodgrains and other food item including sugar, edible oil, salt etc.;

ORGANISATION



DIRECTORATE GENERAL OF FOOD
FOOD DIVISION
MINISTRY OF FOOD

8. To ensure supply of food-stuffs through rationing and other distribution channel;

9. To ensure stability of the market prices of foodstuffs;

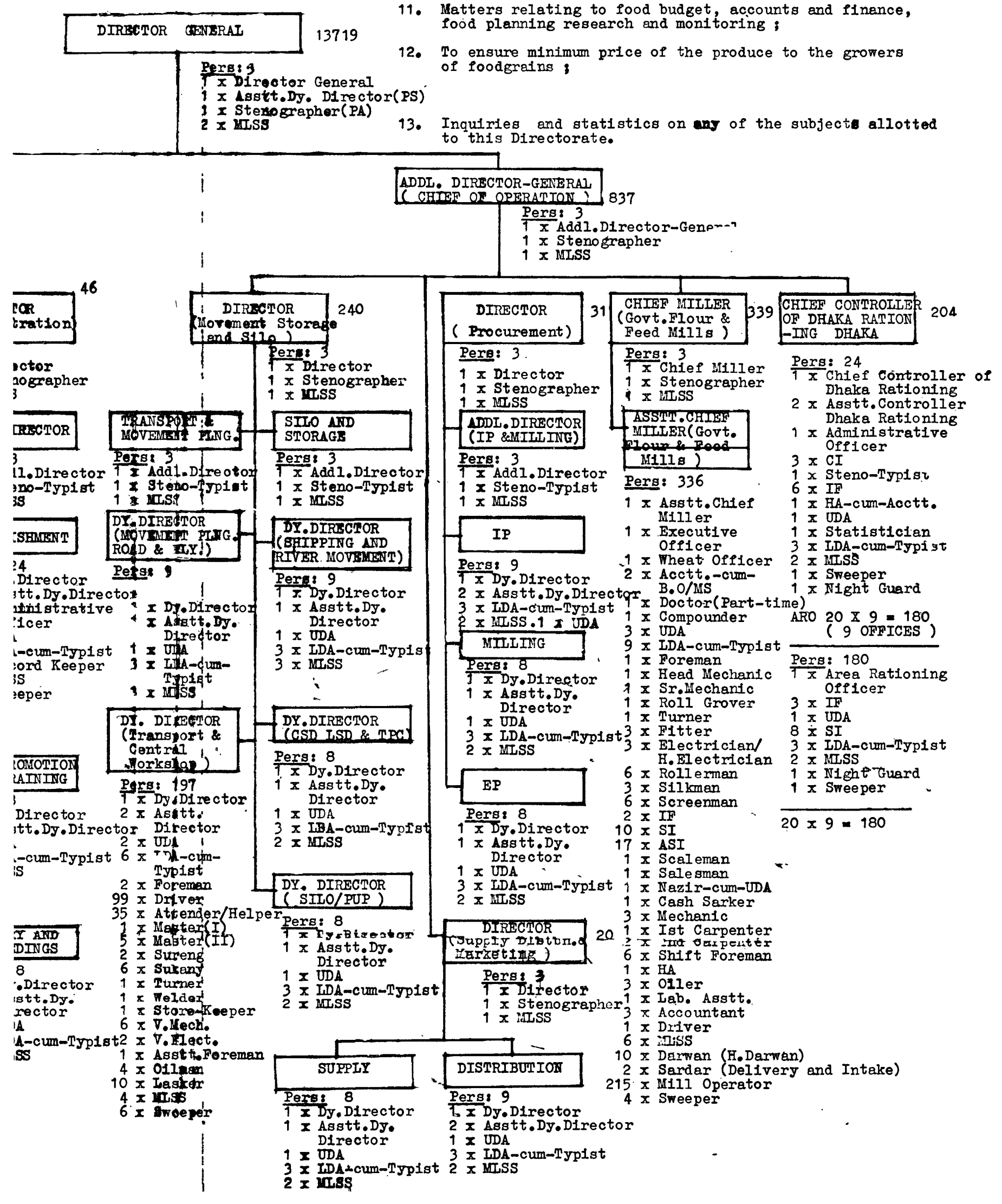
10. To ensure preservation of adequate food reserve and quality of the stock ;

11. Matters relating to food budget, accounts and finance, food planning research and monitoring ;

12. To ensure minimum price of the produce to the growers of foodgrains ;

13. Inquiries and statistics on any of the subjects allotted to this Directorate.

ORGANISATION



RM FOOD DHAKA 1348

Pers: 37
1 X RCF
2 X ARCF
1 X Asstt.Dy.Director
1 X Asstt.Chemist/ADD
4 X UDA/HA
2 X LDA-cum-Typist
4 X Accountant
1 X Stenotypist
2 X Lab. Tech.
2 X Lab. Asstt.
2 X Driver
3 X MLSS
1 X Night Guard
1 X Sweeper

RM FOOD RAJSHAHI 2255

Pers: 37
1 X RCF
2 X ARCF
1 X Asstt.Dy.Director
1 X Asstt.Chemist/ADD
4 X UDA/HA
2 X LDA-cum-Typist
4 X Accountant
1 X Stenotypist
2 X Lab. Tech.
2 X Lab. Asstt.
2 X Driver
3 X MLSS
1 X Night Guard
1 X Sweeper

CSD TEJGAON

Pers: 137
1 X Manager
2 X CI
8 X IF
24 X SIF
24 X ASI
2 X UDA
6 X LDA-cum-Typist
1 X Accountant
1 X TCI/CO
1 X TI
1 X Operator
5 X Sprayman
1 X MLSS
48 X Darwan
12 X Sweeper

CSD DHAKA

Pers: 61
1 X Manager
1 X CI
3 X IF
9 X SIF
9 X ASI
2 X UDA
6 X LDA-cum-Typist
1 X Accountant
1 X TCI/CO
1 X TI
1 X Operator
3 X Sprayman
1 X MLSS
18 X Darwan
4 X Sweeper

CSD NARAYANGONJ

Pers: 107
1 X Manager
2 X CI
2 X UDA
6 X IF
18 X SIF
18 X ASI
6 X LDA-cum-Typist
1 X Accountant
1 X TCI/CO
1 X TI
1 X Operator
4 X Sprayman
1 X MLSS
36 X Darwan
9 X Sweeper

CSD MYMENSINGH

Pers: 116
1 X Manager
2 X CI
2 X UDA
6 X IF
20 X SI
20 X ASI
6 X LDA-cum-Typist
1 X TCI/CO
1 X TI
1 X Operator
1 X Accountant
4 X Sprayman
1 X MLSS
40 X Darwan
10 X Sweeper

SILO SANTAHAR

Pers: 124
1 X SS
1 X ME
3 X AME
1 X AO
1 X SO
1 X HA-cum-Acctt.
1 X Stenotypist
5 X Acctt-cum-Cashier
5 X LDA-cun-Typist
2 X Driver
2 X Foreman
2 X Asstt. Foreman
3 X Millwright
3 X Asstt. Millwright
4 X Electrician
1 X Lab. Tech.
4 X Supervisor
7 X Operator
16 X Asstt. Operator
1 X Stevador Sardar
1 X Part-time Doctor
1 X Compounder
31 X Silo Operator
2 X MLSS
24 X Darwan
1 X Sweeper

CSD SANTAHAR

Pers: 124
1 X Manager
2 X CI
7 X IF
22 X SI
22 X ASI
2 X UDA
6 X LDA-cum-Typist
1 X Accountant
1 X TCI/CO
1 X TI
1 X Operator
4 X Sprayman
1 X MLSS
43 X Darwan
10 X Sweeper

CSD MULEDULI

Pers: 117
1 X Manager
2 X CI
7 X IF
20 X ASI
2 X UDA
6 X LDA-cum-Typist
1 X Accountant
1 X TCI/CO
1 X TI
1 X Operator
4 X Sprayman
1 X MLSS
40 X Darwan
10 X Sweeper

SILO NARAYANGONJ

Pers: 389
1 X SS
1 X ME
4 X AME
1 X Administrative Officer
1 X SO
1 X HA-cum-Acctt.
7 X Acctt.-cum-Cashier
1 X Compounder
7 X LDA-cum-Typist
1 X Stenotypist
1 X Part-time Doctor
4 X Foreman, 4 X Asstt.Foreman
22 X Supervisor
23 X Operator
20 X Asstt. Operator
5 X Millwright
6 X Asstt.Millwright
8 X Electrician
5 X Stevador Sardar
222 X Silo Operator
1 X Lab. Tech.
2 X Driver
3 X MLSS
36 X Darwan
2 X Sweeper

PUP DHAKA

Pers: 28
1 X Manager(Tech.)
1 X Mech. Foreman
1 X Elect. Foreman
1 X Millwright
9 X Operator
3 X PUP Operator
1 X UDA
2 X LDA-cum-Typist
2 X Electrician
6 X Darwan
1 X Sweeper

TRO

Pers: 11
1 X TRO
2 X CI/IF
1 X Statistician
2 X UDA/Accountant
3 X LDA-cum-Typist
2 X MLSS/Guard
11 X 1 = 11

LSD TPC LGRD HIRED GODOWN AND DRIER

Pers: 1364
8 X SMO
198 X IF
85 X SI
59 X ASI
2 X Supervisor
2 X Operator
2 X Mechanic
2 X LDA-cum-Typist
2 X MLSS
2 X Helper
867 X Darwan
35 X Sweeper

ARO

Pers: 54
1 X ARO
13 X IF
8 X SI
1 X UDA
3 X LDA-cum-Typist
2 X MLSS/Guard
18 X 3 = 54

RVW DINAJPUR

Pers: 80
1 X Foreman
2 X Asstt. Foreman
4 X V. Mech.
1 X Electrician
1 X LDA-cum-Typist
1 X Store-Keeper
1 X UDA
33 X Driver
31 X Attender/Helper
1 X MLSS
4 X Darwan

TRO

Pers: 11
1 X TRO
2 X CI/IF
1 X Statistician
2 X UDA/Acctt.
3 X LDA-cum-Typist
2 X MLSS/Guard
11 X 1 = 11

ARO

Pers: 36
1 X ARO
3 X IF
8 X SI
1 X UDA
3 X LDA-cum-Typist
2 X MLSS/Guard
18 X 2 = 36

LSD TPC LGRD HIRED GODOWN

Pers: 1662
4 X SMO
259 X IF
103 X SI
154 X ASI
1100 X Darwan
42 X Sweeper

STANDARD STAFFING PATTERN OF LSD, TPC, LGRD, GODOWN, HIRED GODOWN AND DRIER.

ZILA (68) 2680

For 26 Zilas

Pers: 390
1 X ZCF
1 X ACF
1 X HA
1 X UDA
3 X LDA-cum-Typist
1 X Accountant
1 X Auditor
1 X TCI/CO
1 X TI/Operator
2 X Sprayman
2 X MLSS/Night Guard
15 X 26 = 390

For 24 Zilas

Pers: 288
1 X ZCF
1 X ACF
1 X HA
1 X UDA, 1 X Accountant
2 X LDA-cum-Typist
1 X Auditor
1 X TI/Operator
1 X Sprayman
2 X MLSS/Night Guard
12 X 24 = 288

For 18 Zilas

Pers: 162
1 X ZCF
1 X HA
1 X UDA
1 X Accountant
1 X LDA-cum-Typist
1 X TI/Operator
1 X Sprayman
2 X MLSS/Night Guard
9 X 18 = 162

Upazila (460)

Pers: 1840
1 X UFO
1 X Inspector of Food
1 X Sub-Inspector of Food
1 X LDA-cum-Typist
4 X 460 = 1840

ZILAS

All Zilas will have the following addl. Staff (except Dinajpur, Khulna, Dhaka and Chittagong) as these have been provided with Regional V.Workshop. No such staff provided for Bandarban ZCF Office also.

1 X V. Mechanic
8 X Driver
7 X Attender
16 X 16 = 256

TPG

Pers: 3 for each.
1 X IF
2 X Darwan
1 X 225 = 675

LSD - I

(Capacity above 5000 tons 15 Nos. Total Godown 201)

1 X SMO
1 X IF(1 for 6 Godowns)
1 X SI(1 for 2 Godowns)
1 X ASI(1 for 2 Godowns)
1 X Darwan(for each Godown)
2 X Sweeper(for each LSD)

LSD - II

(Capacity 2000-5000 Total Nos.89, Godowns : 500
Pers: 12 for each)

1 X IF
2 X SI
1 X ASI
7 X Darwan
1 X Sweeper

LSD - III

(Below 2000 tons capacity: Total Nos. 376 Godowns 857
Pers: 5 for each)
1 X IF
1 X ASI
3 X Darwan

LGRD GODOWN
Total-175 Godowns

Pers: 3 for each Godown
1 X IF
2 X Darwan

HIRED GODOWN
Total= 509
2 X Darwan for each.

DRIER
Total : 5
1 X Supervisor
1 X Mechanic
1 X Operator
1 X LDA-cum-Typist
1 X Helper
X MLSS
6 X for each

SUMMARY OF MANPOWER

Sl.No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director General	1	1	1
2.	Addl. Director General	-	-	1
3.	Director	6	5	6
4.	Chief Miller	1	1	1
5.	Addl.Director/AE/Dy.Director Silo	9	7	7
6.	C.C.D.R.	1	1	1
7.	R.C. Food	4	4	4
8.	E.C.F./C.M.S.	24	24	30
9.	Silo Superintendent	5	5	5
10.	D.R.C.F./D.D./Chemist	19	17	21
11.	M.E./A.C.M.	6	5	6
12.	A.D./A.M.E./Manager(Tech.)	21	7	22
13.	S.C.F./A.D.C.F./Manager/M.O./ Asstt.R.C.F./A.O./E.O.	97	88	96
	Total Class-I :	194	165	241
	Class-II	84	65	564
	Class-III	7495	6299	6595
	Class-IV	6550	6156	6319
	GRAND TOTAL :	14,323	12,685	13,719

A B B R

ACM : Assistant Chief Miller
ACMS : Assistant Controller, Movement Storage
ADD : Assistant Deputy Director
ADM : Additional Director Monitoring
AME : Assistant Maintenance Engineer
ARO : Area Rationing Officer
ASI : Assistant Sub-Inspector
CCDR : Chief Controller of Dhaka Rati
CI : Chief Inspector
CM : Chief Miller
CMS : Controller of Movement and Sto
CO : Chief Operator
CSD : Central Storage Department
DA : Director Administration
DAF : Director Accounts and Finance
DCMS : Deputy Controller of Movement Storage
DD : Deputy Director
DITS : Director Inspection and Techni Services
DMSS : Director Movement, Store and S
DP : Director Procurement

RC FOOD KHULNA 2188

Pers: 37
1 X RCF
2 X ARCF
1 X Asstt.Dy.Director
1 X Asstt.Chemist/ADD
4 X UDA/HA
12 X LDA-cum-Typist
4 X Accountant
1 X Stenotypist
2 X Lab. Tech.
2 X Lab. Asstt.
2 X Driver
3 X MLSS
1 X Night Guard
1 X Sweeper

CSD BARISAL

Pers : 85
1 X Manager
2 X CI
4 X IF
14 X SI
14 X ASI
2 X UDA
1 X Accountant
6 X LDA-cum-Typist
1 X TCI/CO
1 X TI
1 X Operator
4 X Sprayman
1 X MLSS
27 X Darwan
6 X Sweeper

PUF M. PASHA

Pers : 28
1 X Manager(Tech.)
1 X Mech.Foreman
1 X Elect. Foreman
2 X Electrician
1 X Millwright
9 X Operator
3 X Pub Operator
1 X UDA
2 X LDA-cum-Typist
6 X Darwan
1 X Sweeper

PUF KHULNA (Rosevelt Jetty)

Pers : 28
1 X Manager(Tech.)
1 X Mech. Foreman
1 X Elect. Foreman
2 X Electrician
9 X Operator
3 X Pub Operator
1 X Millwright
1 X UDA
2 X LDA-cum-Typist
6 X Darwan
1 X Sweeper

KHULNA SILO

Pers: 44
1 X SS
1 X ME
1 X AME
1 X HA/Acctt.
1 X Stenotypist
3 X Acctt.-cum-Cashier
3 X LDA-cum-Typist
2 X Foreman
2 X Operator
4 X Asstt.Operator
1 X Electrician
1 X Millwright
10 X Operator
2 X Supervisor
1 X Driver
2 X MLSS
8 X Darwan

CMS KHULNA

Pers: 176
1 X CMS
3 X Dy.CMS/ACMS
1 X Accounts Officer
1 X HA-cum-Acctt.
3 X UDA
9 X LDA-cum-Typist
4 X Accountant
5 X CI
20 X IF
40 X SI
80 X ASI
2 X MLSS
6 X Darwan
1 X Sweeper

RVW KHULNA

Pers: 149
1 X Foreman
2 X Asstt. Foreman
9 X V. Mech.
1 X Electrician
2 X LDA-cum-Typist
1 X Store-Keeper
66 X Driver
1=X UDA
1 X MLSS
4 X Darwan
60 X Attender/Helper
1 X Sweeper

ARO

Pers: 11
1 X TRO
1 X CI
1 X Statistician
1 X Accountant
1 X UDA
3 X LDA-cum-Typist
3 X MLSS/Guard
11 X 1 = 11

LSD TPC LGRD HIRED GODOWN

Pers: 1065
1 X SMO
214 X IF
41 X SI
111 X ASI
678 X Darwan
20 X Sweeper

KHULNA CSD

Pers: 246
1 X Manager
2 X CI
15 X IF
47 X SI
47 X ASI
2 X UDA
6 X LDA-cum-Typist
1 X Acctt.
1 X TCI/CO
1 X TI
1 X Operator
4 X Sprayman
1 X MLSS
94 X Darwan
23 X Sweeper

ARO

Pers: 90
1 X ARO
3 X IF
8 X SI
1 X UDA
3 X LDA-cum-Typist
2 X MLSS/Guard
18 X 5 = 90

M. PASHA CSD

Pers: 165
1 X Manager
2 X CI
10.X IF
30 X SI
30 X ASI
2 X UDA
6 X LDA-cum-Typist
1 X Acctt.
1 X TCI/CO
1 X TI
1 X Operator
4 X Sprayman
1 X MLSS
60 X Darwan
15 X Sweeper

RC FOOD CHITTAGONG 3101

Pers: 37
1 X RCF
2 X ARCF
1 X Asstt.Dy.Director
1 X Asstt.Chemist/ADD
4 X UDA/HA
12 X LDA-cum-Typist
4 X Accountant
1 X Stenotypist
2 X Lab. Tech.
2 X Lab. Asstt.
2 X Driver
3 X MLSS
1 X Night Guard
1 X Sweeper

CSD HALISHAHAR

Pers: 238
1 X Manager
2 X CI
15 X IF
45 X SI
45 X ASI
2 X UDA
6 X LDA-cum-Typist
2 X Accountant
1 X TCI/CO
1 X TI
1 X Operator
4 X Sprayman
1 X MLSS
90 X Darwan
22 X Sweeper

CSD DEWANHAT

Pers: 130
1 X Manager
2 X CI
7 X IF
23 X SI
23 X ASI
2 X UDA
6 X LDA-cum-Typist
1 X Accountant
1 X TCI/CO
1 X TI
1 X Operator
4 X Sprayman
1 X MLSS
46 X Darwan
11 X Sweeper

SILO CHITTAGONG

Pers: 378
1 X SS
1 X ME, 4 X AME
1 X Administrative Officer
1 X SO
1 X HA-cum-Acctt.
9 X Acctt.-cum-Cashier
1 X Stenotypist
11 X LDA-cum-Typist
5 X Foreman
4 X Asstt.Foreman
5 X Millwright
8 X Electrician
1 X Part-time Doctor
2 X Lab. Tech.
25 X Supervisor
27 X Operator
26 X Asstt.Operator
6 X Stevador Sardar
1 X Compounder
188 X Silo Operator
2 X Driver
4 X MLSS
36 X Darwan
2 X Sweeper
6 X Asstt.Millwright

ASHUGANJ SILO COMILLA

Pers: 173
1 X SS
1 X ME
3 X AME
1 X Administrative Officer
1 X SO
1 X HA-cum-Acctt.
1 X Stenotypist
6 X Acctt.-cum-Cashier
10 X LDA-cum-Typist
4 X Foreman
3 X Asstt. Foreman
1 X Part-time Doctor
4 X Millwright
6 X Asstt; Millwright
6 X Electrician
1 X Lab. Tech.
11 X Supervisor
15 X Operator
17 X Asstt. Operator
4 X Stevador Sardar
1 X Compounder
43 X Silo Operator
2 X Driver
4 X MLSS
24 X Darwan
2 X Sweeper

CSD CHANDPUR

Pers: 38
1 X Manager
1 X CI
2 X IF
5 X SI
5 X ASI
1 X UDA
3 X LDA-cum-Typist
1 X Accountant
1 X TCI/CO
1 X TI
1 X Operator
3 X Sprayman
1 X MLSS
10 X Darwan
2 X Sweeper

CMS CHITTAGONG

Pers: 203
1 X CMS
1 X DCMS
2 X ACMS
1 X Accounts Officer
1 X HA-cum-Acctt.
3 X UDA
9 X LDA-cum-Typist
4 X Accountant
6 X CI
24 X IF
46 X SI
96 X ASI
2 X MLSS
6 X Darwan
1 X Sweeper

TRO

Pers: 22.
1 X TRO.
1 X Statistician
1 X Accountant
1 X CI
1 X UDA
3 X LDA-cum-Typist
3 X MLSS/Guard
11 X 2 = 22

LSD TPC LGRD HIRED GODOWN DRIER

Pers: 1582
2 X SMO
227 X IF
48 X SI
140 X ASI
3 X Supervisor
3 X LDA-cum-Typist
3 X Operator
3 X Mechanic
3 X MLSS
3 X Helper
1125 X Darwan
22 X Sweeper

RVW CHITTAGONG

Pers: 128
1 X Foreman
3 X Asstt.Foreman
8 X V. Mech.
1 X Electrician
1 X UDA
2 X LDA-cum-Typist
1 X Store-Keeper
60 X Driver
45 X Attender/Helper
1 X MLSS
4 X Darwan
1 X Sweeper

ARO

Pers: 108
1 X ARO
3 X IF
8 X SI
1 X UDA
3 X LDA-cum-Typist
2 X MLSS/Guard
18 X 6 = 108

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Directorate General is authorised :
   a. 6 X Car (1 for DG, 1 for ADG, 301 for 2 Directors and 1 for Chief Miller).
   b. 33 X Jeep(21 for DCF + 4 for RCF + 5 for Silo Supers + 2 for CM&S + 1 for CCDR
   c. 10 X Microbus(4 for DG Office + 3 for Silos + 3 for CMS Office).
   d. 200 X Trucks(60 for each of Khulna and Chittagong, 40 for each Dhaka and Dinajpur).
2. The remaining transports will be handed over to the Government Transport Pool.
3. Private use of transports will be as per Government Instructions issued from time to time.
4. Air-Conditioner/Coolers: The Department is authorised :
   15 X Air-Conditioner
5. Office Equipment: The Department is authorised :
   a. 3 X Plain Paper Copier
   b. 57 X Duplicating Machine
   c. 778 X Type-Writer.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

E V I A T I O N S

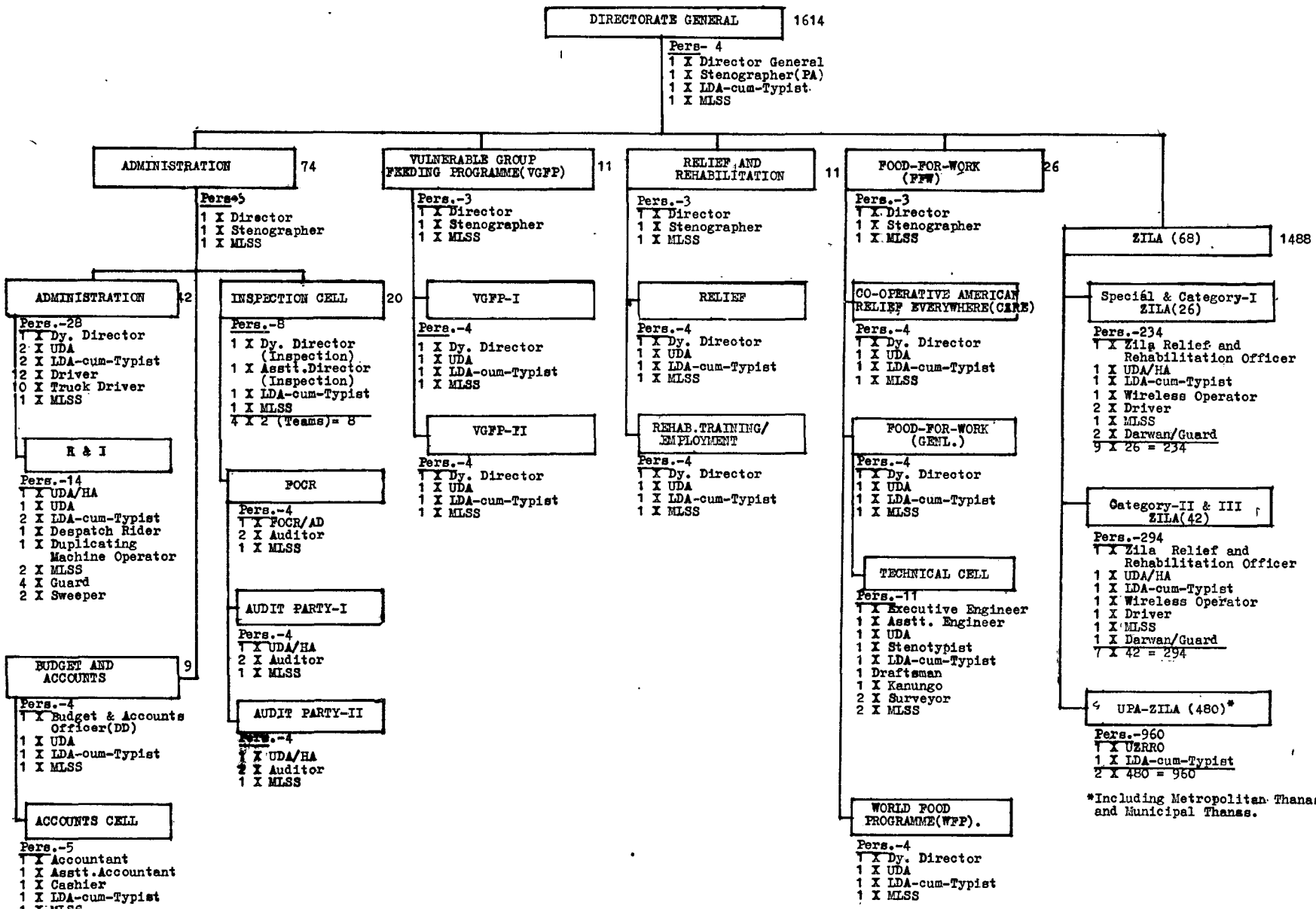
DSDM	:	Director Supply,Distribution and Marketing
EO	:	Executive Officer
IF	:	Inspector of Food
LGRD	:	Local Government and Rural Development
LSD	:	Local Supply Depot
ME	:	Maintenance Engineer
RCF	:	Regional Controller of Food
RVW	:	Regional Vehicle Workshop
SCF	:	Sub-Divisional Controller of Food
SI	:	Sub-Inspector
SMO	:	Storage and Movement Officer
SO	:	Security Officer
SS	:	Silo Superintendent
TCI	:	Technical Chief Inspector
TI	:	Technical Inspector
TPC	:	Temporary Procurement Centre
TRO	:	Town Rationing Officer
UZFO	:	Upazila Food Officer
WO	:	Wheat Officer
ZCF	:	Zila Controller of Food

DIRECTORATE GENERAL OF RELIEF AND REHABILITATION
RELIEF AND REHABILITATION DIVISION
MINISTRY OF FOOD

FUNCTIONS:

1. Advide to the Relief and Rehabilitation Division on formulation and execution of policies.
2. Monitoring and execution of the Food-for-Works schemes in the field.
3. Relief operations
4. Execution of Rehabilitation schemes.
5. Execution of Vulnerable Group Feeding Programme
6. Distribution of gratuitous relief.
7. Sanction of carrying cost of foodgrains of FFW, VGFP, Test Relief etc.
8. Distribution of house building grants and loans.
9. Execution of Test Relief Works.
10. Preparation of budget of the Directorate General of Relief and Rehabilitation.
11. Administrative control of Field Officers like ZRROs and UZRROs and their staff.
12. Maintenance and control of relief transport in the office as well as in the field
13. Any other functions as are assigned by the Relief and Rehabilitation Division from time to time.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director General	1	1	1
2.	Director	4	1	4
3.	Dy. Director	8	8	8
4.	Budget and Accounts Officer(DD)	-	-	1
5.	Dy.Director(Inspection)	1	1	2
6.	Asstt.Director(Inspection)	2	1	2
7.	Executive Engineer	-	-	1
8.	Asstt. Engineer	2	1	1
9.	Finance Officer Civil Relief(AD)	1	1	1
10.	Zila Relief and Rehabilitation Officer	20	4	68
	Total :-	39	18	89
	Class-II	467	429	480
	Class-III	570	553	852
	Class-IV	114	113	193
	GRAND TOTAL :-	1190	1113	1614

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The Directorate General is authorised :
   a. 1 X Car for use of the Director General.
   b. 2 X Microbuses for use of the officers.
   c. 98 X Jeeps, 2 for headquarters, 22 for Zila offices and 71 as reserve pool.
   d. 104 X Trucks, 44 for 22 Zila offices and 82 as reserve pool.
   e. 1 X Motor Cycle for DR duty.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Air-Conditioner/Coolers: The Directorate General holds 1 X air-conditioner, which it may retain.
4. Office equipment: The following office equipments may be retained by the Directorate General:-
   a. 1 X Plain Paper Copier; b. 1 X Duplicating Machine, c. 28 X Typewriters.

Notes:-

1. There will be no ADC Relief and no staff in the Zila level.
2. Zila Relief and Rehabilitation Officers will be under direct control and supervision of D.G. They will however remain under the local administrative control of the Zila Administration.
3. All Relief vehicles available in Zilas will be placed under direct control and supervision of Zila Relief and Rehabilitation Officers.
4. Zila Relief and Rehabilitation Officers will be wholely responsible for accounting, proper distribution and maintenance of relief stores and property.
5. With the availability of resources, each Upazila may be provided with a truck on requirement basis.
6. Each Zila will have 1 X Jeep and 2 X trucks.
7. Thana Project Implementation Officers will be redesignated as Upazila Relief and Rehabilitation Officers.
8. Budget and Accounts Officer will be on deputation from Audit and Accounts Service.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN; MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF ROAD TRANSPORT MAINTENANCE
ROADS AND ROAD TRANSPORT DIVISION
MINISTRY OF COMMUNICATIONS

ORGANISATION

DIRECTOR 43

Pers - 14
1 x Director
1 x Accountant
1 x Head Asstt.
1 x UDA
3 x LDA-cum-Typist
1 x Steno-typist
1 x Driver
1 x Duplicating Machine Optr.
2 x MLSS
2 x Guard

DHAKA ZONE (Dhaka and DMP)
Pers - 5
3 x Maintenance Inspector -cum-Inspector of Motor Vehicles
2 x Mechanical Assistant

MYMENSINGH ZONE (Mymensingh, Tangail and Jamalpur)
Pers - 2
1 x Maintenance Inspector -cum-Inspector of Motor Vehicles
1 x Mechanical Assistant

FARIDPUR ZONE (Faridpur & Kushtia)
Pers - 2
1 x Maintenance Inspector -cum-Inspector of Motor Vehicles
1 x Mechanical Assistant

CHITTAGONG ZONE (Chittagong, Ctg. Hill Tracts & Bandarban)
Pers - 4
2 x Maintenance Inspector -cum-Inspector of Motor Vehicles
2 x Mechanical Assistant

COMILLA ZONE (Comilla & Noakhali)
Pers - 2
1 x Maintenance Inspector -cum-Inspector of Motor Vehicles
1 x Mechanical Assistant

SYLHET ZONE (Sylhet)
Pers - 2
1 x Maintenance Inspector -cum-Inspector of Motor Vehicles
1 x Mechanical Assistant

KHULNA ZONE (Khulna)
Pers - 2
1 x Maintenance Inspector -cum-Inspector of Motor Vehicles
1 x Mechanical Assistant

JESSORE ZONE (Jessore)
Pers - 2
1 x Maintenance Inspector -cum-Inspector of Motor Vehicles
1 x Mechanical Assistant

BARISAL ZONE Barisal & Patuakhali
Pers - 2
1 x Maintenance Inspector -cum-Inspector of Motor Vehicles
1 x Mechanical Assistant

RAJSHAHI ZONE (Rajshahi)
Pers - 2
1 x Maintenance Inspector -cum-Inspector of Motor Vehicles
1 x Mechanical Assistant

BOGRA ZONE (Bogra & Pabna)
Pers - 2
1 x Maintenance Inspector -cum-Inspector of Motor Vehicles
1 x Mechanical Assistant

DINAJPUR ZONE (Dinajpur & Rangpur)
Pers - 2
1 x Maintenance Inspector -cum-Inspector of Motor Vehicles
1 x Mechanical Assistant

FUNCTIONS:

1. Planning and Development of Road Transport facilities in the country.
2. Organisation and co-ordination of Transport Service in the country.
3. Control of transport by means of -
   (1) Establishing and directing the activities of Road Transport Authorities, Registering and Licensing Authorities.
   (2) Administration of M.V. Act, M.V. Rules, M.V. Tax Act, etc. which covers registration, routing, licensing, taxing motor vehicles, etc.

SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing	Revised
1.	Director	1	1	1
2.	Maintenance Inspector -cum-Inspector of Motor Vehicles	13	12	15
3.	Class-III	22	18	21
4.	Class-IV	6	3	6
	Total :	42	34	43

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: This Directorate is authorised:
   (a) 1 x Sedan Car
   (b) 1 x Mini Moke
2. Private use of transport will be as per Government instructions issued from time to time.
3. Office equipment: This Directorate is authorised the following office equipment:
   (a) 1 x Duplicating Machine
   (b) 4 x Typewriter
   (c) 2 x Calculator
   (d) 1 x Wall Clock

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

ROADS AND HIGHW
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MINISTRY OF C

FUNCTIONS:

1. Construction, maintenance and development of national, regional and district highways.
2. Construction and maintenance of bridges and culverts.
3. Construction of ferry ghats and maintenance of ferry services.
4. Design planning of roads, bridges and culverts by making necessary investigation, survey and hydraulic studies.
5. Acquisition of land for the purpose of construction and development of roads.

ORGAN

CHIEF

ADDL. CHIEF ENGINEER ROADS DHAKA 1332

Pers - 11
1 x ACE
1 x AO
1 x HA
1 x UDA
1 x Stenographer(PA)
2 x LDA-Cum-Typist
1 x Driver
2 x MLSS
1 x Chowkider

ROAD CONSTRUCTION CIRCLE, DHAKA

Pers - 24
1 x SE
1 x AE
2 x Estimator
1 x HA
1 x UDA
1 x St.Grapher
8 x LDA-Cum-Typist
1 x Draftsman
1 x Tracer
1 x Driver
1 x Daftry
1 x B.Printer
1 x Chowkider
3 x MLSS

ROAD CONSTN. DIVN.=5 NOS.
Pers - 105
1 x EE
1 x AE
2 x Estimator
1 x UDA
1 x DA
2 x SAC
4 x LDA-Cum-Typist
1 x Draftsman
1 x Tracer
1 x Surveyor
1 x Driver
1 x B.Printer
2 x Chowkider
2 x MLSS
21 x 5 = 105

SDE WORKING SUB-DIVISION =18 NOS.
Pers - 810
x SDE
x SAE/SO
x UDA
x LDA-Cum-Typist
1 x Store-keeper
5 x W.Asstt.
1 x Driver
1 x Work Supervisor
2 x Carpenter
1 x Mason
1 x Bitumin Mistry
1 x Helper
2 x Chowkider
1 x Mason helper
2 x MLSS
10 x Road Cooly
2 x Mali
8 x Stock Guard
45x18=810

1ST LINE WORKSHOP SUB-DIVN. = 5 NOS.
Pers - 130
1 x SDE(M)
2 x SAE(M)
1 x UDA
2 x LDA-Cum-Typist
1 x Electrician
1 x Mechanic
4 x Truck Driver
2 x Roller Driver
1 x B.Dozer Driver
1 x Tractor Driver
1 x Pump Driver
8 x Helper
1 x Chowkider
26x5=130

SE BRIDGE AND DESIGN CIRCLE DHAKA

Pers - 12
1 x SE
1 x AE
1 x Estimator
1 x HA
1 x UDA
1 x St.Grapher
2 x LDA-Cum-Typist
1 x Driver
3 x MLSS

STRUCTURAL DESIGNER, DHAKA
Pers - 26
1 x EE
4 x AE
2 x SAE
1 x UDA
2 x LDA-Cum-Typist
4 x Draftsman
4 x Tracer
2 x Driver
1 x Blue/Amonia Printer
4 x MLSS
1 x Chowkider

FOUNDATION DIVISION, DHAKA
Pers - 26
1 x EE
4 x AE
2 x SAE
1 x UDA
2 x LDA-Cum-Typist
4 x Draftsman
4 x Tracer
2 x Driver
1 x Blue/Amonia Printer
4 x MLSS
1 x Chowkider

BRIDGE SURVEY AND HYDROLOGY DIVN. DHAKA
Pers - 34
1 x EE
4 x AE
2 x SAE
2 x Estimator
1 x DA
1 x UDA
1 x SAC
2 x LDA-Cum-Typist
2 x Draftsman
2 x Tracer
3 x Driver
4 x Surveyor
2 x MLSS
4 x Chainman
2 x Camp Guard
1 x Chowkider

SE ROAD PLANNING AND DESIGN CIRCLE DHA

Pers - 19
1 x SE
1 x SAE
1 x HA
2 x UDA
1 x St.Grapher
4 x LDA-Cum-Typist
1 x Draftsman
1 x Tracer
1 x Driver
1 x Daftry
1 x B. Printer
3 x MLSS
1 x Chowkider

EE PRELIMINARY ENGINEERING, DHAKA
Pers - 45
1 x EE
4 x AE
4 x SAE
2 x Estimator
1 x DA
1 x SAC
1 x UDA
1 x St.Typist
2 x LDA-Cum-Typist
3 x Driver
1 x Draftsman
1 x Tracer
6 x Surveyor
1 x Daftry
1 x B.Printer
6 x Chainman
3 x Guard
1 x Helper
1 x Chowkider
4 x MLSS

EE TRAFFIC ENGINEERING DHAKA
Pers - 45
1 x EE
4 x AE
4 x SAE
2 x Estimator
1 x UDA
1 x St.Typist
2 x LDA-Cum-Typist
3 x Driver
2 x Draftsman
2 x Tracer
6 x Surveyor
1 x Daftry
1 x B.Printer
6 x Chainman
3 x Guard
1 x Helper
1 x Chowkider
4 x MLSS

EE ROAD DESIGN DIVISION, DHAKA
Pers - 45
1 x EE
4 x AE
4 x SAE
2 x Estimator
1 x UDA
1 x St.Typist
2 x LDA-Cum-Typist
3 x Driver
2 x Draftsman
2 x Tracer
6 x Surveyor
1 x Daftry
1 x B.Printer
6 x Chainman
3 x Guard
1 x Helper
1 x Chowkider
4 x MLSS

ADDL. CHIEF ENGINEER ROADS CHITTAGONG 1469

Pers - 11

SE ROAD CONSTN. CIRCLE CHITTAGONG

Pers - 24

ROAD CONSTN. DIVN.=6 NOS.
Pers - 21x6=126

SDE WORKING SUB-DIVISION =20 NOS.
Pers - 45x20=900

1ST LINE WORKSHOP SUB-DIVN. = 6 NOS.
Pers- 26x6=156

SE BRIDGE AND DESIGN CIRCLE CHITTAGONG

Pers - 12

STRUCTURAL DESIGNER CHITTAGONG
Pers- 26

FOUNDATION DIVISION CHITTAGONG
Pers - 26

BRIDGE SURVEY AND HYDROLOGY DIVN. CTG.
Pers - 34

SE RD. PLANG. AND DESIGN CIRCLE, CTG.

Pers - 19

EE PRELIMINARY ENGINEERING CHITTAGONG
Pers - 45

EE TRAFFIC ENGINEERING CHITTAGONG
Pers - 45

EE ROAD DESIGN DIVISION, CTG.
Pers - 45

ADDL. CHIEF ENGINEER ROADS RAJSHAHI 1242

Pers - 11

SE ROAD CONSTN. CIRCLE RAJSHAHI

Pers-24

ROAD CONSTN. DIVN.=5 NOS.
Pers-21x5=105

SDE WORKING SUB-DIVISION = 16 NOS.
Pers-45x16=720

1ST LINE WORKSHOP SUB-DIVN. =5 NOS.
Pers-26x5=130

SE BRIDGE AND DESIGN CIRCLE RAJSHAHI

Pers - 12

STRUCTURAL DESIGNER RAJSHAHI
Pers - 26

FOUNDATION DIVISION RAJSHAHI
Pers - 26

BRIDGE SURVEY AND HYDROLOGY DIVN. RAJSHAHI
Pers - 34

SE RD. PLANG. AND DESIGN CIRCLE, RAJ.

Pers - 19

EE PRELIMINARY ENGINEERING RAJSHAHI
Pers - 45

EE TRAFFIC ENGINEERING RAJSHAHI
Pers - 45

EE ROAD DESIGN DIVN. RAJSHAHI
Pers - 45

ADDL. CHIEF ENGINEER ROADS KHULNA

Pers - 11

SE ROAD CONSTN. CIRCLE KHULNA

Pers-24

ROAD CONSTN. DIVN.=5 NOS.
Pers-21x5=105

SDE WORKING SUB-DIVISION =17 NOS.
Pers-45x17=765

1ST LINE WORKSHOP SUB-DIVN. =5 NOS.
Pers-26x5=130

SE BRIDGE AND DESIGN CIRCLE KHULNA

Pers - 12

STRUCTURAL DESIGNER KHULNA
Pers - 26

FOUNDATION DIVISION KHULNA
Pers-26

BRIDGE SURVEY AND HYDROLOGY DIVN. KHULNA
Pers - 34

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : This Department is to hold :
   a. 28 x Car (For 1 x CE, 7 x ACE and 20 x SE)
   b. 159 x Jeep(For 62 x EE and 97 x SDE)
   c. 5 x Pickup
   d. 225 x Truck
   e. 3 x Microbus
   (For administrative/operational use)
   f. 250 x Motor Cycle (For AEs/SAEs)
   g. 132 x Water Transport i.e.ferries(For operational use)
2. The remaining 18 x Car to be handed over to the Government Transport Pool.
3. Private use of Government Transport on payment will be as per latest Government instructions.
4. Air Coolers : This Department is to retain 16 x Air Cooler (For 2 x CE, 8 x ACE, 2 x Library and 4 x Conference Room) The remaining 24 are to be handed over to PWD.
5. Major office equipment : This Department is to hold :
   a. 28 x Duplicating Machine, the remaining 14 are to be handed over to the Central Stationery Office.
   b. 1 x Photostat Machine.
   c. 10 x Ammonia Printing Machine.
   d. 202 x Calculating Machine.
   e. 250 x Type-writer, the remaining 293 type-writers are to be handed over to the Central Stationery Office. Ratio of Bengali and English Type-writer will be 3:2.
6. Miscellaneous Points : The reduced strength of the Revenue set up has been proportionately adjusted in the Development set up.

SUMMARY OF MA

SL. No.	Name of post
	Class-I
1.	Chief Engineer
2.	Addl. Chief Engineer
3.	Deputy Chief Engineer
4.	Superintending Engineer(Civil 17+Mech.
5.	Executive Engineer(Civil 53+Mech.6)
6.	Sub-Divisional Engineer(Civil 74+Mech.
7.	Assistant Engineer(Civil 71+Mech.1)
8.	Senior Economist
9.	Economist
10.	Traffic Survey Officer
11.	Tabulating Statistician
12.	Geologist
13.	Director, Audit and Accounts
14.	Accounts Officer
15.	Deputy Director(S & R)
16.	Assistant Director(Security)
17.	Evaluation Officer
18.	Statistician
	Class-II
19.	Administrative Officer
20.	Senior Security Officer
21.	Class-III
22.	Class-IV
	Grand Total:-

N.B.:- Geologist will be on deputatio from the Geological Survey of Bangladesh.

6. Repair and maintenance of all road construction equipment and transports.

7. Procurement, storage and distribution of road construction materials and equipments.

8. Research and testing of all road construction materials; study of soil and supply of technical and engineering data for planning and execution.

9. Making provision for security measures of all the KPIs and other important installations of RHD.

10. Arboricultural operation along the roads.

ADDL. CHIEF ENGINEER ADMINISTRATION 267

Pers - 11

SE RD. PLANG. AND DESIGN CIRCLE, KHULNA

Pers - 19

EE PRELIMINARY ENGINEERING KHULNA

Pers - 45

EE TRAFFIC ENGINEERING KHULNA

Pers - 45

EE ROAD DESIGN DIVN. KHULNA

Pers - 45

SE ADMINISTRATION AND ENQUIRY

Pers - 15

1 x SE
1 x EE
1 x HA
2 x UDA
1 x St.Grapher (PA)
4 x LDA-Cum-Typist
2 x Driver
3 x MLSS

DIRECTOR AUDIT AND ACCOUNTS

Pers - 22

1 x Director
3 x Accounts Officer
3 x SAS/Superintendent
1 x HA
1 x St.Grapher (PA)
4 x Accounts Asstt.
4 x LDA-Cum-Typist
5 x MLSS

SE TRAINING AND ESTABLISHMENT

Pers - 31

1 x SE
1 x EE
2 x HA
4 x UDA
1 x St.Grapher (PA)
1 x Accountant
1 x St.Typist
2 x Accounts Asstt.
8 x LDA-Cum-Typist
1 x Cashier
1 x Cash Sarker
1 x Daftry
6 x MLSS
1 x Chowkider

DEPUTY DIRECTOR (S AND R)

Pers - 4

1 x Dy.Director
1 x UDA
1 x LDA-Cum-Typist
1 x Driver

ASSTT. DIRECTOR (S AND R)

Pers - 12

1 x Asstt. Director
1 x Sr.Security Officer
1 x UDA-Cum-Accountant
1 x LDA-Cum-Typist
8 x Guard

SECURITY OFFICER DHAKA ZONE

Pers - 43

1 x Sr.Security Officer
3 x Security Supervisor
1 x Head Guard
38 x Guard

SECURITY OFFICER RAJSHAHI ZONE

Pers - 43

SECURITY OFFICER KHULNA ZONE

Pers - 43

SECURITY OFFICER CHITTAGONG ZONE

Pers - 43

ADDL. CHIEF ENGINEER P AND D 344

Pers - 11

DIRECTOR ROAD RESEARCH LABORATORY

Pers - 58

1 x Director
1 x EE/M&R
2 x RO/EE
1 x AE/M&R
3 x Asstt. Director
2 x Jr. RO
1 x Geologist
2 x Asstt.RO
1 x SAC
1 x DA
1 x HA
2 x UDA
1 x St.Grapher
5 x LDA-Cum-Typist
2 x Ring Operator
7 x MLSS
4 x Ring Helper
4 x Lab.Asstt.
1 x Store-keeper
1 x Mason
5 x MV Driver
1 x Carpenter
1 x Electrician
1 x Asstt. Electrician
1 x Pump Driver
1 x Driller
1 x Mechanic
2 x Helper
2 x Chowkider

SE PROCUREMENT AND STORAGE, DHAKA

Pers - 9

1 x SE
1 x HA
1 x St.Grapher
2 x LDA-Cum-Typist
1 x Driver
2 x MLSS
1 x Chowkider

PROCUREMENT AND STORAGE DIVN. DHAKA ZONE (CIVIL)

Pers - 23

1 x EE
1 x SDE
1 x Estimator
1 x SAE
1 x DA
1 x Sr.Accounts Asstt.
1 x UDA
2 x LDA-Cum-Typist
2 x W.Asstt.
1 x Driver
2 x MLSS
8 x Guard
1 x Chowkider

PROCUREMENT AND STORAGE DIVN. CHITTAGONG ZONE

Pers - 23

PROCUREMENT AND STORAGE DIVN. RAJSHAHI/KHULNA ZONE

Pers - 23

SENIOR ECONOMIST DHAKA

Pers - 18

1 x Sr.Economist/SE
1 x Economist
1 x TS
1 x TSO
1 x HA
2 x UDA
4 x LDA-Cum-Typist
1 x St.Grapher
2 x Driver
3 x MLSS
1 x Chowkider

SE PROJECT CONTROL DHAKA

Pers - 14

1 x SE
2 x AE
1 x HA
1 x UDA
1 x St.Grapher
2 x LDA-Cum-Typist
2 x LV Driver
1 x Daftry
2 x MLSS
1 x Chowkider

DIVN. OFFICE = 3 NOS.

Pers - 42

1 x EE
2 x AE
1 x UDA
2 x SAE
2 x LDA-Cum-Typist
1 x Daftry
2 x Driver
2 x MLSS
1 x Chowkider
14x3=42

MANAGEMENT INFORMATION CELL

Pers - 10

1 x Evaluation Officer
2 x Statistician
4 x LDA-cum-Typist
3 x MLSS

SE PLANNING AND PROGRAMMING, DHAKA

Pers - 19

1 x SE
1 x HA
1 x SAE
2 x UDA
1 x St.Grapher
4 x LDA-Cum-Typist
1 x Draftsman
1 x Tracer
1 x Driver
1 x Daftry
1 x B.Printer
3 x MLSS
1 x Chowkider

EE PLANNING AND PROGRAMMING, DHAKA

Pers - 36

1 x EE
2 x AE
2 x SAE
1 x Estimator
1 x DA
1 x SAC
1 x UDA
1 x St.Typist
2 x LDA-Cum-Typist
2 x Draftsman
2 x Tracer
2 x Surveyor
3 x Driver
1 x Daftry
4 x MLSS
1 x Chowkider
4 x Chainman
1 x Helper
3 x Guard
1 x B.Printer

EE PRELIMINARY ENGINEERING DHAKA

Pers - 36

1 x EE
2 x AE
4 x SAE
2 x Estimator
1 x UDA
1 x St.Typist
2 x LDA-Cum-Typist
2 x Draftsman
2 x Tracer
2 x Surveyor
3 x Driver
1 x Daftry
4 x MLSS
1 x Chowkider
4 x Chainman
1 x Helper
1 x B.Printer
2 x Camp Guard

EE ROAD DESIGN DIVISION, DHAKA

Pers - 36

EE TRAFFIC ENGINEERING, DHAKA

Pers - 36

ADDL. CHIEF ENGINEER MECHANICAL 252

Pers - 11

SE EQUIPMENT CONTROL DHAKA

Pers - 12

1 x SE
1 x AE
1 x HA
1 x UDA
1 x St.Grapher
2 x LDA-Cum-Typist
1 x Driver
3 x MLSS
1 x Chowkider

EE EQUIPMENT CONTROL, DHAKA

Pers - 47

1 x EE
1 x SDE
2 x SAE(M)
1 x DA
1 x SAC
1 x UDA
1 x St.Typist
2 x LV Driver
4 x LDA-Cum-Typist
1 x TO
1 x ATO
20 x HV Driver
1 x Daftry
4 x MLSS
1 x Sweeper
4 x Helper
1 x Chowkider

SE WORKSHOP CIRCLE, DHAKA

Pers - 12

1 x SE
1 x AE
1 x HA
1 x UDA
1 x St.Grapher
2 x LDA-Cum-Typist
1 x Driver
1 x Chowkider

EE WORKSHOP DIVISION, DHAKA

Pers - 170

1 x EE
1 x SDE
3 x SAE(M)
4 x Estimator
1 x DA
2 x SAC
1 x St.Typist
1 x Draftsman
2 x UDA
2 x LV Driver
1 x Daftry
4 x LDA-Cum-Typist
4 x Foreman(Mech. and Electricial)
1 x H. Mechanic
1 x H.Mechanist
1 x Store-keeper
18 x Mechanic
6 x Machinist
10 x HV Driver
4 x Job Clerk
2 x Blacksmith
1 x Tin smith
4 x Electrician
2 x Welder
2 x Painter
1 x Upholster repairer
1 x Time-keeper
12 x Asstt.Mechanic
4 x Asstt.Mechinist
4 x Asstt.Electrin.
2 x Fitter
1 x H.Moulder
1 x Moulder
1 x Asstt.Moulder
1 x Valcaniser
1 x Tyreman
1 x Asstt.Store-keeper
1 x Asstt.Foreman
1 x Tool Room Attendent
2 x Asstt.B.Smith
1 x Costing Analysis Officer
1 x Security Supervisor
4 x Carpenter
4 x Asstt.Carpenter
5 x MLSS
12 x Chowkider
30 x Helper

ABBREVIATION

CE - Chief Engineer
ACE - Additional Chief Engineer
SE - Superintending Engineer
TSO - Traffic Survey Officer
EE - Executive Engineer
RO - Research Officer
JRO - Junior Research Officer
SDE - Sub-Divisional Engineer
AE - Assistant Engineer
TS - Tabulating Statistician
SAE - Sub-Assistant Engineer
AO - Administrative Officer
DA - Divisional Accountant
HA - Head Assistant
SAC - Senior Accounts Clerk
LDA - Lower Division Assistant
WA - Work Assistant

POWER

anctioned	Existing	Revised
1	-	1
6	4	7
1	1	-
19	17	20
59	59	62
) 106	106	97
72	65	150
-	-	1
1	1	1
2	-	1
1	-	1
1	-	1
1	1	1
6	3	3
-	-	1
1	1	1
-	-	1
-	-	2
7	6	8
10	10	5
3553	2950	3017
3811	3401	2871
7658	6625	6252

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

(3610)

OPERATION 1253

SE ROAD CONSTN. CIRCLE, MYMENSINGH

Pers - 22
1 x SE
1 x AE
1 x H.Estimator
1 x Estimator
1 x HA
1 x UDA
1 x St.Grapher
6 x LDA-Cum-Typist
1 x Draftsmen
1 x Tracer
1 x Driver
1 x Daftry
1 x B.Printer
3 x MLSS
1 x Chowkider

WORKING DIVISION = 9 NOS.

Pers - 171
1 x EE
1 x AE
2 x Estimator
1 x UDA
1 x DA
2 x SAC
1 x St.Typist
2 x LDA-Cum-Typist
1 x Draftsman
1 x Tracer
1 x Surveyor
1 x Driver
1 x B.Printer
1 x Chowkider
2 x MLSS
19x9=171

WORKING SUB-DIVISION = 36 NOS.

Pers - 792
1 x SDE
3 x SAE/SO
1 x UDA
2 x LDA-Cum-Typist
1 x Store-keeper
1 x Driver
3 x Work Asstt.
1 x Work Supervisor
1 x Carpenter
1 x Mason
1 x Mason Helper
1 x Chowkider
1 x MLSS
2 x Road Cooly
2 x Stock Guard
22x36=792

MECHANICAL SUB-DIVISION = 9 NOS.

Pers - 180
1 x SDE(M)
2 x SAE(M)
1 x UDA
2 x LDA-Cum-Typist
1 x Electrician
1 x Mechanic
4 x Truck Driver
2 x Roller Driver
1 x B.Dozer Driver
1 x Tractor Driver
1 x Pump Driver
2 x Helper
1 x Chowkider
20x9=180

SE ROAD CONSTN. CIRCLE, BARISAL

Pers - 22

SE ROAD CONSTN. CIRCLE, SYLHET

Pers - 22

SE ROAD CONSTN. CIRCLE, C.H.T.

Pers - 22

SE ROAD CONSTN. CIRCLE, RANGPUR

Pers - 22

MECHANICAL 1540

SE WORKSHOP CIRCLE, CHITTAGONG

Pers - 13
1 x SE(M)
1 x AE(M)
1 x HA
1 x UDA
1 x St.Grapher
2 x LDA-Cum-Typist
1 x Driver
1 x Daftry
3 x MLSS
1 x Chowkider

WORKING DIVISION =3 NOS., C.H.T./SYLHET/CHITTAGONG

Pers - 222
1 x EE
1 x SDE
2 x SAE(M)
1 x Estimator
1 x DA
1 x Sr.Accounts Assistant
1 x St. Typist
1 x UDA
1 x Draftsman
2 x L DA-Cum-Typist
2 x LV Driver
1 x Foreman
1 x H.Mechanic
1 x H.Mechinist
1 x Store-keeper
6 x Mechanic
2 x Mechinist
2 x B.Smith
2 x Electrician
2 x Welder
1 x Painter
2 x HV Driver
2 x Job Asstt.
1 x Time-keeper
12 x Asstt.Mechanic
4 x Asstt.Mechinist
2 x Fitter
1 x H.Moulder
1 x Valcaniser
1 x Tyreman
1 x Asstt.Store-keeper
~~2 x Asstt.Foreman~~
1 x Tool Room Attendent
1 x Carpenter
2 x Asstt.Carpenter
1 x Moulder
3 x MLSS
4 x Chowkider
74x3=222

SE WORKSHOP CIRCLE SANTAHAR/RAJSHAHI

Pers - 13

WORKSHOP DIVISION =3 NOS. SANTAHAR/RAJSHAHI/RANGPUR

Pers - 74x3=222

SE WORKSHOP CIRCLE, KHULNA

Pers - 13

WORKSHOP DIVISION =3 NOS., KHULNA/JESSORE/BARISAL

Pers - 74x3=222

WORKSHOP DIVISION MYMENSINGH UNDER DHAKA WORKSHOP CIRCLE

Pers - 74

SE FERRY CIRCLE DHAKA

Pers - 13

FERRY CONSTN. DIVN., DHAKA

Pers - 16
1 x EE(M)
1 x SDE(M)
2 x SAE
1 x DA
1 x SAC
1 x UDA
2 x LDA-Cum-Typist
2 x LV Driver
1 x Daftry
3 x MLSS
1 x Chowkider

FERRY MAINTENANCE DIVISION DHAKA

Pers - 206
1 x EE
5 x SDE
10 x SAE/SO
1 x Estimator
1 x St.Typist
1 x DA
6 x UDA(1 for Divn 5 for Sub-Divn.)
7 x LDA-Cum-Typist
5 x H.Mechanic
20 x Mechanic
5 x Electrican
5 x Mechinist
5 x Welder
5 x B.Smith
5 x Foreman
5 x Carpenter
5 x CAO
6 x LV Driver
5 x Store-keeper
5 x Job Asstt.
10 x HV Driver
20 x Asstt.Mechanic
5 x Asstt.Electrn.
5 x Asstt. Mechinist
5 x Asstt. Welder
5 x Asstt.Store-keeper
5 x Asstt.B.Smith
8 x MLSS
30 x Helper
5 x Painter

FERRY OPERATION FERRY GHAT=30 NOS

Pers - 450
1 x Work Supervisor
3 x Work Asstt.
1 x Sarang
1 x Sukani
2 x Engine Driver
1 x Greaser
6 x Khalashi
15x30=450

EQUIPMENT CONTROL DIVN. CHITTAGONG/SANTAHAR=2 NOS.

Pers - 76
1 x EE(M)
1 x SDE
2 x SAE(M)
1 x DA
1 x SAC
1 x UDA
1 x St.Typist
4 x LDA-Cum-Typist
2 x LV Driver
1 x TO
1 x ATO
20 x HV Driver
1 x Daftry
1 x Chowkider
38x2=76

ADMINISTRATION 246

ARBORICULTURIST DHAKA

Pers - 12
1 x Executive Arboriculturist
1 x UDA
1 x Arboriculture Estimator
1 x Harborium Asst.
2 x LDA-Cum-Typist
1 x DA
1 x Sr.Accounts Asstt.
1 x Driver
2 x MLSS
1 x Chowkider

ASSISTANT ARBORICULTURIST DHAKA/CHITTAGONG/RAJSHAHI/KHULNA = 4 NOS.

Pers - 80
1 x Asstt. Arboriculturist
4 x Arboricultural SO
1 x UDA
2 x LDA-Cum-Typist
1 x Driver
1 x Work Asstt.
2 x Head Mali
5 x Mali
2 x MLSS
1 x Chowkider
20x4=80

SECURITY OFFICER DHAKA ZONE

Pers - 46
1 x Security Officer (Class-II)
1 x Asstt.Security Officer
2 x Security Supervisor
1 x LDA-Cum-Typist
1 x Head Guard
40 x Guard(Security)

SECURITY OFFICER RAJSHAHI ZONE

Pers - 36
1 x Security Officer (Class-II)
1 x Asstt.Security Officer
2 x Security Supervisor
1 x LDA-Cum-Typist
1 x Head Guard
30 x Guard(Security)

SECURITY OFFICER KHULNA ZONE

Pers - 36

SECURITY OFFICER CHITTAGONG ZONE

Pers - 36

SE IDA DHAKA

Pers - 13
1 x SE
1 x AE
1 x Accounts Officer
1 x HA
1 x Estimator
1 x St.Grapher
1 x UDA
2 x LDA-Cum-Typist
1 x Driver
3 x MLSS

EE LAND PLAN DIVISION, DHAKA

Pers - 20
1 x EE
4 x AE
1 x Estimator
1 x UDA
1 x DA
1 x Sr.Accounts Assistant
1 x St.Typist
2 x LDA-Cum-Typist
1 x Surveyor
1 x Tracer
1 x Driver
1 x H.Printer
1 x Draftsman
2 x MLSS
1 x Chowkider

EE FENY-BY-PASS DIVISION

Pers - 20

EE CHANDINA-BY-PASS DIVISION

Pers - 20

SUB-DIVISION OFFICE=3 NOS

Pers - 36
1 x SDE
2 x SAE/SO
1 x UDA
1 x LDA-Cum-Typist
1 x Truck Driver
1 x Driver
2 x Work Asstt.
1 x Helper
1 x Chowkider
1 x MLSS
12x3=36

MECHANICAL SUB-DIVISION=3 NOS.

Pers - 66
1 x SDE(M)
2 x SAE(M)
1 x UDA
2 x LDA-Cum-Typist
1 x Electrician
1 x Mechanic
4 x Truck Driver
2 x Roller Driver
1 x Jeep Driver
1 x Tractor Driver
1 x Pump Driver
4 x Helper
1 x Chowkider
22x3=66

ADDL. CHIEF ENGINEER F. A. S. 571

Pers - 11
1 x ACE
1 x AO
1 x HA
1 x Stenographer(PA)
1 x UDA
2 x LDA-Cum-Typist
1 x Driver
1 x Chowkider
2 x MLSS

SE KHULNA-MONGLA PROJECT, KHULNA

Pers - 13

EE MONGLA PROJECT KHULNA

Pers - 20

SUB-DIVISION OFFICE=3 NOS.

Pers - 12x3=36

MECHANICAL SUB-DIVISION=1 NOS.

Pers - 22

SE CONSTRUCTION OF 4 RADIAL ROADS C. H. T.

Pers - 13

PROJECT ENGINEER = 2 NOS.

Pers - 20x2=40

SUB-DIVISION OFFICE =2 NOS.

Pers - 12x2=24

MECHANICAL SUB-DIVISION=2 NOS.

Pers - 22x2=44

SE SPECIAL PROJECT, DHAKA

Pers - 13

EE SPECIAL PROJECT DIVN. = 5 NOS.

Pers - 20x5=100

SUB-DIVISION OFFICE = 5 NOS.

Pers - 12x5=60

SUMMARY OF MANPOWER

Sl. No.	Name of Post	Sanctioned	Existing	Revised
	Class-I			
1.	Addl. Chief Engineer	-	-	1
2.	Superintending Engineer	15	14	13
3.	Executive Engineer	48	39	34
4.	Chief Arboriculturist	1	-	-
5.	Senior Economist	1	-	-
6.	Assistant Engineer	116	116	66
7.	Sub-Divisional Engineer	71	71	82
8.	Executive Arboriculturist	4	1	1
9.	Asstt.Arboriculturist	8	2	4
10.	Accounts Officer	1	1	4
11.	Tabulating Statistician	1	1	-
12.	Traffic Survey Officer	2	1	-
13.	Economist	1	-	-
	Class-II			
14.	Security Officer	-	-	4
15.	Administrative Officer	-	-	1
	Class-III	1933	827	2356
	Class-IV	923	459	1044
		3125	1532	3610

N.B. : 1. In future all security staff will be recruited from serving/retired Armed forces personnel.

2. The post of Executive Arboriculturist will get time scale on reaching his ceiling pay as his scope for promotion is limited.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : This Department is to hold:
   a. 14 x Car (For 1 x ACE and 13 x SE)
   b. 121 x Jeep(For 34xEE, 82xSDE, 1xExecutive Arbori. and 4xAsstt.Arboriculturist)
   c. 14 x Pickup
   d. 10 x Microbus
   e. 153 x Truck
   (For Administrative/Operational use)
   f. 201 x Motor Cycle(For AEs and SAEs)

2. The remaining 34xCar and 56xJeep are to be handed over to the Government Transport Pool.

3. Private use of Government transport on payment will be as per latest Govt. instructions.

4. Major office equipment : This Department is to hold :
   a. 14 x Duplicating Machine, the remaining 16xDeplicating Machine are to be handed over to the Central Stationery Office.
   b. 4 x Photostat Machine.
   c. 13 x Ammonia Printing Machine.
   d. 200 x Type Writer, the remaining 42 type writers are to be handed over to the Central Stationery Office. Ratio of Bengali and English type writer will be 3:2.

5. Miscellaneous Points : Increase of strength in the Development set up is due to substantial decrease in the Revenue set up, the total strength of the Deptt, however, has been reduced from 10783 to 9862.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF RAILWAY INSPECTION
RAILWAY DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

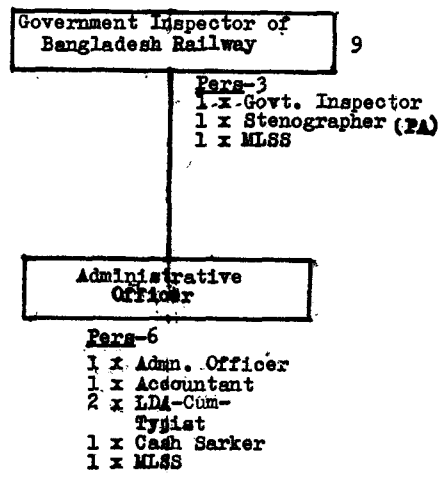
1. Inspection of Railways with a view to determine whether they are fit to be opened for the public carriage of passengers, and to report to the Government.

2. Making of periodical or other inspections of any Railway or of any rolling stock.

3. Making of inquiry into the cause of any accident on a Railway.

4. Performance of such other duties as are imposed by the Act or any other enactment for the time being in force relating to Railways.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of posts	Sanctioned	Existing	Revised
	Class-I			
1.	Govt. Inspector of Bangladesh Railway	1	1	1
2.	Assistant Engineer	1	-	-
3.	Administrative Officer	1	-	1
	Total Class-I	3	1	2
	Total Class-III	8	5	5
	Total Class-IV	3	2	2
	GRAND TOTAL	14	8	9

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Office equipment:

1. This Department is authorised 3 X Typewriters.
2. Private use of transport will be as per Government Instructions issued from time to time.

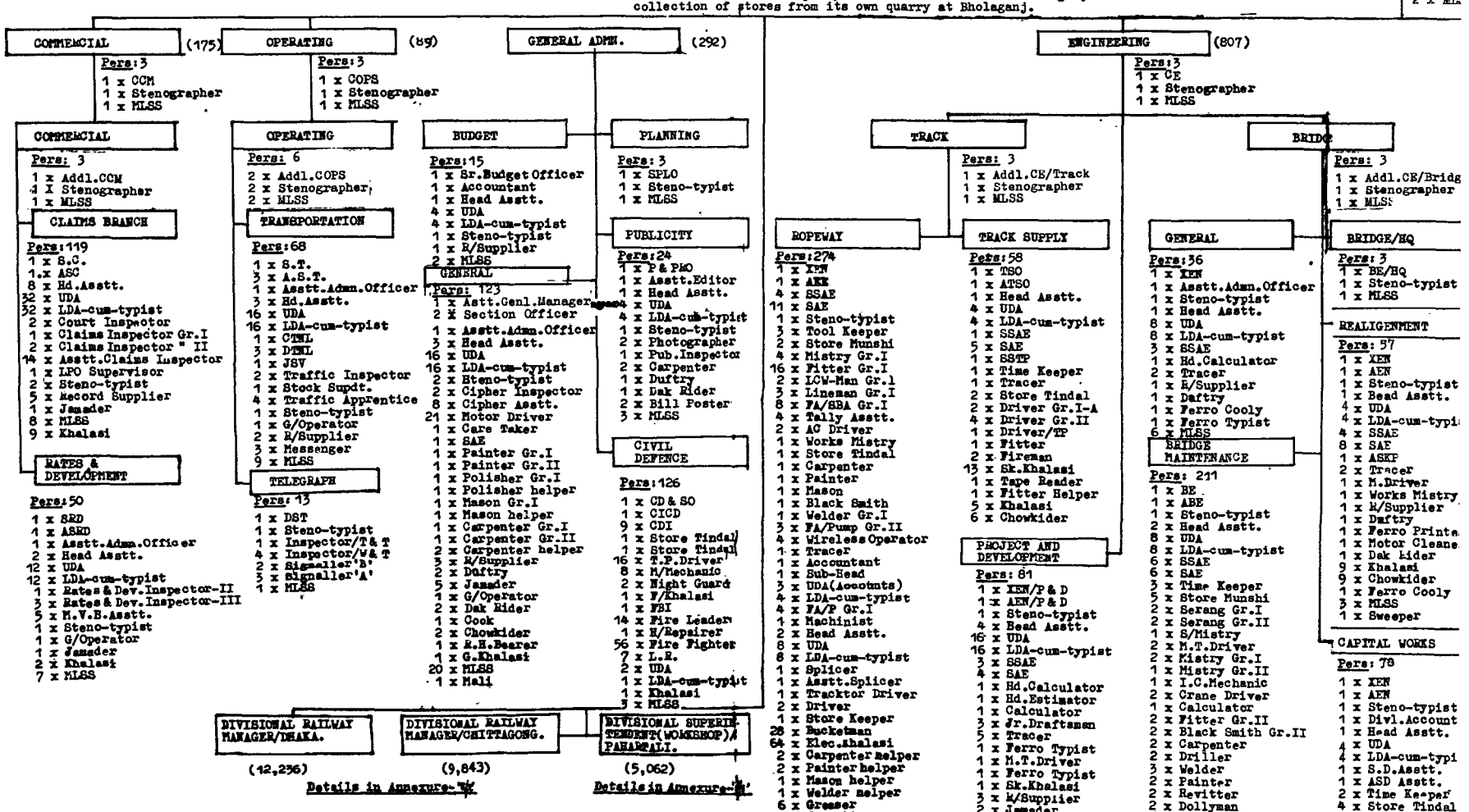
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BANGLADESH RAILWA
RAILWAY DIV
MINISTRY OF COMM

FUNCTIONS:

1. The General Manager as the organisational head works under the Director General/Secretary of the Ministry of Communications,Railway Division,
2. To carry passengers,parcels,goods consignments from one place to another safely and timely.
3. To carry foodgrains, edible oil,building materials etc. from the Port of Chittagong to the capital city of Dhaka and other up country places and fertiliser from the place of production to the places of use to augment the growth of agricultural products.
4. To ensure safety/security of all passengers and goods in transits.
5. To construct and maintain all its permanent way, bridges, buildings, roads and other installations directly associated with train services.
6. To maintain all rolling stocks and locomotives to ensure smooth train services.
7. To maintain its ferry services between Jagannathganjghat - Sirajganjghat and Bahadurabadghat - Tistamukhghat.
8. To maintain 3 big workshops namely - Construction Workshop at Pahartali and Diesel Workshops at Pahartali and Dhaka.
9. To maintain all signalling and tele-communication equipment of the Railway.
10. To maintain 20 miles Ropeway between Chatak Bazar - Bholaganj for collection of stores from its own quarry at Bholaganj.

ORGANISATIO



SUMMARY OF MANPOWER

SL NO.	NAME OF THE POST	SANCTIONED	EXISTING	REVISED
	CLASS-I			
1.	General Manager	1	1	1
2.	Addl. General Manager	-	-	1
3.	Deputy General Manager	1	1	-
4.	Chief Manager(Workshop)	-	-	1
5.	Chief Engineer	1	1	1
6.	Chief Mech.& Elec.Engineer	1	1	1
7.	Chief Signal & Telecom.Engineer	1	1	1
8.	Chief Operating Superintendent	1	1	1
9.	Chief Commercial Manager	1	1	1
10.	Chief Medical Officer	1	1	1
11.	Financial Advisor & Chief Acctts.Officer	1	1	1
12.	Chief Personnel Officer	1	1	1
13.	Chief Estate Officer	1	1	1
14.	Chief Commandant/Nirapatta Bahini	1	1	1
15.	Addl.Chief Controller of Stores/SE	1	1	1
16.	Addl.Chief Engineer/SE	-	-	2
17.	Addl.Chief Mech.& Elec.Engineer/SE	1	1	2
18.	Addl.Chief Signal & Telecom.Engineer/SE	-	-	1
19.	Addl.Chief Operating Superintendent	-	-	2
20.	Addl.Chief Commercial Manager	-	-	1
21.	Addl.PA & CAO	1	1	2
22.	Divisional Railway Manager	2	2	2
23.	Divisional Superintendent(W)	1	1	1
24.	Director/Testing Laboratory	1	1	1
25.	Deputy Chief Engineer	2	2	-
26.	Deputy Chief Operating Superintendent	1	1	-
27.	Deputy Chief Commercial Manager	1	1	-
28.	Deputy Chief Accounts Officer	1	-	-
29.	Divisional/District/Sr.Scale Officer	64	62	63
30.	Asstt./Section/Jr.Scale Officer	165	152	167
	Sub-Total :-	253	237	258
31.	Class-II	472	389	478
32.	Class-III	18740	15099	18605
33.	Class-IV	14515	13611	14516
	Grand Total:-	33980	29336	33857

(33,857)

l Manager
Officer(SO)
al Asstt.(PA)
ty Inspector
m-Typist(Diarist)

(33,850)

General Manager
.Officer(SO)
grapher
m-Typist

11. To prepare project proforma for all its projects & their implementations.
12. To maintain Power Houses under its jurisdiction.
13. To provide accomodation for its employees.
14. To maintain four big hispitals including 125 bedded T.B.Sanatorium and 15 dispensaries for providing medical fecilities to its employees.
15. To control and maintain a Sports Control Board to activiate its sports, games and athletics.
16. To control four big Railway High Schools, one College, four Kindergarten Schools and one Industrial Home for imparting educational facilities to the wards/dependents of the Railway employees. There are 75 schools, 100 mosques, 25 Railway Institutes/Recreations Clubs which are run with the assistance from Railway.
17. To prepare its annual budgets and control over it.
18. To maintain a Central Committee and four Sub-Committes for Staff Benefit Fund for rendering financial assistance to deserving Railway employees.
19. To arrange procurement of all indegenous materials and their effective storage and distribution for its efficient running.

SIGNAL AND TELE-COMMUNICATION (357)

Pers: 3
1 x CSTE
1 x Stenographer
1 x MLSS

SIGNAL

Pers: 182
1 x DSE
1 x ASE
2 x Head Asstt.
8 x UDA
8 x LDA-Cum-typist
5 x SSAE
5 x SAE
1 x Jr.Draftsman
2 x Tracer
1 x M.T.Driver
1 x motor Driver
1 x Asstt.Carpenter
1 x Store munshi
1 x Tool Keeper
1 x Crane Driver
1 x Head Mistry
4 x Mistry Gr.II
4 x Turner Gr.I
1 x P.Maker
1 x I.Maker
2 x S.Fitter Gr.I
5 x B.Fitter Gr.I
1 x Printer Gr.I
4 x Moulder Gr.I
1 x Engraver Gr.I
2 x T.Maker
1 x Platter
2 x Welder
1 x B.Smith Gr.I
5 x T.W.Fitter Gr.I
1 x Polisher
1 x C.Attendant
1 x Planner
4 x Turner
1 x Driller
15 x B.Smith Gr.II
1 x B.Fitter
5 x S.Fitter
5 x T.W.Fitter Gr.II
1 x Plater
2 x Mason
1 x Coil Winder
1 x Shaper
5 x Tin Smith
2 x L.S.Maker
2 x Carpenter
1 x Core Maker
1 x F.Man
7 x Moulder Gr.II
2 x Fitter(G.B)
2 x Fetler
1 x Labour Sardar
5 x Improver
4 x Striker
2 x M.Helpar
4 x S.Khalasi
1 x F.Printer
1 x F.Cooly
1 x M.Supplier
1 x Daftry
1 x Hammerman
8 x Khalasi
1 x Bhisty
5 x MLSS
1 x Sweeper

SIGNAL/CONS.

Pers: 2
1 x Addl.CSTE
1 x ASE

TELE-COMMUNICATION

Pers: 170
1 x TCE
1 x ATCE
8 x SSAE
9 x SAE
1 x CI(T)
1 x CTPI
2 x TPI
2 x Hd.Asstt
8 x UDA
8 x LDA-cum-typist
1 x Steno-typist
1 x Signaller'B'
1 x Carpenter
4 x Signaller'A'
21 x TPO
2 x W.Mechanic
2 x TCM Gr.I
4 x TC Fitter
3 x S.Munshi
2 x TCM Gr.II
36 x WOP
3 x IW(T)
1 x B.Man
1 x Duftry
3 x Trollyman
16 x Khalasi
28 x MLSS

ESTATE

Pers: 44
1 x CEO
1 x EO
1 x Stenographer
1 x Head Asstt.
4 x UDA
4 x LDA-Cum-Typist
2 x Litigation Inspector
1 x Bench Assistant
1 x SSAE
1 x SAE
1 x Tracer
1 x Ferro Printer
1 x Record Keeper
1 x CO(Revenue)
1 x Field Canungoe
4 x Amin
1 x Steno-Typist
1 x Driver
1 x Daftry
9 x Chainman
1 x G/Operator
1 x Dak Rider
1 x Jamader
3 x MLSS

(511)

PERSONNEL

Pers: 3
1 x CPO
1 x Stenographer
1 x MLSS

PERSONNEL

Pers: 119
1 x SPO
3 x Jr.Personnel Officer
1 x Asstt.Admn.Officer
1 x Stenographer
1 x Personnel Inspector
17 x Head Asstt.
36 x UDA
35 x LDA-Cum-Typist
6 x Record Supplier
2 x Steno-Typist
1 x Daftry
2 x Jamader
13 x MLSS

LAW BRANCH

Pers: 17
1 x LO
1 x Steno-Typist
1 x CI Gr.1
5 x CI Gr.II
1 x Head Asstt.
4 x UDA
4 x LDA-Cum-Typist
2 x MLSS

WELFARE

Pers: 172
1 x SWO
1 x Jr.welfare Officer
4 x Head Master
4 x Asstt.Head Master
1 x Steno-Typist
1 x Sr.H.C.E.a.I.
1 x H.O.E.a.I.
4 x Sr.WI
6 x WI
4 x Welfare Asstt.
44 x Asstt.Teacher
4 x Phy.Instructor
2 x Mistress
3 x Classical Teacher
8 x Head Moulvi/Pandit
3 x Mistress/Monitress
2 x Asstt.Mistress
1 x Head Asstt.
4 x UDA
4 x LDA-Cum-Typist
3 x Librarian
3 x Asstt.Moulvi
2 x Drawing Master
26 x V.Teacher
3 x Lab.Assistant
5 x Daftry
9 x Chowkider
9 x MLSS
4 x Aya
5 x Sweeper
1 x M.Truck Driver

(267)

MECHANICAL & ELECTRICAL

Pers: 6
1 x CMEE
1 x Addl.CMEE
2 x Stenographer
2 x MLSS

TESTING LABORATORY

Pers: 18
1 x Director/TL
2 x Head Chemist
4 x Chemist
4 x Asstt.Chemist
2 x Lab. Asstt.
4 x Khalasi
1 x MLSS

ELECTRICAL

Pers: 57
1 x Addl.CEEE
1 x AEE
1 x Stenographer
2 x Head Asstt.
8 x UDA
10 x LDA-cum-typist
5 x SSAE
2 x SAE
1 x Tracer
1 x Ferro Printer
1 x Daftry
1 x Jamader
5 x MLSS

MECHANICAL

Pers: 206
1 x ME/HQ
1 x Sr.Training Officer
3 x AME
4 x Asstt.Training Officer
1 x Fuel Officer
1 x Asstt.Fuel Officer
1 x Asstt.Admn.Officer
3 x Head Asstt.
16 x UDA
16 x LDA-cum-typist
2 x Steno-typist
16 x SSAE
16 x SAE
8 x Jr.Draftsman
5 x Tracer
1 x Ferro Typist
3 x Ferro Printer
2 x Shed Incharge
2 x Mistry Gr.II
1 x Mistry Gr.III
8 x M.I.Driver Gr.I
15 x M.L.Driver Gr.II
4 x Mechanic Gr.I
10 x Mechanic Gr.II
1 x Fitter Gr.II
1 x Carpenter Gr.II
1 x Turner Gr.II
1 x SS Mechinist Gr.II
1 x Fitter helper
1 x H/Supplier
2 x Daftry
1 x Jamader
16 x Khalasi
14 x Cleaner
5 x Ferro Cooly
19 x MLSS
3 x Sweeper

MEDICAL (49)

Pers: 49
1 x CMO
1 x Bacteriologist
1 x Radiologist
1 x Anaesthesiologist
1 x Stenographer
1 x Head Asstt.
4 x UDA
4 x LDA-cum-typist
1 x Store Keeper
1 x Chemist
2 x Ward Keeper
1 x BB Technician
1 x Pharmacist
2 x Radiographer
1 x Letterman
2 x Lab.Asstt.
1 x Media Maker
1 x M.M.Car Attendent
1 x Carpenter
1 x P.T.Asstt.
2 x X-Ray Attendent
2 x Lab.Attendent
6 x S/Khalasi
3 x Chowkider
1 x Jamader
3 x MLSS
3 x Sweeper

RAILWAY NIRAPATTA BAHINI

Pers: 3
1 x CC/RNB
1 x Stenographer
1 x MLSS

RAILWAY NIRAPATTA BAHINI

Pers: 2120
3 x Commandant
5 x Asstt.Commandant
2 x C/Instructor
4 x C/Inspector
12 x Inspector
37 x Sub-Inspector
36 x Asstt.Sub-Inspector
208 x Havilder
67 x Naik
8 x Head Asstt.
32 x UDA
33 x LDA-cum-typist
1 x Steno-typist
1 x Driver
1649 x Prehari
2 x M.Supplier
1 x Jamader
18 x MLSS
1 x Sweeper

(644)

STORES

Pers: 3
1 x Addl.CCS
1 x Steno-typist
1 x MLSS

PAHARTALI STORES

Pers: 587
1 x DCOS
3 x ACOS
1 x Chief Asstt.
7 x SKP Gr.I
3 x SKP Gr.II
11 x ASKP
32 x Ward Keeper
1 x Steno-typist
8 x Head Asstt.
32 x UDA
31 x LDA-Cum-typist
10 x S.V.C.
2 x rime Keeper
1 x Jr.Chargeman
1 x IF
1 x Mistry Gr.II
1 x F.incharge
5 x M.Driver
3 x P.Man
2 x Hammerman
33 x L.Sarder Gr.I
1 x C.Greaser
1 x Marksman
2 x Polisher
5 x Carpenter
2 x Painter
11 x Letterman
2 x Black Smith
5 x Tin Smith
2 x Caneman
2 x Crane Driver
1 x F.Assistant
1 x L.T.Driver
2 x Lister T.Driver
17 x L.Sarder Gr.II
2 x M.Checker
1 x Crane Jamader
8 x R.Supplier
1 x Daftry
303 x Khalasi
1 x C.Cleaner
1 x S.Porter
19 x MLSS
8 x Sweeper

STORES/CRB

Pers: 15
1 x ACOS
1 x Head Asstt.
4 x UDA
4 x LDA-Cum-Typist
1 x Store Keeper-I
1 x M.Supplier
2 x MLSS
1 x Store Keeper Gr.II

STORES/DHAKA

Pers: 39
1 x ACOS
1 x Store Keeper-I
2 x Ward Keeper
1 x Head Asstt.
4 x UDA
4 x LDA-Cum-Typist
2 x Material Checker
1 x Liftrt T.Driver
2 x L.Sarder Gr.II
20 x Khalasi
1 x MLSS

(1544)

ACCOUNTS

Pers: 3
1 x FA & CAO
1 x Stenographer/FA
1 x MLSS

ACCOUNTS

Pers: 1540
1 x Addl.FA & CAO/GA
1 x Addl.FA & CAO/TA
1 x SFO
8 x Sr.AO
2 x DAO
2 x ADAO
1 x FO
1 x Manager Pay & Cash
15 x Accounts Officer
11 x AO(Reserve for Training & Dep.)
1 x PA
11 x Stenographer
55 x Accountant
6 x Divl.Accountant
12 x T.I.A.
3 x I.S.A.
1 x D.P.M.
3 x A.P.M.
2 x Asstt.Cashier
2 x Inspector Pay & Cash
21 x UDA(Store Accounts)
84 x Head Asstt.
488 x UDA
489 x LDA-Cum-Typist
1 x F.F.Inspector
3 x UDA(Notes & Coins)
2 x Cash Supervisor
32 x Pay Asstt.
5 x Steno-Typist
5 x TTI
38 x TTE
18 x Cash Asstt.
14 x Comptometre Operator
4 x Driver
2 x G.Operator
7 x A.Supplier
19 x L.Daftry
5 x Jamader
5 x Dak Rider
1 x Messenger
188 x MLSS
1 x Pharash
4 x Cooly
6 x Sweeper

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport :
   a. 9 x Car for GM/AGM/CCM/COPS/CE/CMEE/CSTE/CMO/FA & CAO
   b. 2 x Car For Administrative use
   c. 19 x Jeep - 6 for HQ, 4 for DRM,KDA,9 for DRM, etc.
   d. 3 x Microbus for HQ
   e. 6 x Truck - 5 for DRM, Chittagong and 1 for DRM, DKA
   f. 4 x Pick-up - 3 for DRM, Chittagong and 1 for FA & CAO
   g. 3 x Ambulance - 2 at HQ, 1 for DRM, DKA
   h. 3 x Bus - for HQ.
2. Private use of transport on payment will be strictly as per Government instruction issued from time to time.
3. Major Office equipment .
   a. 4 x Photostat machine
   b. 120 x Calculating machine
   c. 30 x Duplicating machine - 12 for HQ, 2 for DRM, Ctg. 1 for DRM,KDA, 2 for LSW & 13 for offices of DEN/AEN
   d. 263 x Typewriter
   e. 10 x Air conditioner - 2 for GM, 1 for AGM, 1 for Principal RTA, 2 for VIP Rest House, Ctg., 1 for Railway Hospital,Ctg. 1 for Railway Hospital DKA & 2 for Rest House at Satak Bazar
   f. 16 x Refrigerator - 4 for Railway Hospital, Chittagong - 4 for Railway Hospital,Dhaka 3 for TB Sanatorium, Kumira, 1 each for Rest House, Chittagong and Dhaka, Satak Bazar and Bholaganj, 1 for Testing Laboratory,Paharfoli
   g. 2 x Telex

Miscellaneous points

4. Addl. Chief Engineer of Stores/Addl. Chief Engineer/ Addl. Chief Mechanical and Electrical Engineer/Addl. Chief Signal & Telecommunication Engineer/Superintending Engineer will be borne on the existing scale of pay.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.
18.1.84.

DIVL.RAILWAY MANAGER/CTG. (9843)

Pers: 9
1 x DRM
1 x AOM
2 x AME/Carriage
2 x SMR
1 x Stenographer
1 x Driver
1 x MLSS

DIVISIONAL ESTATE OFFICER

Pers: 73
1 x DEO
1 x AEO
1 x Hd.Asstt.
4 x UDA
4 x LDA-Cum-Typist
1 x Bench Asstt.
1 x Asstt.Litigation Inspector
1 x SAE
2 x Tracer
2 x M.Driver
1 x Nazir-Cum-Cashier
1 x Jr.Draftsman
4 x Field Kanungoe
14 x Amin
28 x Chainman
6 x MLSS
1 x R/ Supplier

DIVISIONAL PERSONNEL OFFICER

Pers: 122
1 x DPO
1 x Asstt.Personnel Officer
11 x Hd.Asstt.
40 x UDA
40 x LDA-cum-typist
1 x Court Inspector
2 x Steno-typist
1 x M.T.Driver
1 x G/Operator
2 x R/Supplier
5 x Trollyman
1 x Jamader
18 x MLSS

AEN/COMILLA

5 x SSAE
6 x SAE
1 x Hd.Asstt.
6 x UDA
7 x LDA-cum-typist
2 x Hd.Mate
34 x Mate
34 x Keyman
401 x Wayman
5 x Carpenter
5 x C/helper
3 x Store Munshi
3 x Painter
1 x P/helper
3 x Fitter
4 x F/helper
3 x Gharami
2 x G/helper
4 x Mason
4 x M/Helper
2 X Store Tindal
3 x Works Mistry
5 x Hammerman
5 x Black Smith
8 x Hd.Trollyman
24 x Trollyman
12 x Gate Keeper
5 x Bellowman
14 x Chowkider
44 x Khalasi
1 .. Valveman
6 x Cook-cum-Chowkider
2 x MLSS
1 x Sweeper Mason
1 x " Mason helper
5 x Sweeper

DIVISIONAL ENGINEER/I

Pers: 1949.
1 x DEN
3 x AEN
3 x Hd.Asstt.
12 x UDA
12 x LDA-cum-typist
1 x Steno-typist
3 x Store Tindal
1 x SSAE
3 x SAE
1 x Jr.Draftsman
3 x Tracer
1 x M.T.Driver
2 x M.L.Driver
1 x M.Mechanic
1 x R/Supplier
1 x Duftry
1 x Jamader
1 x Ferro Printer
1 x Ferro Cooly
1 x Welder
1 x Welder helper
3 x Khalasi
3 x Trollyman
2 x Chowkider
8 x MLSS

AEN/I/CTG

4 x SSAE
7 x SAE
1 x Hd.Asstt.
6 x UDA
6 x LDA-cum-typist
39 x Mate
39 x Keyman
439 x Wayman
8 x Hd.Trollyman
24 x Trollyman
11 x Gate Keeper
1 x F/Mate
4 x F/Khalasi
3 x Mason
3 x Mason helper
7 x Carpenter
7 x Carpenter helper
7 x Black Smith
2 x Fitter
3 x F/Helper
2 x Painter
1 x Gharami
1 x Gharami helper
7 x Hammerman
7 x Bellowman
20 x Chowkider
25 x Khalasi
4 x Sweeper

AEN/FMI

4 x SSAE
2 x SAE
1 x Hd.Asstt.
6 x UDA
6 x LDA-cum-typist
2 x Painter
2 x P/Helper
2 x Fitter
2 x F/Helper
2 x Valveman
2 x Mason
2 x Gharami
2 x G/helper
4 x Black Smith
4 x Carpenter
4 x C/helper
2 x Works Mate
1 x F/Mate
4 x F/Khalasi
20 x Khalasi
29 x Gang Mate
29 x Keyman
333 x Wayman
15 x Chowkider
1 x Cook-cum-Chowkider
6 x Hd.Trollyman
18 x Trollyman
7 x Gate Keeper
4 x Hammerman
4 x Bellowman
2 x Sweeper helper
2 x "mason helper
4 x Sweeper

DIVISIONAL ENGINEER/II

Pers: 765
1 x DEN
3 x AEN
2 x Hd.Asstt.
8 x UDA
8 x LDA-cum-typist
1 x Steno-typist
2 x Store Tindal
1 x SSAE
4 x SAE
2 x Tracer
1 x Duftry
1 x R/Suppier
1 x Jamader
1 x Hd.Trollyman
3 x Trollyman
1 x Ferro Printer
2 x Chowkider
7 x MLSS
1 x Ferro Cooly
1 x Sweeper
1 x Motor Driver

AEN/II/CTG

2 x SSAE
2 x SAE
1 x Hd.Asstt.
4 x UDA
4 x LDA-cum-typist
1 x Fitter
1 x F/helper
2 x Mason
2 x Mason helper
2 x Carpenter
2 x C/helper
1 x Painter
1 x P/helper
2 x Black Smith
1 x Sk.Khalasi
1 x Time Keeper
2 x Hammerman
2 x Valveman
23 x Mate
21 x Keyman
249 x Wayman
3 x S/Khalasi
1 x SS Khalasi
22 x Khalasi
11 x Gateman
2 x Hd.Trollyman
6 x Trollyman
6 x Chowkider
2 x Sweeper

AEN/III/CTG

3 x SSAE
3 x SAE
1 x Hd.Asstt.
5 x UDA
5 x LDA-cum-typist
1 x Polisher
1 x Letterman
4 x Painter
1 x P/helper
4 x Fitter
13 x Mason
13 x M/helper
17 x Carpenter
17 x C/helper
5 x Black Smith
2 x Gharami
2 x G/helper
4 x Mate
5 x Hd.Mate
5 x Hammerman
5 x Bellowman
1 x F/khalasi
1 x Sweeper Mason
1 x " Mason helper
4 x F/Helper
4 x C/helper
2 x Works Mate
1 x F/Mate
4 x F/Khalasi
20 x Khalasi
29 x Gang Mate
29 x Keyman
333 x Wayman
15 x Chowkider
1 x Cook-cum-Chowkider
6 x Hd.Trollyman
18 x Trollyman
7 x Gate Keeper
4 x Hammerman
4 x Bellowman
2 x Sweeper helper
2 x "mason helper
4 x Sweeper

AEN/WW/CTG

2 x SSAE
2 x SAE
1 x Hd.Asstt.
4 x UDA
4 x LDA-cum-typist
12 x Fitter
11 x F/Helper
1 x Carpenter
1 x C/helper
2 x Mason
2 x Mason helper
1 x Painter
1 x P/helper
25 x Valveman
1 x Black Smith
1 x Hammerman
1 x F/Mate
4 x F/khalasi
17 x Khalasi
1 x Bellowman
16 x Chowkider
2 x Sweeper Mason
3 x Sweeper

DIVISIONAL COMMERCIAL OFFICER 2653

Pers: 32
1 x DCO
1 x ACO
3 x Hd.Asstt.
12 x UDA
12 x LDA-cum-typist
2 x MLSS
1 x Motor Driver

DIVISIONAL TRANSPORTATION OFFICER

Pers: 32
1 x DTO
1 x ATO
3 x Hd.Asstt.
12 x UDA
12 x LDA-cum-typist
2 x MLSS
1 x Motor Driver

STATION STAFF OF DCO & DTO

Pers: 2591
1 x CTNL
4 x DTNL
12 x TNL
14 x Guard-I'A'
96 x Guard-II
2 x SM Gr.I
7 x SM Gr.II
3 x SM Gr.III
76 x SM Gr.IV
188 x ASM Gr.II
2 x YM Gr.I
2 x YM Gr.II
14 x AYM Gr.I
29 x AYM Gr.II
73 x AYF
1 x SIC
8 x Signaller-B
50 x Signaller-A
1 x CPI
1 x SRI/TTE's
2 x JRI/TTE's
132 x Jr.TTE
2 x Hd.Ticket Collector
16 x Ticket Collector Gr.I
67 x Ticket Collector Gr.II
2 x Lady Collector Gr.I
2 x Reservation Asst.
1 x Hd.Booking Asstt
33 x Booking Asstt-I
175 x " " II
7 x P/Asstt. Gr.I
16 x P/Asstt. Gr.II
2 x Hd.Goods Asstt
6 x Goods Asstt-I
30 x Goods Asstt-II
2 x Hd.Trains Asstt
14 x Trains Asstt -I
6 x Transhipment " I
67 x Trains Asstt-II
20 x Transhipment Asst-II
1 x Running Room Insp.
9 x Station Asstt.
6 x Cover Asstt.
3 x Stock Asstt.
74 x Tally Asstt.
129 x Train Number Taker
2 x Clock Winder
2 x Carpenter
3 x C/helper
1 x Tin Smith
1 x Polisher
3 x Store Khalasi
1 x Fitter Gr.I
1 x SS Fitter-II
6 x Revitter
22 x Switchman
53 x Shunting Jamader
73 x " Porter
13 x R.R.Cook
16 x R.R.Servant
10 x Lamp man
6 x Seal man
480 x Pointsman
55 x Gate Keeper
2 x R/Supplier
2 x Duftry
1 x Jamader
4 x Dak Rider
27 x MLSS(Station)
16 x MLSS(Tele)
3 x MLSS(Cabin)
11 x MLSS
8 x Call Boy
17 x WR Bearer
5 x RR Bearer
6 x W.R.Aya
239 x Porter
13 x Box Porter
23 x Guard Gr.I-B
58 x Sweeper

DIVISIONAL MECHANICAL ENGINEER 2430

Pers: 3
1 x DME
1 x AME
1 x AME

OFFICE STAFF OF DME

Pers: 35
2 x Hd.Asstt.
8 x UDA
8 x LDA-Cum-Typist
1 x Stenographer
1 x Loco Inspector-I
1 x Loco Inspector II
1 x Boiler " Gr.I
1 x Boiler Maker " I
1 x Boiler Maker "II
1 x Chief P.Controller
3 x Power Controller
1 x Jamader
1 x Dak Rider
4 x MLSS
1 x Motor Driver

LOCO STAFF

Pers: 497
1 x Locomotive Master Gr.I.
2 x -do- Gr.II
3 x -do- Gr.III
1 x FO Gr.III
2 x Sr.FIC
3 x Jr.FIC
1 x Sr.BMC
2 x Jr.BMC
1 x Sr.MW/Chargeman
5 x Shedman Gr.I
4 x Shedman Gr.II
1 x Hd.Asstt.
6 x UDA
6 x LDA-Cum-Typist
3 x Booking Asst.Gr.I
4 x " " Gr.II
3 x Store Munshi
8 x Fuel Checker
2 x Tool Keeper
5 x Asstt.Tool Keeper
2 x JCW Asstt.
2 x Mistry Gr.I
2 x Fitter Mistry Gr.II
6 x Fitter " Gr.III
17 x Fitter Gr.I
37 x Fitter Gr.II
16 x SS Fitter Gr.I
35 x SS Fitter Gr.II
1 x BM Mistry Gr.I
2 x BM Mistry Gr.II
1 x BM Mistry Gr.III
8 x Boiler Maker Gr.II
35 x SS " " Gr.II
4 x " " " Gr.I
13 x BW Man
8 x Mason
3 x SS Mason
2 x AC Driver Gr.I
6 x AC Driver Gr.II
4 x AC Fireman Gr.I
4 x " " Gr.II
1 x Labour Sarder Gr.I
2 x " " Gr.II
1 x Crane Tindal Gr.I
2 x " " Gr.II
2 x Lineman Gr.II
1 x SS Painter Gr.I
1 x " " Gr.II
4 x Tin Smith Gr.II
3 x Black Smith Gr.I
1 x SS do- Gr.II
3 x SS Welder Gr.II
1 x Welder Gr.I
1 x Carpenter Gr.I
3 x Carpenter Gr.II
1 x SS " Gr.II
1 x Copper Smith Gr.I
2 x " " Gr.II
2 x SS " " Gr.II
10 x Greaser
1 x M.Mistry Gr.I
3 x M.Mistry Gr.II
2 x SS M.Mistry Gr.I
12 x " " Gr.II
1 x MW Mistry Gr.III
2 x MW Fitter Gr.I
4 x MW Fitter Gr.II
2 x SS MW Fitter Gr.I
5 x SS " " Gr.II
1 x P.Fitter Gr.II
1 x Moulder Gr.II
1 x SS Moulder Gr.II
1 x Patern Maker
4 x SSAE
9 x SAE
5 x UDA
1 x LDA
1 x Baltman
1 x Mailler
57 x Engine Cleaner
18 x S.Khalasi
18 x Craneman
10 x RR-Cook
10 x RR-Waterman
4 x MLSS
8 Sweeper
1 x Black Smith Gr.I
1 x SS Black Smith Gr.I

CARRIAGE STAFF

Pers: 311
11 x SSAE/TXR
12 x SAE/TXR
17 x ATXR
1 x Hd.Asstt.
4 x UDA
4 x LDA-Cum-Typist
2 x Store Munshi
3 x S.Mistry Gr.III
39 x Fitter Gr.I
54 x " Gr.II
27 x SS Fitter Gr.I
60 x SS " GR.II
2 x Lineman Gr.II
1 x Painter Gr.II
1 x SS Painter Gr.I
1 x P.Maker
1 x SS Trimmer Gr.I
1 x SS " Gr.II
1 x M.T.Driver
4 x Carpenter Gr.I
8 x " Gr.II
1 x SS " Gr.II
2 x Black Smith Gr.II
2 x SS " " Gr.I
3 x SS " " Gr.II
2 x Tin Smith Gr.II
6 x SS " Gr.I
2 x Hd.Repacker
32 x Wheel Taper
4 x Steam-Man
3 x MLSS

DIESEL STAFF

Pers: 885
9 x SSAE
9 x SAE
1 x Hd.Asstt.
3 x UDA
3 x LDA-Cum-Typist
4 x Booking Asstt.Gr.I
1 x " " Gr.II
1 x Store Munshi
4 x Fuel Checker
4 x Time Keeper
3 x JCW Asstt.
3 x Fitter Mistry Gr.1
3 x " " Gr.II
6 x " " Gr.III
52 x Fitter Gr.I
42 x Fitter Gr.II
10 x SS Fitter Gr.I
18 x SS Fitter Gr.II
3 x Elec.Mistry Gr.I
4 x " " Gr.II
2 x " " Gr.III
38 x Electrician Gr.I
26 x " Gr.II
15 x SS " Gr.I
10 x SS " Gr.II
1 x Painter Gr.I
1 x AC Driver
2 x M.L.Driver
1 x Welder Gr.II
1 x SS " Gr.II
6 x AC Attendant
13 x Repacker
82 x Engine Cleaner
379 x Shed Khalasi
23 x Call Man
8 x Box Colly
71 x Sweeper
3 x MLSS
19 x Bearer

RUNNING STAFF

Pers: 709
18 x Locomotive Master Gr.I
30 x -do- Gr.II
18 x -do- Gr.III
170 x -do-Gr.IV
117 x Sub-Locomotive Master
31 x Asstt.Locomotive Master Gr.I.
34 x -do- Gr.II
156 x -do- Gr.III
135 x -do- Gr.IV

DIVISIONAL ELECTRICAL ENGINEER

Pers: 541
1 x DEE
2 x AEE
11 x SSAE
10 x SAE
2 x Hd.Asstt.
10 x UDA
10 x LDA-Cum-Typist
1 x Steno-Typist
1 x Jr.Draftsman
1 x Tracer
3 x Elec.Mech.Gr.II
11 x -do- Gr.III
2 x ETXR
6 x Wireman
2 x Lineman
3 x Lineman-Cum-Wireman
1 x Cable Jointer Gr.I.
6 x M.Fitter Gr.I
6 x Line Electrician.I
1 x M. Repairer
1 x HL Fitter Gr.I
1 x R.Mechanic Gr.I
2 x Elec.Fitter Gr.II
19 x Wireman Gr.II
8 x Lineman Gr.II
16 x LCW Man Gr.II
6 x M.Fitter Gr.II
4 x R.Mechanic Gr.II
1 x Cable Jointer-II
29 x Line Electricine
6 x HL Fitter Gr.II
1 x Carpenter Gr.II
2 x Mason Gr.II
10 x AC Attendant-II
28 x FA/SBA Gr.II.
11 x Metre Reader-II
8 x G.Reader
65 x Fitter Attendant Pump
6 x L.Electricine
2 x Asstt. -do-
5 x Asstt.Wireman
6 x Greaser
1 x JC Supervisor
1 x Store Munshi
1 x R.Supplier
1 x Duftry
1 x Jamader
189 x Khalasi
10 x MLSS
3 x Sweeper

AEE/AC/PHT.

Pers: 37
1 x SSAE
2 x SAE
1 x UDA
3 x LDA-Cum-Typist
1 x Mistry
1 x Mistry Gr.I
1 x " Gr.II
1 x " Gr.III
3 x R.Mechanic
1 x C.Fitter Gr.I
5 x R.Mechanic Gr.II.
2 x -do- Gr.III
1 x M.Fitter Gr.I
1 x G.Reader-III
11 x Khalasi
1 x MLSS
1 x Sweeper

DIVISIONAL SIGNAL & TELE-COMMUNICATION ENGINEER

Pers: 255
1 x DSTE
1 x ASE
2 x Hd.Asstt.
6 x UDA
5 x LDA-cum-typist
1 x Steno-typist
4 x SSAE
5 x SAE
2 x Time Keeper
3 x Store Munshi
24 x Maintainer Signal
4 x " Signal-BI
6 x " Incharge-BI
5 x " Incharge-CI
6 x " Signal-CI
3 x Diesel Mechanic
1 x Cable Jointer
2 x Painter
1 x Tin Smith
3 x Carpenter
3 x Black Smith
3 x Striker
1 x Lineman
1 x Mason
7 x TCM-BI
6 x TCM-CI
1 x TC Fitter
1 x Batteryman
1 x Bellowman
5 x Hd.Trollyman
16 x Trollyman
1 x Chowkider
118 x Khalasi
1 x R/Supplier
4 x MLSS

DIVISIONAL MEDICAL OFFICER

Pers: 296
2 x DMO
2 x ADMO
24 x AS
1 x F.P.Advisor
1 x Hd.Asstt.
2 x UDA
2 x LDA-Cum-Typist
1 x Matron
2 x Sister Incharg
6 x Sr.Nurse
10 x Jr.Nurse
4 x Naid
28 x Pharmachist
6 x Dresser
1 x Steward
1 x Tailor
1 x OT Incharge
1 x OT Asstt.
1 x Lady Health Visitor
1 x Malaria Insp.
2 x Sr.Inspector
6 x Asstt.Inspector
1 x Asstt.Malaria Inspector
6 x Midwife & Asstt Midwife
4 x M.Driver
1 x Ward Keeper
1 x Steno-Typist
1 x Driver
36 x Ward Attendant
8 x Chowkider
4 x M.Carrier
2 x M.Cleaner
4 x ST Bearer
66 x Khalasi
21 x Jamader
17 x Aya
3 x Waterman
4 x Cook
5 x Machalchi
2 x MLSS
585 x Sweeper

DIVL.MEDICAL OFFICER KUMIRA.

Pers: 128
1 x DMO
3 x AS
1 x Bactriologist
1 x Matron
1 x Nursing Sister
4 x Sr.Nurse
10 x Jr.Nurse
1 x Ward Keeper
1 x Steward
1 x Hd.Asstt.
4 x UDA
4 x LDA-Cum-Typist
1 x Steno-Typist
2 x Pharmachist
1 x Lab.Assistant
1 x Radiogrspher
1 x OT Asstt.
2 x M.Driver
1 x Midwife
1 x Tailor
1 x Painter
1 x Lab.Attendant
1 x X-Ray Attendant
1 x Media Maker
22 x Ward Attendant
3 x Aya
4 x Cook
4 x Machalchi
1 x Guarden Mali
3 x Dhobi
35 x Sweeper
3 x Chowkider
5 x Khalasi
1 x Con.Jamader
1 x Waterman
1 x Ambulance Cleaner
3 x MLSS

DIVISIONAL COMMERCIAL OFFICER 3794

Pers: 43
1 x DCO
1 x ACO
4 x Hd.Asstt.
16 x UDA
16 x LDA-cum-typist
1 x Cipher Asstt.
2 x Steno-typist
2 x MLSS

DIVISIONAL TRANSPORTATION OFFICER

Pers: 95
1 x DTO
1 x ATO
4 x Hd.Asstt.
16 x UDA
16 x LDA-cum-typist
1 x Steno-Typist
2 x Cipher Asstt.
5 x Control Asstt.
1 x M.L.Driver
4 x T.I.
1 x CTNL.
7 x DTNL
18 x TNL
1 x Crane Driver
1 x R.S.
1 x Duftry
1 x Jamader
1 x Crane Khalasi
9 x MLSS
4 x M. Trollyman

STATION STAFF

Pers: 3656
6 x SM Gr.I
7 x SM Gr.II
10 x SM Gr.III
126 x SM Gr.IV
9 x PSM
8 x CASM
90 x Signaller 'B'
68 x Signaller 'A'
13 x AYM Gr.I
11 x AYM Gr.II
51 x AYF
3 x Yard Master
4 x Signaller Inch.
2 x Platform Insp.
2 x TI
1 x Asstt.Instructor
191 x ASM
12 x Ticket Collector Gr.I
4 x Hd.Ticket Collector
83 x Ticket Collector Gr.II.
8 x Hd.Asstt(Goods).
32 x UDA "
32 x LDA "
11 x Station Asstt.
8 x Cover Asstt.
6 x TRC Gr.I
16 x TRC Gr.II
2 x Reservasion Asstt.
1 x RRI
1 x RRI Asstt.
2 x TPC
105 x TTC
2 x SRITTE's
1 x Jr.TTE's
60 x Sr.TTE
167 x Jr.TTE
32 x RPC
32 x Guard 'B'
147 x Guard Gr.II
10 x Guard Gr.I(A)
1 x Hd.Asstt Booking.
45 x Booking Asstt. Gr.I.
359 x RB/B.Asstt.Gr.II.
1 x Hd.Asstt.Trains
12 x Train Asstt Gr.I.
61 x Train Asstt.Gr.II.
107 x RTET/TNT
12 x Markman
1 x Letterman
831 x Pointsman
53 x S.Jamader
49 x S.Porter
13 x Switchman
139 x Gateman
31 x Sealman
24 x Lampman
18 x RR Cook
18 x RR Servant
13 x WR Bearer
15 x WR Aya
8 x RR Bearer
12 x MLSS(Station)
43 x MLSS(Telly)
13 x Call Boy
3 x Trollyman
28 x Sweeper
370 x Porter

DIVISIONAL

DEN'S OFFICE STAFF

Pers: 56
3 x Hd.Asstt.
10 x UDA
10 x LDA-cum-typist
1 x SSAE
5 x SAE
3 x Tracer
3 x Store Tindal
1 x Steno-typist
2 x M.T.Driver
1 x Ferro Printer
1 x Duftry
1 x Jamader
1 x Ferro Cooly
8 x MLSS
2 x Chowkider
1 x R/Supplier
1 x Sweeper
2 x Motor Driver

AEN/I/RA'S STAFF

Pers: 543
1 x Hd.Asstt.
4 x UDA
4 x LDA
4 x Store Tindal
3 x Hd.Mate
6 x B.Smith.
6 x Carpenter
6 x Mason
6 x Fitter
3 x Gharami
2 x Painter
6 x Carpenter Helper.
7 x Mason Helpar
6 x Fitter Helpar
3 x Gharami Helpar
2 x Painter Helpar
4 x SSAE
8 x SAE
24 x Mate
6 x Works Mistry
1 x Tin Smith
4 x F.Khalasi
6 x Hd.Trollyman
18 x Trollyman
6 x Hammarman
6 x Belowman
28 x Keyman
267 x Wayman
36 x Gate Keeper
38 x Khalasi
14 x Chowkider
4 x Sweeper
2 x Valveman
2 x MLSS

AEN/II/DA'S STAFF.

Pers: 402
1 x Hd.Asstt.
4 x UDA
4 x LDA-Cum-Typist
3 x Store Tindal
3 x Black Smith
3 x Carpenter
1 x Mason
1 x Painter
3 x Carpenter Helpar
1 x Mason Helpar
1 x Painter Helpar
3 x SSAE
4 x SAE
2 x Hd.Mate
24 x Mate
23 x Keyman
1 x Works Mistry
1 x F.Mate
4 x F.Khalasi
4 x Hd.Trollyman
12 x Trollyman
3 x Hammarman
3 x Belowman
261 x Wayman
11 x Khalasi
14 x Chowkider
4 x MLSS
3 x Sweeper

DIVISIONAL RLY.MANAGER/DHAKA (12,236)

Pers: 8
1 x DRM
2 x AOM
2 x AME/Carriage
2 x SME
1 x Stenographer

DIVISIONAL ENGG./I (1939)

Pers: 4
1 x DEN/I
3 x AEN

DEN'S OFFICE STAFF

Pers: 56
3 x Hd.Asstt.
19 x UDA
19 x LDA-cum-typist
1 x SSAE
5 x SAE
3 x Tracer
3 x Store Tindal
1 x Steno-typist
2 x M.T.Driver
1 x Ferro Printer
1 x Duftry
1 x Jamader
1 x Ferro Cooly
8 x MLSS
2 x Chowkider
1 x R/Supplier
1 x Sweeper
2 x Motor Driver

AEN/I/BA'S STAFF

Pers: 543
1 x Hd.Asstt.
4 x UDA
4 x LDA
4 x Store Tindal
3 x Hd.Mate
6 x B.Smith.
6 x Carpenter
6 x Mason
6 x Fitter
3 x Gharami
2 x Painter
6 x Carpenter Helper.
7 x Mason Helper
6 x Fitter Helper
3 x Gharami Helper
2 x Painter Helper
4 x SSAE
8 x SAE
24 x Mate
6 x Works Mistry
1 x Tin Smith
4 x F.Khalasi
6 x Hd.Trollymen
18 x Trollyman
6 x Hemmarman
6 x Belowman
28 x Keyman
267 x Wayman
36 x Gate Keeper
36 x Khalasi
14 x Chowkider
4 x Sweeper
2 x Valveman
2 x MLSS

AEN/II/DA'S STAFF.

Pers: 402
1 x Hd.Asstt.
4 x UDA
4 x LDA-Cum-Typist
3 x Store Tindal
3 x Black Smith
3 x Carpenter
1 x Mason
1 x Painter
3 x Carpenter Helpar
1 x Mason Helpar
1 x Painter Helpar
3 x SSAE
4 x SAE
2 x Hd.Mate
24 x Mate
23 x Keyman
1 x Works Mistry
1 x F.Mate
4 x F.Khalasi
4 x Hd.Trollyman
12 x Trollyman
3 x Hemmarman
3 x Belowman
261 x Wayman
11 x Khalasi
14 x Chowkider
4 x MLSS
3 x Sweeper

AEN/MYN'S STAFF

Pers: 940
3 x Hd.Asstt.
4 x UDA
4 x LDA-Cum-Typist
7 x Store Tindal
8 x Black Smith
8 x Carpenter
6 x Mason
4 x Fitter
4 x Gharami
4 x Painter
8 x SSAE
7 x SAE
8 x Carpenter Helpar
6 x Mason Helpar
4 x Fitter Helpar
4 x Gharami Helpar
4 x Painter Helpar
5 x Hd.Mate
54 x Mate
2 x Works Mistry
1 x F.Mate
4 x F.Khalasi
11 x Hd.Trollyman
33 x Trollyman
8 x Hamerman
8 x Belowman
50 x Keyman
18 x Gate Keeper
565 x Wayman
2 x MLSS
27 x Chowkider
52 x Khalasi
2 x Valveman
7 x Sweeper

AEN/SYT'S STAFF

Pers: 535
1 x Hd.Asstt.
4 x UDA
4 x LDA-Cum-Typist
4 x Store Tindal
1 x F.Mate
4 x Black Smith
5 x Carpenter
3 x Mason
2 x Fitter
1 x Gharami
2 x Painter
5 x Carpenter Helpar
3 x Mason Helpar
2 x Fitter Helpar
2 x Gharami Helpar
2 x Painter Helpar
4 x SSAE
6 x SAE
1 x Works Mistry
32 x Mate
31 x Keyman
9 x Hd.Trollyman
21 x Trollyman
4 Hemmarman
4 x Belowman
1 x F.Khalasi
18 x Khalasi
12 x Chowkider
1 x Valveman
330 x Wayman
8 x Gate keeper
1 x Pumper
1 x Fitter Khalasi
2 x MLSS
4 x Sweeper

DIVISIONAL ENGG./II (1630)

Pers: 46
1 x DEN
3 x AEN

DEN'S OFFICE STAFF

Pers: 42
2 x Hd.Asstt.
8 x UDA
8 x LDA-Cum-Typist
2 x Store Tindal
2 x SSAE
4 x SAE
1 x Ferro Printer
1 x M.T.Driver
1 x Steno-Typist.
1 x R.Supplier
1 x Duftry
1 x Jamader
1 x F.Colly.
2 x Chowkider
6 x MLSS
1 x Sweeper

AEN/AKA'S STAFF.

Pers: 534
1 x Hd.Asstt.
4 x UDA
4 x LDA-Cum-Typist.
4 x S.Tindal
1 x F.Mate.
3 x Black Smith
4 x Carpenter
3 x Mason
2 x Fitter
3 x Gharami
2 x Painter
4 x Carpenter Helpar
3 x Mason Helpar.
2 x Fitter Helpar
2 x Gharami Helpar
2 x Painter Helpar
4 x SSAE
4 x SAE
1 x Works Mistry
33 x Mate
4 x F.Khalasi
9 x Hd.Trollyman
18 x Trollyman
3 x Hemmarman
3 x Belowman
1 x Walveman
31 x Keyman
339 x Wayman
9 x Gate keeper
19 x Khalasi
9 x Chowkider
2 x MLSS
3 x Sweeper

AEN/BCG'S STAFF

Pers: 515
1 x Hd Asstt.
4 x UDA
4 x LDA-Cum-Typist.
4 x Store Tindal
2 x Carpenter
4 x Mason
2 x Fitter
1 x Gharami
2 x Painter
2 x Carpenter Helpar.
3 x Mason Helpar
2 x Fitter Helpar
2 x Painter Helpar
4 x SSAE
3 x SAE
4 x Hd.Mate
2 x Works Mistry
3 x Time keeper
29 x Mate
1 x F.Mate
4 x F.Khalasi
6 x Hd.Trollyman
18 x Keyman
2 x Black Smith
2 x Hemmarman
22 x Khalasi
30 x Keyman
315 x Wayman
10 x Gate keeper
20 x Chowkider
2 x MLSS
5 x Sweeper

DIVISIONAL ESTATE OFFICER

Pers: 72
1 x DEO
1 x AEO
1 x Litigation Inspector
2 x Circle Officer
1 x SSAE
1 x Hd.Asstt.
2 x UDA
2 x LDA-cum-typist
1 x A.L.Inspector
1 x Nazir-cum-Cashier
1 x Bench Asstt.
2 x Tracer
5 x Field Kanungoe
14 x Amin
1 x Driver
1 x Steno-typist
1 x R/Supplier
1 x Jr.Draftsman
5 x MLSS
28 x Chainman

DIVISIONAL MECHANICAL ENGINEER (2956)

Pers: 2956
1 x DME
1 x AME
1 x AFO
37 x SSAE
36 x SAE
6 x Shedman Gr.I
10 x Shedman " II
1 x Asstt.Chemist
1 x Instructor
2 x Loco Inspector-I
2 x " " II
7 x Power Controller
5 x Store Munshi
20 x Coal Checker
1 x Progress Chaser
18 x Booking Asstt.
4 x JCW Asstt.
8 x Tool Keeper
11 x Asstt.rime Keeper
7 x Hd.Asstt.
30 x UDA
30 x LDA-cum-typist
15 x Locomotive Master-I
15 x " " II
13 x " " III
185 x " " IV
104 x Sub" "
7 x Astt." " I
14 x " " " II
223 x " " " III
178 x " " " IV
11 x Mistry Gr.I
13 x Mistry Gr.II
16 x Mistry Gr.III
67 x Fitter Gr.I
114 x Fitter Gr.II
88 x SS Fitter Gr.I
175 x SS Fitter Gr.II
13 x Boiler Maker-I
24 x Boiler Maker-II
17 x SS B/Maker Gr.I
24 x SS B/Maker Gr.II
15 x B.W.Man
3 x P/Fitter Gr.I
2 x P/Fitter Gr.II
2 x SS P/Fitter Gr.II
15 x Carpenter Gr.I
21 x Carpenter Gr.II
1 x SS " Gr.I
8 x SS " Gr.II
10 x Machinist Gr.I
8 x Machinist Gr.II
7 x SS " Gr.II
7 x Letterman Gr.I
1 x Painter Gr.I
2 x M.W.Fitter Gr.I
2 x M.W.Fitter Gr.II
2 x Welder Gr.I
5 x Welder Gr.II
14 x P/Driver Gr.I
1 x P/Driver Gr.II
2 x Tin Smith Gr.II
2 x Copper Smith-I
1 x Copper Smith-II
5 x Black Smith-I
7 x Black Smith-II
5 x Mason Gr.II
1 x M.T.Driver-I
8 x Asstt.C.Driver
4 x SS MW Fitter-I
1 x SS P/Fitter-II
3 x SS Tin Smith-II
4 x SS Painter-II
1 x SS Mason Gr.I
1 x SS Mason Gr.II
1 x SS Black Smith-I
8 x SS Black Smith II
6 x AC Fireman
11 x Labour Sarder
3 x Asstt.L.Sarder
1 x S.R.V.Sarder
23 x Greaser
2 x Miller
2 x Oiller
21 x Electrician
28 x R.K.Cook
27 x Electrician-II
5 x SS " Gr.I
5 x SS " Gr.II
8 x Steamman
10 x Storeman
11 x Engine Lighter
36 x Callman
30 x R.R.Waterman
43 x Carr.Fitter I
74 x " " Gr.II
6 x Letterman Gr.II
49 x Wheel Taper
2 x SS Welder Gr.I
4 x L.Sarder Gr.II
18 x Repacar
1 x SS Trimmar
2 x SS L.Sarder
1 x Steno-Typist
1 x Driver
4 x Bearer
3 x Dak Rider
1 x Jamader
1 x Duftry
21 x MLSS
155 x Engine Cleaner
498 x Khalasi
108 x Sweeper

DIVISIONAL MEDICAL OFFICER 760

Pers: 2
1 x DMO
1 x ADMO

DMO'S OFFICE STAFF

Pers: 73
1 x Hd.Asstt
2 x UDA
2 x LDA
1 x Steno-Typist
1 x Pharmachist
1 x Madicine Carier
3 x MLSS
2 x Motor Driver

AS/OPD/DA.

Pers: 15
1 x AS
1 x Lady Health Visitor
1 x Midwife
4 x Pharmachist
1 x Ward keeper
1 x Aya
3 x Ward Attendant
2 x Dresser
1 Sweeper

AS/INDOOR/DA

Pers: 62
1 x AS
1 x Nurshing Sister
3 x Sr.Nurse
8 x Jr.Nurse
1 x OT Assistant
3 x Ambulance Driver
1 x Midwife
2 x S.Bearer
1 x Ambulance Cleaner
1 x OT Attendant
4 x Aya
1 x Garden Mali
2 x Cook
3 x Moshalchi
14 x Ward Attendant
16 x Sweeper

LADY AS/OPD/DA

Pers: 2
1 x LAS
1 x AYA

RADIOLOGIST/DA

Pers: 3
1 x Radiologist
1 x X-Ray Asstt.
1 x X-Ray Attendant

DENTAL SURGEON/DA

Pers: 2
1 x DS
1 x Dental Technician.

BACTROLOGIST

Pers: 4
1 x Bactrilogist
1 x Lab.Asstt.
1 x Lab.Attendant
1 x Sweeper

TAS/DA

Pers: 7
1 x TAS
1 x Pharmachist
1 x Madicine Carrier
1 x Dresser
1 x Midwife
1 x Aya
1 x Ward Attendant

SR.SENITORY INSPECTOR.

Pers: 199
1 x Sr.Senitory Insp.
1 x Asstt.Malaria Inspector Gr.I
1 x C.T.Driver
1 x C.T.Cleaner
6 x C.T.Jamader
10 x S.Khalasi
7 x Waterman
10 x M.Khalasi
162 x Sweeper

AS/MYN

Pers: 67
1 x AS
2 x Pharmachist
1 x Midwife
1 x Dresser
3 x Ward Attendant
1 x Madicine Carrier
1 x Chowkider
1 x Jr.Asstt.Senitory Inspector
2 x Con.Jamader
2 x Waterman
52 x Con.Sweeper

ASNI/NGJ

Pers: 38
1 x Asstt.Senitory Inspector
1 x Con.Jamader
1 x Waterman
35 x Con.Sweeper

ASNI/SHAJAHANPUR

Pers: 22
1 x ASNI
1 x Con.Jamader
20 x Con.Sweeper.

ASNI/TGN.

pers: 28
1 x ASNI
1 x Waterman
1 x Con.Jamader
25 x Con.Sweeper

TSAS/DNB & BHDB

Pers: 32
1 x TSAS
1 x Pharmachist
2 x Ward Attendant
1 x Chowkider
1 x Madicine Carrier
1 x Disp. Sweeper
2 x Con.Jamader
23 x Con.Sweeper

AS/KYTO

Pers: 37
1 x AS
2 x Pharmachist
1 x Midwife
2 x Ward Attendant
1 x Chowkider
1 x Asstt.Senitory Inspector.
1 x Con.Jamader
27 x Con.Sweeper
1 x Aya

AS/JLX

Pers: 22
1 x AS
1 x Pharmachist
2 x Ward Attendant
1 x Madicine Carrier
1 x Chowkider
14 x Sweeper
1 x Waterman
1 x Con.Jamader

AS/BCG.

Pers: 41
1 x AS
1 x Pharmachist
1 x Midwife
1 x Asst.Senitory Inspector
2 x Ward Attendant
1 x Aya
1 x Chowkider
1 x Con.Jamader
1 x Waterman
31 x Sweeper

TAS/BCI.

Pers: 7
1 x TAS
1 x Pharmachist
2 x Ward Attendant
1 x Madicine Carrier
1 x Chowkider
1 x Sweeper

AS/AKA/AZPR

Pers: 85
1 x AS
1 x Pharmachist
1 x Dresser
2 x Ward Attendant
1 x Senitory Insp.
1 x Asstt.Malaria Inspector Gr.II
1 x Aya
1 x Madicine Carrier
1 x Chowkider
1 x Disp.Sweeper
3 x Con.Jamader
64 x Con.Sweeper
1 x Waterman
6 x Khalasi

AS/KRF

Pers: 35
1 x AS
1 x Pharmachist
1 x Midwife
2 x Ward Attendant
1 x Madicine Carrier
1 x Chowkider
1 x Waterman
1 x Con.Jamader
26 x Sweeper

TSAS/SSJ

Pers: 19
1 x TSAS
1 x Pharmachist
2 x Ward Attendant
1 x Madicine Carrier
1 x Chowkider
1 x Disp.Sweeper
1 x Con.Jamader
11 x Con.Sweeper

AS/STT

Pers: 18
1 x AS
1 x Pharmachist
2 x Ward Attendant
1 x Chowkider
12 x Sweeper
1 x Con.Jamader

DIVISIONAL ELECTRICAL ENGINEER

Pers: 605
1 x DEE
1 x AEE
9 x SSAE
14 x SAE
1 x Jr.Draftsman
1 x Tracer
2 x Hd.Asstt.
8 x UDA
8 x LDA-Cum-Typist
3 x Electrician
1 x Electric Mistry Gr.II
9 x Electric Mistry Gr.III
4 x LCW Man Gr.I
8 x Line Electrician Gr.I
1 x Hd.Light Fitter Gr.I
1 x Wireman Gr.I
1 x Cable Jointer Gr.I
1 x Metre Repairer
2 x Refregirator Mechanic
9 x M.Fetterman
22 x Line-Cum-Wireman
3 x Lineman Gr.II
9 x Wireman Gr.II
44 x Line Electrician Gr.II
16 x Hd.Light Fitter Gr.II
42 x Fitter Attendant/Swich board Attendant Gr.II
1 x Mason Gr.II
1 x Painter Gr.II
1 x Machinist Gr.II
1 x Black Smith Gr.II
1 x Driller Gr.II
15 x A.C.Attendant
7 x Refregirator Gr.II
1 x Carpenter Gr.II
1 x Labour Sarder Gr.II
10 x M.Fitter Gr.II
3 x Lift Attendant
7 x E.T.Driver
2 x Line-Cum-Wireman Gr.II
6 x G.Reader
88 x Fitter Attendant Pump.
3 x Refregirator Mechanic Gr.III.
32 x Greaser
2 x Metre Reader
184 x Khalasi
6 x Messanger
2 x MLSS
10 x Sweeper

DIVL.SIGNAL & TELE-COM.ENGINEER.

Pers: 362
1 x DSTE
1 x ATCE
1 x ASE
5 x SSAE
6 x SAE
1 x Hd.Asstt.
4 x UDA
4 x LDA
5 x Store Munshi
39 x Maintainer Signal
7 x Maintainer Incharge(BI)
5 x Maintainer Signalman(BI)
12 x Tele-Com.Maintainer(BI)
10 x Maintainer Incharge(CI)
14 x Maintainer Signalman(CI)
6 x Tele-Com.Maintainer(CI)
2 x Diesel Mechanic
1 x Cable Jointer
1 x Tele-Com.Fitter
3 x Carpenter
3 x Painter
2 x Tin Smith
2 x Lineman
1 x Mason
5 x Black Smith
5 x Striker
5 x Bellowman
2 x Batteryman
1 x M.T.Driver
6 x Hd.Trollyman
21 x Trollyman
1 x R/Supplier
4 x Chowkider
173 x Khalasi
2 x MLSS
1 x Sweeper

DIVISIONAL PERSONNEL OFFICER

Pers: 190
1 x DPO
1 x Asstt.Personnel Officer
11 x Hd.Asstt.
40 x UDA
40 x LDA-cum-typist
1 x Steno-typist
1 x M.L.Driver
2 x Dak Rider
2 x Jamader
10 x MLSS
1 x Sweeper

CONSTRUCTION/PHT (3230)

Pers: 3230

1 x WM
3 x AWM
10 x Hd.Asstt.
40 x UDA
40 x LDA-cum-typist
34 x SSAE
44 x SAE
3 x Jr.Draftsman
4 x Tracer
25 x Mistry Gr.I
30 x Mistry Gr.II
38 x Mistry Gr.III
194 x Fitter Gr.I
278 x Fitter Gr.II
98 x SS Fitter Gr.I
157 x SS Fitter " II
1 x Saw Fitter" I
3 x Saw Fitter" II
3 x V.B.Fitter
1 x Miller Gr.I
4 x Miller Gr.II
26 x Turner Gr.I
28 x Turner Gr.II
2 x SS Turner Gr.I
1 x Machinist Gr.I
7 x Machinist Gr.II
4 x SS " Gr.I
3 x Marker Gr.I
8 x Marker Gr.II
6 x Polisher Gr.I
18 x Polisher " II
5 x Trimmer Gr.I
18 x Trimmer Gr.II
18 x SS " Gr. II
5 x Caneman Gr.II
1 x SS " Gr. I
1 x Log Marker Gr.II
8 x Wood Machinist-I
13 x " " Gr.II
16 x SS" " " I
14 x L/Sarder Gr.II
3 x L/Sarder Gr.III
8 x Crane Tindal
31 x Lifter
1 x Tool helper
2 x Boiler Attendent
3 x Boiler helper
6 x F.L.T.Driver
3 x Yard Gunner
3 x Asstt.Y.Gunner
1 x Mechanic
2 x E.T.Driver
3 x L.T.Driver
3 x S.C.Driver
1 x Crane Driver
8 x S.E.Driver
3 x C/Driver
6 x S.H.Driver
2 x M.L.Driver
3 x Craneman
7 x Slinger
10 x S.Polisher
88 x Trade Apprentice
12 x Furnanceman
1 x " " Fireman
1 x Material Inspector
1 x Die Sinker Gr.I
4 x Die Sinker Gr.II
17 x E.O.H.C.Driver
2 x Shop Fireman
3 x Chaser Gr.I
2 x Chaser Gr.II
5 x Chaser Gr.III
134 x Carpenter Gr.I
94 x Carpenter Gr.II
.8 x SS " Gr. I
21 x Machinist Gr.I
35 x Machinist Gr.II
38 x SS " Gr. I
10 x SS " Gr.II
32 x Revitter Gr.I
71 x Revitter Gr.II
56 x SS Revitter
6 x Tin Smith Gr.I
13 x Tin Smith Gr.II
18 x SS T/Smith Gr.I
2 x Copper Smith Gr.I
4 x Copper Smith Gr.II
1 x Steno-typist
16 x Black Smith Gr.I
21 x Black Smith Gr.II
33 x SS " Smith Gr.I
12 x Spring Maker Gr.I
18 x Spring Maker Gr.II
6 x Sawer
17 x Moulder Gr.I
27 x Moulder Gr.II
14 x SS Moulder Gr.I
4 x SS Moulder Gr.II
2 x Core Maker Gr.I
7 x Core Maker Gr.II
10 x Fetler
1 x S.M.Attendent
1 x C.F.Attendent
20 x F.L. Khalasi
1 x P.S. Keeper
28 x Painter Gr.I
99 x Painter Gr.II
22 x SS Painter Gr.I
46 x SS Painter Gr.II
6 x Letterman Gr.I
23 x Letterman Gr.II
2 x Lineman
3 x Patern Maker Gr.I
3 x Patern Maker " II
51 x Welder Gr.I
64 x Welder Gr.II
10 x SS Welder Gr.I
28 x SS Welder Gr.II
21 x Tool Keeper
1 x Ticket Issuer
2 x Repacker
17 x Mason Gr.II
4 x Mason Gr.III
1 x Mason helper
8 x Belter & Oiller
69 x Hammerman
1 x A.T.X.H.
2 x Store Munshi
4 x Store Issuer
1 x Driller
1 x C/Attendent
1 x G/Operator
1 x Jamader
3 x R/Supplier
15 x Ticket Issuer
440 x Khalasi
6 x Massenger
10 x MLSS
26 x Sweeper

DIESEL/PAH

Pers: 977

1 x WM
1 x AWM
33 x SSAE
35 x SAE
11 x Fitter Mistry
5 x Elec.Mistry Gr.I
1 x Welder Gr.I
1 x Painter
1 x Lineman Mistry-I
1 x Turner Mistry-I
1 x Machine Mistry-I
6 x Hd.Asstt.
26 x UDA
26 x LDA-cum-typist
2 x Time Keeper
4 x Progress Chaser
6 x Fitter Mistry-II
5 x Elec.Mistry Gr.II
1 x Welder Mistry" II
1 x Painter " " II
1 x Letterman " " II
1 x Turner Mistry" II
1 x Machine Mistry II
13 x Elec.Mistry Gr.III
2 x Welder " Gr.III
1 x Turner " Gr.III
1 x C/Smith " Gr.III
1 x Copper " Gr.III
2 x Progress Chaser III
57 x Fitter Gr.I
33 x Electrician Gr.I
3 x Armature Winder-I
3 x Painter Gr.I
1 x Elec.Welder Gr.I
2 x Letterman Gr.I
4 x Turner Gr.I
4 x Machinist Gr.I
2 x Copper Smith Gr.I
1 x Mateler Gr.I
1 x Tin Smith
1 x Carpenter
1 x Mason
1 x Labour Sarder-I
1 x PHES Driver Gr.II
2 x Gunner(Loco)
1 x Tracer
8 x Store Munshi
14 x Tool Keeper

OP/PAHARTALI (5,062)

Pers:8
1 x Chief Manager
1 x Divl.Supdt.(W)
1 x Jr.Personnel Officer
1 x Asstt.Works Manager/M
1 x Stenographer
1 x Steno-typist
2 x MLSS

TALI (977)

2 x OHC Driver
1 x C/Driver Gr.II
2 x AC Driver Gr.II
2 x L.T.Driver Gr.II
106 x Fitter Gr.II
56 x Electrician Gr.II
2 x Armature Winder II
4 x Elec.Welder Gr.II
12 x Painter Gr.II
1 x Letterman Gr.II
4 x Turner Gr.II
10 x Machinist Gr.II
1 x Copper Smith Gr.II
1 x Mateller Gr.II
1 x Tinsmith Gr.II
4 x Carpenter Gr.II
2 x Black Smith Gr.I
1 x Mason Gr.II
2 x Trimmer Gr.II
2 x Labour Sarder Gr.I
3 x Booking Asstt.
3 x Slinger
3 x Ticket Issuer
44 x SS Fitter Gr.I
56 x SS Fitter Gr.II
9 x SS Electrician Gr.I
41 x SS Electrician " II
4 x SS Painter Gr.I
6 x SS Painter Gr.II
4 x SS Machinist Gr.I
8 x SS Machinist " II
1 x SS Welder Gr.II
1 x SS Carpenter Gr.I
3 x SS Carpenter Gr.II
1 x Black Smith(SS)-II
2 x Shunting Porter
1 x SS C/Smith Gr.I
1 x SS C/Smith Gr.II
4 x Asstt.L/Sarder
1 x G/Operator
1 x E/Supplier
196 x Khalasi
14 x MLSS
1 x Steno-typist
22 x Sweeper

DIESEL/DHAKA (277)

Pers: 277
1 x WM
1 x AWM
7 x SSAE
8 x SAE
2 x Hd.Asstt.
8 x UDA
8 x LDA
1 x Steno-Typist
7 x Mistry Gr.I
7 x Mistry Gr.II
4 x Mistry Gr.III
19 x Fitter Gr.I
12 x Electrician Gr.I
1 x Copper Smith Gr.I
1 x Painter Gr.I
1 x Welder Gr.I
1 x Carpenter
1 x Lineman Gr.I
2 x FL Driver Gr.II
1 x Crane Driver Gr.II
1 x ML Driver Gr.II
18 x Fitter Gr.II
9 x Electrician Gr.II
3 x Painter Gr.II
2 x Welder Gr.II
1 x Carpenter Gr.II
1 x Lab.Sarder Gr.II
1 x Progress Chaser-II
2 x " " Gr.I
1 x " " Gr.III
3 x Store Munshi
3 x Tool Keeper
1 x Chemist
1 x Lab.Assistant.
1 x Gate Surgeon
15 x SS Fitter Gr.I
10 x SS Electrician
21 x SS Fitter Gr.II
14 x SS Electrician-II
2 x SS Painter Gr.II
1 x Welder Gr.II
65 x Khalasi
1 x Time Keeper
1 x Dak-Rider
2 x MLSS
4 x Sweeper

ELECTRICAL WORKSHOP (570)

Pers: 570
1 x AEE
15 x SSAE
8 x SAE
5 x Mistry Gr.I
7 x Mistry Gr.II
6 x Mistry Gr.III
23 x Fitter Gr.I
36 x Fitter Gr.II
25 x " Gr.III
1 x Cell Fitter Gr.I
3 x " " Gr.II
10 x " " Gr.III
8 x G.Reader Gr.III
2 x Electroplater Gr.I
5 x " " Gr.II
4 x " " Gr.III
2 x Letterman Gr.I
2 x Letterman Gr.II
1 x " Gr.III
12 x Turner Gr.I
9 x " Gr.II
8 x Machinist
2 x Sign Painter Gr.II
1 x " " Gr.III
1 x Painter Gr.II
1 x Polisher Gr.III
1 x Lead Burner Gr.II
1 x Black Smith Gr.I
2 x " " Gr.II
4 x Striker
1 x Tin Smith Gr.I
1 x " " Gr.II
1 x Welder Gr.I
1 x " Gr.II
2 x Lab.Sarder Gr.II
1 x ET Driver Gr.II
2 x Hd.Asstt.
8 x UDA
8 x LDA-Cum-Typist
1 x Wood Machinist Gr.I
5 x Carpenter Gr.I
7 x " Gr.II
6 x Carpenter Gr.III
5 x Line Electrician Gr.I
30 x " " Gr.II
8 x " " Gr.III
10 x Wireman Gr.I
11 x " Gr.II
7 x " Gr.III
1 x Elec.Fitter Gr.I.
5 x " " Gr.II
1 x Line-Cum-Wireman Gr.I
2 x " " " Gr.II
2 x Metre Repairer Gr.I
4 x " " Gr.II
5 x Armature Winder Gr.I
8 x " " Gr.II
1 x Shaper Gr.III
1 x Miller Gr.II
1 x Moulder Gr,I
1 x Moulder Gr.II
1 x Moulder Gr.III
3 x HL Fitter Gr.I
2 x " " Gr.II
1 x R.Mechanic Gr.II
8 x Fitter Attendant/
Switch Board Attendant Gr.I
4 x " " " Gr.II
4 x Fitter Attendant Pump
6 x Boiler Trimmer Cleaner
2 x Greaser
1 x Boiler Room Attendant Gr.I
3 x " " " Gr.II
179 x Khalasi
3 x Messanger
2 x MLSS
3 x Sweeper

BANGLADESH RAILWAY, WEST ZONE
RAILWAY DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. The General Manager as the organisation head, works under the Director General/Secretary of the Ministry of Communications, Railway Division.
2. To carry passengers, parcels, goods, consignments from one place to another safely and timely.
3. To carry foodgrains, edible oil, building materials etc. from the port of Chalna to the other parts of the country and other up-country places and fertilizer from the places of production to the place of use to augment the growth of agricultural product.
4. To ensure safety/security of all passengers and goods in transits.
5. To construct and maintain all its permanent way, bridges, buildings, roads and other installations associated with train services.
6. To maintain its ferry services between Tistamukhghat and Bahadurabadghat and Serajgangghat to Jagannathganjghat.
7. To maintain 3(three) big workshops namely Mechanical and production Workshops at Saidpur and Diesel Workshop at Parbatipur.
8. To maintain all locomotives and rolling stocks to ensure safe and smooth train services.
9. To maintain all its Estate within its jurisdiction properly.
10. To instal and maintain all signalling & Telecommunication equipments and all Powerhouses under its jurisdiction.
11. To prov their m
12. To main to give
13. To cont
14. To cont al facil There a Institut way.

ORGANISATION

GENERAL MANAGER 33,462

Pers-6
1 x General Manager
1 x Asstt.Officer(PS)
1 x Stenographer(PA)
1 x LDA-cum-Typist(Diarist)
2 x MLSS

ADDL. GENERAL MANAGER

Pers: 3
1 x Addl.General Manager
1 x Stenographer(PA)
1 x MLSS.

GENERAL ADMINISTRATION (121)

Pers: 99
1 x Asstt.Genl.Mngr.
2 x Section Officer
1 x Asstt.Adm.Officer
1 x Steno-Typist
1 x SAE(Jenitor)
4 x Head Asstt.
16 x UDA
16 x LDA-cum-Typist
3 x R/Supplier
13 x Car Driver
1 x Security Insp.
1 x Carpenter
1 x Painter
1 x Fitter
1 x C/Helper
1 x Fitter Helper
1 x Jamadar
9 x MLSS
10 x Dak Runner
12 x Khalasi
3 x Sweeper

BUDGET

Pers: 4
1 x Sr.Budget Officer
1 x Accountant
1 x Steno-Typist
1 x MLSS

PUBLICITY

Pers: 4
1 x P & PRO
1 x Photographer
1 x Steno-Typist
1 x MLSS

PLANNING

Pers: 3
1 x Sr.Plng.Officer
1 x Steno-Typist
1 x MLSS

LAW BRANCH

Pers: 11
1 x Law Officer
3 x Court Inspector
1 x Steno-Typist
2 x UDA
2 x LDA-cum-Typist
2 x MLSS

PERSONNEL (221)

Pers: 3
1 x Chf.Prsl.Officer
1 x Stenographer(PA)
1 x MLSS

Personnel

Pers: 109
1 x Sr.Prsl.Officer
3 x Jr.Prsl.Officer
1 x Asstt.Admn.Offer.
1 x Personnel Insp.
1 x Stenographer
1 x Steno-Typist
15 x Head Assistant
30 x UDA
35 x LDA-cum-Typist
5 x Record Supplier
2 x Jamadar
1 x Daftry
12 x MLSS
1 x Sweeper

WELFARE

Pers: 14
1 x Sr.Welf.Officer
1 x Jr.Welf.Officer
1 x Sr.Welf.Insp.
1 x SWI(Sports)
1 x Sr.Hrs.of Empyt. Regulation Insp.
6 x Welfare Insp.
1 x Hours of Empyt. Regulation Insp.
1 x Welfare Asstt.
1 x Steno-Typist

SCHOOL

Pers: 95
3 x Headmaster
3 x Asstt.Headmaster
21 x Asstt.Teacher
7 x Mistress
9 x Asstt.Mistress
3 x Phy.Instructor
3 x Head Moulvi
3 x Asstt.Moulvi
3 x Drawing Teacher
15 x Vern.Teacher
3 x Librarian
3 x UDA
4 x LDA-cum-Typist
3 x Daftry
6 x MLSS
3 x Chowkider
3 x Sweeper

ACCOUNTS (696)

Pers: 3
1 x FA & CAO
1 x Stenographer(PA)
1 x MLSS

ACCOUNTS

Pers: 3
1 x Addl.FA&CAO/G.
1 x Stenographer
1 x MLSS

ACCOUNTS

Pers: 3
1.x Addl.FA&CAO/TA.
1 x Steno-Typist
1 x MLSS

Accounts

Pers: 687
5 x Sr.Actt.Officer
2 x Divl.AO
2 x Asstt.DAO
12 x Asstt.AO
20 x Accountant
9 x Trf.Insp.(Actt.)
1 x Divl.Pay Master
1 x Asstt.Pay Mast
1 x Master/P & C.
2 x Inspector/P&C.
1 x Supdt./S.V.
7 x Steno-Typist
4 x Trav.Tick.Insp.
35 x T.T.E.(Accounts)
36 x Pay Assistant
2 x Note Examiner
50 x Head Assistant
200 x UDA
196 x LDA-cum-Typist
1 x Asstt.Cashier
1 x Ping.Print Insp.
5 x Record Supplier
1 x Motor Lorry Drv.
2 x Messenger
8 x Daftry
6 x Dak Runner
1 x Care Taker
66 x MLSS
5 x Chowkider
5 x Sweeper

MEDICAL (34)

Pers: 3
1 x Chf.Med.Officer
1 x Stenographer (PA)
1 x MLSS

Medical

Pers: 39
1 x Asstt.Surgeon
1 x Lady Asstt.Surgeon
1 x Head Assistant
4 x UDA
3 x LDA-cum-Typist
3 x Sr.Nurse
1 x Pharmacist
1 x Lab.Assistant
1 x Dresser
1 x Record Supplier
8 x MLSS
1 x Lab.Attendent
3 x Ward Attendent
2 x Aya
2 x Chowkider
2 x Sweeper

SIGNAL & TELECOM (84)

Pers: 3
1 x Chf.Signal & Telecomm.Engr.
1 x Stenographer(PA)
1 x MLSS

SIGNAL & TELECOM

Pers: 3
1 x Addl.CSTE
1 x Steno-Typist
1 x MLSS

Signal

Pers: 39
1 x DSE(HQ)
1 x DSTE(P&D)
1 x ASE(HQ)
2 x Sr.SAE(Sig.&Drg.)
2 x SAE(Drawing)
1 x Draftsman
2 x Tracer
1 x Ferro Printer
2 x Head Asstt.
8 x UDA
4 x LDA-cum-Typist
1 x R/Supplier
2 x MT Driver
1 x Ferro Cooly
1 x Daftry
1 x MLSS
5 x Trollyman
2 x Messenger
1 x Sweeper

Telecom.

Pers: 39
1 x Telecom.Engr.
1 x Asstt.Telecom.Engr
1 x ASTE(P & D)
2 x Sr.SAE(Rad.&Tel)
1 x SAE(Radio)
1 x Chf.Insp.(W.T.)
1 x Chf.Telp.Insp.
2 x Inspector(W.T.)
9 x Wireless Optr.
2 x UDA
2 x LDA-cum-Typist
1 x Wireless Mech.
1 x Motor Mechanic
1 x Telecom.Fitter
1 x R/Supplier
6 x Wireless Messenger
2 x Signaller
2 x Telecom.Khalasi
1 x Skilled Khalasi
1 x MLSS

ESTATE (19)

Pers: 19
1 x Chf.Estate Officer
1 x Dist. EO
1 x Asstt.EO
1 x Steno-grapher
1 x Head Asstt.
4 x UDA
2 x LDA-cum-Typist
1 x SAE/Drawing
1 x Tracer
1 x Nazir-c-Cashier
1 x R/Supplier
1 x Dak Runner
3 x MLSS

RAILWAY NIRAPATTA BAHINI (1390)

Pers: 1390
1 x Chf.Commandant
3 x Commandant
4 x Asstt.Commandant
1 x Chief Inspector
9 x Inspector
18 x Sub-Inspector
12 x Asstt.Sub-Insp.
1 x Stenographer
8 x Steno-Typist
4 x Head Asstt.
16 x UDA
18 x LDA-cum-Typist
144 x Havilder
39 x Naik
11 x MLSS
1105 x Prahari
2 x Sweeper

OPERATING (57)

Pers: 3
1 x Chf.Optg.Supdt.
1 x Stenographer(PA)
1 x MLSS

OPERATING

Pers: 4
2 x Addl.COPS
1 x Steno-Typist
1 x MLSS

Operating

Pers: 50
1 x Supdt.Transp.
1 x Fuel Officer
1 x Asstt.Supdt. Transportation
1 x Asstt.Adm.Officer
1 x Traffic Insp.
1 x Chf.Train Cont.
3 x Dist.Train Cont.
1 x Steno-Typist
3 x Head Assistant
12 x UDA
12 x LDA-cum-Typist
1 x Stock Supdt.
3 x Signaller
1 x Record Supplier
7 x MLSS
1 x Sweeper

COMMERCIAL (142)

Pers: 3
1 x Chf.Comml.Mngr.
1 x Stenographer(PA)
1 x MLSS

COMMERCIAL

Pers: 3
1 x Addl.CCM
1 x Steno-Typist
1 x MLSS

Rates and Development

Pers: 64
1 x Supdt.(R&D)
1 x Asstt.Supdt.(R&D)
1 x Asstt.Admn. Officer(Com.&Im.)
4 x R & D Insp.
1 x Steno-Typist
5 x Head Asstt.
20 x UDA
17 x LDA-cum-Typist
2 x M.V.Book Asstt.
3 x Record Supplier
6 x MLSS
2 x M.V.B.Khalasi
1 x Sweeper

Claims

Pers: 72
1 x Supdt.(Claims)
1 x Asstt.Supdt.(C)
3 x Claims Insp.
15 x Asstt.Claims Insp.
1 x Court Insp.
5 x Head Assistant
20 x UDA
17 x LDA-cum-Typist
3 x Record Supplier
1 x Steno-Typist
8 x MLSS

ENGINEERING (104)

Pers: 3
1 x Chief Engr.
1 x Stenographer(PA)
1 x MLSS

TRACK

Pers: 3
1 x Addl.Chief Engr(Tr)
1 x Steno-Typist
1 x MLSS

BRIDGE

Pers: 3
1 x Addl.Chief Engr(Br)
1 x Steno-Typist
1 x MLSS

TRACK SUPPLY

Pers: 5
1 x Tr.Sup.Officer
1 x Asstt.TSO
1 x SAE
1 x Steno-Typist
1 x MLSS

BRIDGE

Pers: 3
1 x Br.Engr.(HQ)
1 x Steno-Typist
1 x MLSS

PROJECT AND DEVELOPMENT

Pers: 87
1 x Exe.Engr.(P&D)
1 x Asstt.Engr.(P&D)
1 x Sr.SAE/Works
4 x Sr.SAE/Drg.
1 x Asstt.Adm.Officer
1 x Chf.Draftsman
1 x SAE/Works
1 x SAE/Estimate
4 x SAE/Drg.
1 x Estimator
3 x Jr.Draftsman
5 x Tracer
1 x Calculator
1 x Steno-Typist
4 x Head Assistant
16 x UDA
19 x LDA-cum-Typist
1 x Store Tindal
1 x Ferro Typist
1 x Car Driver
3 x Record Supplier
1 x M.T.Driver
1 x Ferro Printer
1 x Ferro Cooly
2 x Daftry
6 x MLSS
3 x Trollyman
1 x Chowkider
1 x Sweeper

MECHANICAL & ELECTRICAL (951)

Pers: 3
1 x Chf.Mech. & Elect.Engr.
1 x Stenographer(PA)
1 x MLSS

MARINE TISTAMUKHGHAT

Pers: 868
1 x Marine Supdt
1 x AMS
8 x Sr.SAE
8 x Inland Engr
15 x Sr.Navigation Master
3 x Marine Insp
3 x SAE
2 x Jr.H/Master
14 x Sr.Driver
2 x Jr.Driver
1 x Steno-Typist
3 x Hd.Asstt.
12 x UDA
10 x LDA-c-Typist
2 x Storekeeper
1 x Storemunshi
2 x Timekeeper
2 x Toolkeeper
8 x Mistry
5 x Carpenter
2 x Rivetter
6 x Welder
20 x Fitter
2 x Blacksmith
2 x Tinsmith
1 x Painter
3 x Turner
3 x Machineman
1 x Toolgrinder
3 x Dolly Optr.
4 x Electrician
1 x M/Boat Driv.
1 x D/Eng.Driv.
1 x Heaberman
3 x Pilot
30 x Greaser
15 x Sucanny
2 x Hammerman
30 x L/Sarder
17 x Khalasi
7 x Searchlight Attendent
460 x Lascar
20 x Cleaner
4 x Attedent
8 x Topas
37 x Bhandasy
4 x Elec.Helper
2 x Waterman
5 x Dandyman
13 x Callman
2 x Storeman
1 x R/Supplier
5 x MLSS
5 x Helper
34 x Bereng
1 x Sweeper

MECHANICAL

Pers: 3
1 x AddI.CMEE
1 x Steno-Typist
1 x MLSS

Mechanical

Pers: 49
1 x Mech.Engr/HQ
1 x AME/HQ
1 x Asstt.Adm.Offr
1 x Sr.SAE/Mech.
1 x Chf.Pow.Cont.
1 x Steno-Typist
3 x Head Asstt.
13 x UDA
16 x LDA-cum-Typ.
1 x Tracer
1 x R/Supplier
1 x Daftry
7 x MLSS
1 x Sweeper

ELECTRICAL

Pers: 3
1 x Addl.CMEE
1 x Steno-Typist
1 x MLSS

Electrical

Pers: 25
1 x Dist.Electrical Engineer/HQ
1 x AEE/HQ
2 x Sr.SAE/Elec.
1 x EME/Elec.
2 x Head Asstt.
8 x UDA
7 x LDA-cum-Typist
3 x MLSS

WORKSHOP/SAIDPUR

(For details see Annexure-E/)

STORES (643)

Pers: 3
1 x Addl.Chf.Controller of Stores
1 x Stenographer
1 x MLSS

HQr.Stores.

Pers: 27
1 x Dist.Controller of Stores.
1 x Asstt.COS.
2 x Store Keeper
1 x Asstt.SKP.
2 x Head Asstt.
8 x UDA
4 x LDA-cum-Typist
2 x Material Checker
1 x Record Supplier
2 x MLSS
2 x Khalasi
1 x Sweeper

Stores/Saidpur

Pers: 613
1 x DCOS
1 x ACOS
4 x Store Keeper
9 x Asstt.SKP
19 x Ward Keeper
1 x Steno-Typist
10 x Head Asstt.
40 x UDA
50 x LDA-cum-Typist
1 x Time Keeper
1 x Yard Foreman
20 x Material Checker
4 x R/Supplier
30 x L/Sarder
6 x Letterman
2 x Painter
2 x Carpenter
1 x Fitter
1 x Crane Driver
1 x Crane Jamader
2 x Blacksmith
2 x Tinsmith
2 x Packer
2 x Hammerman
1 x Markman
2 x Fireman
1 x Shunting Jdr.
2 x S/Porter
1 x Daftry
1 x Dak Runner
15 x MLSS
370 x Khalasi
8 x Sweeper

PAKSEY DIVISION

(For details see Annex-E/)

PERSONNEL (78)

Pers: 78
1 x Divl.Persl.Officer
1 x Asstt.Persl.Officer
1 x Asstt.Admn.Officer
6 x Head Asstt.
25 x UDA
25 x LDA-cum-typist
1 x Steno-typist
1 x Jeep Driver
2 x R/Supplier
8 x Dak Runner
6 x MLSS
1 x Chowkider

SIGNAL & TELECOMM. (221)

Pers: 221
1 x Divl.Sigl.& Telecom.Engr.
1 x Asstt.Signal Engineer
1 x Asstt.Telecom.Engineer
5 x Sr. SAE(Sig.Cont.Radio)
4 x SAE(Signal & Control)
1 x Head Assistant
4 x UDA
4 x LDA-cum-typist
1 x Steno-typist
12 x Maintainer Signal
2 x Time Keeper
2 x Store Munshi
15 x Maintainer Incharge
16 x Mechl.Sigl.Maintainer
2 x Motor Trolly Driver
1 x Carpenter
1 x Painter
1 x Lineman
3 x Blacksmith
1 x Tinsmith
1 x Mason
3 x Striker
2 x Fitter
13 x Telecom.Maintainer
5 x Wireless Operator
10 x Wireless Messenger
2 x Batteryman
8 x Trollyman
3 x Bellowman
4 x MLSS
90 x Khalasi
2 x Chowkider

ELECTRICAL (274)

Pers: 274
1 x Divl.Elect.Engineer
1 x Asstt.Elec.Engineer
4 x Sr.SAE
3 x SAE
1 x Head Assistant
4 x UDA
4 x LDA-cum-typist
1 x Tracer
1 x Jr.Draftsman
10 x Maintenace Fitter
2 x Mistry
17 x Line Examiner
17 x Lineman
16 x Fitter
45 x Fitter Attendant
11 x Greaser
21 x R/Mechanic
1 x Maintenance Reader
4 x Air Cond.Attendant
2 x Gauge Reader
3 x Trollyman
3 x MLSS
100 x Khalasi
2 x Sweeper

ESTATE (47)

Pers: 47
1 x Divl.Estate Officer
1 x Asstt.Estate Officer
1 x Circle Officer(Rev)
1 x Litigation Inspr.
3 x Field Canunge
1 x Head Assistant
3 x UDA
2 x LDA-cum-typist
1 x Steno-typist
1 x Tracer
9 x Amin
20 x Chainman
1 x R/Supplier
2 x MLSS

SUMMARY OF MANPOWER

SL. NO.	NAME OF THE POST	SANCTIONED	EXISTING	REVISED
	CLASS-I			
1.	General Manager	1	1	1
2.	Addl. General Manager	-	-	1
3.	Deputy General Manager	1	1	-
4.	Chief Manager(Workshop)	-	-	1
5.	Chief Engineer	1	1	1
6.	Chief Mech.& Elec. Engineer	1	1	1
7.	Chief Signal & Telecom.Engineer	1	1	1
8.	Chief Operating Superintendent	1	1	1
9.	Chief Commercial Manager	1	1	1
10.	Chief Medical Officer	1	1	1
11.	Financial Adviser & Chief Acctts.Officer	1	1	1
12.	Chief Personnel Officer	1	1	1
13.	Chief Estate Officer	1	1	1
14.	Chief Commandant/Nirapatta Bahini	1	1	1
15.	Addl.Chief Controller of Stores	1	1	1
16.	Addl. Chief Engineer/SE	-	-	2
17.	Addl. Chief Mech.& Elec.Engineer/SE	-	-	2
18.	Addl. Chief Signal & Telecom.Engineer	-	-	1
19.	Addl. Chief Operating Superintendent	-	-	2
20.	Addl. Chief Commercial Manager	-	-	1
21.	Addl. FA & CAO	1	-	2
22.	Divisional Railway Manager	2	2	2
23.	Divisional Superintendent(W)	1	1	1
24.	Deputy Chief Engineer	2	2	-
25.	Deputy Chief Mech.& Elec.Engineer	1	1	-
26.	Deputy Chief Operating Superintendent	1	1	-
27.	Deputy Chief Commercial Manager	1	1	-
28.	Deputy Chief Accounts Officer	1	1	-
29.	Divisional/District/Sr.Scale Officer	55	50	60
30.	Assistant/Section/Jr.Scale Officer	129	108	143
	Sub-Total:-	207	180	230
31.	Class-II	45	40	357
32.	Class-III	19010	14474	18575
33.	Class-IV	14393	12766	14300
	Grand Total:-	33655	27460	33462

BANGLADESH RAILWAY, WEST ZONE
RAILWAY DIVISION
MINISTRY OF COMMUNICATIONS

11. To provide residential accommodation for its employees and their maintenance.
12. To maintain 4(four) Hospitals and 13(thirteen) Dispensaries to give Medical facilities of its employees.
13. To control and maintain its Zonal Sports and Games activities.
14. To control 3 big Railway High Schools for imparting educational facilities to the wards/dependents of the Railway employees. There are also 52 Schools, more than 100 Mosques, 24 Railway Institutes/Clubs which are run with the assistance of the Railway.
15. To prepare project proforma for all its projects and their implementations.
16. To prepare its annual budgets both revenue and development and to exercise control over it.
17. To maintain a Zonal Sub-Committee for Staff Benefit Fund for assistance to the deserving Railway employees.
18. To procure all indegenous materials and their effective storage and distribution for its efficient running and rolling stocks.

ORGANISATION

GENERAL MANAGER 33,462

Pers-6
1 x General Manager
1 x Asstt.Officer(PS)
1 x Stenographer(PA)
1 x LDA-cum-Typist(Diarist)
2 x MLSS

LALMANIRHAT DIVISION 6,620

Pers: 3
1 x Divl.Railway Manager
1 x Stenographer
1 x MLSS

STORES (643)

Pers: 3
1 x Addl.Chf.Controller of Stores
1 x Stenographer
1 x MLSS

HQr.Stores.

Pers: 27
1 x Dist.Controller of Stores.
1 x Asstt.COS.
2 x Store Keeper
1 x Asstt.SKP.
2 x Head Asstt.
8 x UDA
4 x LDA-cum-Typist
2 x Material Checker
1 x Record Supplier
2 x MLSS
2 x Khalasi
1 x Sweeper

Storos/Saidpur

Pers: 613
1 x DCOS
1 x ACOS
4 x Store Keeper
9 x Asstt.SKP
19 x Ward Keeper
1 x Steno-Typist
10 x Head Asstt.
40 x UDA
50 x LDA-cum-Typist
1 x Time Keeper
1 x Yard Foreman
20 x Material Checker
4 x R/Supplier
30 x L/Sarder
6 x Letterman
2 x Painter
2 x Carpenter
1 x Fitter
1 x Crane Driver
1 x Crane Jamader
2 x Blacksmith
2 x Tinsmith
2 x Packer
2 x Hammerman
1 x Markman
2 x Fireman
1 x Shunting Jdr.
2 x S/Porter
1 x Daftry
1 x Dak Runner
15 x MLSS
370 x Khalasi
8 x Sweeper

PAKSEY DIVISION

(For details see Annex-E)

PERSONNEL (78)

Pers: 78
1 x Divl.Persl.Officer
1 x Asstt.Persl.Officer
1 x Asstt.Admn.Officer
6 x Head Asstt.
25 x UDA
25 x LDA-cum-typist
1 x Steno-typist
1 x Jeep Driver
2 x R/Supplier
8 x Dak Runner
6 x MLSS
1 x Chowkider

SIGNAL & TELECOMM. (221)

Pers: 221
1 x Divl.Sigl.& Telecom.Engr.
1 x Asstt.Signal Engineer
1 x Asstt.Telecom.Engineer
5 x Sr. SAE(Sig.,Cont.,Radio)
4 x SAE(Signal & Control)
1 x Head Assistant
4 x UDA
4 x LDA-cum-typist
1 x Steno-typist
12 x Maintainer Signal
2 x Time Keeper
2 x Store Munshi
15 x Maintainer Incharge
16 x Meshl.Sigl.Maintainer
2 x Motor Trolly Driver
1 x Carpenter
1 x Painter
1 x Lineman
3 x Blacksmith
1 x Tinsmith
1 x Mason
3 x Striker
2 x Fitter
13 x Telecom.Maintainer
5 x Wireless Operator
10 x Wireless Messenger
2 x Batteryman
8 x Trollyman
3 x Bellowman
4 x MLSS
90 x Khalasi
2 x Chowkider

ELECTRICAL (274)

Pers: 274
1 x Divl.Elect.Engineer
1 x Asstt.Elec.Engineer
4 x Sr.SAE
3 x SAE
1 x Head Assistant
4 x UDA
4 x LDA-cum-typist
1 x Tracer
1 x Jr.Draftsman
10 x Maintenance Fitter
2 x Mistry
17 x Line Examiner
16 x Lineman
16 x Fitter
45 x Fitter Attendant
11 x Greaser
21 x R/Mechanic
1 x Maintenance Reader
4 x Air Cond.Attendant
2 x Gauge Reader
3 x Trollyman
3 x MLSS
100 x Khalasi
2 x Sweeper

ESTATE (47)

Pers: 47
1 x Divl.Estate Officer
1 x Asstt.Estate Officer
1 x Circle Officer(Rev)
1 x Litigation Inspr.
3 x Field Canunge
1 x Head Assistant
3 x UDA
2 x LDA-cum-typist
1 x Steno-typist
1 x Tracer
9 x Amin
20 x Chainman
1 x R/Supplier
2 x MLSS

ENGINEERING (1949)

Pers: 73
1 x Divl.Engineer
2 x Sr.SAE
4 x SAE
1 x Steno-typist
2 x Head Asstt.
10 x UDA
11 x LDA-cum-typist
2 x Draftsman
3 x Tracer
1 x Ferro Printer
1 x R/Supplier
8 x Headmate
7 x Works Mistry
1 x MT Driver
1 x Bazar Sarkar
1 x Welder
1 x Welder Helper
3 x Welder Khalasi
1 x Daftry
5 x MLSS
3 x Trollyman
1 x Ferro Cooly
2 x Chowkider
1 x Sweeper

ASSTT.ENGINEER DINAJPUR

Pers: 636
1 x Asstt.Engineer
6 x Sr.SAE(Way&Works)
6 x SAE(Way&Works)
4 x UDA
4 x LDA-cum-typist
6 x Time Keeper
6 x Store Tindal
4 x Works Mistry
4 x Headmate
8 x Hd.Trollyman
5 x Blacksmith
3 x Mason
2 x Fitter
1 x Gharami
5 x Carpenter
2 x Painter
7 x Mate
5 x Hammerman
3 x Mason Helper
2 x Fitter Helper
3 x Gharami Helper
6 x Carpenter Helper
1 x Painter Helper
2 x MLSS
4 x Keyman
39 x Wayman
5 x Gate Keeper
8 x Trollyman
8 x Bellowman
1 x Cook-cum-Bearer
5 x Khalasi
8 x Chowkider
4 x Sweeper

ASSTT.ENGINEER LALMONIRHAT

Pers: 794
1 x Asstt.Engineer
6 x Sr.SAE(Way&Works)
6 x SAE(Way & Works)
3 x UDA
4 x LDA-cum-typist
5 x Time Keeper
7 x Store Tindal
3 x Works Mistry
3 x Headmate
9 x Hd.Trollyman
7 x Blacksmith
6 x Mason
5 x Fitter
9 x Carpenter
5 x Painter
5 x Gharami
7 x Hammerman
47 x Mate
3 x Sweeper Mason
6 x Mason Helper
5 x Fitter Helper
9 x Carpenter Helper
5 x Gharami Helper
2 x Gauge Reader
2 x MLSS
42 x Keyman
425 x Wayman
26 x Gate Keeper
27 x Trollyman
7 x Bellowman
52 x Khalasi
8 x Fencing Khalasi
1 x Mali
2 x Cook-cum-Bearer
3 x Painter Helper
3 x Sweeper H/Helper
1 x Valveman
26 x Chowkider
1 x R/House Chowkider
4 x Sweeper

ASSTT.ENGINEER BOGRA

Pers: 446
1 x Asstt.Engineer
4 x Sr.SAE(Way&Works)
4 x SAE(Way&Works)
3 x UDA
3 x LDA-cum-typist
4 x Time Keeper
4 x Store Tindal
4 x Works Mistry
4 x Headmate
6 x Hd.Trollyman
5 x Blacksmith
5 x Carpenter
2 x Mason
2 x Fitter
3 x Gharami
1 x Painter
5 x Mate
5 x Hammerman
4 x Fencing Mate
4 x Mason Helper
1 x Fitter Helper
1 x Gharami Helper
1 x Carpenter Helper
1 x Valveman
4 x Keyman
7 x Wayman
8 x Trollyman
9 x Gate Keeper
1 x Cook-c-Bearer
1 x MLSS
1 x Bellowman
1 x Chowkider
1 x Sweeper
1 x Khalasi

SMR/BOGRA

Pers: 2
1 x Station Manager
1 x MLSS

MECHANICAL (1732)

Pers: 1732
1 x Divl.Mechanical Engr.
3 x Asstt.Mechl.Engr.
16 x Sr.SAE
15 x SAE
1 x Carriage & Wagon Ing
1 x Steno-typist
6 x Head Assistant
24 x UDA
23 x LDA-cum-Typist
3 x Store Munshi
8 x Store Man
6 x MLSS
60 x Sweeper

LOCO STAFF

6 x Shedman
6 x Coal Checker
2 x Tool Keeper
10 x Driver
2 x AC Fireman
2 x Asstt.Tool Keeper
6 x Engine Lighter
7 x Steam Man
37 x Boiler Maker
11 x Blacksmith
5 x Trimmer
110 x Engine Cleaner
11 x Repacker
18 x Callman
8 x Running Room Cook
6 x Running Room W/Ma

CARRIAGE STAFF

43 x Train Examiner
12 x Greaser
300 x Fitter
2 x Mason
4 x Welder
6 x Tinsmith
1 x Coppersmith
11 x Machinist
2 x Electrician
25 x Carpenter
9 x Painter
4 x Labour Sardar
2 x R.T. Tindal
7 x Letterman
9 x D.W. Man
6 x Saloon Bearer
61 x LIT
280 x Khalasi

RUNNING STAFF

103 x Locomotive Master
89 x Sub-Loco. Master
318 x Asstt.Loco.Master
2 x Trollyman
26 x Mistry

AOM/PARBATIPUR

Pers: 3
1 x Area Optg.Manager
1 x LDA-cum-Typist
1 x MLSS

AOM/BONARPARA

Pers: 3
1 x Area Optg.Manager
1 x LDA-cum-typist
1 x MLSS

MEDICAL 615)

Pers: 438
1 x Divl.Medical Officer
3 x Asstt. Surgeon
1 x Steno-typist
1 x Head Assistant
2 x UDA
3 x LDA-cum-Typist
3 x Nursing Sister
3 x Sanitary Inspector
2 x Asstt.Malaria Insp.
8 x Junior Nurse
2 x Maid
12 x Pharmacist
1 x Lady Health Visitor
2 x Mid-Wife
1 x Laboratory Asstt.
4 x Dresser
23 x Ward Attendant
1 x Lab.Attendant
2 x MLSS
4 x Medicine Carrier
2 x Cook
3 x Mamelshi
5 x Waterman
1 x P/Keeper
1 x Mali
6 x Aya
25 x Khalasi
6 x Chowkider
310 x Sweeper

ADDL. DMO PARBATIPUR

Pers: 88
1 x Addl.Divl.Med.Officer
2 x Asstt. Surgeon
1 x Lady Asstt.Surgeon
2 x Nurse
3 x Pharmacist
1 x Sanitary Inspector
1 x Dresser
3 x Ward Attendant
1 x Aya
80 x Sweeper

TRAVELLING AS BONARPARA

Pers: 46
1 x Asstt. Surgeon
1 x Pharmacist
1 x Mid-Wife
1 x Jr.Sanitary Insp.
1 x Dresser
1 x Conservancy Jamadar
2 x Ward Attendant
1 x Waterman
1 x Aya
1 x Chowkider
34 x Conservancy Sweeper
1 x Sweeper

TRAVELLING AS KAUNIA

Pers: 15
1 x Asstt. Surgeon
1 x Pharmacist
1 x Medicine Carrier
2 x Ward Attendant
1 x Chowkider
8 x Conservancy Sweeper
1 x Sweeper

TRAVELLING AS SETABGANJ

Pers: 12
1 x Asstt. Surgeon
1 x Pharmacist
1 x Medicine Carrier
2 x Ward Attendant
1 x Chowkider
5 x Conservancy Sweeper
1 x Sweeper

ASSTT.SURGEON TISTAMUKHGHAT

Pers: 9
1 x Asstt. Surgeon
1 x Pharmacist
2 x Ward Attendant
4 x Conservancy Sweeper
1 x Sweeper

TRAFFIC (TRANSP.& COMML.) (1693)

Pers: 1693
1 x Divl.Traffic Supdt.
2 x Asstt.Traffic Supdt.
1 x Supdt./Rly.Trg.School
1 x Steno-typist
5 x Head Assistant
20 x UDA
17 x LDA-cum-typist
1 x Record Supplier
9 x MLSS

TRAINING SCHOOL

1 x Sr.SAE
1 x Carriage & Wagon Insp.
1 x Loco Inspector
1 x Telecom.Instructor

STATION STAFF

1 x Chief Train Controller
1 x Dist.Train Controller
3 x Jr.Traffic Inspector
5 x Asstt.Traffic Insp.
83 x Station Master Gr-I
142 x Asstt.Station Master
1 x Sr.Inspector/TTB
5 x Guard Gr-I
1 x Signaller Incharge
11 x Train Controller
2 x Jr.Inspector/TTB
84 x TTE
80 x Guard
41 x Ticket Collector
21 x Trains Assistant
75 x Booking Asstt.
21 x Goods Assistant
7 x Asstt.Yard Master Gr-II
26 x Signaller Gr-II
5 x Telephone Operator
22 x Asstt.Yard Examiner
11 x Transhipment Asstt.
15 x Parcel Checker
3 x PC Checker
27 x Train Number Taker
25 x Switchman
4 x Cover Sorter
30 x Tally Assistant
1 x Maintenance Incharge
1 x Warden/Rates
1 x Polisher
1 x Carpenter
1 x Tinsmith
1 x Blacksmith
1 x Painter
5 x General Assistant
25 x Shunting Jamadar
29 x Shunting Porter
1 x Mate
1 x Crane Tindal
1 x Fitter Helper
20 x MLSS
358 x Pointsman
6 x Wayman
1 x Keyman
3 x Dak Runner
3 x Cipher MLSS
17 x Khalasi
4 x Waterman
185 x Porter
60 x Gateman
3 x Running Room Cook
8 x Running Room Servant
6 x Callboy
8 x Flagman
2 x Bearer Incharge
23 x Bearer
5 x Saloonman
11 x Lampman
7 x Trollyman
1 x Chowkider
80 x Sweeper

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport:
   a. 9 x Car for GM/Addl.GM/CE/CMEE/CSTE/COPS/CCM/CMO/FA & CAO.
   b. 2 x Car for Administrative use.
   c. 19 x Jeep 1 for Addl.CCS, 1 for CPO,1 for CEO, 1 for CC/RMB, 6 for HQ, 4 for DRM/PXC,3 for DRM/LMH, 2 for DS/WS/SDP.
   d. 3 x Microbus for Headquarter.
   e. 3 x Truck 1 for HQ, 1 for DRM/PXC,1 for DS/WS/SDP.
   f. 4 x Pickup for CE/CSTE/CMEE/FA & CAO.
   g. 4 x Ambulance 1 for HQ, 1 for DMO/PXC,1 for DMO/LMH,1 for DMO/SDP.
   h. 3 x Bus 2 for HQ, 1 for DS/WS/SDP.
2. Private use of transport on payment will be strictly as per government instructions issued from time to time.
3. Major office equipment:
   a. 4 x Photostat Machine.
   b. 120 x Calculating Machine.
   c. 28 x Duplicating Machine 12 for HQ,8 for DRM/PXC, 4 for DRM/LMH,4 for DS/WS/SDP.
   d. 263 x Typewriter.
   e. 10 x Air-conditioner 2 for GM,1 for Addl.GM,1 for Rly.Hospital/Rajshahi, 1 for Rly.Hospital/PXC, 1 for Rly.Hospital/LMH,1 for Rly.Hospital/SDP, 2 for Rest House/Rajshahi, 1 for Rest House/SDP.
   f. 10 x Refrigerator 2 for Rly.Hospital/PXC,2 for Rly.Hospital/LMH,2 for Rly. Hospital/SDP, 1 each for Rest House at Rajshahi, SDP,PXC & LMH.
   g. 1 x Teleprinter.

Miscellaneous points

4. Addl. Chief Engineer of Stores/Addl.Chief Engineer/Addl. Chief Mechanical and Electrical Engineer/Addl. Chief Signal & Telecommunication Engineer/Superintending Engineer will be borne on the existing establishment.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.

WORKSHOP/SAIDPUR (8,838)

Pers:18
1 x Chief Manager
1 x Divl.Supdt.(W)
1 x Jr.Personnel Officer
1 x Asstt.Works Manager
1 x Stenographer
1 x Steno-typist
2 x MLSS

MECHANICAL WORKSHOP

Pers: 1131
1 x Works Manager
2 x Asstt.Works Manager
1 x Asstt.Admn.Officer
1 x Steno-typist
23 x Hd.Asstt.
92 x UDA
94 x LDA-cum-Typist
5 x Record Supplier
1 x Dup.Machine Opet.
5 x Daftry
7 x Dak Runner
2 x Saloon Bearer
1 x Jeep Driver

WORKSHOP STAFF
34 x SSAE
42 x SAE
1 x Fuel Checker
120 x Mistry
1019 x Fitter
363 x Carpenter
100 x Turner
38 x Machinist(Selected)
172 x Machineman
133 x Boiler Maker
228 x Rivitter
24 x Marker
355 x Painter
58 x Sign Painter
86 x Trimmer
60 x Polisher
121 x Welder
3 x Black Smith
69 x Tin Smith
12 x Copper Smith
7 x Mason
2 x Craneman
4 x Hammerman
2 x Boiler Attendant
6 x Tube Brazer
9 x Repeater
14 x Slinger
56 x Lifter
1 x Yard Gunner
4 x Asstt.Y.Gunner
12 x Store Keeper
18 x Tool Keeper
26 x Overhead Crn.Driver
3 x Traverser C/Driver
6 x Steam Crane Driver
6 x Shunter
7 x Fireman
5 x Steam Crane Fireman
1 x Steam Man
3 x Shop Fireman
14 x Shunting Porter
34 x Labour Sarder
2 x Cleaning Jamadar
38 x MLSS
1 x Care Taker
532 x Khalasi
48 x Sweeper

DIESEL WORKSHOP PARBATIPUR

Pers: 977
1 x Works Manager(DL)
1 x Steno-typist
4 x Head Assistant
16 x UDA
18 x LDA-cum-Typist
1 x Draftsman
1 x Tracer
9 x Store Munshi
1 x Motor Driver
1 x Dup.MachineOptr.
1 x R/Supplier
1 x Saloon Bearer

Diesel Shop Staff
21 x Sr.SAE
26 x SAE
2 x Chemist
1 x Laboratory Asstt.
4 x Progress Chaiser
9 x Tool Keeper
17 x Mistry
155 x Fitter
7 x Electric Mistry
98 x Electrician
8 x Turner
1 x Welder Mistry
5 x Welder
3 x Carpenter
34 x Machinist
2 x Tinsmith
3 x Blacksmith
1 x Copperamith
2 x Letterman
8 x Painter
1 x Boiler Attendant
4 x Overhead Crane Drv.
1 x Air Comp.Driver
3 x Lister Track Driver
1 x Lose Gunner
3 x Labour Sarder
1 x Mason
1 x Trimmer
1 x Shunting Porter
0 x MLSS
121 x Khalasi
8 x Sweeper

PRODUCTION SHOP 2312

Pers: 2312
1 x Production Engineer
2 x Asstt.Works Manager (Production)
1 x Steno-Typist
5 x Head Assistant
20 x UDA
24 x LDA-cum-Typist
9 x Jr.Draftsman
14 x Tracer
1 x Drg.Record Asstt.
1 x Asstt.Drg.Rec.Asstt.
1 x Ferro Typist
1 x Ferro Printer
4 x Daftry
4 x Ferro Cooly

W/Shop Staff
34 x Sr.SAE
34 x SAE
3 x Chemist
4 x Store Keeper
10 x Tool Keeper
67 x Mistry
165 x Moulder
31 x Pattern Maker
46 x Core Maker
330 x Fitter
9 x Machinist(Selected)
71 x Machine Man
307 x Turner
4 x Copula Attendant
12 x Labour Sarder
16 x Mason
2 x Despt.of Casting
96 x Blacksmith
37 x Spring Maker
2 x Spring Buckler
220 x Hammerman
41 x Progress Chaiser
33 x Steam Hammer Drv.
19 x Drop Stamper Optr.
8 x Marker
1 x Rivetter Gr-II
6 x Store Keeper
10 x MT Driver
3 x Carpenter
11 x Motor Mechanic
11 x Stny.Engine Driver
10 x Boiler Attendant
12 x Lister Track Drv.
1 x Hand Crane Driver
16 x Steam Man
16 x Belter
14 x Oiler
18 x Die Sinker
14 x Casting Inspector
6 x Operation Recorder
3 x Laboratory Asstt.
31 x Potler
2 x Copulaf Attendant
40 x Furnance Man(Laddle)
57 x Furnance Man
3 x Blinger
1 x Pattern Storekeeper
4 x Sandmix Mech.Attd.
9 x MLSS
312 x Khalasi
12 x Sweeper

CONSTRUCTION SHOP

Pers: 531
1 x Works Manager(Cons.)
1 x Asstt.W/Manager(Cons)
1 x Steno-Typist
2 x Head Assistant
10 x UDA
13 x LDA-cum-typist

W/Shop Staff
4 x Sr.SAE
7 x SAE
21 x Mistry
210 x Fitter
30 x Carpenter
60 x Welder
0 x Tinsmith
26 x Machineman
7 x Rivetter
3 x Marker
3 x Mason
2 x Labour Sarder
2 x Lifter
3 x Sign Painter
3 x Polisher
3 x Trimmer
4 x Progress Chaiser
3 x Tool Keeper
3 x Store Keeper
18 x Painter
6 x MLSS
65 x Khalasi
4 x Sweeper

ENGINEERING

Pers: 339
2 x B/smith
8 x Painter
2 x Hammerman
6 x P/Helper
6 x M/Helper
4 x C/Helper
3 x C/Helper
8 x Tr1y.Man
4 x P/Khalasi
5 x Chowkider
2 x Bellowman
4 x Valveman
114 x Wayman
25 x Khalasi
1 x Sweeper

Pers: 339
1 x Asstt.Mgr.
1 x Sr.SAE
6 x SAE
3 x UDA
3 x LDA-c-Typ.
1 x T/Keeper
4 x S/Tindal
3 x Works Mistry.
1 x Headmate
9 x Mate
6 x Fitter
1 x Dup.Mason
5 x Mason
4 x Carpenter
3 x Charami

ELECTRICAL (701)

Pers: 701
1 x Divl.Elect.Engineer
1 x Asstt.Elect.Engr.
1 x Steno-typist
3 x Head Assistant
14 x UDA
16 x LDA-cum-Typist
1 x Jr.Draftsman
1 x Tracer
1 x Record Supplier
1 x Daftry
4 x Trollyman

Electrical Staff
13 x Sr.SAE
11 x SAE
1 x Tool Keeper
16 x Mistry
1 x Jointman
33 x Maint.Fitter
35 x Elec.Fitter
6 x Lineman
34 x Wayman
9 x BH Room Attd.
39 x Fitter Attendant
20 x A/Winder
13 x Turner
2 x Elec.Grinder
3 x Miller
1 x Slotter
1 x Driller
3 x Letterman
5 x Polisher
6 x Painter
4 x Elec.Mechanic
1 x Maint.Repairer
20 x Carpenter
4 x Blacksmith
2 x Labour Sarder
10 x Elec.Fitter Helper
1 x Tinsmith
1 x Shaper
4 x Striker
1 x Elec.Welder
1 x Cable Jointer
1 x Greaser
6 x Store Man
3 x Mason
2 x Maint.Mender
2 x B.T.Cleaner
31 x Electrician
26 x Line Electrician
14 x ELC Plater
2 x Gauge Bender
17 x L/Burner
10 x MLSS
237 x Khalasi
5 x Sweeper

MEDICAL

Pers: 339
1 x Divl.Medical Officer
1 x Addl. DMO
6 x Asstt.Surgeon
2 x Lady Asstt.Surgeon
1 x Bacteriologist
1 x AE(Blood Bank)
1 x Dental Surgeon
1 x Steno-Typist
1 x Head Asstt.
2 x UDA
2 x LDA-cum-Typist
1 x R/Supplier

Hospital Staff
1 x Radiographer
1 x Laboratory Asstt.
1 x Malaria Insp.
1 x Nursing Sister
2 x Sr.Nurse
1 x Ward Keeper
1 x Steward
11 x Pharmacist
10 x Jr. Nurse
1 x O.T.Asstt.
2 x Ambulance Driver
2 x Mid-Wife
1 x Sanitary Insp.
1 x Asstt.Sanitary Insp.
4 x Dresser
1 x Convey.Driver
1 x Lady Health Visitor
2 x Lab.Attendant
1 x Bullock Keeper
1 x Ambulance Cleaner
1 x Mazalchi
1 x Mali
19 x Ward Attendant
10 x Aya
1 x O.T.Attendant
1 x X-Ray Attendant
2 x Cook
2 x X-Ray Sweeper
3 x Chowkider
12 x Malaria Khalasi
2 x Waterman
15 x Sanitary Khalasi
1 x Sweeper Mechanic
181 x Convey.Sweeper
20 x Sweeper
2 x MLSS

PERSONNEL (183)

Pers: 183
1 x Divl.Pers1.Officer
1 x Asstt.Pers1.Officer
1 x Asstt.Adm.Officer
1 x Court Inspector
1 x Lady Welfare Insp.
1 x Steno-typist
14 x Head Assistant
56 x UDA
59 x LDA-cum-Typist
4 x Record Supplier
1 x Jeep Driver
1 x M.T.Driver
12 x Dak Runner
3 x Daftry
4 x Trollyman
2 x Chowkider
21 x MLSS

TRANSPORTATION

Pers: 1900
1 x Divl.Transp.Officer
1 x Asstt.Transp.Officer
1 x Steno-Typist
5 x Head Assistant
20 x UDA
18 x LDA-cum-Typist
1 x Record Supplier
1 x M.T. Driver
13 x MLSS
3 x Trollyman

Station Staff
2 x Traffic Inspector
1 x Chf.Train Contr.
2 x Jr.Traffic Insp.
4 x Dist.Train Contr.
18 x Train Controller
130 x Station Master
281 x Asstt.Stn.Master
145 x Guard
1 x Spl.Cash Witness
2 x Yard Master
14 x Asstt.Yard Master
85 x Trains Asstt.
91 x Block Sigl.Man
51 x Asstt.Yard Foreman
87 x Train No.Taker
66 x Line Jamader
84 x Shunting Porter
60 x Switchman
118 x Gate Keeper
594 x Pointsman

ESTATE

Pers: 78
1 x Divl.Estate Officer
1 x Asstt.Estate Officer
2 x Circle Officer
1 x Litigation Insp.
1 x Asstt.Litigation Insp.
1 x SAE(Drawing)
1 x Jr.Draftsman
2 x Tracer
1 x Steno-Typist
1 x Head Asstt.
3 x UDA
2 x LDA-cum-Typist
6 x Field Canungo
17 x Amin
1 x Record Supplier
32 x Chainman
5 x MLSS

ENGINEERING-I (1819)

Pers: 64
1 x Divl.Engineer
1 x Divl.Accountant
1 x Sr.SAE/Drawing
4 x SAE
1 x Steno-typist
3 x Head Asstt.
12 x UDA
15 x LDA-cum-typist
1 x Jr.Draftsman
3 x Tracer
1 x Ferro Printer
3 x Store Tindal
1 x R/Supplier
1 x M.T. Driver
1 x Daftry
6 x MLSS
1 x Ferro Cooly
3 x Trollyman
4 x Chowkider
1 x Sweeper

AEN/CHURDANGA

Pers: 494
1 x Asstt. Engineer
3 x Sr.SAE/WayWorks
4 x SAE/WayWorks
3 x UDA
3 x LDA-cum-typist
4 x Time Keeper
4 x Store Tindal
1 x Works Mistry
2 x Headmate
8 x Hd.Trollyman
4 x Blacksmith
1 x Carpenter
1 x Painter
3 x Mason
3 x Fitter
1 x Gharami
4 x Hammerman
25 x Mate
3 x Mason Helper
4 x Carpt.Helper
1 x Gharami Helper
1 x Painter Helper
4 x Bellowman
1 x Valveman
23 x Keyman
300 x Wayman
24 x Trollyman
15 x Gate Keeper
2 x MLSS
18 x Chowkider
19 x Khalasi
4 x Sweeper

AEN/RAJBARI

Pers: 700
1 x Asstt.Engineer
5 x Sr.SAE/WayWorks
6 x SAE/Way & Works
3 x UDA
3 x LDA-cum-typist
5 x Time Keeper
7 x Store Tindal
3 x Works Mistry
3 x Headmate
5 x Blacksmith
5 x Carpenter
2 x Painter
3 x Mason
4 x Fitter
2 x Gharami
5 x Hammerman
8 x Head Trollyman
47 x Mate
2 x Mason Helper
4 x Fitter Helper
5 x Carpenter Helper
2 x Gharami Helper
2 x Gauge Reader
5 x Bellowman
2 x MLSS
4 x Keyman
426 x Wayman
32 x Gate Keeper
27 x Trollyman
49 x Khalasi
2 x Cook-c-Bearer
16 x Chowkider
5 x Sweeper

AEN/JESSORE

Pers: 561
1 x Asstt.Engineer
4 x Sr.SAE/WayWorks
5 x SAE/Way & Works
3 x UDA
3 x LDA-cum-typist
6 x Time Keeper
6 x Store Tindal
1 x Works Mistry
1 x Headmate
8 x Head Trollyman
6 x Blacksmith
6 x Carpenter
4 x Painter
5 x Fitter
7 x Mason
2 x Gharami
6 x Hammerman
27 x Mate
4 x Mason Helper
6 x Fitter Helper
2 x Gharami Helper
6 x Carpt.Helper
26 x Keyman
6 x Bellowman
246 x Wayman
24 x Trollyman
2 x Flagman
62 x Gate Keeper
2 x MLSS
27 x Chowkider
8 x Ghat Lascar
1 x Cook-c-Bearer
32 x Khalasi
6 x Sweeper

AEN/KHULNA

Pers: 3
1 x Area Optg.Manager
1 x LDA-cum-Typist
1 x MLSS

SMR/TEHURDI

Pers: 2
1 x Station Manager
1 x MLSS

SMR/JESSORE

Pers: 2
1 x Station Manager
1 x MLSS

AEN/ SA

Pers: 2
1 x Ass
3 x Sr.
4 x SAE
6 x UDA
6 x LDA
1 x Tin
2 x Sto
3 x Hea
1 x Boi
2 x Fle
3 x Gri
6 x Dri
9 x Hea
4 x Con
4 x Ele
5 x Ble
12 x Fit
1 x Fit
1 x Hea
2 x Sto
2 x Mec
4 x Jr
2 x Fit
2 x Sto
x Tra
x Fit
x Fit
2 x Ope
2 x Cle
1 x Hea
2 x Fre
8 x Rig
8 x Dra
4 x Gri
1 x Gri
1 x Hea
3 x Fit
1 x Bel
6 x Hea
1 x Bel
4 x Hea
4 x Bel
15 x Jam
2 x Gri
79 x Kha
2 x Mec
3 x Fit
2 x Fit
1 x Bel

AEN/ SA

Pers: 1
1 x
1 x
1 x

SMR/ SA

Pers: 1
1 x
1 x

SMR/ SA

Pers: 1
1 x
1 x

WORKSHOP D2US

F
n.Bridge Engr.
AE

cum-Typist
Keeper
Munshi
Mistry
Mistry
ner
ker
ker
inesman
.Driver
t.Welder
ksmith
er
t Rep Mistry
ine Mistry
ot.Mistry
nnie Incharge
hanic
ker Mechanic
Driver
Driver
ate Maker
er
er
n Cutter
nter
n
ker
tter
yman
rman
Tindal
man
man
rman
Asst.Welder
Helper
Warner
yman
itter
.Helper
si
ry Helper
Maker Hel.
Mr Helper
per

/BANI

Optg.Manager
cum-Typist

/BANAR

tion Manager

/SHANI

tion Manager

BRIDGE ENGINEERING (480)

Pers: 26
1 x Bridge Engin
1 x Sr.SAE/Drawi
1 x Jr.Draftsman
1 x Tracer
1 x Steno-typist
1 x Head Asstt.
4 x UDA
5 x LDA-cum-typis
1 x Ferro Printer
1 x Record Suppli
1 x M.T.Driver
4 x MLSS
3 x Trollyman
1 x Sweeper

AEN/HARDINGE BRIDGE/PAKSEY

Pers: 122
1 x Asstt.Enginee
3 x Sr.SAE
6 x SAE
3 x Time Keeper
1 x Store Tindal
3 x Works Mistry
1 x Headmate
2 x Launch Driver
1 x Serang Incharg
1 x Barge Tindal
1 x Survey Tindal
3 x Head Trollyman
1 x Fitter
1 x Carpenter
1 x Painter
1 x Blacksmith
1 x Pump Driver
10 x Skilled Khalas
1 x Hammerman
3 x Mate
1 x Carpenter Help
2 x Barge Serang
3 x Keyman
25 x Wayman
1 x Bellowman
4 x Boatman
9 x Trollyman
6 x Chowkider
25 x Khalasi
1 x Sweeper

AEN/FIELD SAIDPUR

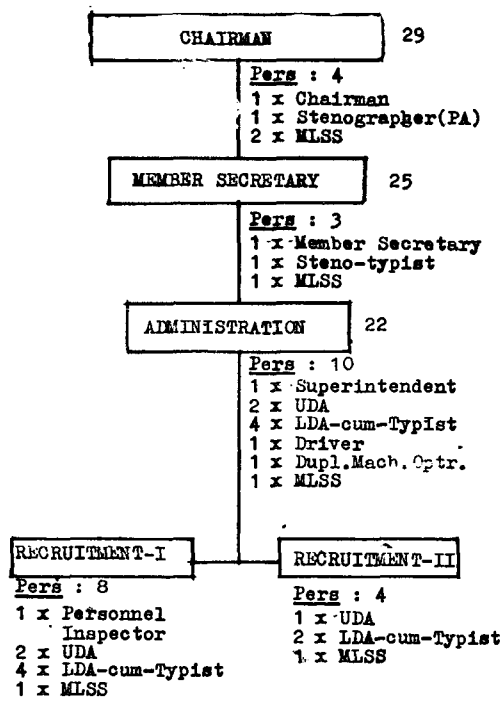
Pers: 85
1 x Asstt.Bridge En
2 x Sr.SAE/Bridge
2 x Time Keeper
2 x Store Munshi
1 x SAE/Bridge
1 x UDA
2 x LDA-cum-typist
1 x M.T.Driver
1 x Structural Mistr
1 x Welding Mistry
1 x Serang
1 x Tindal
1 x Carpenter
1 x Mason
3 x Hd.Trollyman
1 x Carpt.Helper
1 x Mason Helper
49 x Khalasi
12 x Trollyman
1 x Sweeper

BANGLADESH RAILWAY RECRUITMENT BUREAU
RAILWAY DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. Recruitment of non-gazetted staff of the Bangladesh Railway.
2. Selection of non-gazetted employees of the Bangladesh Railway for promotion
3. Prescribing qualification standard for recruitment of non-gazetted staff of the Bangladesh Railway.
4. Tendering advisory service in disciplinary cases, as and when asked for.
5. Any other matter referred to the bureau by the Government/Railway authority.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
	Class-I			
1.	Chairman	1	1	1
2.	Member Secretary	1	1	1
3.	Class-III	24	14	20
4.	Class-IV	3	3	7
	Grand Total =	29	19	29

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport :

   1 x Car

2. Private use of transport on payment will be strictly as per latest instructions issued by the Government.
3. Office Equipment :

   1 x Duplicating Machine
   5 x Typewriters
   1 x Plain Paper Copier

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.
15.12.83

TRANSPORT CO-ORDINATION COMMITTEE
RAILWAY DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. To ensure the most economic utilisation of transport resources, public and private, available.
2. To assess requirement of transport.
3. To assess available resources on a day to day or less frequent basis.
4. To establish priorities for allocation of available resources.
5. Allocation of movement tasks to operators.
6. To review performance of operators and user agencies of various stages.
7. To identify bottlenecks and causes thereof, and recommend effective steps for their eradication.
8. To identify failures or inadequacies on the part of operators and user agencies and recommend immediate corrective measures to the higher authority.
9. To establish Co-ordination between the chartering agencies of the Govt. and various other importing and exporting agencies concerned.
10. In an emergency, co-ordinate the total transport capacity in the country including requisitioning of private transports.

ORGANISATION

MEMBER SECRETARY — 13

Pers : 4
1 x Member Secretary
1 x Stenographer(PA)
2 x MLSS

MOVEMENT OFFICER

Pers : 9
1 x Movement Officer
1 x UDA
2 x LDA-cum-Typist
1 x Dup.Mach.Optr.
4 x MLSS

SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
	Class-I			
1.	Member Secretary	1	1	1
2.	Movement Officer	1	1	1
3.	Class-Ill	4	4	4
4.	Class-IV	8	7	7
	Grand Total =	14	13	13

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1 x Duplicating Machine
2 x Typewriter

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
22.12.83

OFFICE OF THE CHIEF CONTROLLER OF STORES
RAILWAY DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. Procurement of all imported Stores and most of the local stores (excepting the classes of Stores earmarked to the Zones of the Railway for local procurement) under revenue head of the Railway ;
2. Inspection of all stores procured by the central unit of the Stores Department of the Railway ;
3. Clearance of all imported stores of the Railway and most of the Government Departments ;
4. Procurement of capital stores, both local and foreign excepting those which are specifically assigned to some other agencies for procurement;
5. Printing of passengers card tickets and forms and stationery in Railway Ticket printing press and General Printing Press.

ORGANISATION

CHIEF CONTROLLER OF STORES 917

Pers: 4
1 x CCS
1 x Stenographer(PA)
2 x MLSS

DEPUTY CHIEF CONTROLLER OF STORES (PURCHASE) 263

Pers: 3
1 x DCCS
1 x Stenographer
1 x MLSS

DIST. CONTROLLER OF STORES (INSPECTION) 148

Pers: 3
1 x DCS
1 x Steno-Typist
1 x MLSS

ASSTT. CONTROLLER OF STORES(INSPECTION)

Pers: 2
1 x ACS
1 x MLSS

ESTABLISHMENT SECTION

Pers: 14
1 x Head Asstt.
8 x UDA
2 x LDA-cum-Typist
1 x Daftry
2 x MLSS

MOVEMENT SECTION

Pers: 13
1 x Head Asstt.
6 x UDA
3 x LDA-cum-Typist
2 x RS
1 x MLSS

INSPECTION DEPOT

Pers: 116
1 x SKP Grade-I
1 x ASKP " -II
2 x ASKP
5 x WKP
7 x UDA
5 x LDA-cum-Typist
10 x MC .
1 x Driver
1 x Lister Driver
1 x Tin Smith
1 x Carpenter
1 x Greaser
1 x Packer
3 x L. Sarker
1 x Cleaner
1 x L.Man
1 x M.Man
70 x Khalasi
2 x MLSS
1 x Sweeper

DIST.CONTROLLER OF STORES(PURCHASE-I) 7

Pers: 3
1 x DCS
1 x Steno-Typist
1 x MLSS

ASSTT. CONTROLLER OF STORES(PURCHASE-I)

Pers: 2
1 x ACS
1 x MLSS

ASSTT. CONTROLLER OF STORES(PURCHASE-II)

Pers: 2
1 x ACS
1 x MLSS

DIST.CONTROLLER OF STORES (PURCHASE-II) 7

Pers: 3
1 x DCS
1 x Steno-Typist
1 x MLSS

ASSTT.CONTROLLER OF STORES(PURCHASE-III)

Pers: 2
1 x ACS
1 x MLSS

ASSTT. CONTROLLER OF STORES(PURCHASE-IV)

Pers: 2
1 x ACS
1 x MLSS

PURCHASE SUPDT. 93

Pers: 1
1 x Purchase Supdt.

PURCHASE SECTION-I

Pers: 11
1 x Head Asstt
6 x UDA
2 x LDA-cum-Typist
1 x RS
1 x MLSS

PURCHASE SECTION-II

Pers: 10
1 x Head Asstt
6 x UDA
1 x LDA-cum-Typist
1 x RS
1 x MLSS

PURCHASE SECTION-III

Pers: 10
1 x Head Asstt
6 x UDA
1 x LDA-cum-Typist
1 x RS
1 x MLSS

PURCHASE SECTION-IV

Pers: 9
1 x Head Asstt
5 x UDA
2 x LDA-cum-Typist
1 x MLSS

PURCHASE SECTION-V

Pers: 10
1 x Head Asstt
5 x UDA
2 x LDA-cum-Typist
1 x RS
1 x MLSS

PURCHASE SECTION-VI

Pers: 10
1 x Head Asstt
6 x UDA
2 x LDA-cum-Typist
1 x RS

PURCHASE SECTION-VII

Pers: 3
1 x Head Asstt
1 x LDA-cum-Typist
1 x MLSS

PURCHASE SECTION-VIII

Pers: 9
1 x Head Asstt
4 x UDA
3 x LDA-cum-Typist
1 x MLSS

IMPORT LICENCE

Pers: 6
1 x Head Asstt
3 x UDA
1 x RS
1 x MLSS

TENDER SECTION

Pers: 14
1 x Head Asstt
1 x Information B. Inspector
9 x UDA
2 x LDA-cum-Typist
1 x RS

DIST. CONTROLLER OF STORES(MARKET R.CELL) 5

Pers: 5
1 x DCS
1 x Head Asstt
1 x UDA
1 x Steno-Typist
1 x MLSS

M & S SECTION-I & II 7

Pers: 7
2 x SO
2 x Steno-Typist
2 x LDA-cum-Typist
1 x MLSS

ASSTT.CONTROLLER OF STORES (GENERAL) (TICKET PRINTING PRESS) 115

Pers: 16
1 x ACS
1 x Foreman
1 x ASKP
3 x UDA
1 x LDA-cum-Typist
1 x Indent Asstt
6 x Courier
1 x MLSS
1 x Sweeper

COMPOSE SECTION

Pers: 21
3 x Compositer Grade-I
9 x Compositer " II
3 x Distributer
1 x Proof Pressman
1 x Asstt.Proof Pressman
2 x Proof Examiner
2 x Khalasi

PRINTING SECTION

Pers: 24
1 x Asstt.Foreman
5 x Printer Grade-I
13 x Printer " II
2 x Fitter
3 x Khalasi

COUNTING SECTION

Pers: 30
6 x Counter Grade-I
14 x Counter " -II
4 x Counting M/Man
6 x Khalasi

MACHINE SECTION

Pers: 13
3 x Machine Man Grade-I
2 x Machine Man " - II
8 x Khalasi

DESPATCH SECTION

Pers: 11
6 x Despatcher
4 x Packerman
1 x Carpenter

DEPUTY CHIEF CONTROLLER OF STORES (GENERAL) 650

Pers: 3
1 x DCCS
1 x Stenographer
1 x MLSS

DIST.CONTROLLER OF STORES (GENERAL) 266

Pers: 3
1 x DCS
1 x Steno-Typist
1 x MLSS

ASSTT. CONTROLLER OF STORES (HQ) 67

Pers: 2
1 x ACS
1 x MLSS

GENERAL SECTION

Pers: 27
1 x Supdt.
11 x UDA
6 x LDA-cum-Typist
1 x RS
1 x Daftry
5 x MLSS
2 x Sweeper

ESTABLISHMENT SECTION

Pers: 4
1 x Head Asstt
2 x UDA
1 x Courier

FUND & ACCOUNTS SECTION

Pers: 10
1 x Head Asstt
7 x UDA
1 x RS
1 x MLSS

ACST SECTION

Pers: 10
1 x SKP Grade-I
1 x ASKP
2 x WKP
2 x UDA
2 x LDA-cum-Typist
1 x SKP Grade-II
1 x MLSS

INVENTORY CONTROL CELL

Pers: 9
1 x SKP Grade-I
2 x UDA
6 x LDA-cum-Typist

INSPECTION SECTION

Pers: 5
2 x Inspector
3 x LDA-cum-Typist

ASSTT.CONTROLLER OF STORES(GENERAL PRINTING PRESS) 31

Pers: 26
1 x ACS
1 x General Foreman
1 x WKP
2 x UDA
2 x LDA-cum-Typist
2 x Checker
1 x Computor
1 x RS
1 x Paper Issuer
2 x Packer
6 x Warehouse Man
3 x Khalasi
2 x MLSS
1 x Sweeper

COMPOSE SECTION

Pers: 19
1 x Composing Foreman
3 x Compositor Grade-I
5 x Compositor " -II
1 x Monomachine Operator
1 x Key Board Operator
2 x Caster Attendant
1 x Type Storekeeper
1 x Distributor
1 x Standing Foreman
1 x Forma Proof Pressman
1 x Impositor
1 x Forma Carrier

READING SECTION

Pers: 4
1 x Sr. Reader
1 x Reader
2 x Copy Holder

MACHINE SECTION

Pers: 15
1 x Machine Foreman
1 x Mistry(Mechanic Gr.-II)
1 x Mistry(Elec. Gr. III)
6 x Machineman
7 x Asstt.Machineman

BINDING SECTION

Pers: 17
1 x Asstt.Binding Foreman
3 x Sr.Book Binder
3 x Jr. Book Binder
1 x Cutting Machineman
1 x Rolling Machineman
1 x Perforating Machineman
2 x Wire Sticher
4 x Numberer
1 x Book Supplier

DIST.CONTROLLER OF STORES (SHIPPING) 374

Pers: 3
1 x DCS
1 x Steno-Typist
1 x MLSS

ASSTT.CONTROLLER OF STORES (SHIPPING) 91

Pers: 19
1 x ACS
1 x Supdt.
7 x UDA
3 x LDA-cum-Typist
1 x RS
5 x MLSS
1 x Sweeper

ESTABLISHMENT SECTION

Pers: 15
8 x UDA
6 x LDA-cum-Typist
1 x RS
1 x MLSS

BILL ENTRY SECTION

Pers: 17
1 x Head Asstt
11 x UDA
3 x LDA-cum-Typist
1 x RS
1 x MLSS

CLAIM SECTION

Pers: 13
1 x Inspector
5 x UDA
5 x LDA-cum-Typist
1 x RS
1 x MLSS

BILL SECTION

Pers: 10
6 x UDA
2 x LDA-cum-Typist
1 x RS
1 x MLSS

RECOUPMENT SECTION

Pers: 7
3 x UDA
2 x LDA-cum-Typist
1 x RS
1 x MLSS

REFUND SECTION

Pers: 10
3 x UDA
5 x LDA-cum-Typist
2 x MLSS

ASSTT.CONTROLLER OF STORES(JETTY) 280

Pers: 2
1 x ACS
1 x MLSS

R & I SECTION

Pers: 117
1 x SKP Grade-I
3 x ASKP
4 x WKP
11 x UDA
5 x LDA-cum-Typist
1 x RS
2 x Driver
1 x Forklift Driver
3 x Motor Driver
1 x Tin Smith
1 x Carpenter
2 x Packer
1 x Tendal
2 x L. Man
1 x L. Sarder
58 x Khalasi
1 x Cleaner
2 x MLSS
1 x Sweeper
16 x MC

JETTY SECTION

Pers: 161
3 x Inspector
1 x SKP Grade-II
4 x AI
11 x WKP
23 x UDA
7 x LDA-cum-Typist
40 x MC
1 x RS
1 x A.Y. Foreman
2 x L.Sarder
2 x L.Man
1 x Mark Man
2 x Packer
62 x Khalasi
2 x MLSS
1 x Sweeper

SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing.	Revised
	Class - I			
1.	Chief Controller of Stores	1	1	1
2.	Deputy Chief Controller of Stores	2	2	2
3.	District Controller of Stores	6	5	6
4.	Asstt. Controller of Stores	10	8	10
5.	Section Officer	2	2	2
	Total :	21	18	21
6.	Class - III	617	491	556
7.	Class - IV	382	335	340
	Grand Total :	1020	844	917

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport :
   a. 1 x Car for CCS
   b. 1 x Car for officers for official use
   c. 3 x Jeep for administrative use.
2. Private use of transport on payment will be strictly as per latest Government instructions.
3. Major Office Equipment:
   a. 1 x Duplicating Machine
   b. 1 x Photostat Machine
   c. 1 x Franking Machine
   d. 6 x Calculator
   e. 37 x Typewriter
4. Operational Equipment:
   a. General Printing Press:
      (1) 6 x Monotype Machine
      (2) 7 x Printing Machine
      (3) 2 x Stitching Machine
      (4) 1 x Perforating Machine
      (5) 1 x Rolling Machine
      (6) 1 x Cutting Machine
      (7) 4 x Auxilary
   b. Ticket Printing Press:
      (1) 19 x Printing Machine
      (2) 4 x Counting Machine
      (3) 1 x Stripping Machine
      (4) 2 x Chopping Machine
      (5) 1 x Destroyer Machine
      (6) 1 x Proof Machine
      (7) 1 x Lathe Cutting.

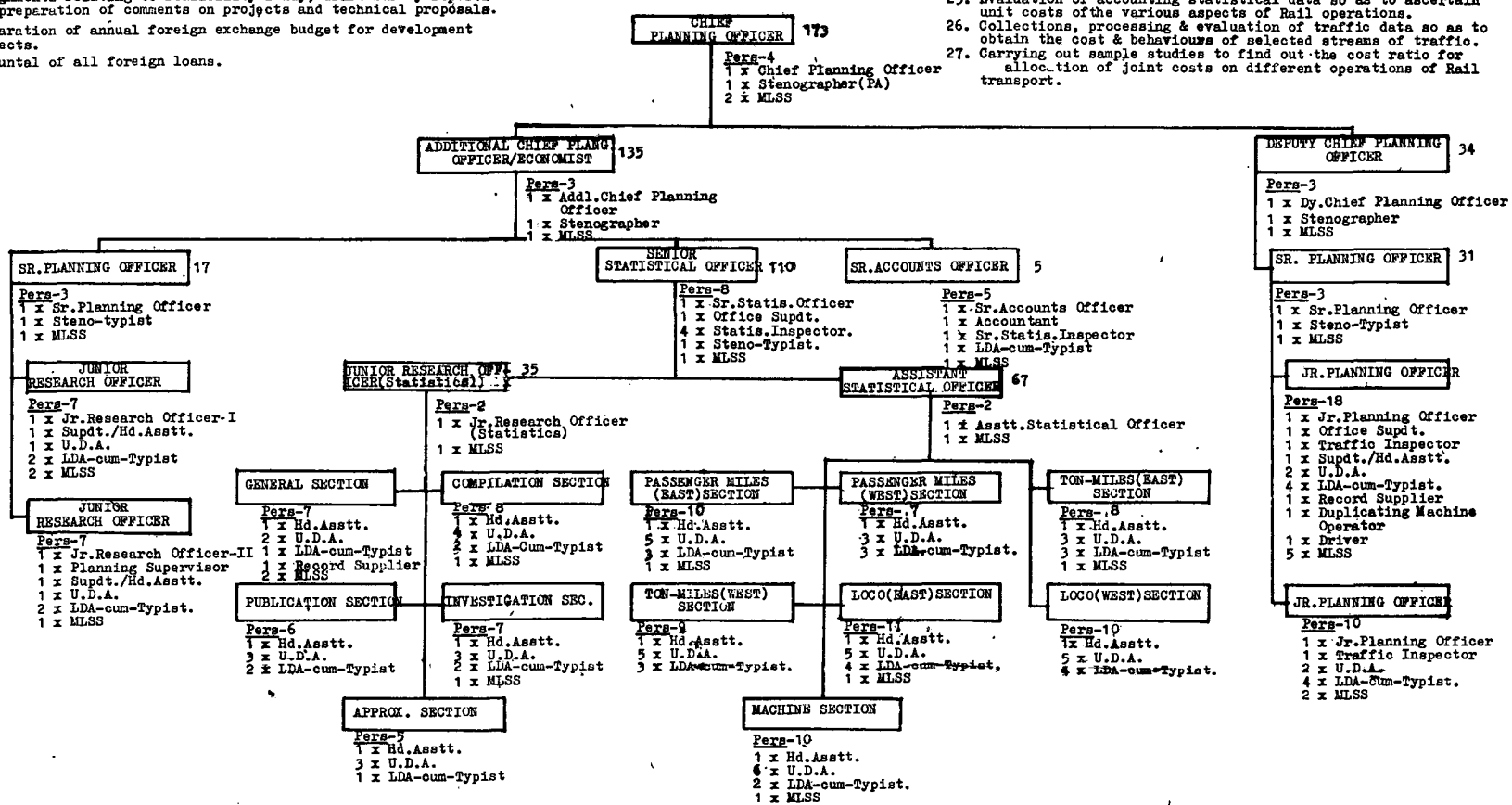
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
22.12.83

PLANNING CELL
RAILWAY DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. To initiate and formulate programmes/Projects for the development of Railway.
2. To prepare Five Year Plans and Annual Development Programmes.
3. To determine Plan and procedure for execution of approved programmes/projects.
4. To provide guidance to the Project Directors for preparation of project documents.
5. To maintain liaison with Planning Commission, other Ministries/Divisions/Departments and Foreign donors.
6. To prepare project briefs and position papers for periodical meetings of the Railway Division, Planning Commission and Implementation, Monitoring and Evaluation Division and aid-giving agencies.
7. To monitor implementation of projects.
8. To design proposal for evaluation of projects.
9. To prepare project proforma for development projects and to process the same for approval.
10. To negotiate with aid-giving agencies for financial support.
11. To ensure implementation of decision of the Government and aid-giving agencies relating to projects.
12. Assignments relating to feasibility study, draft survey reports and preparation of comments on projects and technical proposals.
13. Preparation of annual foreign exchange budget for development projects.
14. Accountal of all foreign loans.
15. Preparation of loan Agreements and Contract documents.
16. To supervise and control the Statistical Branch and Costing Cell of the Railway.
17. To prepare and publish Annual Report/Information Book of Bangladesh Railway.
18. Collection of data from the stations, sheds, yards and other organs of the Railway.
19. Posting, compilation and tabulation of figures.
20. Compilation of statistical statements as per Manual of Statistical Instructions for presentation to the administration
21. Supply of special information to all Heads of Departments. Foreign Experts, International & Regional financial institutions and other bodies.
22. Submission of materials for monthly meeting of Principal Officers and Review Meeting of the Railway Division.
23. Analysis of the operating efficiency results and offer suggestions in areas where further improvements and required.
24. Compilation and publications of Annual Information Book, Annual Report, Coaching and Goods Revenue Statistics, Quarterly Operating Statistics, Quarterly Commercial Statistics, Accident Statistics etc.
25. Evaluation of accounting statistical data so as to ascertain unit costs of the various aspects of Rail operations.
26. Collections, processing & evaluation of traffic data so as to obtain the cost & behaviours of selected streams of traffic.
27. Carrying out sample studies to find out the cost ratio for allocation of joint costs on different operations of Rail transport.

ORGANISATION



SUMMARY OF MANPOWER

Sl. NO.	Name of the Post	Sanctioned.	Existing	Revised
1.	Chief Planning Officer	1	1	1
2.	Additional Chief Planning Officer/Economist.	1	1	1
3.	Deputy Chief Planning Officer.	1	1	1
4.	Senior Planning Officer	2	2	2
5.	Senior Statistical Officer	1	1	1
6.	Senior Accounts Officer	1	1	1
7.	Junior Planning Officer	2	2	2
8.	Junior Research Officer	2	2	2
9.	Junior Research Officer (Statistics)	1	1	1
	Total : Class - I	12	12	12
10.	Asstt.Statistical Officer (Class-II)	1	1	1
	Class-III	157	132	129
	Class-IV	32	32	31
	GRAND TOTAL :	202	177	173

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport
   a. 1 x Car
2. Private use of transport will be as per Govt. Instructions issued from time to time.
3. OFFICE EQUIPMENT
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine
   c. 13 x Calculator (11 Pocket Size and 2 Desk Type).
   d. 4 x Facit Calculator.
   e. 13 x Comptometer/Electronic.
   f. 12 x Type Writer (The remaining 4 Type Writers are to be disposed of as per existing rules).

BRIGADIER
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CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.

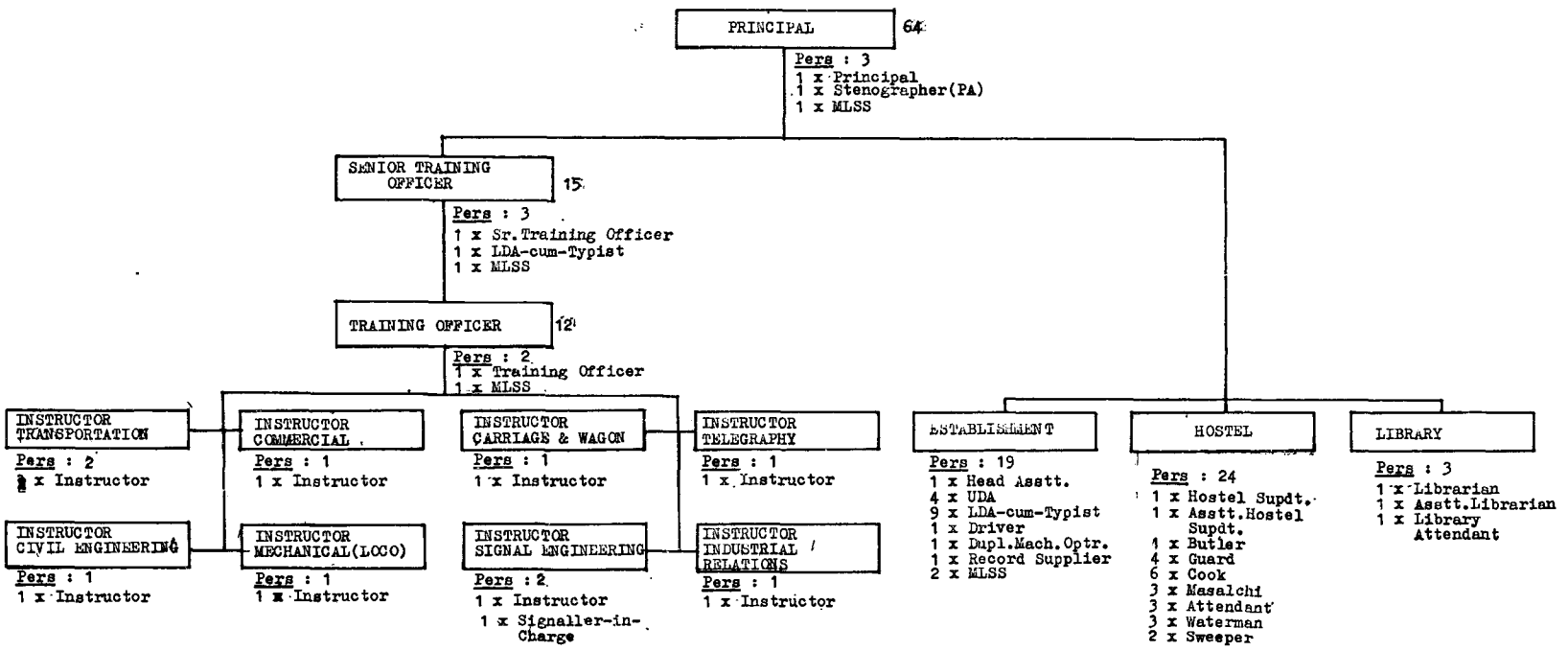
BANGLADESH RAILWAY TRAINING ACADEMY
RAILWAY DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. To conduct Foundation Courses, Promotion Courses and Refresher Courses to its officers and staff including supervisors, skilled staff for Traffic, Mechanical, Engineering, Accounts, Stores, Signal, Telecommunication and Personnel Department.

2. To conduct Training Courses for field worker for recapitulation of respective job-subject matters.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the Post		Sanctioned	Existing	Revised
	Class-I				
1.	Principal		1	1	1
2.	Sr.Training Officer		1	1	1
3.	Training Officer		1	1	1
	Total	=	3	3	3
	Class-II				
4.	Instructor		9	6	9
5.	Class-III		24	10	22
6.	Class-IV		31	20	30
	Grand Total	=	67	39	64

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport :
   a. 1 x Car(for Principal)
   b. 1 x Bi-cycle
2. Private use of transport on payment will be strictly as per latest instructions issued by the Government.
3. Major Office Equipment :
   a. 1 x Duplicating Machine
   b. 1 x Book Numbering Machine
   c. 1 x Wall Clock
   d. 2 x Sound Box
   e. 1 x Television
   f. 2 x Telegraph Machine
   g. 4 x Typewriter

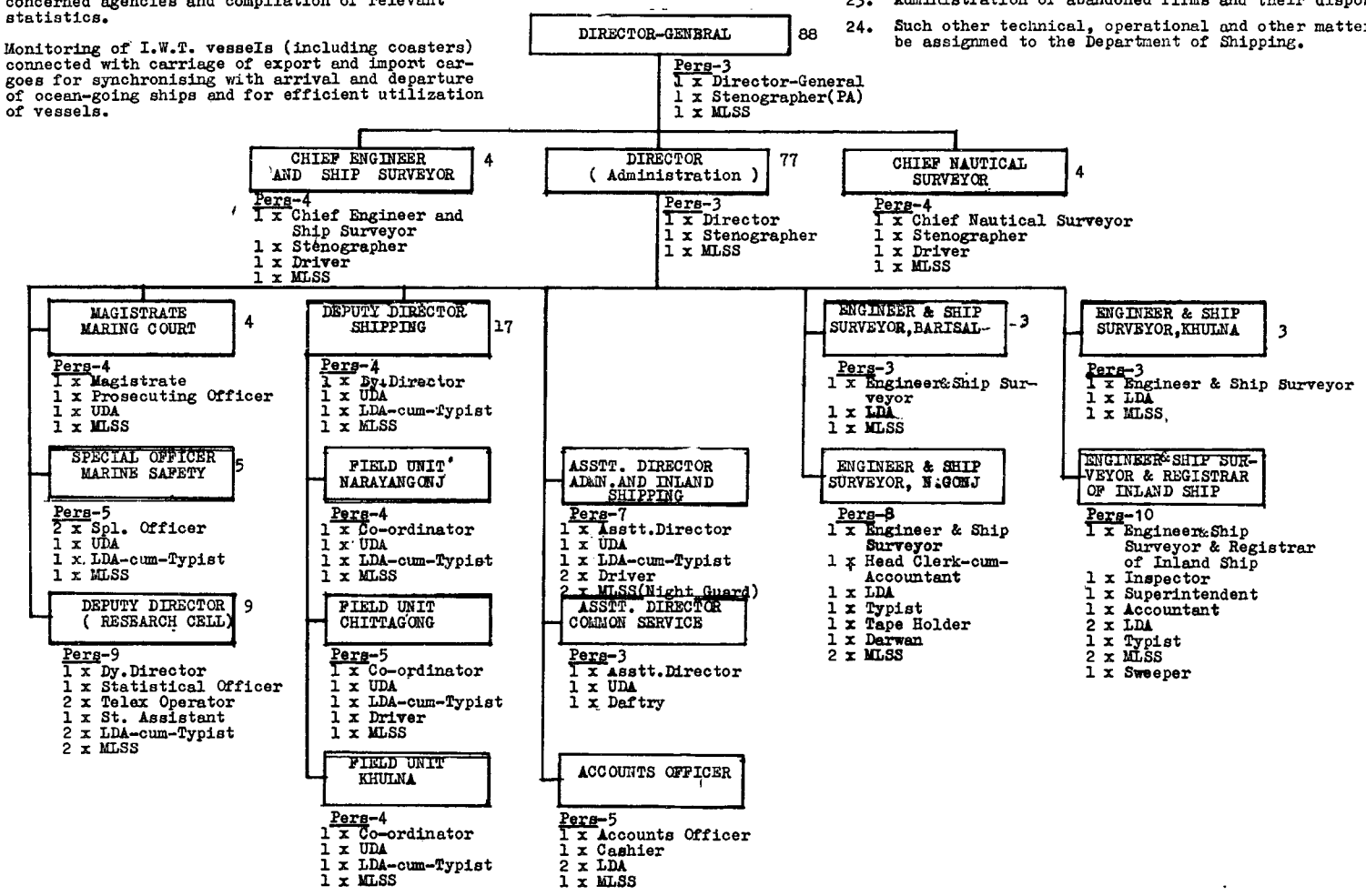
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.
15.12.83

DEPARTMENT OF SHIPPING
PORTS, SHIPPING AND IWT DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. Registration and survey of ships and issue of certificate of registry and certificate of survey.
2. Holding of examinations and issue of certificates to Masters, Engineers, etc., and Skippers and second hands of fishing boats.
3. Inspection of ships.
4. Training, discharge, punishment etc. of seamen.
5. Safety of lives and ships at sea and in inland waters and implementation of Rules, Regulations and International Conventions relating to these matters.
6. Implementation of Rules and Regulations relating to dangerous cargo and
7. Shipping accidents/casualties.
8. Liaison with International Marine Organisation (IMO) and other International Conventions in connection with shipping.
9. Development and maintenance of light house and and navigational aids.
10. Collection of information about arrival and departure of seagoing vessels and availability of shipping space destination-wise of export cargo, dissemination of such information of concerned agencies and compilation of relevant statistics.
11. Monitoring of I.W.T. vessels (including coasters) connected with carriage of export and import cargoes for synchronising with arrival and departure of ocean-going ships and for efficient utilization of vessels.
12. Transport co-ordination with different agencies for removing congestion at port of entry and ensuring speedy up-country movement of cargo.
13. All matters relating to conference line.
14. Matters relating to the permission for acquisition of ocean-going ships in the private sector.
15. Matters relating to chartering of vessels in respect of bulk cargo by various agencies of the Government.
16. Freight rates of shipping lines and freight study unit for the purposes, including Economic Statistics for shipping.
17. Operational matters pertaining to implementation of shipping agreements.
18. Space regulation of Overseas Ships-Cargo, reservation Cargo consolidation and co-ordination of shippers requirements.
19. Shipper's Council and co-ordination with Shipping Lines, Shipping Agents and Shippers.
20. All technical and operational matters relating to shipping including those of Bangladesh Shipping Corporation which are referred to Government.
21. Regulation of routes and cargo in respect of private sector ships.
22. Implementation of Maritime Zone's Act and Rules thereunder.
23. Administration of abandoned firms and their disposal.
24. Such other technical, operational and other matters as may be assignmed to the Department of Shipping.

ORGANISATION



SUMMARY OF MANPOWER

SI No	Name of posts	Sanctioned	Actual	Revised
	CLASS-I			
1.	Director-General	1	1	1
2.	Director	1	1	1
3.	Chief Engineer & Ship Surveyor	1	1	1
4.	Chief Nautical Surveyor	1	1	1
5.	Engineer & Ship Surveyor and Registrar of Inland Shipping	1	1	1
6.	Engineer and Ship Surveyor	3	1	3
7.	Deputy Director	2	2	2
8.	Magistrate Marine Court	1	1	1
9.	Special Officer Marine Safety	2	2	2
10.	Statistical Officer	1	1	1
	Total Class-I	14	12	14
	CLASS-II			
11.	Assistant Director	2	2	2
12.	Co-ordinator	3	-	3
13.	Accounts Officer	1	1	1
14.	Office Superintendent	1	1	-
15.	Prosecuting Officer	1	-	1
	Total Class-II	8	4	7
	Total Class-III	53	42	43
	Total Class-IV	30	25	24
	GRAND TOTAL	105	83	88

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: This Department is to retain :
   a. 4 x Cars
   b. 1 x Micro-bus
2. The remaining 1 x Car is to be handed over to the Govt.Transport Pool.
3. Air-conditioners & other office equipment : This Department is to retain:
   a. 3 x Air-conditioners
   b. 1 x Photostat Machine
   c. 1 x Plain Paper Copier
   d. 1 x Duplicating Machine
   e. 6 x Calculating Machine (4 pocket Calculating Machine).
   f. 14 x Typewriters.
4. 1 x Typewriter per Stenographer or Stenotypist/Typist. Ratio of Bengali and English Typewriter will be 6:4. 4 x Excess Typewriters will be handed over to the Central Stationery Office.

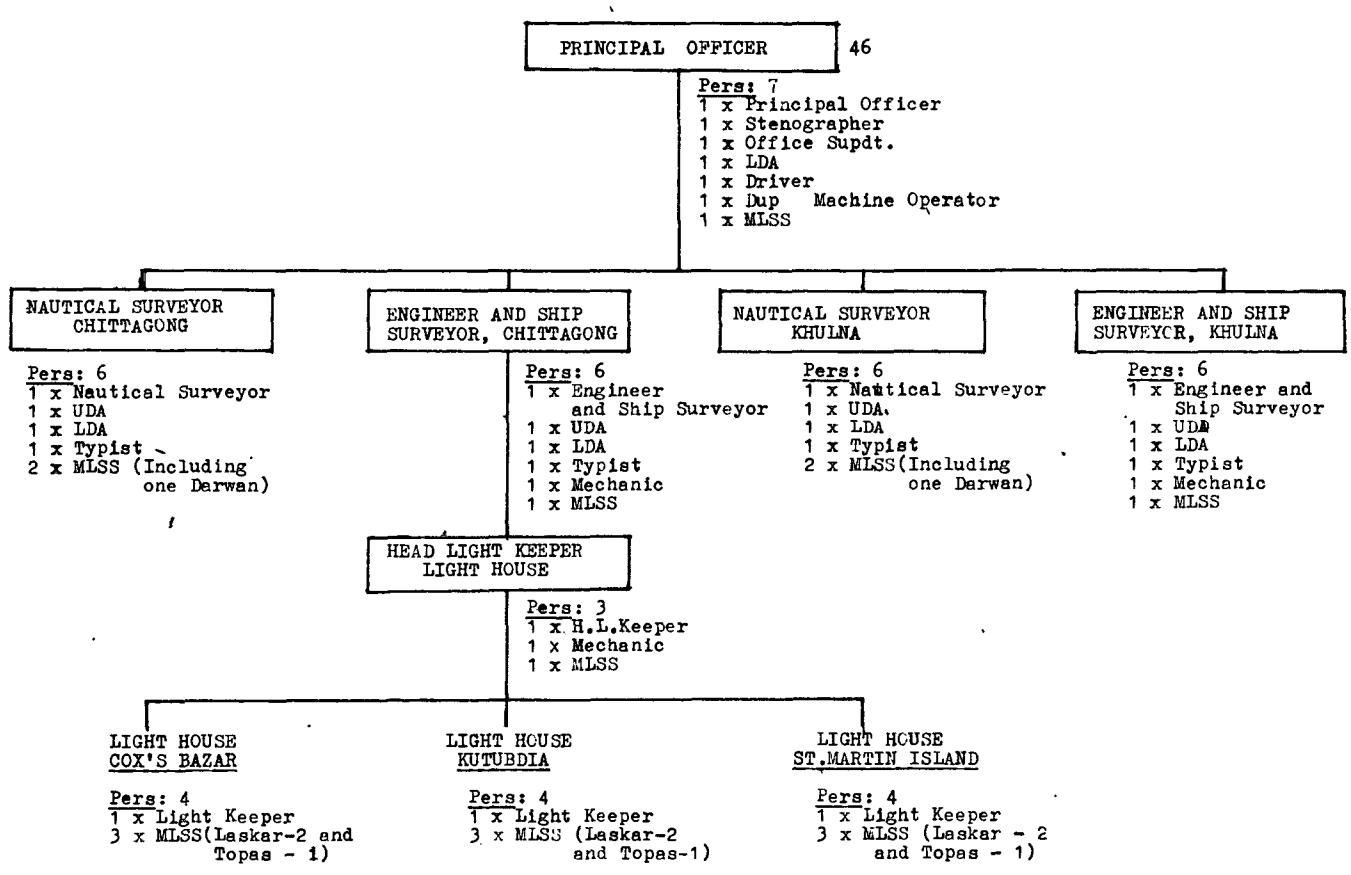
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

MERCANTILE MARINE DEPARTMENT
DEPARTMENT OF SHIPPING
PORTS, SHIPPING AND IWT DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. Administration of Merchant Shipping Act.
2. Supervision of Works of the Surveyors of the Department.
3. Issue of Safety Equipment Certificate.
4. Administration and Control of Shipping Ordinance.
5. Supervision of Emberkation and disemberkation of Pilgrims.
6. Approval of Cargó Plan for dangerous goods and deck cargo.
7. Issue of No Objection Certificate to vessels entering to, departing from the Port of Chittagong.
8. Issue of Bay crossing permission to Inland vessels during fair weather.
9. Issue of dispensation, exception of Safety items and officers on board ship.
10. International obligation on safety of life at Sea.
11. Inspection for approval of safety items at different manufacturers plant.
12. Registration of ship.
13. Issue Seaworthy Certificates to Vessels.
14. Attend to enquiries and investigations as to Shipping Casualities.
15. Calculations of tonnage of ships for registration purposes.
16. Inspection and survey of ships under Merchant Shipping Act, 1923.
17. Inspection for grant of 'B' certificates to the passangers ship.
18. Inspection and Clearance of Vessels not registered under Merchant Shipping Act.
19. Conducting Examination,eye test of Merchant Navy Nautical Officers.
20. Conducting survey of Inland Vessels in the Chittagong Zone under the Inland Survey Ordinance,1976.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of post	Sanctioned	Existing	Revised
	Class - I			
1.	Principal Officer	1	-	1
2.	Nautical Surveyor	2	1	2
3.	Engineer and Ship Surveyor	1	1	2
	Total:	4	2	5
	Class - II			
4.	Head Light Keeper	1	1	1
5.	Class - III	27	20	23
6.	Class - IV	17	16	17
	Grand Total:	49	39	46

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : This Department is to retain 1 x Car for use by Principal Officer
2. Authorization and use of transport will be as per Government Instruction issued from time to time.
3. Other office equipment: This Department is to retain :
   a. 1 x Duplicating Machine
   b. 1 x Pocket Calculator
   c. 5 x Typewriters.
4. 1 X Typewriter per Stenographer or Steno-Typist/ Typist. The ratio of Bengali and English typewriter will be 60: 40. Excess 1 x Typewriter will be handed over to the Central Stationery Office.
5. Air-Conditioners: This Department is to 1 x Air-Conditioner.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

MARINE ACADEMY
DEPARTMENT OF SHIPPING
PORTS, SHIPPING AND IWT DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. To assist the Government in continuing to provide pre-sea officers' training to Nautical and Engineering cadets for the ocean-going ships of the Bangladesh Merchant Navy.
2. To assist the Government in successfully conducting the alternative training scheme in line with City and guils examination system for the engineering cadets.
3. To assist the Government in implementing the planned increase of annual intake of cadets to expedite the process of replacing expatriate officers serving in Bangladesh merchant ships.
4. To assist the Government in commencing post-sea preparatory courses in phase designed to coach and prepare candidates for the certificate of competancy examinations.
5. To assist the Government in effecting changes where necessary in the training syllabus consistent with International Convention on Standards of Training Certification and Watch-keeping for Seafarers, 1978.

ORGANISATION

COMMANDANT 190

Pers: 3
1 x Commandant
1 x Stenographer
1 x MLSS

DEPUTY COMMANDANT 168

Pers: 3
1 x Dy.Commandant
1 x Stenographer
1 x MLSS

CHIEF OF NAUTICAL STUDIES 49

Pers: 3
1 x Chief of Nautical Studies
1 x Steno-Typist
1 x MLSS

DEPARTMENTAL STAFF

Pers: 46
2 x Sr.Nautical Instructor
3 x Nautical Instructor
1 x Radio Officer
1 x Electronic Instructor
1 x Medical Instructor
1 x Fire Instructor
1 x Jr.Radio Instructor
1 x Instrument Operator
1 x Radio Mechanic
1 x C.P.O.(SS)
1 x C.P.O.(Signal)
1 x Fire Assistant
1 x Medical Assistant
1 x Telephone Supervisor
1 x Master
2 x Coxwain
1 x Wire-less Operator
1 x S.B.A.
1 x Seacunny
1 x Wood Mechanist
1 x Boat Builders
1 x Bendari
10 x Laskar
2 x Greaser
5 x Boat Crew
1 x Topass
2 x Swimming Pool Attendant

CHIEF ENGINEER 38

Pers: 3
1 x Chief Engineer
1 x Steno-Typist
1 x MLSS

DEPARTMENTAL STAFF

Pers: 35
2 x Sr.Eng.Instructor
1 x Sr.Elec.Instructor
1 x Sr.Naval Architect
1 x Sr.Mech.Eng.Instructor
2 x Engineering Instructor
1 x Elec.Mech.Engineer
1 x Mech.Eng.Instructor
1 x Naval Architect
1 x Electrical Instructor
1 x Demonstrator
1 x Foremen
3 x Engg.Mechanic
1 x Elec.Mechanic
1 x Draftsman
1 x Head Mechanic
1 x Motor cum Launch Mechanic
1 x C.P.O. (Shipwright)
1 x Instrument Mech.
1 x Refrigerator Mech.
1 x Electric Fitter
1 x Moulder/Patern Maker
1 x Tracer
1 x Heat Treatment/Welder/Smith
2 x Launch Driver
1 x Fitter
1 x Fireman
1 x Mechanic
1 x Mechanist
1 x Coppersmith
1 x Turner

CHIEF EDUCATION OFFICER 12

Pers: 3
1 x Chief Education Officer
1 x Steno-Typist
1 x MLSS

DEPARTMENTAL STAFF

Pers: 9
5 x Education Officer
1 x Demonstrator
1 x Librarian
1 x Asstt.Librarian
1 x Library Attendant

ADMINISTRATIVE OFFICER 64

Pers: 64
1 x Admn. Officer
1 x Accounts Officer
1 x Cashier
4 x UDA
1 x Imam
3 x Store Keeper
1 x Steno-Typist
1 x Muasin
4 x LDA
2 x LDA-cum-Typist
1 x Tel.Supervisor
3 x Tel. Operator
5 x Driver
1 x Chief Steward
1 x Chief Cook
10 x Steward
6 x Cook
6 x Scullion
3 x MLSS
1 x Head Mali
2 x Gardener
3 x Khakrob
3 x Groundman

DEVELOPMENT OFFICER 2

Pers: 2
1 x Dev. Officer
1 x Steno-Typist

ADJUTANT 19

Pers: 19
1 x Adjutant
1 x C.P.O.(P.T.)
1 x P.T.I.
1 x Guard-in-charge
15 x Night Chowkider

SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
	Class - I			
1.	Commandant	1	1	1
2.	Dy.Commandant	1	-	1
3.	Chief Engineer	1	1	1
4.	Chief of Nautical Studies	1	-	1
5.	Sr.Nautical Instructor	2	-	2
6.	Sr.Engineer Instructor	2	-	2
7.	Chief Education Officer	1	1	1
8.	Sr.Mech.Eng.Instructor	1	-	1
9.	Sr.Electrical Instructor	1	-	1
10.	Sr.Naval Architect	1	-	1
11.	Nautical Instructor	5	2	3
12.	Engineer Instructor	3	1	2
13.	Development Officer	1	1	1
14.	Electrical Instructor	1	1	1
15.	Electrical Mech.Engineer	1	1	1
16.	Radio Officer	1	-	1
17.	Naval Architect	1	1	1
18.	Mech.Engineer Instructor	1	-	1
19.	Electronic Instructor	1	1	1
20.	Medical Instructor	1	1	1
21.	Fire Instructor	1	-	1
22.	Adjutant	1	-	1
23.	Jr.Radio Instructor	1	-	1
24.	Education Officer	6	2	5
25.	Administrative Officer	-	-	1
	Total:	37	14	34
	Class- II			
26.	Administrative Officer	1	1	-
27.	Demonstrator	2	2	2
28.	Librarian	1	1	1
29.	Accounts Officer	1	1	1
30.	Store Officer	1	1	1
31.	Instrument Operator	1	1	1
	Total:	7	7	5
32.	Class - III	71	53	59
33.	Class - IV	105	95	92
	Grand Total :	220	169	190

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC:

1. Transport : The Academy is to retain
   a. 2 x Car
   b. 2 x Jeep
   c. 1 x Bus
   d. 1 x Microbus
   e. 1 x Pickup
   The remaining 1 x Jeep is to be handed over to the Government Transport Pool.
2. Authorisation & use of transport will be as per Government instruction issued from time to time.
3. Air-Coolers: The Academy is to retain 7 x Air-Coolers.
4. Office equipment : The Academy is to retain:
   a. 1 x Duplicating Machine
   b. 9 x Typewriters(Bengali 3 & English 6)
   The remaining 6 x Typewriters is to be handed over to the Central Stationery Office, 1 x Typewriter per Stenographer or Steno-Typist/Typist.Ratio of Bengali & English Typewriters will be 6 : 4 .

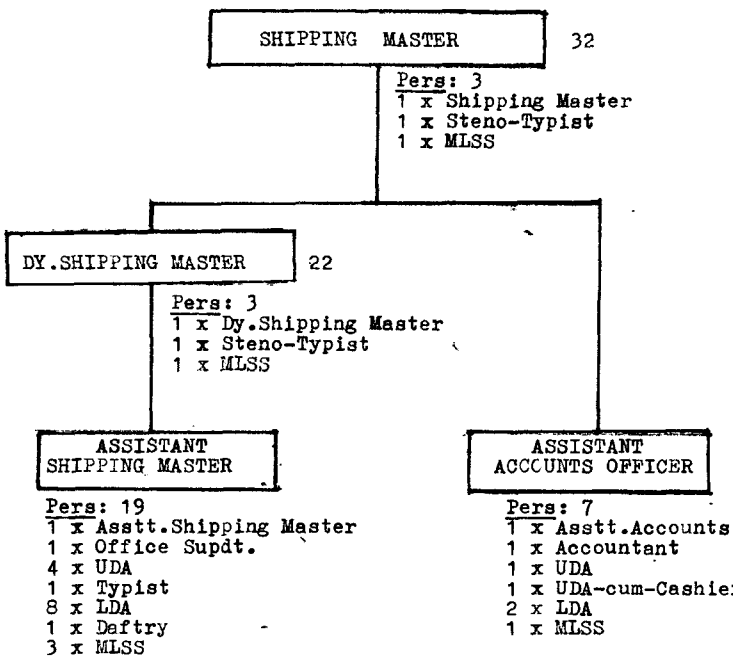
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

GOVERNMENT SHIPPING OFFICE
DEPARTMENT OF SHIPPING
PORTS, SHIPPING AND IWT DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. Administration of parts I and II of the Merchant Shipping Act, 1923 and the rules framed thereunder from time to time.
2. To give rulings and interpretations on provisions of the Merchant Shipping Acts, Articles of Agreement, Maritime Board (Bangladesh).
3. Arbitration and settlement of problems/disputes between the Shipper and Seafarer/Unions and Officers and Seafarers on employment and employment related problems often raised by foreign flag vessels/ owner and Maritime Labour Organization.
4. Matters relating to employment of Bangladeshi seamen on foreign flag vessels and to negotiate on terms and conditions therefore with the ranking representatives/executives of foreign ship owner and unions visiting Bangladesh.
5. Liaison with foreign shipowners on matters of employment of Bangladeshi seamen on their vessels.
6. Recruitment of Fresher Seamen.
7. Preparation and execution of plan for training of fresher seamen in keeping with the modern day technological developments and requirements and facilitation for their engagement on different foreign going vessels.
8. Maintenance and operation of Seamen's Funds under different heads i.e.,(a)Deferred Credit-I, (b) Deferred Credit-II and (c) Gratuity.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
	Class - I			
1.	Shipping Master	1	1	1
2.	Dy.Shipping Master	1	1	1
	Class - II			
3.	Asstt.Shipping Master	1	1	1
4.	Asstt.Accounts Officer	1	1	1
5.	Class - III	29	25	22
6.	Class - IV	10	9	6
	Total :	43	38	32

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. This organization is to retain 1 x Duplicating Machine.
2. This organization is to retain 2 x Typewriters.
3. The remaining 2 x Typewriters to be handed over to the Central Stationery Office.

(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

INSPECTORATE OF INLAND SHIPS
DEPARTMENT OF SHIPPING
PORTS, SHIPPING AND IWT DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. To check up Certificate of Registration of Inland Vessels.
2. To check up Survey Certificates.
3. To check up Certificate of Competency of Inland Masters, Engineers and Drivers.
4. To check up Life Saving equipments on board the Inland Vessels/Crafts.
5. To check up route permit, freight, fare and time table.
6. To check up overloading in the Inland Vessels.

ORGANISATION

CHIEF INSPECTOR — 29

Pers: 8
1 x Chief Inspector
1 x Inspector
1 x UDA
1 x Accountant-cum-Cashier
1 x Steno-Typist
1 x LDA-cum-Typist
2 x MLSS

INSPECTOR Dhaka	INSPECTOR Narayangonj	INSPECTOR Chandpur	INSPECTOR Barisal	INSPECTOR Khulna	INSPECTOR Patuakhali	INSPECTOR Chittagong
Pers: 3	Pers: 3	Pers: 3	Pers: 3	Pers: 3	Pers: 3	Pers: 3
1 x Inspector	1 x Inspector	1 x Inspector	1 x Inspector	1 x Inspector	1 x Inspector	1 x Inspector
1 x LDA-cum-Typist	1 x LDA-cum-Typist	1 x LDA-cum-Typist	1 x LDA-cum-Typist	1 x LDA-cum-Typist	1 x LDA-cum-Typist	1 x LDA-cum-Typist
1 x MLSS	1 x MLSS	1 x MLSS	1 x MLSS	1 x MLSS	1 x MLSS	1 x MLSS

SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
	Class - I			
1.	Chief Inspector	1	1	1
	Class - II			
2.	Inspector	8	5	8
3.	Class- III	16	6	11
4.	Class - IV	18	10	9
	Total :	43	22	29

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : Authorization and use of transport will be as per Government Instruction issued from time to time.
2. Office equipment: This Inspectorate is to retain 2 x Typewriters (English-1 & Bengali-1).
3. 1 x Typewriter per Stenographer or Steno-Typist/Typist. Ratio of Bengali and English Typewriter will be 6 : 4.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

SEAMEN'S TRAINING SCHOOL
DEPARTMENT OF SHIPPING
PORTS, SHIPPING AND IWT DIVISION
MINISTRY OF COMMUNICATIONS

ORGANISATION

PRINCIPAL — 23

Pers: 16
1 x Principal
2 x Teacher
1 x UDA(Head Asstt)
1 x Accountant-cum-Cashier
2 x LDA-cum-Typist
1 x Store Keeper
1 x Driver
1 x Daftry
6 x MLSS (Including Night Guard)

CHIEF NAUTICAL INSTRUCTOR
Pers: 1
1 x Chief Nautical Instructor

INSTRUCTOR (SEAMANSHIP)
Pers: 2
2 x Instructor

INSTRUCTOR (PHYSICAL TRAINING)
Pers: 1
1 x Instructor

CHIEF ENGINEERING INSTRUCTOR
Pers: 1
1 x Chief Engineering Instructor

INSTURCTOR (MARINE ENGINEERING)
Pers: 2
2 x Insturctor

SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
	Class - I			
1.	Principal	1	-	1
2.	Chief Nautical Instructor	1	-	1
3.	Chief Engineering Instructor	1	-	1
4.	Instructor(Seamanship)	3	1	2
5.	Instructor(Marine Engineering)	2	-	2
	Total Class-I	8	1	7
	Class - II			
6.	Instructor (Physical Training)	1	1	1
7.	Class-III	9	4	8
8.	Class-IV	5	4	7
	Grand Total:	23	10	23

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. This institute is to retain 1 x Micro-bus for transportation of trainee seaman for training and other official purpose.
2. Authorisation and use of transport will be as per Govt. instruction issued from time to time.
3. Office equipment: 1 x Typewriter per Stenographer or Steno-Typist/Typist. Ratio of Bengali and English Typewriter will be 6:4. Excess Typewriter will be handed over to the Central Stationery Office.

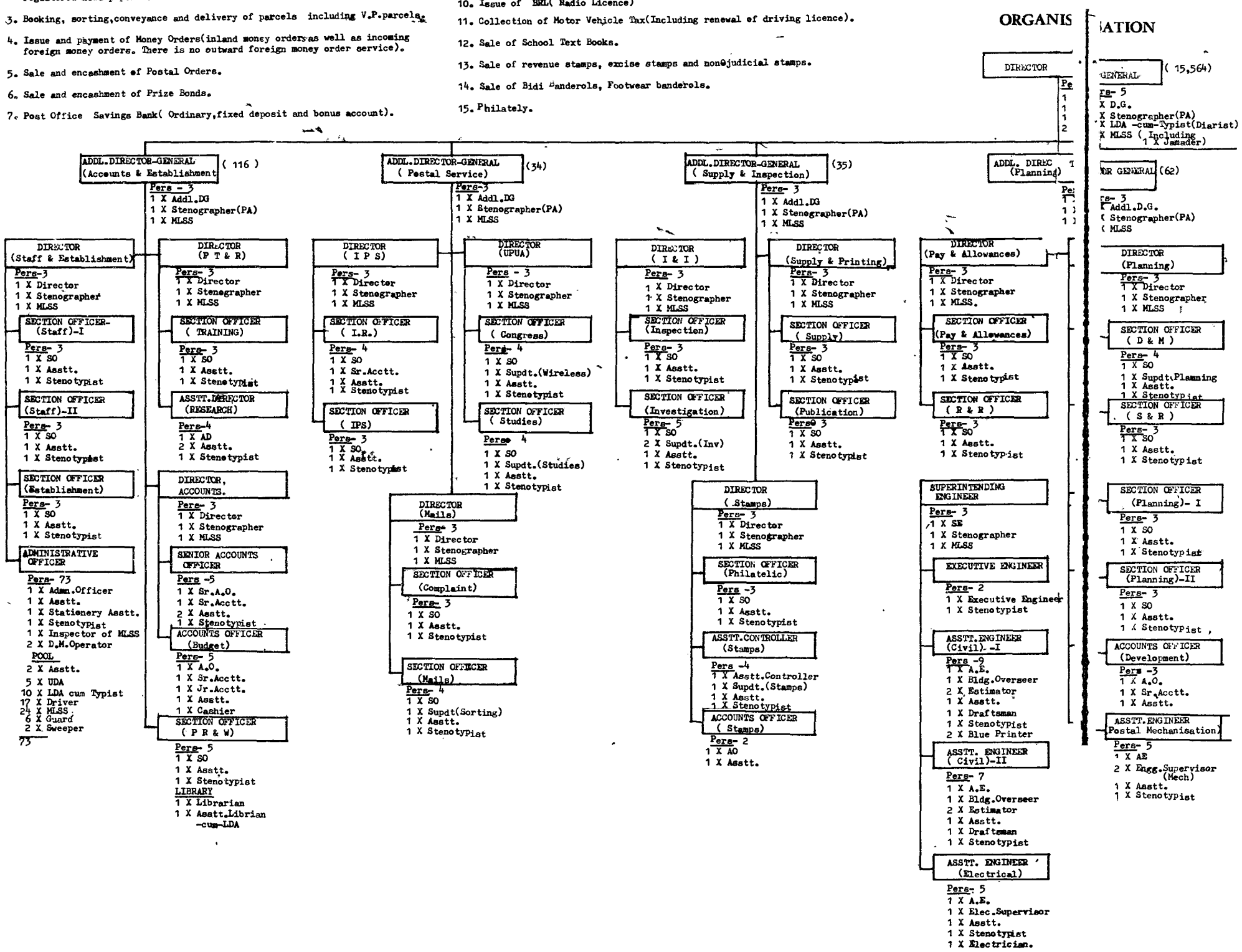
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE GENERAL, BANGLADESH POST OFFICE
POSTS AND TELE-COMMUNICATION DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. Collection, sorting, conveyance and delivery of the articles of the letter mails. It includes registered, insured and V.P. articles also.
2. Collection, sorting, conveyance and delivery of book packets, small packets registered news papers and blind literature.
3. Booking, sorting, conveyance and delivery of parcels including V.P. parcels.
4. Issue and payment of Money Orders (inland money orders as well as incoming foreign money orders. There is no outward foreign money order service).
5. Sale and encashment of Postal Orders.
6. Sale and encashment of Prize Bonds.
7. Post Office Savings Bank (Ordinary, fixed deposit and bonus account).
8. Savings Certificate (sale and payment)
9. Postal Life Insurance (issue of policy, settlement of claims, grant of loan accounting).
10. Issue of BRL (Radio Licence)
11. Collection of Motor Vehicle Tax (Including renewal of driving licence).
12. Sale of School Text Books.
13. Sale of revenue stamps, excise stamps and non-judicial stamps.
14. Sale of Bidi Banderols, Footwear banderols.
15. Philately.

ORGANISATION



16. Development activities.

17. Management, training and accounting in respect of Postal transactions.

18. Participation in Universal Postal Union(UPU) activities., and restrictive Postal Unions like Asian Pacific Postal Union,Commonwealth Postal Conference, Organisation of Islamic Conference etc.

DR GENERAL (62)

rs- 3
Addl.D.G.
Stenographer(PA)
MLSS

DIRECTOR (Planning)

Pers- 3
1 X Director
1 X Stenographer
1 X MLSS

SECTION OFFICER (D & M)

Pers- 4
1 X SO
1 X Supdt.Planning
1 X Asstt.
1 X Stenotypist

SECTION OFFICER (S & R)

Pers- 3
1 X SO
1 X Asstt.
1 X Stenotypist

SECTION OFFICER (Planning)- I

Pers- 3
1 X SO
1 X Asstt.
1 X Stenotypist

SECTION OFFICER (Planning)-II

Pers- 3
1 X SO
1 X Asstt.
1 X Stenotypist

ACCOUNTS OFFICER (Development)

Pers -3
1 X A.O.
1 X Sr.Acctt.
1 X Asstt.

ASSTT.ENGINEER (Postal Mechanisation)

Pers- 5
1 X AE
2 X Engg.Supervisor (Mech)
1 X Asstt.
1 X Stenotypist

ADDL.DIRECTOR-GENERAL (Banking & Insurance) (31)

Pers- 3
1 X Addl.D.G.
1 X Stenographer (PA)
1 X MLSS

DIRECTOR (Banking & Insurance)

Pers- 3
1 X Director
1 X Stenographer
1 X MLSS

SECTION OFFICER (P.L.I)

Pers- 3
1 X SO
1 X Asstt.
1 X Stenotypist

SECTION OFFICER (Savings)

Pers- 3
1 X SO
1 X Asstt
1 X Stenotypist

DIRECTOR,ACCOUNTS P.L.I.

Pers- 19
1 X Director
1 X Sr.Accounts Officer
1 X Supervisor
1 X Stenographer
7 X UDA
3 X Accounts Asstt.
3 X Mechinist
2 X MLSS

POSTAL ATTACHE London.

Pers -2
1 X Postal Attache
1 X Stenographer

ASSTT.DIRECTOR (I.P.A)

Pers- 16
1 X Asstt.Directot
1 X Jr.Acctt.
1 X Supervisor
1 X Stenotypist
10 X Accounts Asstt.
2 X MLSS

ASSTT. CONTROLLER (Stamps)

Pers- 64
1 X Asstt.Controller
1 X Jr.Acctt.
3 X Storekeeper
2 X IPOs Stamps
1 X Asstt.Storekeeper
1 X Hd.Assistant
4 X Asstt.Inspector
8 X UDA
3 X Checker
6 X Counters
8 X LDA
1 X LDA cum typist
2 X Driver
3 X Search Peon
2 X Carpenter
1 X Daftry
1 X Jamader
5 X Armed Guard
4 X Packer
2 X MLSS
1 X Sweeper
4 X Coolies

(163)

POSTAL PRINTING PRESS TONGI.

Pers -81
1 X Press Manager.
1 X Asstt.Press Manager
1 X Printing Manager
1 X Process Manager
1 X Administrative Officer
1 X Accounts Officer
1 X Jr.Accountant
1 X Sr.Camera Operator
1 X Sr.Compositor
1 X Proof Reader
1 X Store-incharge
1 X Storekeeper
1 X Supervisor
1 X Camera Operator
1 X Graphic Designer
1 X Jr.Proof Reader
1 X Cashier
3 X Stenotypist
1 X Tech.Supervisor
1 X Draftsman
1 X Photo Compositor
1 X Accounts Asstt.
1 X Receptionist
1 X Sr.Mechanic
1 X Sr.Electrician
4 X P.Operator
1 X Asstt.Photo Compositor
1 X Asstt.Caster Operator
1 X Key Board Operator
1 X Caster Operator
1 X Stripper & Retoucher
3 X Driver
1 X Electrician
4 X Machineman
4 X Asstt.Machineman
3 X Ink-man
1 X Platemaker
1 X Asstt.Platemaker
1 X Grining Machineman
1 X Asstt.Grin.Machineman
4 X Binder
1 X Compositor
2 X Packer
2 X Porter
1 Cleaner
4 X Binder Helper
5 X MLSS
3 X Armed Guard
2 X Guard
2 X Sweeper

PRINCIPAL, POSTAL ACADEMY, RAJSHAHI 63

Pers- 63
1 X Principal Grade-I
1 X Vice-Principal Gr-I
5 X Instructor
1 X Research Officer
1 X Accounts Officer
1 X Sr.Accountant
1 X Office Supervisor
4 X UDA
1 X Stenographer(PA)
1 X Stenographer
4 X Stenotypist
1 X Draftsman
1 X Storekeeper
3 X LDA-cum-typist
1 X Librarian
1 X Audio Visual Operator
1 X Audio Visual Mech.
2 X Caretaker
1 X Enquiry Asstt.
1 X Receptionist
1 X D.M.Operator
1 X Daftry
1 X Book Binder
3 X Driver
7 X MLSS
3 X Darwans
1 X Gardener
4 X Sweeper
4 X Hostel Attendant
3 X Cook
1 X Electrician
1 X Pump Driver

GENERAL MANAGER, POSTAL LIFE INSURANCE -2 (567)

Pers- 90
1 X General Manager
1 X Addl.General Manager
1 X Dy.General Manager
1 X Asstt.General Manager
1 X Accounts Officer
1 X Sr.Accountant
1 X Supdt.(Office)
1 X Office Supervisor
1 X Stenographer (PA)
2 X Head Asstt.
14 X UDA
1 X Town Inspector
1 X Stenographer
1 X Stenotypist
1 X Cashier
4 X LDA cum typist
1 X Daftry
1 X Driver
1 X DM Operator
6 X MLSS
2 X Chowkider
1 X Sweeper
45 X 2 = 90

REGIONAL MANAGER P.L.I - 4

Pers- 352
1 X Regional Manager
2 X Dy.Regional Manager
1 X Accounts Officer.
1 X Supdt.
1 X Jr.Acctt.
5 X Supervisor
2 X Stenotypist
1 X Town Inspector(F)
37 X PLI Acctt.
26 X Accounts Asstt.
2 X Typist
1 X Driver
1 X Daftry
1 X Book Binder
4 X MLSS
1 X Chowkider
1 X Sweeper
88 X 4 = 352

ASSTT.GENERAL MANAGER (FIELD) PLI -12

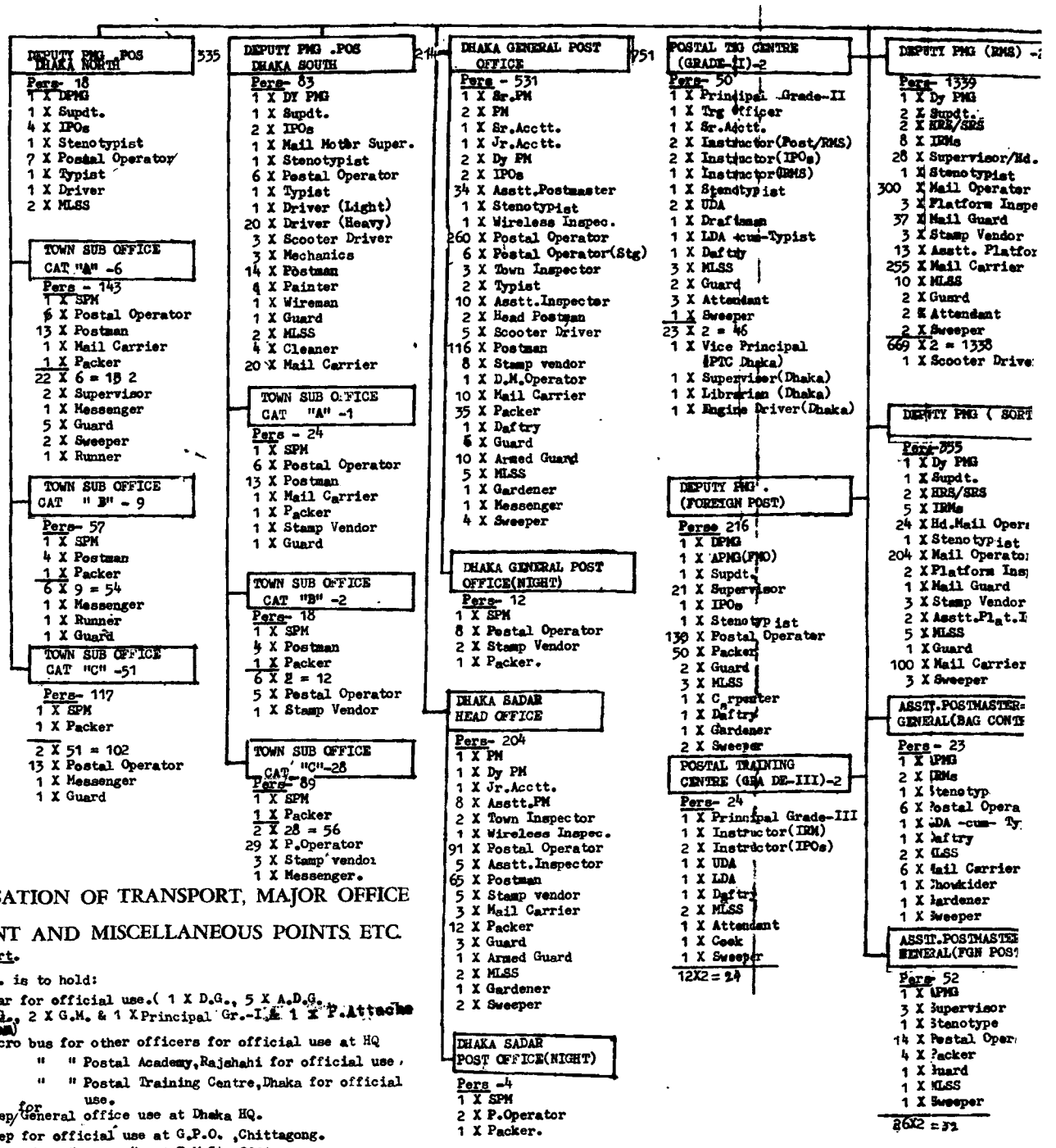
Pers -125
1 X Asstt.Gen.Manager(F)
3 X Inspector,PLI
1 X Stenotypist
1 X Town Inspector(F)
2 X PLI Accountant
1 X MLSS
9 X 12 = 108
16 X Supdt. (F)
1 X Supervisor

POSTMASTER-GENERAL- 4

Pers- 643
1 X Postmaster-General
1 X Addl.PMG
2 X Dy.PMG
1 X Exective Engineer
4 X Asstt.PMG
1 X Accounts Officer
1 X Asstt.Engineer(Civil)
1 X Medical Officer
2 X Sr.Acctt.
1 X Office Supervisor
1 X Head Asstt.
1 X Manager Stock Depot
5 X Supervisor
1 X Elec.Supervisor
3 X Bld.Overseer
2 X Estimator
1 X Stenographer(PA)
1 X Stenographer
4 X Stenotypist
3 X Supdt.
2 X IPOs
2 X Draftsman
1 X Tehhnician
40 X UDA
1 X WLI
2 X Driver
15 X LDA-cum-typist
2 X C.I.
1 X Compounder
1 X Midwife
1 X Dresser
3 X Electrician
1 X Carpenter
1 X D.M.Operator
1 X Record sorter
1 X Daftry
1 X Gardener
7 X Chowkider
15 X MLSS
2 X Wireman
1 X Blue Printer
1 X Cashier
2 X Motor/Pump Operator
2 X Plumber
8 X Sweeper
1 X Attendant
152 X 4 = 608
1 X CPOs cum Addl.PMG
1 X Engg.Supervisor (Mechanisation)
1 X Manager,RLO
1 X IRM(Bag)
3 X Asstt.Manager(RLO)
1 X Stenographer
2 X Civil Defence Inst.
1 X Compounder
1 X Gas Mistry
1 X Mason
2 X Packer
17 X Pump Operator
3 X Mail Carrier
35

SUMMARY OF MANPOWER

Sl. No.	Name of Post.	Sanctioned strength	Existing	Revised
	Class-I			
1.	Director-General	1	1	1
2.	Addl.Director-General (Dy.D.G. redesignated)	4	4	5
3.	Principal Grade-I, Postal Academy	1	1	1
4.	Postmaster-General	4	4	4
5.	General Manager, P.L.I.	2	2	2
6.	Director (H.Qrs)	10	10	12
7.	Director, P.L.I. Accounts	1	1	1
8.	Vice Principal Grade-I (Director Postal Academy redesignated)	1	1	1
9.	Addl.Postmaster-General (Dy.PMG redesignated)	5	5	5
10.	Regional Manager,P.L.I. (Director redesignated)	4	4	4
11.	Addl.General Manager,P.L.I. (Director, PLI redesignated)	1	1	-
12.	Postal Attache, London	1	1	1
13.	Dy.Postmaster-General (APMG redesignated)	8	8	8
14.	Instructor, Postal Academy	1	1	5
15.	Dy.General Manager, P.L.I. (AGM redesignated)	2	2	2
16.	Principal Grade-II P.T.C.	1	1	2
17.	Sr.Section Officer	5	5	-
18.	Sr.Accounts Officer	2	2	2
19.	Dy.Postmaster-General (P.Os) (Supdt/Dy.Controller of P.O. upgraded and redesignated)	-	-	23
20.	Dy.Postmaster-General,Foreign Post, (Sr.Supdt. redesignated)	1	1	1
21.	Controller of Text Book	1	1	-
22.	Sr.Postmaster, G.P.O.	3	3	4
23.	Dy.Postmaster-General(Sorting) (Supdt.upgraded&redesignated)	-	-	1
24.	Dy.Postmaster-General,R.M.S. (Supdt.RMS upgraded & redesignated)	-	-	2
25.	Asstt.Postmaster-General, P.Os (Supdt. redesignated)	21	21	1
26.	Dy.Controller of P.Os	2	2	-
27.	Press Manager	1	1	1
28.	Principal Grade-III, P.T.C.	3	3	2
29.	Dy.Controller, Text Book	1	1	-
30.	Medical Officer	2	2	4
31.	Research Officer	1	1	1
32.	Postmaster	20	20	26
33.	Asstt.Postmaster-General, C.O. (Asstt.Director redesignated)	16	16	16
34.	Dy.Regional Manager, P.L.I. (Asstt.Director redesignated)	8	8	8
35.	Asstt.General Manager (Office)	2	2	2
36.	Asstt.General Manager, P.L.I.(F), (Asstt.Director redesignated)	12	12	12
37.	Accounts Officer	15	15	15
38.	Vice Principal, Grade-II	1	1	1
39.	Asstt.Postmaster-General,Foreign Post, (Supdt.Foreign Post redesignated)	2	1	2
40.	Training Officer	2	2	2
41.	Section Officer (H.Qrs)	21	21	24
42.	Asstt.Controller Stamps(H.Qrs)	1	1	1
43.	Asstt.Controller stamps (P)	1	1	1
44.	Asstt.Director (Research)	1	1	1
45.	Asstt.Director, IPA Office (Supdt. redesignated)	1	1	1
46.	Asstt.Postmaster-General(Foreign Money Order)(Supdt. redesignated)	1	1	1
47.	Asstt.Press Manager	1	1	1
48.	Printing Manager	1	1	1
49.	Process Manager	1	-	1
50.	Administrative Officer (Press)	1	1	1
51.	Administrative Officer (H.Qrs) (Chief Supdt. redesignated)	-	-	1
52.	Asstt.Postmaster-General, Bag Control Office(Asstt.Director redesignated)	1	1	1
53.	Lady Medical Officer	1	-	-
54.	Supdt.Sorting & Air Division	1	1	-
55.	Superintendent R.M.S.	2	2	-
56.	Superintending Engineer (On deputation)	1	1	1
57.	Executive Engineer(On deputation)	5	2	3
58.	Asstt.Engineer (Civil)(On deputation)	6	6	6
59.	Asstt.Engineer (Electrical) (On deputation)	5	1	1
60.	Asstt.Engineer(Postal Mechanisation)	2	1	1
61.	Junior Architect	1	-	-
		223	211	231
	CLASS - II			
62.	Chief Superintendent	1	1	-
63.	Senior Accountant	20	20	21
64.	Class-III	10,916	10,823	11,016
65.	Class-IV	4,420	4,415	4,296
		15,580	15,470	15,564



AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport.

1. The Deptt. is to hold:
   a. 44 X Car for official use.(1 X D.G., 5 X A.D.G., 4 X PMG., 2 X G.M. & 1 X Principal Gr.-I & 1 X P.Attache London)
   b. 6 X Micro bus for other officers for official use at HQ
   c. 1 X " " " Postal Academy,Rajshahi for official use.
   d. 1 X " " " Postal Training Centre,Dhaka for official use.
   e. 2 X Jeep for General office use at Dhaka HQ.
   f. 1 X Jeep for official use at G.P.O. ,Chittagong.
   g. 4 X " " " " at P.M.G's Office.
   h. 21 X " " " " at Dy.PMG(.P.Os) at District HQ.
   i. 1 X " " " " at Controller of P.Os at Dhaka City.
   j. 2 X " " " " at Dy.P.M.G(P.Os) at Dhaka city.
   k. 2 X " " " " at Dy.P.M.G(P.Os)at Sylhet for cash conveyance.
   l. 5 X Bus for conveyance of Staff on payment at Dhaka.
   m. 3 X Bus for conveyance at Chittagong,Khulna and Rajshahi.
   n. 4 X Mini Micro Bus for official use by the Regional Manager(PLI)
   o. 1 X Motor Cycle for DR duties at H.Q.
   p. 44 X Pick up, 4 X Mail Van, 12 X Truck — For operational use at HQ & field offices as at present.
2. Use and authorization of Govt. transport will be governed by Govt. instruction issued from time to time.
3. The Deptt.is to hold:
   a. 4 X air cooler for use of D.G. Conference Room,Sorting Machine Room & Printing Press. The remaining 2 X air cooler are to be handed over to BPWD
   b. 2 X Photostat machine (One for HQ. and another for Foreign Post office, Dhaka).
   c. 65 X Duplicating machine (2 for H.Q and 63 for field offices.
   d. 255 X Typewriters may be retained . Remaining 40 typewriters are to be handed over to the Central Stationery Office.
   e. 158 X Franking Machine.
   f. 48 X Stamps cancelling machine.
   g. 4 X Projector
   h. 2 X Tying & bundling machine.

Notes : 1 : There are 363 Extra departmental Sub Pos into Departmental Sub Post Offices. But only 25 E.D. S.Os have been converted in shown in the chart. The remaining 338 ED programme over a period of 5 years.

2: There are 6110 Extra Departmental Branch delivery staff. The remaining 1045 EDBOs is managed on a nominal delivery allowan provided with delivery staff on a phased years.

3: There are 291 ED Guard,ED Sweeper etc. w mental guard/sweeper etc. where justifie where possible.

4: The total No.of Extra Departmental staff pensionable and the incumbents are only not been included in the chart:
   E.D.Sub-Postmaster
   ED.Agents(Branch Postmaster
   ED Mail Carrier
   ED Delivery Agents
   other ED Staff.

POSTMASTER-GENERAL- 4 (13,845)

POSTAL TRG CENTRE (GRADE-II)-2

Pers- 50
1 X Principal Grade-II
1 X Trg Officer
1 X Sr.Acctt.
2 X Instructor(Post/RMS)
2 X Instructor(IPOs)
1 X Instructor(RMS)
1 X Stendtypist
2 X UDA
1 X Draftsman
1 X LDA -cum-Typist
1 X Daftry
3 X MLSS
2 X Guard
3 X Attendant
1 X Sweeper
23 X 2 = 46
1 X Vice Principal (PTC Dhaka)
1 X Supervisor(Dhaka)
1 X Librarian (Dhaka)
1 X Engine Driver(Dhaka)

DEPUTY PMG (FOREIGN POST)

Pers- 216
1 X DPMG
1 X APMG(FMO)
1 X Supdt.
21 X Supervisor
1 X IPOs
1 X Stenotypist
130 X Postal Operator
50 X Packer
2 X Guard
3 X MLSS
1 X Carpenter
1 X Daftry
1 X Gardener
2 X Sweeper

POSTAL TRAINING CENTRE (GRA DE-III)-2

Pers- 24
1 X Principal Grade-III
1 X Instructor(IRM)
2 X Instructor(IPOs)
1 X UDA
1 X LDA
1 X Daftry
2 X MLSS
1 X Attendant
1 X Cook
1 X Sweeper
12X2 = 24

DEPUTY PMG (RMS) -2

Pers- 1339
1 X Dy PMG
2 X Supdt.
2 X HRS/SRS
8 X IRMs
28 X Supervisor/Hd.Sorter
1 X Stenotypist
300 X Mail Operator
3 X Platform Inspector
37 X Mail Guard
3 X Stamp Vendor
13 X Asstt. PlatformInspec.
255 X Mail Carrier
10 X MLSS
2 X Guard
2 X Attendant
2 X Sweeper
669 X 2 = 1338
1 X Scooter Driver

DEPUTY PMG (SORTING)

Pers-255
1 X Dy PMG
1 X Supdt.
2 X HRS/SRS
5 X IRMs
24 X Hd.Mail Operator/SRS
1 X Stenotypist
204 X Mail Operator/SRS
2 X Platform Inspector
1 X Mail Guard
3 X Stamp Vendor
2 X Asstt.Plat.Inspec.
5 X MLSS
1 X Guard
100 X Mail Carrier
3 X Sweeper

ASSTT.POSTMASTER-GENERAL(BAG CONTROL)-1

Pers - 23
1 X APMG
2 X IRMs
1 X Stenotyp
6 X Postal Operator
1 X UDA -cum- Typist
1 X Daftry
2 X MLSS
6 X Mail Carrier
1 X Showkider
1 X Gardener
1 X Sweeper

ASSTT.POSTMASTER-GENERAL(FGN POST) -2

Pers- 52
1 X APMG
3 X Supervisor
1 X Stenotype
14 X Postal Opera tor
4 X Packer
1 X Guard
1 X MLSS
1 X Sweeper
26X2 = 52

CHITTAGONG GPO 624

Pers- 403
1 X Sr.PM
2 X PM
1 X Sr.Acctt.
2 X IPOs
1 X Mail Motor Supervisor
1 X Jr.Acctt.
1 XDy PM
25 X Asstt.Postmaster
1 X Stenotypist
1 X Wireless Inspector
1 X Motor Mechanic
190 X Postal Operator
4 X P.Operator(Stg)
2 X Town Inspector
2 X Typist
10 X Asstt.Inspector
2 X Head Postman
9 X Driver
3 X Scooter Driver
90 X Postman
4 X Stamp vendor
1 X DM Operator
10 X Mail Carrier
25 X Packer
1 X Daftry
4 X Guard
1 X Messenger
5 X MLSS
1 X Gardener
2 X Sweeper

BANDAR HEAD OFFICE GRADE " B"

Pers- 50
1 X PM
1 X APM
1 X P.O.Acctt.
1 X Treasurer
1 X Town Inspector
15 X Postal Operator
2 X P.Operator(Stg)
20 X Postman
1 X Stamp vendor
2 X Packer
2 X Mail Carrier
2 X Guard
1 X Sweeper

TOWN SUB OFFICE CAT. " A " - 2

Pers- 24
1 X SPM
5 X Postal Operator
4 X Postman
1 X Packer
11 X 2 = 22
1 X Stamp vendor
1 X Guard

TOWN SUB OFFICE CAT. " B " - 11

Pers- 47
1 X SPM
2 X Postman
3 X 11 = 33
4 X P.Operator
2 X Mail Carrier
4 X Packer
2 X Guard
2 X Messenger

TOWN SUB OFFICE CAT. " C" -26

Pers - 100
1 X SPM
1 X Packer
2 X 26 = 52
40 X Postal Operator
8 X Stamp vendor

KHULNA GPO 319

Pers- 169
1 X Sr.PM
1 X PM
1 X Sr.Acctt.
1 X Mail Motor Super.
1 X Dy PM
2 X IPOs
10 X Asstt.PM
1 X Stenotypist
1 X Wireless Inspector
1 X Mechanic
90 X Postal Operator
2 X P.Operator(Stg)
1 X Town Inspector
1 X Typist
5 X Asstt.Inspector
1 X Head Postman
5 X Driver
24 X Postman
2 X Stamp vendor
1 X D.M.Operator
3 X Mail Carrier
6 X Packer
1 X Daftry
1 X Gardener
2 X MLSS
1 X Messenger
1 X Sweeper
2 X Guard

KHULNA SADAR HEAD OFFICE GRADE "B"

Pers- 40
1 X PM
1 X APM
1 X P.O.Acctt.
1 X Treasurer
13 X Postal Operator
1 X P.Operator(Stg)
16 X Postman
2 X Packer
2 X Mail Carrier
1 X Guard
1 X Sweeper

TOWN SUB OFFICE CAT " A "-2

Pers- 35
1 X SPM
6 X Postal Operator
8 X Postman
1 X Stamp vendor
1 X Packer
17 X 2 = 34
1 X Supervisor

TOWN SUB OFFICE CAT. " B " -8

Pers- 26
1 X SPM
1 X Postman
1 X Mail Carrier
3 X 8 = 24
2 X P.Operator

TOWN SUB OFFICE CAT. "C"-17

Pers- 49
1 X SPM
1 X Mail Carrier
2 X 17 = 34
9 X Postal Operator
4 X Stamp vendor
1 X Driver(Mobile P.O)
1 X Guard

RAJSHAHI GPO 196

Pers- 113
1 X Sr.PM
1 X Postmaster
1 X Sr.Acctt.
1 X Mail Moror Supervisor
2 X IPOs
1 X Dy PM
6 X APM
1 X Stenotypist
1 X Wireless Inspector
50 X Postal Operator
2 X P.Operator(Stg)
1 X Town Inspector
1 X Typist
5 X Asstt.Inspector
1 X Hd Postman
2 X Driver
16 X Postman
2 X Stamp vendor
1 X DM Operator
3 X Mail Carrier
6 X Packer
1 X Daftry
2 X Guard
1 X Gardener
2 X MLSS
1 X Messenger
1 X Sweeper

GHORAMARA HEAD OFFICE GRADE "B"

Pers- 35
1 X PM
1 X APM
1 X PO Acctt.
1 X Treasurer
13 X Postal Operator
1 X P.Operator(Stg)
11 X Postman
2 X Stamp Vendor
1 X Packer
1 X Mail Carrier
1 X Guard
1 X Sweeper

TOWN SUB OFFICE CAT " A"-1

Pers -15
1 XSPM
6 X Postal Operator
7 X Postman
1 X Packer

TOWN SUB OFFICE CAT " B "-3

Pers- 16
1 X SPM
3 X Postman
4 X 3 = 12
2 X Postaal Operator
1 X Packer
1 X Runner

TOWN SUB OFFICE CAT " C" -7

Pers- 17
1 X SPM
1 X Packer
2 X 7 = 14
3 X Postal Operator

DEPUTY PMG POS- 21 (9348)

Pers- 2868
1 X DPMG (POs)
1 X Supdt.
6 X IPOs
1 X Stenotypist
6 X Postal Operator
1 X Typist
1 X Driver
16 X Asstt.Inspector
6 X MLSS
1 X Guard
1 X Sweeper
41 X 21 = 861
1 X APMG(POs)HBJ Dn.
1 X Supdt. (HBJ Dn.
6 X IPOs (HBJ Dn)
2 X IPOs (Cash) Hbj Dn.
1 X Steno (HBJ)
1 X Wireless Inspector (HBJ)
6 X Postal Operator(HBJ)
1 X Typist(HBJ)
1 X Driver (HBJ)
10 X Asstt.Inspector(HBJ)
1 X Guard (HBJ)
5 X MLSS(HBJ)
8 X Driver(Heavy)
410 X Postman(for EDSO/EDBOs)
4 X Boatman
2 X Gardener
1546 X Runner(Including EDSOs/EDBOs)
1 X Sweeper

HEAD OFFICE GRADE "A"- 18

Pers- 1533
1 X PM
1 X Jr.Acctt.
1 X Dy.PM
5 X APM
1 X IPOs(Town)
1 X Wireless Inspector
1 X Treasurer
30 X Postal Operator
1 XTypist
1 X P.Operator(Stg)
1 X Driver
5 X Asstt.Inspector
1 X Head Postman
20 X Postman
1 X Stamp Vendor
4 X Mail Carrier
2 X Packer
2 X Guard
1 X Armed Guard
2 X MLSS
1 X Gardener
1 X Sweeper
84 X 18=1512
1 X PM (Try)for Sylhet HO
2 X IPOs(Cash) "
6 X Driver
4 X Scooter Driver
8 X Runner

SUB OFFICES (NO-DELIVERY)-173

Pers- 346
1 X SPM
1 X Mail Carrier
2 X 173 = 346

HEAD OFFICE GRADE "B"-46

Pers-1334
1 X PM
1 X APM
1 X PO Acctt.
1 X Town Inspector
1 X Treasurer
7 X Postal Operator
1 X P.Operator(Stg)
1 X Asstt.Inspector
1 X Head Postman
6 X Postman
1 X Stamp Vendor
2 X Mail Carrier
2 X Packer
1 X Guard
1 X MLSS
1 X Sweeper
29 X 46 = 1334

RURAL THANA SUB OFFICES- 401

Pers- 2406
1 X TPM (SPM)
2 X Postal Operator
2 X Postman
1 X Packer
6 X 401 = 2406

SUB OFFICE (DELIVERY-430

Pers- 860
1 X SPM
1 X Postman
2 X 430 = 860

1 : There are 363 Extra departmental Sub Post Offices which need conversion into Departmental Sub Post Offices. But because of the financial implication only 25 E.D. S.Os have been converted into departmental Sub Post Offices and shown in the chart. The remaining 338 EDSOs should be converted on a phased programme over a period of 5 years.

2: There are 6110 Extra Departmental Branch Post Offices of which only 5065 have delivery staff. The remaining 1045 EDBOs have no delivery staff and the work is managed on a nominal delivery allowances. These offices should also be provided with delivery staff on a phased programme spread over a period of 5 years.

3: There are 291 ED Guard,ED Sweeper etc. which should be converted into departmental guard/sweeper etc. where justified or the posts should be abolished where possible.

4: The total No.of Extra Departmental staff is shown below.As the posts are not pensionable and the incumbents are only paid allowances, their strength has not been included in the chart:

E.D.Sub-Postmaster	338
ED.Agents(Branch Postmaster	6110
ED Mail Carrier	3256
ED Delivery Agents	4965
other ED Staff.	291
	14,960

ABBREVIATION USED IN THE CHART.

A.E.	Asstt.Engineer.
A.O.	Accounts Officer.
B&I	Banking & Insurance
CDI	Civil Defence Instructor
C.I.	Convency Inspector
DM	Development & Mechanisation
DPM	Dy.Postmaster
DPMG	Dy.PostmasterGGeneral.
Es.Mech.	Engineering Supervisor (Mechanisation)
FMO	Foreign Money Order
I&I	Investigation & Inspection
IPS	International Postal Service.
IPOs	Inspector of Post Offices
IRMs	Inspector,Railway Mail Service.
IPLI	Inspector,Postal Life Insurance
IR	International Remittance
M.Carrier	Mail Carrier.
P&A	Pay & Allowance
P.Mech.	Postal Mechanisation
P.Operator.	Postal Operator
PLI	Postal Life Insurance.
PR&W	Public Relation & Welfare
R&R	Rates & Regulations
S&R	Statistics & Research.
S&P	Supply & Printing
SPM	Sub-Postmaster
CAT	Category

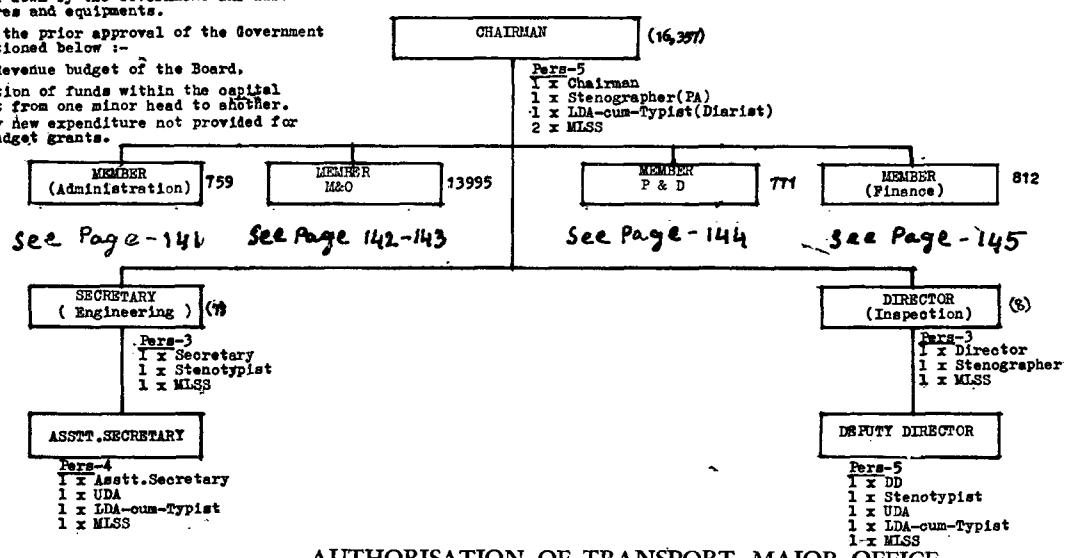
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BANGLADESH T & T BOARD
POSTS AND TELE-COMMUNICATION DIVISION
MINISTRY OF COMMUNICATIONS

FUNCTIONS:

1. To prepare and execute development plans.
2. To exercise all powers of the Government under the Telegraph Act,1885 (XIII of 1885), other than those under sections 7 and 15 of the said Act,and all powers of the telegraph authority under the said Act.
3. To associate with any international organisation engaged in any activity falling within the functions of the Board.
4. To establish and maintain institutes for the instruction and training of persons engaged or likely to be engaged in any activities connected with telegraphs and telephones.
5. To determine the structure and strength of its organisation, manage its affairs, plan its future investments and maintain its financial position in accordance with sound business and financial principles.
6. To operate and maintain, at all times, its facilities and properties and, from time to time, make all necessary renewal and repairs thereto in accordance with sound engineering, telegraph, telephone and business practices.
7. To carry out all technical and engineering projects and works.
8. To make all purchases of plant machinery and stores either in the country or abroad in accordance with the procedure laid down by the Government and also to dispose of stores and equipments.
9. To discharge with the prior approval of the Government the functions mentioned below :-
   a. Capital and Revenue budget of the Board.
   b. Re-appropriation of funds within the capital budget except from one minor head to another.
   c. Incurring any new expenditure not provided for within the budget grants.
   d. Exercise of powers of the Government under section 7 of the Telegraph Act,1885 (XIII of 1885).
   e. Sale of any item of Telegraph and Telephone assets valued over Taka 10 lacs which have not been declared surplus or worn-out by a duly constituted Survey Committee.
   f. Changes in the general conditions of service and methods of recruitment of the officers and employees.
   g. General revision or change in the pay structure and allowances of the officers and employees in accordance with the national policy and adjustments of pay scales and allowances within the overall pay structure laid down by the Government from time to time.
   h. Creation of posts with pay scale in the New National Scale IV and above and appointment of officers thereto.
   i. Selection of officers for foreign training,attendance to Conference, Seminars and Workshops.
   j. Appointment of officers or consultants within or outside the country.
   k. Deputation of officers to other departments or outside the country on any assignment.
10. To do all matters and things connected with, or ancillary to any of the aforesaid functions.

ORGANISATION



SUMMARY OF MANPOWER

NO.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Chairman	1	1	1
2.	Member	4	4	4
3.	General Manager	7	6	8
4.	Chief Accounts Officer (To continue for duration of contract)	1	1	1
5.	Director(Engineering)	25	25	29
6.	Director(Finance) (To be brought on deputation)	1	1	1
7.	Secretary,B.T&T Board	1	1	1
8.	Director(Revenue)	1	1	1
9.	Director(Audit)	1	1	1
10.	Director(Accounts) (Merged with Director Finance)	1	-	-
11.	Director(Public Relation)	1	1	1
12.	Director(Security)	1	-	-
13.	Divisional Engineer	92	88	85
14.	Deputy Director	17	15	14
15.	Asstt.General Manager	7	7	8
16.	Controller of Telegraph Stores	1	1	1
17.	Superintendent Telegraph Workshop	1	1	1
18.	Deputy Secretary B.T&T Board	1	1	-
19.	Chief Superintendent (Traffic)	3	3	3
20.	Transport Officer	1	1	-
21.	Senior Accounts Officer	5	4	4
22.	Senior Medical Officer	1	1	1
23.	Public Relation Officer	1	-	-
24.	Sub-Divisional Engineer	98	70	95
25.	Assistant Engineer	213	213	200
26.	Sub-Divisional Officer (Phones/Telegraphs)	27	26	-
27.	Assistant Director	67	60	68
28.	Assistant Radio Traffic Officer	5	4	5
29.	Superintendent Telegraph/Assistant Superintendent Telegraph	20	18	20
30.	Assistant Secretary, B.T&T Board	3	3	1
31.	Assistant Public Relations Officer	1	-	-
32.	Progress Officer	1	-	-
33.	Accounts Officer	32	32	26
34.	Assistant Surgeon/ Lady Asstt.Surgeon	4	2	3
35.	Construction Officer	1	1	-
36.	Part-time Doctor	3	-	-
	Total:-	650	593	583
	Class-II			
37.	Security Officer	2	1	1
38.	Store Officer	2	2	2
39.	Asstt,Education Officer	1	1	-
40.	Asstt.Transport Officer	5	2	-
41.	Administrative Officer	18	16	10
42.	Welfare Officer	5	3	5
43.	Labour Officer	1	-	1
44.	Chief Telephone Revenue Inspector	1	1	1
45.	Shipping Officer	1	-	1
46.	Asstt.Publication Officer	-	-	1
		36	26	22
	Class - III	14,837	13,263	12,924
	Class - IV	3,755	3,433	2,828
	Grand Total:	19,278	17,315	16,357

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Board is authorised to hold ;
   a. 13 x Car (For Chairman, 4 x Members and 8 x General Managers).
   b. 26 x Car (For administrative use by Senior Officers at Headquarters and Directors at Regional Offices).
   c. 20 x Microbus (6 for administrative use by Officers at Headquarters; 6 for Regional Headquarters; 4 for 2 Training Centres at Dhaka and Khulna; and 4 for Overseas and Inland Trunk Exchanges at Dhaka).
   d. [illegible] x Bus (4 for use by staff at Headquarters and sub-ordinate officer at Dhaka; 2 for 2 Training Centres at Dhaka and Khulna; and 2 for use by staff employed at Khulna and Chittagong).
   e. 77 x Jeep (6 for inspection duty by officers at Regional Headquarters and 71 for administrative use of Divisional Engineers/ Deputy Directors/Senior Accounts Officers/Chief Superintendent/ Senior Medical Officer at the scale 1 x per Zilla/Sub-Division area).
   f. 71 x Pickup (For administrative use by 316 Sub-Divisional Engineers/ Assistant Engineers/Assistant Directors/Accounts Officers — i.e. 1 for each Zilla/Sub-Division).
   g. 18 x Truck (6 for 6 Maintenance Regions; 3 for Central Telegraph Stores at Dhaka; 3 for Divisional Stores at Chittagong, Khulna and Bogra; and 6 for Development Region).
   h. 267 x Motor Cycle (2 for DR duty at Headquarters and 1 each for Central Telegraph Offices at Dhaka and Chittagong; 1 for International Telegraph Office at Dhaka; and 262 for Senior Sub-Assistant Engineers/ Sub-Assistant Engineers at 46 Divisional Offices at the scale of one Motor Cycle for 4 Sr. SAEs/SAEs on request basis).
   i. 3 x Tri-Wheel Scooter: (2 for Central Telegraph Office at Dhaka and one for Telex Division at Dhaka).
2. The remaining 44 x Car; 39 x Microbus; 8 x Jeep; 51 x Pickup and 8 x Truck are to be handed over to the Directorate of Govt. Transport. (This does not include transports shown under Development head in Annexure-D.)
3. Private use of Govt. Transport will be as per Govt. instructions issued from time to time.
4. Air-conditioner/Cooler:- The Board is authorised to hold:
   a. 5 x Air-cooler/Conditioner (one for Chairman, 4 for 4 Members for use in their office room).
   b. 99 x Air-cooler/Conditioner/Plant for use in different installations.
5. Major Office equipment :
   a. 46 x Duplicating Machine.
      The remaining 10 x Duplicating Machine are to be handed over to the Central Stationery Office.
   b. 10 x Plain Paper Copier (2 for Headquarters; 1 for Director Building Construction; 6 for Regional Offices and 1 for Telecom.Training Centre).
   c. 2 x Photostat Machine (1 for Director Telegraph Stores & Workshop and 1 for Director T.T.C.).
      The remaining 4 x Photostat Machine are to be handed over to the Central Stationery Office.
   d. 180 x Calculator.
   e. 4 x Blue Printing Machine.
   f. 464 x Typewriter.
      The remaining 113 x Typewriters are to be handed over to the Central Stationery Office. Ratio of Bengali and English Typewriters will be 3:2 .
6. Miscellaneous Points: The existing Civil Engineers of the Building Construction Division of the T&T Board will continue, but the future vacancies to be filled up by the Engineers of the P.W.D. ~~on deputation~~.
   a. Motor Cycle for Sub-Assistant Engineers will be self driven.
   b. All the drivers have been pooled at the Headquarters. Their deployment will be made by administrative orders keeping in view the above authorisation.
   c. The future expansion of the Board in manpower and equipment, as and when required, will be processed as per normal procedures.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BANGLADESH TELEGRAPH AND TELEPHONE BOARD
POSTS & TELECOMMUNICATIONS DIVISION
MINISTRY OF COMMUNICATIONS

MEMBER ADMINISTRATION (759)

Pers : 3
1 x Member
1 x Stenographer(PA)
1 x MLSS

ESTABLISHMENT & ADMINISTRATION-I (44)

Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

ESTABLISHMENT -I

Pers : 11
1 x D.D./D.E.
1 x Admn.Officer
3 x UDA
1 x Stenotypist
3 x LDA-c-Typist
2 x MLSS

ESTABLISHMENT-II

Pers : 11
1 x D.D./D.E.
1 x Admn.Officer
3 x UDA
1 x Stenotypist
3 x LDA-c-Typist
2 x MLSS

INVESTIGATION CELL

Pers : 4
1 x D.D.
1 x UDA
1 x Stenotypist
1 x MLSS

ESTABLISHMENT-III

Pers : 11
1 x D.D./D.E.
1 x Admn.Officer
3 x UDA
1 x Stenotypist
3 x LDA-c-Typist
2 x MLSS

LEGAL CELL

Pers : 4
1 x A.D.
1 x UDA
1 x LDA-c-Typist
1 x MLSS

ESTABLISHMENT & ADMINISTRATION-II (327)

Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

NON-GAZETTED ESTT. & GENERAL ADMN. HQ

Pers : 72
1 x D.D.
1 x A.D.
10 x UDA
1 x Stenotypist
10 x LDA-c-Typist
1 x Daftry
2 x DMO
8 x MLSS
12 x Guard
8 x Sweeper

DRAWING & DISBURSEMENT HQ

1 x Acctts.Officer
1 x Sr. Acott.
1 x Jr. Acott.
8 x UDA
4 x LDA-c-Typist
1 x Daftry
2 x MLSS

TRANSPORT

Pers : 246
1 x D.D./D.E.
2 x UDA
1 x Stenotypist
2 x LDA-c-Typist
1 x Motor Vehicle Inspr.
1 x Mechanic
233 x Driver
3 x Cleaner
2 x MLSS

WELFARE

Pers : 6
1 x A.D.
2 x UDA
2 x LDA-c-Typist
1 x MLSS

TELECOMMUNICATION TRAINING CENTRES (297)

Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

ADMINISTRATION & CO-ORDINATION

Pers : 21
1 x D.D./D.E.
1 x A.D.
1 x Sr. Acott.
1 x Jr. Acott.
6 x UDA
1 x Stenotypist
6 x LDA-c-Typist
1 x Book Binder/Daftry
3 x MLSS

TELECOM. TRG.CENTRE DHAKA(SPECIALIST TRG.)

Pers : 134
1 x D.E.
5 x S.D.E.
15 x A.E.
1 x Asstt.Supdt. Telegraphs
15 x Sr.SAE/SAE
1 x Accountant
7 x UDA
2 x Sr.Draftsman/ Draftsman
30 x Tele.Tech.
1 x Wireless Telegraphist
1 x Photographer
1 x Stenotypist
1 x Librarian
1 x TP Asstt.
7 x LDA-c-Typist
2 x Monitor
2 x Sr.Telegraphist
1 x R.P. Tech.
1 x R.P. Asstt.
1 x Tracer
1 x Library Asstt.
2 x Carpenter
1 x Fitter
4 x Cook
1 x Blue printer
1 x DMO
2 x Lineman
1 x Conservency Inspr.
1 x Daftry
1 x Plumber
2 x Cleaner
8 x MLSS
9 x Guard
4 x Sweeper

TELECOM.TRG.SUB-CENTRE DHAKA,CHITTAGONG,KHULNA RAJSHAHI, BARISAL

Pers : 65
1 x A.E.
3 x Sr.SAE/SAE
2 x Tele.Tech.
2 x Tele.Mech.
1 x LDA-c-Typist
1 x MLSS
3 x Guard

13 x 5 = 65

RECRUITMENT & TRAINING (23)

Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

RECRUITMENT

Pers : 10
1 x D.D./ D.E.
1 x Admn.Officer
3 x UDA
1 x Stenotypist
3 x LDA-c-Typist
1 x MLSS

TRAINING

Pers : 10
1 x D.D./D.E.
1 x Admn.Officer
3 x UDA
1 x Stenotypist
3 x LDA-c-Typist
1 x MLSS

TELECOM.TRG.CENTRE KHULNA(SPECIALIST TRG.)

Pers : 74
1 x D.E.
2 x S.D.E.
10 x A.E.
12 x Sr.SAE/SAE
1 x Acott.
1 x Telegraph Master
6 x UDA
1 x Stenotypist
2 x Tele.Tech.
4 x Tele.Mech.
2 x Sr.Telegraphist
6 x LDA-c-Typist
2 x Draftsman
1 x Librarian
1 x Sr.T.O./T.O.
1 x Tracer
1 x Lineman
1 x Wireman
1 x Carpenter
2 x Blue printer
1 x Cook
1 x Plumber
4 x MLSS
2 x Cleaner
6 x Guard
2 x Sweeper

ORGANISATION & METHODS (17)

Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

ORM ASSIGNMENT

Pers : 7
1 x D.D.
1 x A.D.
1 x UDA
1 x Stenotypist
1 x LDA-c-Typist
2 x MLSS

MANPOWER PLANNING

Pers : 7
1 x D.D./D.E.
1 x A.D.
1 x UDA
1 x Stenotypist
1 x LDA-c-Typist
2 x MLSS

PUBLIC RELATIONS AND PUBLICATION (27)

Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

PUBLIC RELATIONS

Pers : 6
1 x A.D.
2 x UDA
2 x LDA-c-Typist
1 x MLSS

PUBLICATIONS

Pers : 18
1 x A.D./Publication Officer
1 x Asstt.Publication Officer
1 x Publication Assistant
7 x UDA
7 x LDA-cum-Typist
1 x MLSS

SENIOR MEDICAL OFFICER

Pers : 21
1 x Sr.Medical Officer
2 x Asstt. Surgeon
1 x Lady Asstt. Surgeon
1 x Jr. Acott.
2 x UDA
4 x Pharmacist
2 x LDA-c-Typist
1 x Lady Attendant
2 x MLSS
2 x Guard
3 x Sweeper

Abbreviation

R.P.Tech. = Rotaprinter Technician

BANGLADESH TELEGRAPH AND TELEPHONE BOARD
POSTS & TELECOMMUNICATION DIVISION
MINISTRY OF COMMUNICATION

MEMBER MAINTENANCE & OPERATION (13995)
Pers : 3
1 x Member
1 x Stenographer(PA)
1 x MLSS

DIRECTOR MAINTENANCE & OPERATION (116)
Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

DEPUTY DIRECTOR TELEGRAPHS
Pers : 8
1 x Dy.Director
1 x Supdt.
2 x UDA
1 x Stenotypist
2 x LDA-cum-Typist
1 x MLSS

DIVISIONAL ENGINEER TRAFFIC
Pers : 8
1 x D. E.
1 x Supdt.
2 x UDA
1 x Stenotypist
2 x LDA-cum-Typist
1 x MLSS

DIVISIONAL ENGINEER ENGINEERING ADMN.
Pers : 8
1 x D.E.
1 x Supdt.
2 x UDA
1 x Stenotypist
2 x LDA-cum-Typist
1 x MLSS

DIVISIONAL ENGINEER MAINTENANCE L/S
Pers : 8
1 x D.E.
1 x Supdt.
2 x UDA
1 x Stenotypist
2 x LDA-cum-Typist
1 x MLSS

DIVISIONAL ENGINEER L.T.O.
Pers : 10
1 x D.E.
1 x A.E.
1 x Sr.SAE/SAE
1 x Supdt.
2 x UDA
1 x Stenotypist
2 x LDA-cum-Typist
1 x MLSS

DIRECTOR TELEGRAPH STORES & WORKSHOP (824)
Pers : 24
1 x Director
2 x A.D.
2 x Sr.Acott.
1 x Supdt.
1 x Stenographer
1 x Jr. Acott.
6 x UDA
6 x LDA-cum-Typist
1 x DMO
3 x MLSS

CONTROLLER OF TELEGRAPH STORES
Pers : 267
1 x Controller
3 x S.D.E.
2 x A.E.
2 x Store Officer
1 x Sr.Acott.
2 x Sr.SAE/SAE
3 x Supdt.
32 x UDA
3 x Tele.Tech.
1 x Stenotypist
1 x Security Asstt.
10 x Outdoor Sarkar
32 x LDA-cum-Typist
4 x Yard Foreman
1 x DMO
2 x Daftry
1 x Head Guard
2 x Painter
4 x Carpenter
8 x Packer
8 x Head Cooly
2 x Marker
24 x Putoutman
6 x MLSS
30 x Guard
1 x Cleaner
80 x Store Cooly
1 x Sweeper

SUPDT. TELEGRAPH WORKSHOP DHAKA
Pers : 533
1 x Supdt.(T.W.)
1 x SDE/Dy.Supdt.
1 x Labour Officer
7 x Foreman
1 x Sr.Acott.
7 x Asstt.Foreman
15 x Chargeman
2 x Estimator
1 x Examiner
18 x UDA
1 x Stenotypist
90 x Workman Grade-I
18 x LDA-cum-Typist
250 x Workman Grade-II
3 x Pharmacist
1 x Yard Inspector
1 x Security Asstt.
1 x Draftsman
1 x DMO
1 x Tracer
1 x Blueprinter
100 x Workman Grade-III
2 x MLSS
6 x Guard
1 x Cleaner
2 x Sweeper

D.E. AIRCONDITIONING
Pers : 81
1 x D.E.
3 x A.E.
6 x Sr.SAE/SAE
1 x Acott.
3 x Tele.Tech.
3 x UDA
1 x Stenotypist
36 x Tele.Mech.
3 x LDA-cum-Typist
6 x Boiler Attendant
1 x Welder
1 x Wireman
4 x MLSS
12 x Cleaner

SUPTD. TELEGRAPH MYMENSINGH
Pers : 78
1 x Supdt.
3 x Sr.T.M./T.M.
5 x UDA
1 x T/P Asstt.
1 x Testing TLs
36 x Sr.TPO/TLs TPO/TLs
5 x LDA-cum-Typist
2 x Head Tlg.Messgr.
20 x Tlg. Messenger
2 x MLSS
1 x Guard
1 x Sweeper

GENERAL MANAGER DHAKA TELECOM.REGION (3970)
Pers : 3
1 x G.M.
1 x Stenographer(PA)
1 x MLSS

DIRECTOR TELECOMMUNICATION (1659)
Pers : 20
1 x Director
1 x S.D.E.
3 x A.D.
1 x Sr.SAE/SAE
1 x Stenographer
4 x UDA
4 x LDA-cum-Typist
5 x MLSS

A.G.M. SUBSCRIBER SERVICES
Pers : 35
1 x A.G.M.
4 x A.D.
1 x Supdt.
12 x UDA
1 x Stenotypist
12 x LDA-cum-Typist
4 x MLSS

A.G.M. ADMINISTRATION
Pers : 58
1 x A.G.M.
2 x A.D.
1 x Acotts.Officer
1 x Welfare Officer
1 x Sr.Acott.
2 x Jr.Acott.
2 x Supdt.
16 x UDA
1 x Stenotypist
1 x Draftsman
16 x LDA-cum-Typist
1 x Tracer
1 x DMO
1 x Daftry
7 x MLSS
3 x Guard
1 x Sweeper

DIRECTOR PHONES (2215)
Pers : 17
1 x Director
3 x A.D.
1 x Stenographer
4 x UDA
4 x LDA-cum-Typist
4 x MLSS

D.E. TELECOM. MYMENSINGH
Pers : 587
1 x D.E.
2 x S.D.E.
2 x A.E.
38 x Sr. SAE/SAE
1 x Accountant
15 x Tele.Tech.
14 x Monitor
8 x UDA
230 x Sr.T.O./T.O.
1 x Stenotypist
2 x Phone Inspr.
19 x Tele.Mech.
2 x Line Inspr.
2 x C/Jointer
8 x LDA-cum-Typist
18 x Sub-Inspr.
8 x Wireman
140 x Lineman
1 x Head Guard
5 x Batteryman
8 x MLSS
50 x Guard
10 x Exch. Cleaner
2 x Sweeper

D.E. TELECOM. NARAYANGONJ
Pers : 516
1 x D.E.
1 x S.D.E.
3 x A.E.
35 x Sr.SAE/SAE
1 x Accountant
14 x Monitor
15 x Tele.Tech.
5 x UDA
1 x Phone Inspr.
1 x Stenotypist
190 x Sr. T.O./T.O.
23 x Tele.Mech.
3 x C/Jointer
2 x Line Inspr.
5 x LDA-cum-Typist
16 x Sub-Inspr.
10 x Wireman
120 x Lineman
3 x Batteryman
4 x Exch. Cleaner
17 x Line Labour
40 x Guard
5 x MLSS
1 x Sweeper

D.E. BUILDING MAINTENANCE
Pers : 134
1 x D.E.
2 x S.D.E.
1 x A.E.
8 x Sr. SAE/SAE
4 x Bldg.Overseer
1 x Accountant
5 x UDA
1 x Stenotypist
11 x Tele.Mech.
1 x Draftsman
5 x LDA-cum-Typist
1 x Store Keeper
3 x Carpenter
3 x Conv. Inspr.
1 x Caretaker
3 x Plumber
3 x Mason
7 x Head Guard
3 x Head Sweeper
10 x Pump driver
4 x MLSS
28 x Guard
28 x Sweeper

CHIEF SUPDT. CTO DHAKA
Pers : 324
1 x Chief Supdt.
7 x Asstt.Supdt.
17 x Sr.T.M./T.M.
1 x Jr. Asstt.
29 x UDA
1 x Stenotypist
6 x Testing TLs
109 x Sr.TPO/TLs TPO/TLs
29 x LDA-cum-Typist
2 x Scooter Driver
1 x Despatch Rider
1 x DMO
1 x Daftry
4 x Head T.W.M.
46 x T.W.M.
29 x Tlg.Messenger
35 x Boy Messenger
2 x Guard
3 x Sweeper

D.E. PHONES S.B. NAGAR
Pers : 409
1 x D.E.
2 x S.D.E.
4 x A.E.
30 x Sr.SAE/SAE
1 x Accountant
9 x Monitor
15 x Tele.Tech.
7 x UDA
1 x Stenotypist
88 x Sr. T.O./T.O.
6 x Phone Inspr.
9 x C/Jointer
1 x Draftsman
25 x Tele.Mech.
2 x Security Asstt.
3 x Line Inspr.
7 x LDA-cum-Typist
12 x Sub-Inspr.
1 x Conv.Inspr.
15 x Wireman
2 x Plumber
76 x Lineman
4 x Batteryman
12 x Guard
8 x MLSS
5 x Exch. Cleaner
3 x Liftman
56 x Line Labour
4 x Sweeper

D.E. PHONES MOGHBAZAR
Pers : 222
1 x D.E.
1 x S.D.E.
4 x A.E.
15 x Sr. SAE/SAE
1 x Accountant
10 x Tele.Tech.
3 x Monitor
7 x UDA
1 x Stenotypist
23 x Sr. T.O./T.O.
6 x Phone Inspr.
1 x Draftsman
2 x Security Asstt.
21 x Tele.Mech.
2 x C/Jointer
2 x Line Inspr.
7 x LDA-cum-Typist
13 x Sub-Inspr.
6 x Wireman
45 x Lineman
3 x Batteryman
3 x Exch. Cleaner
5 x MLSS
9 x Guard
30 x Line Labour
1 x Sweeper

D.E. PHONES P.B.X.
Pers : 232
1 x D.E.
1 x S.D.E.
5 x A.E.
14 x Sr.SAE/SAE
1 x Accpuntant
15 x Tele.Tech.
5 x UDA
1 x Stenotypist
3 x Phone Inspr.
18 x Sr.T.O./T.O.
20 x Tele.Mech.
1 x C/Jointer
3 x Line Inspr.
5 x LDA-cum-Typist
9 x Sub-Inspr.
48 x Lineman
16 x Wireman
4 x Batteryman
4 x Exch.Cleaner
8 x MLSS
2 x Guard
48 x Line Labour

D.E. PHONES CABLE
Pers : 145
1 x D.E.
1 x S.D.E.
3 x A.E.
12 x Sr.SAE/SAE
37 x Sr.C/Jointer Cable Jointer
4 x UDA
1 x Stenotypist
8 x Tele.Mech.
1 x Draftsman
4 x LDA-cum-Typist
24 x Lineman
5 x MLSS
2 x Guard
42 x Line Labour

D.E. PHONES GULSHAN
Pers : 204
1 x D.E.
4 x A.E.
15 x Sr.SAE/SAE
1 x Accountant
10 x Tele.Tech.
3 x Monitor
1 x Stenotypist
5 x UDA
1 x Phone Inspr.
1 x Security Asstt.
17 x Tele.Mech.
3 x C/Jointer
34 x Sr. T.O./T.O.
5 x LDA-cum-Typist
2 x Sub-Inspr.
9 x Wireman
47 x Lineman
3 x Batteryman
4 x MLSS
9 x Guard
5 x Exch. Cleaner
24 x Line Labour

D.E. PHONES EXTERNAL
Pers : 360
1 x D.E.
2 x S.D.E.
4 x A.E.
20 x Sr. SAE/SAE
1 x Accountant
25 x Tele.Tech.
3 x Monitor
7 x UDA
1 x Stenotypist
3 x Phone Inspr.
45 x Sr. T.O./T.O.
4 x Line Inspr.
1 x Draftsman
12 x Tele.Mech.
3 x C/Jointer
7 x LDA-cum-Typist
17 x Sub-Inspr.
135 x Lineman
4 x Wireman
5 x MLSS
60 x Line Labour

D.E. PHONES MILKHET
Pers : 193
1 x D.E.
1 x S.D.E.
2 x A.E.
15 x Sr.SAE/SAE
1 x Accountant
3 x Monitor
6 x UDA
1 x Stenotypist
6 x Phone Inspr.
32 x Sr. T.O./T.O
22 x Tele.Mech.
6 x LDA-cum-Typist
10 x Sub-Inspr.
4 x C/Jointer
3 x Wireman
30 x Lineman
1 x Tracer
6 x Guard
2 x Batteryman
2 x Line Inspr.
3 x Exch.Cleaner
4 x MLSS
30 x Line Labour
2 x Sweeper

D.E. PHONES INTERNAL
Pers : 433
1 x D.E.
3 x S.D.E.
4 x A.E.
48 x Sr.SAE/SAE
4 x Bldg.Overseer
1 x Accountant
19 x Monitor
32 x Tele.Tech.
7 x UDA
1 x Stenotypist
140 x Sr.T.O./T.O.
61 x Tele.Mech.
1 x Draftsman
6 x Security Asstt.
7 x LDA-cum-Typist
10 x Sub-Inspr.
1 x Conv.Inspr.
50 x Wireman
1 x Pump Driver
1 x Engine Driver
1 x Head Guard
6 x Batteryman
9 x MLSS
12 x Guard
3 x Liftman
5 x Exch.Cleaner
2 x Sweeper

GENERAL MANAGER CTG.TELECOM. REGION (2639)
Pers : 3
1 x G.M.
1 x Stenographer(PA)
1 x MLSS

DIRECTOR TELECOMMUNICATION-II (1102)
Pers : 19
1 x Director
1 x S.D.E.
2 x A.D.
1 x Sr.SAE/SAE
1 x Stenographer
4 x UDA
4 x LDA-cum-Typist
5 x MLSS

A.G.M. ADMINISTRATION
Pers : 52
1 x A.G.M.
2 x A.D.
1 x Acotts.Officer
1 x Welfare Officer
1 x Sr.Acott.
2 x Jr.Acott.
2 x Supdt.
14 x UDA
1 x Stenotypist
1 x Draftsman
14 x LDA-cum-Typist
1 x Tracer
1 x DMO
1 x Daftry
5 x MLSS
3 x Guard
1 x Sweeper

DIRECTOR TELECOMMUNICATION-III (1482)
Pers : 17
1 x Director
3 x A.D.
1 x Stenographer
4 x UDA
4 x LDA-cum-Typist
4 x MLSS

D.E. PHONES EXTERNAL
Pers : 168
1 x D. E.
2 x S.D.E.
1 x A.E.
14 x Sr.SAE/SAE
1 x Accountant
20 x Tele.Tech.
5 x UDA
1 x Stenotypist
9 x C/Jointer
1 x Line Inspr.
5 x LDA-cum-Typist
12 x Sup-Inspr.
1 x Draftsman
80 x Lineman
4 x MLSS
1 x Guard
10 x Linelabour

D.E. PHONES INTERNAL
Pers : 350
1 x D.E.
3 x S.D.E.
5 x A.E.
32 x Sr.SAE/SAE
1 x Accountant
18 x Monitor
20 x Tele.Tech.
5 x UDA
1 x Stenotypist
160 x Sr.T.O./T.O.
38 x Tele.Mech.
1 x Line Inspr.
5 x LDA-cum-Typist
12 x Sub-Inspr.
8 x Lineman
20 x Wireman
2 x Engine Driver
3 x Batteryman
8 x MLSS
5 x Exch.Cleaner
1 x Guard
1 x Sweeper

D.E. TELECOM. CHITTAGONG
Pers : 414
1 x D.E.
3 x A.E.
30 x Sr.SAE/SAE
1 x Accountant
8 x Monitor
7 x UDA
1 x Stenotypist
180 x Sr.T.O./T.O.
5 x Phone Inspr.
6 x Tele.Mech.
1 x Line Inspr.
7 x LDA-cum-Typist
39 x Sr.Wireless Opr. Wireless Opr.
5 x Sub-Inspr.
95 x Lineman
2 x Wireman
15 x Guard
3 x MLSS
5 x Exch.Cleaner

D.E. PHONES AGRABAD
Pers : 151
1 x D.E.
2 x S.D.E.
3 x A.E.
12 x Sr.SAE/SAE
1 x Accountant
2 x Monitor
6 x Tele.Tech.
6 x UDA
1 x Stenotypist
2 x Phone Inspr.
18 x Sr.T.O./ T.O.
16 x Tele.Mech.
2 x Line Inspr.
4 x C/Jointer
6 x LDA-cum-Typist
7 x Sub-Inspr.
32 x Lineman
4 x Wireman
1 x Engine Driver
2 x Batteryman
4 x Exch.Cleaner
4 x MLSS
2 x Guard
13 x Line Labour

D.E. TELECOM. SYLHET
Pers : 368
1 x D.E.
1 x S.D.E.
4 x A.E.
31 x Sr.SAE/SAE
1 x Accountant
8 x Monitor
16 x Tele.Tech.
6 x UDA
1 x Stenotypist
2 x Phone Inspr.
156 x Sr.T.O./T.O.
4 x C/Jointer
1 x Line Inspr.
6 x LDA-cum-Typist
16 x Sub-Inspr.
9 x Tele.Mech.
88 x Lineman
4 x Wireman
1 x Engine Driver
1 x Batteryman
4 x MLSS
8 x Guard
2 x Exch.Cleaner
4 x Linelabour
1 x Sweeper

D.E. TELECOM. COMILLA
Pers : 363
1 x D.E.
1 x S.D.E.
2 x A.E.
29 x Sr.SAE/SAE
1 x Accountant
12 x Monitor
24 x Tele.Tech.
6 x UDA
1 x Stenotypist
130 x Sr.T.O./T.O.
4 x Phone Inspr.
2 x T/P Asstt.
11 x Tele.Mech.
2 x Line Inspr.
2 x C/Jointer
6 x LDA-cum-Typist
15 x Sub-Inspr.
86 x Lineman
10 x Wireman
2 x Batteryman
4 x MLSS
8 x Guard
4 x Sweeper

SUPDT. TELEGRAPH SYLHET
Pers : 68
1 x Supdt.
3 x Sr.T.M./T.M.
3 x Testing TLs
4 x UDA
30 x Sr.TPO/TLs TPO/TLs
4 x LDA-cum-Typist
20 x Tlg.Messenger
2 x Boy Messenger
1 x Sweeper

SUPDT. TELEGRAPH COMILLA
Pers : 72
1 x Supdt.
4 x Sr.T.M./T.M.
3 x Testing TLs
5 x UDA
30 x Sr.TPO/TLs TPO/TLs
5 x LDA-cum-Typist
20 x Tlg.Messenger
1 x Boy Messenger
2 x Guard
1 x Sweeper

GENERAL MANAGER KHULNA TELECOM.REGION (1906)
Pers : 3
1 x G.M.
1 x Stenographer(PA)
1 x MLSS

DIRECTOR TELECOMMUNICATION (1856)
Pers : 20
1 x Director
1 x S.D.E.
4 x A.D.
1 x Sr.SAE/SAE
1 x Stenographer
4 x UDA
4 x LDA-cum-Typist
4 x MLSS

A.G.M. ADMINISTRATION
Pers : 47
1 x A.G.M.
1 x A.D.
1 x Acotts.Officer
1 x Welfare Officer
1 x Sr.Acott.
2 x Jr.Acott.
2 x Supdt.
12 x UDA
1 x Stenotypist
1 x Draftsman
12 x LDA-cum-Typist
1 x Tracer
1 x DMO
1 x Daftry
5 x MLSS
3 x Guard
1 x Sweeper

D.E. TELECOM. JESSORE
Pers : 619
1 x D.E.
3 x S.D.E.
3 x A.E.
38 x Sr.SAE/SAE
1 x Bldg.Overseer
1 x Accountant
20 x Tele.Tech.
25 x Monitor
6 x UDA
1 x Stenotypist
240 x Sr.T.O./T.O.
1 x Phone Inspr.
25 x Sr.Wireless Opr./ Wireless Opr.
4 x Security Asstt.
1 x Line Inspr.
22 x Tele.Mech.
4 x C/Jointer
8 x LDA-cum-Typist
16 x Sub-Inspr.
150 x Lineman
13 x Wireman
1 x Engine Driver
3 x Batteryman
2 x Exch.Cleaner
24 x Guard
8 x MLSS

D.E. TELECOM. BARISAL
Pers : 574
1 x D.E.
3 x S.D.E.
1 x A.E.
40 x Sr.SAE/SAE
1 x Bldg.Overseer
1 x Accountant
13 x Monitor
10 x Tele.Tech.
6 x UDA
1 x Stenotypist
38 x Sr.Wireless Opr./ Wireless Opr.
3 x Phone Inspr.
240 x Sr.T.O./T.O.
12 x Tele.Mech.
1 x Line Inspr.
2 x C/Jointer
3 x Security Asstt.
6 x LDA-cum-Typist
10 x Sub-Inspr.
104 x Lineman
8 x Wireman
2 x Engine Driver
4 x Batteryman
50 x Guard
8 x MLSS
4 x Exch.Cleaner
2 x Sweeper

D.E. PHONES KHULNA
Pers : 324
1 x D.E.
3 x S.D.E.
4 x A.E.
25 x Sr.SAE/SAE
1 x Bldg.Overseer
1 x Accountant
10 x Monitor
10 x Tele.Tech.
8 x UDA
1 x Stenotypist
100 x Sr.T.O./T.O.
6 x C/Jointer
1 x Phone Inspr.
2 x T/P Asstt.
21 x Tele.Mech.
1 x Line Inspr.
5 x Security Asstt.
2 x Telex Opr.
8 x LDA-cum-Typist
10 x Sub-Inspr.
50 x Lineman
9 x Wireman
1 x Conv.Inspr.
1 x Head Guard
6 x MLSS
12 x Guard
3 x Exch.Cleaner
18 x Line Labour
2 x Sweeper

SUPDT. TELEGRAPH KHULNA
Pers : 100
1 x Supdt.
4 x Sr.T.M./T.M.
6 x UDA
36 x Sr.TPO/TLs TPO/TLs
12 x LDA-cum-Typist
2 x Head T.W.M.
6 x MLSS
30 x Tlg.Messenger
1 x Guard
2 x Sweeper

SUPDT. TELEGRAPH JESSORE
Pers : 42
1 x Supdt.
2 x Sr.T.M./T.M.
3 x UDA
15 x Sr.TPO/TLs TPO/TLS
6 x LDA-cum-Typist
12 x Tlg.Messenger
2 x MLSS
1 x Sweeper

SUPDT. TELEGRAPH BARISAL
Pers : 99
1 x Supdt.
4 x Sr.T.M./T.M
3 x UDA
2 x Testing TLs
2 x T/P Asstt.
6 x LDA-cum-Typist
36 x Sr.TPO/TLs TPO/TLs
36 x Tlg.Messenger
6 x MLSS
1 x Guard
2 x Sweeper

SUPDT. TELEGRAPH KUSHTIA
Pers : 78
1 x Supdt.
4 x Sr.T.M./T.M.
4 x UDA
10 x LDA-cum-Typist
36 x Sr.TPO/TLs TPO/TLs
1 x Head Messenger
12 x Tlg.Messenger
6 x MLSS
1 x Guard
2 x Sweeper

GENERAL MANAGER RAJSHAHI TELECOM.REGION (1633)
Pers : 3
1 x G.M.
1 x Stenographer(PA)
1 x MLSS

DIRECTOR TELECOMMUNICATION (1583)
Pers : 20
1 x Director
1 x S.D.E.
4 x A.D.
1 x Sr.SAE/SAE
1 x Stenographer
4 x UDA
4 x LDA-cum-Typist
4 x MLSS

A.G.M. ADMINISTRATION
Pers : 47
1 x A.G.M.
1 x A.D.
1 x Acotts.Officer
1 x Welfare Officer
1 x Sr.Acott.
2 x Jr.Acott.
2 x Supdt.
12 x UDA
1 x Stenotypist
1 x Draftsman
12 x LDA-cum-Typist
1 x Tracer
1 x DMO
1 x Daftry
5 x MLSS
3 x Guard
1 x Sweeper

D.E. TELECOM. RANGPUR
Pers : 630
1 x D.E.
2 x S.D.E.
4 x A.E.
40 x Sr.SAE/SAE
1 x Accountant
12 x Tele.Tech.
20 x Monitor
6 x UDA
1 x Stenotypist
270 x Sr.T.O./T.O.
5 x Phone Inspr.
6 x LDA-cum-Typist
2 x Security Asstt.
20 x Tele.Mech.
5 x C/Jointer
17 x Sr.Wireless Opr./ Wireless Opr.
13 x Sub-Inspr.
116 x Lineman
8 x Wireman
6 x Batteryman
8 x MLSS
59 x Guard
6 x Exch.Cleaner
2 x Sweeper

D.E.TELECOM. RAJSHAHI
Pers : 258
1 x D.E.
1 x S.D.E.
2 x A.E.
17 x Sr.SAE/SAE
1 x Accountant
12 x Tele.Tech.
8 x Monitor
5 x UDA
1 x Stenotypist
104 x Sr.T.O./T.O.
2 x Phone Inspr.
2 x Security Asstt.
16 x Tele.Mech.
2 x C/Jointer
5 x LDA-cum-Typist
5 x Sub-Inspr.
45 x Lineman
4 x Wireman
1 x Batteryman
4 x MLSS
2 x Exch.Cleaner
16 x Guard
2 x Sweeper

D.E. TELECOM. BOGRA
Pers : 461
1 x D.E.
2 x S.D.E.
2 x A.E.
37 x Sr.SAE/SAE
1 x Accountant
12 x Tele.Tech.
15 x Monitor
6 x UDA
1 x Stenotypist
195 x Sr.T.O./T.O.
2 x Phone Inspr.
16 x Tele.Mech.
2 x Security Asstt.
4 x C/Jointer
4 x Sr.Wireless Opr./ Wireless Opr.
6 x LDA-cum-Typist
10 x Sub-Inspr.
90 x Lineman
9 x Wireman
5 x Batteryman
5 x Exch.Cleaner
4 x MLSS
31 x Guard
1 x Sweeper

SUPDT. TELEGRAPH RAJGHUR
Pers : 104
1 x Supdt.
4 x Sr.T.M./T.M.
2 x T/P Asstt.
2 x Testing TLs
4 x UDA
46 x Sr.TPO/TLs TPO/TLs
8 x LDA-cum-Typist
1 x Head T.W.M.
30 x Tlg.Messenger
3 x MLSS
1 x Guard
2 x Sweeper

SUPDT. TELEGRAPH BOGRA
Pers : 58
1 x Supdt.
4 x Sr.T.M./T.M.
4 x UDA
21 x Sr.TPO/TLs/ TPO/TLs
8 x LDA-cum-Typist
20 x Tlg.Messenger

SUPDT. TELEGRAPH RAJSHAHI
Pers : 52
1 x Supdt.
2 x Sr. T.M./T.M.
3 x UDA
18 x Sr.TPO/TLs/ TPO/TLs
6 x LDA-cum-Typist
20 x Tlg.Messenger
1 x MLSS
1 x Sweeper

BANGLADESH TELEGRAPH AND TELEPHONE BOARD
POSTS & TELECOMMUNICATION DIVISION
MINISTRY OF COMMUNICATION

MEMBER MAINTENANCE & OPERATION (13995)
Pers : 3
1 x Member
1 x Stenographer(PA)
1 x MLSS

DIRECTOR INTERNATIONAL (44)
Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

DIVISIONAL ENGINEER I.T.O.
Pers : 10
1 x D.E.
1 x A.E.
1 x Sr.SAE/SAE
1 x Supdt.
2 x UDA
1 x Stenotypist
2 x LDA-cum-Typist
1 x MLSS

DIVISIONAL ENGINEER I.T.S.
Pers : 11
1 x D.E.
1 x A.E.
1 x Acctts.Officer
1 x Jr.Accountant
1 x Supdt.
2 x UDA
1 x Stenotypist
2 x LDA-cum-Typist
1 x MLSS

DIVISIONAL ENGINEER FREQ. & WIRELESS
Pers : 10
1 x D.E.
2 x A.E.
1 x Supdt.
2 x UDA
1 x Stenotypist
2 x LDA-cum-Typist
1 x MLSS

DIVISIONAL ENGINEER CARR. & WIRELESS
Pers : 10
1 x D.E.
2 x A.E.
1 x Supdt.
2 x UDA
1 x Stenotypist
2 x LDA-cum-Typist
1 x MLSS

GENERAL MANAGER KHULNA TELECOM.REGION (1906)
Pers : 3
1 x G.M.
1 x Stenographer(PA)
1 x MLSS

DIRECTOR TELECOMMUNICATION (1856)
Pers : 20
1 x Director
1 x S.D.E.
4 x A.D.
1 x Sr.SAE/SAE
1 x Stenographer
4 x UDA
4 x LDA-cum-Typist
4 x MLSS

A.G.M. ADMINISTRATION
Pers : 47
1 x A.G.M.
1 x A.D.
1 x Acctts.Officer
1 x Welfare Officer
1 x Sr.Acctt.
2 x Jr.Acctt.
2 x Supdt.
12 x UDA
1 x Stenotypist
1 x Draftsman
12 x LDA-cum-Typist
1 x Tracer
1 x DMO
1 x Daftry
5 x MLSS
3 x Guard
1 x Sweeper

D.E. TELECOM. NOAKHALI
Pers : 283
1 x D.E.
1 x S.D.E.
3 x A.E.
[illegible] x Sr.SAE/SAE
1 x Accountant
9 x Monitor
8 x Tele.Tech.
6 x UDA
1 x Stenotypist
4 x Sr.T.O./T.O.
3 x C/Jointer
6 x LDA-cum-Typist
[illegible] x Tele.Mech.
2 x Sr.Wireless Opr./Wireless Opr.
8 x Sub-Inspr.
9 x Wireman
3 x Lineman
1 x Batteryman
5 x MLSS
7 x Guard
5 x Exch.Cleaner

D.E. ELECTRICAL & BUILDING
Pers : 77
1 x D.E.
3 x A.E.
3 x Sr.SAE/SAE
1 x Hldg.Overseer
1 x Accountant
8 x Tele.Tech.
5 x UDA
1 x Stenotypist
3 x T/P Asstt.
3 x Tele.Mech.
5 x LDA-cum-Typist
4 x Telex Operator
1 x Wireman
4 x Conv.Inspr.
1 x Carpenter
1 x Caretaker
5 x Plumber
3 x Head Guard
4 x MLSS
2 x Guard
3 x Sweeper

CHIEF SUPDT. C.T.O.
Pers : 186
1 x Chief Supdt.
1 x Asstt.Supdt.
7 x Sr.T.M./T.M.
4 x Testing TLs
3 x UDA
1 x T/P Asstt.
7 x Sr.TPO/TLs TPO/TLs
5 x LDA-cum-Typist
3 x Head Task Work Messenger
1 x Despatch Rider
5 x Task Work Messgr.
7 x Tlg.Messenger
5 x Boy Messenger
4 x MLSS
2 x Guard
2 x Sweeper

SUPDT. TELEGRAPH NOAKHALI
Pers : 48
1 x Supdt.
3 x Sr.T.M./T.M.
4 x UDA
3 x Sr.TPO/TLs TPO/TLs
4 x LDA-cum-Typist
2 x Tlg.Messenger
2 x Boy Messenger

D.E. TELECOM. JESSORE
Pers : 619
1 x D.E.
3 x S.D.E.
3 x A.E.
38 x Sr.SAE/SAE
1 x Hldg.Overseer
1 x Accountant
20 x Tele.Tech.
25 x Monitor
6 x UDA
1 x Stenotypist
240 x Sr.T.O./T.O.
1 x Phone Inspr.
25 x Sr.Wireless Opr./Wireless Opr.
4 x Security Asstt.
1 x Line Inspr.
22 x Tele.Mech.
4 x C/Jointer
6 x LDA-cum-Typist
16 x Sub-Inspr.
150 x Lineman
13 x Wireman
1 x Engine Driver
3 x Batteryman
2 x Exch.Cleaner
24 x Guard
8 x MLSS

D.E. TELECOM. BARISAL
Pers : 574
1 x D.E.
3 x S.D.E.
1 x A.E.
40 x Sr.SAE/SAE
1 x Hldg.Overseer
1 x Accountant
8 x Tele.Tech.
5 x UDA
1 x Stenotypist
1 x T/P Asstt.
3 x Tele.Mech.
5 x LDA-cum-Typist
4 x Telex Operator
1 x Wireman
4 x Conv.Inspr.
1 x Carpenter
1 x Caretaker
5 x Plumber
3 x Head Guard
4 x MLSS
2 x Guard
3 x Sweeper

D.E. PHONES KHULNA
Pers : 324
1 x D.E.
3 x S.D.E.
4 x A.E.
25 x Sr.SAE/SAE
1 x Hldg.Overseer
1 x Accountant
10 x Monitor
10 x Tele.Tech.
8 x UDA
1 x Stenotypist
100 x Sr.T.O./T.O.
6 x C/Jointer
1 x Phone Inspr.
2 x T/P Asstt.
21 x Tele.Mech.
1 x Line Inspr.
5 x Security Asstt.
2 x Telex Opr.
8 x LDA-cum-Typist
10 x Sub-Inspr.
50 x Lineman
6 x Wireman
1 x Conv.Inspr.
1 x Head Guard
6 x MLSS
15 x Guard
5 x Exch.Cleaner
18 x Line Labour
2 x Sweeper

SUPDT. TELEGRAPH KHULNA
Pers : 100
1 x Supdt.
4 x Sr.T.M./T.M.
6 x UDA
36 x Sr.TPO/TLs TPO/TLs
12 x LDA-cum-Typist
2 x Head T.W.M.
6 x MLSS
30 x Tlg.Messenger
1 x Guard
2 x Sweeper

SUPDT. TELEGRAPH JESSORE
Pers : 42
1 x Supdt.
2 x Sr.T.M./T.M.
3 x UDA
15 x Sr.TPO/TLs TPO/TLS
6 x LDA-cum-Typist
12 x Tlg.Messenger
2 x MLSS
1 x Sweeper

GENERAL MANAGER RAJSHAHI TELECOM.REGION (1633)
Pers : 3
1 x G.M.
1 x Stenographer(PA)
1 x MLSS

DIRECTOR TELECOMMUNICATION (1583)
Pers : 20
1 x Director
1 x S.D.E.
4 x A.D.
1 x Sr.SAE/SAE
1 x Stenographer
4 x UDA
4 x LDA-cum-Typist
4 x MLSS

A.G.M. ADMINISTRATION
Pers : 47
1 x A.G.M.
1 x A.D.
1 x Acctts.Officer
1 x Welfare Officer
1 x Sr.Acctt.
2 x Jr.Acctt.
2 x Supdt.
12 x UDA
1 x Stenotypist
1 x Draftsman
12 x LDA-cum-Typist
1 x Tracer
1 x DMO
1 x Daftry
5 x MLSS
3 x Guard
1 x Sweeper

D.E. TELECOM. RANGPUR
Pers : 630
1 x D.E.
2 x S.D.E.
4 x A.E.
40 x Sr.SAE/SAE
1 x Accountant
12 x Tele.Tech.
20 x Monitor
6 x UDA
1 x Stenotypist
70 x Sr.T.O./T.O.
5 x Phone Inspr.
6 x LDA-cum-Typist
2 x Security Asstt.
20 x Tele.Mech.
5 x C/Jointer
17 x Sr.Wireless Opr./Wireless Opr.
13 x Sub-Inspr.
16 x Lineman
8 x Wireman
6 x Batteryman
8 x MLSS
59 x Guard
6 x Exch.Cleaner
2 x Sweeper

D.E.TELECOM. RAJSHAHI
Pers : 258
1 x D.E.
1 x S.D.E.
2 x A.E.
17 x Sr.SAE/SAE
1 x Accountant
12 x Tele.Tech.
8 x Monitor
5 x UDA
1 x Stenotypist
104 x Sr.T.O./T.O.
2 x Phone Inspr.
2 x Security Asstt.
16 x Tele.Mech.
2 x C/Jointer
5 x LDA-cum-Typist
5 x Sub-Inspr.
45 x Lineman
4 x Wireman
1 x Batteryman
4 x MLSS
2 x Exch.Cleaner
16 x Guard
2 x Sweeper

D.E. TELECOM. BOGRA
Pers : 461
1 x D.E.
2 x S.D.E.
2 x A.E.
37 x Sr.SAE/SAE
1 x Accountant
12 x Tele.Tech.
15 x Monitor
6 x UDA
1 x Stenotypist
195 x Sr.T.O./T.O.
2 x Phone Inspr.
16 x Tele.Mech.
2 x Security Asstt.
4 x C/Jointer
4 x Sr.Wireless Opr./Wireless Opr.
6 x LDA-cum-Typist
10 x Sub-Inspr.
90 x Lineman
9 x Wireman
5 x Batteryman
5 x Exch.Cleaner
4 x MLSS
31 x Guard
1 x Sweeper

SUPDT. TELEGRAPH BARISAL
Pers : 99
1 x Supdt.
4 x Sr.T.M./T.M
3 x UDA
2 x Testing TLs
2 x T/P Asstt.
6 x LDA-cum-Typist
36 x Sr.TPO/TLs TPO/TLs
36 x Tlg.Messenger
6 x MLSS
1 x Guard
2 x Sweeper

SUPDT. TELEGRAPH KUSHTIA
Pers : 78
1 x Supdt.
4 x Sr.T.M/T.M.
2 x UDA
10 x LDA-cum-Typist
36 x Sr.TPO/TLs TPO/TLs
1 x Head Messenger
12 x Tlg.Messenger
6 x MLSS
1 x Guard
2 x Sweeper

SUPDT. TELEGRAPH RANGPUR
Pers : 104
1 x Supdt.
4 x Sr.T.M/T.M.
2 x T/P Asstt.
2 x Testing TLs
4 x UDA
46 x Sr.TPO/TLs TPO/TLs
8 x LDA-cum-Typist
1 x Head T.W.M.
30 x Tlg.Messenger
3 x MLSS
1 x Guard
2 x Sweeper

SUPDT. TELEGRAPH BOGRA
Pers : 58
1 x Supdt.
4 x Sr.T.M./T.M.
4 x UDA
21 x Sr.TPO/TLs/TPO/TLs
8 x LDA-cum-Typist
20 x Tlg.Messenger

SUPDT. TELEGRAPH RAJSHAHI
Pers : 52
1 x Supdt.
2 x Sr. T.M./T.M.
3 x UDA
18 x Sr.TPO/TLs/TPO/TLs
6 x LDA-cum-Typist
20 x Tlg.Messenger
1 x MLSS
1 x Sweeper

GENERAL MANAGER TRANSMISSION REGION (1984)
Pers : 3
1 x G.M.
1 x Stenographer(PA)
1 x MLSS

DIRECTOR TRANSMISSION-I (1058)
Pers : 19
1 x Director
1 x S.D.E.
2 x A. D.
1 x Sr.SAE/SAE
1 x Stenographer
4 x UDA
4 x LDA-cum-Typist
5 x MLSS

A.G.M. ADMINISTRATION
Pers : 48
1 x A.G.M.
2 x A.D.
1 x Acctts.Officer
1 x Welfare Officer
1 x Sr.Acctt.
2 x Jr.Acctt.
2 x Supdt.
12 x UDA
1 x Stenotypist
1 x Draftsman
12 x LDA-cum-Typist
1 x DMO
1 x Daftry
5 x MLSS
1 x Tracer
3 x Guard
1 x Sweeper

D.E. VHF DHAKA
Pers : 231
1 x D. E.
1 x S.D.E.
4 x A.E.
35 x Sr.SAE/SAE
1 x Accountant
75 x Tele.Tech.
5 x UDA
1 x Stenotypist
24 x Tele.Mech.
1 x Security Asstt.
5 x LDA-cum-Typist
37 x Sr.Wireless Opr./Wireless Opr.
10 x Wireman
2 x Mast Lasker
1 x Engine driver
2 x Head Guard
3 x MLSS
20 x Guard
2 x Cleaner
1 x Sweeper

D.E. C & W BARISAL
Pers : 236
1 x D.E.
1 x S.D.E.
4 x A.E.
26 x Sr.SAE/SAE
1 x Accountant
75 x Tele.Tech.
6 x UDA
1 x Stenotypist
104 x Sr.T.O./T.O.
2 x Phone Inspr.
2 x Security Asstt.
16 x Tele.Mech.
2 x C/Jointer
5 x LDA-cum-Typist
5 x Sub-Inspr.
45 x Lineman
4 x Wireman
1 x Batteryman
4 x MLSS
2 x Exch.Cleaner
16 x Guard
2 x Sweeper

D.E. C & W BOGRA
Pers : 215
1 x D.E.
2 x S.D.E.
4 x A.E.
30 x Sr.SAE/SAE
1 x Accountant
60 x Tele.Tech.
7 x UDA
1 x Stenotypist
31 x Tele.Mech.
2 x Security Asstt.
7 x LDA-cum-Typist
25 x Wireman
4 x Mast Lasker
1 x Engine driver
4 x MLSS
30 x Guard
4 x Cleaner
1 x Sweeper

D.E. C & W CHITTAGONG
Pers : 357
1 x D.E.
5 x S.D.E.
2 x A.E.
35 x Sr.SAE/SAE
1 x Accountant
95 x Tele.Tech.
6 x UDA
1 x Stenotypist
58 x Tele.Mech.
2 x Security Asstt.
6 x LDA-cum-Typist
44 x Sr.Wireless Opr./Wireless Opr.
1 x S/Boat driver
12 x Wireman
8 x Mast Lasker
6 x Head Guard
3 x Batteryman
10 x MLSS
50 x Guard
10 x Cleaner
2 x Sweeper

DIRECTOR TRANSMISSION-II (875)
Pers : 16
1 x Director
2 x A.D.
1 x Stenographer
4 x UDA
4 x LDA-cum-Typist
4 x MLSS

D.E. C&W DHAKA
Pers : 180
1 x D.E.
2 x S.D.E.
3 x A.E.
25 x Sr.SAE/SAE
1 x Accountant
80 x Tele.Tech.
6 x UDA
1 x Draftsman
23 x Tele.Mech.
6 x LDA-cum-Typist
1 x Stenotypist
1 x Wireless Opr.
4 x Wireman
1 x Lineman
4 x Mast Lasker
1 x Head Guard
4 x MLSS
10 x Guard
4 x Cleaner
2 x Sweeper

D.E.MICROWAVE MAINTENANCE-I DHAKA
Pers : 205
1 x D.E.
1 x S.D.E.
6 x A.E.
25 x Sr.SAE/SAE
1 x Accountant
60 x Tele.Tech.
6 x UDA
1 x Stenotypist
32 x Tele.Mech.
2 x Security Asstt.
6 x LDA-cum-Typist
19 x Wireman
4 x Mast Lasker
4 x MLSS
30 x Guard
7 x Cleaner

D.E. MICROWAVE MAINTENANCE-II DHAKA
Pers : 183
1 x D.E.
2 x S.D.E.
4 x A.E.
30 x Sr.SAE/SAE
1 x Accountant
16 x Tele.Tech.
5 x UDA
1 x Stenotypist
43 x Tele.Mech.
2 x Security Asstt.
5 x LDA-cum-Typist
19 x Wireman
6 x Mast Lasker
3 x Head Guard
1 x Batteryman
4 x MLSS
30 x Guard
10 x Cleaner

D.E. TRUNK & S.T.D.
Pers : 291
1 x D.E.
2 x S.D.E.
4 x A.E.
16 x Sr.SAE/SAE
14 x Monitor
1 x Accountant
2 x Tele.Tech.
4 x UDA
1 x Stenotypist
204 x Sr.T.O./T.O.
8 x LDA-cum-Typist
20 x Tele.Mech.
4 x Wireman
2 x Exch.Cleaner
7 x MLSS
1 x Sweeper

GENERAL MANAGER OVERSEAS (801)
Pers : 3
1 x G.M.
1 x Stenographer(PA)
1 x MLSS

DIRECTOR OVERSEAS (651)
Pers : 14
1 x Director
2 x A.D.
1 x Sr.SAE/SAE
1 x Stenographer
3 x UDA
3 x LDA-cum-Typist
3 x MLSS

A.G.M. ADMINISTRATION
Pers : 35
1 x A.G.M.
1 x A.D.
1 x Sr.Acctt.
2 x Jr.Acctt.
1 x Supdt.
8 x UDA
1 x Stenotypist
1 x Draftsman
8 x LDA-cum-Typist
1 x Tracer
1 x DMO
1 x Daftry
4 x MLSS
3 x Guard
1 x Sweeper

D.E. OVERSEAS TRUNK
Pers : 135
1 x D.E.
1 x S.D.E.
3 x A.E.
7 x Sr.SAE/SAE
1 x Accountant
10 x Monitor
3 x Tele.Tech.
3 x UDA
1 x Stenotypist
90 x Sr.T.O./T.O.
6 x LDA-cum-Typist
1 x Wireman
2 x Exch.Cleaner
5 x MLSS
1 x Sweeper

D.E. TELEX & TELEPRINTER
Pers : 191
1 x D.E.
1 x S.D.E.
4 x A.E.
20 x Sr.SAE/SAE
1 x Accountant
4 x Monitor
14 x Tele.Tech.
5 x UDA
14 x T/P Asstt.
1 x Stenotypist
35 x Sr.Telex Opr./Telex Opr.
51 x Tele.Mech.
5 x LDA-cum-Typist
1 x Draftsman
1 x Lathe Machine Opr.
12 x Wireman
10 x Machine Cleaner
7 x MLSS
4 x Guard

D.E. FAULT CONTROL & TESTING
Pers : 59
1 x D.E.
1 x S.D.E.
3 x A.E.
16 x Sr.SAE/SAE
1 x Accountant
1 x Monitor
8 x Tele.Tech.
3 x UDA
1 x Stenotypist
4 x Sr.T.O./T.O.
1 x Draftsman
8 x Tele.Mech.
3 x LDA-cum-Typist
2 x Guard
1 x Cleaner
4 x MLSS
1 x Sweeper

D.E. WIRELESS TALTBAGAD
Pers : 49
1 x D.E.
2 x S.D.E.
2 x A.E.
12 x Sr.SAE/SAE
1 x Accountant
3 x UDA
1 x Stenotypist
1 x Security Supvr.
4 x Tele.Mech.
1 x Security Asstt.
1 x Draftsman
3 x LDA-cum-Typist
1 x Store Keeper
1 x Pump driver
3 x MLSS
8 x Guard
2 x Cleaner
2 x Sweeper

CHIEF SUPDT. I.T.O.
Pers : 203
1 x Chief Supdt.
5 x A.R.T.O.
10 x E.S.W.(Traffic)
1 x Jr. Acctt.
10 x UDA
1 x Stenotypist
47 x Wireless TLs
50 x Sr.TPO/TLs TPO/TLs
10 x LDA-cum-Typist
3 x Head Tlg.Messgr.
1 x Despatch Rider
43 x T.W.M.
19 x Tlg.Messenger
1 x Guard
1 x Sweeper

DIRECTOR SATELLITE (112)
Pers : 35
1 x Director
2 x A.D.
1 x Security Offr.
1 x Sr.Acctt.
1 x Stenographer
3 x UDA
2 x Security Asstt.
3 x LDA-cum-Typist
1 x DMO
1 x Head Guard
4 x MLSS
15 x Guard

D.E. OPERATION
Pers : 29
1 x D.E.
4 x A.E.
12 x Sr.SAE/SAE
1 x Accountant
2 x UDA
1 x Stenotypist
1 x Telex Opr.
2 x LDA-cum-Typist
2 x MLSS
2 x Guard
1 x Cleaner

D.E. ELECTRONIC MAINTENANCE
Pers : 21
1 x D.E.
2 x S.D.E.
1 x A.E.
6 x Sr.SAE/SAE
1 x UDA
1 x Stenotypist
3 x Tele.Mech.
1 x LDA-cum-Typist
1 x Mast Lasker
2 x MLSS
2 x Cleaner

D.E. ELECTRICAL & BUILDING
Pers : 27
1 x D.E.
1 x S.D.E.
4 x Sr.SAE/SAE
1 x Hldg.Overseer
1 x UDA
1 x Stenotypist
4 x Tele.Mech.
1 x Draftsman
1 x LDA-cum-Typist
1 x Fitter
1 x Pump Driver
1 x Carpenter
1 x Conv.Inspr.
1 x Wireman
1 x Blueprinter
1 x MLSS
1 x Guard
2 x Cleaner
2 x Sweeper

DIRECTOR PROCUREMENT (75)
Pers : 9
1 x Director
1 x Acctts.Officer
1 x Admn.Officer
1 x Stenographer
2 x UDA
2 x LDA-cum-Typist
1 x MLSS

DY.DIRECTOR PROCUREMENT LOCAL
Pers : 18
1 x Dy.Director
2 x A.D.
4 x UDA
1 x Stenotypist
4 x LDA-cum-Typist
1 x DMO
2 x MLSS
3 x Guard

DY.DIRECTOR PROCUREMENT FOREIGN
Pers : 20
1 x Dy. Director
2 x A.D.
1 x Sr. Accountant
1 x Jr.Accountant
6 x UDA
1 x Stenotypist
6 x LDA-cum-Typist
2 x MLSS

DY. DIRECTOR CLEARANCE CTG.
Pers : 28
1 x Dy. Director
1 x A.D.
1 x Shipping Officer
1 x Jr. Accountant
3 x UDA
2 x Shipping Inspr.
1 x Stenotypist
3 x LDA-cum-Typist
2 x Outdoor Sarker
2 x Putcutman
1 x Head Cooly
2 x MLSS
2 x Guard
6 x Cooly

ABBREVIATIONS

D.E.ITO = Divisional Engineer International Telecommunication Organisation.
ITS = International Telecommunication Service.
Freq & W = Frequency & Wireless.
C & W = Carrier & Wireless.
Tele.Tech. Telecommunication Technician.
Tele Mech. Telecommunication Mechanic.
T.M. = Telegraph Master
TLS = Telegraphist.
TPO = Teleprinter Operator
Tlg = Telegraph.
T.O. = Telephone Operator.
C/Jointer= Cable Jointer.
T.W.L = Task Work Messenger.
T/P Asstt. Teleprinter Assistant.
S.T.D. = Subscribers' Trunk Dialling.
Chief Supdt.Chief Superintendent International Telegraph Office.
I.T.O.
Conv.Inspr. = Conservancy Inspector.
M/Boat Driver = Motor Boat Driver.
S/Boat Driver = Speed Boat Driver.
Chief Supdt. C.T.O. = Chief Superintendent Central Telegraph Office.
D.E. P.B.Xs. = Divisional Engineer Private Branch Exchanges.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.

BANGLADESH TELEGRAPH AND TELEPHONE BOARD
POSTS & TELECOMMUNICATION DIVISION
MINISTRY OF COMMUNICATIONS

MEMBER PLANNING & DEVELOPMENT (771)
Pers : 3
1 x Member
1 x Stenographer(PA)
1 x MLSS

TECHNOLOGICAL DEV. & RESEARCH (40)
Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

DEVELOPMENT CO-ORDINATION (36)
Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

Pers : 13
1 x D.E.
1 x A.E.
1 x Admn.Officer
1 x Jr. Acctt.
3 x UDA
1 x Stenotypist
3 x LDA-cum-Typist
2 x MLSS

BUILDING CO-ORDINATION
Pers : 4
1 x D.E.
1 x A.E.
1 x Stenotypist
1 x MLSS

DEVELOPMENT CO-ORDINATION
Pers : 12
1 x D.E.
1 x A.E.
1 x Admn.Officer
3 x UDA
1 x Stenotypist
3 x LDA-cum-Typist
2 x MLSS

CABLE CO-ORDINATION
Pers : 4
1 x D.E.
1 x A.E.
1 x Stenotypist
1 x MLSS

PROJECT CONTROL (11)
Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

LOCAL SYSTEM
Pers : 4
1 x D.E.
1 x A.E.
1 x Stenotypist
1 x MLSS

LONG DISTANCE
Pers : 4
1 x D.E.
1 x A.E.
1 x Stenotypist
1 x MLSS

GENERAL MANAGER PLANNING (71)
Pers : 3
1 x G.M.
1 x Stenographer(PA)
1 x MLSS

LOCAL NETWORK & EXCHANGE PLANNING (22)
Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

SMALL EXCHANGE & CABLE PLANNING
Pers : 3
1 x D.E.
1 x S.D.E.
1 x Stenotypist

TRUNK SWITCHING PLANNING
Pers : 3
1 x D.E.
1 x S.D.E.
1 x Stenotypist

MULTI EXCH. & SWITCHING PLANNING
Pers : 13
1 x D.E.
1 x S.D.E.
4 x A.E.
4 x Sr.SAE/SAE
1 x Stenotypist
2 x MLSS

LONG TERM & LONG DISTANCE PLANNING (14)
Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

INTERNATIONAL NETWORK PLANNING
Pers : 3
1 x D.E.
1 x S.D.E.
1 x Stenotypist

LONG TERM LOCAL NETWORK PLANNING
Pers : 3
1 x D.E.
1 x A.E.
1 x Stenotypist

RADIO LINK & TRANSMISSION PLG.
Pers : 3
1 x D.E.
1 x A.E.
1 x Stenotypist

PLANNING STATISTICS
Pers : 2
1 x Acctts.Officer
1 x LDA-cum-Typist

BUILDING PLANNING (32
Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

DESIGNING & ESTIMATING
Pers : 29
1 x D.E.
1 x S.D.E.
1 x A.E.
1 x Admn.Officer
1 x Sr.Acctt.
2 x Estimator
4 x UDA
1 x Stenotypist
2 x Head Draftsman
4 x Draftsman
4 x LDA-cum-Typist
1 x DMO
1 x Blue printer
1 x Daftry
4 x MLSS

GENERAL MANAGER DEVELOPMENT (519)
Pers : 3
1 x G.M.
1 x Stenographer(PA)
1 x MLSS

GENERAL & PERSONNEL ADMINISTRATION
Pers : 49
1 x A.G.M.
1 x Acctts.Officer
1 x Admn.Officer
4 x Sr.Acctt.
4 x Jr.Acctt.
1 x Superintendent
12 x UDA
1 x Stenotypist
1 x Draftsman
12 x LDA-cum-Typist
1 x Tracer
1 x DMO
1 x Blue printer
1 x Daftry
4 x MLSS
2 x Guard
1 x Sweeper

RESEARCH
Pers : 15
1 x D.E.
1 x S.D.E.
2 x A.E.
2 x Sr.SAE/SAE
2 x UDA
1 x Stenotypist
1 x Tele.Tech.
1 x Tele.Mech.
2 x LDA-cum-Typist
1 x MLSS
1 x Sweeper

TESTING
Pers : 22
1 x D.E.
2 x A.E.
6 x Sr.SAE/SAE
3 x Tele.Tech.
2 x UDA
1 x Stenotypist
1 x Tele.Mech.
2 x LDA-cum-Typist
1 x Fitter
2 x MLSS
1 x Cleaner

T&T CONSTRUCTION (304)
Pers : 12
1 x Director
1 x A.D.
1 x Estimator
1 x Stenographer
3 x UDA
3 x LDA-cum-Typist
2 x MLSS

EXCH.INSTALLATION
Pers : 32
1 x D.E.
1 x A.E.
4 x Sr.SAE/SAE
1 x Acctt.
8 x Tele.Tech.
2 x UDA
1 x Stenotypist
2 x LDA-cum-Typist
10 x Wireman
1 x MLSS
1 x Guard

DEVELOPMENT DHAKA, KHULNA, CTG., BOGRA
Pers : 260
1 x D.E.
1 x S.D.E.
1 x A.E.
8 x Sr.SAE/SAE
1 x Acctt.
12 x Tele.Tech.
4 x UDA
1 x Stenotypist
1 x Draftsman
4 x LDA-cum-Typist
4 x Sub-Inspector
8 x Cable Jointer
4 x Tele.Mech.
1 x Line Inspector
10 x Lineman
2 x MLSS
2 x Guard

65 x 4 = 260

CARRIER & WIRELESS CONSTRUCTION (117)
Pers : 12
1 x Director
1 x A.D.
1 x Estimator
1 x Stenographer
3 x UDA
3 x LDA-cum-Typist
2 x MLSS

MICROWAVE CONSTRUCTION
Pers : 36
1 x D.E.
1 x S.D.E.
2 x A.E.
4 x Sr.SAE/SAE
1 x Acctt.
4 x Tele.Tech.
3 x UDA
1 x Stenotypist
3 x LDA-cum-Typist
8 x Tele.Mech.
4 x Wireman
1 x MLSS
3 x Guard

WIRELESS CONSTRUCTION
Pers : 29
1 x D.E.
4 x A.E.
4 x Sr.SAE/SAE
1 x Acctt.
8 x Tele.Tech.
3 x UDA
1 x Stenotypist
3 x LDA-cum-Typist
1 x Tele.Mech.
1 x Draftsman
1 x MLSS
1 x Sweeper

MICROWAVE SURVEY
Pers : 40
1 x D.E.
2 x A.E.
8 x Sr.SAE/SAE
1 x Acctt.
8 x Tele.Tech.
3 x UDA
1 x Stenotypist
8 x Tele.Mech.
1 x Draftsman
3 x LDA-cum-Typist
1 x MLSS
3 x Guard

CO-AXIAL CABLE

CO-AXIAL CABLE
Pers : 46
1 x D. E.
1 x S.D.E.
2 x A.E.
8 x Sr.SAE/SAE
1 x Acctt.
4 x Tele.Tech.
3 x UDA
1 x Stenotypist
1 x Draftsman
4 x Cable Jointer
3 x LDA-cum-Typist
1 x Tele.Mech.
2 x Lineman
6 x Wireman
1 x Blueprinter
2 x MLSS
4 x Guard
1 x Sweeper

BUILDING CONSTRUCTION (91)
Pers : 25
1 x Director
2 x A.D.
1 x Accounts Officer
2 x Sr.SAE/SAE
1 x Sr.Acctt.
2 x Jr.Acctt.
1 x Stenographer
3 x UDA
3 x LDA-cum-Typist
1 x Surveyor
1 x DMO
1 x Daftry
3 x MLSS
2 x Guard
1 x Sweeper

BLDG.CONSTRUCTION DHAKA, CTG., KHULNA
Pers : 66
1 x D.E.
1 x S.D.E.
1 x A.E.
2 x Sr.SAE/SAE
1 x Acctt.
3 x UDA
1 x Stenotypist
1 x Draftsman
3 x LDA-cum-Typist
2 x Electrician
1 x Tracer
1 x Work Sarker
3 x MLSS
1 x Sweeper

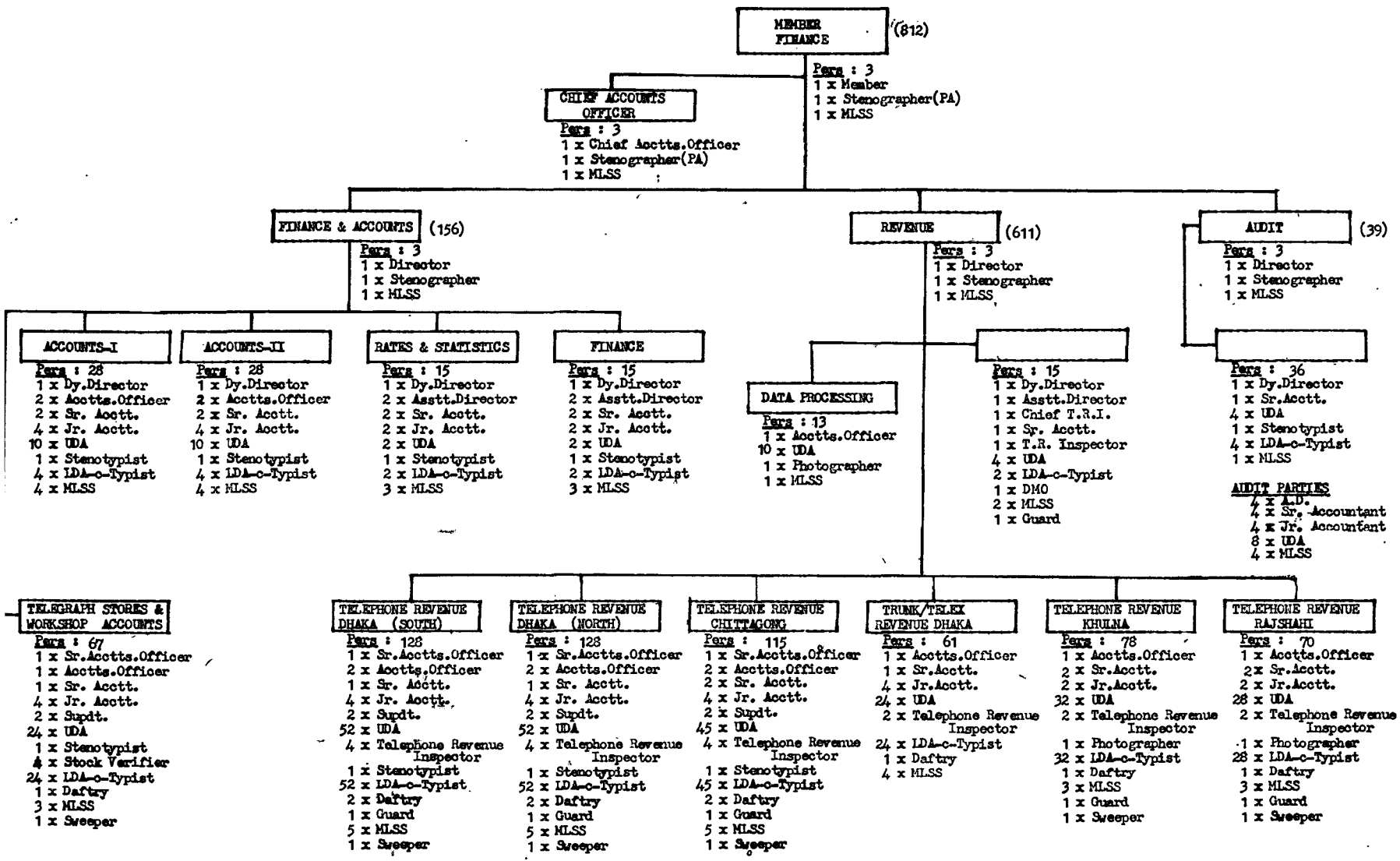
22 x 3 = 66

Abbreviations

1. P & D = Planning and Development
2. T D R = Technological Development and Research
3. P & I = Planning and Implementation

* Project - Development Budget

BANGLADESH TELEGRAPH AND TELEPHONE BOARD
POSTS & TELECOMMUNICATIONS DIVISION
MINISTRY OF COMMUNICATIONS
REVISED ORGANISATION



Abbreviation

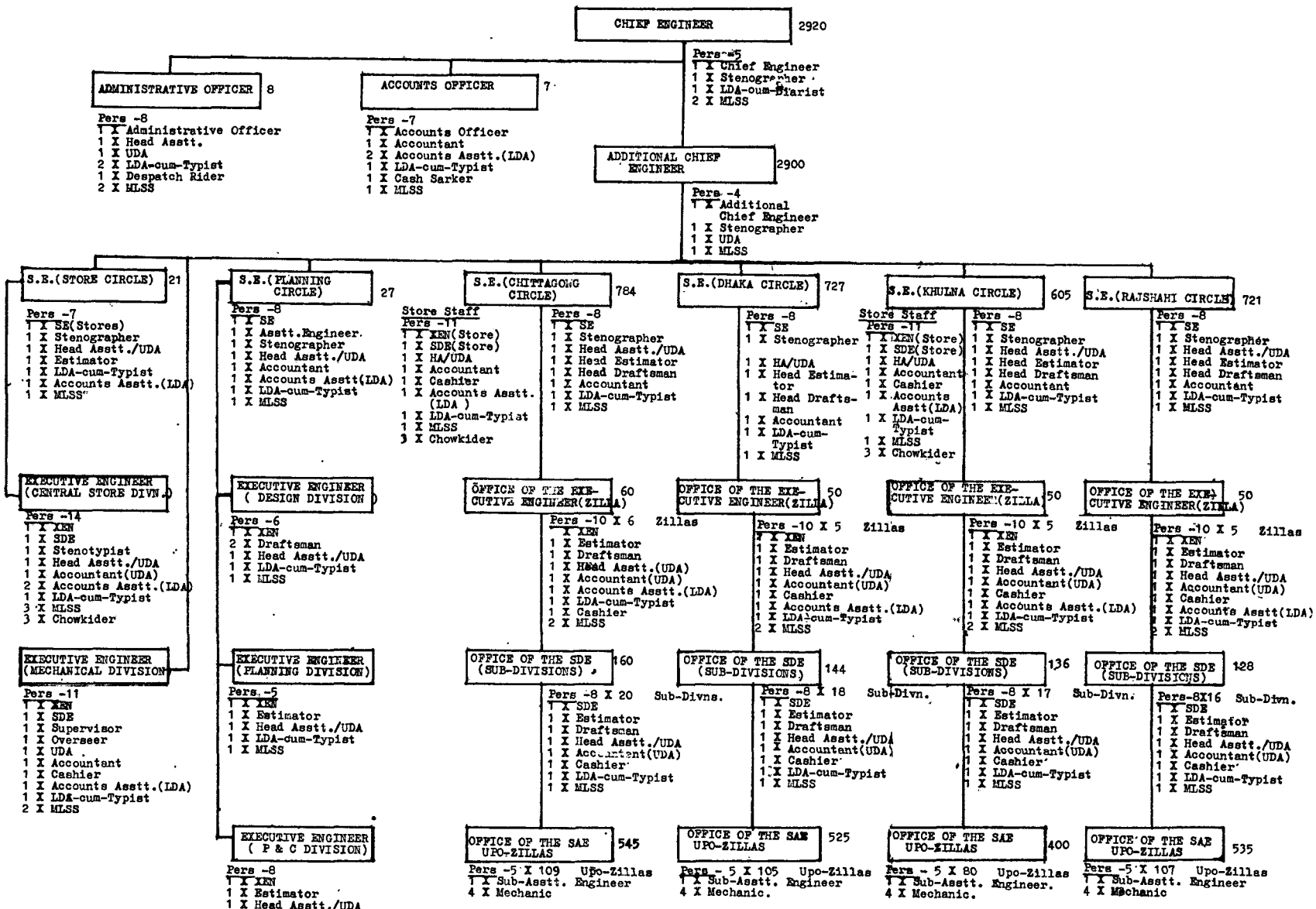
Chief T.R.I. = Chief Telephone Revenue Inspector

DEPARTMENT OF PUBLIC HEALTH ENGINEERING
LOCAL GOVERNMENT DIVISION
MINISTRY OF LOCAL GOVERNMENT, RURAL DEVELOPMENT AND CO-OPERATIVES

FUNCTIONS:

1. DPHE provides water supply facilities to the rural areas by hand pump, shallow tube-wells and deep tube-wells, natural spring development, infiltration gallaries, deep set pumps, ring wells etc. The maintenance of tube-wells and other water supply facilities is also entrusted to the DPHE.
2. Rural sanitation is also ensured by DPHE through manufacture and supply of water seal latrines and through health education activities.
3. In Urban sector the DPHE activities cover all the Zilla and Sub-Divisional towns except Dhaka and Chittagong WASA limits. It has brought under its programme the major Upo-Zilla headquarters and developed bazars. It has future plan to extend its activities to all Upo-Zilla headquarters in phases. Under the Urban Water Supply Scheme the DPHE executes pipe water supply system which includes treatment works, production wells, water distribution network, storage reservoirs and pumping installations. The maintenance function is usually handed over to the Municipalities.
4. As regard urban sanitation the DPHE has undertaken pilot schemes for two-pit latrine system and implemented 10,000 units of water seal latrines in Zilla and Sub-Divisional Towns.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Chief Engineer	1	1	1
2.	Addl. Chief Engineer	1	1	1
3.	Superintending Engineer	5	5	6
4.	Executive Engineer	18	18	28
5.	Sub-Divinl. Engineer/ Assistant Engineer.	86	86	76
6.	Store Officer	1	-	-
	Class-II			
7.	Administrative Officer	1	1	1
8.	Accounts Officer	-	-	1
	Class-III	2439	2439	2660
	Class-IV	370	370	146
	Grand Total:	2922	2921	2920

ABBREVIATIONS:

P & C : Programme & Co-ordination.
S A E. : Sub-Assistant Engineer
S D E. : Sub-Divisional Engineer
S E. : Superintending Engineer
XEN : Executive Engineer

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. a. 7 X Cars for CE, Addl.CE & Supdt.Engineer.
   b. 25 X Car/Jeeps - for 25 XEN for official use.
   c. 5 X Microbus - one for Hq. & 4 for 4 X Zones for official use.
   d. 5 X Pick up - one for Hq. & 4 for 4 X Zones for official use.
   e. 80 X Motor Cycles - for A.Es/SDEs for official use.
   f. 44 X Trucks. g. 21 X Speed Boats. h. 1 X Drilling Rig } for operational use.
   i. 3 X Van. j. 1 X Crane
2. The remaining 436 transports are to be handed over to the Govt. Transport Pool after the Development Projects are completed.
3. Use and authorisation of transport will be as per Govt. orders issued from time to time.
4. Drivers for sanctioned transports may be employed in lieu of Revised strength of Mechanics for out of contingency as existing.
5. Major Office Equipment: The Department is to hold the following office equipment :
   a. 28 X Duplicating Machines. The remaining 11 are to be handed over to the Central Stationery Office after the Development projects are completed.
   b. 6 X Photostat Machines. The remaining 2 are to be handed over to the Central Stationery Office after the Development Projects are completed.
   c. 2 X Blue Printing Machine.
   d. 2 X Air Conditioner for CE & ACE. The remaining 4 are to be handed over to the PWD.
6. Typewriter : The Department is to hold : a. 38 X Typewriters and the remaining 719 to be handed over to the Central Stationery Office after the Development Projects are completed.
   b. The number of typewriters to be equal to the number of Stenographers/Stenotypists/Typists & one for every 4 LDA-cum-Typist.
7. The Committee is of the view that 1 X AE should also be authorised in each administrative Zilla (Engineering Divisions) to assist Zilla Engineer. Due to shortage of existing qualified manpower the post has not been shown. When manpower situation improves the upgraded Zillas be authorised 1 X AE in each Zilla (i.e. Engineering Zillas).
8. The Set-up given at Sub-Divisional Offices will cease as and when Sub-Divisions are declared as Upo-Zilla/Zilla. Existing personnel will be absorbed in Zilla/Upo-Zilla Set-ups.
9. Authorised personnel shown at Upo-Zilla will be posted as and when they are upgraded.

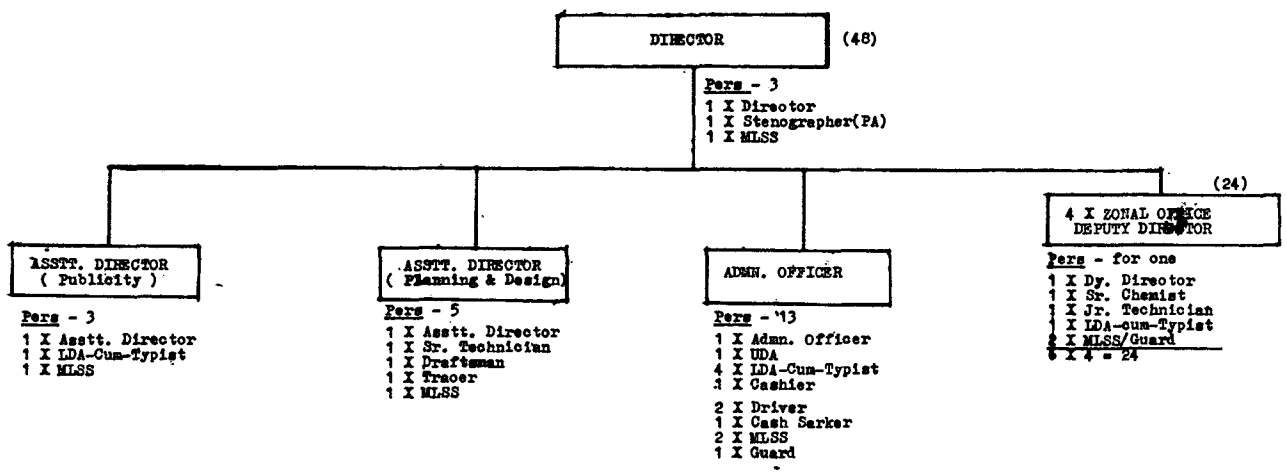
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

ENVIRONMENT POLLUTION CONTROL
LOCAL GOVERNMENT DIVISION
MINISTRY OF LOCAL GOVERNMENT, RURAL DEVELOPMENT AND CO-OPERATIVES

FUNCTIONS:

1. To formulate policies for the control, prevention and abatement of pollution of environment.
2. To suggest measures for the implementation of its policies.
3. Regular sampling of rivers, lakes and ground water at 20 stations, including 9 Global Environment Monitoring System (GEMS) stations is carried out.
4. To carry out air and noise pollution abatement efforts.
5. To carry out industrial surveys to identify polluting industries.
6. To issue clearance to new industries for operation.
7. To conduct research work in bio-gas use and installation of plant to encourage the use of renewable resources and to meet fuel requirement in rural areas.
8. To undertake campaigns against deforestation.
9. To look into specific complaints by the public against environmental pollution is immediately looked into by EPC and serve notices for necessary abatement(as per Ordinance) to the defaulting agency.
10. To maintain liaison with other international bodies regarding environmental concerns.
11. To conduct bio-assay experiments on different fish species readily available to determine the extent of damage caused by the presence of toxic chemicals in the water.
12. To asses river water salinity in Khulna area to measure the effect of Farakka on the ecological balance.
13. To publish year books, minutes, briefs, pamplets, reports etc. for disseminating environmental information to different agencies at home and abroad.
14. To undertake public awareness programme periodically through mass media as radio, T.V., newspapers, cinema slides, etc.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Jt. Director	1	-	-
3.	Dy. Director	-	-	4
4.	Asstt. Director	2	2	2
5.	Sr. Chemist	-	-	4
	Total Class- I :	4	3	11
	Class-II			
6.	Admn. Officer	1	1	1
	Total Class-II :	1	1	1
	Class-III			
7.	Head Assistant	1	1	-
8.	Stenographer (PA)	2	2	1
9.	UDA	1	1	1
10.	Sr. Technician	1	1	1
11.	Draftsman	1	1	1
12.	Jr. Technician	-	-	4
13.	LDA-Cum-Typist	4	4	9
14.	Cashier	1	1	1
15.	Tracer	1	1	1
16.	Driver	2	2	2
17.	Record Keeper	1	1	-
18.	Cash Sarker	1	1	1
	Total Class-III:	16	16	22
	Class-IV			
19.	MLSS-Guard	6	5	14
	Total Class-IV :	6	5	14
	GRAND TOTAL :	27	25	48

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport :

I The following transports are to be authorised :

a. 2 X Car (for Director and 1 for general duties)

b. 1 X Microbus (for general duties)

c. 4 X Jeep (for 4 Zonal Offices on raising)

II The remaining 1 X Car, 1 X Microbus and 1 X Station Wagon to be deposited to Government Transport Pool. Transports belonging to development projects i.e. 1 X Microbus and 1 X Station Wagon mentioned above to be deposited on termination of development projects. 4 X Jeep will be issued by the Government Transport Pool ex-stock on raising the Zonal Offices after the termination of development projects.

III Private use of transport will be as per Govt. Instructions issued from time to time.

2. Air-coolers :

The EPC may be authorised with the following :

a. 1 X Air-cooler (for Director's chamber + Conference room).

b. 1 X Air-cooler (for Foreign Consultant's room on temporary basis).

c. 17 X Air-cooler for laboratories (6 for Dhaka laboratory, 5 for Chittagong Lab., 3 for Khulna Lab. and 3 for Bogra Lab.).

3. The remaining one air-cooler to be deposited to the PWD stock. Again 1 X Air-cooler to be returned also to the PWD after the expiry of contract of Foreign Consultant.

4. Office equipment :

The EPC Headquarter is authorised with the following :

a. 1 X Plain Paper Copier.

b. 1 X Duplicating machine.

c. 1 X Combo cliping machine.

d. 1 X Microphone set.

e. 4 X Typewriters

f. 1 X Amonia printing machine.

g. 1 X 3M photo copy machine

5. The remaining 3 X Typewriters to be deposited to Central Stationery Office. The field offices are authorised with 4 X Typewriters. So the remaining 6 X Typewriters to be deposited to the Central Stationery Office after the termination of the development projects.

6. The set-up of the zonal offices with 6 X 4 = 24 manpower may come into effect only after the termination of the development projects.

7. Required number of MLSS may be employed on Farash/Jamadar/Messenger/Guard duty.

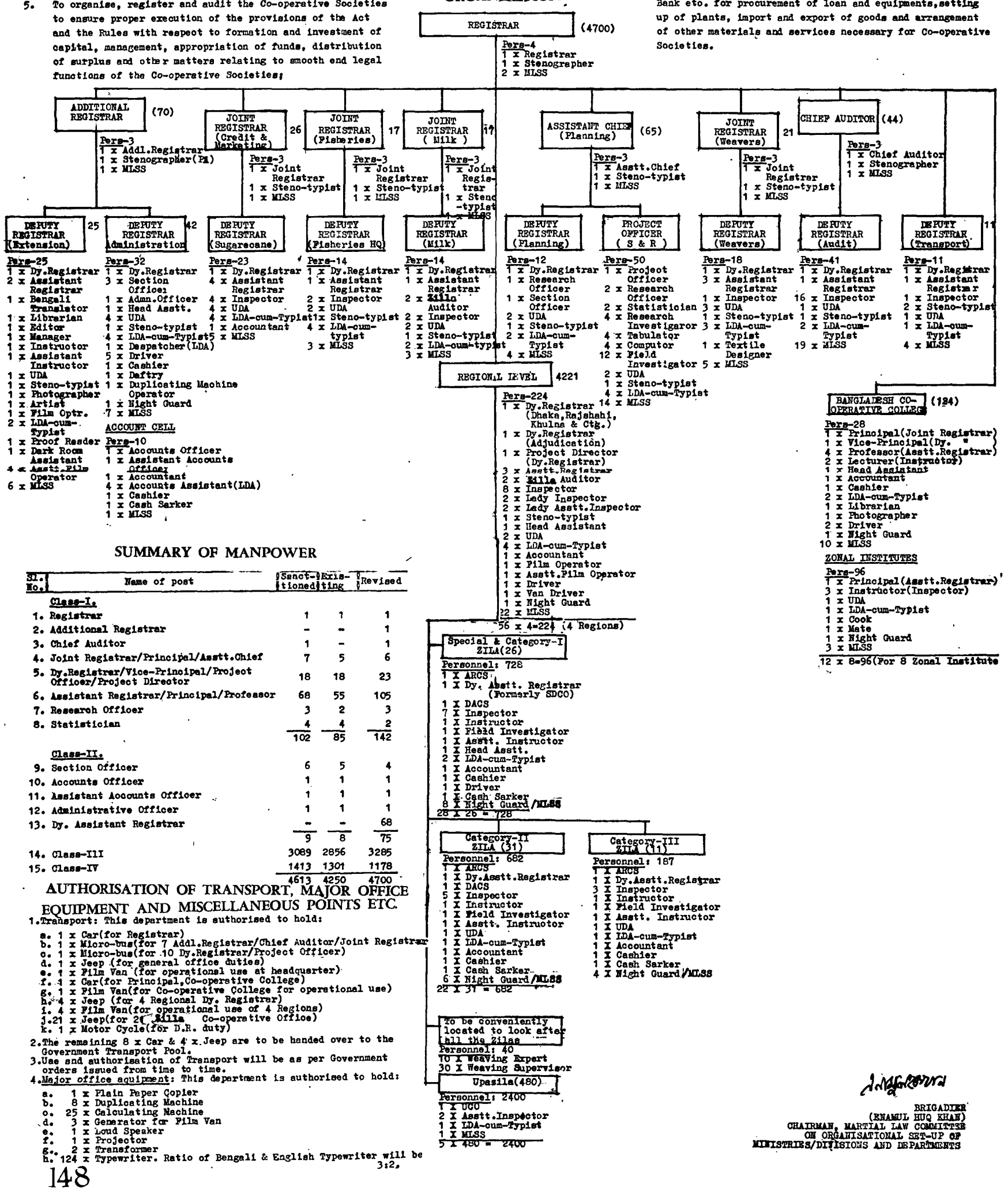
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF CO-OPERATIVES
RURAL DEVELOPMENT AND CO-OPERATIVES DIVISION
MINISTRY OF LOCAL GOVERNMENT, RURAL DEVELOPMENT AND CO-OPERATIVES

FUNCTIONS:

1. To formulate policy decisions on the administration and management of the movement;
2. To supervise the practical application of the provisions of the Co-operative Societies Act and the Rules made thereunder;
3. To suggest measures to the Government and other authorities for the healthy growth of the movement;
4. To educate the people on the principles and practices of co-operation through various methods and institutions and train up the members, officer-bearers and paid employees of the Co-operative Societies as well as the departmental officers under the Directorate;
5. To organise, register and audit the Co-operative Societies to ensure proper execution of the provisions of the Act and the Rules with respect to formation and investment of capital, management, appropriation of funds, distribution of surplus and other matters relating to smooth and legal functions of the Co-operative Societies;
6. To suggest amendment of the Act and the Rules and to exercise statutory obligations and powers conferred therein on the Registrar of Co-operative Societies;
7. To conduct survey, research and case-study on the working of the Co-operative Societies, publish results and reports and make recommendations to the Government;
8. To prepare and implement development schemes with approval of the Government, evaluate their working and impact on the movement and economy as a whole and revise the schemes as and when necessary;
9. To co-operate with other Government departments and autonomous bodies like the Bangladesh Bank, BADC, Krishi Bank etc. for procurement of loan and equipments, setting up of plants, import and export of goods and arrangement of other materials and services necessary for Co-operative Societies.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing	Revised
	Class-I.			
1.	Registrar	1	1	1
2.	Additional Registrar	-	-	1
3.	Chief Auditor	1	-	1
4.	Joint Registrar/Principal/Asstt.Chief	7	5	6
5.	Dy.Registrar/Vice-Principal/Project Officer/Project Director	18	18	23
6.	Assistant Registrar/Principal/Professor	68	55	105
7.	Research Officer	3	2	3
8.	Statistician	4	4	2
		102	85	142
	Class-II.			
9.	Section Officer	6	5	4
10.	Accounts Officer	1	1	1
11.	Assistant Accounts Officer	1	1	1
12.	Administrative Officer	1	1	1
13.	Dy. Assistant Registrar	-	-	68
		9	8	75
14.	Class-III	3089	2856	3285
15.	Class-IV	1413	1301	1178
		4613	4250	4700

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: This department is authorised to hold:

   a. 1 x Car(for Registrar)
   b. 1 x Micro-bus(for 7 Addl.Registrar/Chief Auditor/Joint Registrar
   c. 1 x Micro-bus(for 10 Dy.Registrar/Project Officer)
   d. 1 x Jeep (for general office duties)
   e. 1 x Film Van (for operational use at headquarter)
   f. 1 x Car(for Principal,Co-operative College)
   g. 1 x Film Van(for Co-operative College for operational use)
   h. 4 x Jeep (for 4 Regional Dy. Registrar)
   i. 4 x Film Van(for operational use of 4 Regions)
   j. 21 x Jeep(for 21 Zilla Co-operative Office)
   k. 1 x Motor Cycle(for D.R. duty)

2. The remaining 8 x Car & 4 x Jeep are to be handed over to the Government Transport Pool.
3. Use and authorisation of Transport will be as per Government orders issued from time to time.
4. Major office equipment: This department is authorised to hold:

   a. 1 x Plain Paper Copier
   b. 8 x Duplicating Machine
   c. 25 x Calculating Machine
   d. 3 x Generator for Film Van
   e. 1 x Loud Speaker
   f. 1 x Projector
   g. 2 x Transformer
   h. 124 x Typewriter. Ratio of Bengali & English Typewriter will be 3:2.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

PORT HAJJ OFFICE, CHITTAGONG
RELIGIOUS AFFAIRS DIVISION
MINISTRY OF LOCAL GOVERNMENT, RURAL DEVELOPMENT AND CO-OPERATIVES

FUNCTIONS:

1. Implementation of Hajj Policy
2. Arrangement of sending pilgrims by sea and by air
3. Collection of pilgrim pass fee.
4. Preparation of travel documents for pilgrims like pilgrim pass, etc.
5. Issue of condolence messages and disposal of personal belongings of deceased/missing pilgrims to the relatives/nominees; and
6. Collection of passage money of deceased/missing Hajis.

ORGANISATION

PORT HAJJ OFFICER 38

Pers - 2
1 x Port Hajj Officer
1 x MLSS

ASSTT. PORT HAJJ OFFICER

Pers - 36
1 x Asstt. Port Hajj Officer
1 x HA
1 x Accountant
1 x UDA
4 x LDA-cum-Typist
1 x Cashier
1 x Daftry
2 x MLSS
1 x Chowkider
1 x Mali
1 x Sweeper

* SEASONAL

Pers - 21
1 x UDA
14 x LDA-cum-Typist
1 x Dupl.Mach.Opr.
1 x Microphone Operator
4 x MLSS

* Recruited for 3 months during Hajj season.

SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing	Revised
	Class - I			
1.	Port Hajj Officer	1	1	1
	Class - II			
2.	Asstt. Port Hajj Officer	1	1	1
	Class - III	28	25	26
	Class - IV	10	10	10
	Total	40	37	38

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

TRANSPORT

1. The office is authorised to take a transport from the Zila Transport Pool during the Hajj season.

OFFICE EQUIPMENT

2. The office is authorised:
   a. 6 x Typewriter
   b. 1 x Duplicating Machine

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

HAJJ WING, JEDDAH
RELIGIOUS AFFAIRS DIVISION
MINISTRY OF LOCAL GOVERNMENT, RURAL DEVELOPMENT AND CO-OPERATIVES

FUNCTIONS:

1. Making Hajj arrangements in Saudi Arabia.
2. Hiring office and dispensary accommodation at Makkah, Medina, Jeddah, Meena and Arafat.
3. Rendering welfare services to lost luggages and missing pilgrims.
4. Collection of information from Saudi authorities as are required in the formulation of Hajj Policy.
5. Co-ordination with local Saudi authorities in respect of Hajj arrangements in Saudi Arabia.
6. Disposal of personal effects of deceased Bangladeshi pilgrims from Saudi Baitul-Mal.
7. Finding out the whereabouts of the pilgrims, who do not return to Bangladesh after Hajj; and
8. Arrangement of funeral services of deceased pilgrims.

ORGANISATION

HAJJ OFFICER

Pers - 3
1 x Hajj Officer
1 x Typist-cum-Interpretor
1 x Driver-cum-Messenger

SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing	Revised
	Class - I			
1.	Hajj Officer	1	1	1
	Class - III	1	1	1
	Class - IV	1	1	1
	Total	3	3	3

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

TRANSPORT

1. The office is authorised:
   a. 1 x Car for official duties.
2. Private use of transport will be as per Government instructions issued from time to time.

OFFICE EQUIPMENT

3. The office is authorised:
   a. 1 x Typewriter

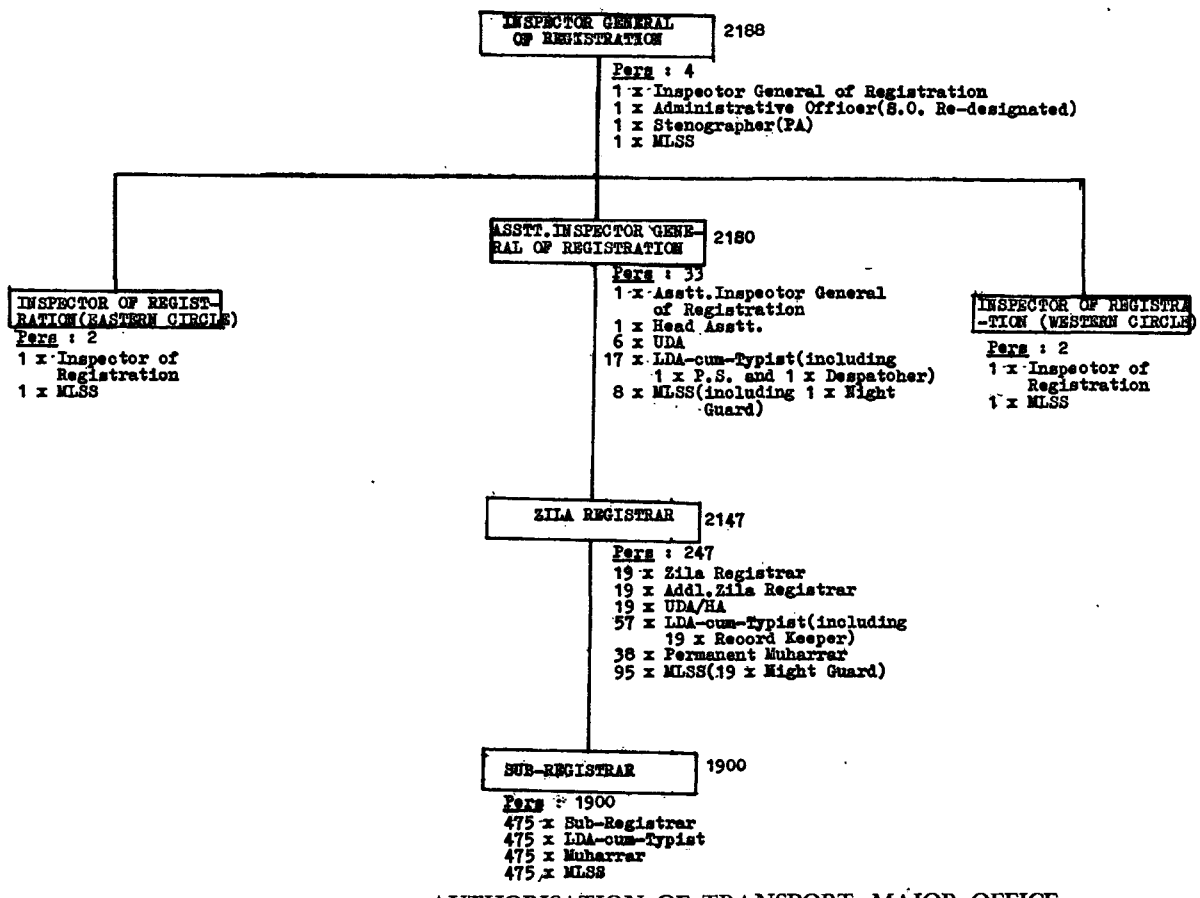
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

REGISTRATION DIRECTORATE
LAW AND PARLIAMENTARY AFFAIRS DIVISION
MINISTRY OF LAW AND LAND REFORMS

FUNCTIONS:

1. Administration of registration of transfer of documents under the Registration Act, 1908.
2. Supervision of the work of all Muslim Marriage Registrars/Kazis under the Muslim Marriage Registration Act, 1974 and supervision of Christian Marriage Registrars under the Christian Marriage Registration Act, 1972.
3. Administration of brith and death registration under the Birth and Death Registration Act, 1886.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the Post	Sanctioned	Existing	Revised
	Class-I			
1.	Inspector General of Registration	1	1	1
2.	Asstt.Inspector General of Registration	1	1	1
3.	Inspector of Registration	2	2	2
4.	Zila Registrar	19	19	19
5.	Addl.Zila Registrar	18	18	19
	Total Class-I	41	41	42
	Class-II			
6.	Administrative Officer (S.O. Re-designated)	1	1	1
7.	Sub-Registrar	426	336	475
	Total Class-II	427	337	476
	Class-III	1235	1230	1089
	Class-IV	561	460	581
	Grand Total =	2264	2068	2188

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : This Directorate is authorised 1 x Car.
2. Private use of transport will be as per Government Instructions issued from time to time.
3. Office Equipment : The Directorate is authorised :
   a. 1 x Duplicating Machine
   b. 1 x Calculator
   c. 23 x Typewriter
4. Miscellaneous Points :
   a) The set up given at Sub-Divisional Offices will cease as and when Sub-Divisions are declared as Upazila. Existing personnel will be absorbed in Zila/Upazila set up.
   b) Authorised personnel shown at Upazila will be posted as and when they are upgrade.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

JUDGES COURT OF BANGLADESH
LAW AND PARLIAMENTARY AFFAIRS DIVISION
MINISTRY OF LAW AND LAND REFORMS

FUNCTIONS:

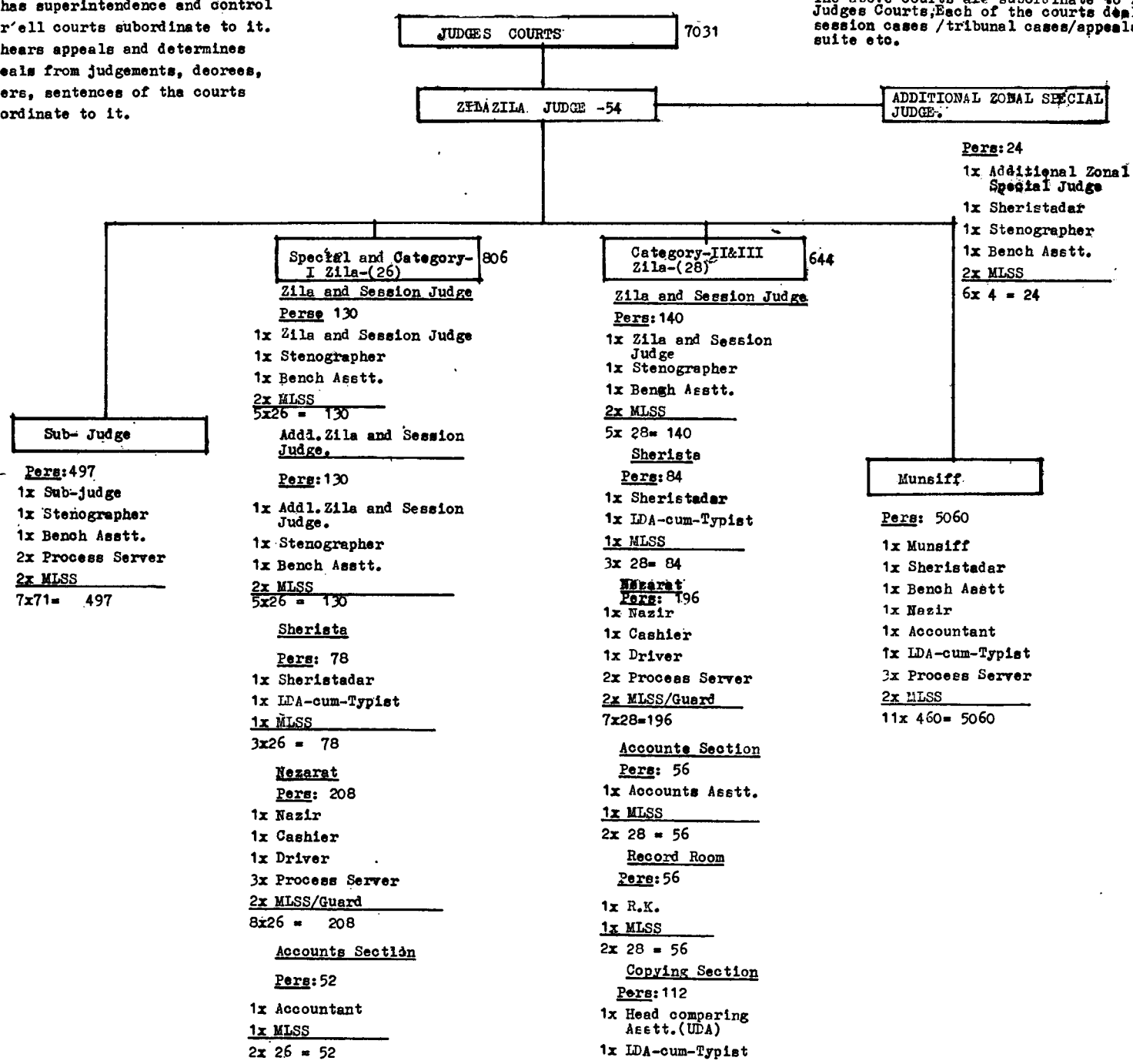
ZILA JUDGES COURT:

1. It performs judicial functions in respect of its original jurisdiction as determined by law.
2. It determines the question of law in the cases before the courts subordinate to it as per provision of law.
3. It has superintendence and control over all courts subordinate to it.
4. It hears appeals and determines appeals from judgements, decrees, orders, sentences of the courts subordinate to it.
5. ADDITIONAL ZONAL SPECIAL JUDGES COURTS:

   These courts deal with Anticorruption cases under the provisions of the Anticorruption Acts/Rules.
6. ADDITIONAL JUDGES COURTS, SUB-JUDGES COURTS, MUNSIFF COURTS:

   The above courts are subordinate to Zila Judges Courts; Each of the courts deal with session cases /tribunal cases/appeals /motions/ suits etc.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing	Revised
	Class-I			
1.	Zila Judge	19	19	54
2.	Additional Zonal Special Judge	4	3	4
3.	Addl. Zila Judge	52	51	26
4.	Sub-Judge	75	59	71
5.	Munsiff	132	112	460
	Total Class-I	288	242	615
	Class-III	1654	1469	3206
	Class-IV	2394	2036	3210
	Grand total:	4330	3747	7031

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: Each Zila Judge is authorised to hold: 1x Car(For whole time use).
2. Private use of transport will be as per Government instructions issued from time to time.
3. Major Office Equipment: Each Zila is authorised to hold: 1x Duplicating Machine for official use.
4. Zila Judge's Court is authorised to hold:

   656x Typewriter.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFCE OF THE OFFICIAL RECEIVER AND OFFICIAL TRUSTEE
SUPREME COURT
LAW AND PARLIAMENTARY AFFAIRS DIVISION
MINISTRY OF LAW AND LAND REFORMS

FUNCTIONS:

1. This office manages receiver estates under order of court as per provisions of Official Receiver Act,1938.
2. It looks after the companies (in liquidation) under order of High Courts as per provisions of the Companies Act, 1913.
3. It collects assets, movable and immovable properties of the liquidated companies. It also collects 5% Govt. commission from the companies (in liquidation).
4. It deals with intestate, will and Charitable, movable and immovable properties of both native and foreign nationals, as per provisions of Administrator General Act, 1913 (Act III) under order of the High Court.
5. It also deals with trust properties of both Bangladeshi National and Foreign National in Bangladesh as per provisions of Official Trustee Act, 1913 (Act II) under order of the High Court.

ORGANISATION

ADMINISTRATOR GENERAL OFFICIAL RECEIVER AND OFFICIAL TRUSTEE SUPREME COURT — 21

Pers : 3
1 x Administrator General Official Receiver and Official Trustee
1 x Stenographer(PA)
1 x MLSS(Orderly)

ADMINISTRATIVE OFFICER

Pers : 18
1 x Administrative Officer
3 x UDA(including 1 x HA)
1 x Inspector
7 x LDA-cum-Typist(including 1 x Record Keeper)
1 x Cash Sarker
1 x Night Guard
1 x Sweeper
3 x MLSS(Peon)

SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Administrator General Official Receiver and Official Trustee	1	1	1
	Class-II			
2.	Admn.Officer	1	1	1
3.	Class-III	13	13	13
4.	Class-IV	6	6	6
	Grand Total:-	21	21	21

OFFICE EQUIPMENT

Typewriters: This office holds 6 x Typewriter: (2 x Bengali and 4 x English), of which 2 x Bengali and 1 x English Typewriters be retained and the remaining 3 be returned to the Central Stationery Office.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

APPELLATE TRIBUNALS, DHAKA AND CHITTAGONG
LAW AND PARLIAMENTARY AFFAIRS DIVISION
MINISTRY OF LAW AND LAND REFORMS

FUNCTIONS:

1. The Appellate Tribunal hears and determines appeals from the judgement, decree, orders or sentences of Special Tribunals for offences under the provision of the Special Powers Act, 1974.
2. Offences punishable under the Arms Act, 1878 (XI of 1878).
3. Offences punishable under the Explosive Substances Act. 1908 (VI of 1908).
4. Offences punishable under any rules made under the Emergency Powers Act. 1975 (I of 1975) or any order made under any such rule.

ORGANISATION

APPELLATE TRIBUNALS — 24

MEMBER APPELLATE TRIBUNAL DHAKA

Pers : 12
1 x Member
1 x Asstt.Registrar
1 x Bench Asstt.
1 x Stenographer
1 x UDA
1 x Record Supplier(LDA)
1 x Copyist
1 x Court Attendant
2 x MLSS
2 x Night Guard

MEMBER APPELLATE TRIBUNAL CHITTAGONG

Pers : 12
1 x Member
1 x Asstt.Registrar
1 x Bench Asstt.
1 x Stenographer
1 x UDA
1 x Record Supplier(LDA)
1 x Copyist
1 x Court Attendant
2 x MLSS
2 x Night Guard

SUMMARY OF MANPOWER

SL. No.	Member-Judge	Sanctioned		Actual		Revised	
		Dhaka	Ctg.	Dhaka	Ctg.	Dhaka	Ctg.
1.	Member	1	1	1	-	1	1
	Class-I						
2.	Asstt.Registrar	1	1	1	-	1	1
3.	Class-II	-	-	-	-	-	-
4.	Class-III	5	4	5	4	5	5
5.	Class-IV	5	5	5	5	5	5
	Grand Total:-	12	11	12	9	12	12

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

a. Transport: The Committee recommends 2 x Cars for 2 Members ex-Govt.Transport Pool.

b. Air-Conditioner: The Committee recommends 2 x air-conditioners for 2 members.

c. Typewriter: 6 x Typewriters be held by the 2 tribunals. The remaining 4 x typewriters be handed over to the Central Stationery Office.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

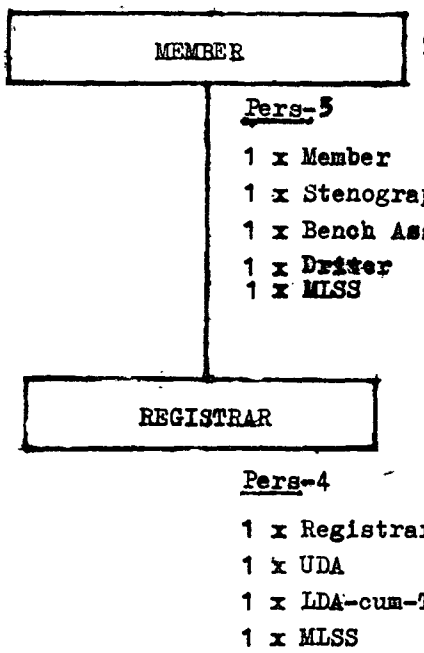
ADMINISTRATIVE APPELLATE TRIBUNAL
LAW AND PARLIAMENTARY AFFAIRS DIVISION
MINISTRY OF LAW AND LAND REFORMS

FUNCTIONS:

1. To confirm, set aside, vary or modify, on appeal, any order or decision of the Administrative Tribunal.

2. In all cases, the decision of the Administrative Appellate Tribunal is final.

ORGANISATION



SUMMARY OF MANPOWER
(RECOMMENDED)

SL.No.	Name of post	
	Class-I	
1.	Member	1
2.	Registrar	1
3.	Class-III	5
4.	Class-IV	2
	Grand Total:-	9

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport:- 1 x car is authorised for whole time use by the Member.
2. Private use and authorisation of Govt. transport will be as per Government Instruction issued from time to time.
3. Major office equipment:-
   a. Air-conditioner/Coller: 1 x Air-conditioner/Cooler is authorised to be used in the office chamber of the member.
   b. 2 x Typewriter(one English and one Bengali) is authorised for the Tribunal.

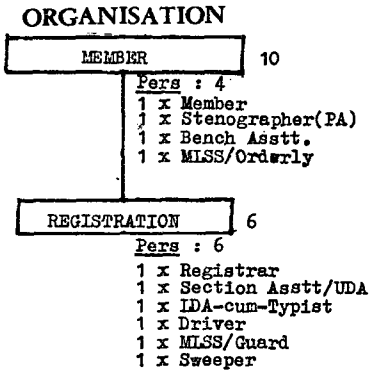
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

ADMINISTRATIVE TRIBUNAL, DHAKA
LAW AND PARLIAMENTARY AFFAIRS DIVISION
MINISTRY OF LAW AND LAND REFORMS

FUNCTIONS:

The Administrative Tribunal hears and determines applications made by the persons in the service of the Republic against the orders passed by the Administrative Authority in respect of the terms and conditions of his service including pension rights or in respect of any action taken in relation to him as a person in service of Republic by the Administrative Authority.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the Post		Sanctioned	Existing	Revised
1.	Member		1	1	1
2.	Registrar		1	-	1
	Total Class-I	:	2	1	2
3.	Class-III	:	4	2	5
4.	Class-IV	:	4	3	3
	Grand Total	:	10	6	10

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The office of the Administrative Tribunal is authorised to hold the following transport:
   a. 1 x Car (for the use of Member)
2. Private use of government transport will be as per latest government instruction issued from time to time.
3. Air-Conditioner/Cooler : This organisation is to hold 1 x Air-Conditioner/Cooler for the use in the office chamber of the Member.
4. Office Equipment :
   2 x Typewriter (One English & One Bengali)

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF LAND RECORDS AND SURVEYS
LAND ADMINISTRATION AND LAND REFORMS DIVISION
MINISTRY OF LAW AND LAND REFORMS

FUNCTIONS:

a. To initiate and prepare schemes with time frame and estimate of expenditure for survey and preparation/revision of maps and record of rights of districts or part of a district for the whole country by rotation.

b. To survey and prepare/revise map and record of rights on mauza basis for every parcel/plot of land numbering about 80 million in the country by rotation.

c. To print and reprint mauza maps numbering 96,402 sheets covering the whole country and to prepare, print and re-print Thana, District and country maps.

d. To print record-of-rights of each land holders now estimated to be numbering 25 million in the country.

e. To undertake Theodolite Traverse to provide basic control point for preparation of mauza maps.

f. To demarcate and relay more than 2200 miles of international boundary and to prepare and print boundary strip maps thereof.

g. To provide technical assistance to the district administration for relaying inter-district and inter-Thana boundaries.

h. To examine and vet all proposals of the Government for re-organisation of Thana and District jurisdictions from technical and geographical point of view.

i. To advise the Govt. in the matter of land reforms and Cadastral Survey and international and inter-district boundaries.

ORGANISATION

DIRECTOR GENERAL - 1705

Pers : 4
- 1 x Director-General
- 1 x Stenographer
- 2 x MLSS

BANGLADESH SURVEY INSTITUTE (Comilla)

Pers : 23
- 1 x Principal
- 1 x Chief Instructor
- 1 x Instructor
- 1 x Doctor
- 2 x Junior Instructor
- 1 x Asstt. Lecturer
- 2 x Demonstrator
- 1 x Head Assistant(UDA)
- 1 x LDA-cum-Typist
- 1 x Store-keeper
- 11 x MLSS

DIRECTOR OF LAND RECORDS - 1378

Pers : 3
- 1 x Director
- 1 x Stenographer
- 1 x MLSS

DIRECTOR OF SURVEYS - 249

Pers : 11
- 1 x Director
- 2 x Asstt. Settlement Officer (Ch O.)
- 1 x Sett. Kanungo (HQ)
- 1 x Hd. Asstt.
- 1 x Stenographer
- 2 x LDA-cum-Typist
- 3 x MLSS

SETTLEMENT OFFICER (Chittagong)

Pers : 98
- 1 x Settlement Officer
- 4 x Asstt. Settlement Officer (Ch.O.)
- 4 x Asstt. Settlement Officer-II
- 25 x Settlement Kanungo
- 1 x Head Assistant
- 1 x Accountant
- 1 x Nazir
- 1 x Office Assistant
- 1 x Record Keeper
- 1 x Cashier
- 1 x Head Draftsman
- 5 x Draftsman
- 1 x Asstt. Head Draftsman
- 2 x LDA-cum-Typist
- 3 x Peshker-I
- 6 x Peshker-II
- 7 x Junch Moharar
- 4 x Badar Amin
- 1 x Bench Clerk
- 1 x Copyist
- 3 x Driver
- 1 x Asstt. Record Keeper
- 1 x Steno-Typist
- 1 x Sheet Keeper
- 1 x Asstt. Nazir
- 20 x MLSS

SETTLEMENT OFFICER (Dhaka)

Pers: 122
- 1 x Settlement Officer
- 4 x Asstt. Settlement Officer (Ch. O.)
- 4 x Asstt. Settlement Officer-II
- 26 x Settlement Kanungo
- 1 x Stenographer
- 1 x Head Assistant
- 1 x Accountant
- 1 x Nazir
- 7 x Office Assistant
- 1 x Record Keeper
- 1 x Cashier
- 1 x Head Draftsman
- 1 x Asstt. Hd. Draftsman
- 8 x Draftsman
- 1 x LDA-cum-Typist
- 2 x Peshker I
- 4 x Peshker II
- 9 x Junch Moharar
- 9 x Badar Amin
- 3 x Bench Clerk
- 2 x Copyist
- 1 x Driver
- 1 x Asstt. Record Keeper
- 1 x Sheet Keeper
- 1 x Daftari
- 30 x MLSS

PRESS OFFICER

Pers : 468
- 1 x Press Officer
- 1 x Addl. Press Officer
- 3 x Assistant Press Officer (S. Kgo)
- 1 x Press Superintendent
- 1 x Head Assistant
- 1 x Accountant
- 1 x Cashier
- 2 x Peshker
- 1 x Store Keeper
- 1 x Asstt. Store Keeper
- 1 x Record keeper
- 1 x LDA-cum-Typist
- 1 x Moharar
- 1 x F.C. Peshker
- 21 x Checker
- 4 x Mistake Passer
- 20 x Proof Reader
- 15 x Asstt. Proof Reader
- 1 x Mechanic
- 1 x Asstt. Mechanic
- 5 x Bill Clerk
- 210 x Compositor
- 8 x Printer
- 5 x Block Corrector
- 6 x Block/Chart/Writer
- 7 x Sorter
- 1 x Carpenter
- 40 x Pressman
- 44 x Inkman
- 40 x Gailyboy
- 3 x Caster/Stitcher/Cutter
- 2 x Boiler/Type Supplier
- 18 x MLSS

DEPUTY DIRECTOR (Operation)

Pers : 12
- 1 x Deputy Director
- 2 x UDA
- 4 x LDA-cum-typist
- 5 x MLSS

DEPUTY DIRECTOR (Administration)

Pers : 51
- 1 x Deputy Director
- 1 x Administrative Officer
- 1 x Head Assistant
- 6 x UDA
- 1 x Accountant
- 14 x LDA-Cum-Typist
- 1 x Cashier
- 2 x Record Supplier
- 1 x Librarian
- 6 x Driver
- 1 x Cash Sarker
- 8 x Guard
- 8 x MLSS

DEPUTY DIRECTOR OF SURVEYS

Pers : 15
- 1 x Deputy Director
- 1 x Record Keeper
- 2 x Asstt. Record Keeper
- 2 x Store Keeper
- 2 x Record Supplier
- 2 x Book Binder
- 5 x MLSS

ASSTT. DIRECTOR OF SURVEYS (Surveys)

Pers : 153
- 1 x Asstt. Director
- 8 x Asstt. Survey officer
- 2 x Kanungo
- 1 x Head Draftsman
- 2 x Sr. Sub-Surveyor
- 37 x Sub-Surveyor
- 4 x Head Computer
- 2 x Sr. Draftsman
- 20 x Draftsman
- 48 x Computer
- 18 x Bdy. Amin
- 10 x MLSS

ASSTT. DIRECTOR OF SURVEYS (Printing)

Pers : 70
- 1 x Asstt. Director
- 1 x Printing Supervisor
- 1 x Head Zinc Corrector
- 12 x Zinc Corrector
- 2 x Head Printer
- 20 x Printer
- 1 x Head Photoman
- 6 x Photoman
- 2 x Head Grainer
- 8 x Grainer
- 1 x Hd. Machineman
- 1 x Mechanic
- 1 x Cameraman
- 1 x Carpenter
- 1 x Despatcher
- 4 x Frame Carrier
- 1 x Map counter
- 6 x Tindal

SETTLEMENT OFFICER (Diara Operation)

Pers : 106
- 1 x Settlement Officer
- 4 x Asstt. Settlement Officer (Ch.O)
- 1 x Asstt. Settlement Officer-II
- 40 x Settlement Kanungo
- 4 x Head Assistant
- 4 x Nazir-cum-Cashier
- 2 x Head Draftsman
- 4 x Office Assistant
- 1 x Stenographer
- 2 x Record Keeper
- 4 x Peshker I
- 2 x Peshker-II
- 2 x Badar Amin
- 5 x Draftsman
- 1 x Asstt. Record Keeper
- 3 x Head Estimator
- 4 x LDA-cum-Typist
- 4 x Driver
- 2 x Sheet Keeper
- 1 x Junch Moharar
- 4 x Copyist
- 11 x MLSS

SETTLEMENT OFFICER (Mymensingh-Jamalpur)

Pers : 279
- 1 x Settlement Officer
- 6 x Asstt. Settlement Officer (Ch.O)
- 8 x Asstt. Settlement Officer II
- 142 x Settlement Kanungo
- 1 x Stenographer
- 1 x Accountant
- 1 x Head Assistant
- 1 x Asstt. Accountant
- 1 x Nazir
- 8 x Office Asstt.
- 1 x Head Draftsman
- 1 x Asstt. Hd. Draftsman
- 1 x Record Keeper
- 3 x Draftsman
- 1 x Cashier
- 1 x Head Estimator
- 2 x LDA-cum-Typist
- 6 x Peshker I
- 12 x Peshker II
- 9 x Junch Moharar
- 6 x Badar Amin
- 8 x Bench Clerk
- 1 x Copyist
- 3 x Driver
- 1 x Asstt. Record Keeper
- 1 x Sheet Keeper
- 2 x Asstt. Cashier/Nazir
- 50 x MLSS

SETTLEMENT OFFICER (Kushtia)

Pers : 117
- 1 x Settlement Officer
- 4 x Asstt. Settlement Officer (Ch.O)
- 4 x Asstt. Settlement Officer II
- 1 x Accountant
- 1 x Head Assistant
- 1 x Nazir
- 4 x Office Assistant
- 1 x Head Draftsman
- 1 x Asstt. Hd. Draftsman
- 3 x Draftsman
- 1 x Record Keeper
- 25 x Settlement Kanungo
- 1 x LDA-cum-Typist
- 4 x Peshker I
- 5 x Peshker II
- 18 x Junch Mohrar
- 7 x Badar Amin
- 2 x Copyist
- 3 x Driver
- 1 x Asstt. Record Keeper
- 1 x Cashier
- 1 x Asstt. Cashier
- 1 x J. L. Assistant
- 1 x Sheet Keeper
- 25 x MLSS

SETTLEMENT OFFICER (Pabna)

Pers : 173
- 1 x Settlement Officer
- 4 x Asstt. Settlement Officer (Ch.O)
- 4 x Asstt. Settlement Officer II
- 50 x Settlement Kanungo
- 1 x Accountant
- 1 x Head Assistant
- 1 x Asstt. Accountant
- 1 x Nazir
- 7 x Office Asstt.
- 1 x Steno-Typist
- 1 x Head Draftsman
- 1 x Asstt. Hd. Draftsman
- 3 x Draftsman
- 1 x Record Keeper
- 1 x Cashier
- 1 x LDA-cum-Typist
- 5 x Peshker I
- 5 x Peshker II
- 25 x Junch Moharar
- 4 x Badar Amin
- 4 x Bench Clerk
- 2 x Copyist
- 3 x Driver
- 1 x Asstt. Record Keeper
- 1 x Sheet Keeper
- 1 x Asstt. Nazir
- 43 x MLSS

SUMMARY OF MANPOWER

Sl. No.	Name of Post	Sanctioned	Existing	Revised
	Class-I			
1.	Director General	1	1	1
2.	Director	2	1	2
3.	Principal	1	—	1
4.	Chief Instructor	1	1	1
5.	Settlement Officer	6	4	6
6.	Asstt. Settlement Officer (Ch. O)	40	18	28
7.	Dy. Director	3	3	3
8.	Doctor	1	1	1
9.	Instructor	1	—	1
10.	Press Officer	1	1	1
11.	Asstt. Director	2	2	2
	Total	59	32	47
	Class-II			
12.	Asstt. Settlement Officer	31	24	25
13.	Junior Instructor	2	1	2
14.	Addl. Press Officer	—	—	1
15.	Administrative Officer	—	—	1
	Total	33	25	29
14.	Class-III	1460	1194	1215
15.	Class-IV	457	431	414
	Grand Total	2009	1682	1705

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. This Directorate is to retain 1 x car for whole time use of the Director General 2 x car for other Officers for official use at HQ and 20 x Jeep for official use by field officers.
2. Use of Government transport will be as per Government orders issued from time to time.

Office equipment :

3. This Directorate is to retain
   a. 1 x Plain paper copier
   b. 6 x Duplicating Machine
   c. 3 x Printing Press (Litho)
   d. 77 x Printing Press (Letter)
   e. 2 x Paper Cutter
   f. 3 x Type Caster
   g. 1 x Knife Grinder
   h. 2 x Stitcher
   i. 30 x Type writer

   The remaining 14 x type writer be handed over to the Central stationary office. The ratio of Bengali and English type writer will be 3 : 2

Miscellaneous :

4. As and when Settlement operation in a Particular district specifid above is complete, the team will switch on to other districts/areas as per priority to be determined in advance.

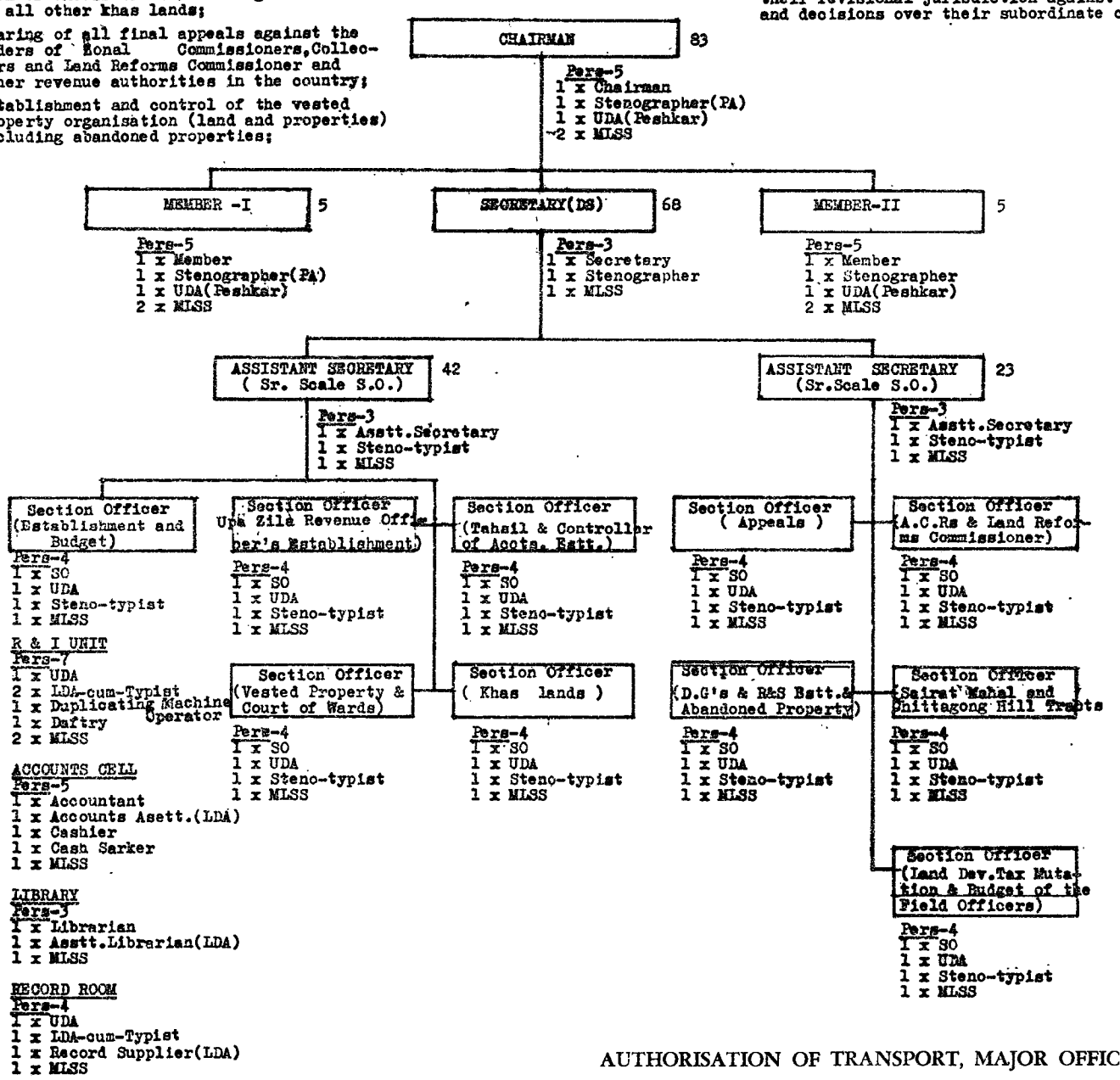
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BOARD OF LAND ADMINISTRATION
LAND ADMINISTRATION AND LAND REFORMS DIVISION
MINISTRY OF LAW AND LAND REFORMS

FUNCTIONS:

1. Supervising the work of the Settlement Department now headed by the Director-General of Land Records and Surveys conducting settlement operations;
2. Overseeing the inter-Zilas boundary demarcation;
3. Supervision of Land Administration and Land Management in Zila down to the tahsil level;
4. Supervision of the implementation work of land reforms measures involving acquisition of surplus lands in excess of 100 bighas per family, preparation of compensation assessment rolls and distribution of excess lands including settlement of all other khas lands;
5. Hearing of all final appeals against the orders of Zonal Commissioners, Collectors and Land Reforms Commissioner and other revenue authorities in the country;
6. Establishment and control of the vested property organisation (land and properties) including abandoned properties;
7. Any other function as may be assigned by the Government from time to time.
8. The above functions of the Board may be classified into the following broad categories:
   a. Original;
   b. Appellate; and
   c. Revisional.
9. The Board may excercise its original jurisdiction in all land affairs in order to redress the grievances of a land holder or a group of land holders covering revenue and land affairs of the country. The matters of conflicting interest over the land on the score of land settlement, land registration, land survey and management, partition, etc. may come up before the Board in its original jurisdiction. The Board will exercise appellate jurisdiction over the decisions of the Commissioners or Additional Commissioners. The Board will also hear the petitions in their revisional jurisdiction against their own decision and decisions over their subordinate courts.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Existing	Revised
	CLASS-I			
1.	Chairman	1	1	1
2.	Member	2	1	2
3.	Secretary	1	1	1
*4.	Additional Secretary	1	-	-
5.	Assistant Secretary	-	-	2
6.	Section Officer	10	9	10
	Total Class-I	15	12	16
	Total Class-III	60	49	42
	Total Class-IV	19	18	25
	GRAND TOTAL	94	79	83

*This post has been approved by the Council of Ministers, but not yet formally sanctioned.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: The Board of Land administration is authorised:
   a. 3 x Car (one each for the Chairman and Members of the Board)
   b. 1 x Microbus (for official use by the officers and staff of the Board)
   c. 1 x Motor Cycle (for DR duty)
2. Private use of transports will be as per Government instructions issued from time to time.
3. Air-Conditioner/Cooler : The Board is authorised 3 x Air-Conditioner/Cooler for use by the Chairman and the Members in their office Chamber.
4. Considering the nature of job, the Board is authorised one duplicating machine & 1 x Plain Paper Copier for official use.
5. Major office equipment : The Board is authorised to hold 16 x Typewriters, the remaining 2 x Typewriter will be handed over to the Central Stationery office.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

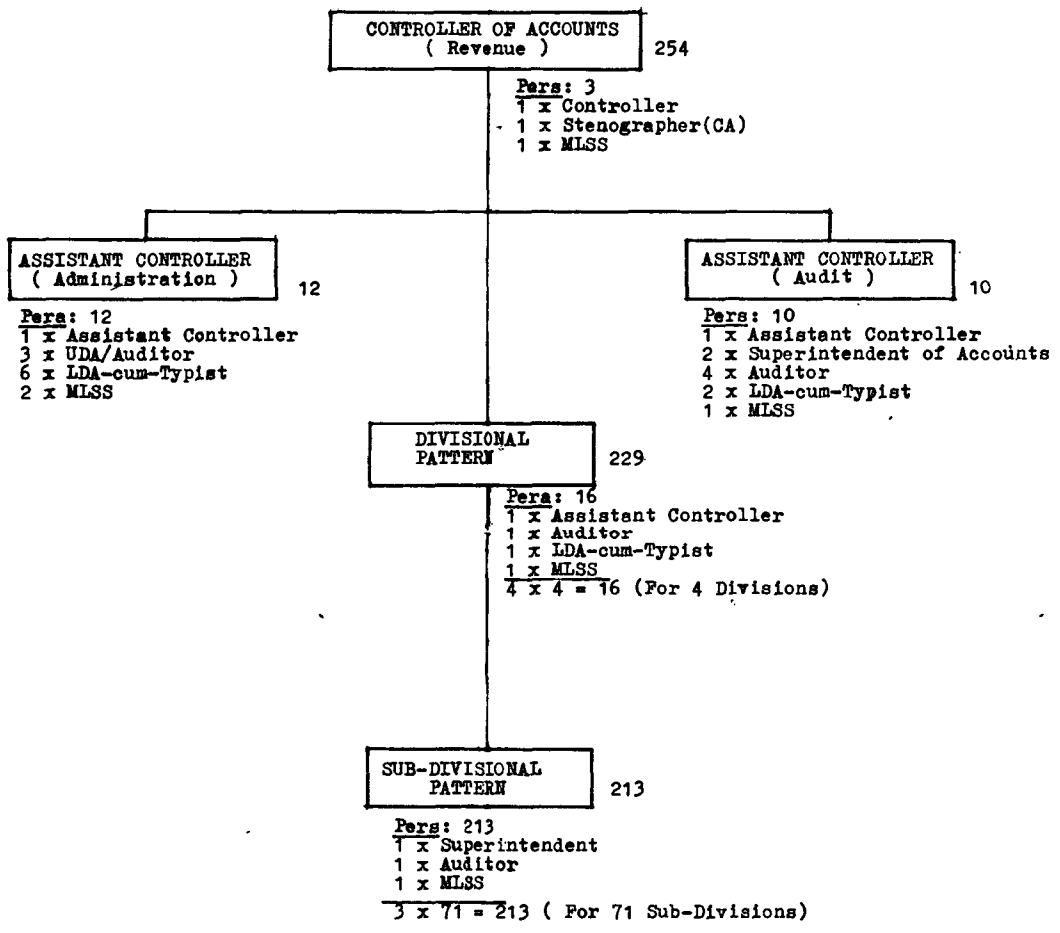
OFFICE OF THE CONTROLLER OF ACCOUNTS (REVENUE)
LAND ADMINISTRATION AND LAND REFORMS DIVISION
MINISTRY OF LAW AND LAND REFORMS

FUNCTIONS:

The main functions of the Office of the Controller of Accounts (Revenue) are to conduct inspection and audit of both receipt and expenditure sides of the following accounts :-

1. Tahsil Office
2. C.O.(Rev.)Offices
3. S.D.M(s Office
4. S.D.O.'s Loan Office
5. A.D.C.(Rev.)'s Office
6. Court of Wards Estates
7. Compensation Assessment Rolls prepared under different sections of the S.A. & T. Act, 1950.
8. Pre-audit of payment cases of compensation.
9. Special audit of the accounts mentioned at Sls. (1) to (7) above as and when necessary.
10. Vested and non-resident property accounts (V.P. Tahsil Accounts, S.D.O.s V.P. Section and A.D.C. (Rev.) V.P. Section).
11. To deal with an pursue the Inspection Reports and Audit Reports on State Acquisition Accounts issued by A.G.(Civil) and DirectoreGeneral, Local and Revenue Audit, Bangladesh, on behalf of the L.A. & L.R. Division,Dhaka, till they are finally disposed of.
12. To pursue the unfinalised cases of financial irregularities incorporated in the Appropriation Accounts and Report of the Comptroller and Auditor-General, on behalf of the L.A. & L.R. Division, Dhaka , till they are finally disposed of.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No	Name of the post	Sanctioned	Existing	Revised
	Class - I			
1.	Controller	1	1	1
2.	Assistant Controller	7	7	6
	Class- II			
3.	Superintendent of Accounts	54	54	73
4.	Class- III	143	129	95
5.	Class- IV	54	51	79
	Total =	259	242	254

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport :

   1 x Microbus ex-Government Transport Pool for official duties.

2. Use of Transport will be as per Govt. Instructions issued from time to time.
3. Office equipment : This office is authorised 7 X Typewriters. The remaining 4 X Typewriters will be handed over to the Central Stationery Office.
4. The Set-up given at Sub-Divisional Offices will cease as and when Sub-Divisions are declared as Upo-Zilla/Zilla. Existing Personnel will be absorbed in Zilla/Upo-Zilla Set-ups.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

ABBREVIATION :

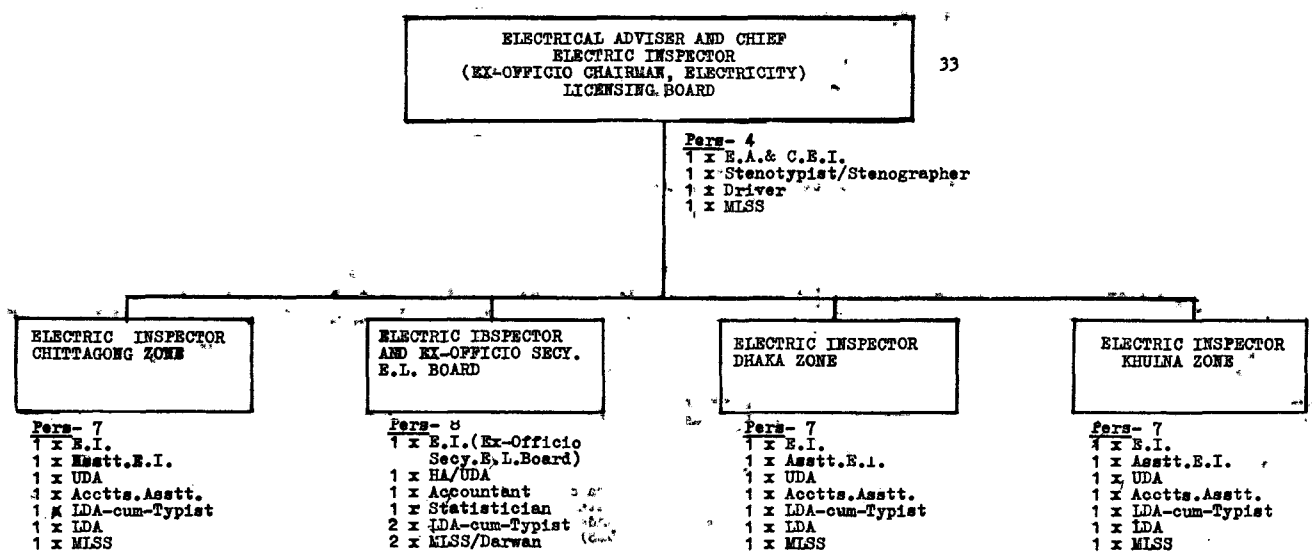
C.A : Confidential Assistant.

OFFICE OF THE ELECTRICAL ADVISER AND CHIEF ELECTRIC INSPECTOR
ENERGY DIVISION
MINISTRY OF ENERGY AND MINERAL RESOURCES

FUNCTIONS:

1. To inspect and levy fees and issue notices for compliance with the provisions of the Electricity Rules for removal of electrical hazards as a routine inspection of electrical installations and to assess Electricity Duty for private generators, and to check up collection of Electricity Duty from the consumers and depositing the same to the Government Treasury.
2. To inspect and accord approval before commissioning the H.T. installations of generators, transformers and transmission and distribution lines of both Bangladesh Power Development Board and different industrial consumers.
3. To give decision in matters of disputes regarding correctness of meters and payment of electrical bills between Power Development Board and their consumers and other technical and legal matters and his decisions are final.
4. To enquire and investigate into the causes of electrical accidents and fires and to take necessary action including settlement of compensation for such accidents and fires.
5. To arrange and conduct examinations of Electrical Workmen (Electricians) and Electrical Supervisors, and to grant Workmen permits and Certificates of Competency to the successful candidates, who qualify them as SKILLED MANPOWER in the field of Electricity for job opportunity both at home and abroad.
6. To grant Licence to approved Electrical Contractors and firms after examining by the Electricity Licensing Board their compliences with the provisions of the Regulations, which qualify them to undertake construction works both at home and abroad.
7. To implement the provisions of the Electricity Act, 1910, Electricity Duty Act, 1935 and the Rules and Regulations framed thereunder throughout the country.

ORGANISATION



SUMMARY OF MANPOWER

SL.No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Electrical Adviser and Chief Elsctric Inspr.	1	1	1
2.	Electric Inspector	2	1	4
3.	Secretary, E.L.B. (Re-designated Electric Inspector).	1	-	-
	Class-II			
4.	Asstt.Electric Inspr.	3	3	3
	Class-III	18	13	19
	Class-IV	6	6	6
	Total:-	31	24	33

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1 x Car for official duties.

Office Equipment :

6 x Typewriter
1 x Duplicating Machine.
1 x Calculator
1 x Earth Tester
3 x Megger Insulation Tester
2 x Avo Meter.

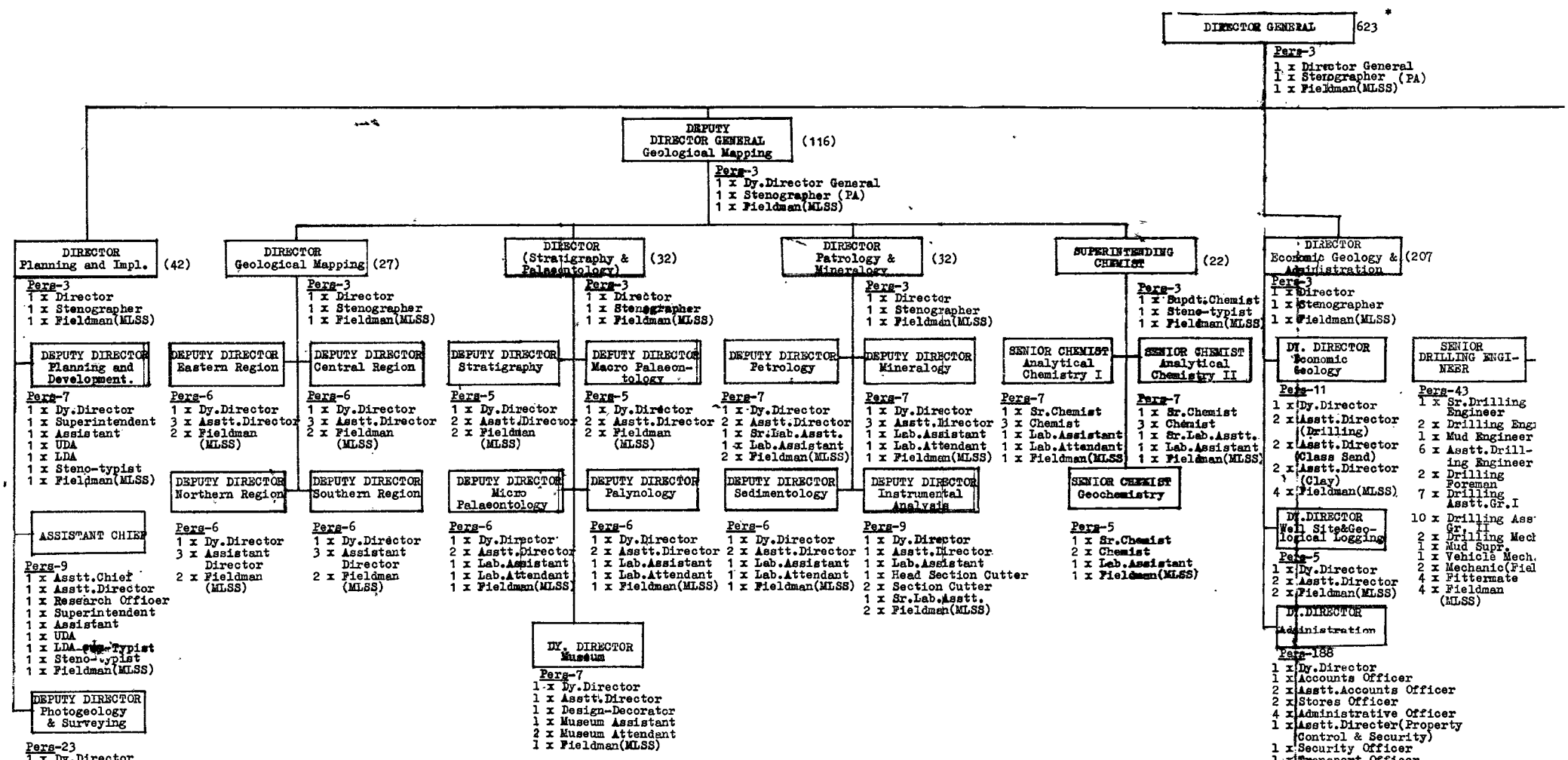
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

GEOLOGICAL SURVEY OF BANGLADESH
PETROLEUM AND MINERAL RESOURCES DIVISIO
MINISTRY OF ENERGY AND MINERAL RESOURCE

FUNCTIONS:

1. To conduct systematic geological mapping of the country for preparing geological maps.
2. To investigate in detail such areas as are indicated by geological mapping to be favourable for accumulation of industrial rocks, minerals, fuel, ground water and other natural resources.
3. To investigate in detail and conduct extensive geophysical, test drilling and geochemical operation in order to evaluate the known mineral deposits.
4. To conduct stratigraphic studies to identify, correlate and determine the sequence of rock units in support of mapping and exploration programmes, including age determination by fossils and other, geochronological methods.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Actual	Revised
	CLASS-I			
1.	Director General	1	-	1
2.	Addl.Director General	1	-	-
3.	Deputy Director General	2	-	2
4.	Director and equivalents	12	3	10
5.	Dy.Director and equivalents	39	14	38
6.	Assistant Director (including Sr.Asstt.Director/ Sr.Asstt.Geophysicist/Chemist and equivalants.)	111	43	90
	Total Class-I	166	60	141
	CLASS-II			
7.	Assistant Drilling Engineer	14	10	14
8.	Head Surveyor	2	1	1
9.	Librarian	2	1	2
10.	Asstt. Map and Photo Librarian	1	-	1
11.	Assistant Cartographer	2	-	1
12.	Assistant Workshop Superintendant	2	-	1
13.	Administrative Officer	4	2	4
14.	Security Officer	2	1	1
15.	Transport Officer	1	1	1
16.	Procurement Officer	1	-	1
17.	Assistant Director(Property Control & Security)	1	-	1
18.	Technician Electronics	2	-	1
	Total Class-II	34	16	29
	Total Class-III	479	221	320
	Total Class-IV	133	93	133
	GRAND TOTAL	812	390	623

EOLOGICAL SURVEY OF BANGLADESH
LEUM AND MINERAL RESOURCES DIVISION
TRY OF ENERGY AND MINERAL RESOURCES

5. To conduct geological investigation in connection with construction of dams, canals, tunnels, highways, bridges, new townships and other public construction projects so as to advise the sponsoring agencies about geological feasibility of such construction projects.

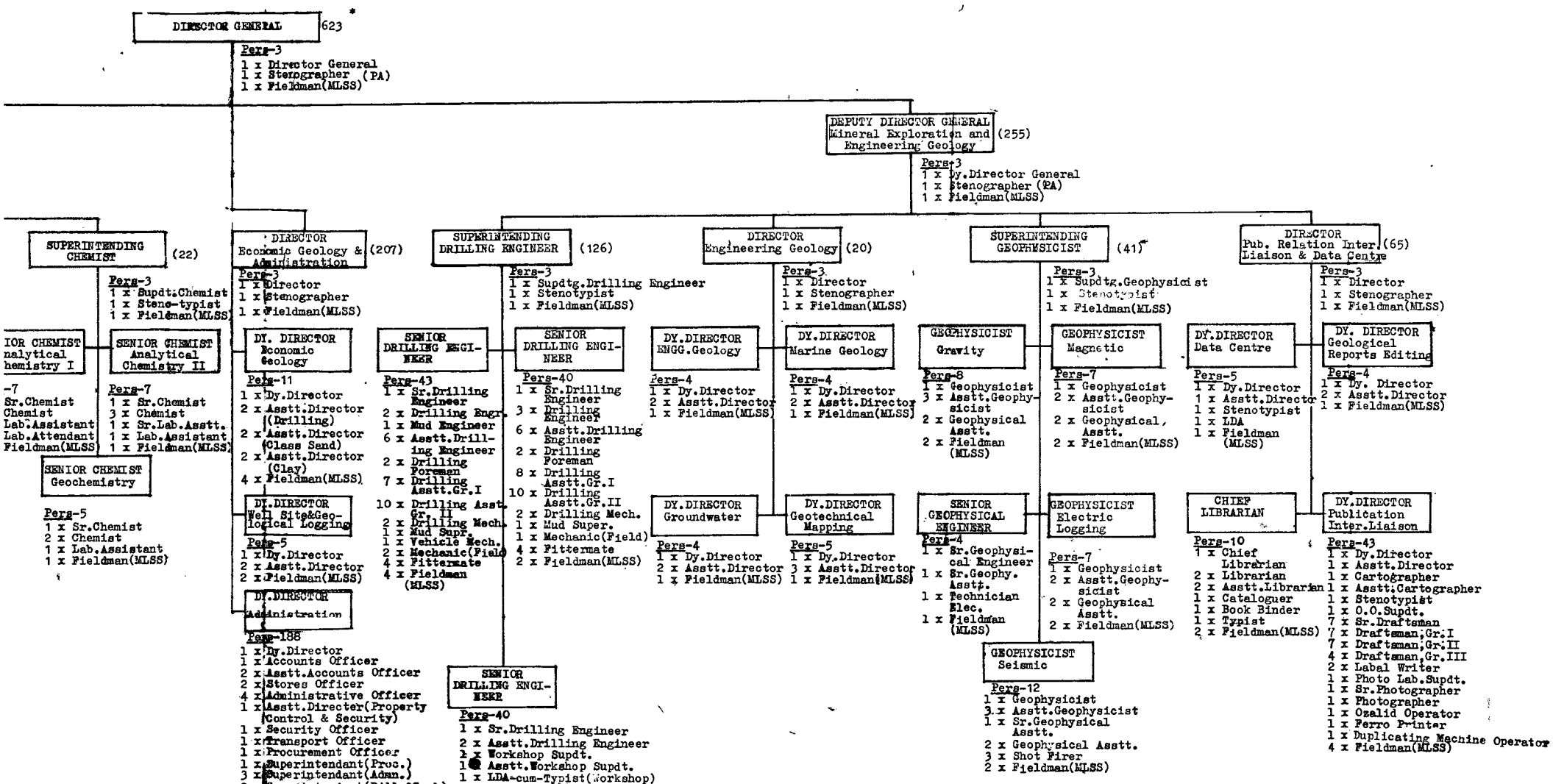
6. To carry out marine geological and geophysical investigation and geomorphological studies of river basins and the deltaic regions.

7. To undertake systematic sampling of minerals, mineral fuels, and ground water resources and to carry out mineralogical and chemical analyses of the samples.

8. To conduct research in various fields of geology.

9. To advise the public and private organisations in all matters connected with geology and resources of the earth.

ORGANISATION



AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport :

   The Department is authorised :

   a. 3 X Car
      10.X Jeep
      5 X Pick-up
      1 X Station Wagon
      3 X Truck
      1 X Thems Rig Carrier
      1 X Seismo Van
      1 X Tractor
      1 X Mini Moke
      1 X Microbus

   b. The remaining 11 X transports may be handed over to the Govt. Transport Pool.

2. Private use of transport will be as per Govt. instructions issued from time to time.

3. Air-conditioner/Cooler :

   The Department is authorised :
   7 X Air Conditioner.

4. Office Equipment :

   The Department is authorised :
   32 X Typewriter.
   2 X Duplicating Machine.
   1 X Plain Paper Copier.
   26 X Calculators.

5. Miscellaneous Points :

   * 258 Posts taken from Development Budget/Project will come under Revenue Head on completion/termination of Project. (Reference : Annexure E-2, Chapter-I, Part II, Vol.XII, Phase-II).

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BUREAU OF MINERAL DEVELOPMENT
PETROLEUM AND MINERAL RESOURCES DIVISION
MINISTRY OF ENERGY AND MINERAL RESOURCES

FUNCTIONS:

1. Maintaining records of the area bearing economic mineral.
2. Receiving of applications for prospecting/mining leases, examination of such applications.
3. Granting prospecting licence/mining lease to the interested parties for prospecting/mining purposes.
4. Maintenance of records for prospecting/mining leases granted.
5. Inspection of progress in respect of prospecting/mining and observance of rules and regulations, etc., by the parties.
6. Initiating appropriate action against a party who fails to adhere to the rules and regulations of prospecting/mining as prescribed by the Government.
7. Maintenance of records of mineral products in the country and their utilisation including export, if any.
8. Suggestion for framing of laws, rules and regulations in respect of prospecting and mining minerals and also any amendment thereof.
9. Fixation of royalty, rent, levies, etc., on minerals exploited and realisation thereof.

ORGANISATION

DIRECTOR (8)

Pers-3
1 x Director
1 x Stenographer
1 x MLSS

ASSISTANT DIRECTOR

Pers-5
1 x Asstt.Director
1 x Superintendent
1 x UD ASSTT.
1 x LDA-cum-Typist
1 x MLSS

SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Actual	Revised
1.	Director	1	1	1
2.	Asstt.Director	x	x	1
3.	Stenographer	1	1	1
4.	Superintendent	1	x	1
5.	UDA	1	1	1
6.	LDA-cum-Typist	x	x	1
7.	MLSS	2	2	2
		6	5	8

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Type-writers: The Directorate is to retain 2 x Type-writers.

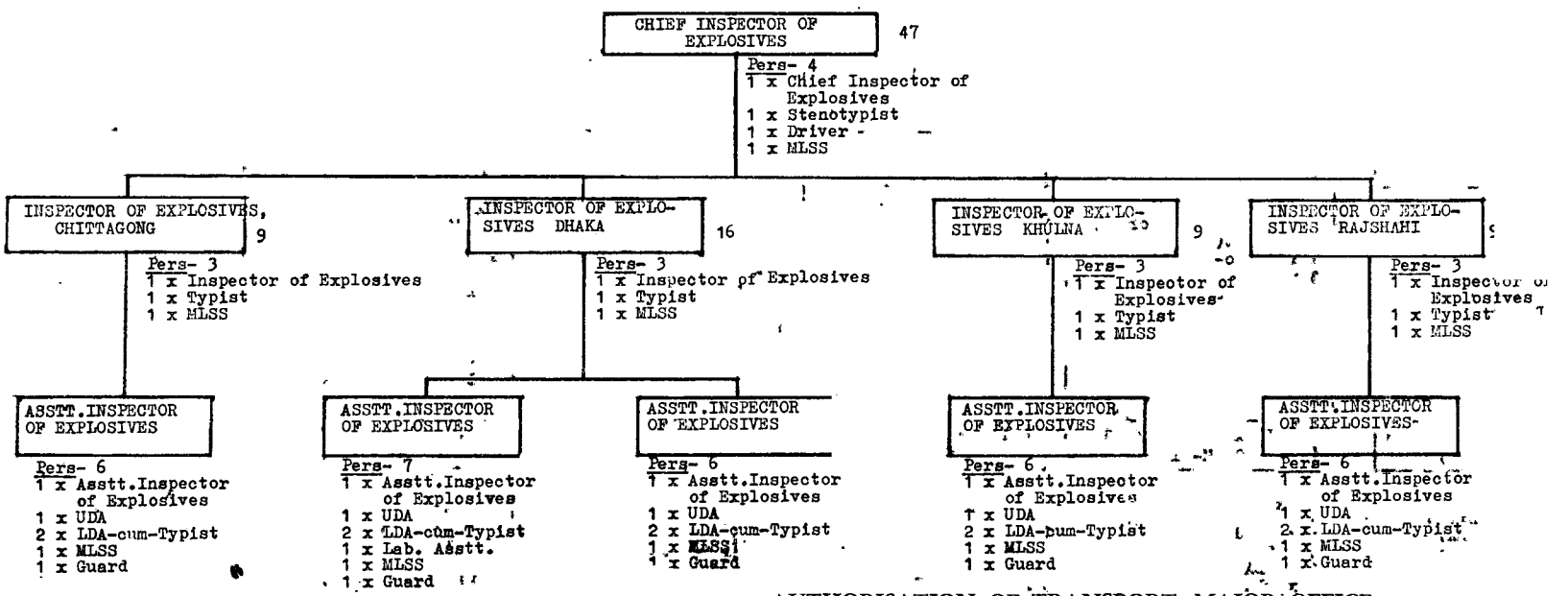
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF EXPLOSIVES
PETROLEUM AND MINERAL RESOURCES DIVISION
MINISTRY OF ENERGY AND MINERAL RESOURCES

FUNCTIONS:

1. The Explosives Act, 1854, The Explosives Rules, 1940 and the Gas Cylinder Rules, 1940.
2. The Petroleum Act, 1934, the Petroleum Rules, 1937, the Carbide of Calcium Rules, 1937, the Cinematography film rules, 1948 and the Mineral Gas Safety Rules, 1960.
3. Framing of safety regulations and amendment and interpretation thereof.
4. Liaison with the international associations and organizations regarding the latest development in the field of safety regulations.
5. Tendering technical advice to the Railway Administration, Port Authorities and Inland Water Transport Authority in the matter of handling transport and storage of hazardous goods and dangerous Cargoes.
6. Control of import, transport and storage of petroleum, petroleum products, carbide of calcium, nitrocellulose films and gases.
7. Control of import, transport, storage, sale and use of commercial explosives.
8. Investigation into accidents connected with handling of petroleum, explosives and other allied dangerous goods.
9. Testing of petroleum products and samples of explosives.
10. Prosecution for offences committee under the Petroleum and Explosives Acts.
11. Testing of lighting protective systems in petroleum installations and explosives magazines.
12. Testing of petroleum tankers and ships fuel tanks for granting gas free certificates.
13. Classification of various dangerous and hazardous goods.
14. Disposal of illicit explosives.
15. Inspection of storage premises of explosives, petroleum, carbide of calcium, cinematograph films mineral gas transmission lines.
16. Grant of licences for the import of explosives and petroleum.
17. Grant of licences for the manufacture of explosives, petroleum, carbide of calcium, cinematographic films and gases.

ORGANISATION



SUMMARY OF MANPOWER

SL. NO.	Name of post	Sanctioned	Actual	Revised	Available Surplus
	Class-I				
1.	Chief Inspector of Explosives	1	1	1	-
2.	Inspector of Explosives	4	4	4	-
	Class-II				
3.	Asstt.Inspector of Explosives	5	5	5	-
	Class-III	40	36	22	14
	Class-IV	16	15	15	-
	Total	66	61	47	14

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: This Department is to retain 1 x Car and 1 x Honda Motor Cycle for official use.
2. Major Office Equipment: This Department is to retain the following operational equipment:-
   a. 4 x Earth Tester Meggers
   b. 4 x Explosi-Meters
   c. 1 x Woven
   d. 1 x Steel Table
   e. 1 x Flush point aparatus
   f. 1 x Electric Stove
   g. 1 x Sensitive balance
   h. 1 x Water bath
   i. 1 x G.S.bomb calorimetre
   j. 1 x Universal Motor AC/DC
3. Type writers: This Department is to retain 5 x typewriters, remaining 7 x Typewriters are to be handed over to the Central Stationery Office.
4. Miscellaneous: The office of the Inspector of Explosive, Dhaka to be located in the same office of the Chief Inspector of Explosives.

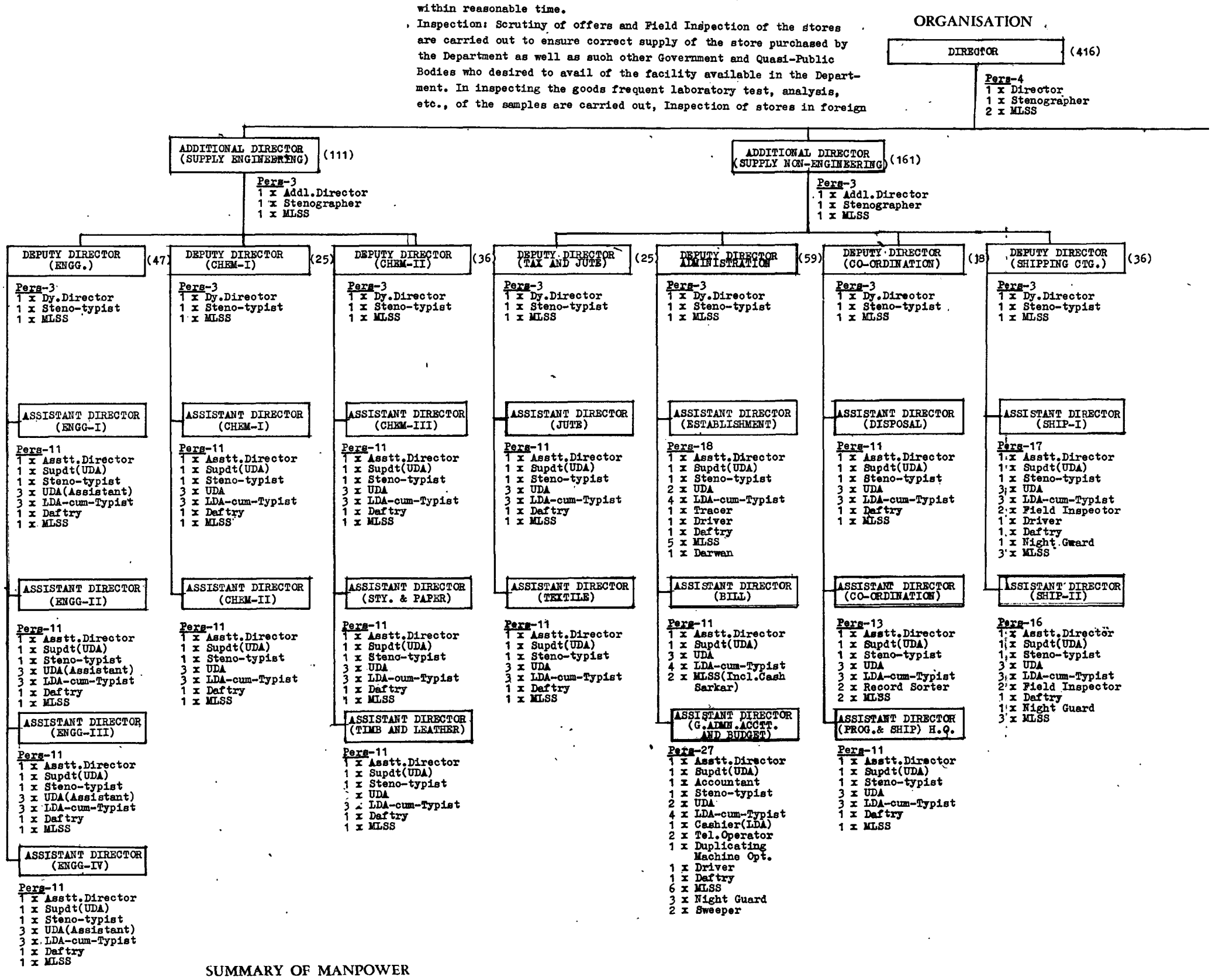
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF SUPPLY AND INSPECTION
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. Procurement: Procurement of stores for different Government and Autonomous Organisations are made by the Department of Supply and Inspection (Supply Wing) to ensure economy and timely supply. In an advisory capacity on all matters connected with the procurement of stores the Department extends assistance to various Departments of the Government, Local Administration and Quasi-Public Bodies when asked for. The basic aim of the procurement procedure of this Department is to procure correct stores at economic rate within reasonable time.
2. Inspection: Scrutiny of offers and Field Inspection of the stores are carried out to ensure correct supply of the store purchased by the Department as well as such other Government and Quasi-Public Bodies who desired to avail of the facility available in the Department. In inspecting the goods frequent laboratory test, analysis, etc., of the samples are carried out, Inspection of stores in foreign

ORGANISATION



SUMMARY OF MANPOWER

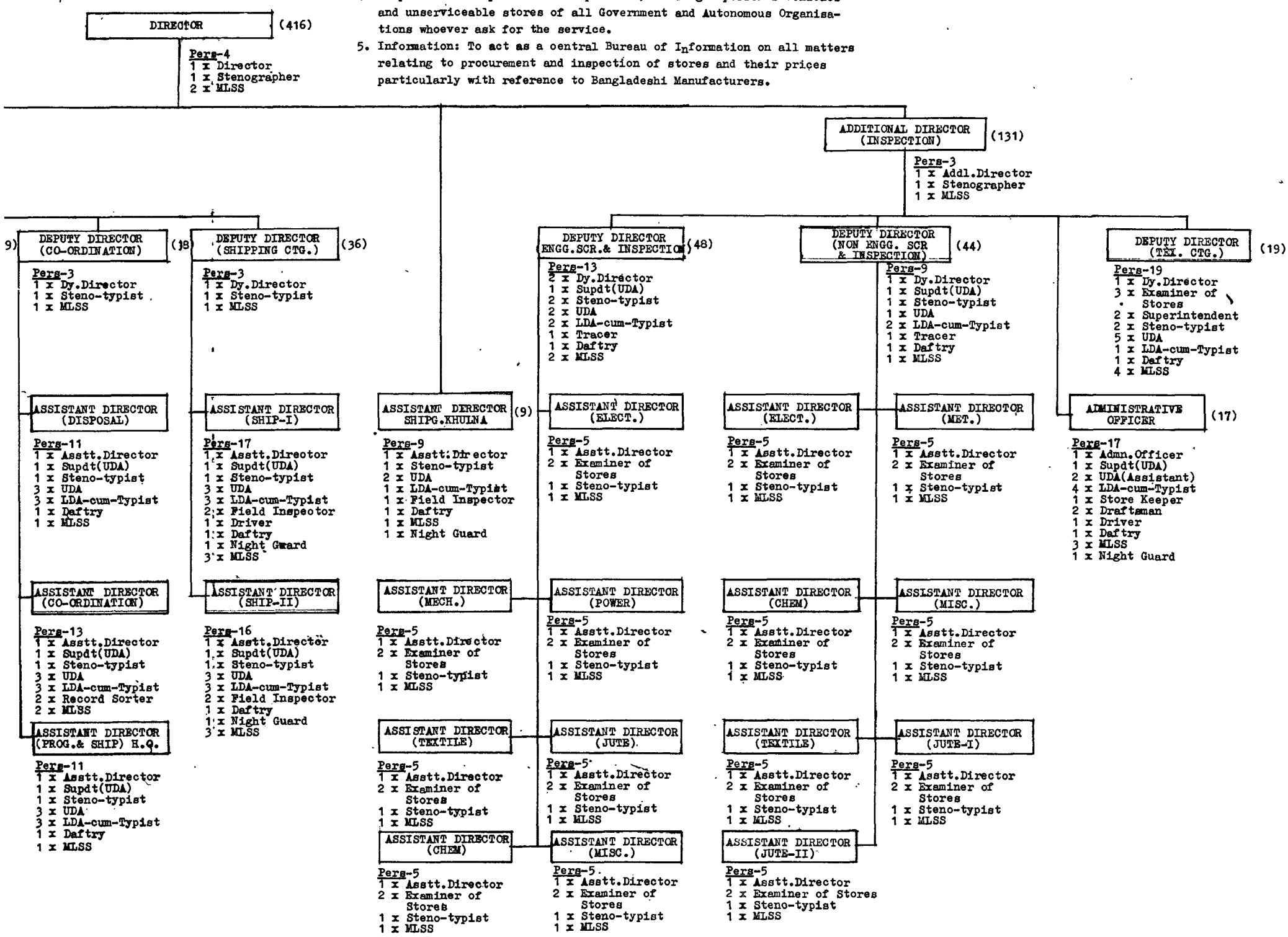
Sl No	Name of post	Sanctioned strength	Existing strength	Revised
	CLASS-I.			
1.	Director	1	1	1
2.	Addl.Director(Supply)	2	2	2
3.	Addl.Director(Inspection)	1	1	1
4.	Deputy Director(Supply)	8	8	7
5.	Deputy Director(Inspection)	4	3	4
6.	Assistant Director(Supply)	21	17	20
7.	Assistant Director(Inspection)	15	12	14
	CLASS-II			
8.	Administrative Officer	1	1	1
9.	Class-III Employees	302	266	263
10.	Class-IV Employees	105	94	103
	Total -	460	405	416

COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

countries are done for Departmental purchases and also for other organisations on request.

3. Shipping: The Shipping Branches of the Department control, supervise and co-ordinate the clearing and forwarding work both at Chittagong and Chalna Ports for the stores imported by the Department. They keep liaison with the Government clearing and forwarding agents, Ports and Customs Authorities and Shipping Agents etc. for the purpose of co-ordination, watch and follow up of the clearing and forwarding work.
4. Disposal: To dispose of all diplomat's/Privileged person's vehicles and unserviceable stores of all Government and Autonomous Organisations whoever ask for the service.
5. Information: To act as a central Bureau of Information on all matters relating to procurement and inspection of stores and their prices particularly with reference to Bangladeshi Manufacturers.

ORGANISATION



AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : This Department is to retain
   a. 1 x Car (For Director)
   b. 1 x Car (For Addl./Deputy Directors)
   c. 1 x Jeep (For Deputy Director, Chittagong)
   d. 10 x Motor Cycle (For use by the Examiners)
   e. 1 x Micro Bus is recommended for general office duties for Dhaka Office.
2. Office equipment : This Department is to retain
   a. 6 x Duplicating Machine
   b. 32 x Calculator
   c. 2 x Refrigerator
   d. 1 x Photostat Machine
   e. 4 x Wall Clock
   f. 71 x Typewriter
3. One typewriter is alloted for every Stenographer/Steno-typist and one for every four Typist-cum-LDA. The ratio of Bengali & English typewriter will be 6:4.

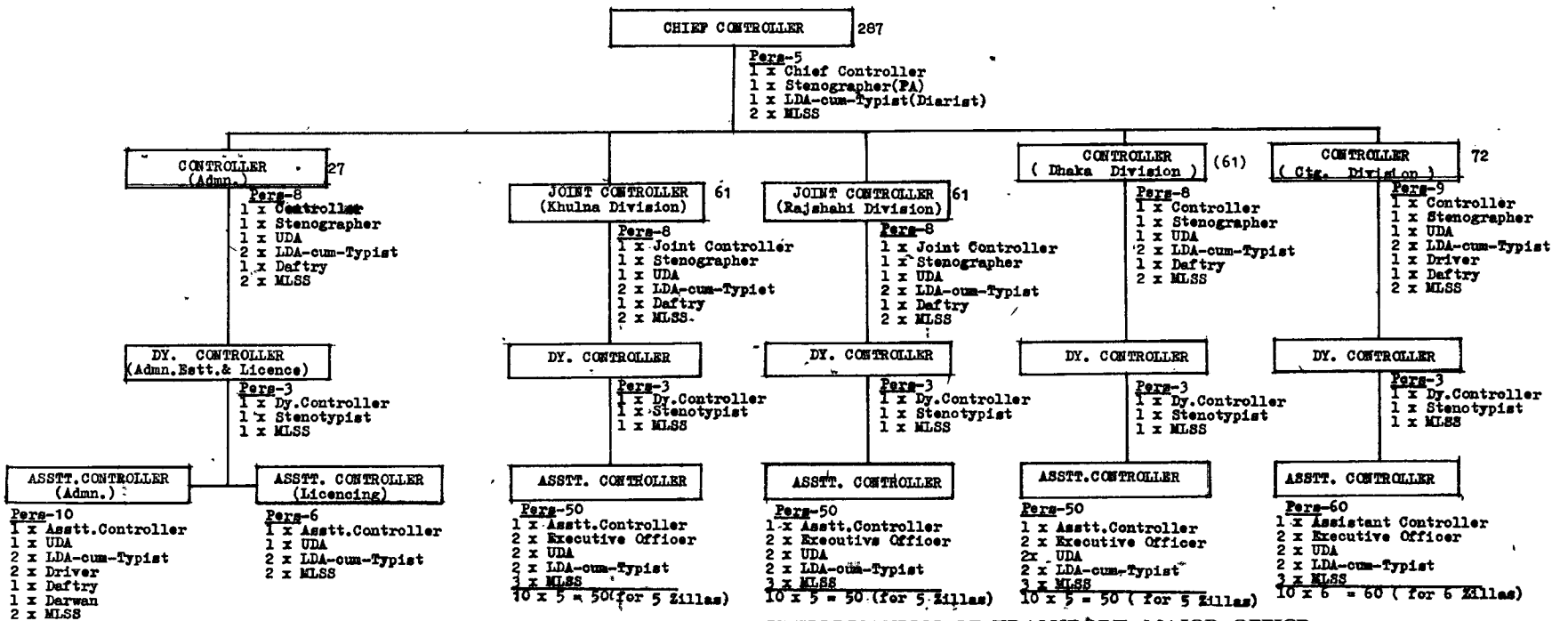
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE CHIEF CONTROLLER OF IMPORTS AND EXPORTS
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. Preparation and formulation of the country's Import Policy and its implementation.
2. The regional offices of this Department are entrusted with the task of issuing Import licence, Import Permits, Import Permits on returnable basis. Import Registration Certificates, Export-cum-Import Permits, Export Licence, Export Permit and Clearance Permits in order to regulate the entire Import and Export Trade of the country.
3. This Department also co-ordinates the activities with customs authorities and Department of Industries. BSIC and other concerned Ministries relating to issue of Import and Export Licences to the industrial concerns and commercial importers.
4. It issues Public Notices, instructions and clarifications for proper implementation of Import Policy Order and Export Policies.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Existing	Revised
	CLASS-1			
..	Chief Controller	1	1	1
2.	Controller	2	1	3
3.	Director of Survey	1	-	-
4.	Joint Controller	3	2	2
5.	Deputy Controller	5	4	5
6.	Assistant Controller	25	23	23
	CLASS-II			
7.	Executive Officer	42	42	42
	CLASS-III	183	161	126
	CLASS-IV	94	85	85
	GRAND TOTAL	356	319	287

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport:

This Department is to hold 3 x Car (one for the official use of the Chief Controller, one for official duties of other officers at Dhaka and the remaining one for official use by the Controller, Chittagong)

2. Use and Authorisation of Transport will be as per Government Orders issued from time to time.

3. Major Office Equipment:

This Department is to retain :

a. 5 x Duplicating Machine - one each at Headquarter and the Divisional offices . Remaining 3 to be handed over to the Central Stationery Office.

b. 12 x Calculating Machine.

c. 39 x Typewriter. The remaining 42 x Typewriter to be handed over to the Central Stationery Office. The ratio of Bengali and English Typewriter will be 3:2.

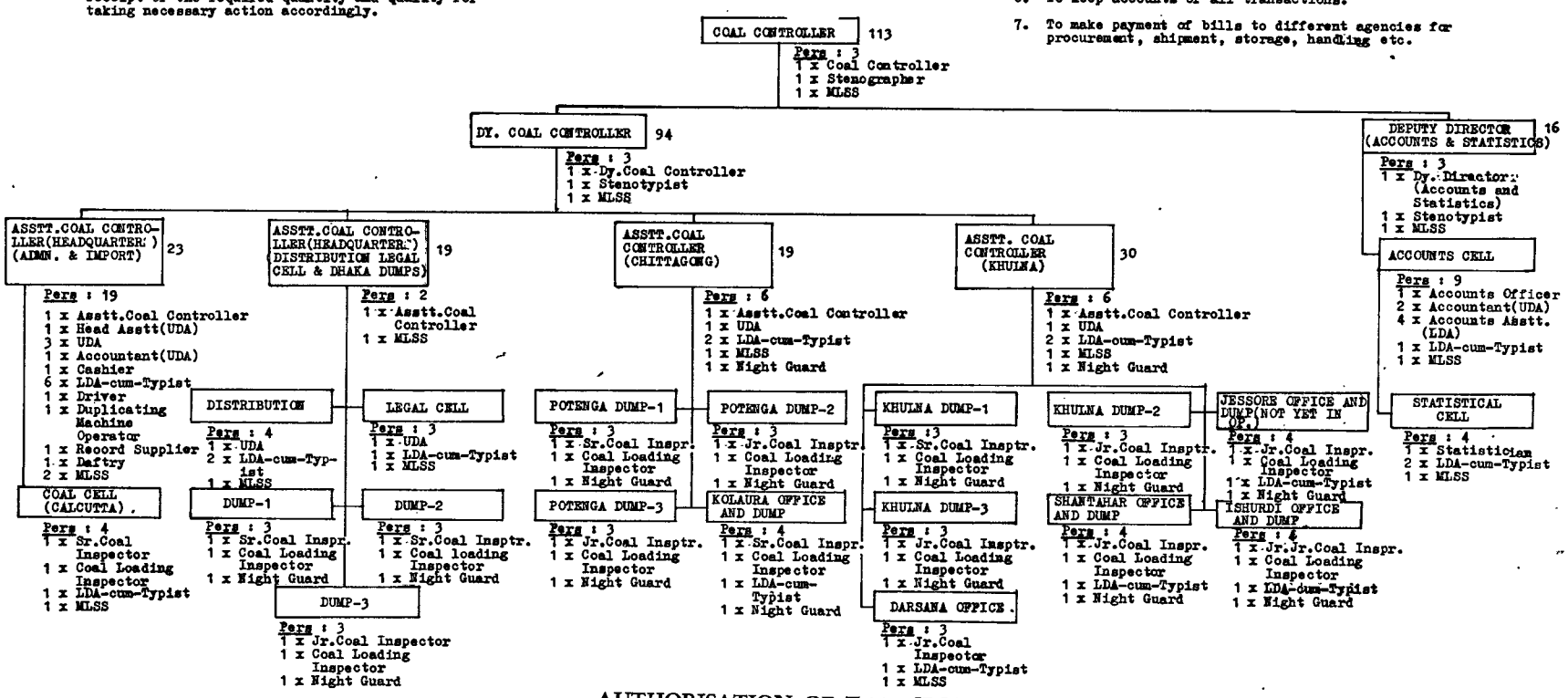
BRIGADIER
(EKAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/ DIVISIONS AND DEPARTMENTS

DIRECTORATE OF COAL
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. To assess the requirement of coal/coke of the country both for private and public sectors.
2. To import and make shipping arrangements for the required quantity of coal and coke.
3. To maintain statistical data to keep watch on the receipt of the required quantity and quality for taking necessary action accordingly.
4. To make necessary arrangement for proper storage in different dumps throughout the country.
5. To distribute coal/coke according to requirement of all agencies under private, public and semi-government sectors.
6. To keep accounts of all transactions.
7. To make payment of bills to different agencies for procurement, shipment, storage, handling etc.

ORGANISATION



SUMMARY OF MANPOWER

SL. No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Coal Controller	1	1	1
2.	Dy. Coal Controller	1	1	1
3.	Dy. Director(Accounts)	1	1	1
4.	Asstt.Coal Controller	4	4	4
5.	Asstt.Director (Accounts)	1	-	-
		8	7	7
6.	Class-II	2	2	1
7.	Class-III	106	76	15
8.	Class-IV	29	27	30
	Grand Total:-	145	112	113

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: This Directorate is authorised to hold:
   1 x Car for official duties.
2. Private use of transport will be as per Government Instructions issued from time to time.
3. Major office equipment: This Directorate is authorised the following office equipment:
   a. 1 x Calculator
   b. 1 x Duplicating Machine.
   c. 17 x Typewriter.

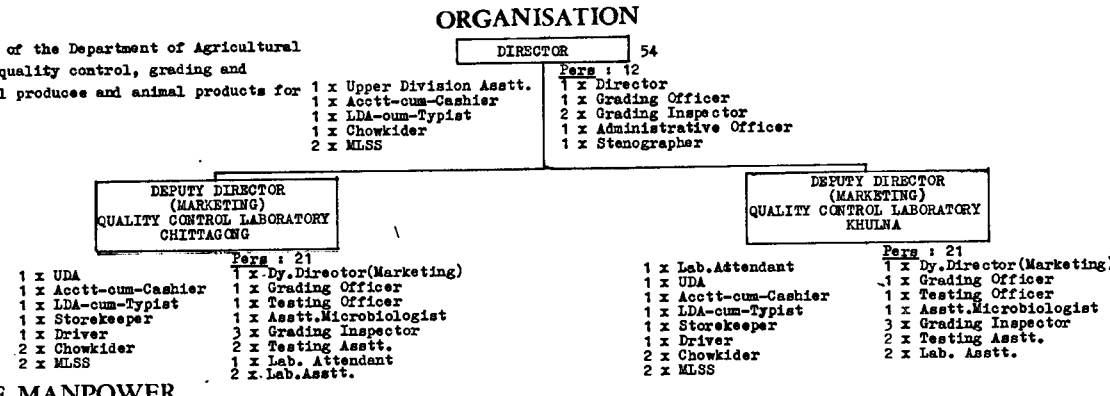
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF AGRICULTURAL MARKETING AND GRADING
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

The present functions of the Department of Agricultural Marketing and Grading are quality control, grading and marking of the agricultural producee and animal products for the purpose of export.

ORGANISATION



SUMMARY OF MANPOWER

SL. No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	-	-	1
2.	Dy.Director(Marketing)	-	-	2
3.	Sr.Grading Officer	1	1	-
4.	Sr.Testing Officer	1	1	-
5.	Grading Officer	1	1	3
6.	Jr.Grading Officer	2	2	-
7.	Jr.Testing Officer	2	1	-
8.	Testing Officer	-	-	2
9.	Asstt.Microbiologist	-	-	2
10.	Class-II	17	16	13
11.	Class-III	27	24	18
12.	Class-IV	10	9	13
	Grand Total:-	61	55	54

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: This Department is authorised 2 x Chevrolet panel van.
2. Office equipment: This Department is authorised
   a. 3 x air-cooler (for Microbiological Laboratory)
   b. 6 x Typewriter.(English-3 and Bengali-3). The remaining 6 x Typewriters are to be handed over to the Central Stationery Office.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

THE PATENT OFFICE
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. The Patent Office is a technical organisation dealing with all branches of science and technology and is responsible for granting patents for scientific and technological inventions and registration of new and original industrial designs under Patents and Designs Act, 1911, Secret Patent Rules (for Defence purposes) 1933 and Patents and Designs Rules, 1933.

2. Search of Patent Documents and other technical books and literatures for the determination of novelty of the inventions.

3. Advising the Government regarding improvement and modernisation of the Patents and Designs system in Bangladesh, formulating and planning policy for smooth transfer of technology from the developed countries to Bangladesh and for dissemination of technological information and know-how for further research and for agricultural and socio-economic development of the country.

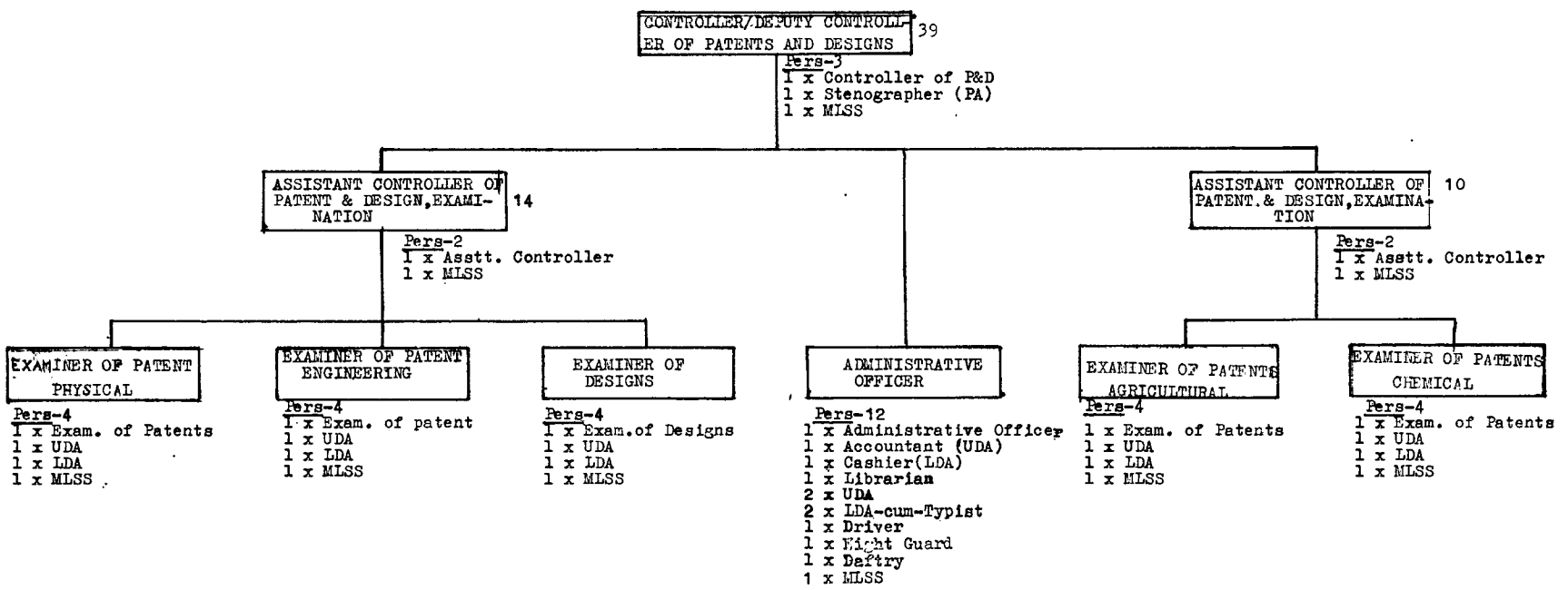
4. Renewal of Patents, Restoration of Patents, Notifications in the Gazette of Bangladesh, Part IV, regarding filing of new Patent applications, grant of Patents, registration of Industrial Designs and inviting opposition to the grant of Patents and registration of Industrial designs according to the provisions of Patents & Designs Act, 1911, and Rules made thereunder.

5. Advising Government regarding Bangladesh Membership to World Intellectual Property Organisation (WIPO), Geneva, a specialised agency of the United Nations and/or Paris Union for the protection of Industrial property, i.e., Patents Industrial Designs, etc., conclusion of reciprocal arrangements with Commonwealth countries according to Section 78-A of the Patents & Designs Act, 1911.

6. Administration of Patents and Design Act, 1911, Secret Patent Rules, 1933 and Patents and Designs Rules, 1933, and

7. Patent Documentation according to International Patents Classification (IPC), Preparation of Abstracts of Patents and supply of information about Patents and Designs under Section 59-A of the Patents and Designs Act, 1911.

ORGANISATION



SUMMARY OF MANPOWER.

Sl No	Name of post	Sanctioned strength	Existing strength	Revised
	CLASS-I			
1.	Controller/Dy.Controller of Patents & Designs	1	-	1
2.	Asstt.Controller of Patents & Designs	2	2	2
3.	Examiner of Patent	4	3	4
4.	Examiner of Designs	1	-	1
	CLASS-II			
5.	Administrative Officer	1	1	1
	Class-III	33	21	19
	Class-IV	7	4	11
	TOTAL	49	31	38

ABBREVIATIONS

EXAM : EXAMINER.

P & D : PATENT AND DESIGN.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport:
   1 X Microbus

2. Office equipment: This office is authorised 4 x Typewriters. The remaining 6 x Typewriters to be handed over to the Central Stationery Office.

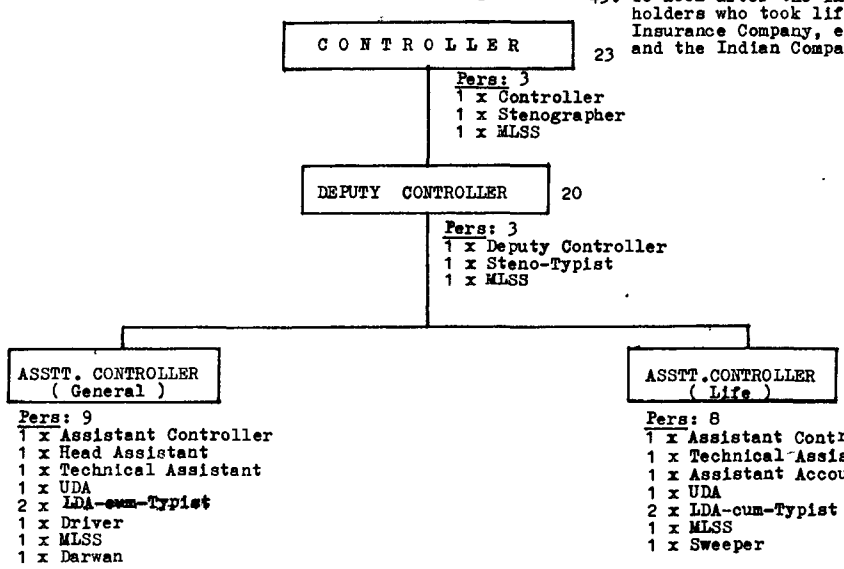
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF INSURANCE
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. Advise the Government on all matters relating to Insurance business and its legal aspects.
2. Grant of registration and renewal of registration.
3. Examine rates of premium and terms and conditions of insurance policy.
4. Basis for determination of premium rates.
5. Method for collection of premiums.
6. Determine the re-insurance treaty of insurers with foreign-insurers and to grant permission for insurance and facultative re-insurance outsides Bangladesh.
7. Grant licence of branch Offices.
8. Restriction on issue of certain policies at new rates, etc.
9. Requirements as to capital.
10. Deposits.
11. Refund of deposits.
12. Examination of Accounts and Balance sheet.
13. Conduct of Special Audit.
14. Examination of Acturial report(valuation) and abstract and to order re-valuation.
15. Examination of investment of assets.
16. Prohibition of loans.
17. Restriction on payment of excessive remuneration.
18. Order for investigation, if there is any allegation against any Insurance Corporation/ Company.
19. Require calling of the meeting of Directors.
20. To remove Chairman, Director, etc. of the insurers.
21. Prohibition of payment by way of commission or otherwise for procuring business.
22. Limitation of expenditures on commission.
23. Limitation of expenditures of management.
24. Licensing of insurance agents for procuration of insurance business.
25. Certificates to Employers of Agents for procuration of insurance business.
26. Certificates to Insurance Surveyors for assessment of loss of general insurance business.
27. Examination of survey reports in respect of Fire Marine Motor and Miscellaneous.
28. Second survey if 1st surveyor over assessed or under assessed any loss.
29. Policy not to be called in question on ground of mis-statement after two years.
30. Dispute over claims on life policies upto TK.5,000.
31. Restriction on dividends and bonuses.
32. Distribution of profits on life insurance business among policy-holders.
33. Report to Government for appointment of administrator to Insurance Corporation/Company.
34. Penalty for default in complying with or act in contravention of Act.
35. Penalty for transacting insurance business in contravention of section of Act.
36. Penalty for false statement in document.
37. Wrongfully obtaining or with holding property.
38. Powers to call for informations.
39. Declaration of interim bonuses.
40. Preparation of annual insurance Year Book.
41. Grant of permission for any remittance.
42. Directives to Insurance Corporation/Company relating to complain made by policy-holders.
43. To look after the interest of the Banladeshi policy-holders who took life insurance policy from three British Insurance Company, e.g. Norwich Prudential Pearl Assurance and the Indian Companies (life insurance corporation of India).

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
1.	Controller	1	1	1
2.	Deputy Controller	1	1	1
3.	Asstt. Controller	2	2	2
4.	Class - III	15	15	13
5.	Class -IV	6	6	6
	Total =	25	23	23

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : This Department is to retain the following transports :
   a. 1 x Toyata Car
2. Private use of Govt. Transport will be as per Government orders issued from time to time.
3. Office Equipment : This Department is to retain the following equipment:
   a. 1 x Air-Conditioner
   b. 1 x Calculator
   c. 1 x Wall Clock
   d. 4 x Typewriters (2 English & 2 Bengali). The remaining 2 x Typewriters are to be handed over to the Central Stationery Office.

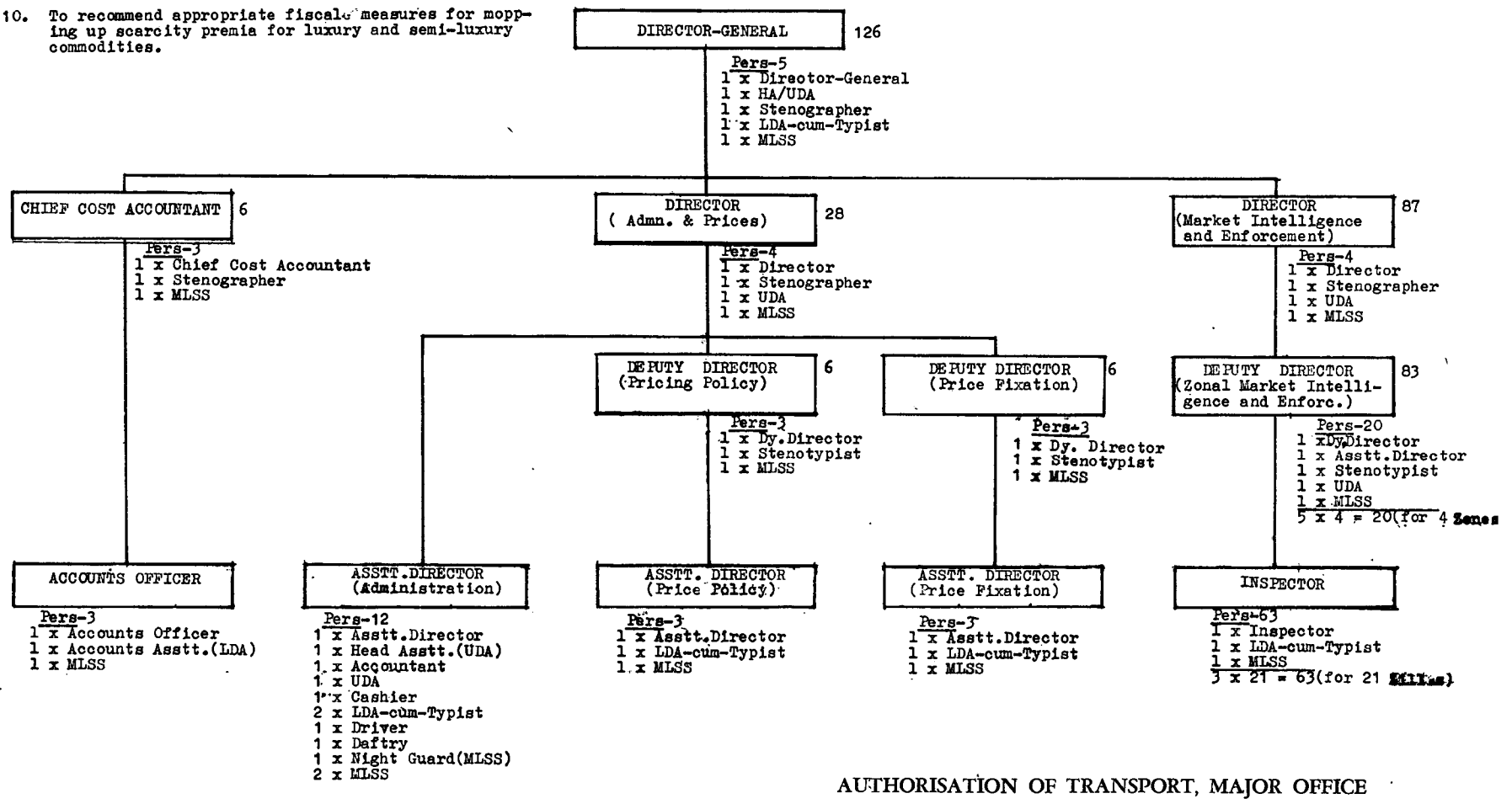
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF PRICES AND MARKET INTELLIGENCE
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. To fix prices of essential commodities scheduled to the Essential Commodities Control Order,1981 (issued under Control of Essential Commodities Act, 1956).
2. To ensure the sale of essential commodities at fixed prices.
3. To take action to co-ordinate production of the scheduled commodities with demand.
4. To regulate movement, storage and distribution of the scheduled commodities, as and when required.
5. To regulate issuance of dealing licences for the scheduled commodities.
6. To collect information on production,price and supply situation of essential commodities.
7. To enforce exhibition of price list by traders.
8. To initiate action against the traders for infringement of provisions of the Essential Commodities Control Order, 1981.
9. To review and analyse cost and price structure of essential commodities(imported and locally produced) in the public and private sectors and to recommend price adjustment between imported and locally produced goods.
10. To recommend appropriate fiscal measures for mopping up scarcity premia for luxury and semi-luxury commodities.
11. To examine the cost structure of production of public enterprises, and recommend unit cost of production,scope for cost reduction and improvement for operational efficiency.
12. To act as the Secretariat of Council Committee on prices, Price Advisory Board, Supply and Price Review Committee and Technical Committee on Drugs.
13. To initiate, co-ordinate and implement action programme with regard to government policy for regulation of price and supply of essential commodities.
14. To prepare daily, weekly and periodical reports on price and supply situation of essential commodities for information of different authorities.
15. To maintain statistics on import and local production of essential commodities.
16. To undertake any other specific assignment given by the Government or on its own.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of posts	Sanctioned strength	Existing strength	Revised
1.	Director-General	1	1	1
2.	Director	2	1	2
3.	Chief Cost Accountant	1	-	1
4.	Deputy Director	5	3	6
5.	Asstt.Director-General (Re-designated as Dy.Director)	2	2	-
6.	Assistant Director	6	5	7
7.	Marketing and Publicity Officer (Re-designated as AD)	1	-	-
8.	Research Officer (Re-designated as AD)	3	3	-
9.	Accounts Officer	1	1	1
10.	Statistician	1	1	-
11.	Class-III employees	136	125	70
12.	Class-IV employees	39	35	38
	GRAND TOTAL	198	177	126

Note: Dhaka Zonal Office and Kill. Office will function in the Directorate premises to enforce economy

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : This Directorate is to retain:
   a. 1 x Car
2. Office equipment : This Directorate is to retain the following office equipment :
   a. 2 x Duplicating Machine
   b. 2 x Calculating Machine
   c. 2 x Wall Clock
   d. 35 x Typewriters

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

REGISTRAR OF JOINT STOCK COMPANIES AND FIRMS
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. Administration of:
   a. Companies Act, 1913.
   b. Societies Registration Act, 1860.
   c. Undesirable Companies Act, 1959.
   d. Partnership Act, 1932.
2. Partial administration of:
   a. Trade Organisation Ordinance, 1961.
   b. Capital Issues (Continuance of Control) Act, 1947.
   c. Foreign Exchange Regulation Act, 1947.
   d. Bangladesh Abandoned Property (Control Management and Disposal) Order, 1972 (P.O. 16 of 1972).
   e. Industrial Enterprises Nationalisation Order, 1972 (P.O.27 of 1972).
   f. Contract Act, 1899.

ORGANISATION

REGISTRAR/DY.REGISTRAR 38
Pers : 3
1 x Registrar/Dy.Registrar
1 x Stenographer(PA)
1 x MLSS

CHITTAGONG ZONE 8
Pers : 8
1 x Asstt.Registrar
1 x Examiner of Accounts
1 x Inspector
1 x UDA
2 x LDA-cum-Typist
1 x MLSS
1 x Night Guard

DHAKA ZONE 11
Pers : 11
1 x Dy.Registrar
1 x Asstt. Registrar
2 x Examiner of Accounts
1 x Inspector
1 x UDA/HA
2 x LDA-cum-Typist
2 x MLSS
1 x Night Guard

KHULNA ZONE 8
Pers : 8
1 x Asstt.Registrar
1 x Examiner of Accounts
1 x Inspector
1 x UDA
2 x LDA-cum-Typist
1 x MLSS
1 x Night Guard

RAJSHAHI ZONE 8
Pers : 8
1 x Asstt.Registrar
1 x Examiner of Accounts
1 x Inspector
1 x UDA
2 x LDA-cum-Typist
1 x MLSS
1 x Night Guard

SUMMARY OF MANPOWER

SL. No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Registrar/Dy.Registrar	1	1	1
2.	Deputy Registrar	-	-	1
	Total Class - I	1	1	2
	Class-II			
3.	Assistant Registrar	1	1	4
4.	Class-III	15	12	22
5.	Class-IV	5	5	10
	Grand Total:-	22	19	38

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: The Committee recommends 1 x Micro Bus for official duties at Dhaka.
2. Private use of transport will be as per Government Instructions issued from time to time.
3. Office Equipment: This office is authorised:
   a. 5 x Typewriter.
   b. 2 x Wall Clocks.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE REGISTRAR OF TRADE MARKS
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. Receiving applications and fees.
2. Inde ing of various features of trade marks.
3. Examination and search of identical or nearly resembling mark.
4. Order of acceptance of refusal of trade marks for registration.
5. Advertisement of Trade Marks in the monthly Trade Marks journal.
6. Opposition and Rectification proceedings.
7. Amendment of trade marks and applications
8. Issuance of registration certificates
9. Renewal of registration.
10. Post registration matters.
11. Maintenance of register of registered mark and collection pending trade mark applications.
12. Maintenance and custody of records.

ORGANISATION

REGISTRAR 42
Pers : 3
1 x Registrar
1 x Stenographer(PA)
1 x MLSS

DEPUTY REGISTRAR 15
Pers : 3
1 x Dy.Registrar
1 x Stenotypist
1 x MLSS

ASSISTANT REGISTRAR 17
Pers : 2
1 x Asstt.Registrar
1 x LDA-cum-Typist

APPLICATION AND EXAMINATION SECTION
Pers : 6
1 x Examiner
1 x Asstt.Examiner
1 x UDA
2 x LDA-cum-Typist
1 x MLSS

OPPOSITION AND RENEWAL SECTION
Pers : 6
1 x Examiner
1 x Asstt.Examiner
1 x UDA
2 x LDA-cum-Typist
1 x MLSS

ORDER JOURNAL AND REGISTRATION SECTION
Pers : 6
1 x Examiner
1 x Asstt.Examiner
1 x UDA
2 x LDA-cum-Typist
1 x MLSS

ADMINISTRATION
Pers : 9
1 x Head Assistant
1 x Librarian
1 x UDA
1 x Accountant
1 x LDA-cum-Typist
1 x Driver
1 x Duplicating Machine Operator
1 x MLSS
1 x Night Guard

BRANCH REGISTRY CHITTAGONG
Pers :7
1 x Examiner
1 x UDA
1 x LDA-cum-Typist
1 x Record Sorter
1 x Daftry
1 x MLSS
1 x Night Guard

SUMMARY OF MANPOWER

SL. No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Registrar	4	-	1
2.	Dy. Registrar	1	1	1
	Total Class-I	1	1	2
	Class-II			
3.	Asstt.Registrar	1	1	1
4.	Examiner	5	4	4
	Total Class-II	6	5	5
5.	Class-III	27	19	25
6.	Class-IV	9	6	10
	GRAND TOTAL:-	43	31	42

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: 1 x Car ex-Transport pool for official use.
2. Office equipment: This Department may be authorised the following equipment.
   a. 1 x Duplicating Machine.
   b. 8 x Typewriter (6 x English and 2 x Bengali).

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF SPECIAL PROPERTIES
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

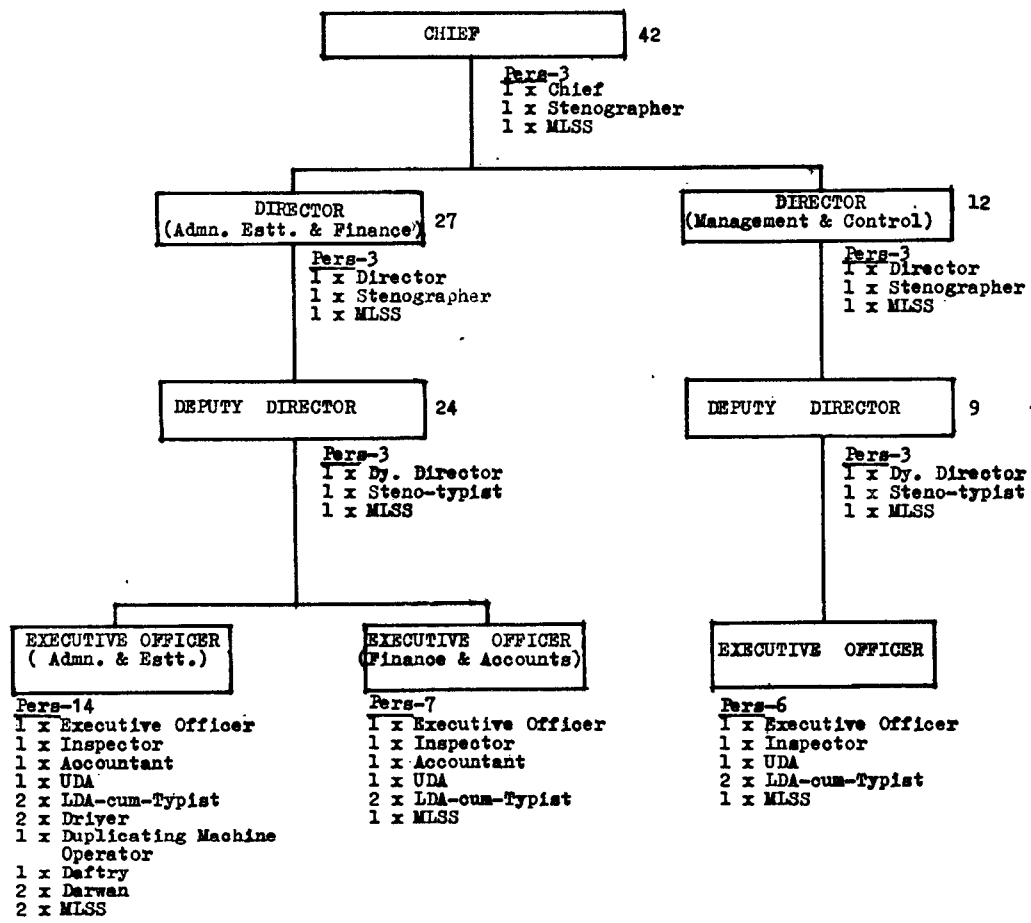
FUNCTIONS:

1. Administration, Control, Management and Disposal of all vested and abandoned commercial concerns.

2. To advise and assist the Ministry to formulate the disposal policy regarding all vested and abandoned commercial concerns.

3. To evaluate and process the disposal of all vested and abandoned commercial concerns through public tenders.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned strength	Existing strength	Revised
	CLASS-I			
1.	Chief	1	1	1
2.	Director	3	2	2
3.	Deputy Director	3	-	2
4.	Executive Officer	3	3	3
	Class-III	38	29	22
	Class-IV	22	21	12
	TOTAL	70	56	42

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: This organisation is authorised

   2 x Cars - One for the use of the Chief and the other for general office duties. The use of Govt. transport will be governed by Govt. order issued from time to time.

2. Office equipment : This organisation is authorised

   a. 1 x Duplicating Machine
   b. 1 x Calculator
   c. 8 x Type-writers. The remaining 3 x Type-writers to be handed over to the Central Stationery Office. The ratio of Bengali & English Type-writers will be 6:4.

3. Miscellaneous Points: The Department will wind up by 31 December, 1983.

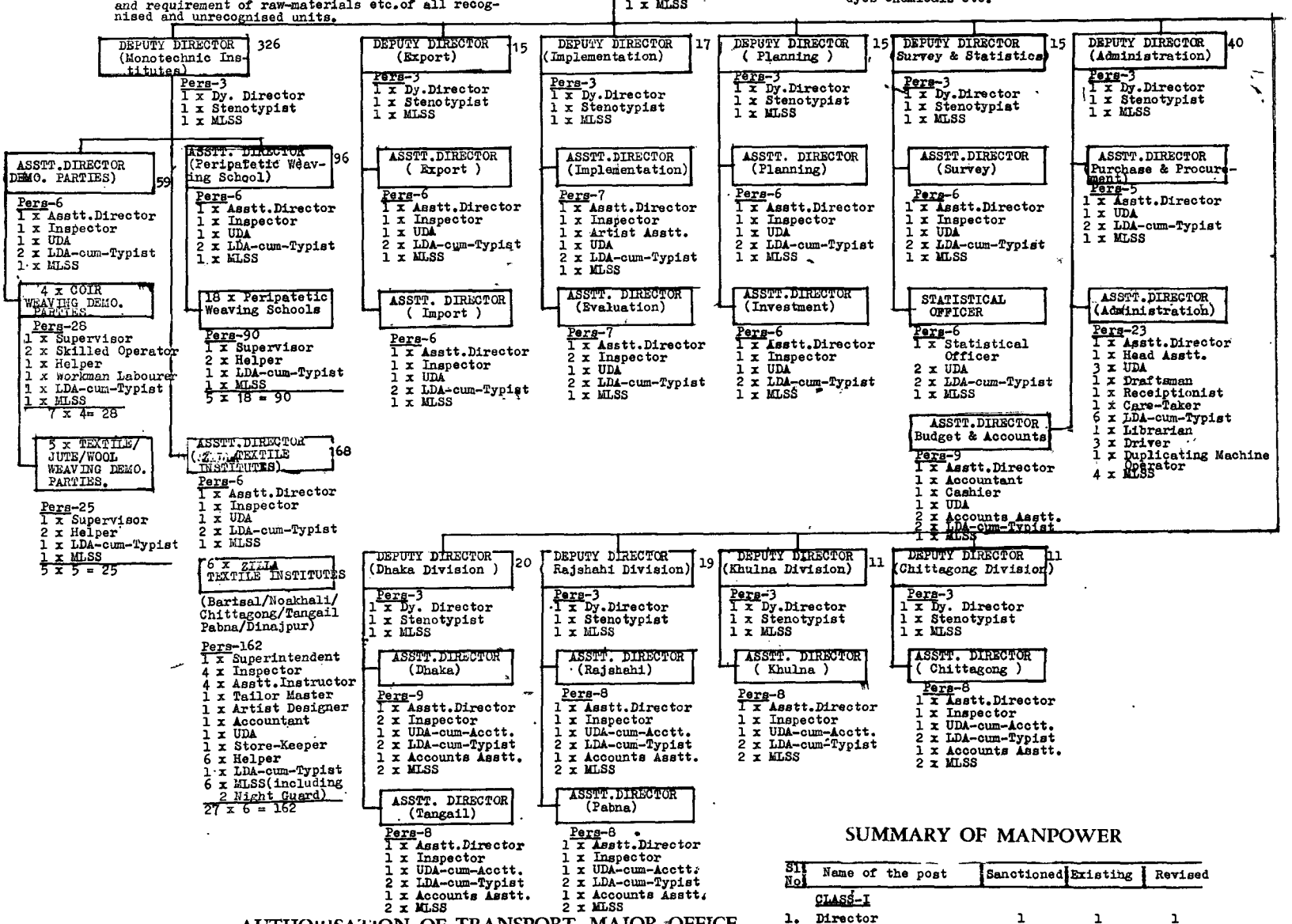
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF TEXTILES
INDUSTRIES DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. To prepare Industrial Policy for development of Textile Industries both in the Public and Private Sector including foreign investment.
2. To advise local entreprenuers for setting up of new Industries in the Textile Sector.
3. To prepare Textile investment Schedules and to implement the same.
4. To examine and to recommend to the Ministry of Industries about the employment of foreign technicians in the existing Textile Industries.
5. To recommend the new Textile units to the Investment Board for recognition and to assist them in obtaining import licence and other infrastructural facilities from Government or Statutory Bodies.
6. To prepare the Import Criteria for raw materials and spares.
7. To assist Ministry of Commerce in formulation of Import Policy.
8. To prepare half yearly import entitlement of each recognised unit for raw materials and spares etc.
9. To inspect the recognised industrial units under Textile sector as and when necessary.
10. To collect different data relating to production and requirement of raw-materials etc.of all recognised and unrecognised units.
11. To participate in the Licencing Board meeting and to offer views for issue of licence to the Textile units recognised by the Department.
12. To advise Govt.for protection of local industries for imposition of high duties and taxes, e.g. Tariff protection.
13. To issue rebate certificate to local industries when they export their products.
14. To supervise, control and manage the works of Monotechnic Institutions including District Textile Institutes.
15. To publish necessary Book-lets of the private sector Textile Industries after conducting necessary surveys etc.
16. To supply necessary information relating to Textiles to various Government and Non-Government Organisation.
17. To collect and compile market reports of both local and foreign Textile Products and to recommend to the Government for taking necessary remedial measures, if and when required.
18. To attend both local and foreign exhibition as per advice of the Government.
19. To advise Bangladesh Standard Institute in the formulation of different standard in Textile.
20. To assist and guide in formulating plan and policy for development export oriented Industries i.e.Ready made garments,Specialize Textiles,Hosiery etc.and to encourage the Textile Industries to produce import substitute items.
21. To conduct physical survey of handlooms of the country.
22. Registration and issuance of recognition letters groupwise as fixed by the Government enabling them to enjoy Government facilities in respect of getting imported raw materials, such as yarn dyes chemicals etc.

ORGANISATION



AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: The Department of Textiles to retain the following transport for official use only:
   a. 1 x Car
   b. 1 x Micro-bus
   c. 1 x Mini Moke(Jeep)
2. Use of Transport will be as per Government instruction issued from time to time.
3. Office equipment: The following office equipment may be retained by the Department:
   a. 2 x Duplicating Machine (one for Dhaka and the other for Chittagong Office).
   b. 4 x Calculator Machine.
   c. 28 x Typewriter. Ratio of Bengali and English Typewriter will be 60:40.

SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
	CLASS-I			
1.	Director	1	1	1
2.	Dy. Director (Admn.)	1	1	1
3.	Dy.Director (Technical)	8	8	8
4.	Dy. Director(Survey & Statistics)	1	-	1
5.	Asstt. Director(Admn.)	3	2	3
6.	Asstt. Director(Tech.)	15	9	15
7.	Statistical Officer (Survey & Statistics)	2	-	2
8.	Superintendent(Textiles Institute)	6	-	6
	CLASS-II			
9.	Instructor	24	-	24
10.	Total Class-III Staff	379	214	328
11.	Total Class-IV Staff	123	83	103
	GRAND TOTAL	563	318	492

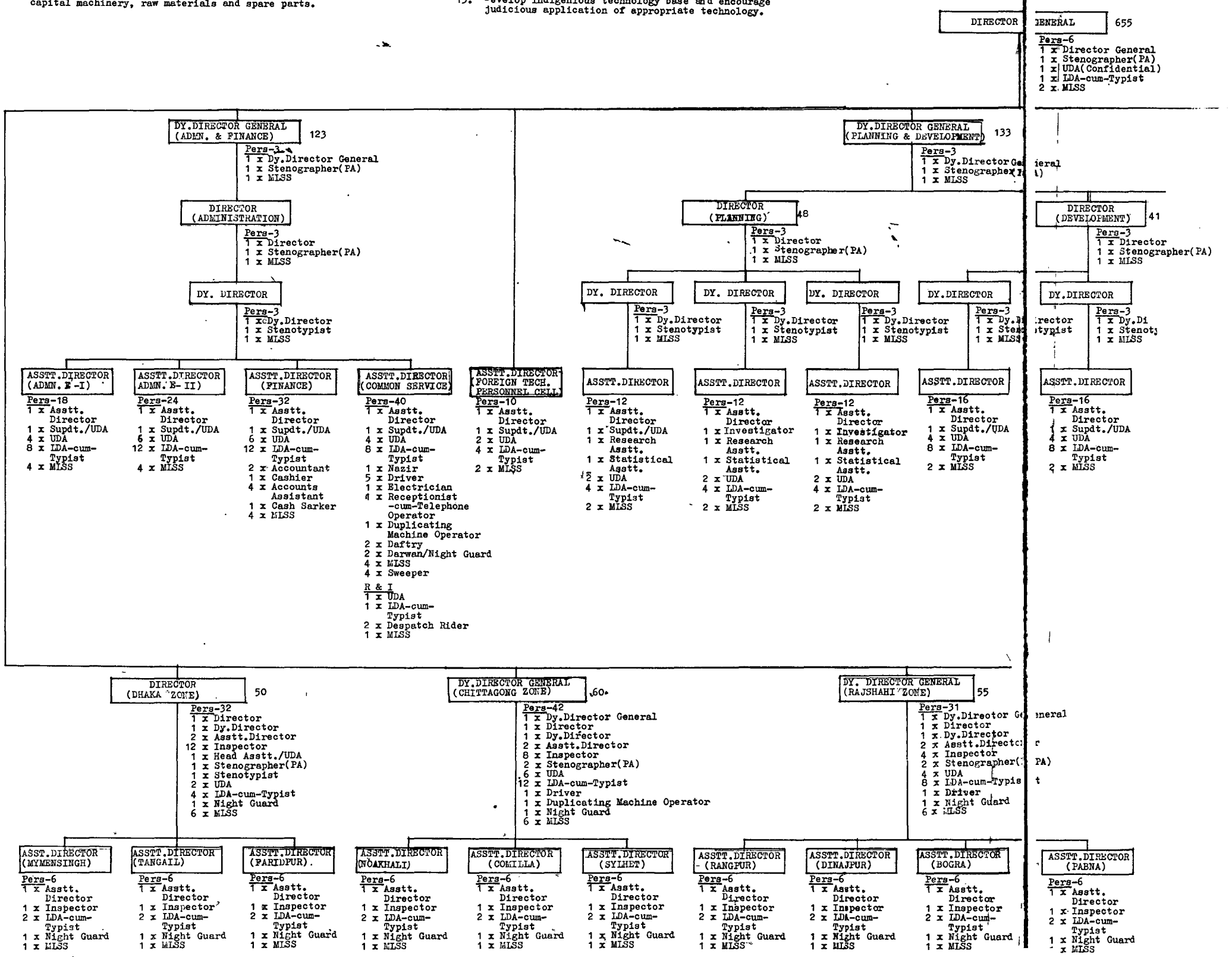
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT O F INDUSTRIES
INDUSTRIES DIVISION
MINISTRY OF INDUSTR ES AND COMMERC

FUNCTIONS:

1. Preparation of Industrial Investment Policy.
2. Preparation of Investment Schedule.
3. Preparation of list of sectors for Investment in the Private Sector.
4. To determine the ceiling of private Investment.
5. Implementation of the Industrial Investment Schedule.
6. Survey of Industrial Units.
7. Formulation of Import Policy relating to Industries and sponsoring for licensing of approved Industrial Units for capital machinery, raw materials and spare parts.
8. To define clearly the objectives of Industrial Policy.
9. Promote geographical dispersal of Industries on economic grounds.
10. Regional Industrial development.
11. Maximisation of export and development of export-oriented Industries.
12. Ensure that quality and price of locally manufactured goods is maintained at a reasonable level.
13. Develop indigenious technology base and encourage judicious application of appropriate technology.

ORGAN ISATION



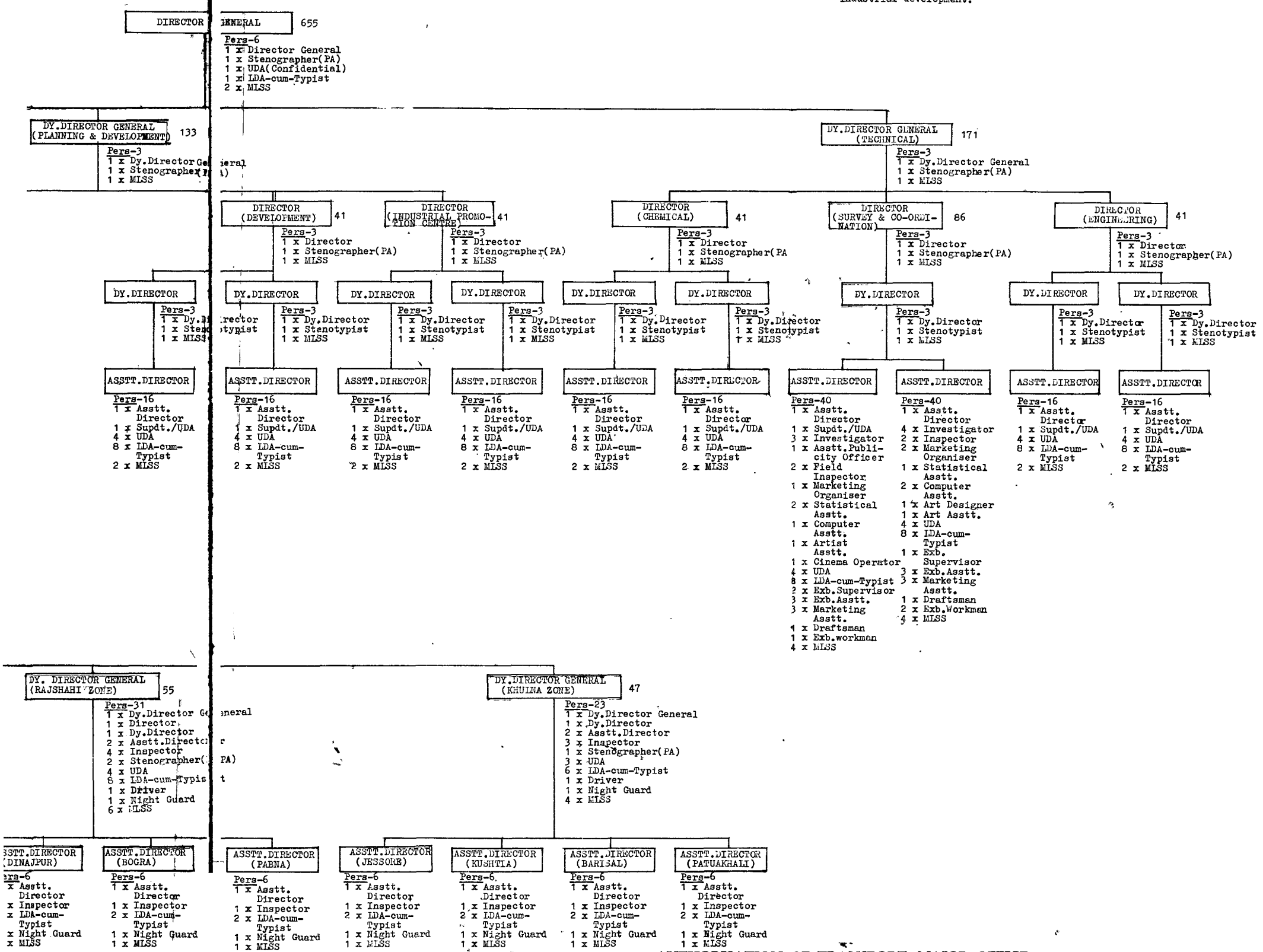
SUMMARY OF MANPOWER

SL NO	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director General	1	1	1
2.	Dy.Director General	6	6	6
3.	Director	10	9	10
4.	Dy.Director	18	17	17
5.	Asstt.Director	41	37	40
	Total Class-I	76	70	74
	Class-III Staff	501	449	446
	Class-IV	192	179	133
	Total:-	769	698	655

DEPARTMENT OF INDUSTRIES
INDUSTRIES DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

14. Import substitution Industries
15. Generation of employment.
16. Policy regarding foreign investment and determination of additional facilities and incentive for foreign Investment.
17. Policy for Industrial financing by different financing Institution.
18. Consideration of Tariff as a measure of safeguard to home Industries.
19. Allotment of Industrial land and other facilities like Power, Gas and other Infrastructure facilities required for accelerating industrial Development.
20. Maintenance of liaison with other Government Organisations and Agencies.
21. Secretariat services to Investment Board, Investment incentive Study Development of potential export product line, Improvement of Industrial Statistics, Deep Sea Fishing.
22. Liaison with Bangladesh Embassies/Consulates in foreign countries.
23. One stop service recently introduced by the Government for accelerating industrial development.

ORGANISATION



AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Department of Industries may be authorised the following transport for official use only.
   a. 6 x Car.
   b. 2 x Microbus.
   c. 1 x Jeep.
2. Private use of transport will be as per Govt.instructions issued from time to time.
3. Air-Conditioner/Coolers: Department of Industries may be authorised:
   2 x air-conditioner/cooler for use in the office chamber of D.G. and Conference room.
4. Office equipment: The following office equipment may be authorised to the Department.
   a. 2 x Plain Paper Copier.
   b. 5 x Duplicating Machine(One for Headquarter and other for field offices at Zonal level).
   c. 4 x Telex machine.
   d. 12 x Typewriter.

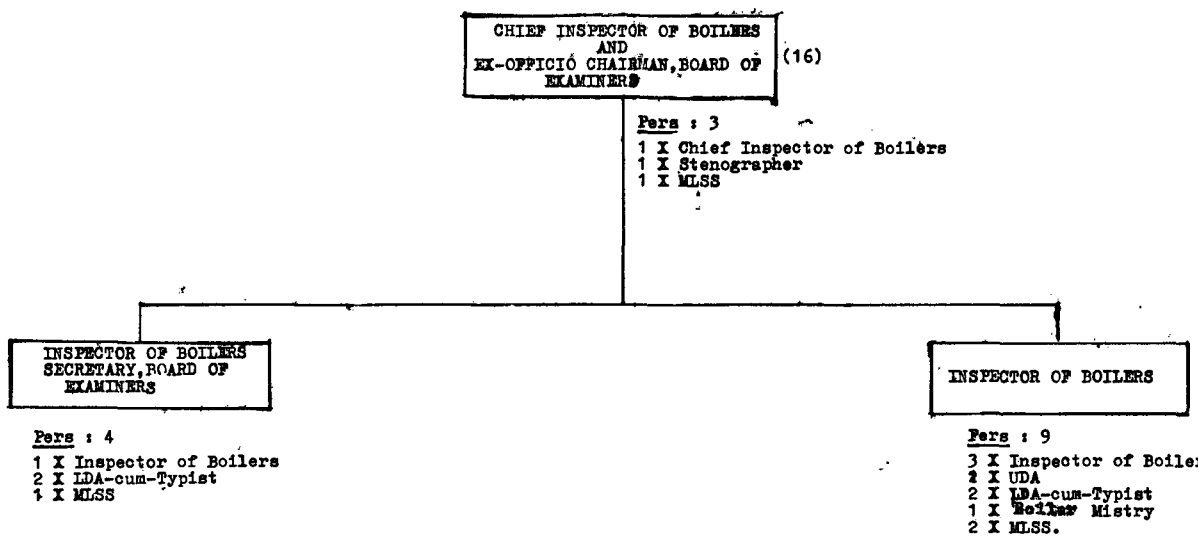
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE CHIEF INSPECTOR OF BOILERS
INDUSTRIES DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. Advising the Ministry regarding import and use of Boilers, steam pipes and economizers in the country.
2. Advising the owners regarding design construction, maintenance and working of boilers.
3. Advising the owners regarding water treatment of feed water and cleaning of boilers.
4. Determination of safe working pressure for an old boiler after taking measurement and necessary calculations.
5. Examination of design, drawings and specifications of boilers to be imported from abroad or manufactured within the country.
6. Registration of all installed boilers after inspection and hydraulic test, proceeded by examination of all manufacturing certificates from steel makers contractors and approved inspecting authority.
7. Inspection/Hydraulic testing of every working boiler annually and provide certificates thereof, if found fit.
8. Recommend repairs, additions and alterations wherever found unfit to make the boilers workable.
9. Steam test after registration when the boiler goes into operation.
10. Enquire into accidents of boilers or steam pipes.
11. Conducting functions of the Board of Examiners, a high powered technical board for taking examinations for issuance of certificates to boiler operators.
12. Conducting functions of a Boiler's Board; a high powered technical body for laying down the up-to-date technical standards on design, testing and inspection of Boilers.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
1.	Chief Inspector	1	1	1
2.	Inspector of Boilers Class I Officer	~~4~~ ~~5~~	~~3~~ ~~4~~	~~4~~ ~~5~~
3.	Class III staff	7	7	7
4.	Class IV staff	4	4	4
	Total :	16	15	16

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: The Inspectorate of Boilers to retain 1 X Car/Jeep - from Ex-Transport Pool for official use.
2. Use of Transport will be as per Government instruction issued from time to time.
3. Office Equipment :
   a. 1 X Duplicating Machine
   b. 3 X Typewriter. Ratio of Bengali & English Typewriter will be 60 : 40.

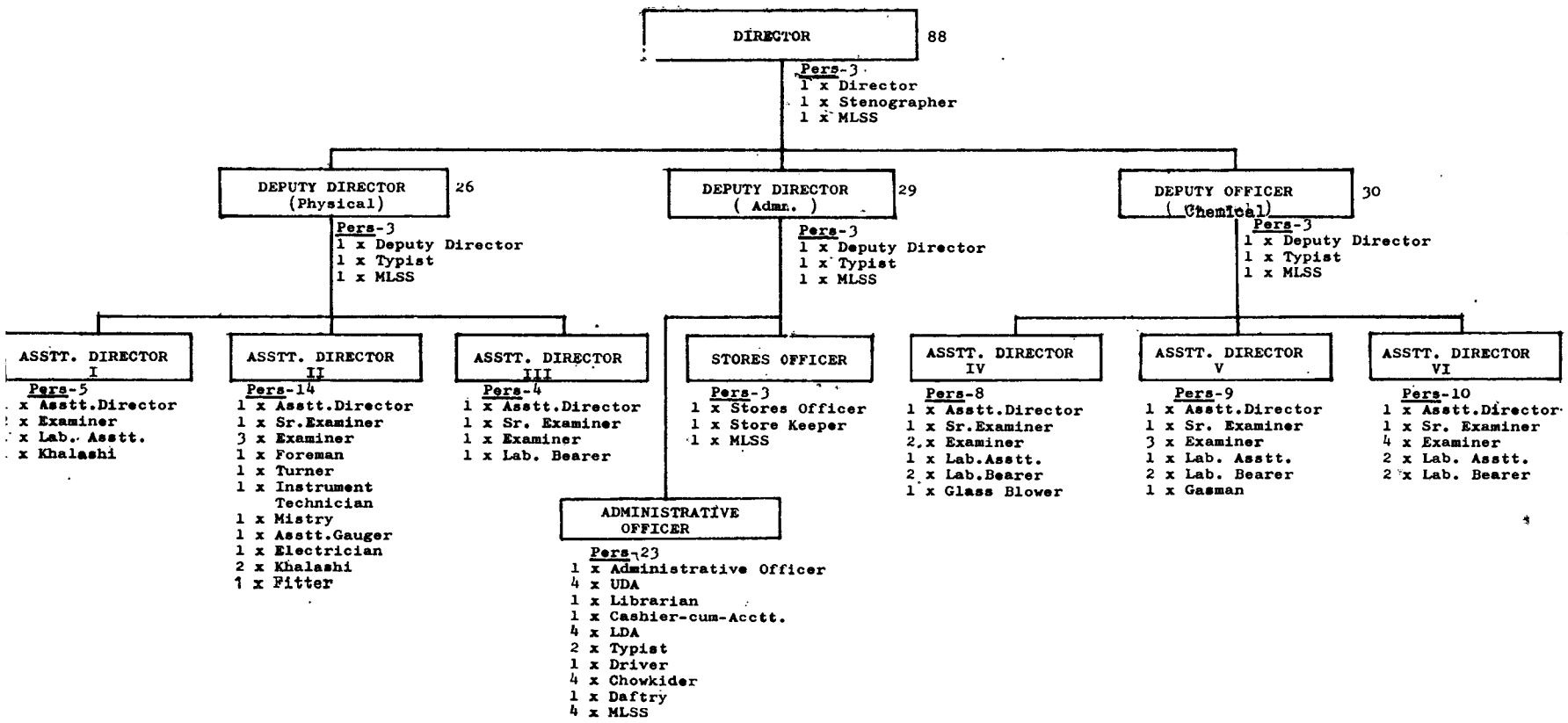
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

CENTRAL TESTING LABORATORIES
INDUSTRIES DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. Issuing of quality certificates in respect of stores intended to be purchased by various Government Departments (including Ministry of Defence, autonomous and semi-government bodies, private industries and individuals).
2. Issuing of quality certificates in respect of stores imported by various agencies for Customs classification.
3. Issuing of quality certificates in respect of materials meant for export.
4. To assist Bangladesh Standards Institution in the implementation of "Certificate Marks Scheme" by testing products of different manufacturers.
5. To render assistance to Bangladesh Standards Institution in the formulation of "National Standards".
6. To assist Tariff Commission in the process of giving "Tariff Protection" to the local manufacturers.
7. To assist in the arbitration of cases of disputes arising out of matters connected with testing and evaluation of materials and related subjects.
8. To evaluate comparative characteristics of local products vis-a-vis items of foreign manufacture for import substitution.
9. Calibration of testing equipments.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of posts	Sanctioned	Existing	Revised
	OFFICERS (CLASS-I)			
1.	Director	1	1	1
2.	Deputy Director	2	2	3
3.	Asstt. Director	6	5	6
4.	Senior Examiner	5	4	5
5.	Stores Officer	1	1	1
	Total Class-I	15	13	16
	OFFICER (CLASS-II)			
6.	Administrative Officer	1	1	1
	Total Class-II(Gazetted)	1	1	1
	CLASS-II(NON-GAZETTED)			
7.	Examiners	15	12	15
8.	Foreman	1	1	1
	Total Class-II(Non-Gazetted)	16	13	16
	STAFF (CLASS-III)			
9.	Superintendent	1	1	-
10.	Librarian	1	1	1
11.	Stenographer	2	2	1
12.	Senior Clerk	1	1	-
13.	Cashier-cum-Acctt.	1	1	1
14.	UDA	7	7	4
15.	Asstt. Gauger	1	1	1
16.	Instrument Technician	1	-	1
17.	LDA	4	4	4
18.	Typist	2	2	5
19.	Store Keeper	1	1	1
20.	Lab. Asstt.	5	4	5
21.	Mistry	1	1	1
22.	Gasman	1	1	1
23.	Glass Blower	1	1	1
24.	Fitter	1	-	1
25.	Turner	1	-	1
26.	Driver	1	1	1
27.	Electrician	1	1	1
	Total Class-III	34	30	31
	CLASS-IV			
28.	Daftry	1	1	1
29.	Lab. Bearer	7	6	7
30.	Khalashi	3	3	3
31.	Chowkider	4	3	4
32.	MLSS	7	7	9
	Total Class-IV	22	20	24
	GRAND TOTAL	88	77	88

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport

1. The following transport is to be authorised :-
   a. 1 x Car (for Director and general duties).
2. The department is holding one unserviceable car. The same to be repaired or exchanged from Government Transport Pool.
3. Use of Government transport on monthly payment/milage payment basis will be controlled as per government order in practice.

Equipment.

4. The CTL may be authorised with the following :-
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine
   c. 8 x Typewriters
   d. 5 x Calculators
5. The remaining 1 x Duplicating Machine and 8 x Typewriters to be deposited to Central Stationery Office.

Air-conditioners/Refrigerator.

6. The CTL is authorised with the following :-
   a. 2 x Air-conditioners (for laboratories)
   b. 3 x Refrigerators (for laboratories)

Miscellaneous Points.

7. Required number of MLSS may be employed on Farash/Jamader/Messenger duty.
8. Existing Stenographer, Superintendent etc. declared surplus will continue in their present post till they are promoted/adjusted/wasted out.

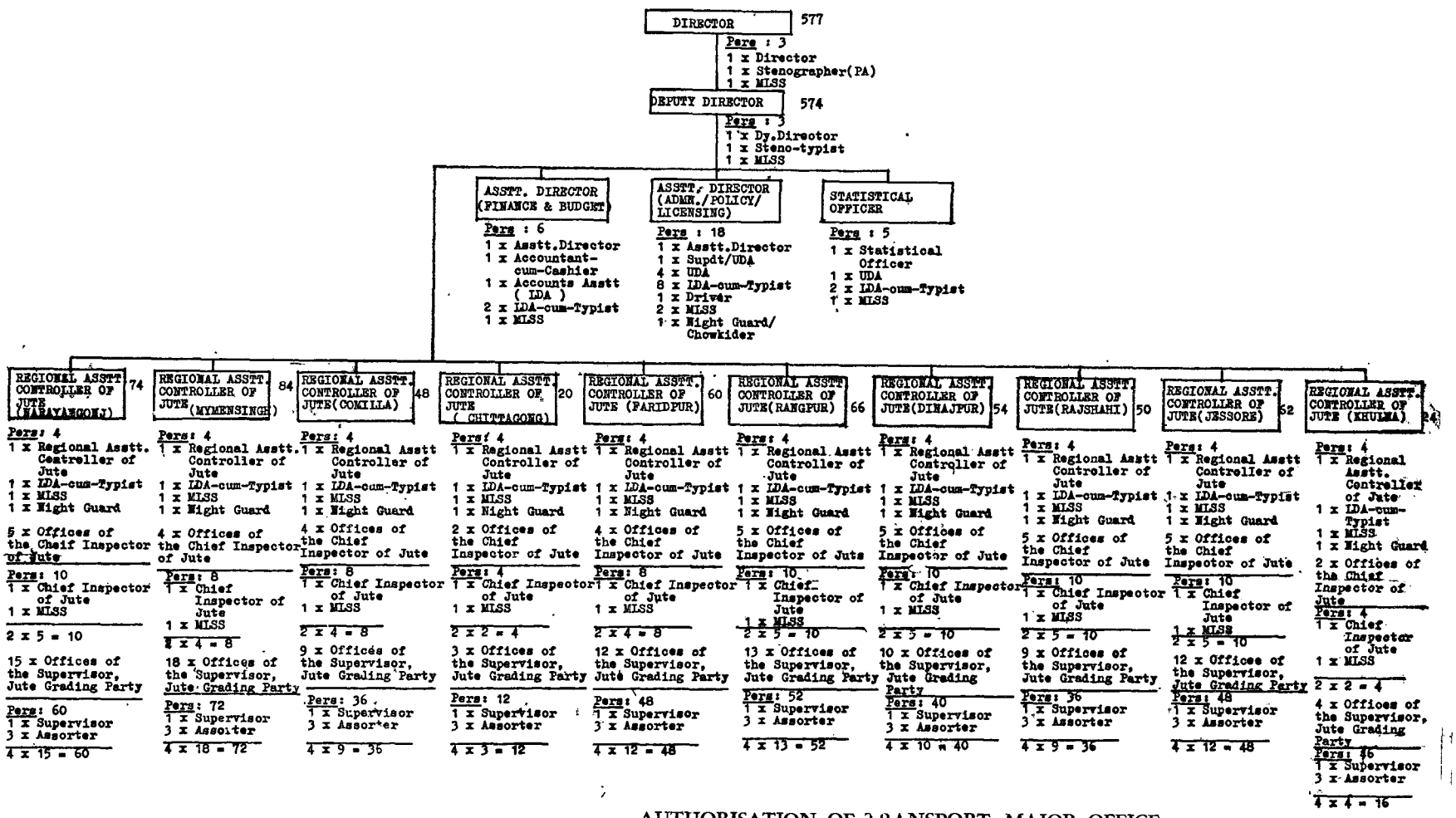
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF JUTE
JUTE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. Enforcement of the provisions of the Jute Ordinance, 1962.
2. Enforcement of the provisions of the Jute(Licensing and Enforcement) Rules, 1964.
3. Supervision, control and regulation of jute trade.
4. Checking and eradication of malpractices in jute trade.
5. Maintenance of proper assortment and correct gradations of jute.
6. Taking measures for rationalisation of various categories of licences and licence fees and rationalisation of commission, brokerage and packing charges according to the needs of the trade.
7. Annual review of performance of the exporters for the purpose of granting or refusing them licences as per Government guide-lines.
8. Forecasting about the acreage under jute and the size of the crop every year and maintenance of statistics thereof as compared to that during previous years.
9. Annual verification of stocks of jute held by the mills, exporters, Govt. Corporations and godown holders as on 30th June to ascertain yearly carry-over of jute.
10. Enforcement of the provisions of the Record of jute growers(Border areas)Act,1974 and arranging and supervising disposal of jute grown in the border belt area and lifting of such jute by Govt. Corporations and other licensed dealers during the period as stipulated by Govt. as a measure to prevent smuggling of jute.
11. Advising the Govt. regarding formulation of annual jute policy.

ORGANISATION



SUMMARY OF MANPOWER

SL NO.	Name of post	Sanctioned.	Existing.	Revised
	Class - I			
1.	Director	1	1	1
2.	Deputy Director	1	-	1
3.	Asstt.Director	2	2	2
4.	Statistical Officer	1	1	1
	Total Class-I	5	4	5
	Class - II			
5.	Regional Asstt. Controller of Jute	10	8	10
6.	Class-III Staff	499	438	494
7.	Class-IV Staff	72	65	68
	Grand Total :	586	515	577

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Directorate of Jute of is authorised :-
   a. 1 x Car
   b. 43 x Motor Cycle for field inspection staff.
2. Private use of transport will be as per Government instruction issued from time to time.
3. Office Equipment:
   a. 1 x Duplicating Machine
   b. 26 x Typewriter.

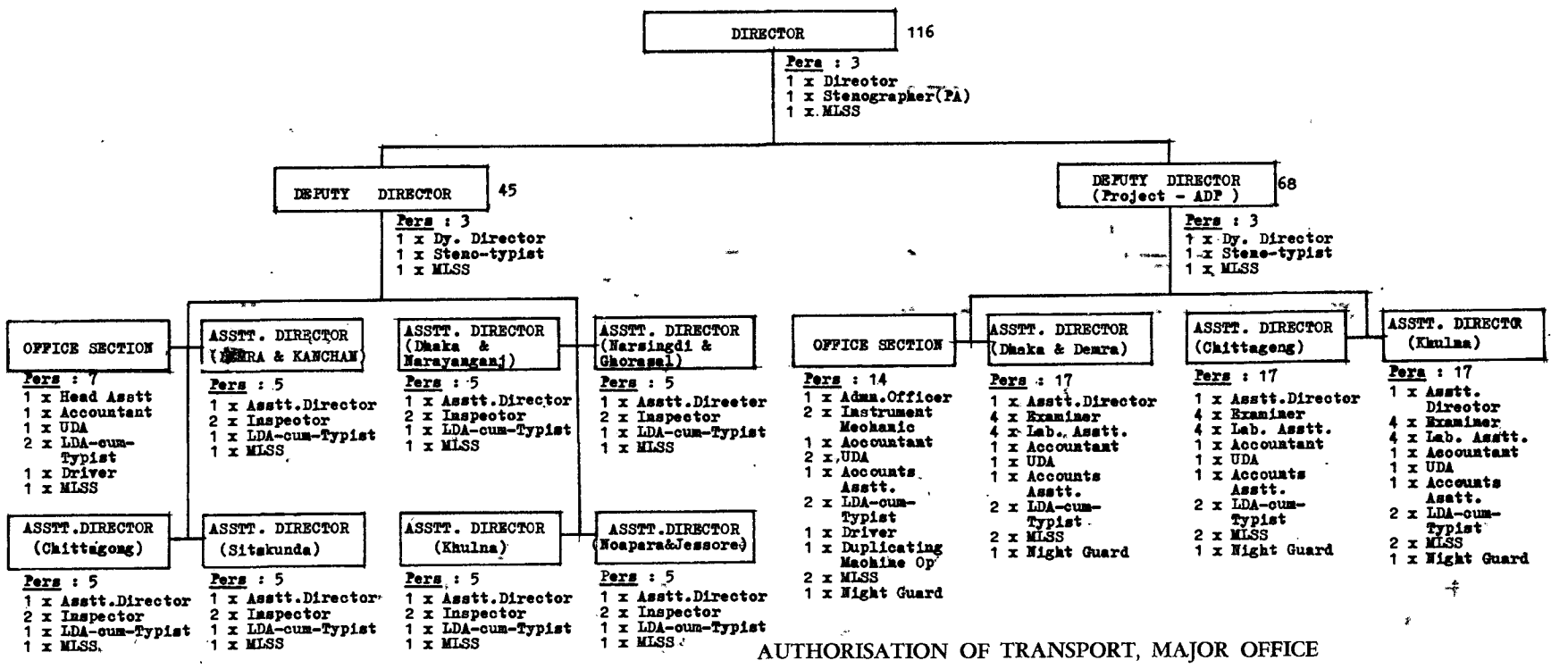
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE FOR INSPECTION FOR JUTE GOODS
JUTE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. Inspection of Process Control System in Jute Mills.
2. Inspection of Quality Control methods in Jute Mills.
3. Evaluation of Quality Standard of Jute Goods produced by Mills.
4. Inspection of Quality Standard of Jute Goods prior to Exports.
5. Issue of Export-worthly Quality Certificate.
6. Testing of Jute goods, both physical and chemical as to its conformity to Standards.
7. Advice and render guidance to Jute Mills relating to production of Quality goods.
8. Assistance to mills in respect of testing and test procedure of Jute goods.
9. Maintain Technical communication with the Jute Mills.
10. Inquiry of the Quality complaints.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Dy.Director(1-ADP)	2	2	2
3.	Asstt.Director(3-ADP)	10	10	10
	Class-II			
4.	Inspector(Technical)	14	6	14
5.	Examiner(ADP-Technical)	12	-	12
6.	Admn.Officer(ADP)	1	-	1
7.	Accounts Officer	1	-	-
8.	Instrument Mechanic(ADP)	2	2	2
	Class-III Staff	58 (43-ADP)	17	51
	Class-IV Staff	27 (17-ADP)	10	23
	Total	128	48	116

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Directorate to retain
   a. 2 x Car
2. Use of transport will be as per Government Instructions issued from time to time.
3. Office Equipment : The following office equipment may be retained by the Directorate for official use only :
   a. 1 x Duplicating Machine
   b. 15 x Typewriter; ratio of Bengali and English typewriter will be 60;40.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE GENERAL OF SECONDARY AND HIGHER EDUCATION
EDUCATION DIVISION
MINISTRY OF EDUCATION

FUNCTIONS:

1. To implement education policy of the Government in respect of Secondary and Higher Education.
2. To advise the administrative Ministry in matters of formulation of policy concerning General Education and the level of Secondary and Higher Education of the Country.
3. To manage and supervise the academic functions of the Educational Institutions.
4. To arrange and supervise Construction Works under the development Schemes/Projects.
5. To maintain the qualitative standard of General Education.
6. To evaluate and assess the need for changes in curriculum for different levels of education under the administrative control of the Directorate.
7. To prepare revenue and development budgets and to maintain accounts of all the Institutions and making arrangements for audit.

ORGANISATION

DIRECTOR GENERAL — 17.542

Pers : 5
1 x Director General
1 x Stenographer(PA)
1 x UDA(Confidential Asstt)
2 x MLSS

DIRECTOR (Secondary, Spl.Edn.Trg. and Career Planning) — 6368

Pers : 3
1 x Director
1 x Stenographer(PA)
1 x MLSS

DIRECTOR (Higher Educat

Pers
1 x
1 x
1 x

4 X ZONAL EDUCATION OFFICER — 6311

a. Dhaka Division
b. Chittagong Division
c. Khulna Division
d. Rajshahi Division

Pers : 104
1 x Dy.Director
2 x Inspector (1 x Female)
2 x Asstt.Inspector (1 x Female)
2 x Dy.Asstt.Director
1 x Stenographer
4 x Steno-typist
2 x UDA
4 x LDA-cum-Typist
1 x Despatch Rider
1 x Driver
2 x Night Guard
4 x MLSS

26 x 4 = 104

DEPUTY DIRECTOR (Secondary) — 35

Pers : 3
1 x Dy. Director
1 x Stenographer
1 x MLSS

- **ASSTT.DIRECTOR (Govt.Secondary School)**
  Pers : 16
  1 x Asstt. Director
  1 x Steno-typist
  1 x HA/UDA
  3 x UDA
  8 x LDA-cum-Typist
  1 x Record Keeper
  1 x MLSS
- **ASSTT.DIRECTOR (Non-Govt.Secondary School)**
  Pers : 16
  1 x Asstt.Director
  1 x Steno-typist
  1 x HA/UDA
  3 x UDA
  8 x LDA-cum-Typist
  1 x Record Keeper
  1 x MLSS

DEPUTY DIRECTOR (Spl.Edn.&Research Evaluation Trng.& Career Planning) — 19

Pers : 3
1 x Dy.Director
1 x Stenographer
1 x MLSS

- **ASSTT.DIRECTOR (Spl.Edn. & Research)**
  Pers : 8
  1 x Asstt. Director
  1 x Education Officer
  1 x Steno-typist
  1 x UDA
  2 x LDA-cum-Typist
  2 x MLSS
- **ASSTT.DIRECTOR (Trng.& Career Planning)**
  Pers : 8
  1 x Asstt. Director
  1 x Education Officer
  1 x Steno-typist
  1 x UDA
  2 x LDA-cum-Typist
  2 x MLSS

DEPUTY DIRECTOR (Planning and Development) — 33

Pers : 3
1 x Dy.Director
1 x Stenographer
1 x MLSS

- **EXECUTIVE ENGINEER**
  Pers : 10
  1 x Executive Engineer
  2 x Asstt. Engineer
  1 x Estimator
  1 x Draftsman
  1 x UDA
  2 x LDA-cum-Typist
  2 x MLSS
- **ASSTT.DIRECTOR (Planning)**
  Pers : 10
  1 x Asstt. Director
  2 x Research Officer
  2 x Research Asstt.
  1 x Steno-typist
  2 x LDA-cum-Typist
  2 x MLSS
- **ASSTT.DIRECTOR (Implementation)**
  Pers : 10
  1 x Asstt. Director
  2 x Research Officer
  2 x Research Asstt.
  1 x Steno-typist
  2 x LDA-cum-Typist
  2 x MLSS

DEPUTY DIRECTOR (GOVT. COLLEGE) — 37

Pers : 3
1 x Dy.Director
1 x Stenographer
1 x MLSS

- **ASSTT.DIRECTOR (Administration)**
  Pers : 18
  1 x Asstt. Director
  1 x Education Officer
  1 x Steno-typist
  1 x HA/UDA
  3 x UDA
  8 x LDA-cum-Typist
  1 x Record Keeper
  2 x MLSS
- **ASSTT.DIRECTOR (Establishment)**
  Pers : 16
  1 x Asstt. Director
  1 x Education Officer
  1 x Steno-typist
  1 x HA/UDA
  3 x UDA
  6 x LDA-cum-Typist
  1 x Record Keeper
  2 x MLSS

Special and Category-I(26)

Pers. 208
1 X Zila Education Officer
1 X Accountant-cum-Clerk
1 X Cashier/Store Keeper
2 X LDA-cum-Typist
1 X Driver
2 X MLSS
8 X 26 = 208

- **Category-II(31)**
  Pers : 155
  1 X Zila Education Officer
  1 X Accountant-cum-Clerk
  1 X Cashier/Store Keeper
  1 X LDA-cum-Typist
  1 X MLSS 5 X 31=155
- **Category-III(11)**
  Pers : 55
  1 X Zila Education Officer
  1 X Accountant-cum-Clerk
  1 X Cashier/Store Keeper
  1 X LDA-cum-Typist
  1 X MLSS
  5 X 11 = 55

174 X GOVERNMENT SECONDARY SCHOOL

Pers : 5789
1 x Head Master/Mistress
1 x Asstt.Head Master/Mistress
10 x Asstt.Teacher
14 x Teacher(Different Subject/Area)
1 x Accountant/UDA
1 x LDA-cum-Typist
5 x MLSS(including Daftry,Mali, Night Guard & Sweeper)

33 x 174 = 5742

6 x Senior Master for 6 x Schools in addition
18 x Head Moulana for 18 x Schools in addition
23 x Asstt.Head Master for conducting Double Shift in 23 x Schools.

SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
1.	Director General	1	1	1
2.	Director	2	2	2
3.	Engineer Advisor	1	1	-
4.	Principal	118	90	118
5.	Vice-Principal	115	38	115
6.	Professor	64	38	187
7.	Associate Professor	176	64	1275
8.	Assistant Professor	1950	1401	1930
9.	Lecturer	3381	3301	3263
10.	Deputy Director	10	9	11
11.	Assistant Director	14	14	13
12.	Executive Engineer	2	2	1
13.	Assistant Engineer	3	3	2
14.	Head Moulana	1	-	1
15.	Inspector	8	8	8
16.	Assistant Inspector	8	7	8
17.	Dy.Asstt.Director	8	7	8
18.	Zila. Education Officer	20	18	68
19.	Library Dev. Officer	1	1	1
20.	Head Master/Head Mistress	174	137	174
21.	Sub-Divisional Edn.Officer	72	23	-
22.	Asstt.Head Master/Mistress	197	116	197
23.	Education Officer	7	7	7
24.	Research Officer	4	4	4
25.	Librarian	69	20	119
26.	Class-II Officer(Admn. Officer & Accounts Officer)	5	2	2
27.	Demonstrator	575	575	472
28.	Physical Education Teacher & Class-III Staff	6637	6446	6359
29.	Class-IV Staff	3920	3301	3196
	Total	17,543	15,656	17542

AUTHORISATION OF TR EQUIPMENT AND MISCI

1. Transport : Directorate of Secondary Secondary Education alongwith Subord Field Offices to retain the followin for official use only :
   a. 7 x Car (One for each Divisic for Directorate)
   b. 21 x Jeep (One for each Dist.C
   c. 2 x Microbus for official use Directorate
   d 5 x Motor Cycle for Despatch at Directorate and Divisi
2. Private use or transport will be as instruction issued from time to time
3. Air-Conditioner/Coolers The Director 4 x Air-Conditioner/Cooler for the rence Room/Office Chamber of the Di General.
4. Office Equipment : The Directorate following office equipment :
   a. 2 x Duplicating Machine
   b. 1 x Plain Paper Copier
   c. 1 x Amonia Printing Machine
   d. 8 x Calculating Machine
   e. 50 x Typewriters; Ratio of Ben English typewriter will
   f. Each Divisional Office to ret 1 x Duplicating Machi 8 x Typewriter
   g. Each District Office to retai 4 x Typewriter
   h. Each Sub-Divisional Office to 2 x Typewriter
   j. Each College Office to retain 1 x Duplicating Machi 8 x Typewriter
   k. Each Madrasha-I-Aliah and Bac School to retain : 1 x Duplicating Machin 4 x Typewriter
5. Other Points : The existing incumbe rent posts recruited through the Pu Commission be encadred to the BCS(E General) and a gradation list be pr Class-I Officers, working under the control of the Directorate(Ref.Para

E GENERAL OF SECONDARY AND HIGHER EDUCATION
EDUCATION DIVISION
MINISTRY OF EDUCATION

8. To arrange training both at home and abroad of the teachers working in different educational Institutions (both Colleges & Schools).
9. To administer establishment matters including personnel management involving recruitment posting, transfer, promotion, retirement, disciplinary cases of all the officers and employees working under the administrative control of the Directorate.
10. To supply information on educational matters to approved agencies/organisations.
11. To process matters relating to Foreign Tour/Training of the officers working under the administrative control of the Directorate.
12. To maintain liaison between diffierent departments of the Government.
13. To Co-ordinate the working of all educational Institutions.
14. To initiate introduction of New Courses/Subjects in Government Educational Institutions and creation of additional required posts with provisions for other necessary facilities for the purpose.

ORGANISATION

DIRECTOR GENERAL — 17.542

Pers : 5
1 x Director General
1 x Stenographer(PA)
1 x UDA(Confidential Asstt)
2 x MLSS

DIRECTOR (Higher Education) — 11,072

Pers : 3
1 x Director
1 x Stenographer
1 x MLSS

105 X GOVT. COLLEGE (GENERAL)
1 X BANGLADESH COLLEGE OF ARTS & CRAFTS
10 X TEACHER'S TRAINING COLLEGE
2 X MADRASHA-I-ALIA
108 — 11,005

*Pers : 11,005
118 x Principal
115 x Vice-Principal
187 x Professor
1275 x Associate Professor
1930 x Asstt. Professor
3263 x Lecturer
1 x Head Moulana(for Alia Madrasha, Dhaka)
199 x Librarian
472 x Demonstrator
1357 x Class-III Staff (including 119 Physical Education Teacher)
2168 x Class-IV Staff

* Please read with Annexure 'F'.

DEPUTY DIRECTOR (GOVT. COLLEGE) — 37

Pers : 3
1 x Dy.Director
1 x Stenographer
1 x MLSS

- **ASSTT.DIRECTOR (Administration)**
  Pers : 18
  1 x Asstt. Director
  1 x Education Officer
  1 x Steno-typist
  1 x HA/UDA
  3 x UDA
  8 x LDA-cum-Typist
  1 x Record Keeper
  2 x MLSS
- **ASSTT.DIRECTOR (Establishment)**
  Pers : 16
  1 x Asstt. Director
  1 x Education Officer
  1 x Steno-typist
  1 x HA/UDA
  3 x UDA
  6 x LDA-cum-Typist
  1 x Record Keeper
  2 x MLSS

DEPUTY DIRECTOR (NON-GOVT. COLLEGE) — 47

Pers : 3
1 x Dy.Director
1 x Stenographer
1 x MLSS

- **ASSTT.DIRECTOR (Administration)**
  Pers : 12
  1 x Asstt. Director
  1 x Education Officer
  1 x Steno-typist
  1 x HA/UDA
  2 x UDA
  4 x LDA-cum-Typist
  2 x MLSS
- **ASSTT.DIRECTOR (Grant)**
  Pers : 12
  1 x Asstt. Director
  1 x Education Offider
  1 x Steno-typist
  1 x HA/UDA
  2 x UDA
  4 x LDA-cum-Typist
  2 x MLSS

DEPUTY DIRECTOR (General Administration) — 49

Pers : 3
1 x Dy. Director
1 x Stenographer
1 x MLSS

- **LIBRARY DEV. OFFICER**
  Pers : 5
  1 x Library Dev. Officer
  1 x Steno-typist
  1 x UDA
  1 x LDA-cum-Typist
  1 x MLSS
- **ASSTT.DIRECTOR (General Administration)** — 37
  Pers : 28
  1 x Asstt.Director
  1 x Admn.Officer
  1 x Steno-typist
  1 x HA/UDA
  3 x UDA
  6 x LDA-cum-Typist
  1 x Record Keeper
  1 x Duplicating Machine Opr.
  5 x Driver
  1 x MLSS
  1 x Sweeper
  1 x Mali

  R & I SECTION
  1 x UDA
  2 x LDA-cum-Typist
  1 x Despatch Rider
  1 x MLSS
- **EDUCATION OFFICER(ACR & Service Record)**
  Pers : 4
  1 x Education Officer
  1 x UDA
  1 x LDA-cum-Typist
  1 x MLSS
- **ACCOUNTS OFFICER**
  Pers : 9
  1 x Accounts Officer
  1 x Accountant-cum-Head Asstt.
  3 x Auditor
  2 x Accounts Asstt.
  1 x Cash Sarkar
  1 x MLSS

DEPUTY DIRECTOR (Physical Education) — 15

Pers : 3
1 x Dy.Director
1 x Stenographer
1 x MLSS

- **ASSTT.DIRECTOR (Physical Education Male)**
  Pers : 6
  1 x Asstt.Director
  1 x Steno-typist
  1 x UDA
  2 x LDA-cum-Typist
  1 x MLSS
- **ASSTT.DIRECTOR (Physical Education Female)**
  Pers : 6
  1 x Asstt.Director
  1 x Steno-typist
  1 x UDA
  2 x LDA-cum-Typist
  1 x MLSS

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : Directorate of Secondary and Higher Secondary Education alongwith Subordinate Offices/Field Offices to retain the following transport for official use only :
   a. 7 x Car (One for each Division and 3 x Car for Directorate)
   b. 21 x Jeep (One for each Dist.Office)
   c. 2 x Microbus for official use of the Directorate
   d 5 x Motor Cycle for Despatch Rider duty at Directorate and Divisional Offices.
2. Private use of transport will be as per Government instruction issued from time to time.
3. Air-Conditioner/Cooler: The Directorate to retain 4 x Air-Conditioner/Cooler for the use of Conference Room/Office Chamber of the Director - General.
4. Office Equipment : The Directorate to retain the following office equipment :
   a. 2 x Duplicating Machine
   b. 1 x Plain Paper Copier
   c. 1 x Amonia Printing Machine
   d. 8 x Calculating Machine
   e. 50 x Typewriter; Ratio of Bengali and English typewriter will be 60 : 40.
   f. Each Divisional Office to retain :
      1 x Duplicating Machine
      8 x Typewriter
   g. Each District Office to retain :
      4 x Typewriter
   h. Each Sub-Divisional Office to retain :
      2 x Typewriter
   j. Each College Office to retain :
      1 x Duplicating Machine
      8 x Typewriter
   k. Each Madrasha-I-Aliah and Each Government School to retain :
      1 x Duplicating Machine
      4 x Typewriter
5. Other Points : The existing incumbents of different posts recruited through the Public Service Commission be encadred to the BCS(Education : General) and a gradation list be prepared of all Class-I Officers, working under the administrative control of the Directorate(Ref.Para-14 & 15)
6. Temporary posts created under revenue budget be declared permanent after 5 years as per existing rules and the incumbent of those posts be made permanent(Ref. Para-18).
7. Differences in the Scales of Pay between the post of Professor/Associate Professor in the Government Colleges(General) and in the Engineering Colleges(Technical) be removed by bringing them at para (Ref. Para-20)
8. 50% sanctioned posts of the Ministry of Education be filled up and be kept reserved for the Members of the BCS(Education : General) (Ref. Para-21)
9. Staffing Pattern recommended for the Teaching posts be followed with immediate effect (Ref. Para-16)
   a. Each Department(Subject) of Post Graduate/Honours Courses of the College :
      1 x Professor
      1 x Assocaite Professor
      2 x Asstt.Professor
      3 x Lecturer.
   b. Each Department(Subject)of Honours Courses of the College :
      1 x Professor
      1 x Associate Professor
      2 x Asstt.Professor
      3 x Lecturer.
   c. Each Department(Subject)of Degree(Pass & Subsidiary) Courses of the College :
      1 x Assocaite Professor
      1 x Asstt. Professor
      2 x Lecturer.
   d. Each Department(Subject)of Intermediate College :
      1 x Asstt. Professor
      1 x Lecturer
10. x Hostel Superintendent should be appointed for each Hostel from among the Senior Teaching Personnel of the College/School.
11. x Asstt.Superintendent/House Tutor per 25 Students of Each Hostel be appointed from among the Junior Teaching Personnel of the College/School.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE GE
ED
MINI

DIR

FUNCTIONS:

1. Implementation the education Policy of the Government in respect of technical education.
2. Advise the Government in the matters of Engineering and Technical education of the country.
3. Management and supervision the academic functions of the Engineering Colleges, Polytechnic Institutes, Commercial and other Monotechnic Institutes.
4. Evaluation the technical educational programmes and to maintain academic standard.
5. Assessment the need for changes in curricula for different levels of technical education under the Directorate.

DIRECTOR (ADMINISTRATIO

Pers: 3
1 x Director
1 x Stenograp
1 x MLSS

ADMN. OFFICER (GENERAL ADMN.)

Pers: 21
1 x Admn.Officer
1 x HA/UDA
1 x Librarian
2 x UDA
4 x LDA-cum-Typist
1 x Store Keeper
1 x Dupl.Mech.Operator
1 x Despatch Rider
4 x Driver
2 x MLSS
2 x Night Guard
1 x Sweeper

ACCOUNTS OFFICER

Pers: 9
1 x Accounts Officer
1 x Accountant
1 x Cashier
2 x Accounts Asstt.
2 x LDA-cum-Typist
1 x Cash Sarkar
1 x MLSS

ASSTT. DIRE (POLYTECHN

Pers: 7
1 x Asstt.Di
1 x HA/UDA
1 x Steno-Ty
3 x LDA-cum-
1 x MLSS

TEACHER TRAINING PROGRAMME ENGINEERING COLLEGE DHAKA

Pers: 148
1 x Professor(Tech)
1 x Associate Professor (Tech.)
4 x Asstt.Professor (Tech.)
4 x Lecturer(Tech)
2 x Asstt.Professor (Non-Tech)
4 x Lecturer(Non-Tech)
33 x T.T. Instructor (Training)
99 x T.T. Jr. Instructor (Training)

5 X COMMERCIAL INSTITUTE(BOGRA, RANGPUR,BARISAL, FARIDPUR & SYLHET)

Pers: 70
1 x Chief Instructor
3 x Instructor(Com)
4 x Jr. Instructor(Com)
1 x Craft Instructor(Shop)

OFFICE STAFF
1 x Head Asstt-cum-Accountant
2 x LDA-cum-Typist
2 x MLSS
14 x 5 = 70

COMMERCIAL INSTITUTE(DHAKA) 34

Pers: 18
1 x Principal
6 x Instructor
8 x Jr. Instructor(Com)
1 x Physical Education Instructor
2 x Craft Instructor (Shop)

OFFICE STAFF
Pers: 16
1 x Registrar
1 x Head Asstt-cum-Accountant
1 x Librarian
1 x Store Keeper
1 x Asstt.Librarian-cum-Cataloguer
1 x Compounder
2 x LDA-cum-Typist
2 x Driver
5 x MLSS
1 x Sweeper

ENGINEERING COLLEGE DHAKA 309

Pers: 39
1 x Principal
3 x Professor(Engr)
3 x Associate Professor(Non-Tech)
12 x Asstt.Professor (Engr)
3 x Asstt.Professor (Non-Tech)
12 x Lecturer(Engr)
4 x Lecturer(Non-Tech)
1 x Medical Officer

WORKSHOP
Pers: 77
4 x Foreman
12 x Asstt.Foreman
4 x Demonstrator (Non-Tech)
2 x Demonstrator(Tech)
1 x Physical Education Instructor
2 x Lab. Asstt.
16 x Craft Instructor (T R)
19 x Craft Instructor (Workshop)
1 x Draftsman
16 x Skilled Worker

OFFICE STAFF
Pers: 45
1 x Registrar
1 x Librarian
1 x Head Asstt/UDA
1 x Accountant
2 x Accounts Asstt
2 x UDA
4 x LDA-cum-Typist
1 x Cashier
1 x Cash Sarkar
1 x Asstt.Librarian-cum-Cataloguer
2 x Book Sorter(MLSS)
1 x Store Keeper
3 x Driver
1 x Caretaker
1 x Compounder
20 x MLSS(including Mali/Daftry/Night Guard etc.)
2 x Sweeper

3 X ENGINEERING COLLEGE 553

a. Rajshahi
b. Chittagong
c. Khulna

Pers: 189
1 x Principal
3 x Professor(Engg)
6 x Associate Professor(Engg)
1 x Associate Professor(Non-Tech)
21 x Asstt.Professor (Engg)
4 x Asstt. Professor (Non-Tech)
18 x Lecturer(Engg)
8 x Lecturer(Non-Tech)
1 x Medical Officer

63 x 3 = 189

WORKSHOP
Pers: 231
4 x Foreman
12 x Asstt.Foreman
4 x Demonstrator(Tech)
2 x Demonstrator(Non-Tech)
1 x Physical Education Instructor
2 x Lab. Asstt.
1 x Draftsman
16 x Craft Instructor(TR)
19 x Craft Instructor (Workshop)
16 x Skilled Worker

77 x 3 = 231

OFFICE STAFF
Pers: 135
1 x Registrar
1 x Librarian
1 x Head Asstt/UDA
1 x Accountant
2 x Accounts Asstt
2 x UDA
4 x LDA-cum-Typist
1 x Cashier
1 x Cash Sarkar
1 x Asstt.Librarian-cum-Cataloguer
2 x Book Sorter
1 x Store Keeper
3 x Driver
1 x Caretaker
1 x Compounder
20 x MLSS(Including Mali/ Daftry/ Night Guard etc.)
2 x Sweeper

45 x 3 = 135

COLLEGE OF TEXTILE TECHNOLOGY(DHAKA) 115

Pers: 72
1 x Principal
3 x Professor(Tech)
3 x Associate Professor(Tech)
4 x Asstt.Professor (Tech)
2 x Chief Instructor
1 x Asstt.Professor (Non-Tech)
6 x Instructor(Tech)
4 x Lecturer(Tech)
4 x Lecturer(Non-Tech)
1 x Medical Officer
3 x Foreman
1 x Physical Education Instructor
2 x Demonstrator(Tech)
2 x Demonstrator (Non-Tech)
6 x Asstt.Foreman
8 x Craft Instructor (TR)
10 x Craft Instructor (Workshop)
2 x Laboratory Asstt.
1 x Draftsman
8 x Skilled Worker

OFFICE STAFF
Pers: 43
1 x Registrar
1 x Librarian
1 x Head Asstt
1 x Accountant
1 x Accounts Asstt
2 x UDA
4 x LDA-cum-Typist
1 x Cashier
1 x Cash Sarkar
1 x Asstt.Librarian-cum-Cataloguer
1 x Book Sorter(MLSS)
1 x Store Keeper
1 x Caretaker
1 x Compounder
20 x MLSS(including Mali/Daftry/Night Guard etc.)
3 x Driver
2 x Sweeper

COLLEGE OF LEATHER TECHNOLOGY(DHAKA) 87

Pers: 44
1 x Principal
1 x Professor(Tech)
1 x Associate Professor(Tech)
2 x Asstt.Professor (Tech)
1 x Asstt.Professor (Non-Tech)
3 x Lecturer(Non-Tech)
1 x Medical Officer
1 x Instructor(Tech)
1 x Physical Education Instructor
1 x Foreman
3 x Demonstrator(Tech)
2 x Demonstrator (Non-Tech)
3 x Asstt.Foreman
2 x Laboratory Asstt.
6 x Craft Instructor (Shop)
6 x Craft Instructor(TR)
1 x Draftsman
8 x Skilled Worker

OFFICE STAFF
Pers: 43
1 x Registrar
1 x Librarian
1 x Head Asstt
1 x Accountant
1 x Accounts Asstt
2 x UDA
4 x LDA-cum-Typist
1 x Cashier
1 x Cash Sarkar
1 x Asstt.Librarian-cum-Cataloguer
1 x Book Sorter(MLSS)
1 x Store Keeper
1 x Compounder
3 x Driver
20 x MLSS(including Mali etc.)
2 x Sweeper

GRAPHIC ARTS INSTITUTE(DHAKA) 51

Pers: 26
1 x Principal
2 x Chief Instructor (Tech)
4 x Instructor(Tech)
1 x Instructor(Non-Tech)
2 x Workshop Supdt.
6 x Jr.Instructor(Tech)
1 x Jr.Instructor/ Demonstrator (Non-Tech)
1 x Physical Education Teacher
2 x Craft Instructor(TR)
4 x Craft Instructor (Shop)
2 x Laboratory Asstt

OFFICE STAFF
Pers: 25
1 x Registrar
1 x Librarian
1 x Head Asstt
1 x Accountant
1 x Accounts Asstt.-cum-Cashier
1 x Cash Sarkar
1 x UDA
2 x LDA-cum-Typist
1 x Book Sorter
1 x Store Keeper
2 x Driver
1 x Caretaker
10 x MLSS(including Mali/Daftary/ Night Guard etc.)
1 x Sweeper

GLASS CE INSTITUTE

Pers: 43
1 x Princ
3 x Instr
1 x Instr (Non-
2 x Works
4 x Jr.In (Tec
1 x Jr.In Demon (Non-
1 x Desig
2 x Craft Instr
5 x Craft Instr
2 x Labor Asstt
1 x Draft
20 x Skill

OFFICE STA
Pers: 24
1 x Regis
1 x Libra
1 x Head
1 x Accou
1 x Accou cum-C
1 x Cash
1 x UDA
2 x LDA-c
1 x Book
1 x Store
1 x Drive
1 x Caret
10 x MLSS(Mali/ Night
1 x Swee

SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
1.	Director re-designated DG	1	1	1
2.	Dy.Director/Project Director re-designated Director	2	2	2
3.	Assistant Director	3	3	3
4.	Project Officer re-designated Assistant Director	1	1	1
5.	Equipment Officer re designated Asstt. Director	1	1	1
6.	Asstt.Project Officer re-designated Project Officer	1	-	1
7.	Principal(Degree College, Poly & Graphic, Ceramic & Comm)	26	24	26
8.	Professor (Engg. & Tech.)	16	6	17
9.	Associate Professor(Eng. & Tech)	30	17	26
10.	Asstt.Professor(Eng.& Tech.)	84	36	85
11.	Chief Foreman	3	-	-
12.	Associate Professor(Non-Tech)	7	-	4
13.	Asstt.Professor(Non-Tech)/Professor (Non-Tech) re-designated Asstt. Professor(Non-Engg)	27	9	19
14.	Vice-Principal	17	14	17
15.	Chief Instructor(Tech)	81	68	76
16.	Chief Instructor(Non-Tech)	16	8	17
17.	Instructor-in-Charge re-designated Chief Instructor(Com)	15	15	15
18.	Instructor(Tech & Non-Tech) or Lecturer(Non-Tech)re-designated Instructor (Non-Tech)	422	303	40
19.	Lecturer (Engg. & Non-Tech)	129	101	11
20.	Workshop Superintendent	97	63	9
21.	Chemist	1	-	
22.	Foreman/Foreman Workshop/Foreman Instructor/Workshop Supdt(Colleges) redesignated Foreman	22	11	2
23.	Medical Officer	14	8	1
24.	Physical Education Officer	2	2	
25.	Placement-cum-Carrier Officer	1	-	
26.	T.T.Instructor(Trainee)	34	18	
27.	T.T.Instructor(Non-Tech)	2	2	
28.	Purchase & Marketing Officer re-designated Equipment Officer	1	1	
	CLASS-II			
29.	Accounts Officer	-	-	
30.	Administrative Officer	1	1	
31.	Registrar	2	-	
32.	Superintendent	1	1	
33.	Class-III Teaching Staff	737	545	6
34.	Class-III Non-Teaching Staff	1465	1159	13
35.	Class-IV Staff	1017	974	6
		4279	3394	36

ERAL OF TECHNICAL EDUCATION
CATION DIVISION
RY OF EDUCATION

ORGANISATION

6. Arrangement training programmes for the teachers.
7. Co-ordination work of all institutions under the administrative control of the Directorate.
8. To draw development schemes and arrange for execution of construction works of the development schemes.
9. To maintain liaison between the Government and the technical education institutions.
10. To prepare the revenue and development budget of the Directorate.

OR GENERAL 3603

Pers: 5
1 x Director General
1 x Stenographer
1 x UDA(Confidential)
2 x MLSS

DIRECTOR (PLANNING & DEVELOPMENT) 18

Pers: 3
1 x Director
1 x Stenographer
1 x MLSS

ASSTT. DIRECTOR (EVALUATION, TRAINING AND CURRICULUM)

Pers: 7
1 x Asstt.Director
1 x HA/UDA
1 x Steno-Typist
3 x LDA-cum-Typist
1 x MLSS

ASSTT. DIRECTOR (DEGREE COLLEGE & MONOTECH COLLEGE)

Pers: 7
1 x Asstt. Director
1 x HA/UDA
1 x Steno-Typist
3 x LDA-cum-Typist
1 x MLSS

ASSTT. DIRECTOR (EQUIPMENT)

Pers: 7
1 x Asstt.Director
1 x Equipment Officer
1 x Steno-Typist
1 x UDA
2 x LDA-cum-Typist
1 x MLSS

ASSTT.DIRECTOR (PROJECT PLANNING & IMPLEMENTATION)

Pers: 8
1 x Asstt.Director
1 x Project Officer
1 x Draftsman
1 x Steno-Typist
1 x UDA
2 x LDA-cum-Typist
1 x MLSS

DHAKA POLYTECHNIC INSTITUTE 211

Pers: 167
1 x Principal
1 x Vice-Principal
7 x Chief Instructor (Tech)
1 x Chief Instructor (Non-Tech)
43 x Instructor(Tech)
8 x Instructor (Non-Tech)
7 x Workshop Supdt.
1 x Medical Officer
48 x Jr.Instructor (Tech)
9 x Jr. Instructor (Non-Tech)
1 x Physical Education Instructor
16 x Craft Instructor(TR)
21 x Craft Instructor (Shop)
2 x Laboratory Asstt.
1 x Draftsman

OFFICE STAFF

Pers: 44
1 x Registrar
1 x Head Asstt
1 x Librarian
1 x Accountant
2 x Accounts Asstt
1 x Cashier
1 x Cash Sarkar
1 x Asstt.Librarian-cum-Cataloguer
2 x UDA
4 x LDA-cum-Typist
2 x Book Sorter (MLSS)
2 x Driver
1 x Compounder
1 x Store Keeper
1 x Caretaker
20 x MLSS(including Mali/Daftry/Night Guard etc.)
2 x Sweeper

CHITTAGONG POLYTECHNIC INSTITUTE 162

Pers: 109
1 x Principal
1 x Vice-Principal
5 x Chief Instructor (Tech)
1 x Chief Instructor (Non-Tech)
25 x Instructor(Tech)
5 x Instructor((Non-Tech)
6 x Workshop Supdt.
1 x Medical Officer
27 x Jr. Instructor (Tech)
6 x Jr. Instructor (Non-Tech)
1 x Physical Education Instructor
12 x Craft Instructor (TR)
15 x Craft Instructor (Workshop)
2 x Laboratory Asstt.
1 x Draftsman

OFFICE STAFF

Pers: 44
1 x Registrar
1 x Librarian
1 x Head Asstt.
1 x Accountant
2 x Accounts Asstt.
1 x Cashier
1 x Asstt.Librarian -cum-Cataloguer
2 x UDA
4 x LDA-cum-Typist
2 x Book Sorter
2 x Driver
1 x Compounder
1 x Store Keeper
1 x Cash Sarkar
1 x Caretaker
20 x MLSS(including Mali/Daftry/ Night Guard etc.)
2 x Sweeper

ATTACHED COMMERICAL DEPARTMENT

Pers: 9
1 x Chief Instructor
3 x Instructor(Com)
4 x Jr. Instructor(Com)
1 x Craft Instructor (Shop)

KHULNA POLYTECHNIC INSTITUTE 150

Pers: 97
1 x Principal
1 x Vice-Principal
4 x Chief Instructor (Tech)
1 x Chief Instructor (Non-Tech)
23 x Instructor(Tech)
4 x Instructor (Non-Tech)
5 x Workshop Supdt.
1 x Medical Officer
24 x Jr. Instructor (Tech)
6 x Jr.Instructor/ Demonstrator (Non-Tech)
1 x Physical Education Instructor
10 x Craft Instructor(TR)
13 x Craft Instructor (Shop)
2 x Laboratory Asstt.
1 x Draftsman

OFFICE STAFF

Pers: 44
1 x Registrar
1 x Librarian
1 x Head Asstt.
1 x Accountant
2 x Accounts Asstt.
1 x Cashier
1 x Asstt.Librarian -cum-Cataloguer
2 x UDA
4 x LDA-cum-Typist
2 x Book Sorter
2 x Driver
1 x Compounder
1 x Store Keeper
1 x Cash Sarkar
1 x Caretaker
20 x MLSS(including Mali/Daftry/ Night Guard etc.)
2 x Sweeper

ATTACHED COMMERCIAL DEPARTMENT

Pers: 9
1 x Chief Instructor
3 x Instructor(Com)
4 x Jr.Instructor(Com)
1 x Craft Instructor (Shop)

3 X POLYTECHNIC INSTITUTE 399

a. BOGRA
b. COMILLA
c. MYMENSINGH

Pers: 249
1 x Principal
1 x Vice-Principal
4 x Chief Instructor (Tech)
1 x Chief Instructor (Non-Tech)
17 x Instructor(Tech)
3 x Instructor(Non-Tech)
5 x Workshop Supdt.
1 x Medical Officer (Bogra only)
18 x Jr.Instructor (Tech)
5 x Jr. Instructor/ Demonstrator (Non-Tech)
1 x Physical Education Instructor
10 x Craft Instructor (TR)
13 x Craft Instructor (Workshop)
2 x Laboratory Asstt.
1 x Draftsman

83 x 3 = 249

OFFICE STAFF

Pers: 132
1 x Registrar
1 x Librarian
1 x Head Asstt.
1 x Accountant
2 x Accounts Asstt
1 x Cashier
1 x Asstt. Librarian -cum-Cataloguer
2 x UDA
4 x LDA-cum-Typist
2 x Book Sorter
2 x Driver
1 x Caretaker
1 x Compounder
1 x Storekeeper
1 x Cash Sarkar
20 x MLSS(including Mali/Daftry/ Night Guard etc.)
2 x Sweeper

44 x 3 = 132

2 X ATTACHED COMMERICAL DEPARTMENT

Pers: 18
1 x Chief Instructor
3 x Instructor(Com)
4 x Jr.Instructor(Com)
1 x Craft Instructor (Shop)

9 x 2 = 18

7 X POLYTECHNIC INSTITUTE 838

a. FARIDPUR
b. FENI
c. JESSORE
d. RAJSHAHI
e. DINAJPUR
f. KUSHTIA
g. B.S.KAPTAI

Pers: 476
1 x Principal
1 x Vice-Principal
4 x Chief Instructor (Tech)
1 x Chief Instructor (Non-Tech)
11 x Instructor(Tech)
3 x Instructor(Non-Tech)
5 x Workshop Supdt.
12 x Jr.Instructor(Tech)
3 x Jr. Instructor/ Demonstrator (Non-Tech)
1 x Physical Education Instructor
10 x Craft Instructor(TR)
13 x Craft Instructor (Shop)
2 x Laboratory Asstt.
1 x Draftsman

68 x 7 = 476

6 X COMMERCIAL DEPARTMENT

Pers: 54
1 x Chief Instructor
3 x Instructor(Com)
4 x Jr.Instructor(Com)
1 x Craft Instructor (Shop)

9 x 6 =54

OFFICE STAFF

Pers: 308
1 x Registrar
1 x Librarian
1 x Head Asstt.
1 x Accountant
2 x Accounts Asstt.
1 x Cashier
1 x Asstt.Librarian -cum-Cataloguer
2 x UDA
2 x Book Sorter
4 x LDA-cum-Typist
1 x Caretaker
2 x Driver
1 x Compounder
1 x Storekeeper
1 x Cash Sarkar
20 x MLSS(including Mali/Daftry/ Night Guard etc.)
2 x Sweeper

44 x 7 = 308

4 X POLYTECHNIC INSTITUTE 480

a. BARISAL
b. RANGPUR
c. PABNA
d. SYLHET

Pers: 304
1 x Principal
1 x Vice-Principal
4 x Chief Instructor (Tech)
1 x Chief Instructor (Non-Tech)
14 x Instructor(Tech)
3 x Instructor(Non-Tech)
5 x Workshop Supdt.
1 x Medical Officer
15 x Jr.Instructor(Tech)
4 x Jr.Instructor/ Demonstrator(Non-Tech)
1 x Physical Education Instructor
10 x Craft Instructor (T.R.)
13 x Craft Instructor (Shop)
2 x Laboratory Asstt
1 x Draftsman

76 x 4 = 304

OFFICE STAFF

Pers: 176
1 x Registrar
1 x Librarian
1 x Head Asstt
1 x Accountant
2 x Accounts Asstt
1 x Cashier
1 x Asstt.Librarian -cum-Cataloguer
2 x UDA
4 x LDA-cum-Typist
2 x Book Sorter
2 x Driver
1 x Compounder
1 x Storekeeper
1 x Caretaker
1 x Cash Sarkar
20 x MLSS (including Mali/Daftry/ Night Guard etc.)
2 x Sweeper

44 x 4 = 176

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Directorate General of Technical Education to retain the following transport for official use only :
   a. 3 x Car (1 x Car for whole time use of DG and 2 x Car for Directors)
   b. 1 x Microbus(For official use of other Officers of Dte.)
   c. 6 x Car/Jeep (One for each Engineering College and College of Textile Technology Leather Technology)
   d. 26 x Microbus(One each for each Engineering College, Polytech.Institute and College of Textile Technology(Dhaka) College of Leather Technology(Dhaka) Graphic Institute(Dhaka) Glass Ceremic Institute(Dhaka) and Commercial Institute(Dhaka).
   e. 23 x Bus(One each Engineering College, Polytech.Institute and College of Textile Technology(Dhaka)Leather Technology(Dhaka).
2. Private use of transport will be as per Government instruction issued from time to time.
3. Office Equipment :
   a. 1 x Plain Paper Copier for Directorate
   b. 26 x Duplicating Machine(One Duplicating Machine for each office)
   c. 225 x Typewriter(17 x Typewriter for Directorate, 8 x Typewriter for each College/Institute). Ratio of Bengali & English typewriter will be 60 : 40 .

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

LIBRARY
Bangladesh Public Administration
Training Centre
Savar, Dhaka.

DIRECTORATE GENERAL OF PRIMARY EDUCATION
EDUCATION DIVISION
MINISTRY OF EDUCATION

FUNCTIONS:

1. Responsible for administration, management and supervision of Primary Schools, Teachers and other employees of the Primary Education Offices, Upa-Zilla Offices.
2. Advise Government in formulating Policy in respect of Primary and Mass Education and implementation of all such policies.
3. Prepare schemes for development of Primary Education and execute the schemes.
4. Provide training for professional development of the Primary School Teachers, Teachers Training and Officers and employees employed at different levels under the administrative control of the Directorate.
5. Development of Primary Training Institute and the National Academy for Fundamental Education.
6. Prepare Budget Estimate for Primary Education and ensure proper utilization of the amount provided in the budget for the proposed.

ORGANISATION

DIRECTOR GENERAL — 163171
Pers: 5
1 x Director General
1 x Stenographer(PA)
1 x UDA(Confidential Asstt)
2 x MLSS

ADMN.,TRAINING AND CURRICULUM — 105
Pers: 3
1 x Director
1 x Stenographer
1 x MLSS

ADMINISTRATION & ESTABLISHMENT — 43
Pers: 3
1 x Dy.Director
1 x Stenographer
1 x MLSS

ADMN.,ESTT. MATTERS OF PRIMARY SCHOOL DHAKA DIVISION
Pers: 10
1 x Asstt.Director
1 x Edn. Officer
1 x Steno-Typist
1 x Head Asstt/UDA
1 x UDA
2 x LDA-cum-Typist
1 x Record Keeper
2 x MLSS

ADMN. & ESTT. MATTERS OF PRIMARY SCHOOL CHITTAGONG DIVISION
Pers: 10
1 x Asstt.Director
1 x Edn.Officer
1 x Steno-Typist
1 x Head Asstt/UDA
1 x UDA
2 x LDA-cum-Typist
1 x Record Keeper
2 x MLSS

ADMN. & ESTT.MATTERS OF PRIMARY SCHOOL KHULNA DIVISION
Pers: 10
1 x Asstt.Director
1 x Edn. Officer
1 x Steno-Typist
1 x Head Asstt/UDA
1 x UDA
2 x LDA-cum-Typist
1 x Record Keeper
2 x MLSS

ADMN. & ESTT.MATTERS OF PRIMARY SCHOOL RAJSHAHI DIVISION
Pers: 10
1 x Asstt.Director
1 x Edn. Officer
1 x Steno-Typist
1 x Head Asstt/UDA
1 x UDA
2 x LDA-cum-Typist
1 x Record Keeper
2 x MLSS

GENERAL ADMN., ACCOUNTS AND FINANCE — 36
Pers: 3
1 x Asstt.Director
1 x Steno-Typist
1 x MLSS

ADMINISTRATION
Pers: 21
1 x Admn.Officer
2 x UDA
4 x LDA-cum-Typist
1 x Dupli.Machine Optr.
6 x Driver
1 x Store-Keeper
2 x MLSS
3 x Night Guard
1 x Sweeper

ACCOUNTS
Pers: 7
1 x Accounts Officer
1 x Accountant
2 x Accounts Asstt
1 x Cashier
1 x Cash Sarkar
1 x MLSS

R & I SECTION
Pers: 5
1 x UDA
2 x LDA-cum-Typist
1 x Despatch Rider
1 x MLSS

TRAINING AND CURRICULUM — 23
Pers: 3
1 x Dy.Director
1 x Stenographer
1 x MLSS

TRAINING
Pers: 10
1 x Asstt.Director
1 x Education Officer
1 x Steno-Typist
1 x Head Asstt/UDA
1 x UDA
2 x LDA-cum-Typist
1 x Record Keeper
2 x MLSS

CURRICULUM AND RESEARCH
Pers: 10
1 x Asstt.Director
1 x Education Officer(Research)
1 x Steno-Typist
1 x Head Asstt/UDA
1 x UDA
2 x LDA-cum-Typist
1 x Record Keeper
2 x MLSS

PLANNING AND DEVELOPMENT — 28
Pers: 3
1 x Director
1 x Stenographer
1 x MLSS

PLNG.,PROCUREMENT AND SUPPLY
Pers: 3
1 x Dy.Director
1 x Stenographer
1 x MLSS

PLANNING AND IMPLEMENTATION
Pers: 9
1 x Asstt.Director
2 x Research Officer
1 x Steno-Typist
1 x UDA
2 x LDA-cum-Typist
2 x MLSS

PROCUREMENT AND SUPPLY
Pers: 13
1 x Asstt.Director
1 x Procurement and Supply Officer
1 x Store-Officer
1 x Head Asstt/UDA
2 x UDA
1 x Steno-Typist
4 x LDA-cum-Typist
2 x MLSS

ENGINEERING, CONSTRUCTION & MAINTENANCE — 23
Pers: 3
1 x Supdt.Engineer
1 x Stenographer
1 x MLSS

IMPLEMENTATION AND PROGRESS
Pers: 11
1 x Executive Engineer
1 x Asstt.Engineer
2 x Sub-Asstt.Engineer
2 x Estimator
1 x UDA
2 x LDA-cum-Typist
2 x MLSS

PLANNING AND DESIGN
Pers: 9
1 x Executive Engineer
1 x Asstt.Architect
2 x Draftsman
1 x UDA
2 x LDA-cum-Typist
2 x MLSS

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ZILA (68)

Special and Category-I Zila(26)
Personnel: 208
1 X Zila Primary Education Officer
1 X Asstt. Zila Primary Education Officer
1 X Head Asstt./UDA
1 X Accountant
2 X LDA-cum-Typist
1 X Driver
1 X MLSS
8 X 26 = 208

Category-II & III Zila (42)
Personnel: 252
1 X Zila Primary Education Officer
1 X Head Asstt./UDA
1 X Accountant
1 X LDA-cum-Typist
1 X Driver
1 X MLSS
6 X 42 = 252

Upazila Education Office (460)
Personnel: 3220
1 X UEO
3 X AUEO
2 X LDA-cum-Typist
1 X MLSS
7 X 460 = 3220

Metropolitan/Municipal Thana Education Office(20)
Personnel: 109
20 X TEO
29 X ATEO
40 X LDA-cum-Typist
20 X MLSS
Total = 109

NATIONAL ACADEMY FOR FUNDAMENTAL EDUCATION — 85
Pers : 71
1 x Director(Principal)
2 x Dy.Director (Chief Instructor)
11 x Subject Specialist (Instructor)
22 x Asstt.Subject Specialist(Asstt.Instructor)
1 x Admn.Officer
1 x Accounts Officer
1 x Librarian
1 x Documentation Officer
1 x Phy.Edn.Instructor
1 x Workshop Technician
1 x Superintendent
2 x Asstt.Librarian-cum-Cataloguer
1 x Accountant
2 x UDA
8 x LDA-cum-Typist
1 x Stenographer
1 x Accounts Asstt.
1 x Dupli.Machine Optr.
2 x Driver
8 x MLSS
1 x Mali
1 x Sweeper

CONTROLLER OF EXAMINATION
Pers : 14
1 x Controller of Exam.
1 x Asstt.Controller of Examination
1 x Accounts Officer
1 x Accounts Asstt.
2 x UDA(1xfor Cert.Writer)
4 x LDA-cum-Typist
4 x MLSS

49 x PRIMARY TRAINING INSTITUTE — 1421
Pers : 1421
1 x Superintendent
1 x Asstt.Supdt.
*12 x Instructor
5 x Experimental Primary School Teacher
1 x Asstt.Librarian-cum-Cataloguer
1 x UDA-cum-Accountant
2 x LDA-cum-Typist
4 x MLSS
1 x Mali
1 x Sweeper
29 x 49 = 1421

*N.B.-Instructor increased from 8 to 12 for additional workload of the PTIs as and when required.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: Directorate of Primary Education is to retain the following transport for official use:
   a. 4 x Car (1 x Car for DG; Directors, Supdt. Engineer of the Directorate).
   b. 2 x Microbus for official use of other officers of the Directorate.
   c. 1 x Motor Cycle for Despatch Rider of the Directorate.
   d. 1 x Car for Director, AFE.
   e. 1 x Microbus for official use of other officers of the AFE.
   f. 71 x Jeep (1 x Jeep for each Zilla and Sub-Divisional Primary Education Office).

   36,666 x GOVT.PRIMARY SCHOOLS WITH 1,57,032 TEACHERS :
   The sanction post of Teacher for each school will be in the following ratio including Head Teacher :
   a. 3 x Teacher for upto 150 students.
   b. 4 x Teacher for upto 200 students.
   c. For additional increase of every 50 x Students there will be one more teacher.
   N.B.- Existing 683 x MLSS for selected urban school may continue till they are retired/wasted out.
2. Private use of Transport will be as per as Government instruction issued from time to time.
3. Office Equipment: Directorate Office
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine
   c. 1 x Amonia Printer
   d. 29 x TypeWriter.
4. Academy for Fundamental Education(AFE)
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine
   c. 12 x Type Writer
5. Each Primary Training Institute
   a. 1 x Duplicating Machine
   b. 2 x Type Writer
6. Each Zilla/Sub-Divisional Primary Education Office
   a. 1 x Duplicating Machine
   b. 2 x Type Writer
7. Upa-Zilla Education Office
   a. 1 x Duplicating Machine
   b. 2 x Type Writer: ratio of Bengali and English Type Writer will be 60:40.
8. Miscellaneous Points: Deputy Director(Facilities) now designated as Superintendent Engineer, 2 x Executive Engineer, 1 x Asstt.Engineer, 1 x Asstt.Architect will be Engineering Service Pool as per existing rule and will be on deputation from PWD in future.
9. The revised organization of the Directorate of Primary Education includes posts under existing development Project.
10. Academy for Fundamental Education (AFE) at Mymensingh will be known as National Academy for Fundamental Education for the reason of its Special function in the field of Primary Education at apex level.
11. To shoulder responsibility as per the Manual on Thana Administration, Vol.1, and smooth functioning the posts of Upa-Zila Education Officer and Asstt. Upa-Zila Education Officer need to be upgraded, one step higher along with status respectively.
12. The sanction post of Teacher for each Primary School will be as per recommended ratio.

SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
1.	Director General	1	1	1
2.	Director(Project Director re-designated as Director)	1	1	2
3.	Deputy Director(Facilities) re-designated as Supdt.Engineer	1	1	1
4.	Deputy Director & Sr.Dy.Project Director re-designated as Deputy Director.	4	3	3
5.	Asstt.Director & Dy.Project Director re-designated as Asstt.Director.	13	13	9
6.	Executive Engineer	3	3	2
7.	Asstt.Engineer	14	13	1
8.	Asstt.Architect	2	2	1
9.	Education Officer	-	-	6
10.	Research Officer	6	5	2
11.	Procurement Officer re-designated as Procurement & Supply Officer	2	1	1
12.	Port Officer re-designated as Store Officer	1	1	1
13.	Administrative Officer	2	2	1
14.	Accounts Officer	3	2	1
15.	Co-Ordinator	3	-	-
16.	Director(AFE) (Principal)	1	1	1
17.	Deputy Director(AFE) (Chief Instructor)	2	2	2
18.	Subject Specialist(Instructor) (AFE)	11	11	11
19.	Asstt.Subject Specialist (Asstt.Instructor)AFE)	27	5	22
20.	Controller of Examinations(AFE)	1	1	1
21.	Asstt.Controller of Exams.(AFE)	-	-	1
22.	Administrative Officer(AFE)	1	1	1
23.	Accounts Officer(AFE)	1	1	2
24.	Documentation Officer(AFE)	1	1	1
25.	Librarian (AFE)	1	1	1
26.	Physical Education Instructor(AFE)	1	-	1
27.	Superintendent (PTIs)	47	42	49
28.	Asstt.Superintendent(PTIs)	47	33	49
29.	Instructor (PTI)	424	395	588
30.	Experimental Primary School Teacher (PTI)	235	208	245
31.	Primary Education Officer (Zilla & Sub-Division)	72	62	68
32.	Asstt.Primary Education Officer (Zilla & Sub-Division)	-	-	26
33.	Asstt. Engineer	72	65	-
34.	Area Project Officer	7	7	-
35.	Architect	2	-	-
36.	Asstt.Chief Architect	1	-	-
37.	Senior Specialist	4	3	-
38.	Specialist	6	4	-
39.	Field Officer	4	1	-
40.	Upa-Zilla Education Officer	472	462	480
41.	Asstt. Upa-Zilla Education Officer	2000	1540	1409
42.	Asstt. Co-ordinator	3	3	-
43.	Head Teacher Primary School	36,666	35,621	36,666
44.	Asstt.Teacher Primary *	120,366	111,974	120,366
45.	Class-III Staff (Including Field Staff)	2,735	2,573	1574
46.	Class-IV Staff (Including Field Staff)	1,996	1,586	1575
	Grand Total =	1,65,282	1,54,650	163171

49 X PRIMARY TRAINING INSTITUTE

1. Munshigonj,PTI, Dhaka.
2. Manikgonj ,PTI, Dhaka.
3. Raipura, PTI, Dhaka.
4. Faridpur, PTI, Faridpur.
5. Madaripur,PTI, Faridpur.
6. Jamalpur, PTI, Jamalpur.
7. Mymensingh,PTI,Mymensingh.
8. Kishorgonj,PTI,Mymensingh.
9. Netrokhona,PTI,Mymensingh.
10. Tangail, PTI, Tangail.
11. Chittagong,PTI,Chittagong.
12. Patiya, PTI, Chittagong.
13. Cox's Bazar,PTI,Chittagong.
14. Comilla, PTI, Comilla.
15. Aligonj, PTI, Comilla.
16. B.Baria, PTI, Comilla.
17. Noakhali, PTI, Noakhali.
18. Maijdee, PTI, Noakhali.
19. Laxmipur,PTI, Noakhali.
20. Sylhet, PTI, Sylhet.
21. Habigonj, PTI, Sylhet.
22. Sunamgonj, PTI, Sylhet.
23. Moulvi Bazar,PTI,Sylhet.
24. Khulna, PTI, Khulna.
25. Satkhira,PTI, Khulna.
26. Bagerhat, PTI, Khulna.
27. Sagordi, PTI, Barisal.
28. Perojpur,PTI, Barisal.
29. Bhola, PTI, Barisal.
30. Magura, PTI, Jessore.
31. Jessore, PTI, Jessore.
32. Khanaidha,PTI, Jessore.
33. Khshtia New PTI, Kushtia.
34. Kamalapur, PTI, Kushtia.
35. Patuakhali,PTI, Patuakhali.
36. Rajshahi, PTI, Rajshahi.
37. Natore, PTI, Rajshahi.
38. Boagaon, PTI, Rajshahi.
39. Bogra, PTI, Bogra.
40. Joypurhat New PTI, Bogra.
41. Nonatala, PTI, Bogra.
42. Dinajpur, PTI, Dinajpur.
43. Thakurgaon,PTI,Dinajpur.
44. Pabna, PTI, Pabna.
45. Sirajgonj, PTI, Pabna.
46. Rangpur, PTI, Rangpur.
47. Kurigram, PTI, Rangpur.
48. Nilphamari, PTI,Rangpur.
49. Gaibandha,PTI,Rangpur.

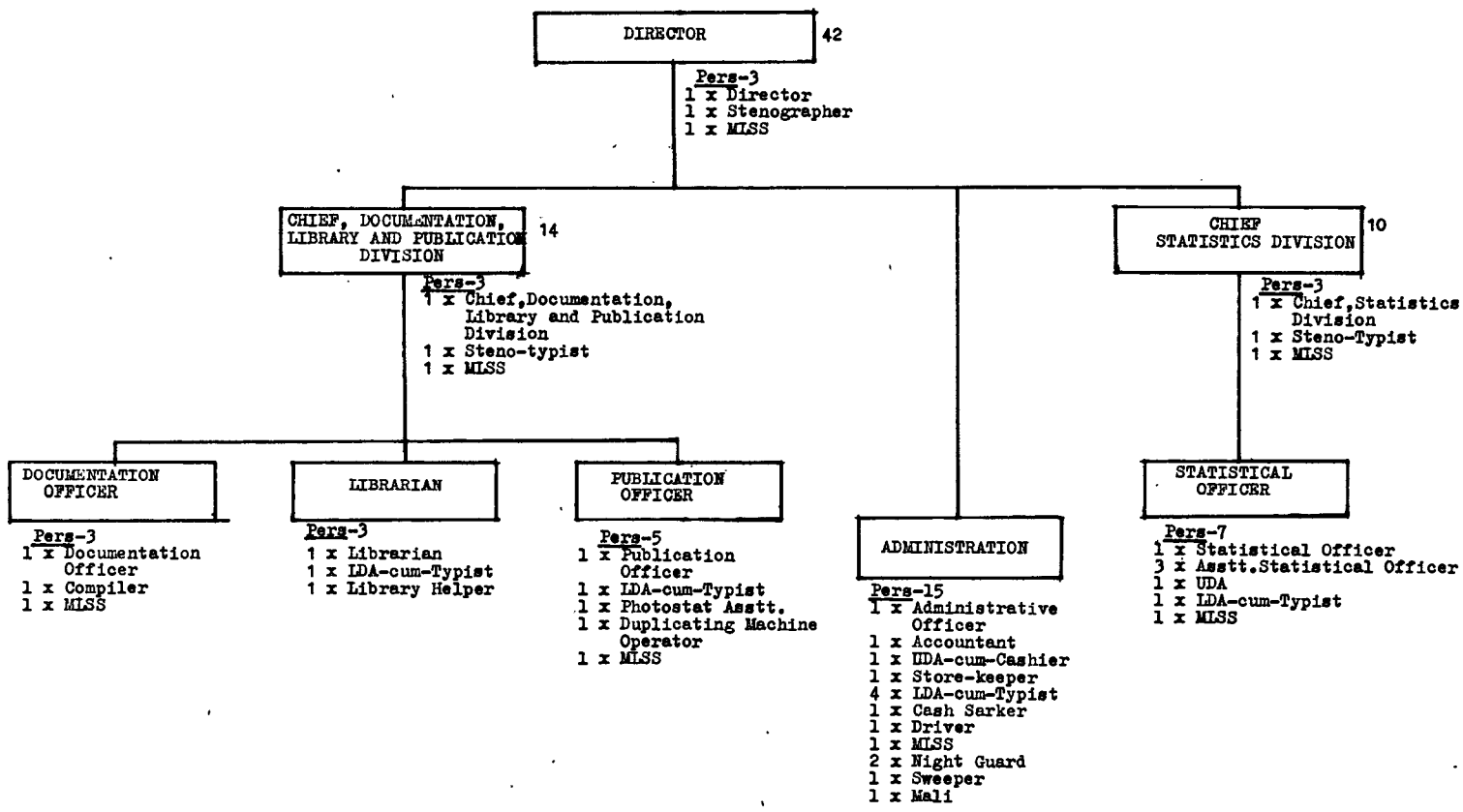
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BANGLADESH BUREAU OF EDUCATIONAL INFORMATION AND STATISTICS
EDUCATION DIVISION
MINISTRY OF EDUCATION

FUNCTIONS:

1. To collect, compile and disseminate all kinds of information and statistics relating to all stages of education in Bangladesh as well as in other countries.
2. To work as the national documentation centre in educational matters.
3. To analyse and evaluate information and statistics on education and prepare reports, bulletins, etc.
4. To make survey of all types of educational institutions.
5. To compile list of educational institutions, publish brochures, monographs, etc. on educational system, courses, curriculla, syllabi, etc.
6. To publish educational data and information including reports on development activities, publish annual reports, periodicals, bulletins, etc.
7. To exchange educational publications, information and data with various national and international organisations and agencies.
8. To maintain a specialised Library containing books, journals, reports, encyclopaedia, etc. on education and allied subjects.
9. To render assistance in educational research activities.
10. To collect and consolidate necessary information and statistics for the purpose of replying to questionaires and queries from international agencies like UNESCO, International Bureau of Education, etc.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Actual	Revised
	Class-I			
1.	Director	1	1	1
2.	Chief, D.L.P. Division	1	1	1
3.	Chief, Statistics Division	1	1	1
4.	Statistical Officer	1	1	1
5.	Documentation Officer	1	1	1
6.	Publication Officer	1	1	1
7.	Librarian	1	1	1
	Total Class-I	7	7	7
	Total Class-II	6	3	5
	Total Class-III	22	16	18
	Total Class-IV	12	10	12
	GRAND TOTAL	47	36	42

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The office is authorised:
   a. 1 x Car for official use.
2. Use of transport will be as per Government instructions issued from time to time.
3. Air-Conditioner/Coolers: The Department holds 4 x air-conditioners which are located in the conference hall. These may be retained by the Department.
4. Office equipment: The following office equipment may be retained by the Department:
   a. 1 x Plain Paper Copier.
   b. 1 x Photostat machine. 1 x Photostat machine to be sent to the Central Stationery Office.
   c. 2 x Duplicating machines.
   d. 10 x Typewriters. The remaining 3 x Typewriters to be returned to the Central Stationery Office.

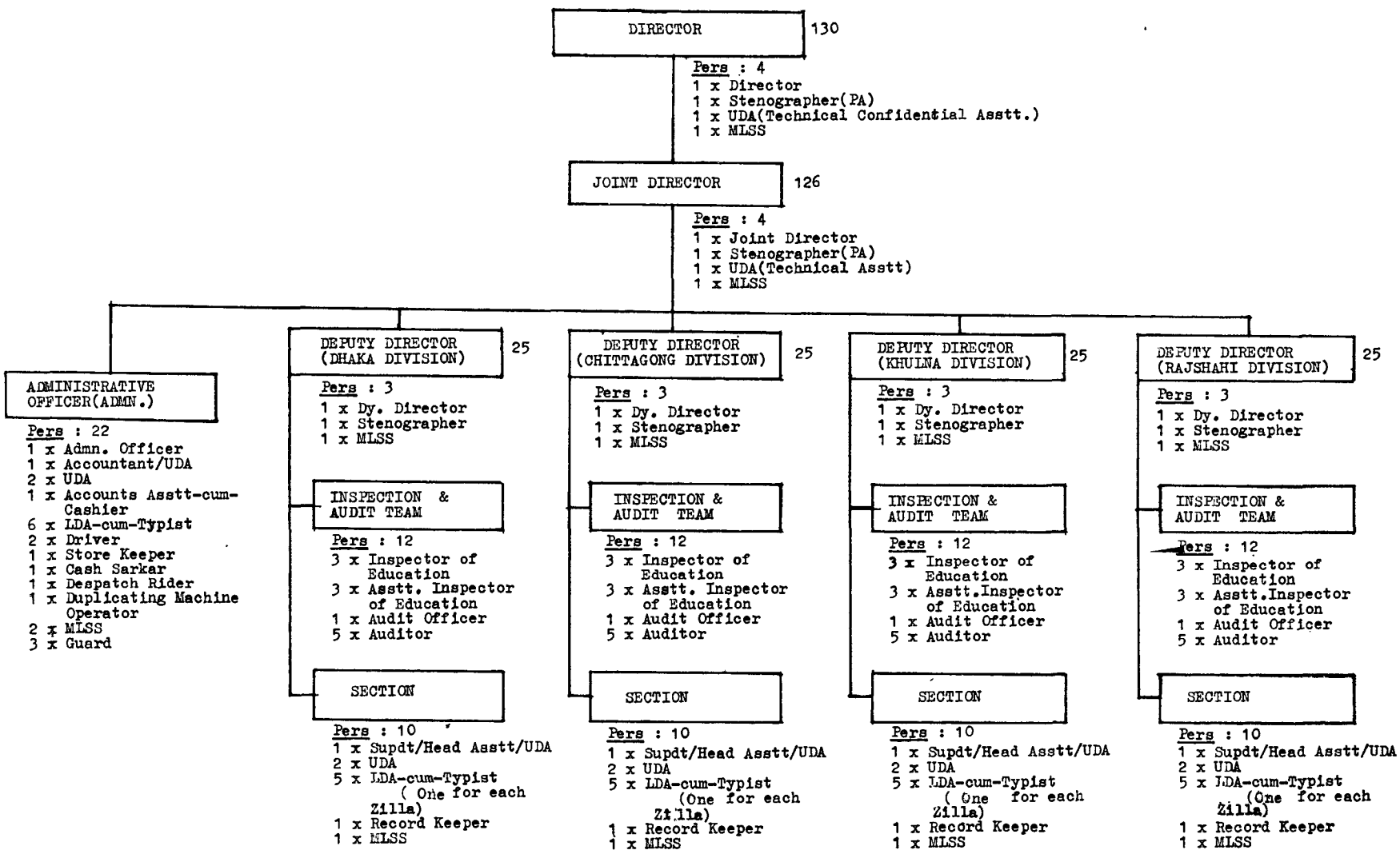
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF INSPECTION AND AUDIT
EDUCATION DIVISION
MINISTRY OF EDUCATION

FUNCTIONS

1. Inspection and advice in a planned manner for the improvement of the standard of education of these institutions.
2. To improve administration and management of all Non-Government institutions by helping and advising in maintenance of proper accounts so that the part of national budget alloted for this purpose is well utilised.
3. To report to the Ministry any irregular expenditure or misappropriation detected during inspection or otherwise.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
1.	Director	1	1	1
2.	Joint Director	1	1	1
3.	Deputy Director	4	4	4
4.	Inspector redesignated as Inspector of Education	8	8	12
5.	Asstt.Inspector redesignated as Asstt.Inspector of Education	16	10	12
6.	Audit Supdt. redesignated as Audit Officer	4	2	4
7.	Accounts Officer	1	-	-
8.	Administrative Officer	1	1	1
	Class-III Staff	100	53	80
	Class-IV Staff	62	15	15
	Total =	198	95	130

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : Directorate of Inspection & Audit is to retain the following transport for official use only :
   a. 1 x Car for Director
   b. 1 x Microbus for official use of other officers.
   c. 1 x Motor Cycle for Despatch Rider duty.
2. Use of transport will be as per Government Instruction issued from time to time.
3. Office Equipment :
   a. 1 x Plain Paper Copier
   b. 1 x Duplicating Machine
   c. 28 x Typewriter:

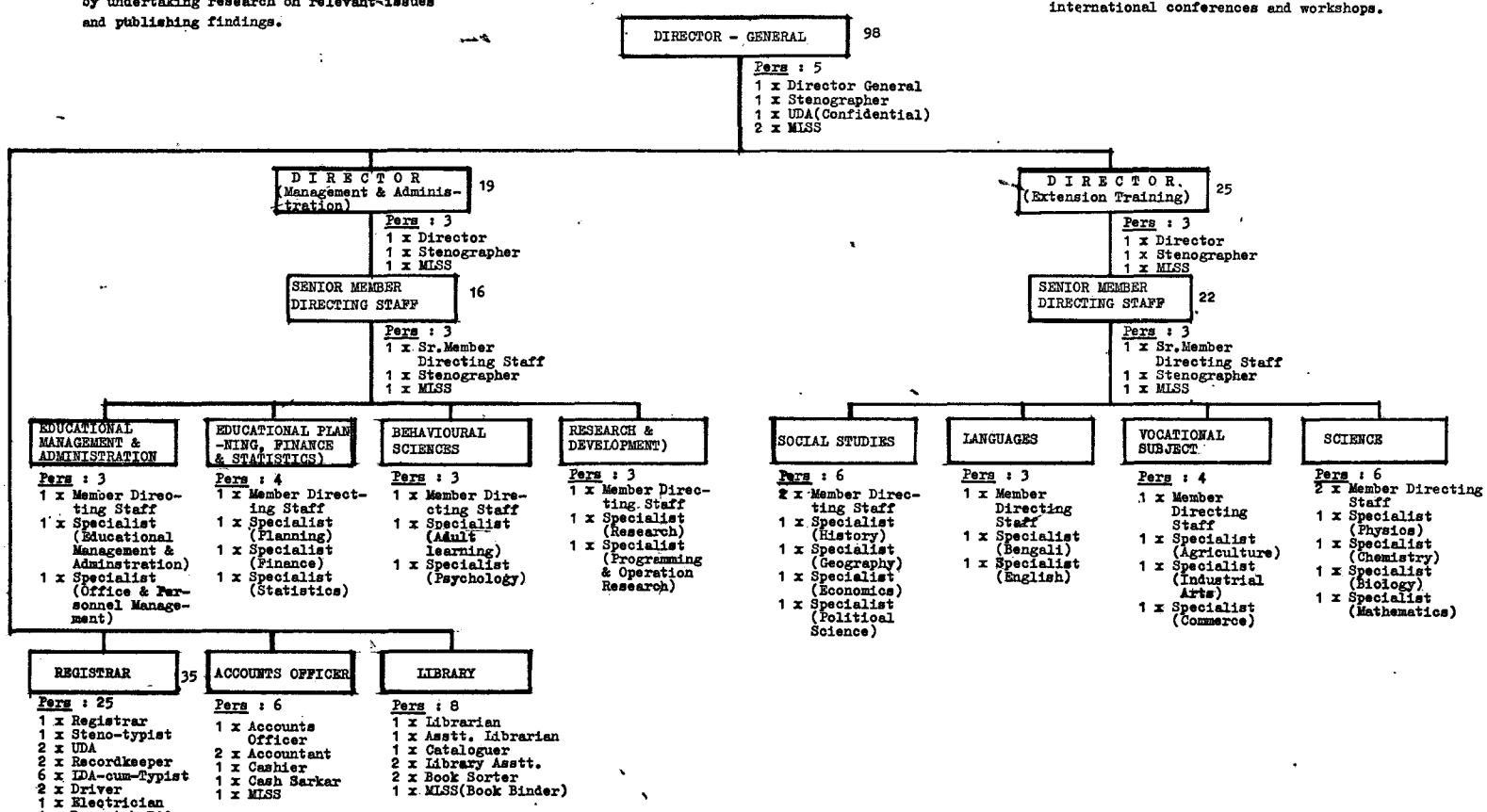
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

NATIONAL INSTITUTE OF EDUCATIONAL ADMINISTRATION EXTENSION AND RESEARCH (NIEAER)
EDUCATION DIVISION
MINISTRY OF EDUCATION

FUNCTIONS:

1. To provide in-service training on educational administration and planning to all concerned senior officer.
2. To provide pre-service training to new entrants in the BCS(Education).
3. To provide in-service training to class - room teachers of Secondary Schools and Colleges in the major subject areas which are offered in Secondary Schools and Colleges.
4. To improve the existing system of education by undertaking research on relevant issues and publishing findings.
5. To co-operate with institutions and agencies both at national and international levels engaged in similar activities and extension services in all fields of education especially in educational administration, management, planning and methodology.
6. To render consultative and supervisory services to educational institutions intending to run training programmes of their own.
7. To participate in appropriate national and international conferences and workshops.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
1.	Director-General	1	1	1
2.	Director	2	2	2
3.	Sr.Member Direct.Staff	2	-	2
4.	Member Directing Staff	10	5	10
5.	Subject Specialist	26	21	22
6.	Librarian	1	1	1
7.	Registrar	1	-	1
8.	Accounts Officer	1	-	1
9.	Class-III Staff	33	22	33
10.	Class-IV Staff	36	25	25
	Total =	113	77	98

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The NIEAER to retain the following following transport :
   a. 1 x Car for official use of DG
   b. 1 x Microbus for official use other officers of the NIEAER.
   c. 1 x Motor Cycle for Despatch Rider duty.
2. Private use of transport will be as per government instruction issued from time to time.
3. Air-Conditioner/Cooler : The NIEAER to retain 4 x Air-Conditioner/Cooler for the use of Conference Room/Equipment Room.
4. Office Equipment :
   a. 2 x Duplicating Machine
   b. 2 x Plain Paper Copier
   c. 34 x Typewriter(including typewriter for training); Ratio of Bengali & English typewriter will be 60 : 40 .
5. Other Points : Adjustment of faculty members within the approved strength may be made on need basis.
6. The revised organisation has been worked out keeping in view the sanctioned strength both revenue and development budget. On completion of the project period, the revised set up only will continue to exist.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF ARCHAEOLOGY AND MUSI
SPORTS AND CULTURE DIVISION
MINISTRY OF EDUCATION

FUNCTIONS:

1. Preservation of the National Cultural heritage.
2. Protection of ancient monuments as per Antiquities Act of 1968.
3. Maintenance, Conservation and repair of 182'protected' sites and monuments all over the country as per Archaeological Works Code.
4. Planning of exploration and excavation.
5. Exploration and Excavation of ancient sites as per pre-planned programme.
6. Decipherment and study of ancient epigraphic records including stone inscriptions, copper plates, coins and manuscripts in Sanskrit, Arabic and Persian.
7. Planning, establishment and maintenance of Museums for the preservation and presentation of movable cultural antiquities.
8. Control and regulation of antiquities as per Antiquity Act of 1968.
9. Publication of books, brochures, guide books, viewcards and other publicity materials for the presentation of our cultural heritage with a view to provide most reliable information to National and International scholars devoted to the study and reconstruction of our history.
10. Systematic and exhaustive Survey for preparing a complete documentation of all protected and unprotected mounds and monuments of historical and cultural importance.
11. Collection of antiquities and their study and research.

ORGANISATION

DIRECTOR — 395

Pers-3
1 x Director
1 x Stenographer(PA)
1 x MLSS

DEPUTY DIRECTOR, Epigraphy & Numismatic — 9

Pers-3
1 x Dy. Director
1 x Steno-typist
1 x MLSS

ASSISTANT DIRECTOR, Sanskrit

Pers-3
1 x Asstt.Director
1 x UDA
1 x LDA-Cum-Typist

ASSISTANT DIRECTOR, Arabic & Persian

Pers-3
1 x Asstt.Director
1 x LDA-Cum-Typist
1 x MLSS

ARCHL. CHEMIST, Archl. Laboratory — 19

Pers-3
1 x Archl. Chemist
1 x Steno-typist
1 x MLSS

ASSISTANT CHEMIST, Archl. Laboratory

Pers-6
1 x Asstt.Chemist
1 x UDA
1 x Electrician
1 x LDA-Cum-Typist
1 x Lab.Assistant
1 x Night Guard

JR. ARCHL. CHEMIST, Laboratory

Pers-5
1 x Jr.Archl.Chemist
1 x Asstt. Modeller
1 x Lab. Asstt.
1 x Store Keeper
1 x Lab. Attdt.

JR. ARCHL. CHEMIST, Laboratory

Pers-5
1 x Jr.Archl.Chemist
1 x Lab.Tech.Asstt.
1 x Lab. Asstt.
1 x LDA-Cum-Typist
1 x Lab. Attdt.

DEPUTY DIRECTOR, Protection &Antiquities — 35

Pers-3
1 x Dy. Director
1 x Steno-typist
1 x MLSS

ASSISTANT DIRECTOR, Administration

Pers-26
1 x Asstt.Director
1 x Admn.Officer
1 x Ch.Accountant
1 x Steno-typist
1 x Cashier
2 x UDA
2 x Acc. Asstt.
4 x LDA-Cum-Typist
1 x Store Keeper
3 x Driver
1 x Cash Sarker
1 x DM Operator
1 x Despatch Rider
1 x Store Asstt.
2 x Night Guard
2 x MLSS
1 x Sweeper

PHOTOGRAPHIC SECT.

Pers-6
1 x Ch.Photographer
2 x Photographer
2 x Photoprinter
1 x Darkroom Attdt.

REGIONAL DIRECTOR, Dhaka Zone, Dhaka. — 55

Pers-3
1 x Reg.Director
1 x Stenographer
1 x MLSS

ASSISTANT DIRECTOR

Pers-15
1 x Asstt.Director
1 x Office Supdt.
1 x Accountant
1 x UDA
1 x Steno-typist
1 x Acc.Asstt.Cashier
2 x LDA-Cum-Typist
1 x Store Keeper
1 x Driver
1 x Cash Sarker
1 x Despatch Rider
1 x MLSS
1 x Night Guard
1 x Sweeper

CUSTODIAN, Lalbagh Port Museum

Pers-29
1 x Custodian
1 x Asstt. Custd.
1 x SAE (Civil)
1 x Garden Super.
1 x LDA-Cum-Typist
1 x Electrician
1 x Booking Asstt.
2 x Driver(Pump Mech)
3 x Museum Attdt.
4 x Sec.Guard
4 x Mali
8 x Site Attdt.
1 x Sweeper

FIELD OFFICER

Pers-8
1 x Field Officer
1 x Res. Asstt.
1 x Sr.Draftsman
1 x Surveyor
1 x Photographer
1 x LDA-Cum-Typist
1 x Marksman
1 x Photoprinter

ASSISTANT ENGINEER, Conservation

Pers-7
1 x Asstt.Engineer
1 x SAE (Civil)
1 x Sr.Draftsman
1 x Surveyor
1 x LDA-Cum-Typist
1 x Con. Foreman
1 x MLSS

FIELD OFFICER

Pers-5
1 x Field Officer
1 x Res. Asstt.
1 x Photographer
1 x Photoprinter
1 x Pottery Recor.

REGIONAL DIRECTOR, Rajshahi Zone, Mahasthan — 101

Pers-3
1 x Reg.Director
1 x Stenographer
1 x MLSS

ASSISTANT DIRECTOR

Pers-15
1 x Asstt.Director
1 x Office Supdt.
1 x Accountant
1 x UDA
1 x Steno-typist
1 x Acc.Asstt.Cashier
2 x LDA-Cum-Typist
1 x Store Keeper
1 x Driver
1 x Cash Sarker
1 x Despatch Rider
1 x MLSS
1 x Night Guard
1 x Sweeper

CUSTODIAN, Mahasthangarh Muse.

Pers-21
1 x Custodian
1 x Asstt. Custd.
1 x LDA-Cum-Typist
1 x Booking Asstt.
1 x Driver (Pump)
3 x Museum Attdt.
1 x Cook
4 x Sec. Guard
5 x Site Attdt.
1 x MLSS
3 x Mali
1 x Sweeper

CUSTODIAN, Paharpur Museum

Pers-22
1 x Custodian
1 x Asstt. Custd.
1 x Acc.Asstt.Cashier
1 x LDA-Cum-Typist
1 x Booking Asstt.
1 x Driver (Pump)
2 x Museum Attdt.
1 x Cash Sarker
4 x Sec. Guard
4 x Site Attdt.
1 x MLSS
1 x Mali
x Sweeper

CUSTODIAN, Rangpur Museum

Pers-15
1 x Custodian
1 x Asstt. Custd.
1 x Acc.Asstt.Cashier
1 x LDA-Cum-Typist
1 x Booking Asstt.
1 x Cash Sarker
2 x Museum Attdt.
2 x Sec. Guard
1 x MLSS
1 x Mali
2 x Site Attdt.
1 x Sweeper

RABINDRA NATH TAGOR'S, Kacharibari, Pabna

Pers-7
1 x Lib-Cum-Custd.
2 x Lib. Attdt.
1 x Sec. Guard
1 x Mali
1 x Site Attdt.
1 x Sweeper

GAUR MONUMENTS, Gaur, Rajshahi

Pers-8
1 x SAE (Civil)
1 x LDA-Cum-Typist
1 x Cook
1 x Mali
3 x Site Attdt.
1 x Sweeper

SHAIT GUMBAD MOSQ., Bagerhat, Khulna

Pers-10
1 x SAE (Civil)
1 x Cook
5 x Site Attdt.
1 x Sec. Guard
1 x Mali
1 x Sweeper

LEGEND

1. REDESIGNATION OF THE OFFICERS AND STAFF IN SAME SCALE OF PAY
   a) Superintendent Redesignated as Regional Director
   b) Asstt. Supdt. Redesignated as Asstt. Director
   c) Anthropologist Redesignated as Deputy Director-Cum-Keeper
   d) Archl.Conservator Redesignated as Asstt. Engineer
   e) Conservation Asstt. Redesignated as Sub-Assistant Engineer(Civil)
   f) Museum Asstt. & Gallery Asstt. Redesignated as Research Assistant
   g) Chemical Asstt. Redesignated as Junior Archl. Chemist

ABBREVIATIONS

Acc.	: Accounts	Jr.	: Junior
Admn.	: Administration	Lab.	: Laboratory
Archl.	: Archaeological	Lib.	: Library
Asstt.	: Assistant	Recor.	: Recorder
Attdt.	: Attendant	Ref.	: Reference
Ch.	: Chief	Reg.	: Regional
Che.	: Chemical	Res.	: Research
Con.	: Conservation	S A E.	: Sub-Assistant Engineer
Custd.	: Custodian	Sec.	: Security
Dy.	: Deputy	Sr.	: Senior
D.M.	: Duplicating Machine	Supdt.	: Superintendent

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: The Directorate of Archaeology & Museums is authorised the following transport for official use-
   a) 1 x Car for Director
   b) 1 x Microbus for other Senior Officers of the Directorate
   c) 1 x Station Wagon
   d) 4 x Jeep (One for each Zone).
   e) 5 x Motor Cycle for Despatch Rider duty at HQ.& Regional Headquarters
2. Private use of Transports will be as per Govt. instructions issued from time to time.
3. Air Conditioner/Cooler: The Deptt. is auth. 1 x Aircooler for Photographic Sec
4. Office Equipment: The following office equipment are authorised;
   a) 1 x Plain Paper Copier
   b) 5 x Duplicating Machine(One for HQ. & 1xEach for Four Zones)
   c)40 x Typewriter

SPORTS AND CULTURE DIVISION
MINISTRY OF EDUCATION

12. Construction of Museum building, Staff Quarters, Rest Houses, Visitor-sheds and other civil buildings at Archaeological sites under the supervision of the departmental Engineers and Architect.
13. Maintenance of a specialised library.
14. Research on our cultural heritage.
15. Collection and preservation of Ethnological objects of the tribal peoples and their preservation in the Ethnological Museum to facilitate study and Ethnological Research.
16. Chemical treatment of ancient monuments and other movable antiquities discovered in Excavation of ancient sites or otherwise, and those in the Museums.
17. Coordination of the UNESCO Missions activities for the restoration and preservation of our National heritage.
18. Liaison between Administrative Ministry and other Educational Institutions including Universities and other autonomous Museums.

ORGANISATION

DIRECTOR 395
Pers-3
1 x Director
1 x Stenographer(PA)
1 x MLSS

ARCHL. CHEMIST, Archl. Laboratory 19
Pers-3
1 x Archl. Chemist
1 x Steno-typist
1 x MLSS

ASSISTANT CHEMIST, Archl. Laboratory
Pers-6
1 x Asstt.Chemist
1 x UDA
1 x Electrician
1 x LDA-Cum-Typist
1 x Lab.Assistant
1 x Night Guard

JR. ARCHL. CHEMIST, Laboratory
Pers-5
1 x Jr.Archl.Chemist
1 x Lab.Tech.Asstt.
1 x Lab. Asstt.
1 x LDA-Cum-Typist
1 x Lab. Attdt.

DEPUTY DIRECTOR, Protection &Antiquities 35
Pers-3
1 x Dy. Director
1 x Steno-typist
1 x MLSS

ASSISTANT DIRECTOR, Administration
Pers-26
1 x Asstt.Director
1 x Admn.Officer
1 x Ch.Accountant
1 x Steno-typist
1 x Cashier
2 x UDA
2 x Acc. Asstt.
4 x LDA-Cum-Typist
1 x Store Keeper
3 x Driver
1 x Cash Sarker
1 x DM Operator
1 x Despatch Rider
1 x Store Asstt.
2 x Night Guard
2 x MLSS
1 x Sweeper

PHOTOGRAPHIC SECT.
Pers-6
1 x Ch.Photographer
2 x Photographer.
2 x Photoprinter
1 x Darkroom Attdt.

DEPUTY DIRECTOR, Publication 21
Pers-3
1 x Dy. Director
1 x Steno-typist
1 x MLSS

ASSISTANT DIRECTOR, Publication
Pers-12
1 x Asstt.Director
1 x Designer
1 x Res.Asstt.
1 x Publication Asstt.
1 x Modeller
1 x Asstt.Modeller
1 x Steno-typist
1 x Lev. Writer
1 x LDA-cum-Typist
1 x Proof Reader
2 x MLSS

ARCHL. LIBRARY
Pers-6
1 x Librarian
1 x Asstt.Lib-Catalogoer
1 x Ref. Asstt.
1 x LDA-cum-Typist
1 x Book Sorter
1 x Lib. Attdt.

ARCHL. ENGINEER, Conservation&Preservation 17
Pers-3
1 x Archl.Engineer
1 x Steno-typist
1 x MLSS

ASSISTANT ENGINEER
Pers-8
1 x Asstt.Engineer
1 x Estimator
2 x SAE (Civil)
1 x SAE(Electrical)
1 x LDA-cum-Typist
1 x Carpenter
1 x MLSS

ASSISTANT ARCHITECT
Pers-6
1 x Asstt.Architect
1 x Head Draftsman
1 x Sr. Draftsman
1 x Draftsman Gr-1
1 x LDA-cum-Typist
1 x Ferro Printer

REGIONAL DIRECTOR, Khulna Zone, Bagherhat 55
Pers-3
1 x Reg. Director
1 x Stenographer
1 x MLSS

ASSISTANT DIRECTOR
Pers-15
1 x Asstt.Director
1 x Office Supdt.
1 x Accountant
1 x UDA
1 x Steno-typist
1 x Acc.Asstt.-Cashier
2 x LDA-cum-Typist
1 x Store Keeper
1 x Driver
1 x Cash Sarker
1 x Despatch Rider
1 x MLSS
1 x Night Guard
1 x Sweeper

DEPUTY DIRECTOR/KEEPER, Ethnological Museum, Ctg.
Pers-3
1 x Dy.Director/Keeper
1 x Steno-typist
1 x MLSS

ASSISTANT DIRECTOR
Pers-21
1 x Asstt.Director
3 x Res. Asstt.
1 x Acc.Asstt.-Cashier
1 x Asstt. Modeller
1 x LDA-cum-Typist
1 x Booking Asstt.
1 x Cash Sarker
5 x Museum Attdt.
3 x Sec.Guard
2 x Mali
1 x MLSS
1 x Sweeper

REGIONAL DIRECTOR, Chittagong Zone, Mainamati 77
Pers-3
1 x Reg.Director
1 x Stenographer
1 x MLSS

ASSISTANT DIRECTOR
Pers-15
1 x Asstt.Director
1 x Office Supdt.
1 x Accountant
1 x UDA
1 x Steno-typist
1 x Acc.Asstt.-Cashier
2 x LDA-cum-Typist
1 x Store Keeper
1 x Driver
1 x Cash Sarker
1 x Despatch Rider
1 x MLSS
1 x Night Guard
1 x Sweeper

CUSTODIAN, Paharpur Museum
Pers-22
1 x Custodian
1 x Asstt. Custd.
1 x Acc.Asstt.Cashier
1 x LDA-Cum-Typist
1 x Booking Asstt.
1 x Driver (Pump)
2 x Museum Attdt.
1 x Cash Sarker
4 x Sec. Guard
4 x Site Attdt.
1 x MLSS
1 x Mali
x Sweeper

CUSTODIAN, Rangpur Museum
Pers-15
1 x Custodian
1 x Asstt. Custd.
1 x Acc.Asstt.Cashier
1 x LDA-Cum-Typist
1 x Booking Asstt.
1 x Cash Sarker
2 x Museum Attdt.
2 x Sec. Guard
1 x MLSS
1 x Mali
2 x Site Attdt.
1 x Sweeper

ASSISTANT ENGINEER, Conservation
Pers-7
1 x Asstt.Engineer
1 x SAE (Civil)
1 x Sr.Draftsman
1 x Surveyor
1 x LDA-cum-Typist
1 x Cons. Foreman
1 x MLSS

FIELD OFFICER
Pers-5
1 x Field Officer
1 x Res. Asstt.
1 x Photographer
1 x Photoprinter
1 x Marksman

ASSISTANT ENGINEER, Conservation
Pers-7
1 x Asstt.Engineer
1 x SAE (Civil)
1 x Sr.Draftsman
1 x Surveyor
1 x LDA-cum-Typist
1 x Cons. Foreman
1 x MLSS

FIELD OFFICER
Pers-5
1 x Field Officer
1 x Res. Asstt.
1 x Photographer
1 x Photoprinter
1 x Pottery Recor.

CUSTODIAN, Mainamati Museum
Pers-23
1 x Custodian
1 x Asstt. Custd.
1 x LDA-cum-Typist
1 x Booking Asstt.
1 x Driver (Pump)
3 x Museum Attdt.
1 x Cook
4 x Sec. Guard
5 x Site Attdt.
3 x Mali
1 x MLSS
1 x Sweeper

SHAIT GUMBAD MOSQ., Bagerhat, Khulna
Pers-10
1 x SAE (Civil)
1 x Cook
5 x Site Attdt.
1 x Sec. Guard
1 x Mali
1 x Sweeper

SHER-E-BANGLA MUS., Chakhar, Barisal
Pers-6
1 x Asstt.Custodian
1 x LDA-cum-Typist
2 x Mus. Attdt.
1 x Sec. Guard
1 x Sweeper

KUTHIBARI, Silaidah, Kushtia.
Pers-6
1 x Lib.-Cum-Custd.
2 x Lib. Attdt.
1 x Sec. Guard
1 x Site Attdt.
1 x Sweeper

M.M. DATTA HOUSE, Sagardari, Jessore
Pers-3
1 x Lib.-Cum-Custd.
1 x Lib. Attdt.
1 x Sec. Guard

SUMMARY OF MANPOWER

Sl.	Name of the post	Sanctioned	Existing	Revised
1.	Director	1	1	1
2.	Regional Director	5	3	4
3.	Deputy Director	1	-	4
4.	Archaeological Engineer	1	1	1
5.	Archaeological Chemist	1	1	1
6.	Assistant Director	7	4	9
7.	Asstt. Archl. Chemist	1	-	1
8.	Asstt. Architect	1	1	1
9.	Asstt. Engineer	5	4	4
10.	Custodian	5	3	5
11.	Field Officer	19	15	4
12.	Junior Archl. Chemist	3	2	2
13.	Epigraphical Assistant	2	-	-
	Total Class-I Officer	52	35	37
14.	Class-II (Gazetted)	2	2	2
15.	Class-II (Non Gazetted)	2	1	2
16.	Class-III	206	150	189
17.	Class-IV	167	120	165
	Grand Total =	429	308	395

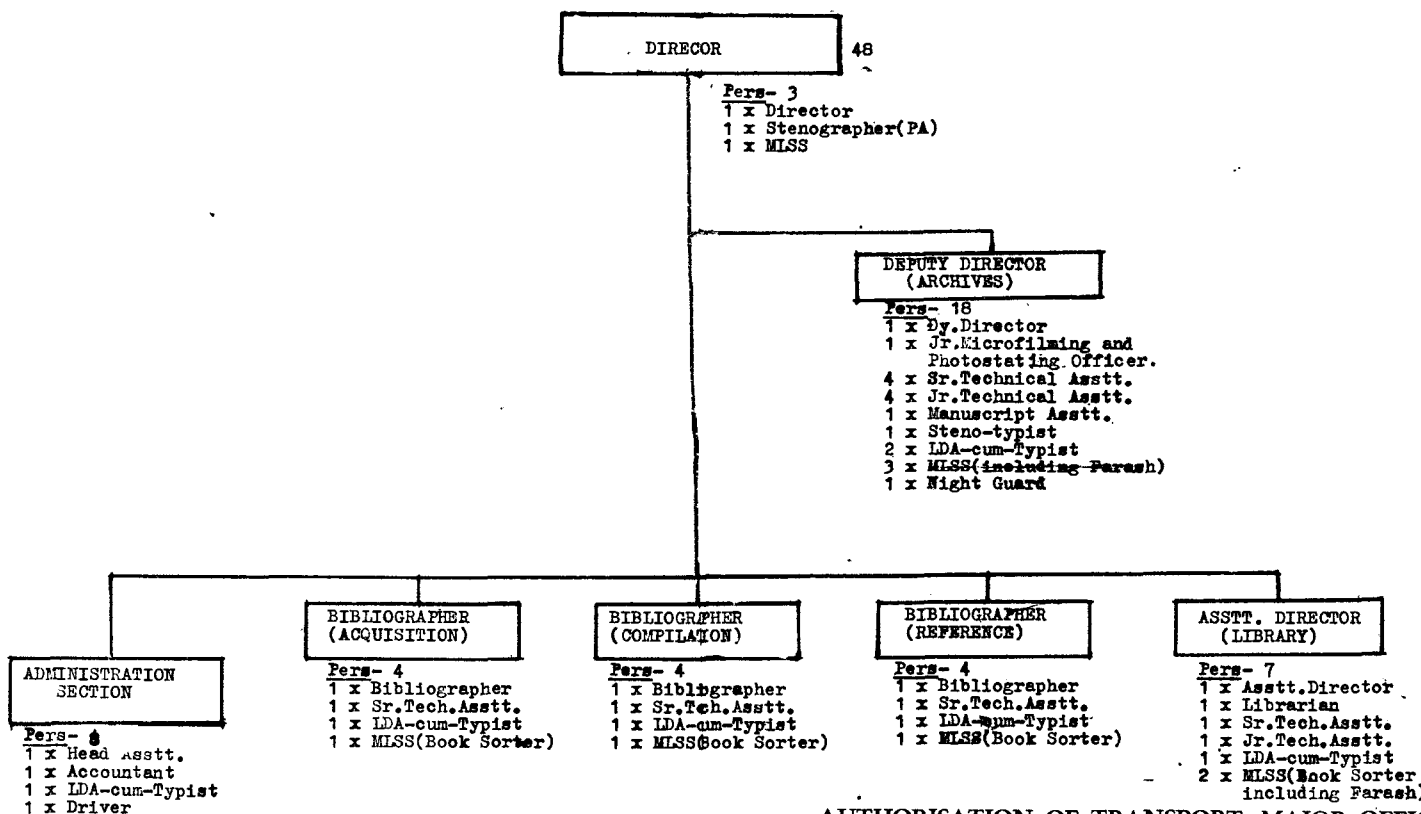
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF ARCHIVES AND LIBRARIES
SPORTS AND CULTURE DIVISION
MINISTRY OF EDUCATION

FUNCTIONS:

1. Collection, preservation and maintenance of the non-current and permanently valuable records, documents and archives of the Government.
2. Collection of private records owned by eminent persons including statement, high government officials, educationists, technologists and social workers.
3. Organise and effective records management system for various Government Departments and agencies including filing system, retention plans and temporary storage in Record Centres, disposal schedules and standards for selection of records for permanent preservation.
4. Acquire by purchase, donation, request, contact or otherwise or taken loan of record, manuscript documents etc. for the preservation in the National Archives.
5. Repair, rehabilitation and conservation of records and documents.
6. Preparation of finding aids for the relevant agencies using the records and documents as well as for research scholars.
7. Render reference services to the administrative agencies and the researchers.
8. Compile National Register of Archives.
9. Execute national Archival Legislation in order to ensure smooth records and archival management programme.
10. Renuer reprographic services such as microfilming, Photostating, etc. for conservation and reference purposes.
11. Assist and render advisory services for the establishment of local and institutional archives.
12. Co-operation with international organizations such as UNESCO, International Council on Archives and other Archival agencies.
13. Co-operate with the Librarians and other related professional persons in the use of modern techniques of storage, conservation and retrieval.
14. Organise and carry on professional training.
15. Holding of public exhibitions or exposition of any class or description of public archives, private documents, manuscripts or printed materials deposited in the National Archives.

ORGANISATION



SUMMARY OF MANPOWER

SL. NO.	Name of post	Sanctioned	Existing	Revised
1.	Director	1	1	1
2.	Dy. Director	1	1	1
3.	Asstt. Director	1	1	1
4.	Bibliographer	3	3	3
5.	Jr. Microfilming and Photostating Officer	1	1	1
6.	Class-III Staff	27	22	27
7.	Class-IV Staff	16	16	14
	Total	50	45	48

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: Directorate of Archives and Libraries to retain the following transport for official use only:-
   a. 1 x Car for Director of Archives and Libraries (Existing transport will be retained till replacement).
   b. 1 x Motor Cycle for Despatch Rider Duty.
2. Use of transport will be as per Government instructions issued from time to time.
3. Office Equipment:
   a. 1 x Duplicating Machine.
   b. 1 x Plain Paper Copier.
   c. 8 x Typewriter. Ratio of Bengali and English typewriter will 60 : 40.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF SPORTS
SPORTS AND CULTURE DIVISION
MINISTRY OF EDUCATION

FUNCTIONS:

1. Responsibility to prepare development schemes as well as their execution in respect of extension and improvement of sports in primary and secondary schools.
2. Responsibility of management and planning of coaching programmes and holding Competitions for school and college students and for development of sports.
3. Maintenance of mutual co-ordination and contact with Upazilla, Zilla and Zonal Sports Association for regulation of Sports programmes as members of the executive bodies by virtue of posts at different levels.
4. Motivation and stimulation for the growth of sports mentality among the youths including school and college students and thereby strengthening of the sports movement by introduc ing various programmes and tournaments.
5. Supervision of organisational and development activities of Youth Sports Clubs from Village to Zilla level.
6. Taking active part in observance of Sports Week in co-ordination with National Sports Control Board.
7. Allowation of financial grants to the educational institutions and youth sports clubs for organising and financing sports activities.
8. Rendering services to the Scout Associations in respect of all those activities which were previously done by the Directorate of Physical Education of the Education Directorate.
9. Arrangement of Training programmes and holding of Sports Competition for School,College and Madrasha students.
10. Extending full co-operation to the Children and Youth in sports activities throughout the Country.
11. All arrangements in respect of children and youth rallies on the occasion of National Independence, Victory and other important days.
12. Proper implementation of all the development projects given to the Directorate of Sports by the Sports and Culture Division.

ORGANISATION

DIRECTOR — 233

Pers : 3
1 x Director
1 x Stenographer(PA)
1 x MLSS

PRINCIPAL (Physical Edn. College, Dhaka) — 49

Pers : 2
1 x Principal
1 x MLSS

VICE-PRINCIPAL

Pers : 47
1 x Vice-Principal
4 x Lecturer(including 1 x Female)
9 x P.E.Teacher(including 3 x Female)
2 x Medical Officer(including 1 x Female)(Part time)
1 x Head Asstt/UDA
1 x Accountant/UDA
1 x Librarian
1 x Cashier
1 x Record Keeper
1 x Driver
2 x MLSS
3 x Sweeper(1 x Sweeper for Male Hostel, 1 x Sweeper for Female Hostel and 1 x Sweeper for Office)
3 x Mali
3 x Night Guard
4 x Groundman(MLSS)
6 x Cook
3 x Guard
1 x Aya

DEPUTY DIRECTOR

Pers : 3
1 x Dy. Director
1 x Steno-typist
1 x MLSS

ASSISTANT DIRECTOR (Organisation)

Pers : 4
1 x Asstt.Director
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

ASSISTANT DIRECTOR (Administration)

Pers : 12
1 x Asstt.Director
1 x Head Asstt/UDA
1 x UDA
1 x Accountant
1 x LDA-cum-Typist
1 x Record Keeper
1 x Driver
1 x Darwan
1 x Night Guard
2 x MLSS
1 x Sweeper

Special & Category-I Zila (26)

Pers : 78
1 x Zila Sports Officer
1 x LDA-Cum-Typist.
1 x MLSS
3 x 26 = 78

Category-II & III Zila (42)

Pers : 84
1 x Zila Sports Officer
1 x LDA-Cum-Typist
2 x 42 = 84

SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	-	1
2.	Principal	1	1	1
3.	Deputy Director	1	1	1
4.	Vice-Principal	1	1	1
5.	Asstt.Director	2	2	2
6.	Lecturer	4	4	4
7.	Zila Sports Officer	25	22	68
8.	Medical Officer	2	1	2
	Class-II			
9.	Sub-Divisional Sports Officer	47	14	-
10.	Physical Education Teacher	9	6	9
11.	Class-III Staff	84	71	84
12.	Class-IV Staff	70	48	60
	Total =	247	171	233

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : The Directorate and the College of Physical Education, Dhaka to retain the following transport :
   a. 1 x Car (for official use of the Directorate)
   b. 1 x Microbus (for official use of Principal and Staff, College of Physical Education, Dhaka)
2. Private use of transport will be as per instruction issued by Government from time to time.
3. Office Equipment : The Directorate and Sub-ordinate Offices to retain the following office equipment :
   a. 1 x Duplicating Machine
   b. 75 x Typewriter;

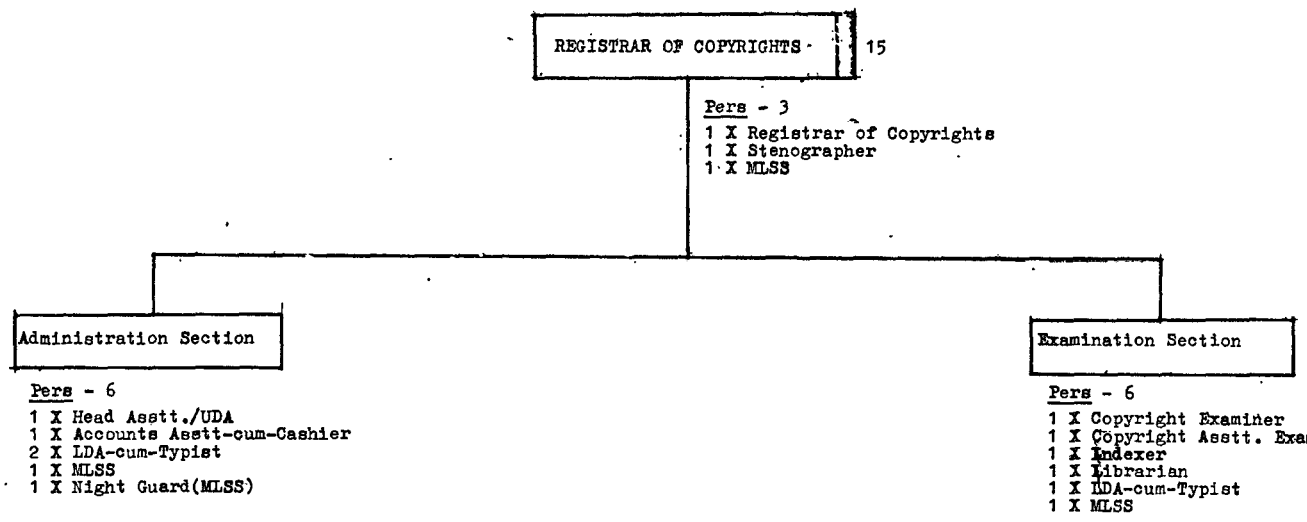
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

COPYRIGHT OFFICE
SPORTS AND CULTURE DIVISION -
MINISTRY OF EDUCATION

FUNCTIONS:

1. Registration of Copyright in Literary, Dramatic, Musical, Artistic, Cinematographic and Architectural works, Records and Broadcast.
2. Granting licence to republish any work under the different categories mentioned in (1) above.
3. Granting licence for performing a work in public or communicating to the public by Radio or Television etc.
4. Granting licence for producing and publishing translation of a literary or dramatic work in any language.
5. Prevention of importation of infringing copies of any copyrighted works.
6. Determining Royalties in respect of publications of literary, dramatic or musical work etc. and or their communications to the public.
7. Control over Performing Rights Societies in respect of all fees, charges or royalties which such societies may propose to collect for the performance in public of works in respect of which they have authority to grant such licences.
8. Exercising the powers conferred upon and perform the duties under the Ordinance.
9. Provision for the Secretariat for, and execution of various decisions and deliberations of the Copyright Board constituted under Section 45 of the Copyright Ordinance, 1962. The Copyright Board has certain powers of Civil Court in deciding any disputed cases coming before it under the said Ordinance. The Registrar of Copyrights is the ex-officio Member-Secretary to the Board.
10. Maintaining liaison with International Bodies like UNESCO and World Intellectual Property Organisations(WIPO), Bangladesh, has acceded to the Universal Copyright Convention(UCC) and is likely to accede to Berne convention and it is incumbent upon the Copyritht office to discharge, in due course, all duties and responsibilities in respect of international commitments arising out of the said membership.
11. Hearing and adjudication of disputed cases on registration of copyright and any other disputes related thereto.
12. Tendering advice to the Government for amendment/improvement of Copyright Laws in the line of International standard
13. Discharging functions of the National Copyright Information Centre in collaboration with the International Copyright Information Centre (ICIC).
14. Preserving Copyrighted works after registration.

ORGANISATION



SUMMARY OF MANPOWER.

Sl. No.	Name of the Post	Sanctioned	Existing	Revised
1.	Registrar of Copyrights	1	1	1
2.	Copyright Examiner	1	1	1
3.	Class-III Staff	11	10	9
4.	Class-IV Staff	4	4	4
	Total :	17	16	15

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport: Registrar of Copyright Office is authorised 1 X Mini Moke(Jeep) from ex-transport Pool.
2. Private use of transport will be as per Government instruction issued from time to time.
3. 1 X Driver be authorised when the office is provided with Mini Moke(Jeep.)
4. Equipment:

   3 X Type-writers; Ratio of Bengali and English Typewriter will be 60 : 40.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF PUBLIC LIBRARY
SPORTS AND CULTURE DIVISION
MINISTRY OF EDUCATION

FUNCTIONS:

1. To provide reading facilities for all classes of readers.
2. To act primarily as a Reference Library with:
   a. General Reading Rooms
   b. Special Reading Rooms for Ladies
   c. Periodical News Papers Room
   d. Research Room
   e. Map and Reference Room
   f. Manuscript Room.
3. To build up and maintain a comprehensive book collection as varied as possible with special emphasis on text and reference books.
4. To build up and maintain adequate stock of books of Juvenile interest with arrangement for circulation through Juvenile Libraries situated in different residential areas of the city.
5. To function as a cultural centre with carefully designed programme of extension lectures, exhibitions etc. so as to create and foster intellectual interest and reading habit among the general public.
6. To shoulder responsibilities of re-organisation and development of public libraries in the country.
7. To provide advisory service and reference service to the public in general.
8. To provide research and reference service to Scholars and to Government Departments.
9. To organise Seminar and bring out publication on life, culture and history of Bangladesh.

ORGANISATION

CHIEF LIBRARIAN (DIRECTOR) — 310

Pers: 3
1 x Chief Librarian (Director)
1 x Stenographer
1 x MLSS

ADMINISTRATION AND ACCOUNTS

Pers: 21
1 x Asstt.Director
1 x Accountant
1 x Head Asstt/UDA
1 x UDA
1 x Care Taker
3 x LDA-cum-Typist
1 x Accounts Asstt
1 x Cashier
2 x Driver
1 x Despatch Rider
2 x MLSS
2 x Mali
2 x Night Guard
2 x Sweeper

EXTENSION, PROCUREMENT, PROCESSING AND DISTRIBUTION

Pers: 24
1 x Librarian/ Asstt.Director
3 x Asstt.Librarian
3 x Jr. Librarian
6 x Technical Asstt (Cataloguer)
3 x LDA-cum-Typist
4 x Library Asstt
2 x Binder
2 x MLSS

PUBLIC LIBRARY (KHULNA) — 63

Pers: 14
1 x Senior Librarian
1 x Librarian
4 x Library Asstt (Reading Hall)
1 x Reference Asstt
1 x LDA-cum-Typist
2 x Book Sorter(MLSS)
2 x MLSS/Night Guard
1 x Mali
1 x Sweeper

4 X DISTRICT PUBLIC LIBRARY

a. BARISAL
b. JESSORE
c. KUSHTIA
d. PATUAKHALI.

Pers: 16
1 x Asstt.Librarian
1 x Library Asstt
1 x MLSS/Book Sorter
1 x Night Guard

4 x 4 = 16

11 X SUB-DIVISIONAL PUBLIC LIBRARY

a. BAGERHAT
b. SATKHIRA
c. BHOLA
d. JHALAKHATI
e. PIROJPUR
f. BARGUNA
g. NARAIL
h. MAGURA
i. JINAIDAH
j. MEHERPUR
k. CHUADANGA

Pers: 33
1 x Jr. Librarian
1 x Library Asstt.
1 x MLSS-cum-Night Guard

3 x 11 = 33.

PUBLIC LIBRARY (RAJSHAHI) — 57

Pers: 14
1 x Senior Librarian
1 x Librarian
4 x Library Asstt (Reading Hall)
1 x Reference Asstt
1 x LDA-cum-Typist
2 x Book Sorter(MLSS)
2 x MLSS/Night Guard
1 x Mali
1 x Sweeper

4 X DISTRICT PUBLIC LIBRARY

a. BOGRA
b. DINAJPUR
c. PABNA
d. RANGPUR

Pers: 16
1 x Asstt. Librarian
1 x Library Asstt
1 x MLSS/Book Sorter
1 x Night Guard

4 x 4 = 16

9 X SUB-DIVISIONAL PUBLIC LIBRARY

a. NATORE
b. NAOGAON
c. CHAPAI NOWABGONJ
d. SIRAJGONJ
e. GAIBANDAHA
f. NILFAMARI
g. THAKURGAON
h. KURIGRAM
i. JAIPURHAT

Pers: 27
1 x Jr. Librarian
1 x Library Asstt
1 x MLSS-cum-Night Guard

3 x 9 = 27

PUBLIC LIBRARY (CHITTAGONG)

Pers: 14
1 x Senior Librarian
1 x Librarian
4 x Library Asstt (Reading Hall)
1 x Reference Asstt
1 x LDA-cum-Typist
2 x Book Sorter(MLSS)
2 x MLSS/Night Guard
1 x Mali
1 x Sweeper

5 X DISTRICT PUBLIC LIBRARY

a. CHITTAGONG HILL TRACTS
b. BANDARBAN
c. COMILLA
d. NOAKHALI
e. SYLHET

Pers: 20
1 x Asstt. Librarian
1 x Library Asstt
1 x MLSS/Book Sorter
1 x Night Guard

4 x 5 = 20

8 X SUB-DIVISIONAL PUBLIC LIBRARY

a. COX'S BAZAR
b. KHAGRACHARI
c. FENI
d. CHANDPUR
e. BRAHMAN BARIA
f. MOULAVI BAZAR
g. HABIGONJ
h. SUNAMGONJ

Pers: 24
1 x Jr. Librarian
1 x Library Asstt
1 x MLSS-cum-Night Guard

3 x 8 = 24

READER SERVICE

Pers: 19
1 x Librarian
2 x Asstt.Librarian
8 x Reading Hall Asstt
4 x Book Sorter(MLSS)
2 x Gate Keeper(MLSS)
2 x MLSS(including Cleaner)

REFERENCE SERVICE

Pers: 8
1 x Librarian
3 x Reference Asstt
3 x Library Asstt
1 x MLSS(including Book Sorter)

CENTRAL PUBLIC LIBRARY (DHAKA) — 84

Pers: 3
1 x Principal Librarian(Dy.Director)
1 x Stenographer
1 x MLSS

TECHNICAL SERVICE

Pers: 14
1 x Librarian
1 x Asstt. Librarian
2 x Jr. Librarian
2 x Technical Asstt. (Cataloguer)
2 x LDA-cum-Typist
3 x Library Asstt
1 x Binder (MLSS)
2 x MLSS

4 X DISTRICT PUBLIC LIBRARY — 40

a. FARIDPUR
b. JAMALPUR
c. MYMENSINGH
d. TANGAIL

Pers: 16
1 x Asstt.Librarian
1 x Library Asstt
1 x MLSS/Book Sorter
1 x Night Guard

4 x 4 = 16

8 X SUB-DIVISIONAL PUBLIC LIBRARY

a. NARAYANGONJ
b. MUNSHIGONJ
c. MANIKGONJ
d. RAJBARI
e. MADARIPUR
f. GOPALGONJ
g. NETROKHONA
h. KISHORGONJ

Pers: 15
1 x Jr. Librarian
1 x Library Asstt
1 x MLSS-cum-Night Guard

3 x 8 = 24

SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
1.	Chief Librarian (Director)	1	-	1
2.	Principal Librarian (Dy. Director)	4	1	1
3.	Senior Librarian	-	-	3
4.	Assistant Director/ Librarian	11	9	8
5.	Asstt.Librarian	6	5	23
6.	Class - III Staff	177	103	160
7.	Class - IV Staff	114	105	114
	Total =	313	223	310

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport : Department of Public Library to retain the following transport for official use only :
   a. 1 x Car for Chief Librarian (Director)
   b. 1 x Microbus for other officers
   c. 1 x Motor Cycle for Despatch Rider duty.
2. Private use of transport will be as per Government instruction issued from time to time.
3. Office Equipment:
   a. 1 x Plain Paper Copier
   b. 4 x Duplicating Machine (1 x For Head Quarters and 1 x For Divisional Headquarters Office).
   c. 12 x Type Writer; Ratio of Bengali and English Type Writer will be 60 : 40.

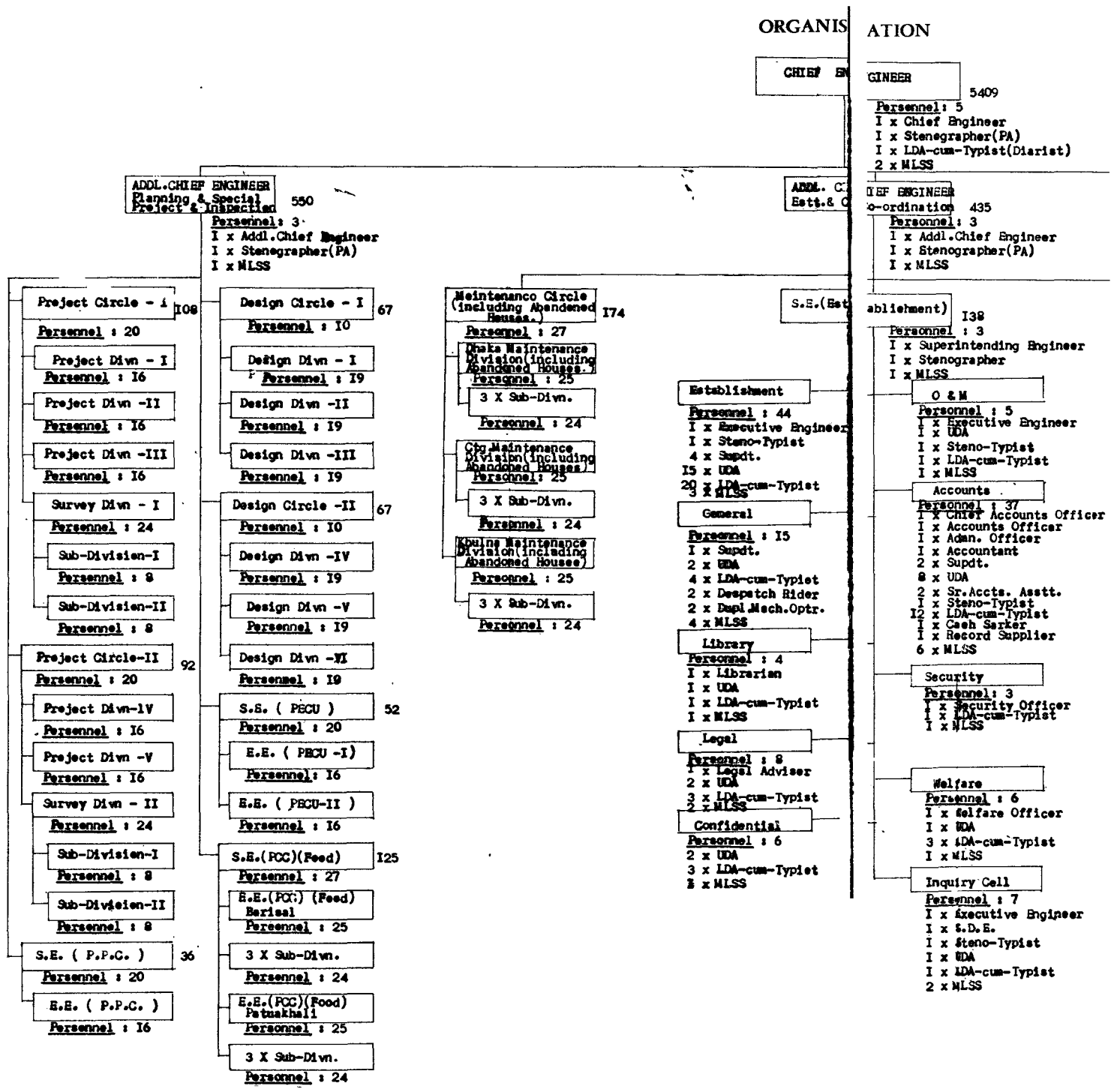
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

PUBLIC WORKS DEPARTMENT
MINISTRY OF WORKS

FUNCTIONS:

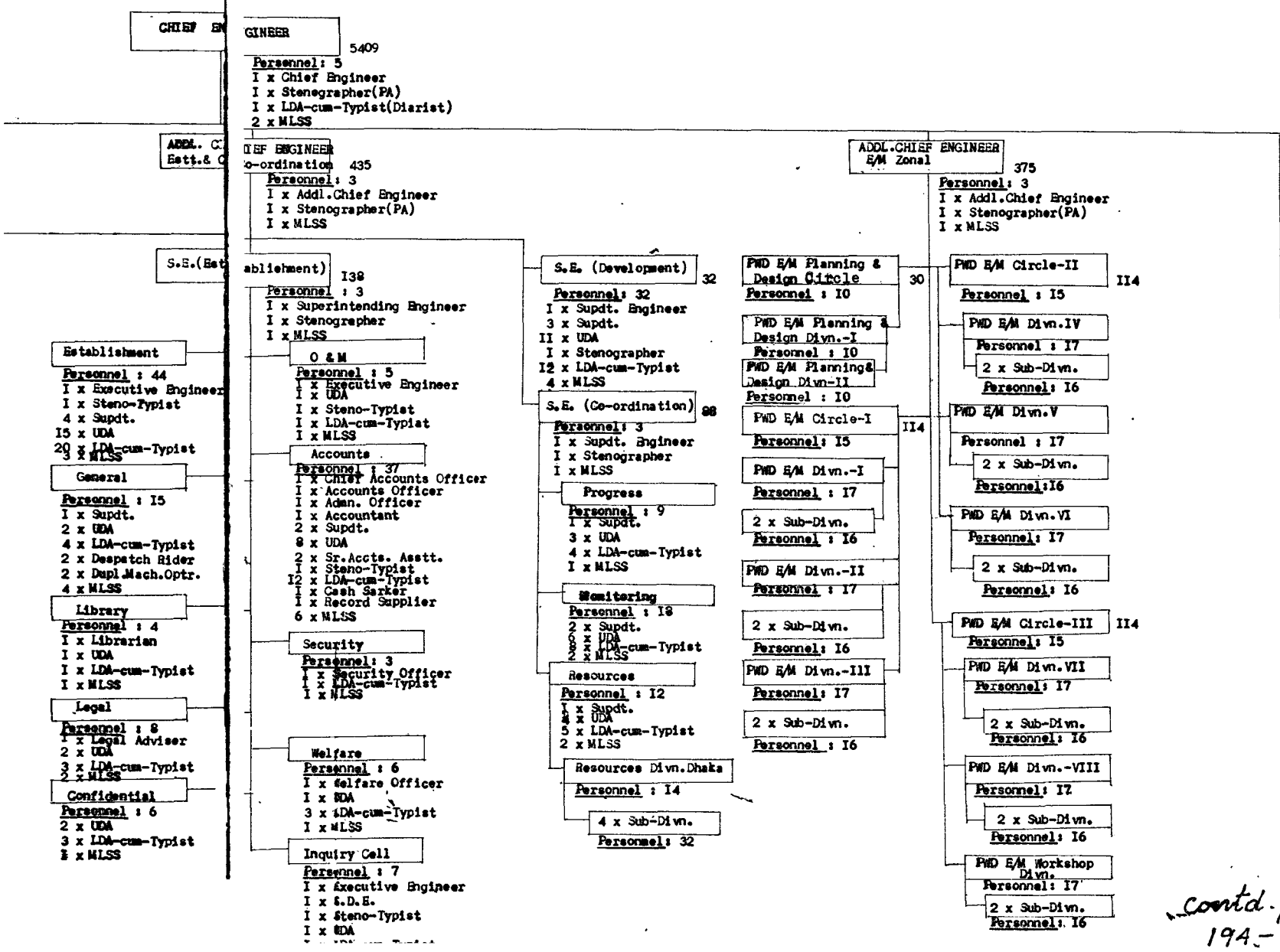
1. Construction of public works building except those of Roads and Highways ;
2. Construction of monuments under the Government ;
3. Construction of works of any other Government controlled agencies on deposit work basis such as construction of Stadium, Baitul Mokarram Mosque etc.;
4. Repairs and maintenance of public works borne in the books of public works department and other public buildings when specific allotment of fund is provided by the respective departments ;

ORGANISATION



5. Maintenance of public parks such as Ramna Park, Suhrawardy Uddyan etc.;
6. Acquisition and requisition of land required for construction works ;
7. Leasing out of PWD land on annual basis ;
8. Procurement of specific materials and equipments required for construction and maintenance works done by the PWD as per latest instructions of the Government ;
9. Fixation and recovery of rent and other charges such as water charges of WASA, electric charges etc.

ORGANISATION



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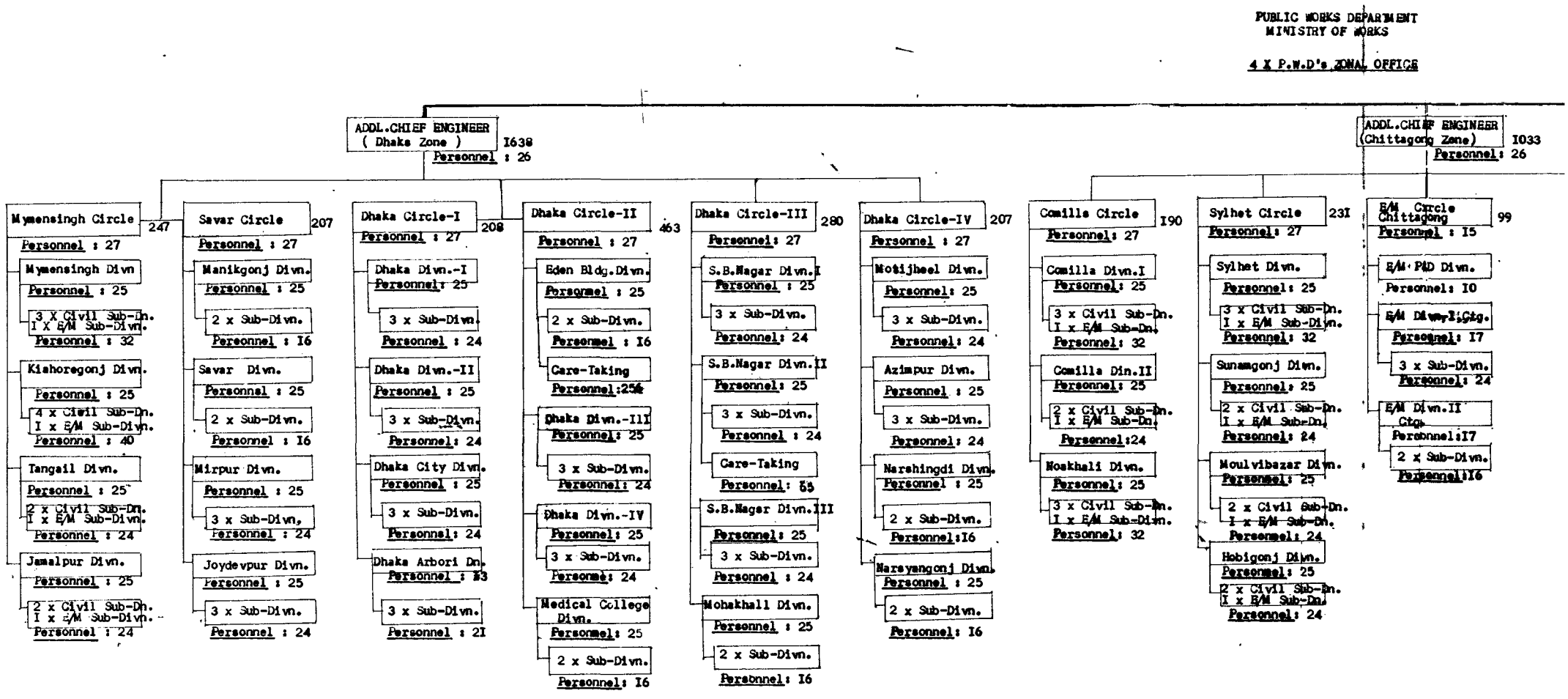


SET UP OF CARE-TAKING ESTABLISHMENT OF P.W.D.

SL. NO.	Name of Divn.	Care-Taker.	Asstt. Care-Taker.	UDA	LDA-cum-Typist	Cashier-cum-Accts. Asstt.	Cash Sarker	Guard	Jamader MLSS	MLSS	Mali	Sweeper Jamader	Sweeper	Cycle stand guard	Imam	Moazzin	Total
1.	Eden Bldg. Divn.	3	3	1	2	1	1	9	7	110	6	5	100	4	2	2	256
2.	S.B.Nagar Divn.II	2	4	1	2	1	1	23	1	10	1	1	12	2	2	2	65
3.	Ctg. PWD Divn.V	1	-	1	1	1	1	15	1	12	1	1	15	-	-	-	50
	Total :-	6	7	3	5	3	3	47	9	132	8	7	127	6	4	4	371

SET UP OF ADDL.CHIEF ENGINEER (ZONAL)

ADDL.CHIEF ENGINEER (Zonal) 26

Personnel : 3
1 x Addl.Chief Engineer
1 x Stenographer(PA)
1 x MLSS

EXECUTIVE ENGINEER

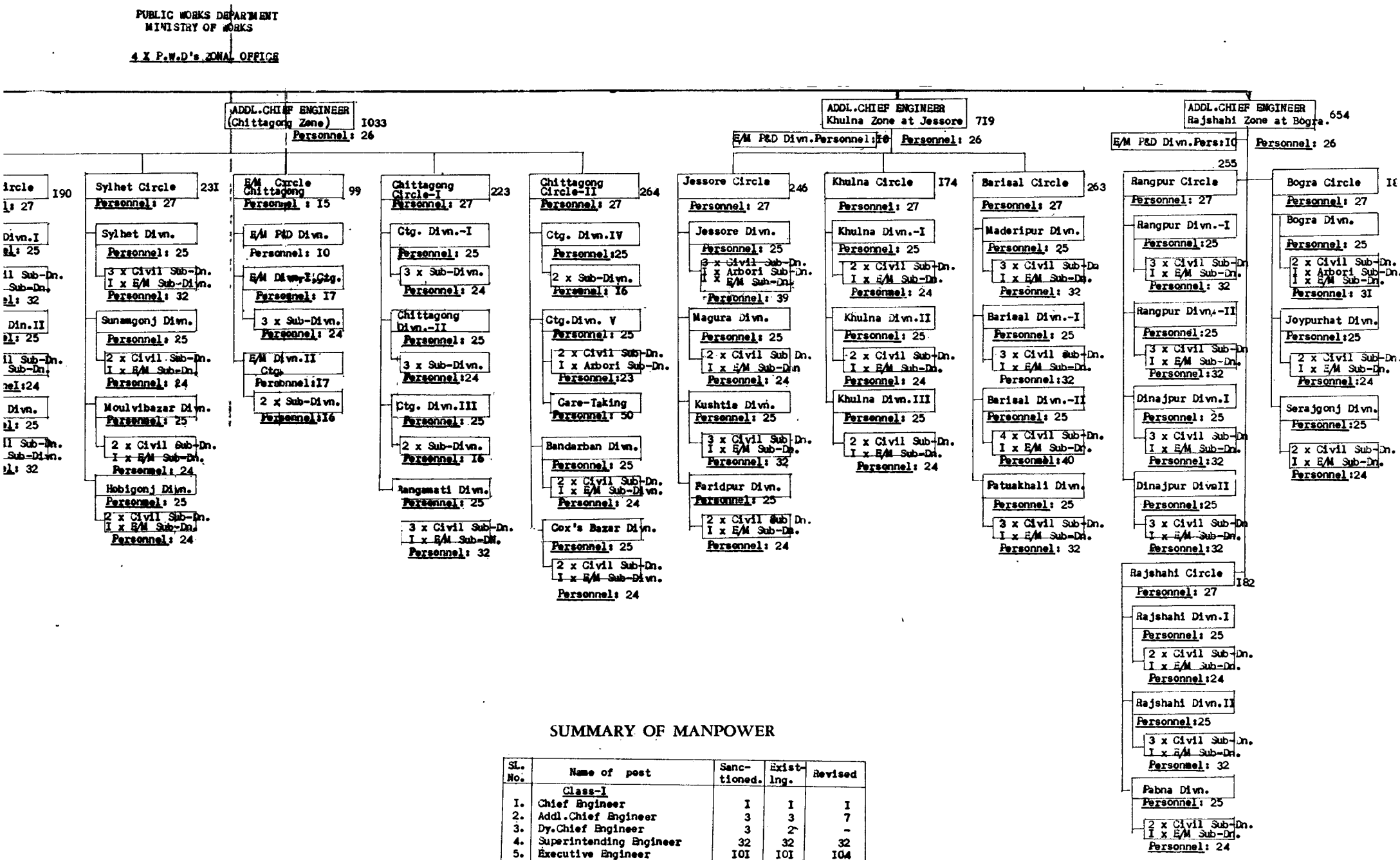
Personnel : 3
1 x Executive Engineer
1 x Steno-Typist
1 x MLSS

Personnel : 20
2 x Asstt.Engineer
2 x Estimator
1 x Admn. Officer
1 x Draftsman
1 x Ferro-Printer
1 x HA/UDA
2 x UDA
6 x LDA-cum-Typist
1 x Cash Sarker
3 x MLSS

STANDARD SET UPS FOR DIFFERENT UNITS OF WORKS OF THE P.W.D.

SL. NO.	Name of post	Project Circle	Project Divn. Civil	Survey Divn.	Civil & E/M Design Circles P&D E/M Dn.	Design Divn. Civil	Resources Divn.	Working Circle Civil	Working Divn. Civil	E/M Working Circle	E/M Divn.	Sub-Divn. Civil & E/M	Arbori-culture Divn.	Arbori-culture Sub-Divn.
1.	Superintending Engineer	1	-	-	1*	-	-	1	-	1	-	-	-	-
2.	Executive Engineer	-	1	1	-	1	1	-	1	-	1	-	-	-
3.	Executive/Chief Arb.Offr.	-	-	-	-	-	-	-	-	-	-	-	1	-
4.	Sub-Divisional Engineer	-	-	-	-	-	-	-	-	-	-	1	-	-
5.	Asstt. Engineer	3	2	1	1	3	-	2	1	1	-	-	-	-
6.	S.D.O.(Arboriculture)	-	-	-	-	-	-	-	-	-	-	-	-	1
7.	Sub-Asstt.Engineer	-	-	-	-	-	-	-	-	2	2	3	-	-
8.	Arbori/Horti(Overseer)	-	-	-	-	-	-	-	-	-	-	-	1	2
9.	Estimator	4	4	2	2	1	2	4	3	-	-	-	1	-
10.	Draftsman	2	1	2	-	4	-	1	1	1	1	-	1	-
11.	Tracer	1	-	1	-	1	-	-	-	-	-	-	-	-
12.	Feroo Printer	1	1	1	-	1	-	1	1	1	1	-	1	-
13.	Surveyor	-	-	8	-	-	-	-	-	-	-	-	-	-
14.	UDA/HA	-	-	-	-	-	-	1	-	-	-	-	-	-
15.	UDA	1	1	1	1	1	1	4	1	1	1	-	1	-
16.	Divisional Accountant	-	-	1	-	-	1	-	1	-	1	-	-	-
17.	Sr.Accounts Assistant	1	1	-	-	-	1	1	2	1	1	-	-	-
18.	Accounts Assistant	1	-	1	-	1	3	1	4	-	2	1	2	-
19.	Stenographer	1	-	-	1	-	-	1	-	1	-	-	-	-
20.	Steno-Typist	-	1	1	-	1	1	-	1	-	1	-	-	-
21.	LDA-cum-Typist	2	2	2	2	2	2	4	4	2	2	1	1	2
22.	Cash Sarker	-	-	-	-	-	-	1	1	1	1	-	1	-
23.	MLSS	2	2	2	2	3	1	4	3	2	2	1	2	1
24.	Guard	-	-	-	-	-	1	1	1	1	1	1	1	1
	Grand Total :-	20	16	24	10	19	14	27	25	15	17	8	13	7

* For P & D E/M Division: 1 x Executive Engineer in lieu of 1 x Superintending Engineer.



SUMMARY OF MANPOWER

SL. No.	Name of post	Sanctioned.	Existing.	Revised
	Class-I			
1.	Chief Engineer	1	1	1
2.	Addl.Chief Engineer	3	3	7
3.	Dy.Chief Engineer	3	2	-
4.	Superintending Engineer	32	32	32
5.	Executive Engineer	101	101	104
6.	SDE/Asstt. Engineer	364	299	401
7.	Executive/Chief Officer(Arb)	1	1	1
8.	Arboriculturist	2	-	-
9.	SDO(Arboriculture)	2	-	6
10.	Assistant Engineer(Hort)	2	2	-
11.	Town Planner	1	-	-
12.	Assistant Town Planner	1	1	-
13.	Admn.& Asstt.Town Plng.Offr.	1	-	-
14.	Financial Advr.& Chief A.O.	1	1	-
15.	Chief Accounts Officer	-	-	1
16.	Accounts Officer	2	1	1
17.	Legal Adviser(Part-time)	1	-	1
18.	Admn.Officer/Welfare Offr.	-	-	6
19.	Security Officer	-	-	1
20.	Joint Admn. Officer	1	1	-
	Total :	519	445	562
	Class-II			
21.	Asstt. Admn.Officer	4	3	-
22.	Class-III	3431	3111	3404
23.	Class-IV	1473	1344	1443
	GRAND TOTAL:	5427	4903	5409

ng . 1	E/M Working Circle	E/M Divn.	Sub-Divn. Civil & E/M	Arboriculture Divn.	Arboriculture Sub-Divn.
	1	-	-	-	-
	-	1	-	-	-
	-	-	-	1	-
	-	-	1	-	-
	1	-	-	-	-
	-	-	-	-	1
	2	2	3	-	-
	-	-	-	1	2
	-	-	-	1	-
	1	1	-	1	-
	-	-	-	-	-
	1	1	-	1	-
	-	-	-	-	-
	-	-	-	-	-
	1	1	-	1	-
	-	1	-	-	-
	1	1	-	-	-
	-	2	1	2	-
	1	-	-	-	-
	-	1	-	-	-
	2	2	1	1	2
	1	1	-	1	-
	2	2	1	2	1
	1	1	1	1	1
	15	17	8	13	7

x Executive Engi neer in lieu of
r.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Department is authorised:
   a. 40 x Car
   b. 321 x Jeep
   c. 2 x Bus
   d. 3 x Microbus
   e. 81 x Truck
   f. 3 x Motor Launch
   g. 20 x Speed Boat/Sea Truck with 20 x Spare Engine.

2. Private use of transport will be as per Government instructions issued from time to time.

3. Air-Conditioner/Cooler: The Department is authorised :
   a. 8 x Air-Conditioner/Cooler.

4. Office Equipment: The following Office Equipments may be retained by the Department.
   a. 8 x Plain Paper Copier
   b. 130 x Duplicating Machine
   c. 755 x Typewriter. The ratio of Bengali and English Typewriter will be 60 : 40.

5. Miscellaneous points: Resources Sub-Division at Chittagong and Khulna will be under operational control of Zonal Addl. Chief Engineers.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF HOUSING AND SETTLEMENT
MINISTRY OF WORKS

FUNCTIONS:

1. Development sites and services for low and middle income people at different places.
2. Construction of low-cost houses including core houses for low and middle income people.
3. Construction of multi-storied flats at different places.
4. Rehabilitation of squatters.
5. Development of urban centres at thana head - quarters.
6. Construction of a link road from Shere-Bangla-Nagar to Mirpur.

ORGANISATION

CHIEF ENGINEER — 342

Personnel-4
1 x Chief Engineer
1 x Stenographer
2 x MLSS

Genl.Administration and Planning

2 x Driver
3 x MLSS

Personnel-31
1 x Asstt.Chief Engineer
1 x UDA/HA
3 x UDA
1 x Stenotypist
1 x Estimator
6 x Draftsman
4 x Tracer
7 x LDA-cum-Typist
1 x Record Supplier
1 x UDA/Accountant

Project and Survey

1 x Stenotypist
2 x LDA-Acctt. Asstt.
2 x LDA-cum-Typist
3 x MLSS

Personnel-40
1 x Executive Engineer
5 x Asstt.Engineer
3 x Sub-Asstt.Engineer
2 x Estimator
1 x UDA/HA
1 x UDA
3 x Draftsman
3 x Tracer
1 x Survey Supervisor
12 x Surveyor

Metropolitan Circle — 82

6 x LDA-cum-Typist
1 x MLSS
1 x Guard
1 x Sweeper

Personnel-18
1 x Supdt.Engineer
1 x UDA/HA
1 x Estimator
1 x Draftsman
1 x Stenographer
1 x Record Supplier
1 x Driver
2 x UDA

Eastern Circle — 89

1 x Record Supplier
1 x MLSS
1 x Guard
1 x Sweeper

Personnel-18
1 x Supdt.Engineer
1 x UDA/HA
2 x UDA
1 x Estimator
1 x Draftsman
1 x Stenographer
1 x Driver
6 x LDA-cum-Typist

Western Circle — 96

1 x Driver
1 x MLSS
1 x Guard
1 x Sweeper

Personnel-18
1 x Supdt.Engineer
1 x UDA/HA
2 x UDA
1 x Estimator
1 x Draftsman
1 x Stenographer
1 x Record Supplier
6 x LDA-cum-Typist

Mirpur — 32

Personnel-18
1 x Executive Engineer
1 x UDA/HA
1 x UDA/Accounts
2 x Estimator
1 x Draftsman
1 x Tracer
1 x Cashier
2 x LDA/Accounts Asstt.
3 x LDA-cum-Typist
1 x Driver
2 x MLSS
2 x Guard

Mirpur Sub-Division-1

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asst.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Mirpur Sub-Division-2

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Dhaka Metropolitan — 32

Personnel-18
1 x Executive Engineer
1 x UDA/HA
1 x UDA/Accounts
2 x Estimator
1 x Draftsman
1 x Tracer
1 x Cashier
2 x LDA/Accounts Asstt.
3 x LDA-cum-Typist
1 x Driver
2 x MLSS
2 x Guard

Momenshahi Sub-Division-1

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Dhaka Metro Sub-Division-1

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Comilla — 39

Personnel-18
1 x Executive Engineer
1 x UDA/HA
1 x UDA/Accounts
2 x Estimator
1 x Draftsman
1 x Tracer
1 x Cashier
2 x LDA/Accounts Asstt.
3 x LDA-cum-Typist
1 x Driver
2 x MLSS
2 x Guard

Comilla Sub-Division

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Sylhet Sub-Division

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Maizdi Sub-Division

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Chittagong — 32

Personnel-18
1 x Executive Engineer
1 x UDA/HA
1 x UDA/Accounts
2 x Estimator
1 x Draftsman
1 x Tracer
1 x Cashier
2 x LDA/Accounts Asstt.
3 x LDA-cum-Typist
1 x Driver
2 x MLSS
2 x Guard

Chittagong Sub-Division

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Ctg.Hill Tracts Sub-Division

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Khulna — 39

Personnel-18
1 x Executive Engineer
1 x UDA/HA
1 x UDA/Accounts
2 x Estimator
1 x Draftsman
1 x Tracer
1 x Cashier
2 x LDA/Accounts Asstt.
3 x LDA-cum-Typist
1 x Driver
2 x MLSS
2 x Guard

Khulna Sub-Division

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Jessore Sub-Division

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Barisal Sub-Division

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Dinajpur — 39

Personnel-18
1 x Executive Engineer
1 x UDA/HA
1 x UDA/Accounts
2 x Estimator
1 x Draftsman
1 x Tracer
1 x Cashier
2 x LDA/Accounts Asstt.
3 x LDA-cum-Typist
1 x Driver
2 x MLSS
2 x Guard

Dinajpur Sub-Division

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Bogra Sub-Division

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

Rajshahi Sub-Division

Personnel-7
1 x Sub-Divisional Engineer
3 x Sub-Asstt.Engineer
1 x LDA-cum-Typist
1 x MLSS
1 x Guard

SUMMARY OF MANPOWER

SL. NO.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Chief Engineer	1	1	1
2.	Addl.Chief Engineer	1	-	-
3.	Asstt.Chief Engineer	1	1	1
4.	Superintending Engineer	6	5	3
5.	Executive Engineer	12	11	7
6.	Sub-Divisional Engineer/ Asstt.Engineer.	29	25	20
	Total:-	50	43	32
7.	Class-II	-	-	-
8.	Class-III	410	321	239
9.	Class-IV	118	90	71
	Grand Total:-	578	454	342

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate General is authorised:
   a. 5 x Cars.
   b. 24 x Jeeps.
   c. 1 x Microbus.
   d. 45 x Motor-Cycle.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Air-Conditioner/Coolers: The Department may retain 3 x air-conditioners/coolers, one for the office Chamber of the Chief.
4. Office Equipment: The following office equipments may be retained by the Department:
   a. 1 x Plain Paper Copier.
   b. 1 x Photostat Machine.
   c. 1 x Amonia Printing Machine.
   d. 16 x Duplicating Machine.
   e. 30 x Typewriters. Ratio of Bengali and English typewriters will be 60 : 40.

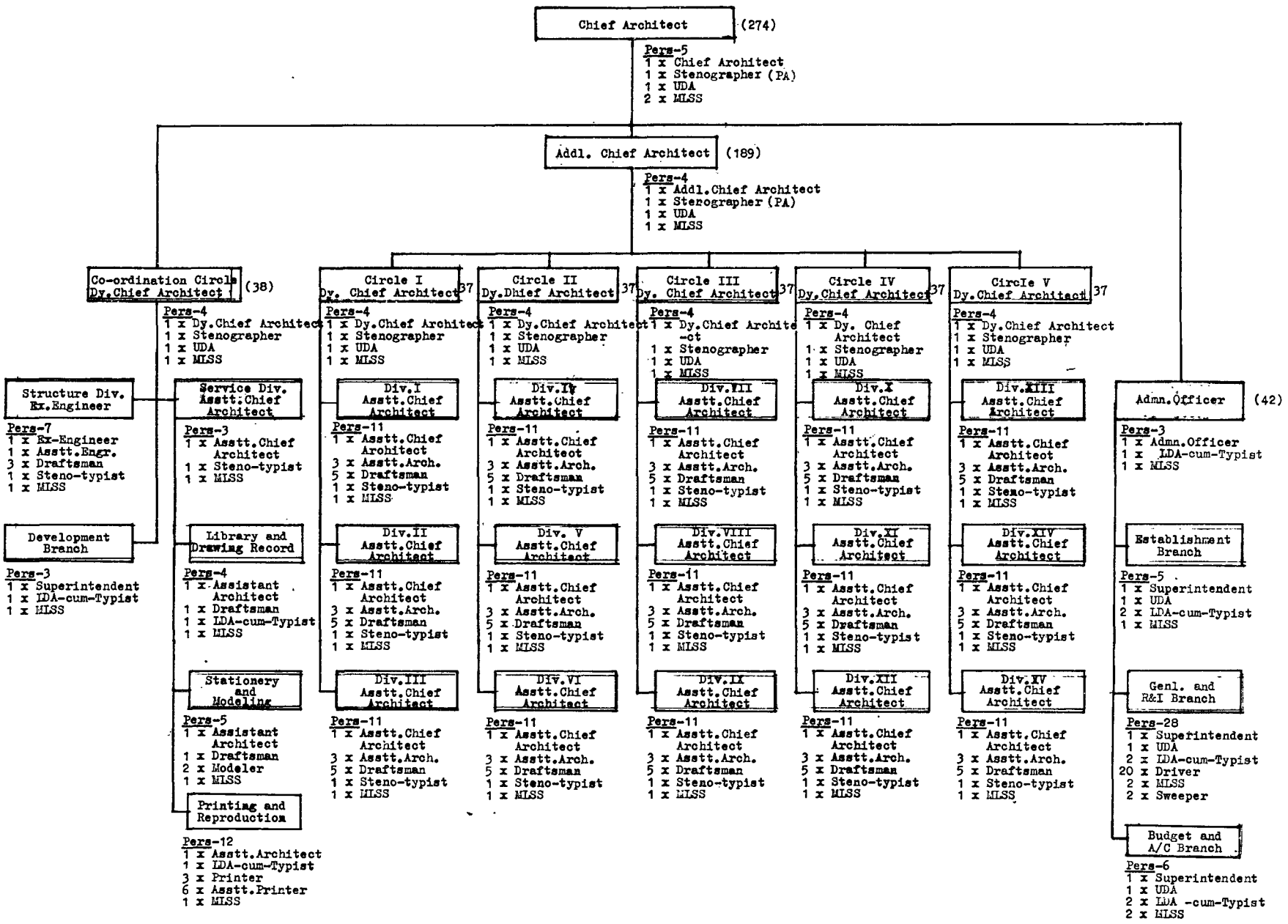
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF ARCHITECTURE
MINISTRY OF WORKS

FUNCTIONS:

1. Basic architectural services including site selection, preliminary survey of sites before taking up planning and designing of building projects.
2. Preparation of detailed drawings for the execution of building projects and supervision of construction work to ensure execution of buildings as per Architects plans and specifications.
3. Preparation of Master Plans and Layout Plans.
4. Studies proposals for formulation of space standards for Government offices and residential buildings and assessing land requirements for various building projects.
5. Offer advice to the Government on policy matters relating to human settlement and land use planning.
6. Assisting various public agencies in preparing plans for their building projects including assessing their land requirements.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of posts	Sanctioned.	Existing.	Revised	Available Surplus
	Class-I				
1.	Chief Architect	2	1	1	
2.	Addl.Chief Architect	1	1	1	
3.	Dy.Chief Architect	5	3	6	
4.	Asstt.Chief Architect	13	12	16	
5.	Executive Engineer	-	-	1	
6.	Asstt.Architect	48	40	48	
7.	Asstt.Engineer	-	-	1	
8.	Admn. Officer	-	-	1	
	Total Class-I	69	57	75	
	Class-III	186	122	161	
	Class-IV	48	44	38	
	GRAND TOTAL :	303	223	274	

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Department is authorised:
   a. 8 x Car
   b. 6 x Jeep
   c. 5 x Microbus
   d. 24 x Motor Cycle. (Self driven)
2. Remaining Microbuses to be returned to the Government Transport Pool.
3. Private use of transport will be as per Govt.instructions issued from time to time.

Air-Conditioners/Coolers:

4. The Department is authorised 2 x air-conditioner / cooler , 1 for the Chief Architect and the other for the Additional Chief Architect.

Office equipments:

5. The Department is authorised: 2x plain paper copier, 2 x Duplicating Machine , 3 x Amonia Printing Machine , 5 x Calculator and 20 x Typewriter .
6. The remaining 2 x Photostat Machine to be returned to the Central Stationeries Office.

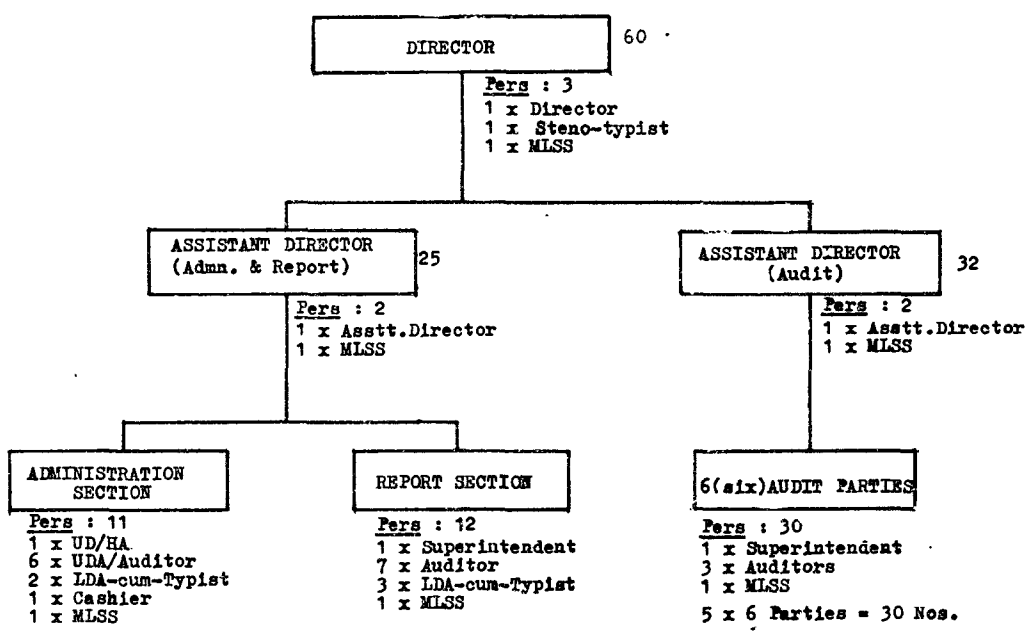
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF INTERNAL AUDIT
MINISTRY OF WORKS

FUNCTIONS:

1. To see the observance of the financial and accounting rules and procedure.
2. To see the observance of the formalities required in connection with the incurring of expenditure from foreign Aid.
3. To see the arrangements made for keeping control over expenditure.
4. To see proper and timely utilisation of funds placed under the disposal of various offices.
5. To point out attempts made to conceal excess over allotment by placing the expenditure under Suspense Accounts.
6. To see timely submission of the prescribed Reports, Returns and Accounting data to the relevant quarters.
7. To see the progress of works/projects undertaken by the PWD and the Directorate of Housing and Settlement from the relevant records.
8. To see the defects, bottlenecks and loopholes, if any, in the processing/execution of works, and to suggest remedial measures.
9. To see the arrangements made by the PWD offices for the proper supervision of the works under execution.
10. To carry out 100% auditing of the Records as against 10% test Audit only of the Records carried out by the establishment of the C & A.G.
11. To carry out physical varification of the stores maintained by the PWD and Housing Settlement Directorate.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Actual	Revised
	Class-I			
1.	Director	1	1	1
2.	Asstt.Director	2	2	2
		3	3	3
	Class-II			
3.	Superintendent	10	3	7
4				
4.	Class-III Staff	48	47	39
5.	Class-IV Staff	16	14	11
	Grand Total =	77	67	60

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The Directorate is authorised .
   a. 1 x Car
   b. 1 x Motor Cycle
2. Private use of transports will be as per Government Instructions iddued from time to time.
3. Office Equipment : The following office equipment may be retained by the Department :
   a. 4 x Typewriter
   b. 1 x Duplicating Machine
   c. 1 x Calculator

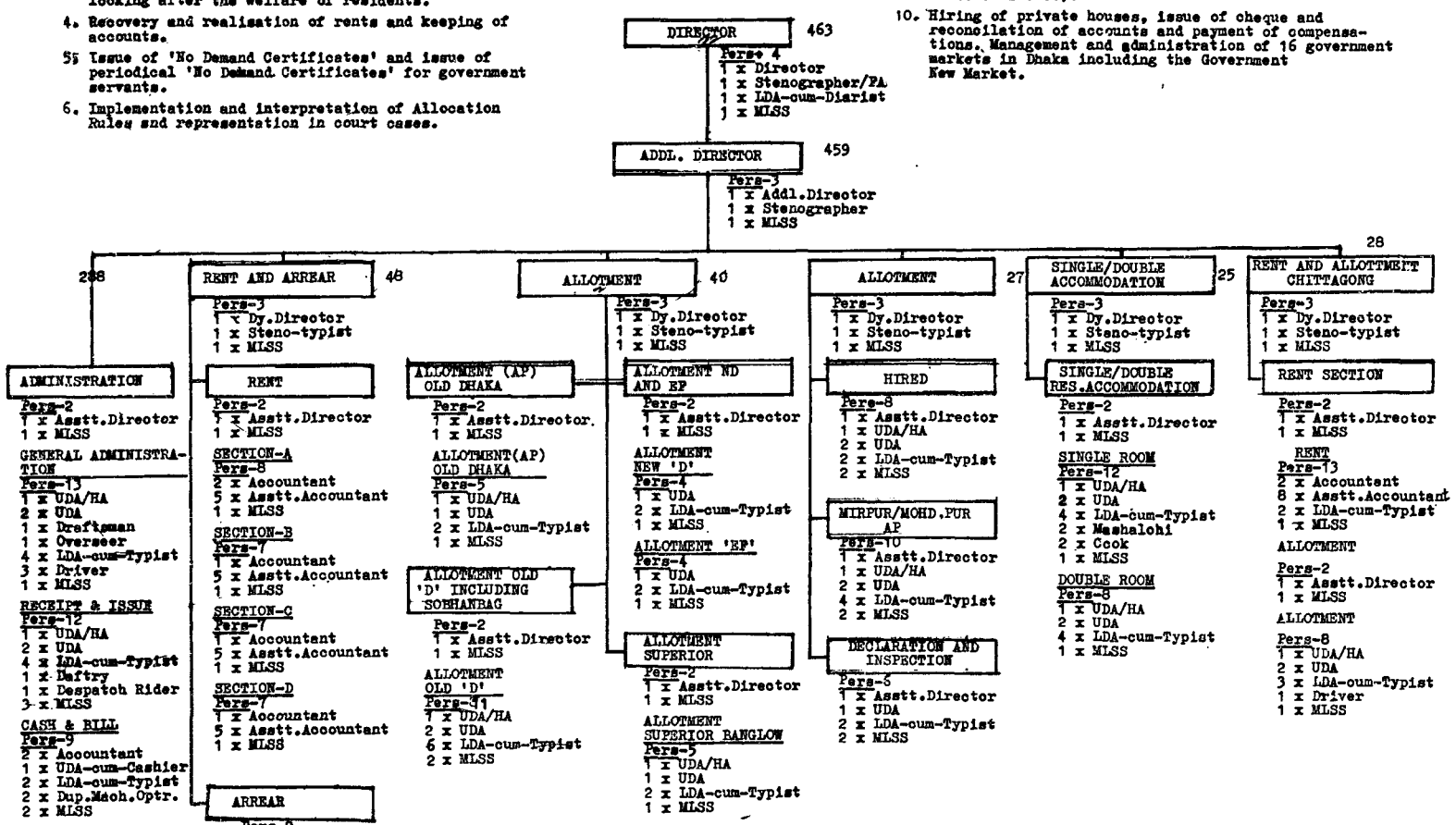
BRIGADIER
(ENAMUL HUQ KAHN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF GOVERNMENT ACCOMMODATION
MINISTRY OF WORKS

FUNCTIONS:

1. Allotment and cancellation of government flats, temporary accommodation, hired houses, requisitioned houses, servants quarters, garages, office accommodation, etc. Hiring and dehiring of accommodation.
2. Detection of unauthorised occupants and sub-letting cases and their eviction.
3. Providing common services to the residents and looking after the welfare of residents.
4. Recovery and realisation of rents and keeping of accounts.
5. Issue of 'No Demand Certificates' and issue of periodical 'No Demand Certificates' for government servants.
6. Implementation and interpretation of Allocation Rules and representation in court cases.
7. Implementation of various policies initiated by the Ministry, evolution of policies in respect of government accommodation and carry out survey.
8. Preparation and maintenance of waiting list of government servants for all type of houses.
9. Collection of information from all Ministries/Divisions/Attached/Subordinate offices for the purpose of fixation of seniority of the government servants (Census Form, Declaration Form, Pay Statements etc.).
10. Hiring of private houses, issue of cheque and reconcilation of accounts and payment of compensations. Management and administration of 16 government markets in Dhaka including the Government New Market.

ORGANISATION



SUMMARY OF MANPOWER

SL. NO.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Addl.Director	-	-	1
3.	Estate Officer/ Addl.Estate Officer/Joint Comptroller	6	6	-
4.	Dy. Director	-	-	5
5.	Asstt. Estate Officer/Supdt. Govt.New Market	9	8	-
6.	Asstt. Director	-	-	11
	Total:-	16	15	18
7.	Class-II	2	2	-
8.	Class-III	164	151	165
9.	Class-IV	292	236	280
	Grand Total:-	474	404	463

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate is authorised:
   a. 2 x Jeep/ 1 for official use of Director and 1 for Deputy Director Chittagong.
   b. 2 x Microbus for official duty.
   c. 1 x Motor Cycle for D.R.Duty.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipments may be retained by the Department.
   a. 1 x Duplicating Machine.
   b. 23 x Typewriter. Ratio of Bengali and English typewriters will be 60 : 40. At present the Directorate holds only 7 x typewriters.

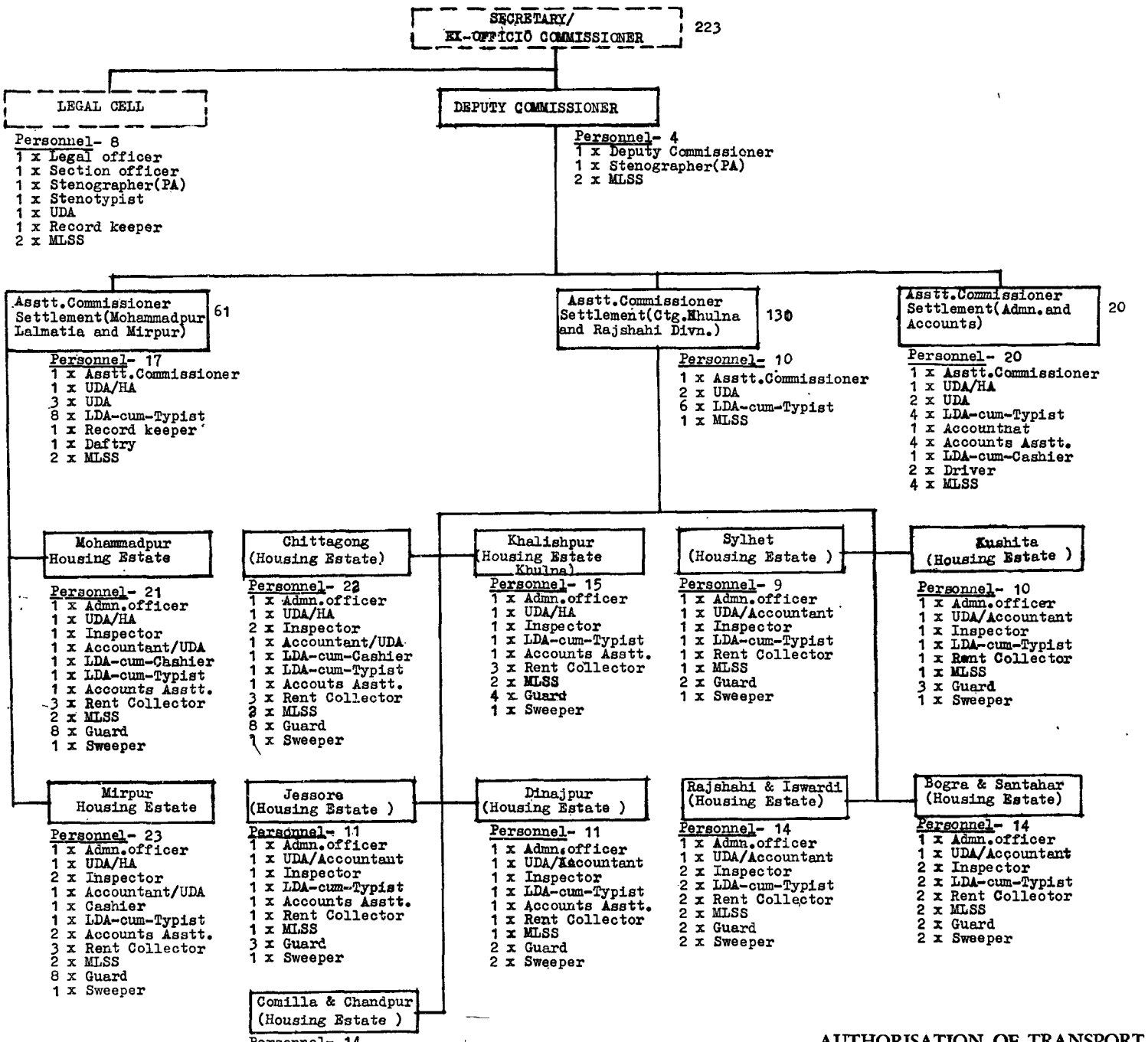
BRIGADIER
(EHAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE DEPUTY COMMISSIONER, SETTLEMENT
MINISTRY OF WORKS

FUNCTIONS:

1. Allotment of plots and houses.
2. Execution and registration of lease deeds.
3. Permission for sale,mortgage etc.
4. Mutation in favour of heirs,successors and permitted assigns.
5. Realisation of salami,rents and other charges.
6. Keeping the housing estates neat and clean.
7. Maintenance of accounts and records reflecting all transfers and devolutions.
8. Prevention of encroachment upon,and unauthorised use of,the lands and houses.
9. Eviction in case of encroachment and unauthorised use of lands and houses.
10. Enquiries and inspections.
11. Attending to court cases etc.and preparation of para-wise reply of the plaints.
12. Preparation of working papers for periodical meetings of the Allotment Committee and implementation of decisions of that Committee.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Deputy Commissioner	1	1	1
2.	Legal officer	-	-	1
3.	Section officer	-	-	1
4.	Asstt.Commissioner	2	2	3
	Total	3	3	6
	Class-II			
5.	Administrative officer	5	5	11
6.	Class-III	66	58	117
7.	Class-IV	83	75	89
	Grand Total-	157	141	223

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport

1. The office is authorised:
   a. 1 x Car.
   b. 1 x Microbus.
   c. 1 x Motor Cycle for Dr.Duty.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipments may be retained by the Department:
   a. 1 x Duplicating Machine.
   b. 20 x Typewriters.Ratio of Bengali and English Typewriters will be 60:40.

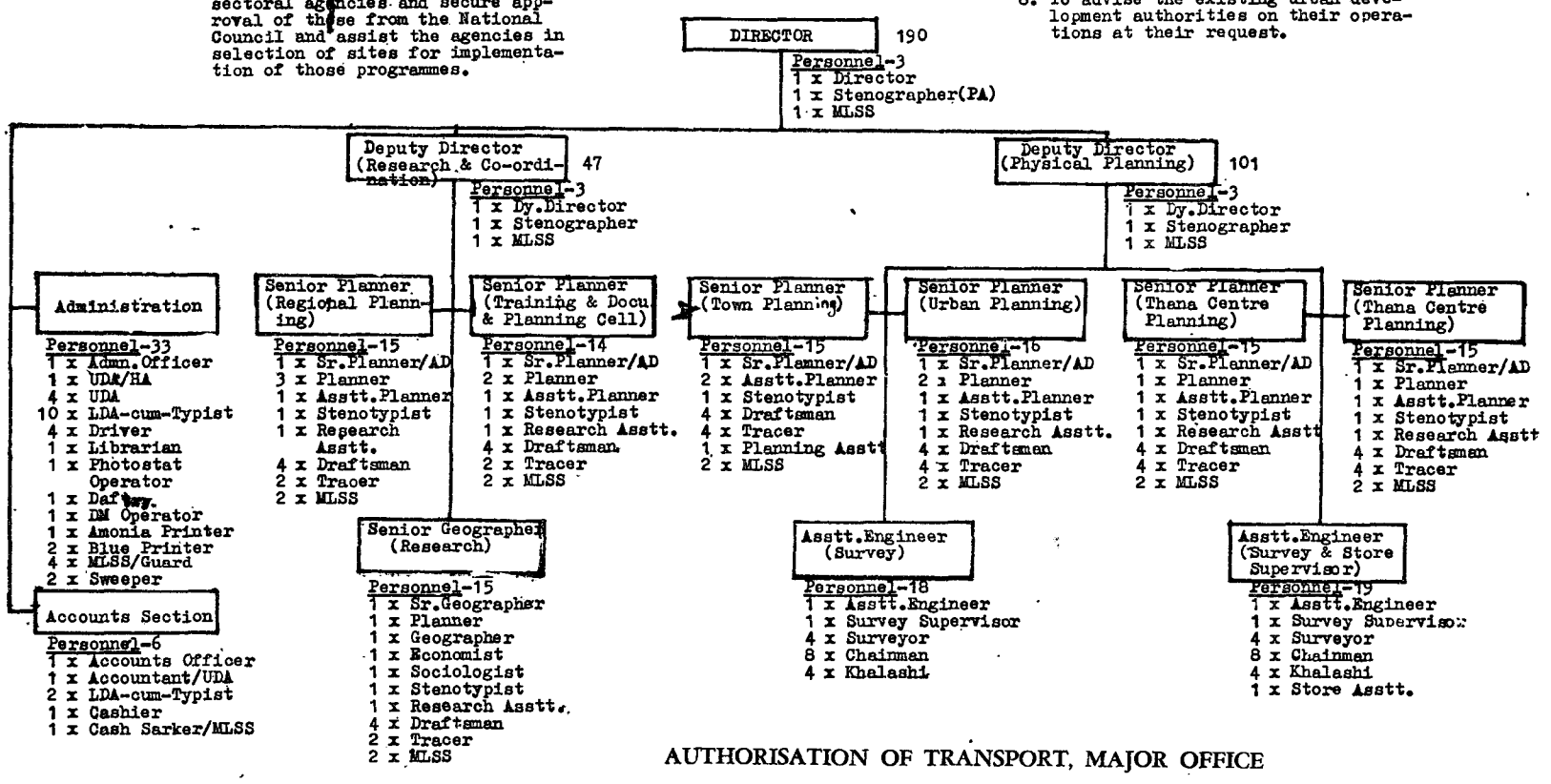
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.

URBAN DEVELOPMENT DIRECTORATE
MINISTRY OF WORKS

FUNCTIONS:

1. To advise the Government on matters of policy relating to urbanization, land use and land development.
2. To prepare and co-ordinate regional plans, master plans and detailed layout and site plans for the existing as well as the new urban centres excluding the areas covered by the present town development authorities of Dhaka, Chittagong and Khulna.
3. To undertake socio-economic research and collection of data for determination of the location and pattern of future urban development.
4. To prepare programmes for urban development for execution by the sectoral agencies and secure approval of these from the National Council and assist the agencies in selection of sites for implementation of those programmes.
5. To act as a counterpart organisation and focal point in the Government for all internationally aided physical planning and human settlement programmes in the country.
6. To organise seminars/workshops for creating better physical planning awareness and to disseminate information through regular publication of the research and planning materials on urbanization and human settlement planning and development.
7. To conduct in-service training of the officers and staff of organisation involved in spatial planning and development.
8. To advise the existing urban development authorities on their operations at their request.

ORGANISATION



SUMMARY OF MANPOWER

SL. NO.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	-	1
2.	Town Planner	1	-	-
3.	Deputy Director *	2	1	2
4.	Senior Planner/AD	5	2	6
5.	Asstt.Town Planner	1	1	-
6.	Senior Geographer	1	1	1
7.	Executive Engineer	1	-	-
8.	Planner	10	1	10
9.	Asstt.Engineer	4	1	2
10.	Geographer	1	1	1
11.	Economist	1	-	1
12.	Sociologist	1	-	1
13.	Asstt.Planner	7	4	7
14.	Accounts Officer	1	1	1
15.	Admn.& Asstt.Town Planning Officer	1	-	-
	Total:-	38	13	33
16.	Class-II	1	-	1
17.	Class-III	138	89	105
18.	Class-IV	78	48	51
	Grand Total:-	255	150	190

* Dy.Chief Planner redesignated Dy. Director.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The office is authorised:
   a. 2 x Cars, 1 for the Director and 1 for the 2 Dy. Director.
   b. 1 x Microbus for official use.
   c. 1 x Motor Cycle for Despatch Rider duty.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipments may be retained by the Department:
   a. 1 x Plain Paper Copier.
   b. 1 x Duplicating Machine.
   c. 16 x Typewriters. Ratio of Bengali and English typewriters will be 60 : 40.
4. 1 x Car, 2 x Land Cruiser Jeep, 1 Microbus and 1 x Station Wagon will be retained till project is implemented. The Vehicles will be deposited to Govt. transport Pool on completion of project.
5. The Post of Asstt. Town Planner will be redesignated as Senior Planner (Town Planning).

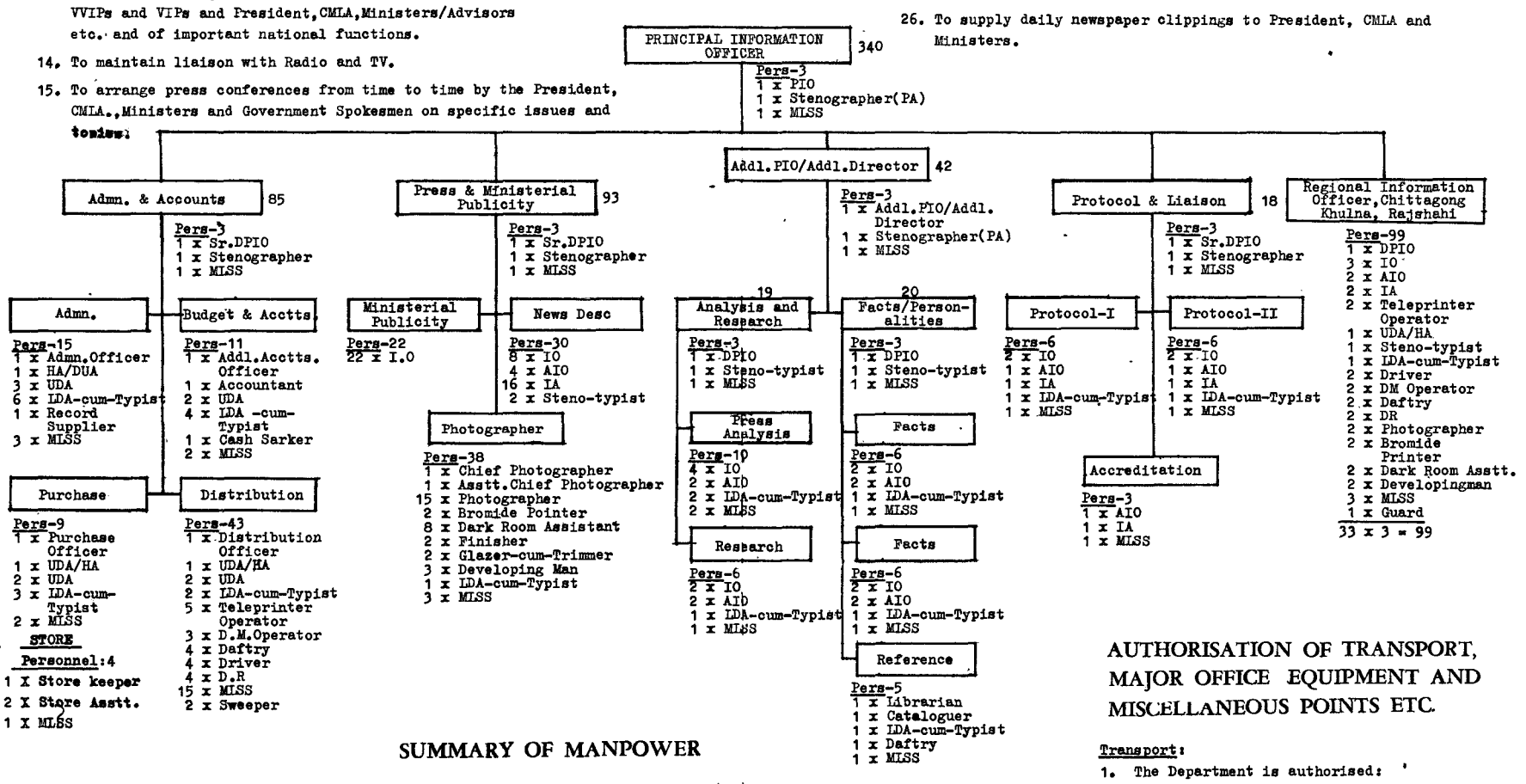
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

PRESS INFORMATION DEPARTMENT
MINISTRY OF INFORMATION

FUNCTIONS:

1. To arrange internal & external publicity of the Government.
2. To co-ordinate the publicity activities of the different Ministries,Divisions and Bangladesh Missions abroad.
3. To maintain press relations including journalist's delegation.
4. To prepare and release communiques, press notes,handouts,etc.
5. To make press coverage arrangements in connection with tours of the President, CMLA and other Ministers.
6. To make press coverage arrangements in connection with visit to Bangladesh by foreign VVIPs and VIPs.
7. To issue accreditation cards to local and foreign mediamen.
8. To interpret the policy and activities of the Government of Bangladesh through the medium of press.
9. To advise the Government on information problems relating to the press, keeping Government informed of the main trends of the public opinion as reflected in the press maintain liaison between Government and the press.
10. To arrange publicity for armed forces.
11. To arrange publicity for the Five year plan.
12. To arrange publicity for the family planning,canal digging, mass literacy and other activities of Government.
13. To arrange photographic coverage of visits of foreign VVIPs and VIPs and President,CMLA,Ministers/Advisors etc. and of important national functions.
14. To maintain liaison with Radio and TV.
15. To arrange press conferences from time to time by the President, CMLA.,Ministers and Government Spokesmen on specific issues and topics.
16. To issue special articles on important occasions to the press and to supply those articles to our missions abroad.
17. To prepare the highlights of national and international news press trend of public opinion, criticism and unusual happenings,list of reference materials and gist of development activities from the national press & international periodicals & Radio monitoring reports.
18. To compile subdivision wise basic facts of Bangladesh in the fields of History, Geography, Culture, Agriculture, Industry,Communication, Health and Population, etc.
19. To compile biographies of the illustrious sons of the territory of Bangladesh who made positive contribution to the growth and evolution of our nation and culture and to prepare life sketches of the president, CMLA and the Ministers.
20. To prepare special articles on national issues and development activities for publication in the national press and also to prepare appropriate slogans for newspapers, radio and television.
21. To prepare comprehensive and evaluation reports on national issues and development activities on the basis of field survey of facts and public opinion.
22. To preserve the clippings of important national and international news and views as appeared in the national press.
23. To preserve reference materials, national newspapers and informative publications and maintain the library and microfilm unit.
24. To transmit regular informations and feedback materials to the Government and to other sources as and when asked for.
25. To perform administrative establishment functions.
26. To supply daily newspaper clippings to President, CMLA and Ministers.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Principal Information Officer	1	1	1
2.	Director	1	1	-
3.	Additional Principal Information Officer	-	-	1
4.	Sr. Dy. Principal Information Officer	2	2	3
5.	Dy.Principal Information Officer	2	2	4
6.	Dy. Director	3	3	-
7.	Information Officer	46	33	53
8.	Asstt.Director/ Research Officer	11	9	-
9.	Chief Photographer	-	-	1
	Total Class-I	66	51	63
	Class-II	26	21	26
	Class-III	181	156	195
	Class-IV	74	61	56
	Grand Total	347	289	340

ABBREVIATION.

AIO : Asstt.Information Officer.
DM : Duplicating Machine
DPIO : Deputy Principal Information Officer.
DR : Despatch Rider.
IA : Information Asstt.
IO : Information Officer.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Department is authorised:
   a. 1 x Car.
   b. 6 x Microbus.
   c. 10 x Motor Cycle.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Air-Conditioner/Coolers: The Department is authorised 10 x Air-conditioners/Coolers for the PIO,the Dark room,the Press room and the Microfilm unit.
4. Office equipment: The following office equipment may be authorised to the Department:
   a. 1 x Plain Paper Copier.
   b. 5 x Duplicating Machine.
   c. 27 x Typewriter.

Note:(i) Deputy Directors to be redesignated as DPIO,Asstt.Directors/Research Officers as Information Officers, Research Assistants as Assistant Information Officer, Business Manager as Purchase Officer and Translators and Reporters to be as Information Assistant.
(ii) Assistant Chief Photographer to be in Class II Gazetted.

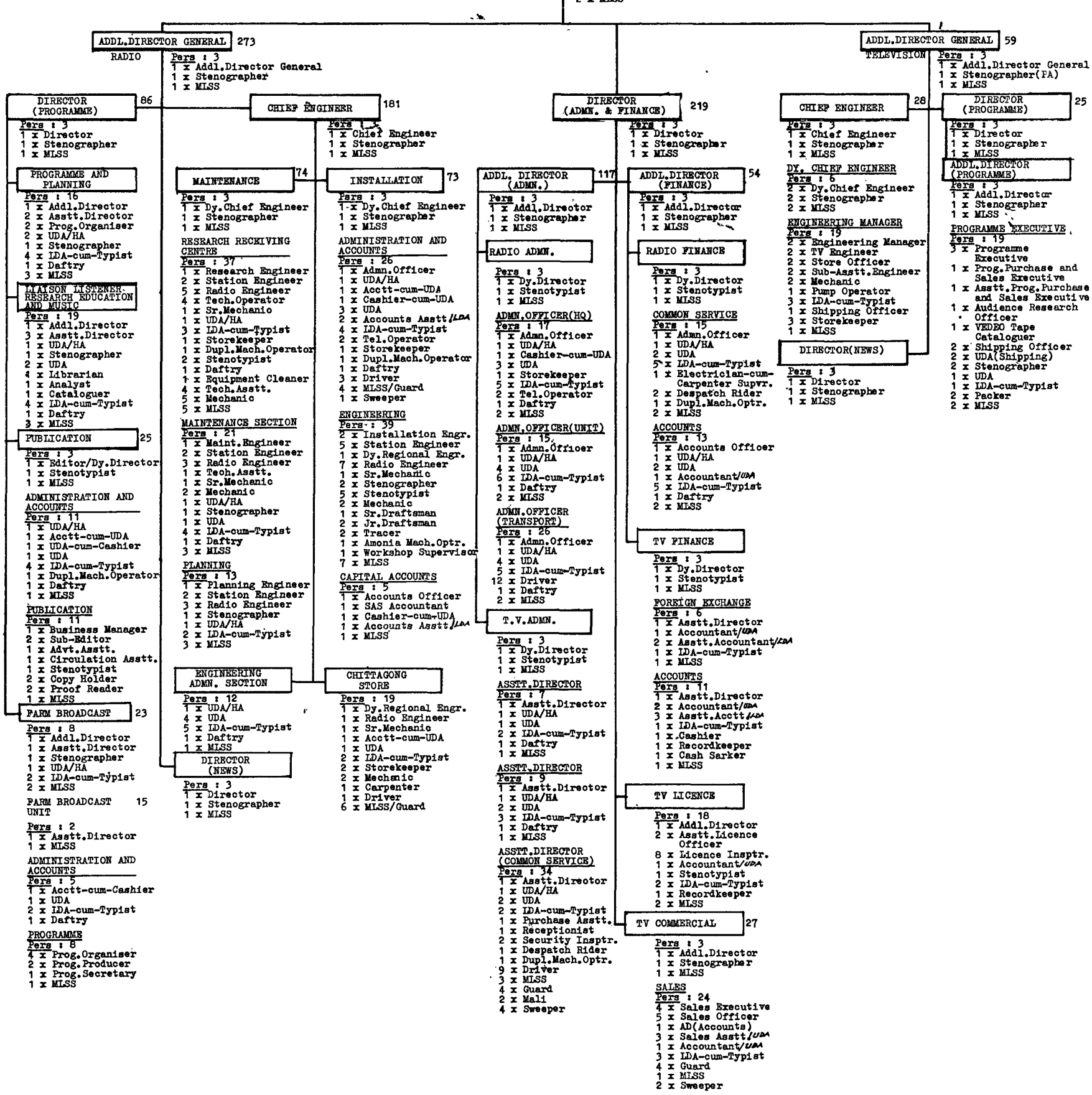
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

NATIONAL BROADCASTING AUTHORITY
MINISTRY OF INFORMATION

FUNCTIONS:

1. Dissemination of information to educate and enlighten the people about various nation building activities and trends in the current world.
2. Provision of healthy and acceptable entertainment for the people.
3. Projection of important national programmes like mass literacy, population control, nutrition etc. with special emphasis on development in the rural areas.
4. Projection of government policies.
5. Projection of Bangladeshi culture and heritage.
6. Make people conscious of their rights and duties and acquaint them with the ways to improve their quality of life.
7. Present news objectively.

ORGANISATION



FIE[illegible] D OFFICE 2353

RADIO 1273

COMMERCIAL SERVICE 40

Pers : 3
1 x Addl.Director
1 x Stenographer
1 x MLSS

ADMN. & ACCOUNTS
Pers : 14
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-Cashier
1 x Accounts Asstt/LDA
1 x UDA
3 x LDA-cum-Typist
2 x Driver
1 x Dupl.Mach.Optr.
1 x Daftry
2 x MLSS

PROGRAMME
Pers : 20
1 x Dy.Director
1 x Business Manager
2 x Asstt.Director
7 x Prog.Organiser
2 x Prog.Producer
2 x Sales Officer
1 x Asstt.Business Manager
1 x Prog.Secretary
1 x Stenotypist
1 x Studio Executive
1 x MLSS

ENGINEERING
Pers : 3
1 x Radio Engineer
1 x Tech.Operator
1 x Mechanic

EXTERNAL SERVICE 40

Pers : 3
1 x Addl.Director
1 x Stenographer
1 x MLSS

ADMN. & ACCOUNTS
Pers : 14
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-UDA
1 x Cashier-cum-UDA
1 x UDA
1 x Accounts Asstt/LDA
3 x LDA-cum-Typist
2 x Driver
1 x Daftry
2 x MLSS

PROGRAMME
Pers : 23
1 x Dy.Director
3 x Asstt.Director
6 x Prog.Organiser
4 x Language Supvr.
2 x Prog.Producer
1 x Stenotypist
1 x Prog.Secretary
5 x MLSS

HPT-1 100 K.W.M.W. SAVAR 89

Pers : 3
1 x Resident Engineer
1 x Stenographer
1 x MLSS

ADMN. & ACCOUNTS
Pers : 25
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-UDA
1 x Cashier-cum-UDA
3 x LDA-cum-Typist
1 x Storekeeper
2 x Driver
1 x Daftry
14 x MLSS/Guard

ENGINEERING
Pers : 61
3 x Station Engineer
16 x Radio Engineer
9 x Tech.Asstt.
1 x AC/Supervisor
4 x Sr.Mechanic
15 x Mechanic
1 x LDA-cum-Typist
5 x Equipment Cleaner
7 x MLSS

NEWS 65

Pers : 3
1 x Addl.Director
1 x Stenographer
1 x MLSS

ADMN. & ACCOUNTS
Pers : 16
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-Cashier
3 x LDA-cum-Typist
5 x Driver
1 x Dupl.Mach.Optr.
2 x Despatch Rider
1 x Daftry
1 x MLSS

NEWS
Pers : 46
7 x Chief News Editor
14 x News Editor
6 x Producer
7 x Stenographer
12 x MLSS

MONITORING 62

Pers : 3
1 x Addl.Director
1 x Stenographer
1 x MLSS

ADMN. & ACCOUNTS
Pers : 12
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-Cashier
3 x LDA-cum-Typist
2 x Driver
2 x Despatch Rider
1 x Dupl.Mach.Optr.
1 x MLSS

MONITORING
Pers : 28
3 x News Editor
6 x Producer
16 x Jr.Producer
1 x LDA-cum-Typist
2 x MLSS

ENGINEERING
Pers : 19
1 x Station Engineer
1 x Radio Engineer
3 x Tech.Asstt.
1 x Sr.Mechanic
3 x Tech.Operator
1 x Stenotypist
4 x Mechanic
2 x Equipment Cleaner
3 x MLSS

SUPER POWER TRANSMITTER 72

Pers : 3
1 x Dy.Chief Engineer
1 x Stenographer
1 x MLSS

ADMN. & ACCOUNTS
Pers : 33
1 x Admn.Officer
1 x UDA/HA
1 x Cashier-cum-UDA
1 x Acctt-cum-UDA
3 x LDA-cum-Typist
1 x Stenographer
2 x Tel.Operator
3 x Driver
1 x Daftry
1 x Dupl.Mach.Optr.
18 x MLSS/Guard

ENGINEERING
Pers : 36
4 x Station Engineer
8 x Radio Engineer
1 x Security Officer
6 x Tech.Asstt.
1 x AC/Supervisor
1 x Workshop Supvr.
1 x LDA-cum-Typist
3 x Sr.Mechanic
6 x Mechanic
2 x Equipment Cleaner
3 x MLSS

TRANSCRIPTION SERVICE 66

Pers : 3
1 x Addl.Director
1 x Stenographer
1 x MLSS

ADMN. & ACCOUNTS
Pers : 17
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-Cashier
1 x UDA
1 x Accounts Asstt/LDA
3 x LDA-cum-Typist
1 x Storekeeper
4 x Driver
1 x Dupl.Mach.Optr.
1 x Daftry
2 x MLSS

PROGRAMME
Pers : 20
1 x Dy.Director
1 x Asstt.Director
6 x Prog.Organiser
2 x Prog.Producer
1 x Librarian
3 x Prog.Secretary
1 x Cataloguer
1 x Studio Commissionaire
4 x MLSS

ENGINEERING
Pers : 26
1 x Station Engr.
2 x Dy.Regional Engineer
4 x Radio Engineer
4 x Tech.Asstt.
1 x AC/Supervisor
1 x Sr.Mechanic
1 x Storekeeper
1 x Stenotypist
6 x Mechanic
2 x Equipment Cleaner
3 x MLSS

HPT-2 100 K.W.S.W. SAVAR 38

Pers : 3
1 x Resident Engr.
1 x Stenographer
1 x MLSS

ADMN. & ACCOUNTS
Pers : 14
1 x UDA/HA
1 x Acctt-cum-UDA
1 x Cashier-cum-UDA
3 x LDA-cum-Typist
1 x Storekeeper
1 x Daftry
6 x MLSS/Guard

ENGINEERING
Pers : 21
1 x Station Engr.
5 x Radio Engineer
4 x Tech.Asstt.
1 x AC/Supervisor
3 x Sr.Mechanic
4 x Mechanic
1 x Stenotypist
2 x MLSS

HPT-3 NAWAPARA 160 K.W.M.W. 36

Pers : 3
1 x Resident Engr.
1 x Stenographer
1 x MLSS

ADMN. & ACCOUNTS
Pers : 11
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-Cashier
3 x LDA-cum-Typist
1 x Storekeeper
2 x Driver
1 x Daftry
1 x MLSS

ENGINEERING
Pers : 22
1 x Station Engr.
1 x Dy.Regional Engr.
3 x Radio Engineer
4 x Tech.Asstt.
1 x AC/Supervisor
1 x Stenotypist
3 x Sr.Mechanic
4 x Mechanic
2 x Equipment Cleaner
2 x MLSS

REGIONAL STATION DHAKA 186

Pers : 3
1 x Regional Director
1 x Stenographer
1 x MLSS

ADMN. & ACCOUNTS
Pers : 55
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-UDA
1 x Cashier-cum-UDA
8 x UDA
2 x Accounts Asstt/LDA
17 x LDA-cum-Typist
1 x Storekeeper
1 x Transport Supvr.
10 x Driver
1 x Daftry
1 x Dupl.Mach.Optr.
10 x MLSS

PROGRAMME
Pers : 68
4 x Dy.Regional Director
9 x Asstt.Regional Director
20 x Prog.Organiser
8 x Prog.Producer
3 x Stenotypist
7 x Prog.Secretary
1 x Studio Executive
6 x Studio [illegible]
[illegible] x Commissionaire
10 x MLSS

ENGINEERING
Pers : 60
1 x Regional Engr.
3 x Dy.Regional Engr.
10 x Radio Engineer
1 x Security Officer
12 x Tech.Asstt.
10 x Tech.Operator
2 x Sr.Mechanic
11 x Mechanic
1 x AC/Supervisor
1 x Stenotypist
1 x Storekeeper
2 x Equipment Cleaner
5 x MLSS

REGIONAL STATION RAJSHAHI 126

Pers : 3
1 x Director
1 x Stenotypist
1 x MLSS

ADMN. & ACCOUNTS
Pers : 36
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-UDA
1 x Cashier-cum-UDA
5 x UDA
2 x Accounts Asstt/LDA
9 x LDA-cum-Typist
1 x Storekeeper
7 x Driver
1 x Daftry
1 x Dupl.Mach.Optr.
6 x MLSS

PROGRAMME
Pers : 36
2 x Dy.Regional Director
4 x Asstt.Regional Director
10 x Prog.Organiser
3 x Prog.Producer
1 x Stenotypist
7 x Prog.Secretary
1 x Studio Executive
2 x Studio Commissionaire
6 x MLSS

ENGINEERING
Pers : 45
1 x Regional Engr.
2 x Dy.Regional Engr.
5 x Radio Engineer
1 x Asstt.Security Officer
8 x Tech.Asstt.
6 x Tech.Operator
2 x Sr.Mechanic
9 x Mechanic
1 x AC/Supervisor
1 x Stenotypist
1 x Storekeeper
2 x Equipment Cleaner
6 x MLSS

NEWS
Pers : 6
1 x News Editor
1 x Producer
2 x Stenotypist
2 x MLSS

REGIONAL STATION SYLHET 117

Pers : 3
1 x Regional Director
1 x Stenotypist
1 x MLSS

ADMN. & ACCOUNTS
Pers : 37
1 x Admn.Officer
1 x Acctt-cum-UDA
1 x Cashier-cum-UDA
4 x UDA
2 x Accounts Asstt/LDA
9 x LDA-cum-Typist
1 x Storekeeper
7 x Driver
1 x Daftry
1 x Dupl.Mach.Optr.
1 x UDA/HA
4 x MLSS
2 x Mali/Sweeper
2 x Chowkider

PROGRAMME
Pers : 28
2 x Dy.Regional Director
3 x Asstt.Regional Director
9 x Prog.Organiser
3 x Prog.Producer
1 x Stenotypist
3 x Prog.Secretary
1 x Studio Executive
2 x Studio Commissionaire
4 x MLSS

ENGINEERING
Pers : 43
1 x Regional Engr.
2 x Dy.Regional Engr.
5 x Radio Engineer
8 x Tech.Asstt.
6 x Tech.Operator
2 x Sr.Mechanic
9 x Mechanic
1 x AC/Supervisor
1 x Stenotypist
1 x Storekeeper
1 x Daftry
2 x Equipment Cleaner
4 x MLSS

NEWS
Pers : 6
1 x News Editor
1 x Producer
2 x Stenotypist
2 x MLSS

REGIONAL STATION KHULNA 110

Pers : 3
1 x Regional Director
1 x Stenotypist
1 x MLSS

ADMN. & ACCOUNTS
Pers : 29
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-UDA
1 x Cashier-cum-UDA
4 x UDA
1 x Accounts Asstt/LDA
7 x LDA-cum-Typist
1 x Storekeeper
6 x Driver
1 x Daftry
1 x Dupl.Mach.Optr.
4 x MLSS

PROGRAMME
Pers : 32
2 x Dy.Regional Director
4 x Asstt.Regional Director
12 x Prog.Organiser
4 x Prog.Producer
1 x Stenotypist
3 x Prog.Secretary
1 x Studio Executive
1 x Studio Commissionaire
4 x MLSS

ENGINEERING
Pers : 40
1 x Regional Engr.
2 x Dy.Regional Engr.
6 x Radio Engineer
8 x Tech.Asstt.
5 x Tech.Operator
1 x Sr.Mechanic
9 x Mechanic
1 x AC/Supervisor
1 x Stenotypist
1 x Storekeeper
2 x Equipment Cleaner
3 x MLSS

NEWS
Pers : 6
1 x News Editor
1 x Producer
2 x Stenotypist
2 x MLSS

REGIONAL STATION RANGPUR 92

Pers : 3
1 x Regional Director
1 x Stenotypist
1 x MLSS

ADMN. & ACCOUNTS
Pers : 23
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-UDA
1 x Cashier-cum-UDA
3 x UDA
1 x Accounts Asstt/LDA
5 x LDA-cum-Typist
1 x Storekeeper
4 x Driver
1 x Daftry
1 x Dupl.Mach.Optr.
3 x MLSS

PROGRAMME
Pers : 25
2 x Dy.Regional Director
3 x Asstt.Regional Director
9 x Prog.Organiser
3 x Prog.Producer
1 x Stenotypist
2 x Prog.Secretary
1 x Studio Executive
1 x Studio Commissionaire
3 x MLSS

ENGINEERING
Pers : 35
1 x Regional Engr.
2 x Dy.Regional Engr.
4 x Radio Engineer
6 x Tech.Asstt.
5 x Tech.Operator
2 x Sr.Mechanic
7 x Mechanic
1 x AC/Supervisor
1 x Stenotypist
1 x Storekeeper
2 x Equipment Cleaner
3 x MLSS

NEWS
Pers : 6
1 x News Editor
1 x Producer
2 x Stenotypist
2 x MLSS

REGIONAL STATION CHITTAGONG 134

Pers : 3
1 x Regional Director
1 x Stenotypist
1 x MLSS

ADMN. & ACCOUNTS
Pers : 41
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-UDA
1 x Cashier-cum-UDA
7 x UDA
2 x Accounts Asstt.
13 x LDA-cum-Typist
1 x Storekeeper
6 x Driver
1 x Daftry
1 x Dupl.Mach.Optr.
6 x MLSS

PROGRAMME
Pers : 37
2 x Dy.Regional Director
4 x Asstt.Regional Director
10 x Prog.Organiser
4 x Prog.Producer
1 x Stenotypist
7 x Prog.Secretary
1 x Studio Executive
2 x Studio Commissionaire
6 x MLSS

ENGINEERING
Pers : 47
1 x Regional Engr.
2 x Dy.Regional Engr.
7 x Radio Engineer
1 x Asstt.Security Officer
10 x Tech.Asstt.
6 x Tech.Operator
2 x Sr.Mechanic
9 x Mechanic
1 x AC/Supervisor
1 x Stenotypist
1 x Storekeeper
2 x Equipment Cleaner
4 x MLSS

NEWS
Pers : 6
1 x News Editor
1 x Producer
2 x Stenotypist
2 x MLSS

CHIE[illegible]

Pers
1 x
6 x
18 x
4 x
3 x
1 x
1 x
1 x
1 x
4 x
2 x
1 x
2 x
2 x
1 x
13 x
2 x
1 x
1 x
2 x
2 x
14 x
22 x
3 x

[illegible]

Pers
1 x
1 x
3 x
7 x
3 x
12 x
1 x
9 x
1 x
2 x
1 x
3 x
3 x
1 x
2 x
3 x
1 x
2 x
3 x

ENGI[illegible] MA[illegible]

Pers
2 x
8 x
20 x
38 x
10 x
1 x
2 x
37 x
2 x
10 x
3 x
2 x
2 x
8 x
7 x
5 x

AIR MAIN[illegible]

Pers
1 x
2 x
6 x

ST[illegible]

Pers
1 x
1 x
2 x
2 x

ENGINEER : 108
Chief Engineer
Sr.Designer
Designer
Graphic Designer
Scene Painter
Head Carpenter
Tailor Master
Property Purchase Officer
Tailor Asstt.
Warddrobe Asstt.
Property Asstt.
Purchase Asstt.
Burnish Carpenter
Painter
Sr.Carpenter
Carpenter
Painting Asstt.
Costume Ironer
Stenotypist
LDA-cum-Typist
Set Workshop Mech.
Set Assembler
Stage Hand
MLSS

NEWS : 59
Addl.Director
Chief News Editor
News Editor
Producer(News)
Sr.Cameraman (News)
Cameraman(News)
Stell Cameraman
Asstt.to Cameraman
Chief News Librarian
Librarian
News Film Cataloguer
Executive Producer(News)
Stenographer
Stenotypist
Teleprinter Optr.
LDA-cum-Typist
Sound Recordist
Asstt.Sound Recordist
MLSS

NEERING MAGNR 172 : 157
Engineering Manager
Maint.Engineer
TV Engineer
Sub-Asstt.Engr.
Telecine Tel.Operator
Telepromoter Operator
Electrician
Mechanic
Mast Mechanic
Boom Operator
Pump Operator
Lift Operator
Stenographer
OB Helper
Equipment Cleaner
MLSS

CONDITION T.ENGINEER : 9
Air Condition Maint.Engineer
Asstt.Air Cond. Maint.Engineer
Air Cond.Tech.

ORE : 6
Store Officer
Purchase Asstt.
Storekeeper
Store Asstt.

SUMMARY OF MANPOWER

SL. No.	Name of post	Sanctioned	Existing	Revised
	Class-I (Combined)			
1.	Director General	2	2	1
2.	Director(Admn/Finance)/(Admn. & Finance)	3	3	1
3.	Addl. Director(Admn.)/(Finance)/Administrative Manager/Deputy Chief Accountant	3	3	2
	Radio			
4.	Addl. Director General	-	-	1
5.	Dy. Director General (Prog)/(News)/Director(Prog)/(News)/Chief Engineer	3	3	3
6.	Sr.Director(News)/Prog)/Add.Director(News)/(Prog)/Addl.Chief Engineer	3	2	2
7.	Dy.Chief Engineer	3	3	3
8.	Director/Resident Engineer/Maintenance Engineer/Installation Engineer/Research Engineer/Planning Engineer/Addl.Director	16	16	14
9.	Chief News Editor/News Editor(Senior Scale)	7	7	7
10.	Regional Director	6	6	6
11.	Regional Engineer/Dy.Maintenance Engineer/Dy.Research Engineer/Dy.Planning Engineer/Dy.Resident Engineer/Station Engineer	30	28	28
12.	News Editor(Jr.Scale)/Monitoring Officer/Asstt.News Editor/Asstt.Director(Monitoring)/Chief News Listeners	24	20	22
13.	Business Manager	2	2	2
14.	Dy.Director/Dy.Regional Director/Editor,Radio Publications	8	8	18
15.	Dy.Regional Engineer	11	8	18
16.	Dy.Director(Admn)/(Finance)	-	-	2
17.	Asstt.Director/Asstt.Regional Director/Listeners Research Officer/School Broadcast Officer/Reference Officer	53	32	40
18.	Accounts Officer	2	2	2
19.	Radio Engineer	123	68	94
20.	Programme Organiser/Presentation Organiser	71	69	95
21.	Producer(News)/Listening Analysed	21	11	17
	TV			
22.	Addl.Director General	-	-	1
23.	Chief Engineer	1	1	1
24.	Director(Prog)/(News)	1	1	2
25.	General Manager/Addl.Director(Prog)/(News) Chief News Editor/Addl.Director(Commercial)/Addl.Director(Licence)/Sales Manager/Licence Manager	4	3	6
26.	Dy.Chief Engineer/Operation and Maintenance Engineer	1	1	2
27.	Resident Engineer/Dy.Operation and Maintenance Engineer/Engineering Manager/Programme Executive/Programme Manager/News Editor/Chief Studio Designer/Chief Designer/Chief Cameraman/Regional Manager	20	16	21
28.	Dy.Director(Admn)/(Finance)/Administrative Officer/Accounts Officer	12	2	4

FIE[illegible]D OFFICE 2353

TELEVISION 1080

REGIONAL STATION CHITTAGONG 134

Pers : 3
1 x Regional Director
1 x Stenotypist
1 x MLSS

ADMN. & ACCOUNTS
Pers : 41
1 x Admn.Officer
1 x UDA/HA
1 x Acctt-cum-UDA
1 x Cashier-cum-UDA
7 x UDA
2 x Accounts Asstt.
13 x LDA-cum-Typist
1 x Storekeeper
6 x Driver
1 x Daftry
1 x Dupl.Mach.Optr.
6 x MLSS

PROGRAMME
Pers : 37
2 x Dy.Regional Director
4 x Asstt.Regional Direotor
10 x Prog.Organiser
4 x Prog.Producer
1 x Stenotypist
7 x Prog.Secretary
1 x Studio Executive
2 x Studio Commissionaire
6 x MLSS

ENGINEERING
Pers : 47
1 x Regional Engr.
2 x Dy.Regional Engr.
7 x Radio Engineer
1 x Asstt.Security Officer
10 x Tech.Asstt.
6 x Tech.Operator
2 x Sr.Mechanic
9 x Mechanic
1 x AC/Supervisor
1 x Stenotypist
1 x Storekeeper
2 x Equipment Cleaner
4 x MLSS

NEWS
Pers :6
1 x News Editor
1 x Producer
2 x Stenotypist
2 x MLSS

GENERAL MANAGER TV STATION DHAKA 704

Pers : 3
1 x General Manager
1 x Stenographer
1 x MLSS

ENGINEER

: 108
Chief Engineer
Sr.Designer
Designer
Graphic Designer
Scene Painter
Head Carpenter
Tailor Master
Property Purchase Officer
Tailor Asstt.
Warddrobe Asstt.
Property Asstt.
Purchase Asstt.
Burnish Carpenter
Painter
Sr.Carpenter
Carpenter
Painting Asstt.
Costume Ironer
Stenotypist
LDA-cum-Typist
Set Workshop Mech.
Set Assembler
Stage Hand
MLSS

NEWS

: 59
Addl.Director
Chief News Editor
News Editor
Producer(News)
Sr.Cameraman (News)
Cameraman(News)
Stell Cameraman
Asstt.to Cameraman
Chief News Librarian
Librarian
News Film Cataloguer
Executive Producer(News)
Stenographer
Stenotypist
Teleprinter Optr.
LDA-cum-Typist
Sound Recordist
Asstt.Sound Recordist
MLSS

ENGINEERING MANAGER 172

: 157
Engineering Manager
Maint.Engineer
TV Engineer
Sub-Asstt.Engr.
Telecine Tel.Operator
Telepromoter Operator
Electrician
Mechanic
Mast Mechanic
Boom Operator
Pump Operator
Lift Operator
Stenographer
OB Helper
Equipment Cleaner
MLSS

AIR CONDITION MAINT. ENGINEER

:19
Air Condition Maint.Engineer
Asstt.Air Cond. Maint.Engineer
Air Cond.Tech.

STORE

:6
Store Officer
Purchase Asstt.
Storekeeper
Store Asstt.

PROGRAMME MANAGER 160

Pers : 117
3 x Prog.Manager
10 x Executive Producer
25 x Producer
2 x Transmission Controller
1 x Script Librarian
1 x Prog.Supdt.
30 x Production Asstt.
3 x Stenographer
3 x Transmission/VTR Record Keeper
1 x Transmission Asstt.
8 x LDA-cum-Typist
5 x Record Keeper
2 x Transmission/ Typist
8 x Copyist-cum-Typist
2 x Prog.Information Asstt.
3 x Dupl.Mach.Optr.
10 x MLSS

CHIEF MAKE-UP ARTIST
Pers : 15
1 x Chief Make-up Artist
1 x Sr.Make up Artist
10 x Make up Artist
1 x Female Make up Artist
2 x Asstt.Female Make up Artist

MUSIC COMPOSER
Pers : 28
2 x Music Composer
2 x Chief Instrumentalist
3 x Sr.Instrumentalist
20 x Instrumentalist
1 x MLSS

CHIEF CAMERAMAN

Pers : 63
1 x Chief Cameraman
8 x Sr.Cameraman
16 x Cameraman
2 x Sr.Dimer Panel Operator
2 x Still Cameraman
4 x Jr.Dimer Panel Operator
1 x Stenotypist
1 x Dark Room Asstt.
2 x Lighting Asstt.
22 x Asstt.to Cameraman
2 x Camera Equipment Cleaner
2 x MLSS

LABORATORY CONTROLLER

Pers : 9
1 x Laboratory Controller
1 x Asstt.Laboratory Controller
1 x Sr.Laboratory Technician
2 x Lab.Technician
2 x Developer
1 x Painter
1 x MLSS

DEPUTY DIRECTOR (ADMN.) 143

Pers : 3
1 x Dy.Director
1 x Stenotypist
1 x MLSS

ASSTT.DIRECTOR

Pers : 8
1 x Asstt.Director
1 x UDA/HA
3 x UDA
1 x Record Keeper
2 x LDA-cum-Typist

ASSTT.DIRECTOR (TRANSPORT)

Pers : 47
1 x Asstt.Director
3 x Transport Supvr.
1 x Sr.Motor Mech.
1 x UDA
36 x Driver
2 x LDA-cum-Typist
2 x Despatch Rider
1 x MLSS

ASSTT.DIRECTOR (COMMON SERVICE)

Pers : 36
1 x Asstt.Director
1 x Sr.Caretaker
1 x Telephone Supvr.
1 x UDA/HA
5 x Tel.Operator
1 x Caretaker
3 x Receptionist
1 x UDA
2 x LDA-cum-Typist
5 x Mali
15 x Sweeper

PURCHASE OFFICER

Pers : 6
1 x Purchase Officer
2 x Purchase Asstt.
1 x Storekeeper
1 x LDA-cum-Typist
1 x MLSS

SECURITY OFFICER

Pers : 43
1 x Security Officer
8 x Security Insptr.
8 x Studio Guard
25 x Guard
1 x LDA-cum-Typist

DEPUTY DIRECTOR (FINANCE) 27

Pers : 3
1 x Dy.Director
1 x Stenotypist
1 x MLSS

ASSTT.DIRECTOR (FINANCE SALARY)

Pers : 11
1 x Asstt.Director
1 x Accountant/UDA
2 x Asstt.Acctt/LDA
2 x Accounts Asstt/LDA
1 x Record Keeper
2 x Cashier
2 x MLSS

ASSTT.DIRECTOR (CONTINGENCY)

Pers : 6
1 x Asstt.Director
1 x Accountant/UDA
1 x Asstt.Acctt/LDA
2 x Accounts Asstt/LDA
1 x MLSS

ASSTT.DIRECTOR (ARTIST PAYMENT)

Pers : 7
1 x Asstt.Director
1 x Accountant/UDA
2 x Asstt.Acctt/LDA
2 x Accounts Asstt/LDA
1 x MLSS

CHIEF FILM EDITOR

Pers : 19
1 x Chief Film Editor
4 x Sr.Film Editor
3 x Film Editor
2 x Asstt.Film Editor
5 x Projector Optr.
2 x Film Assembler
2 x MLSS

RANGPUR TV STATION

Pers : 41
1 x Engineering Manager
1 x Stenotypist
1 x MLSS
1 x Maint.Engineer
2 x TV Engineer
3 x Sub-Asstt.Engr.
5 x Mechanic
1 x Mast Mechanic
1 x Electrician
1 x Pump Operator
2 x Equipment Cleaner
1 x Store Keeper
1 x Store Asstt.
1 x MLSS
1 x UDA/HA
1 x Security Insptr.
2 x LDA-cum-Typist
1 x Asstt.Acctt/LDA
1 x Licence Insptr.
1 x Cashier/LDA
2 x Driver
8 x Guard/MLSS/Mali
2 x Sweeper

MYMENSINGH TV STATION

Pers : 40
1 x Engineering Manager
1 x Stenotypist
1 x MLSS
1 x Maint.Engineer
2 x TV Engineer
3 x Sub-Asstt.Engr.
5 x Mechanic
1 x Mast Mechanic
1 x Electrician
1 x Pump Operator
2 x Equipment Cleaner
1 x Store Keeper
1 x Store Asstt.
1 x MLSS
1 x UDA/HA
1 x Security Insptr.
2 x LDA-cum-Typist
1 x Asstt.Acctt/LDA
1 x Cashier/LDA
2 x Driver
6 x Guard
2 x MLSS/Mali
2 x Sweeper

NOAKHALI TV STATION

Pers : 38
1 x Maint.Engineer
2 x TV Engineer
1 x Stenotypist
3 x Sub-Asstt.Engr.
5 x Mechanic
1 x Mast Mechanic
1 x Electrician
1 x Pump Operator
1 x Equipment Cleaner
1 x Store Keeper
2 x MLSS
1 x UDA/HA
1 x Security Insptr.
2 x LDA-cum-Typist
1 x Asstt.Acctt/LDA
1 x Licence Insptr.
1 x Cashier/LDA
2 x Driver
8 x Guard/MLSS/Mali
2 x Sweeper

CHITTAGONG TV STATION

Pers : 53
1 x Engineering Manager
1 x Stenotypist
1 x MLSS
1 x Maint.Engr.
3 x TV Engineer
4 x Sub-Asstt.Engr.
6 x Mechanic
1 x Mast Mechanic
1 x Electrician
1 x Pump Operator
2 x Equipment Cleaner
1 x Store Keeper
1 x Store Asstt.
1 x MLSS
1 x AD
1 x UDA/HA
1 x Security Insptr.
2 x LDA-cum-Typist
1 x Asstt.Acctt/LDA
2 x Licence Insptr.
1 x Cashier/LDA
2 x Driver
6 x Guard
2 x MLSS/Mali
2 x Sweeper
1 x Sales Officer
1 x Sales Asstt.
1 x MLSS
1 x Producer(News)
2 x Cameraman(News)
1 x Teleprinter Optr.

One each of the posts will be for Cox's Bazar.

KHULNA TV STATION 145

Pers : 50
1 x Engineering Manager
1 x Stenotypist
1 x MLSS
1 x Maint.Engineer
2 x TV Engineer
3 x Sub-Asstt.Engr.
5 x Mechanic
1 x Mast Mechanic
1 x Electrician
1 x Pump Operator
2 x Equipment Cleaner
1 x Store Keeper
1 x StoreAsstt.
1 x MLSS
1 x AD
1 x UDA/HA
1 x Security Insptr.
2 x LDA-cum-Typist
1 x Asstt.Acctt/LDA
2 x Licence Insptr.
1 x Cashier/LDA
2 x Driver
6 x Guard
2 x MLSS/Mali
2 x Sweeper
1 x Sales Officer
1 x Sales Asstt/UDA
1 x MLSS
1 x Producer(News)
2 x Cameraman(News)
1 x Teleprinter Optr.

SYLHET TV STATION

Pers : 48
1 x Engineering Manager
1 x Stenotypist
1 x MLSS
1 x Maint.Engineer
2 x TV Engineer
3 x Sub-Asstt.Engr.
5 x Mechanic
1 x Mast Mechanic
1 x Electrician
1 x Pump Operator
2 x Equipment Cleaner
1 x Store Keeper
1 x Store Asstt.
1 x MLSS
1 x AD
1 x UDA/HA
1 x Security Insptr.
2 x LDA-cum-Typist
1 x Asstt.Acctt/LDA
2 x Licence Insptr.
1 x Cashier
2 x Driver
6 x Guard
2 x MLSS/Mali
2 x Sweeper
1 x Sales Officer
1 x Sales Asstt/LDA
1 x MLSS
2 x Cameraman(News)

NATORE TV STATION

Pers : 47
1 x Engineering Manager
1 x Stenotypist
1 x MLSS
1 x Maint.Engineer
2 x TV Engineer
3 x Sub-Asstt.Engineer
5 x Mechanic
1 x Mast Mechanic
1 x Electrician
1 x Pump Operator
2 x Equipment Cleaner
1 x Storekeeper
1 x Store Asstt.
1 x MLSS
1 x AD
1 x UDA/HA
1 x Security Insptr.
2 x LDA-cum-Typist
1 x Asstt.Acctt/LDA
1 x Licence Insptr.
1 x Cashier/LDA
2 x Driver
2 x MLSS/Mali
2 x Sweeper
6 x Guard
1 x Sales Officer
1 x Sales Asstt/UDA
1 x MLSS
2 x Cameraman(News)

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

The organisation is authorised:

22 x Cars, 3 x Jeeps, 46 x Microbuses 3 x Buses, 2 x Pick-up, 3 x OB Van, 4 x Van, 3 x Auto-Rickshaw, 5 x Motor Cycles. Distribution of transport is given in Annexure-'E'.

Private use of transports will be as per Government Instructions issued from time to time.

Air-Conditioner/Coolers: The organisation may retain:

4 x air-conditioners/coolers in addition to the centrally air-conditioning plants.

Office equipment: The following office equipments may be retained by the Department:

a. 10 x Plain Paper Copier.
b. 30 x Duplicating Machine.
c. 211 x Typewriters. Ratio of Bengali and English typewriters will be 60 : 40.

SL. NO.	Name of post	Sanctioned	Existing	Revised
29.	Licence Officer/Sales Executive/Programme Purchase and Sales Executive/Laboratory Controller/Executive Producer/ Chief Script Writer/Presentation Editor/Sr.Studio Engineer/Sr. Designer/Sr.Producer(News)/ Executive News Editor/Executive Producer(News)/Programme Engineer/ Maintenance Engineer/Chief Film Editor/Sr.Cameraman(News)/Chief Lighting Director/Air-Con.Maintenance Engineer.	60	35	53
30.	Producer/Programme Producer/ Producer(Presentation)/Script Writer/Presentation Controller/ Studio Designer/Scene Painter/ Designer/Graphic Artist/Graphic Designer/Producer(News)/TV Engineer/ Asstt.Air Condition Maintenance Engineer/Sound Recordist/Cameraman/ Cameraman(News)/Lighting Cameraman/ Lighting Director/Chief Make up Artist/ Sr.Film Editor/Asstt.Programme Purchase and Sales Executive/Asstt. Research Officer/Vedio Tape Controller/ Music Composer/Chief Instrumentalist/ Chief News Librarian/Chereographer/Asstt. Laboratory Controller/Transmission Controller	175	121	151
31.	Asstt.Administrative Officer/Asstt.Director(Admn)/ (Finance)/Asstt.Accounts Officer/ Security Officer/Sales Officer/ Traffic Officer/Shifting Officer/ Asstt.Licence Officer/Store Officer	30	23	34
	Total:-	695	496	653
32.	Class-II	203	130	115
33.	Class-III	1805	1245	1580
34.	Class-IV	799	418	561
	Grand Total:-	3502	2289	2909

Note:

In future there will be no recruitment of Programme Producer.

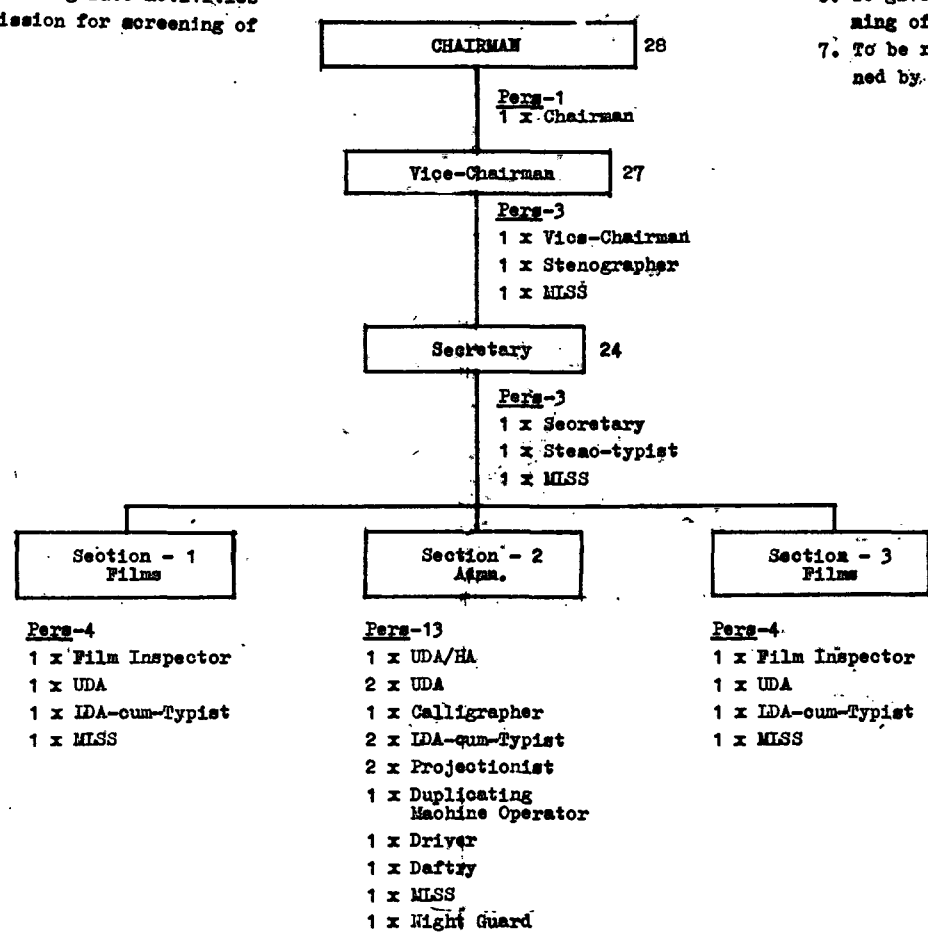
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BANGLADESH FILM CENSOR BOARD
MINISTRY OF INFORMATION

FUNCTIONS:

1. To examine the locally produced films of all categories, all imported films for commercial purposes and non-commercial use.
2. To censor the films imported by the Foreign Missions through diplomatic channel.
3. To act as the registration authority of film clubs and societies and to regulate activities including granting permission for screening of films.
4. To check violations of Acts and Rules regarding Film Censors and Film Club Acts.
5. To perform other works as assigned by the Government from time to time. These include examination and perview of films for foreign films festivals held in Bangladesh.
6. To give secretarial assistance and manage screening of films submitted for National Film Award.
7. To be responsible for screening of films examined by the Appellate Committee.

ORGANISATION



SUMMARY OF MANPOWER

SL NO	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Chairman (Ex-Officio)	1	1	1
2.	Vice-Chairman	1	1	1
3.	Secretary	1	1	1
	Total Class-I:	3	3	3
	Class-II			
4.	Film Inspector	2	1	2
	Class-III	20	18	17
	Class-IV	5	3	6
	Grand Total:	30	25	28

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transports

1. The Board is authorised :
   a. 1 x Car.
2. Private use of Transports will be as per Government instructions issued from time to time.
3. Airconditioner/Coolers: The Board is authorised : 2 x Air-conditioners.
4. Office Equipment : The following Office Equipment may be authorised to the Board
   a. 1 x Duplicating Machine.
   b. 4 x Typewriter.

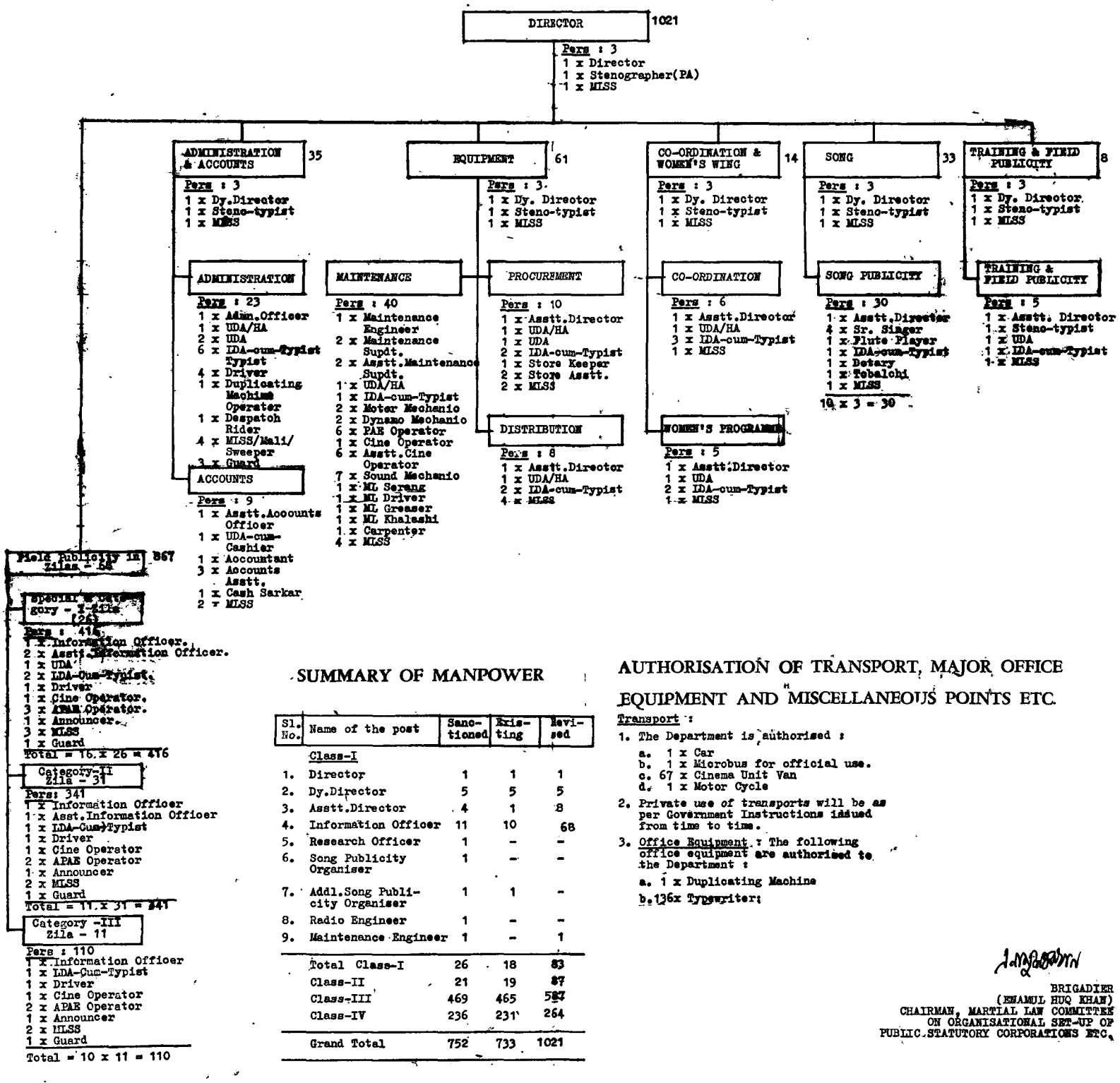
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF MASS COMMUNICATION
MINISTRY OF INFORMATION

FUNCTIONS:

1. To execute publicity and policy of the Govt. to propogate activities of the Govt. in urban and rural areas.
2. To arrange gatherings and meetings on Family Planning, Agricultural Extension work, Literacy drive etc. at the grass roots.
3. To distribute leaflets, posters and other publications regarding Govt. policies etc.
4. To provide Public Address Equipments such as Microphones, Loud Speakers etc. for important meetings of the Govt. including those of CMLA, DCMLA, ZMLA's etc.
5. To arrange field publicity through songs, film shows etc.
6. To arrange mobile publicity such as literacy drive, family planning etc.
7. To supply feed back reaction of the people on Govt. policy to the higher authority.
8. Street announcement of important events of Government.
9. To maintain liaison with other Departments, local press, reporters and correspondings.
10. To report local news to PID/BSS for publication in the news papers.
11. To supervise the exhibition of Govt. news reels in cinema halls and ensure collection of rent.
12. To arrange distribution of Radio/ TV, under Community Listening/Viewing project.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Dy.Director	5	5	5
3.	Asstt.Director	4	1	8
4.	Information Officer	11	10	68
5.	Research Officer	1	-	-
6.	Song Publicity Organiser	1	-	-
7.	Addl.Song Publicity Organiser	1	1	-
8.	Radio Engineer	1	-	-
9.	Maintenance Engineer	1	-	1
	Total Class-I	26	18	83
	Class-II	21	19	87
	Class-III	469	465	587
	Class-IV	236	231	264
	Grand Total	752	733	1021

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The Department is authorised :
   a. 1 x Car
   b. 1 x Microbus for official use.
   c. 67 x Cinema Unit Van
   d. 1 x Motor Cycle
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office Equipment : The following office equipment are authorised to the Department :
   a. 1 x Duplicating Machine
   b. 136x Typewriter;

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.

DEPARTMENT OF FILMS AND PUBLICATIONS
MINISTRY OF INFORMATION

FUNCTIONS:

a. Department of Films and Publications.

(1) Production of news reels.
(2) Production of documentary films.
(3) Production of featurised documents.
(4) Production of films on family planning.
(5) Production of films of other organisations.
(6) Unertaking of film processing and printing work on commercial basis.
(7) Distribution of films for exhibition both at home and abroad.
(8) Compulsory screening of Government films in cinema halls.
(9) Conducting visit of foreign film making teams in the country.
(10) Execution of two development projects under the film Wing of the Department.
(11) Production of regular and ad-hoc publications.
(12) Advising and supervising the production of publications of other Government organisations.
(13) Distribution of publications both at home and abroad.
(14) Sale of journals and priced publications of the Department.
(15) Collection of advertisement for publication in the Departmental journals.
(16) Participation in exhibitions for display of publications.

b. Advertisement Cell:

(1) To distribute advertisements received from all Government Offices and to arrange their timely publication in newspapers after thorough editing on daily basis.
(2) To pass advertisement bills of newspapers after thorough scrutiny.
(3) To evaluate the implementation of advertisement policy and follow up action through preparation of monthly, quarterly, half-yearly and annual statements.
(4) To maintain liaison with newspapers and the Ministry in respect of advertisement policy.

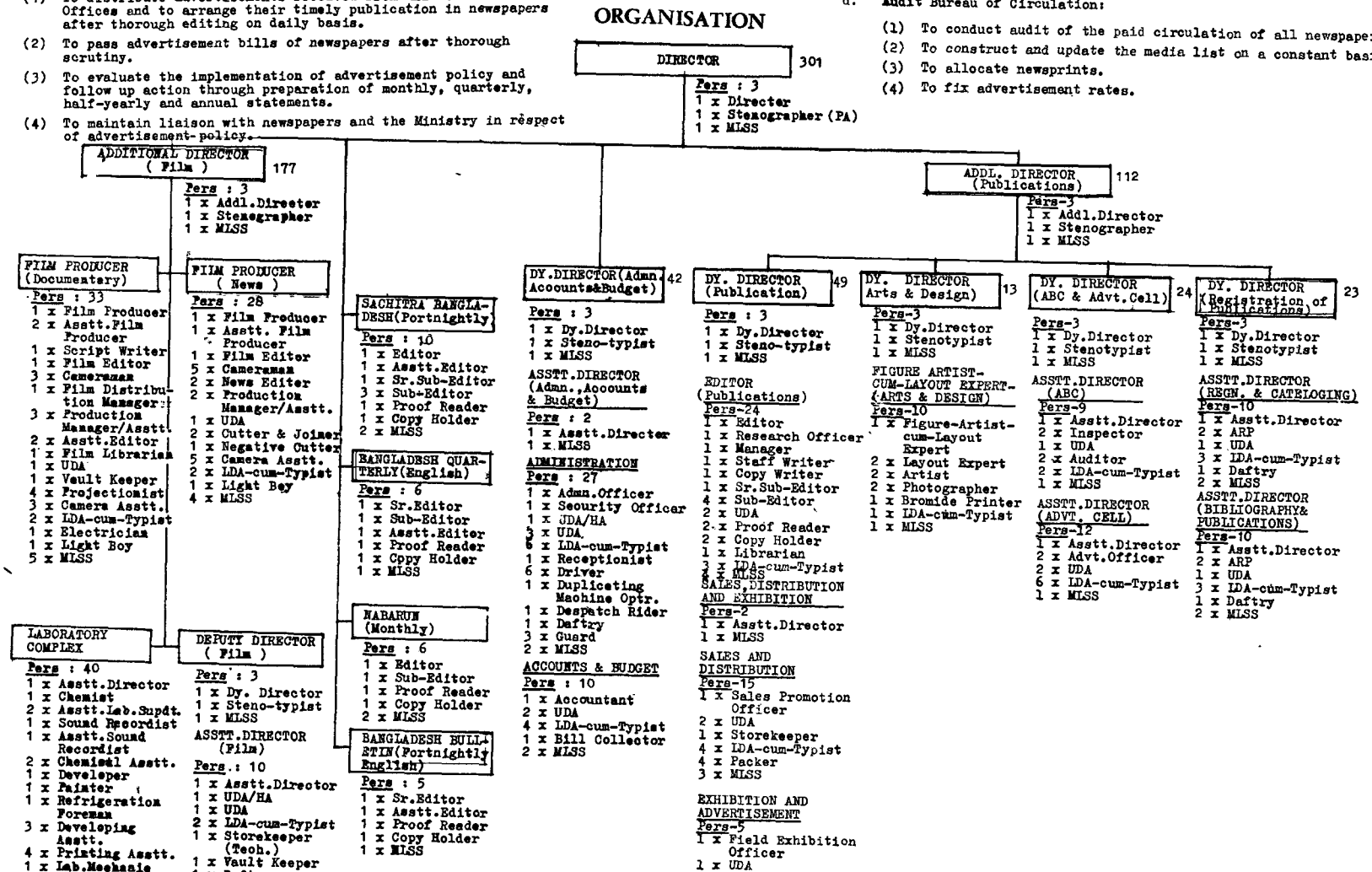
c. Registration of Publications:

(1) To receive, register, examine catalogue and report on books and newspapers under the provisions of the Printing Presses and Publication (Declaration and Registration) Act, 1973.
(2) To watch the trends in books, newspapers and publications printed and published in Bangladesh.
(3) To advise the Government whether any subversion is engineered in any publication to undermine the state ideology and morale.
(4) To issue clearance for newspaper titles to avoid duplication.
(5) To prepare daily, fortnightly, annual and special reports on newspapers and periodicals for the Government.
(6) To compile bibliographical data on books and newspapers published in Bangladesh for Government and various national and international cultural organisations.
(7) To prepare and publish Quarterly Catalogues of Books and Annual Statement of newspapers and periodicals.
(8) To report on regularity or otherwise of newspapers and periodicals.
(9) To distribute books and publications received from printers and publishers among the recipients.
(10) To prosecute delinquent printers of books and newspapers violating the Printing and Publications (Declaration and Registration) Act, 1973 and initiate legal action against the publishers violating the same.
(11) To initiate action against the unauthorised newspapers and periodicals printed or published in Bangladesh without any clearance for titles and authentication of Declaration.
(12) To inspect the printing and publishing concerns throughout Bangladesh for detection of violation of the said Act, so far as books and newspapers are concerned.

d. Audit Bureau of Circulation:

(1) To conduct audit of the paid circulation of all newspapers.
(2) To construct and update the media list on a constant basis.
(3) To allocate newsprints.
(4) To fix advertisement rates.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Actual	Revised
	CLASS-I			
1.	Director	2	2	1
2.	Addl.Director	-	-	2
3.	Dy. Director	4	2	6
4.	Controller	2	2	-
5.	Film Producer	2	2	2
6.	Special Officer	1	1	-
7.	Editor	4	3	5
8.	Asstt.Director	7	4	8
9.	Senior ABTRP/DTRP	1	-	-
10.	Assistant Controller	1	-	-
11.	Advertisement Officer	2	-	2
12.	Asstt.Film Producer	3	2	3
13.	Asstt. Editor	5	4	3
14.	Production Officer	1	-	-
15.	Script Writer	2	1	1
16.	Research Officer	1	-	1
17.	Chemist	2	-	1
	Total	40	23	35
	CLASS-II	34	26	29
	CLASS-III	236	171	172
	CLASS-IV	81	71	65
	GRAND TOTAL	391	291	301

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Department is authorised:
   a. 1 x Car
   b. 5 x Microbus
   c. 1 x Motor Cycle.
2. Private use of transport will be as per Govt.instructions issued from time to time.
3. Air-conditioner/Coolers: The Department holds 18 x Air-conditioners which are located in different rooms where sophisticated equipments are installed. These may be authorised to the Department.
4. Office equipment: The following office equipment is authorised to the Department.
   a. 1 x Photostat machine.
   b. 1 x Duplicating machine.
   c. 7 x Calculators.
   d. 24 x Typewriters. The remaining 13 x Typewriters to be returned to the Central Stationery Office.

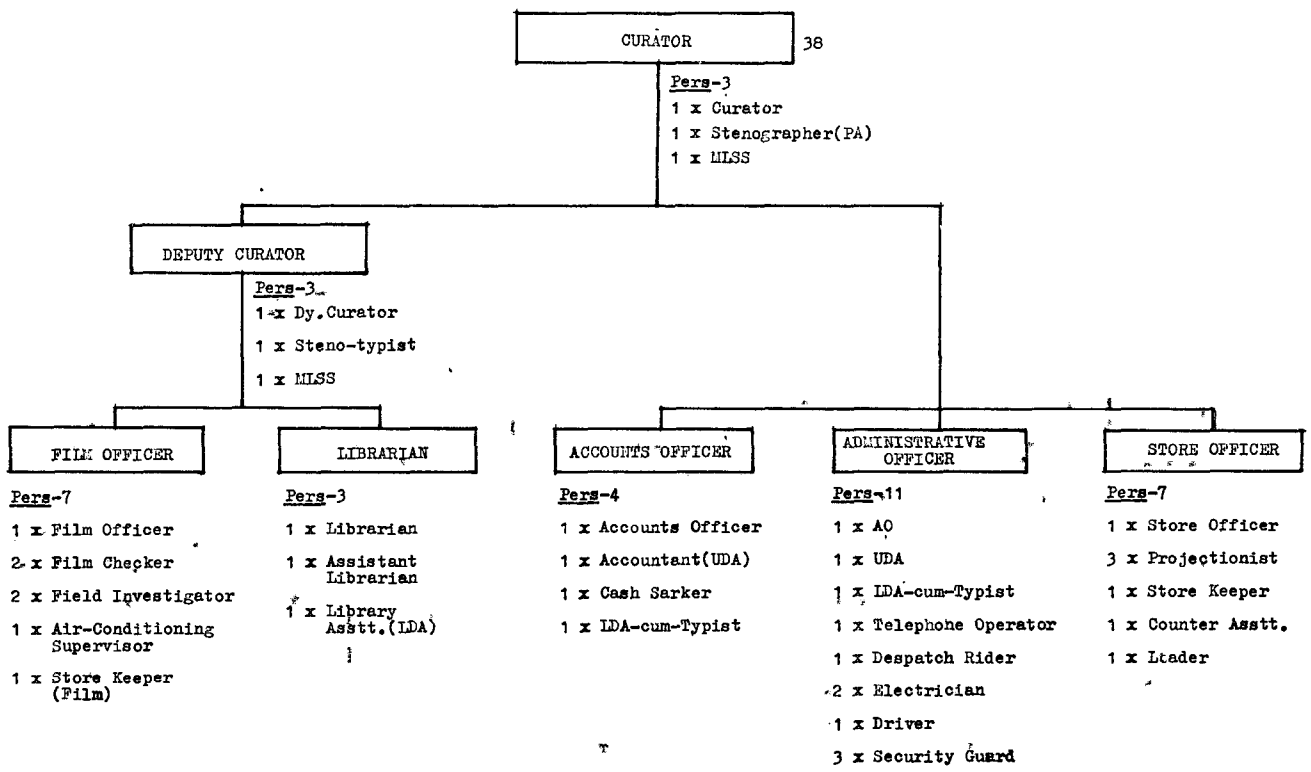
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BANGLADESH FILM ARCHIVE
MINISTRY OF INFORMATION

FUNCTIONS:

1. To maintain the already established temperature controlled 3 film Vaults for preservation of the collected films.
2. To arrange printing and purchase or exchange of selected films.
3. To arrange collection of films from different sources for preservation in the Film Vaults.
4. To arrange periodical checking and cleaning of collected films for longer preservation, reference, education and research.
5. To take necessary steps to collect rare and classic films from member archives of the International Federation of Film Archive (FIAF) or any other sources.
6. To arrange collection of books, periodicals, magazines on film, songbooks, posters, leaflets, still photographs, scripts and allied matters on film for their preservation in the Library.
7. To facilitate reading of materials in the reading rooms, film shows in the Auditorium for Film Art students and for archival purposes as well as for the film societies, film makers, educational and cultural institutions, etc, on regular basis.
8. To take all possible steps for proper maintenance of the Archive and the Film Books Library.
9. To arrange seminars, symposia, workshops, meetings, etc, on film in the auditorium of the Archive.
10. To maintain liaison with different organisations connected with the film industry.
11. To arrange production of different publications such as film magazines, bulletins, catalogues, synopsis, etc.
12. To take all necessary steps for efficient office administration and maintenance of proper accounts of revenue earnings and expenditures.
13. To arrange preparation and submission of periodical reports to the Government and to the International Federation of Film Archive (FIAF).

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Actual	Revised
	Class-I			
1.	Curator	1	1	1
2.	Deputy Curator	-	-	1
	Total	1	1	2
	Class-II	5	3	5
	Class-III	21	17	25
	Class-IV	6	4	6
	Grand Total :	33	25	38

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The Bangladesh Film Archive is authorised:
   a. 1 x Microbus for official use.
2. Private use of transport will be as per Govt.instructions issued from time to time.
3. Air-Conditioner/Coolers : The Department holds 15 x Air-Conditioner which are located in the projection hall, projection room and the Film Vaults. These may be authorised to the Department.
4. Office Equipment : The following office equipment may be authorised to the Department.
   a. 4 x Type-writer.
   b. 4 x Calculator
   c. 1 x Duplicating machine.
5. Miscellaneous Points :
   8 x Contingent paid staff will continue.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE GENERAL OF HEALTH SERVICI
MINISTRY OF HEALTH AND POPULATION CONT

FUNCTIONS:

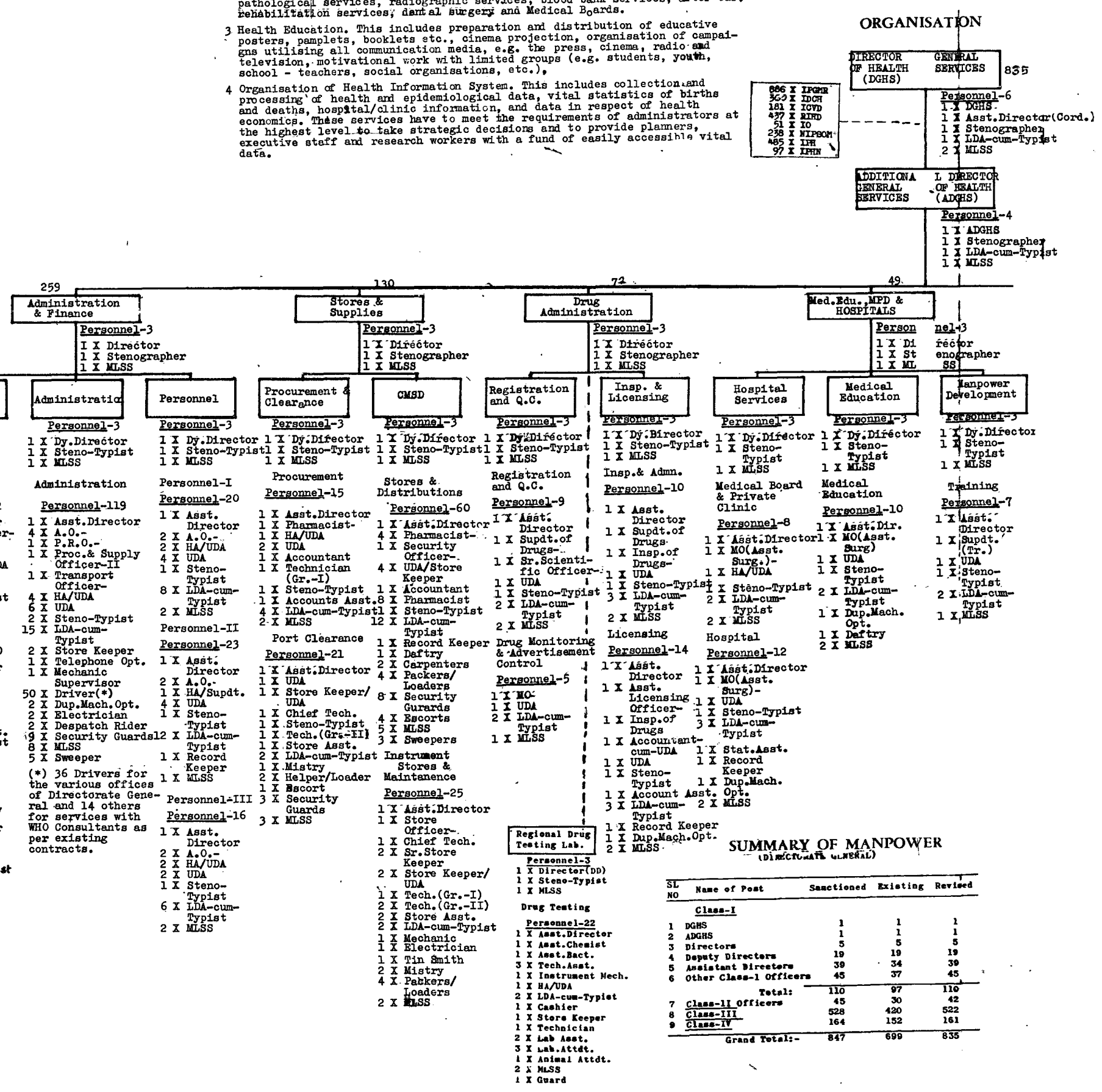
1 Preventive Services: These include control of communicable diseases, expanded programme on immunization and surveillance, nutrition survey and services, primary health care, school health, occupational health, Mycobacterial disease control, diarrhoeal disease control, port health including issue of vaccination certificates, control of chronic and degenerative diseases, disaster relief, dental health care, environmental health and sanitation (in co-operation with Public Health Engineering Department) and management of urban and rural health centres and clinics.

2 Medical care services. These include hospital (national and peripheral level) care services, hospital management, out-patient care services in the hospital, pathological services, radiographic services, blood bank services, after care rehabilitation services, dental surgery and Medical Boards.

3 Health Education. This includes preparation and distribution of educative posters, pamplets, booklets etc., cinema projection, organisation of campaigns utilising all communication media, e.g. the press, cinema, radio and television, motivational work with limited groups (e.g. students, youth, school - teachers, social organisations, etc.),

4 Organisation of Health Information System. This includes collection and processing of health and epidemiological data, vital statistics of births and deaths, hospital/clinic information, and data in respect of health economics. These services have to meet the requirements of administrators at the highest level to take strategic decisions and to provide planners, executive staff and research workers with a fund of easily accessible vital data.

ORGANISATION



SUMMARY OF MANPOWER
(DIRECTORATE GENERAL)

SL NO	Name of Post	Sanctioned	Existing	Revised
	Class-I			
1	DGHS	1	1	1
2	ADGHS	1	1	1
3	Directors	5	5	5
4	Deputy Directors	19	19	19
5	Assistant Directors	39	34	39
6	Other Class-1 Officers	45	37	45
	Total:	110	97	110
7	Class-II Officers	45	30	42
8	Class-III	528	420	522
9	Class-IV	164	152	161
	Grand Total:-	847	699	835

CTORATE GENERAL OF HEALTH SERVICES
RY OF HEALTH AND POPULATION CONTROL

5 Medical & para-medical education. This includes management of postgraduate medical institutes, medical colleges, dental colleges, Para-medical Institutes, Nursing College and schools, Medical Assistants training Schools, Pallichikitshaks Training Centres, and also local and foreign training (fellowship) and in-service training of doctors and other health personnel. This also includes organisation of workshops, seminars and training courses for various categories of health personnel.

6 Procurement, storage and supply of medical and surgical requisite. Including essential drugs for the health services and government hospitals. This also includes port clearance, delivery of the supplies to all peripheral units, and also maintenance and repair of electro-medical equipment and apparatus.

7 Health Laboratory services/Institute of Public Health. This includes production of vaccines, sera, intra-venous fluids, standard clinical reagents and testing of food, water and drugs.

8 Management of Government Pharmaceutical Laboratory for the production (formulation) of essential drugs.

9 Enforcement of Public Health legislations. This includes administration and enforcement of Drugs Act, 1940, Drugs Control Ordinance, 1982, Pure Food Ordinance, health aspects of Municipality and Factory Rules and various other legislations, Drug administration includes regulation of import, export, manufacturer and sale of drugs.

10 Evaluation and monitoring, of health and planning and development.

11 Administrative. This includes recruitment, promotion, transfer and posting of Class-II and Class-III staff and posting and transfer of Class-I Officers (upto NNPS Grade VIII), as well as formulation of budget proposals and control of expenditure and accounts of the health services.

ORGANISATION

886 X IPGMR
369 X IDCH
181 X ICVD
437 X RIHD
51 X IO
238 X NIPSOM
485 X IPH
97 X IPHN

DIRECTOR GENERAL OF HEALTH SERVICES (DGHS) — 835

Personnel-6
1 X DGHS
1 X Asst.Director(Cord.)
1 X Stenographer
1 X LDA-cum-Typist
2 X MLSS

ADDITIONAL DIRECTOR GENERAL OF HEALTH SERVICES (ADGHS)

Personnel-4
1 X ADGHS
1 X Stenographer
1 X LDA-cum-Typist
1 X MLSS

49 | 189 | 126

Med.Edu.,MPD & HOSPITALS

Personnel-3
1 X Director
1 X Stenographer
1 X MLSS

Medical Education

Personnel-3
1 X Dy.Director
1 X Steno-Typist
1 X MLSS

Medical Education

Personnel-10
1 X Asst.Dir.
1 X MO(Asst. Surg)
1 X UDA
1 X Steno-Typist
2 X LDA-cum-Typist
1 X Dup.Mach. Opt.
1 X Daftry
2 X MLSS

Manpower Development

Personnel-3
1 X Dy.Director
1 X Steno-Typist
1 X MLSS

Training

Personnel-7
1 X Asst. Director
1 X Supdt. (Tr.)
1 X UDA
1 X Steno-Typist
2 X LDA-cum-Typist
1 X MLSS

PHC/ITHC & Disease Control

Personnel
1 X Director
1 X Stenographer
1 X MLSS

PHC/ITHC

Personnel-3
1 X Dy.Director
1 X Steno-Typist
1 X MLSS

Legal Affairs

Personnel-8
1 X Asst. Director
1 X Legal Adviser
1 X UDA
1 X Steno-Typist
2 X LDA-cum-Typist
2 X MLSS

PHC/ITHC

Personnel-13
1 X Asst. Director
1 X Proc.& Supply Officer
1 X UDA
2 X Store Keeper/UDA
1 X Steno-Typist
2 X LDA-cum-Typist
1 X Dup.Mach.Opt.
1 X Record Keeper
3 X MLSS

Industrial Hygiene

Personnel-10
1 X Asst.Director
1 X Health Supdt.
1 X Sanitarian
1 X HA/UDA
1 X UDA
1 X Steno-Typist
2 X LDA-cum-Typist
2 X MLSS

School Health

Personnel-9
1 X Asst.Director
1 X HA/UDA
1 X UDA
1 X Steno-Typist
3 X LDA-cum-Typist
2 X MLSS

EPI & Surveillance

Personnel-3
1 X Dy.Director
1 X Steno-Typist
1 X MLSS

EPI

Personnel-20
1 X Asst.Dir.
1 X Cold Chain Engineer
1 X Statt.Officer
1 X UDA
1 X Steno-Typist
2 X LDA-cum-Typist
1 X Sr.Mechanic
2 X Jr.Mechanic
8 X Vacum Cleaner
2 X MLSS

Assessment Team

Personnel-10
2 X M.O.
1 X UDA
2 X LDA-cum-Typist
4 X BCG Tech.
1 X MLSS

Mal. & PDC

Personnel-3
1 X Dy.Director
1 X Steno-Typist
1 X MLSS

MPDC

Personnel-12
1 X Asst.Dir.
1 X Chief Health Supdt.
1 X Health Supdt.
1 X Entomologist
1 X Asst. Entomologist
1 X UDA
1 X Steno-Typist
1 X Draftsman
2 X LDA-cum-Typist
2 X MLSS

Assessment Team

Personnel-12
2 X Epidemiologist/AD
2 X Evaluator
2 X Health Supdt.
2 X Statt.Asst.
2 X LDA-cum-Typist
2 X MLSS

Central Malaria Reference Labs.

Personnel-38
1 X Parasitologist/AD
1 X Sr.Entomologist
1 X Optical Mnt. Officer
1 X Entomologist
1 X Chief Opt. Insp.
2 X Asst.Entomologist
1 X Chief Ento.Tech
1 X HA/UDA
4 X Sr.Tech.
12 X Lab.Tech.
1 X Store Keeper
2 X LDA-cum-Typist
2 X Ento.Tech.
4 X Lab.Attendent
2 X MLSS

MBDC

Personnel-3
1 X Dy.Director
1 X Steno-Typist
1 X MLSS

TBC& Admn.

1 X Asst.Dir.
1 X Statistical Officer
1 X UDA
1 X Steno-Typist
1 X Stat.Asst.
1 X Store Keeper
2 X LDA-cum-Typist
1 X Mechanic
1 X Record Keeper
2 X MLSS

Epidemiological Unit

Personnel-5
1 X MO(Asst. Surg)
1 X Statistician
1 X Home Visitor
1 X MLSS
1 X Aya

Leprosy

Personnel-5
1 X Asst.Dir.
1 X Steno-Typist
2 X LDA-cum-Typist
1 X MLSS

CDC

Personnel-3
1 X Dy.Director
1 X Steno-Typist
1 X MLSS

CDC

Personnel-13
1 X Asst.Dir.
1 X Epidemiologist/AD
1 X Evaluator
1 X Health Supdt.
1 X HA/UDA
1 X Steno-Typist
1 X Sanitary Insp.
2 X LDA-cum-Typist.
1 X Record Keeper
1 X Daftry
2 X MLSS

Control Room

Personnel-4
1 X MO(Asst. Surg)
1 X LDA-cum-Typist
1 X Telephone Opt.
1 X MLSS

Nursing Services

Personnel-3
1 X Director
1 X Steno-Typist
1 X MLSS

NS Services

Personnel-16
1 X Dy.Director
1 X Asst.Dire.
3 X UDA
1 X Steno-Typist
4 X LDA-cum-Typist
1 X Cash Sarker
1 X Dup.Mach.Opt.
4 X MLSS

NS Education

Personnel-16
1 X Dy.Director,
1 X Asst.Dir.
1 X Project Officer
2 X UDA
1 X Steno-Typist
6 X LDA-cum-Typist
1 X Record Keeper
3 X MLSS

Health Information Unit

Personnel-3
1 X Chief of HIU
1 X Steno-Typist
1 X MLSS

Medical

Personnel-13
1 X Dy.Chief (Med.)
1 X Asst.Chief
1 X Statistician
2 X Asst.Statistician
1 X UDA
2 X Stat.Asst.
1 X Steno-Typist
2 X LDA-cum-Typist
2 X MLSS

Statistical

Personnel-30
1 X Dy.Chief (Stat.)
1 X Asst. Chief Statistician
2 X Asst.Stat.
1 X UDA
6 X Stat.Asst.
3 X Machine Room Clerk
1 X Steno-Typist
2 X Draftsman(Sr.& Jr.)
3 X Investigator
4 X LDA-cum-Typist
1 X Dup.Mach.Opt.
1 X Daftry/Record Sorter
2 X MLSS

Bureau of Health Education

Personnel-3
1 X Chief BHE
1 X Steno-Typist
1 X MLSS

Tech.Support

Personnel-24
1 X Dy.Chief BHE
2 X Asst.Chief BHE
1 X Steno-Typist
1 X Translator
1 X Translator-cum-Artist
1 X Exhibit Specialist
2 X Photographer
1 X Artist Designer
1 X Equipment Mech.
1 X Darkroom Asst.
1 X Proof Reader
2 X Compositor
1 X Machineman
1 X Plate Maker
2 X LDA-cum-Typist
1 X Daftry
1 X F.W.C.P.
3 X MLSS

Admn.& Training

Personnel-18
1 X Dy.Chief BHE
2 X Asst.Chief BHE
2 X Research Officer
1 X UDA
1 X Sr.F.W.C.P.
1 X Steno-Typist
4 X LDA-cum-Typist
1 X Store Keeper
1 X Dup.Mach.Opt.
1 X A.V. Helper
3 X MLSS

MMARY OF MANPOWER
(DIRECTORATE GENERAL)

	Sanctioned	Existing	Revised
	1	1	1
	1	1	1
	5	5	5
tors	19	19	19
rectors	39	34	39
Officers	45	37	45
Total:	110	97	110
icers	45	30	42
	528	420	522
	164	152	161
Total:-	847	699	835

SHER-E-BANGLA NAGAR HEALTH OFFICE

Pers: 59
1 x C.S.
7 x M.O.
2 x SAS
2 x L.H.V.
3 x S.S.N.
11 x Pharmacist
2 x Lab.Tech.
2 x UDA
1 x LDA-cum-Typist
2 x Store Keeper
5 x Driver
5 x Midwife
4 x Nursing Attdt.
4 x Aya
7 x MLSS
1 x Sweeper

SECRETARIAT CLINIC (DHAKA)

Pers: 24
1 x C.S.
6 x M.O.
5 x Pharmacist
2 x Lab.Tech.
2 x LDA-cum-Typist
1 x Store Keeper
1 x Driver
5 x MLSS
1 x Sweeper

LEPROSY HOSPITAL (DHAKA)

Pers: 39
1 x M.O.
2 x Pharmacist
2 x Lab.Tech.
10 x Nursing Attdt.
4 x Aya
6 x Coom/Mosalchi
8 x MLSS
6 x Sweeper

NATIONAL TB CONTROL PROJECT (SHAMOLY)

Pers: 58
1 x Officer-in-Charge
4 x M.O.
2 x Pharmacist
6 x BCG Tech.
2 x Lab.Tech.
1 x L.M.V.
2 x Radiographer
1 x Dark Room Asstt.
2 x Lab.Attdt.
4 x Nursing Attdt.
1 x A.O.
2 x HA
1 x Steno-Typist
5 x LDA-cum-Typist
1 x Accountant
1 x Store Keeper
5 x Driver
3 x Daftry
3 x Aya
8 x MLSS
3 x Sweeper

TB CONTROL & TRAINING INSTT. (DHAKA)

Pers: 62
1 x Supdt.
1 x Sr.Physician
1 x Bacteriologist
1 x Epidemiologist
4 x M.O.
1 x Nursing Tutor
1 x PM Nurse
2 x Radiographer
3 x Lab.Technician
1 x TB Control Asstt.
2 x Dark Room Asstt.
9 x Home Visitor
1 x Pharmacist
1 x Media Maker
1 x Statistician
1 x HA
6 x LDA-cum-Typist
2 x Driver
1 x Electrical Tech.
1 x Daftry
2 x Lab.Attendent
2 x Aya
14 x MLSS
3 x Sweeper

MENTAL HOSPITAL (PABNA)

Pers: 290
1 x Director
1 x Med.Supdt.
2 x Sr.Consultant
1 x RMO
1 x Clinical Psych.
9 x C.A.
1 x Metron
2 x Psych.Social Worker
1 x Asstt.Psych. Instructor
1 x Bio-Chemist
3 x Sr.Word Sister
2 x Male Supervisor
10 x S.S.N.
70 x Nursing Attdt.
1 x Steward
3 x Pharmacist
2 x Word Master
1 x Occupation Therapist
6 x Asstt.Therapist
2 x Lab.Tech.
1 x EEG Tech.
1 x Stenographer
1 x HA
1 x Accountant
1 x Cashier
1 x Store Keeper
3 x LDA-cum-Typist
2 x Driver
1 x Laundry Sup.
1 x Cinema Optr.
1 x Mechanic-cum-Dresser
2 x Sarder
1 x Radiographer
3 x Telephone Opt.
1 x Weaving Tech.
1 x Carpenter
1 x Cane Expert
1 x Tailor
1 x Calender Master
20 x Cook/Mosalchi
100 x MLSS/Ward Boy
25 x Sweeper

MSD(RAJ.& CTG.)

Pers: 76
1 x Manager
1 x Office Supdt.
1 x Store Supdt.
3 x UDA
6 x LDA-cum-Typist
1 x Driver
1 x Cutler
1 x Trimmer
1 x Carpenter
20 x MLSS/Packer
1 x Sweeper
38 x 2 = 76

NHL & DOCUMENTATION CENTRE

Pers: 34
1 x Chief Librarian
2 x Asstt.Librarian
1 x A.V.Officer
1 x Cataloger
1 x Accountant
2 x Catalog Asstt.
2 x A.V.Tech.
1 x M.P.Tech.
2 x Lib.Asstt.
2 x Tech.Asstt.
1 x Artist
1 x UDA
3 x LDA-cum-Typist
1 x Store Keeper
1 x Dup.Mach.Optr.
4 x Book Sorter
1 x Daftry
6 x MLSS
1 x Sweeper

MATS

Pers: 560
1 x Principal
1 x Sr.Lecturer
4 x Jr.Lecturer
1 x Admn.Officer
6 x Tutor
2 x Technician
1 x Artist
1 x Instrument C.T.
1 x Librarian
1 x Steno-Typist
1 x Accountant
1 x Cashier
1 x UDA
4 x LDA-cum-Typist
1 x Store Keeper
2 x Driver
2 x Lab.Attdt.
1 x Taxidormist
1 x Fitter Mistry
1 x A.V. Optr.
1 x Daftry
2 x Dome
7 x Cook/Mosalchi
24 x MLSS
2 x Sweeper
70 x 8 = 560

TB HOSPITAL (RAJ./KHULNA/CTG.)

Pers: 315
1 x Med.Supdt.
2 x RMO
3 x MO
1 x Pathologist
1 x Radiologist
1 x Jr.Metron
6 x Sister
14 x SSN
3 x Pharmacist
1 x Radiographer
1 x Lab.Tech.
17 x Nursing Attdt.
1 x HA
1 x Accountant
1 x Cashier
1 x Store Keeper
2 x LDA-cum-Typist
1 x Ward Master
1 x Steward
1 x Driver
5 x Cook/Mosalchi
25 x MLSS
15 x Sweeper
105 x 3 = 315

TB HOSPITAL (SYLHET)

Pers: 41
2 x MO
4 x SSN
1 x Pharmacist
6 x Nursing Attdt.
1 x Radiographer
1 x Lab.Tech.
1 x HA/Accountant
2 x LDA-cum-Typist
1 x Ward Master
3 x Cook Mosalchi
10 x MLSS/Wardboy/Aya
8 x Sweeper

PARA-MEDICAL INSTITUTE

Pers: 108
1 x Principal
4 x Associate Professor
4 x Asstt.Profr.
1 x Lecturer
2 x Lab.Instructor
1 x Librarian
1 x A.O.
1 x HA
1 x Accountant
1 x Cashier
3 x LDA-cum-Typist
1 x Artist
1 x Projectionist
6 x Lab.Asstt.
6 x Lab.Attdt.
6 x Driver
7 x MLSS
3 x Sweeper
54 x 2 = 108

AIR PORT HEALTH (DHAKA)

Pers: 78
1 x Airport Health Officer
3 x Asstt.Airport Health Officer
1 x MO
2 x SAS
1 x SSN
3 x Nursing Asstt.
1 x Malaria Insp.
2 x Pharmacist
4 x Fumigator
2 x Anti.Mal.Sup.
9 x Anti.Mal.Cooly
2 x Insect Collector
1 x HA
1 x UDA
1 x Accountant
1 x Steno-Typist
1 x Store Keeper
2 x LDA-cum-Typist
4 x Driver
3 x Quarantine Asstt.
14 x Sanitary Insp.
1 x Aya
16 x MLSS
2 x Sweeper

PORT HEALTH(CTG) (SEA & AIR)

Pers: 32
1 x Port Health Officer
2 x Asstt.Port Health Officer
2 x MO
1 x SAS
1 x SI
3 x Pharmacist
1 x Nursing Attdt.
1 x HA
1 x UDA
3 x LDA-cum-Typist
3 x Driver
1 x Fireman
10 x MLSS
2 x Sweeper

DY.DIRECTOR'S OFFICE

Pers: 200
1 x Dy.Director Health (Di
1 x Asst.Dir(A
1 x Asst.Dir.(
1 x Divisional Health Edu on Officer
1 x Asstt.Dire (NS)
1 x Supdt.of D
1 x Health Sup
1 x Entonologi
1 x Admn.Offic
1 x Stenograph
2 x Steno-Typi
2 x HA
3 x UDA
1 x Accountant
1 x Cashier
6 x LDA-cum-Ty
1 x Draftsman
3 x Stat.Asst.
2 x Lab.Tech.
2 x Ento.Tech.
1 x Lab.Attdt.
4 x Driver
1 x Projection
10 x MLSS
1 x Sweeper
50 x 4 = 200

PORT HEALTH (KHULNA)

Pers: 45
1 x Port Health Officer
1 x Asstt.Port Health Offic
1 x MO
2 x SAS
2 x Pharmacist
1 x L.H.W.
1 x Midwife
1 x SI
7 x Anti.Mal.Coo
2 x Jamader
1 x HA
1 x Store Keeper
1 x LDA-cum-Typi
1 x Inland Maste
2 x Motor Launch Driver
1 x Ambulance Dr
1 x Aya
16 x MLSS/Secy.Gu
2 x Sweeper

CENTRAL SKIN & SOCIAL HYGIENE CENTRE(CTG.)

Pers: 34
2 x MO
1 x Bacteriologi
1 x SSN
2 x Nursing Attd
2 x L.H.V.
2 x Pharmacist
2 x Lab.Tech.
1 x Radiographer
5 x Lab.Attdt.
1 x Steno-Typist
1 x HA
1 x Cashier
1 x Store Keeper
3 x LDA-cum-Typi
1 x Driver
2 x Aya
5 x MLSS
1 x Sweeper

SUMMARY OF MANPOWER

(MEDICAL COLLEGES)

Sl No	Name of Post	DMC (DHAKA)	7XMC	Total
1	Principal	1	7	8
2	Vice-Principal	1	7	8
3	Professor	28	102	130
4	Asso.Prof.	24	135	159
5	Asstt.Prof.	24	98	122
6.	Curator	2	14	16
7	Lecturer	45	208	233
8	Pathologist	3	14	17
9	Bio-Chemical(Class-I)	2	7	9
10	Pharmacist(Grad.)	1	7	8
11	Secretary	1	7	8
12	Stenographer	1	7	8
13	Steno-Typist	1	7	8
14	Health Educator	1	7	8
15	Head Assistant	1	7	8
16	UDA	3	14	17
17	Pharmacist	1	7	8
18	Accountant	1	7	8
19	LDA-cum-Typist	16	77	93
20	Driver	4	14	18
21	Cashier	1	7	8
22	Store Keeper	3	21	24
23	Librarian	1	7	8
24	Chief Tech.	1	7	8
25	Artist	2	14	16
26	Carpenter	1	7	8
27	Imam	1	7	8
28	Lab.Technician	2	14	16
29	Lab.Assistant	10	63	73
30	Media Maker	1	7	8
31	Moazzen	1	7	8
32	Epidiascop.Opt.	1	7	8
33	Texidormist	2	14	16
34	Daftry	2	14	16
35	MLSS	135	700	833
36	Animal C.T.	2	7	9
37	Sweeper	15	70	85
	Total :	342	1726	2068

(MEDICAL COLLEGE HOS.)

Sl No	Name of post	DMCH (DHAKA)	7XMC HOSP	Total
1	Director	1	7	8
2	Dy.Director	1	7	8
3	Personnel Officer	1	-	1
4	Admn.Officer	1	7	8
5	Accounts Officer	1	7	8
6	Sr.Store Officer	1	7	8
7	Pharmacist(Grad.)	1	7	8
8	Sr.Consultant	-	1	1
9	Jr.Consultant	2	3	5
10	RP/RS	8	48	56
11	Register	31	70	101
12	Asstt.Register	36	91	127
13	Sr.Cl.Pathologist	2	7	9
14	Clinical Patho.	11	32	43
15	Bio-Chemist (Class-I)	1	7	8
16	Radiologist	2	7	9
17	Radiotherapist	2	7	9
18	Assesthesiologist	11	46	57
19	Dental Surgeon	2	14	16
20	E.M.O.	13	70	85
21	M.O.	30	175	205
22	Matron	1	7	8
23	Statistician	1	7	8
24	Dietician	1	7	8
25	Jr.Matron	2	11	13
26	Sister	30	155	185
27	Sr.Staff Nurse	154	786	940
28	Steward/Ward Master	8	31	39
29	Nursing Attdt.	60	140	200
30	House Keeper	2	14	16
31	Social Welfare Officer	1	7	8
32	Stenographer	1	7	8
33	Head Asstt.	3	7	10
34	UDA	4	14	18
35	Steno-Typist	1	7	8
36	Accountant	1	7	8
37	Cashier	1	8	9
38	LDA-cum-Typist	40	126	166
39	Medical Record Keeper	3	28	33
40	Driver	12	56	68
41	Store/Linen Kpr.	6	21	27
42	Telephone Operatr	6	28	34
43	Radiographer	22	63	83
44	Radiography Tech.	6	28	34
45	Chief Technician	1	7	8
46	Lab.Technician	18	42	60
47	Dental Tech.	2	14	16
48	Path/BT Tech.	5	14	19
49	Physiotherapy Tech	5	21	26
50	Cardiographer	3	7	10
51	Pharmacist	24	120	144
52	Photographer	1	7	8
53	Instrument Tech.	2	7	9
54	Instrument C.T.	1	7	8
55	Sterilizer-cum-Mech.	4	14	18
56	Supervisor Laundry Plant	1	-	1
57	Imam	-	2	2
58	Moazzin	1	7	8
59	Cash Sarker	1	7	8
60	Carpenter	3	7	10
61	Tailor	3	13	18
62	Electrician/ Mechanic/Liftman	10	50	50
63	Calenderer	2	7	9
64	Daftry	2	7	9
65	Kitchen Supvr.	1	7	8
66	Sardar	18	79	97
67	Jamadar	10	58	68
68	MLSS	580	1560	2140
69	Security Guard	40	120	160
70	Cook/Mosalchi	40	190	230
71	Sweeper	205	917	1122
	Total :	1511	5478	6989

N.B. The staffing pattern of medical College Hospitals include also that of their outlying units, such as the erstwhile Sadar Hospitals.

DENTAL COLLEGE DHAKA

Pers: 143
1 x Principal
5 x Professor
6 x Asso.Prof.
9 x Asst.Prof.
1 x Asstt.Registr.
1 x Sr.Lecturer
14 x Lecturer
12 x Dental Surgeon
1 x Anaesthesiologist
1 x Secretary
1 x HA
1 x Stenographer
1 x Librarian
1 x UDA
1 x Accountant
1 x Steward
1 x Cashier
12 x Technician
4 x S.S.N.
3 x Radiographer
1 x Store Keeper
1 x Instrument C.T.
3 x Pharmacist
3 x Driver
1 x Ward Master
10 x LDA-cum-Typist
1 x Sarder
4 x Cook/Mosalchi
35 x MLSS
7 x Sweeper

COLLEGE OF NURSING (DHAKA)

Pers: 67
1 x Principal
10 x Lecturer
4 x Instructor
1 x HA
1 x UDA
1 x Accountant
1 x Cashier
1 x Home Visitor
1 x Stenographer
1 x Store Keeper
2 x Driver
1 x House Keeper
3 x LDA-cum-Typist
1 x Asstt.Librarian
1 x Artist
2 x Lab.Asstt.
1 x Daftry
6 x Cook/Mosalchi
25 x MLSS
3 x Sweeper

8 x N.T.C. with M.C.Hosp.

Pers: 288
1 x Principal
6 x Sister Tutor
1 x House Sister
1 x House Keeper
1 x HA/Accountant
1 x Cashier
2 x LDA-cum-Typist
1 x Driver
1 x Daftry
5 x Cook/Mosalchi
13 x MLSS
3 x Sweeper
36 x 8 = 288

SUMMARY OF MANPOWER

MEDICAL COLLEGE, M.C.HOSP., DENTAL/NURSING COLLEGE, N.T.C. WITH M.C.HOSP. & NHL/DC

Sl No	Name of Post	Sanctioned	Existing	Revised
1	Principal(MC&DC)	9	9	9
2	Director (MCH)	8	8	8
3	Professor	135	130	135
4	Vice-Principal	4	2	8
5	Dy.Director	8	8	8
6	Associate Prof.	175	168	165
7	Assistant Professor	130	114	131
8	Other Class-I Officers	1113	1075	1116
	Total:	1582	1514	1580
9	Class-II	71	50	62
10	Class-III	3326	2945	2760
11	Class-IV	4763	4702	5187
	Grand Total :	9742	9211	9589

4 X DIVISIONS 72854

NG MEDICAL COLLEGE & HOSPITAL

26 X DISTRICT (IV)

Pers: 1040
1 x Civil Surgeon
1 x Dy.Civil Surgeon
1 x Sr.M.O.
1 x M.O.
1 x Statistician
1 x Supdt.of Drug
1 x Dist.Health Supdt.
1 x D.E.
1 x A.O.
1 x DSI
1 x EPI Sup.
1 x CLT1 x
1 x Lab.Tech.
1 x Ento.Tech.
1 x P.H.Nurse
1 x Cold Chain Tech.
1 x Prog.Org.
1 x HA
1 x Steno-Typist
1 x Stat.Asstt.
1 x Accountant
1 x Cashier
1 x Store Keeper
4 x LDA-cum-Typist
2 x Driver
1 x Projectionist
1 x DupMach.Opt.
1 x Lab.Attdt.
1 x Security Guard
4 x MLSS
1 x Mali
1 x Sweeper
40 x 26 = 1040

SCHOOL HEALTH CLINIC

Pers: 56
1 x MO
1 x Pharmacist
1 x MLSS
3 x 22 = 66

31X DISTRICT (II)

Pers: 868
1 x Civil Surgeon
1 x M.O.
1 x Statician
1 x Dist.Health Supdt.
1 x DSI
1 x EPI Sup.
1 x CLT
1 x Lab.Tech.
1 x P.H.Nurse
1 x Cold Chain Tech.
1 x HA
1 x Steno-Typist
1 x Stat.Asstt.
1 x Accountant
1 x Cashier
1 x Store Keeper
3 x LDA-cum-Typist
1 x Driver
1 x Dup.Mach.Optr.
1 x Lab.Attdt.
1 x Security Guard
3 x MLSS
1 x Mali
1 x Sweeper
28 x 31 = 868

IDH

Pers: 64
1 x MO
1 x SSN
4 x Nursing Attdt.
1 x Pharmacist
2 x Cook/Mosalchi
4 x MLSS/Wardboy/Aya
3 x Sweeper
16 x 4 = 64

11X DISTRICT(III)

Pers: 275
1 x Civil Surgeon
1 x M.O.
1 x Statistician
1 x Dist.Health Supdt.
1 x DSI
1 x EPI Sup.
1 x CLT
1 x Lab.Tech.
1 x P.H.Nurse
1 x Cold Chain Tech.
1 x HA
1 x Steno-Typist
1 x Accountant
1 x Cashier
1 x Store Keeper
2 x LDA-cum-Typist
1 x Driver
1 x Dup.Mach.Optr.
1 x Lab.Attendent
1 x Security Guard
2 x MLSS
1 x Mali
1 x Sweeper
25 x 11 = 275

TB SEGREGATION HOSPITAL

Pers: 96
1 x MO
1 x Pharmacist
3 x Nursing Attdt.
2 x Cook/Mosalchi
3 x Ward Boy
2 x Sweeper
12 x 8 = 96

50 BEDED SADAR HOSPITAL

Pers: 2322
2 x Sr.Consultant
1 x Jr.Consultant
1 x RMO
2 x MO
1 x Pathologist
1 x Radiologist
1 x Dental Surgeon
2 x Sister
8 x S.S.N.
5 x Nursing Attdt.
2 x Health Educator
3 x Pharmacist
1 x Radiographer
1 x Lab.Technician
1 x Dental Tech.
1 x HA/Accountant
1 x LDA-cum-Typist
1 x Store Keeper
2 x Driver
3 x Cook/Mosalchi
10 x MLSS
4 x Sweeper
54 x 43 = 2322

LEPROST HOSPITAL

Pers: 38
1 x MO
1 x Pharmacist
5 x Nursing Attdt.
1 x Lab.Tech.
1 x LDA-cum-Typist
2 x Cook/Mosalchi
2 x Aya
4 x MLSS
2 x Sweeper
19 x 2 = 38

100 BEDED GENERAL HOSPITAL

Pers: 1470
2 x Sr.Consultant
2 x Jr.Consultant
1 x RMO
1 x Anaesthetist
1 x Pathologist
1 x Radiologist
1 x Dental Surgeon
2 x MO
1 x Jr.Metron
4 x Sister
24 x SSN
6 x Nursing Attdt.
4 x Pharmacist
1 x Radiographer
1 x Lab.Technician
1 x Dental Tech.
1 x HA/Accountant
1 x Cashier
2 x LDA-cum-Typist
1 x Store Keeper
1 x Ward Master
2 x Driver
2 x Strecher Bearer
6 x Cook/Mosalchi
20 x MLSS/Wardboy/Aya
16 x Sweeper
105 x 14 = 1470

TB CLINIC

Pers: 714
1 x Jr.Consultant
1 x MO
1 x Lab.Tech.
1 x Radiographer
1 x Pharmacist
1 x Nursing Attdt.
2 x Home Visitor
1 x Driver
1 x LDA-cum-Typist
1 x Aya
4 x MLSS
2 x Sweeper
17 x 42 = 714

NTC(18)

Pers: 198
2 x Sister Tutor
1 x LDA-cum-Typist
1 x House Keeper
1 x Daftry
2 x Cook/Mosalchi
3 x MLSS
1 x Sweeper
11 x 18 = 198

150 BEDED GENERAL HOSPITAL

Pers: 250
2 x Sr.Consultant
3 x Jr.Consultant
1 x RMO
1 x Anaesthetist
1 x Pathologist
1 x Radiologist
1 x Dental Surgeon
3 x MO
1 x Jr.Metron
5 x Sister
28 x SSN
7 x Nursing Attdt.
4 x Pharmacist
1 x Radiographer
1 x Lab.Technician
1 x Dental Tech.
1 x HA/Accountant
1 x Cashier
2 x LDA-cum-Typist
1 x Store Keeper
1 x Ward Master
2 x Driver
2 x Strecher Bearer
9 x Cook/Mosalchi
25 x MLSS/Aya/Ward Boy
20 x Sweeper
125 x 2 = 250

IDH, DHAKA

Pers: 95
1 x Sr.Consultant
6 x MO
1 x Pathologist
1 x Jr.Metron
18 x SSN
1 x Pharmacist
2 x Lab.Tech.
1 x Ward Master
1 x Steward
1 x LDA-cum-Typist
3 x Driver
12 x Aya
6 x Cook/Mosalchi
26 x MLSS
15 x Sweeper

NTC(12)

Pers: 180
1 x Sister Tutor I/C.
2 x Sister Tutor
1 x Accountant
1 x LDA-cum-Typist
1 x House Keeper
1 x Driver(If vehicle present)
1 x Daftry
2 x Cook/Mosalchi
4 x MLSS
1 x Sweeper
15 x 12 = 180

URBAN DISPENSARIES

Pers: 248
2 x MO
1 x Pharmacist
1 x Aya
2 x MLSS
1 x Sweeper
7 x 35 = 245

SHAHEED SUHRAWARDY HOSPITAL(DHAKA)

Pers: 254
1 x Project Director
6 x Associate Physician/Surgeon
1 x Dental Surgeon
1 x Radiologist
1 x Physiotherapist
1 x Clinical Pathologist
1 x R.S.(Casuality)
17 x MO
1 x Asstt.Dental Surgeon
1 x Asstt.Registrar
2 x Anaesthestiologist
1 x AO
1 x Estate Officer
1 x Medical Technologist
2 x Office Supdt.
1 x Stenographer
1 x HA
6 x UDA
1 x Cashier
1 x Sr.Store Keeper
2 x Store Keeper
1 x Care Taker
12x LDA-cum-Typist
1 x SI
1 x Receptionist
9 x Driver
7 x Pharmacist
2 x Sr.Technician
14 x Technician
2 x Radiographer
2 x Lab.Tech.
3 x L.H.V.
4 x Dresser
3 x Sister
26 x SSN
1 x Sterilazir Mechanic
3 x Midwife
16 x Nursing Attdt.
1 x Dup.Mach.Opt.
1 x Daftry
4 x Lab.Attdt.
3 x Dark Room Attdt.
1 x Paker
49 x MLSS
13 x Security Guard
3 x Cook/Mosalchi
1 x Mali
21 x Sweeper

.. The total existing staff of the Shaheed Suhrawardy Hospital is retained under the ongoing scheme of 700 beded General Hospital. The full requirement of staff will be worked out on completion of the scheme by the Administrative Ministry.

53069

10 BEDED RHC/ RURAL HOSPITAL

Pers: 240
2 x MO
2 x SSN
1 x Pharmacist
1 x Lab.Tech.
4 x Nursing Attdt.
2 x Ward Boy
2 x Cook/Mosalchi
4 x MLSS
2 x Sweeper
20 x 12 = 240

HEALTH & FAMILY WELFARE CENTRE

Pers: 5100
1 x MO
1 x MA
1 x Pharmacist
1 x MLSS
4 x 1275 = 5100

UPAZILA HEALTH COMPLEX

Pers: 15880
1 x Surgical Specialist
1 x Gynae.Splst.
1 x Medical Splst.
1 x Dental Surgeon
1 x RMO
2 x MO
2 x MA
2 x Pharmacist
5 x SSN
2 x Lab.Tech.
1 x EPI Tech.
1 x Driver(If Vehicle present)
1 x Radiographer
1 x Dental Tech.
2 x LDA-cum-Typist
1 x Jr.Mechanic
3 x Ward Boy
2 x Aya
1 x Mali
2 x Security Guard
2 x Cook/Mosalchi
5 x Sweeper
40 x 397 = 15880

UPAZILA HFPO

Pers: 2779
1 x UHFPO
1 x HA/Accountant
1 x Statistician
1 x LDA-cum-Typist
1 x Cashier
1 x Store Keeper
1 x MLSS
7 x 397 = 2779

ENFORCEMENT OF PH ACT.

Pers: 920
1 x SI
1 x MLSS
2 x 460 = 920

SADAR UPAZILA HFPO

Pers: 630
1 x UHFPO
1 x MO
1 x HA/Accountant
1 x LDA-cum-Typist
1 x Cashier
1 x Lab.Tech.
1 x EPI Tech.
1 x Store Keeper
1 x Statistician
1 x MLSS
10 x 63 = 630

DOMICILIARY SERVICE

Pers: 27520
1400 x HI(I for 3 AHI)
4200 x AHI(I for 5 FWW)
21000 x FWW(I for 4000 Rural Population)
920 x MLSS

SUMMARY OF MANPOWER

SUMMARY OF MANPOWER (4 X DIVISION)

Sl No	Name of post	Sanctioned	Existing	Revised
	CLASS-I			
1	Deputy Directo	26	13	15
2	Asst.Director	91	87	38
3	Civil Surgeon	22	22	70
4	Sr.Consultants	87	34	121
5	Jr.Consultants	79	35	119
6	Other Class-I Officer	4017	3975	5505
	Total:	4322	4166	5868
7.	Class-II Offier	171	124	185
8	Class-III	34829	27839	43092
9	Class-IV	11231	10016	14120
	Grand Total:	50553	42145	63265

GRAND SUMMARY OF MANPOWER OF DGHS

	Sanctioned	Existing	Revised
Class-I	6016	5777	7556
Class-II	287	210	290
Class-III	38723	31220	46359
Class-IV	16290	14963	19584
Grand Total	61316	52170	73789

GRAND SUMMARY OF MANPOWER OF DGHS & POST-GRADUATE INSTITUTES

	Sanctioned	Existing	Revised
Class-I	6424	6070	7970
Class-II	354	249	359
Class-III	39749	32098	47380
Class-IV	17546	16117	20815
Grand Total:	64073	54534	76524

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1 The Directorate General is authorised:
a. 417 x Transports of different types the distribution of which has been shown in Annexure-'D'.

2 Private use of transports will be as per Government Instructions issued from time to time.

3 Air-Conditioner/Coolers: The Department may hold 2 x air-conditioner/coolers, 1 for the DGHS and 1 for the ADGHS in addition to the ones fitted in vital installations.

4 Office equipment: The following office equipments may be retained by the Department:
a. 12 x Plain Paper Copiers.
b. 86 x Duplicating Machines.
c. 1411 x Typewriters.

5 In the DMCH there will be a Department of Neuro-Surgery with necessary equipment & supporting staff from out of the revised set up like one each of Professor, Associate Professor, Asst.Prof., Registrar, M.O., Neuro-Surgery Tech., Associate Prof. of Spl.Radiology, Asstt.Prof. of Special Radiology and two each of Asstt.Registrar and Spl.Radiographer.

6 The Director General of Health Services may adjust posts excluding those of Class-I Officers between the different subordinate units without exceeding the total number of posts of the same category for the whole organization.

7 Unic. Sub-Centre(Rural Dispensary) will be the Health & Family Welfare Centres. Medical Officer-in-charge will supervise the work of Health & Family Planning Work.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

INSTITUTE OF POST GRADUATE MEDICINE AND RESEARCH
MINISTRY OF HEALTH AND POPULATION CONTROL

FUNCTIONS:

1. Help in effective implementation of Health programme in Bangladesh.
2. Production of Postgraduate Medical Manpower through teaching inside the country.
3. Production of specialists in different subjects for the purpose of treatment of patients as well as teaching in Medical Colleges.
4. Provision of specialised patients care referred to the Institute.
5. Carrying out research related to medical education.

ORGANISATION

RECTOR 886
Pers-4
1 x Rector
1 x Stenographer(PA)
1 x LDA-cum-Typist
1 x MLSS

Vice-Rector 212
Pers-3
1 x Vice-Rector
1 x Stenographer
1 x MLSS

Superintendent 670
Pers-3
1 x Superintendent
1 x Stenographer
1 x MLSS

Academic & Research 209

Anatomy
Pers-14
1 x Professor
1 x Assoc.Prof.
1 x Curator
1 x Asstt.Prof.
1 x Sr.Tech.
1 x Artist-cum-Modeller
2 x Lab.Tech.
1 x Toxidermist
5 x Sweeper/Dome

Pharmacology
Pers-10
1 x Professor
1 x Assoc.Prof.
1 x Asstt.Prof.
1 x Sr.Tech.
2 x Lab.Tech.
2 x Lab.Attendant
1 x Aya
2 x Bottle Washer
1 x Darwan
2 x Sweeper

Microbiology
Pers-16
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x AHO
1 x Chief Tech.
2 x Sr.Tech.
3 x Lab.Tech.
1 x Lab.Attendant
1 x Bottle Washer
1 x Aya
2 x Sweeper

Pathology
Pers-15
1 x Professor
2 x Assoc.Prof.
2 x Asstt.Prof.
2 x Sr.Tech.
2 x Lab.Tech.
2 x Lab.Attendent
2 x Aya
1 x Darwan
1 x Sweeper

Epidemiology
Pers-6
1 x Professor
2 x Asstt.Prof.
1 x Stenographer
1 x MLSS
1 x Sweeper

Nephrology
Pers-6
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x LDA-cum-Typist
1 x MLSS

Cardiology
Pers-5
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Psychiatry
Pers-5
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Physiology
Pers-10
1 x Professor
1 x Assoc.Prof.
1 x Asstt.Prof.
1 x Sr.Tech.
2 x Lab.Tech.
1 x LDA-cum-Typist
1 x MLSS
2 x Sweeper

Bio-Chemistry
Pers-15
1 x Professor
1 x Assoc.Prof.
1 x Chief Tech.
2 x Sr.Tech.
2 x Lab.Tech.
2 x Lab.Attendant
1 x Aya
2 x Bottle Washer
1 x Darwan
2 x Sweeper

Virology
Pers-7
1 x Professor
1 x Assoc.Prof.
1 x Sr.Tech.
2 x Lab.Tech.
1 x Lab.Attendent
1 x Sweeper

Haematology
Pers-11
1 x Professor
1 x Assoc.Prof.
1 x Asstt.Prof.
1 x A.R
1 x Chief Tech.
2 x Sr.Tech.
2 x Lab.Tech.
1 x Lab.Attendent
1 x Sweeper

Medicine
Pers-9
2 x Professor
2 x Assoc.Prof.
4 x Asstt.Prof.
1 x MLSS

Paediatrics
Pers-7
2 x Professor
2 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Gastroenterology
Pers-5
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Neurology
Pers-5
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Physical Medicine
Pers-2
1 x Professor
1 x Asstt.Prof.

Surgery
Pers-9
2 x Professor
2 x Assoc.Prof.
4 x Asstt.Prof.
1 x MLSS

Gynae & Obs.
Pers-6
2 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Ear Nose Throat
Pers-5
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Dentistry
Pers-5
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Blood Transfusion
Pers-3
1 x Professor
1 x Asstt.Prof.
1 x MLSS

O.P.D
Pers-2
2 x Res.Physician

Dermatology
Pers-3
1 x Professor
1 x Asstt.Prof.
1 x MLSS

Clinical Pathology
Pers-2
1 x Assoc.Prof.
1 x MLSS

O.P.D
Pers-3
3 x Res.Surgeon

Neuro-Surgery
Pers-5
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Ophthamology
Pers-3
1 x Professor
1 x Asstt.Prof.
1 x MLSS

Urology
Pers-5
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Anaesthesiology
Pers-5
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Radiology
Pers-5
1 x Professor
1 x Assoc.Prof.
2 x Asstt.Prof.
1 x MLSS

Administration 231
Pers-112
1 x Admn.Officer
2 x Asstt.Admn.Officer
2 x HA/UDA
5 x UDA
2 x Steno-typist
1 x Chief Photographer
1 x Medical Photogra
11 x Driver -pher.
6 x Telephone Optr.
4 x Receptionist
3 x Ward Master
8 x LDA-cum-Typist
1 x Artist
1 x Sanitary Insptr.
2 x Daftry
1 x Dup.Mach.Optr.
1 x Sarder
10 x MLSS
2 x Mali
16 x Darwan
16 x Guard
16 x Sweeper

KITCHEN
Pers-36
1 x Dietetian
1 x Steward
1 x Asstt.Steward
2 x Dist Asstt.
1 x MLSS
4 x Table Boy
10 x Cook
10 x Mosalchi
3 x Darwan
3 x Sweeper

ACCOUNTS
Pers-14
1 x Accounts Officer
2 x Accountant
2 x Cashier
2 x LDA-cum-Typist
2 x Rent Collector
2 x Cash Sarker
2 x MLSS
1 x Sweeper

LIBRARY
Pers-15
1 x Librarian
4 x Asstt.Librarian (Gazetted)
5 x Library Attendant
1 x MLSS
2 x Darwan
2 x Sweeper

SLPP
Pers-13
1 x SLPP
1 x Medical Officer
6 x Pharmacist
3 x Despensary Boy
1 x Darwan
1 x Sweeper

MATRON
Pers-16
1 x Matron
1 x Asstt.Matron
12 x Sr.Staff Nurse
2 x MLSS

STORE
Pers-25
1 x Store Officer
1 x Workshop Supvr.
2 x Electric Tech.
3 x Store Keeper
1 x Epidiascope Oper.
2 x Instrument Car.
2 x Instrument Leadger Clerk
1 x Linen Keeper
2 x Tailor
4 x MLSS
2 x Dhobi
4 x Sweeper

Clinical 436

Medical
Pers-28
4 x AR
2 x Res.Asstt.
3 x RMO
1 x Sister
6 x Sr.Staff Nurse
6 x Ward Boy
6 x Sweeper

Nephrology
Pers-21
2 x AR
1 x Res.Asstt.
1 x Sister
6 x Sr.Staff Nurse
3 x Ward Boy
2 x Machine Operator
2 x Aya
4 x Sweeper

Psychiatry
Pers-14
2 x AR
1 x Psycho Social Worker
1 x Sister
3 x Sr.Staff Nurse
3 x Ward Boy
4 x Aya/Sweeper

O.P.D
Pers-27
9 x Medical Officer
3 x Sr.Staff Nurse
3 x Ticket Clerk
6 x Ward Boy
3 x Aya
3 x Sweeper

Cabin 1st floor
Pers-17
1 x Sister
6 x Sr.Staff Nurse
6 x Aya/Ward Boy
4 x Sweeper

Cabin 2nd floor
Pers-17
1 x Sister
6 x Sr.Staff Nurse
6 x Aya/Ward Boy
4 x Sweeper

Paediatrics
Pers-22
4 x Asstt.Regt.
1 x Res.Asstt.
1 x Sister
6 x Sr.Staff Nurse
4 x Ward Boy
6 x Sweeper

Gastroenterology
Pers-12
2 x AR
1 x Sister
3 x Sr.Staff Nurse
2 x Ward Boy
2 x Aya
2 x Sweeper

Cardiology
Pers-13
2 x AR
1 x Sister
4 x Sr.Staff Nurse
4 x Aya/Ward Boy
2 x Sweeper

Emergency
Pers-20
9 x Medical Officer
3 x Sr.Staff Nurse
4 x Ward Boy
4 x Sweeper

Dermatology
Pers-8
1 x AR
1 x Medical Officer
1 x Mycology Tech.
2 x Sr.Staff Nurse
2 x Aya/Ward Boy
1 x Sweeper

Surgery
Pers-22
4 x AR
1 x Res.Asstt.
1 x Sister
6 x Sr.Staff Nurse
4 x Ward Boy
2 x Aya
4 x Sweeper

Gynaae & Obs.
Pers-22
2 x AR
1 x Res.Asstt.
1 x Sister
8 x Sr.Staff Nurse
4 x Ward Boy
2 x Aya
4 x Sweeper

Ophthalmology
Pers-13
1 x AR
3 x Sr.Staff Nurse
3 x Ward Boy
3 x Aya
3 x Sweeper

Blood Transfusion
Pers-15
2 x Medical Officer
2 x Autoclave Sterilizer Optr.
2 x Sr.Tech.
2 x Jr.Tech.
3 x Driver
4 x Sweeper

Dentistry
Pers-6
2 x ADS
1 x Techinician
1 x Ward Boy
1 x Aya
1 x Sweeper

O.P.D
Pers-21
9 x Medical Offi.
3 x Ticket Clerk
2 x Sr.Staff Nurse
5 x Aya/Ward Boy
2 x Sweeper

Neuro-Surgery
Pers-13
1 x AR
1 x Sister
3 x Sr.Staff Nurse
1 x Tech.
3 x Ward Boy
2 x Aya
2 x Sweeper

Ear Nose Throat
Pers-18
2 x AR
1 x Res.Asstt.
1 x Sister
4 x Sr.Staff Nurse
6 x Aya/Ward Boy
4 x Sweeper

Urology
Pers-11
2 x AR
3 x Sr.Staff Nurse
2 x Ward Boy
2 x Aya
2 x Sweeper

Anaesthesiology
Pers-10
6 x Anaesthetist
1 x Technician
1 x Ward Boy
1 x Aya
1 x Sweeper

Radiology
Pers-19
1 x Special Radiograper
8 x Radiographer
1 x LDA-cum-R.Keeper
2 x Dark Room Asstt.
4 x Aya/Ward Boy
3 x Sweeper

Physical Medicine
Pers-8
1 x Medical Officer
1 x Occupl.Therapist
1 x Phy.Therapist
1 x Asstt.Phy. Therapist
1 x Sr.Tech.
2 x Aya/Ward Boy
1 x Sweeper

Hospital Record
Pers-6
1 x Bio-Statt.
1 x Statt.Officer
1 x Record Officer
1 x Statistical Assistant
1 x LDA-cum-Typist
1 x MLSS

Neurology
Pers-12
2 x AR
1 x Sister
3 x Sr.Staff Nurse
2 x Ward Boy
2 x Aya
2 x Sweeper

Clinical Pathology
Pers-22
6 x Clinical Pathologist
2 x Sr.Tech.
8 x Lab.Tech.
2 x Lab.Attendent
2 x Aya
2 x Sweeper

Operation Theatres
Pers-19
1 x OT Supervisor
7 x Sr.Staff Nurse
1 x OT Tech.
2 x Dresser
4 x Maid
1 x Barber
3 x Sweeper

SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Rector/Director	1	1	1
2.	Vice-Rector/Jt.Director	1	1	1
3.	Superintendent	1	1	1
4.	Professor	34	30	32
5.	Associate Professor	27	15	30
6.	Asstt.Professor	52	35	53
7.	Other Officer(Medical)	89	74	89
8.	Other Officer(Non-Medical)	3	2	3
	Total Class - I	208	159	210
9.	Class-II	16	9	17
10.	Class-III	310	240	281
11.	Class-IV	395	358	378
	Grand Total	929	766	886

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Institute is authorised:
   a. 3 x Car.
   b. 2 x Microbus.
   c. 1 x Jeep.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Air-Conditioner/Coolers: The Institute is authorised 4 x air-conditioner/coolers, 10 for operation theatres 2 for Dialysis unit, 3 for Pathology Department, 8 for Bio-Chemistry, 8 for Microbiology, 3 for Animal House, 4 for Store, 1 for Rector, 1 for Vice Rector, 1 for Superintendent.
4. Office equipment: The following office equipment may be authorised to the Department:-
   a. 1 x Plain Paper Copier.
   b. 1 x Duplicating Machine.
   c. 20 x Typewriter.

Note: One of the two posts of Associate Professors under the block 'Surgery' will be for Orthopaedic Surgery and the other for Paediatric Surgery.

BRIGADIER
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CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

ABBREVIATIONS

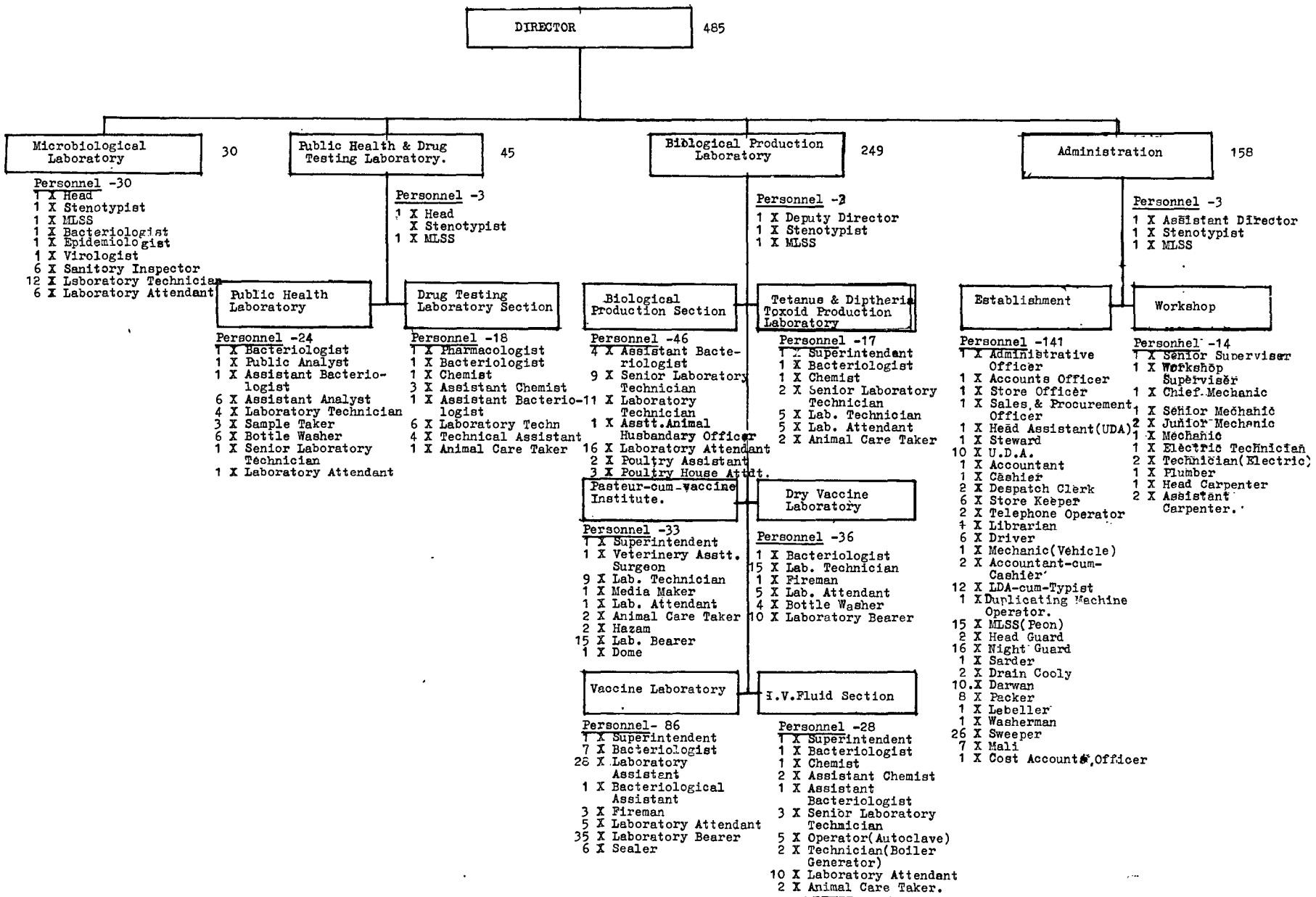
ADS	:	Assistant Dental Surgeon.
AR	:	Assistant Registrar.
Gynae & obs	:	Gynaecology and obstretrics.
OPD	:	Out Patients Department.
OT	:	Operation Theatre.
RMO	:	Residential Medical Officer.
SLPP	:	Senior Lecturer in Practical Chemistry.

INSTITUTE OF PUBLIC HEALTH
MINISTRY OF HEALTH AND POPULATION CONTROL

FUNCTIONS:

1. Manufacture of various I.V. Fluids such as Cholera Fluid, 5% Glucose Saline, 5% Destrose in Aqua, Normal Saline, Baby Saline, Peritonial Dialysis, Haemodialysis, ACD Blood Pack, etc. The above products are being supplied to Government hospitals and dispensaries through the Central Medical Store Depot.
2. Manufacture of various Vaccines such as Anti-Rabic Vaccine, Cholera Vaccines, TAB and Cholera Vaccine etc. The above products are being supplied to Municipalities, Corporations, private bodies, etc., directly on demand and on payment.
3. Manufacture of Tetanus Toxoid and Diptheria Toxoid. The first batch of preparation of Tetanus toxoid has been certified to be of International Standard by WHO. Mass production of the same is being started soon to meet the country's demand.
4. Manufacture and supply of diagnostic reagents to Thana Health Complexes and hospitals.
5. Conduct of microbiological diagnosis and investigation of complicated diseases.
6. Carrying out quality control test of drugs both foreign and country made involving bacteriological and chemical analysis.
7. Carrying out analytical test of food and food products and water received from different sources such as Municipalities, Corporations and various industries from all over Bangladesh for both bacteriological and chemical analysis.
8. The Institute also have wide future programme for producing distilled water, Dextran 40 + 70 B.P., Anti-Venom Serum, Anti-Tetanus Serum etc.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Deputy Director	1	1	1
3.	Head	2	2	2
4.	Assistant Director	1	1	1
5.	Superintendent	4	1	4
6.	Virologist	1	-	1
7.	Epidemiologist	1	-	1
8.	Bacteriologist	13	9	13
9.	Pharmacologist	1	-	1
10.	Chemist	3	2	3
11.	Public Analyst	1	-	1
12.	Senior Superviser, Workshop	1	-	1
13.	Asstt. Bacteriologist	1	1	1
	Total Class-I :	31	18	31
	Class-II	20	14	22
	Class-III	188	150	191
	Class-IV	242	223	241
	Grand Total :-	481	405	485

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Department is authorised :
   a. 1 X Car
   b. 1 X Jeep
   c. 4 X Station Wagon/Pick-up/Microbus
2. Private use of transports will be as per Government instructions issued from time to time.
3. Air-Conditioner/Coolers:
   a. 1 X air-cooler.
4. Office equipment: The following office equipment may be authorised to the Department.
   a. 1 X Duplicating Machine.
   b. 8 X Typewriters.
5. Miscellaneous Points : Of the 485 posts, 32 posts are in the Development Budget to be regularised as per existing rules.

BRIGADIER
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CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

INSTITUTE OF DISEASES OF THE CHEST AND HOSPITAL
MINISTRY OF HEALTH AND POPULATION CONTROL

FUNCTIONS:

1. To provide specialised medical and surgical services to patients of tubercular and non-tubercular chest diseases.
2. To conduct regular post-graduate courses on tuberculosis and chest diseases on a whole time basis.
3. To teach post-graduate students referred from BPG&R on a part time basis.
4. To teach undergraduate medical students referred from Dhaka Medical College and Sir Sallimullah Medical College, Dhaka, etc.
5. To teach post-graduate students of Nursing College, Dhaka.
6. To teach students of Nursing College and Red-Cross Holy Family Hospital, Dhaka.
7. To teach students referred from Para-Medical Institute, Dhaka.
8. To carry out researches in the field of tuberculosis and non-tubercular chest diseases.

ORGANISATION

DIRECTOR — 360

Pers : 3
1 x Director
1 x Stenographer(PA)
1 x MLSS

HOSPITAL WING — 338

Pers : 13
1 x Medical Supdt.
6 x Resident Medical Officer
2 x House Surgeon
1 x Anaesthetist
3 x MLSS

HOSPITAL — 206

Pers : 2
1 x Secretary
1 x MLSS

ADMINISTRATION
Pers : 19
1 x UDA/HA
2 x UDA
5 x LDA-cum-Typist /Store Keeper
1 x Tailor
3 x Driver
4 x Tele-operator
1 x Photographer
2 x MLSS

ACCOUNTS CELL
Pers : 5
1 x Accountant
1 x Asstt.Accountant/ UDA
1 x Cashier
1 x Cash Sarkar
1 x MLSS

HOSPITAL SERVICE
Pers : 158
2 x Wardmaster
1 x Boiler Mechanic
1 x Occupational Therapist
1 x Boiler Attendant
1 x Plumber Mistry
1 x Carpenter-cum-Painter
2 x Sardar
8 x Guard
8 x Mali
48 x Ward Servant
54 x Sweeper
1 x Menial
25 x Aya
2 x Asstt.Carpenter
1 x Dom
2 x Barber

KITCHEN SERVICES
Pers : 22
1 x Steward
1 x Diet Asstt.
1 x Head Cook
9 x Cook
6 x Masalchi
4 x Kitchen Servant

RADIOLOGY — 119

Pers : 5
1 x Radiologist
1 x Radiographer
1 x Accounts Asstt.
1 x X-Ray Technician
1 x Dark Room Asstt.

PATHOLOGY AND MICROBIOLOGY
Pers : 13
1 x Pathologist
1 x Accounts Asstt.
7 x Lab. Tech.
4 x Lab. Servant

MATRON SERVICES SENIOR/JUNIOR
Pers : 85
1 x Matron (Sr.)
1 x Matron (Jr.)
6 x Sr.Ward Sister
77 x Sr.Staff Nurse

NURSES HOSTEL
Pers : 6
2 x Cook
2 x Kitchen Servant
2 x Masalchi

BLOOD BANK SERVICES
Pers : 4
1 x Blood Transfusion Officer
1 x Medical Officer
1 x Accounts Asstt.
1 x MLSS

MEDICINE STORES
Pers : 6
4 x Pharmacist
2 x Dispensary-cum-bottle washer

ACADEMIC INSTITUTE WING — 19

Pers : 5
1 x Associate Professor & Chest Physician
1 x Associate Professor & Associate Physician
1 x Associate Professor of Medicine
1 x Registrar
1 x LDA-cum-Typist

DEPARTMENT OF SURGERY
Pers : 3
1 x Associate Professor of Surgery
1 x Asstt.Professor of Surgery
1 x LDA-cum-Typist

DEPARTMENT OF PATHOLOGY AND MICROBIOLOGY.
Pers : 2
1 x Associate Professor of Pathology
1 x LDA-cum-Typist

DEPARTMENT OF ANAESTHASIOLOGY.
Pers : 2
1 x Associate Professor of Anaesthasiology
1 x LDA-cum-Typist

LIBRARY
Pers : 2
1 x Librarian
1 x Daftry

POST GRADUATE STUDENTS HOSTEL
Pers : 5
1 x House Keeper
1 x Cook
2 x Bearer
1 x Sweeper

SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
	Class-I			
.	Director	1	1	1
2.	Associate Professor & Chest Physician	1	1	1
3.	Associate Physician & Associate Professor (Chest Diseases)	1	1	1
4.	Associate Professor of Pathology&Microbiology	1	1	1
5.	Associate Professor of Surgery	1	1	1
6.	Associate Professor of Anaesthesiology	1	1	1
7.	Associate Professor of Medicine	1	1	1
8.	Medical Superintendent	1	1	1
9.	Asstt.Professor of Surgery Logist	1	1	1
10.	Radiologist	1	1	1
11.	Pathologist	1	1	1
12.	Anaesthetist	1	1	1
13.	Medical Officer Blood Transfusion Service	1	1	1
14.	Medical Officer	1	1	1
15.	Registrar (Medicine)	1	1	1
16.	Registrar (Surgical)	1	1	1
17.	Resident Medical Officer	6	6	6
18.	House Surgeon	2	2	2
19.	Matron	1	1	1
	Total =	25	25	25
	Class-II	2	2	2
	Class-III	106	103	133
	Class-IV	211	207	200
	Grand Total =	344	337	360

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport

1. The Directorate is authorised :
   a. 1 x Car
   b. 2 x Microbus
2. Private use of transport will be as per Govt.instructions issued from time to time.
3. Air-Conditioner/Coolers : The institute holds 5 x Air-Conditioner which are located at O.T.Blood Bank, X-Ray Department and in the Room of the Director. These may be authorised to the institute.
4. Office Equipment : The following office equipment is authorised to the institute.
   a. 1 x Duplicating Machine
   b. 6 x Typewriter.

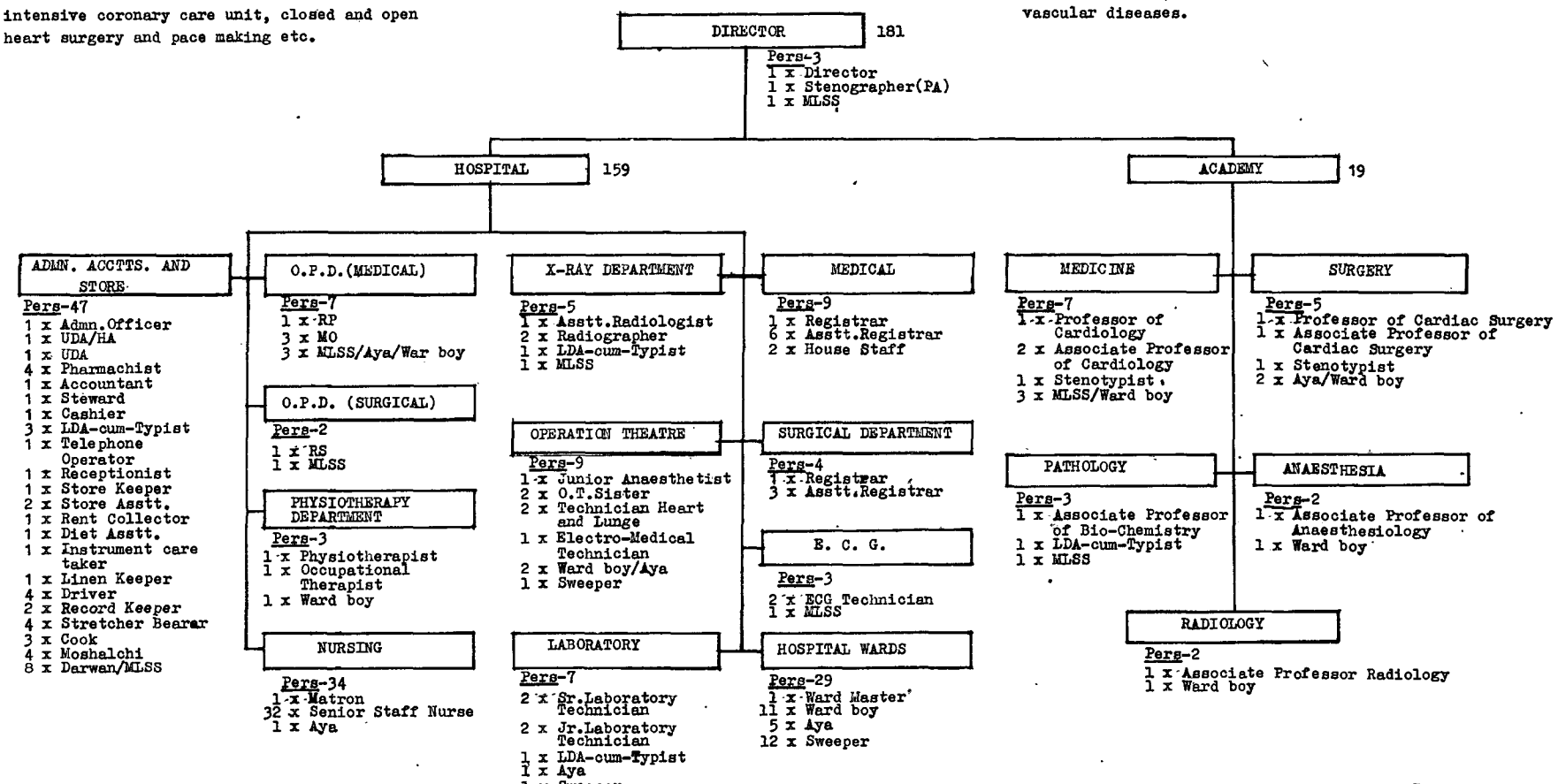
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

INSTITUTE OF CARDIOVASCULAR DISEASES
MINISTRY OF HEALTH AND POPULATION CONTROL

FUNCTIONS:

1. Treatment, prevention, education, publicity of cardio-vascular diseases.
2. Investigations such as cardiac catheterisation, angio cardiography, etc.
3. Modern medical and surgical treatment including intensive coronary care unit, closed and open heart surgery and pace making etc.
4. Training of doctors, nurses, paramedical personnel who will provide cardiac cover in Medical College and other Hospitals and Rural Health Centre up to community level.
5. Rehabilitation of cases after treatment.
6. Research and epidemiological studies of cardio-vascular diseases.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Revised
	CLASS-I			
1.	Director	1	1	1
2.	Chief Consultant Cardiologist (Professor of Cardiology)	1	1	1
3.	Chief Consultant Cardiac Surgeon (Professor of Cardiac Surgery)	1	1	1
4.	Consultant Cardiologist(Associate Professor of Cardiology)	2	2	2
5.	Consultant Cardiac Surgeon(Associate Professor of Cardiac Surgery)	1	1	1
6.	Consultant Radiologist(Associate Professor of Radiology)	1	1	1
7.	Senior Anaesthetist(Associate Professor of Anaesthesiology	1	1	1
8.	Bio-chemist(Associate Professor of Bio-chemistry)	1	1	1
9.	Resident Physician	1	1	1
10.	Resident Surgeon	1	1	1
11.	Registrar (Medicine)	1	1	1
12.	Asstt. Registrar(Medicine)	6	3	6
13.	Registrar (Surgery)	1	1	1
14.	Physiotherapist	1	-	1
15.	Occupational Therapist	1	-	1
16.	Asstt. Registrar(Surgery)	3	1	3
17.	House Staff	2	2	2
18.	Asstt. Radiologist	1	1	1
19.	Jr. Anaethetist	1	1	1
20.	Medical Officer	3	3	3
21.	Matron	1	-	1
	Class-I Total	32	24	32
	CLASS-II			
22.	Administrative Officer	1	-	1
	Class-II Total	1	-	1
	Class-III Total	75	68	77
	Class-IV Total	71	67	71
	GRAND TOTAL	179	159	181

ABBREVIATIONS:

1. E.C.G - Electro Cardiograph
2. M.O - Medical Officer
3. O.P.D - Out Patient Department
4. O.T - Operation Theatre
5. R.P - Resident Physician

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Institute is authorised :
   a. 1 x Car
   b. 2 x Ambulance
   c. 1 x Minibus
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Air-conditioner/Cooler: The air-conditioners/Coolers installed in the operation Theatre, Intensive Care Unit, coronery care unit, Laboratory, Cabins, Echo room, Telephone PABX room, Angio-Cathetarisation Liberatory etc. should continue to be retained.
4. Office equipment: The following office equipment are authorised.
   a. 2 x Plain paper Copier.
   b. 1 x Duplicating Machine.
   c. 7 x Typewriter.

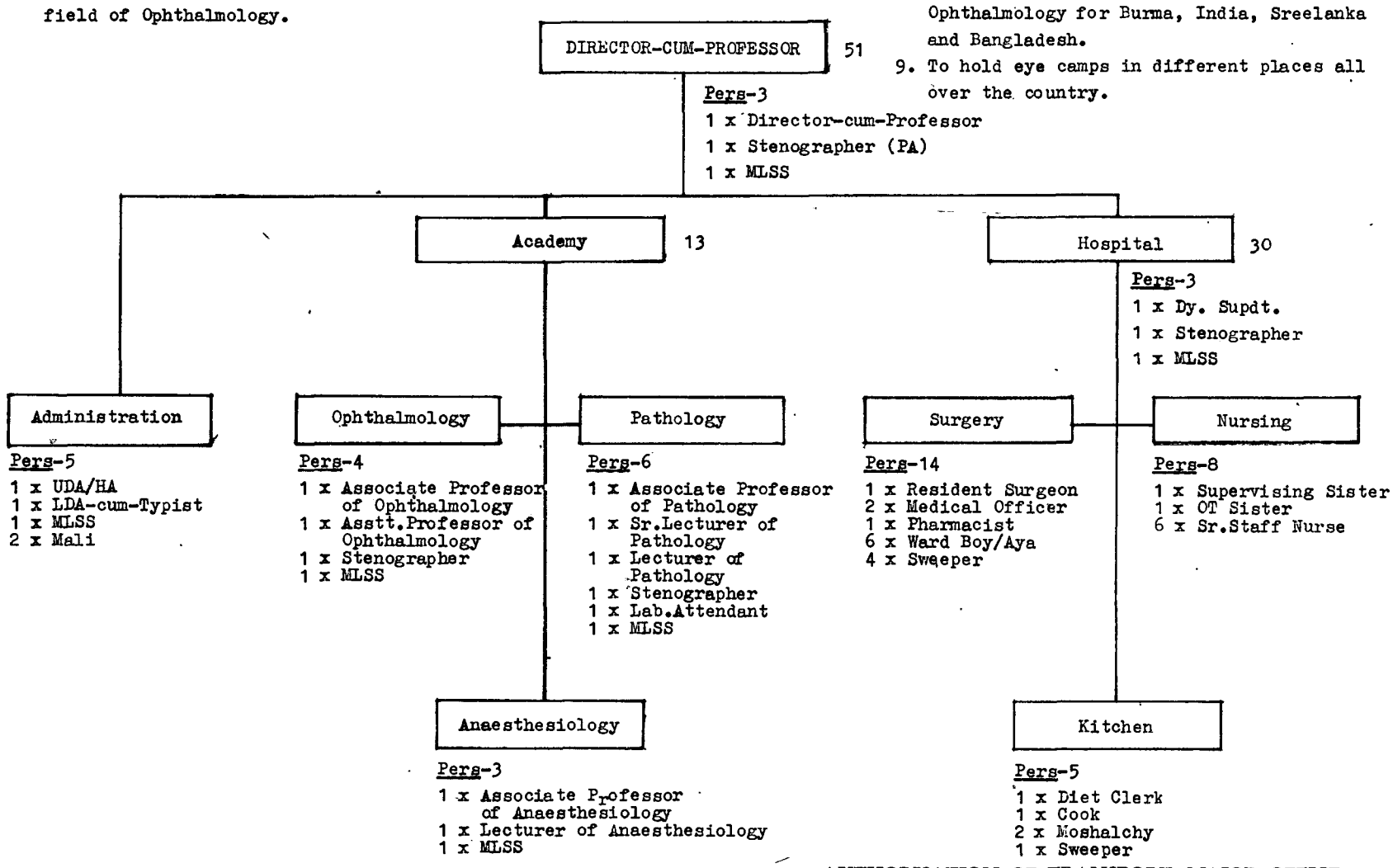
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

INSTITUTE OF OPHTHALMOLOGY (1ST PHASE)
MINISTRY OF HEALTH AND POPULATION CONTROL

FUNCTIONS:

1. To develop appropriate manpower for Ophthalmic services throughout the country.
2. To provide specialised services as the highest referral centre in the country.
3. To develop bio-medical research on cases of blindness and other common diseases of the eye.
4. To conduct epidemiological survey.
5. The develop epidemiological surveillance in the field of Ophthalmology.
6. To conduct post-graduate courses leading to D.O.,M.S.,M,C.P.S. and F.C.P.S. degrees of University of Dhaka and Bangladesh College of physicians and Surgeons.
7. To conduct refresher's courses for Medical College teachers in the field of Ophthalmology and as such it acts as a Teacher's Training Centre.
8. To act as a regional training center in Ophthalmology for Burma, India, Sreelanka and Bangladesh.
9. To hold eye camps in different places all over the country.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of Post	Sanctioned	Actual	Revised
	Class-I			
1.	Director-cum-Professor	1	1	1
2.	Associate Professor	-	-	3
3.	Dy. Superintendent	-	-	1
4.	Sr. Lecturer	-	-	1
5.	Lecturer	-	-	2
6.	Asstt. Professor	1	1	1
7.	Resident Surgeon	1	1	1
8.	Medical Officer	2	1	2
Total Class-I		5	4	12
9.	Class-III	12	12	16
10.	Class-IV	14	14	23
	Grand Total -	31	30	51

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The Institute is authorised :
   a. 1 x Car.
   b. 2 x Microbus.
   c. 1 x Jeep.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Air-Conditioner/Coolers: The Institute is authorised 9 x air-conditioners/coolers, which are located in different observations 1 x for the Director, 6 for 3 operation theatre and 2 for the optical instruments room.
4. Office equipment: The following office equipment may be retained by the Department:
   a. 1 x Plain Paper Copier.
   b. 1 x Duplicating Machine.
   c. 5 x Typewriters.
5. Miscellaneous Points :

   Out of 51 Posts, 9 Posts are in the, Development Budget to be regularised as per existing rules.

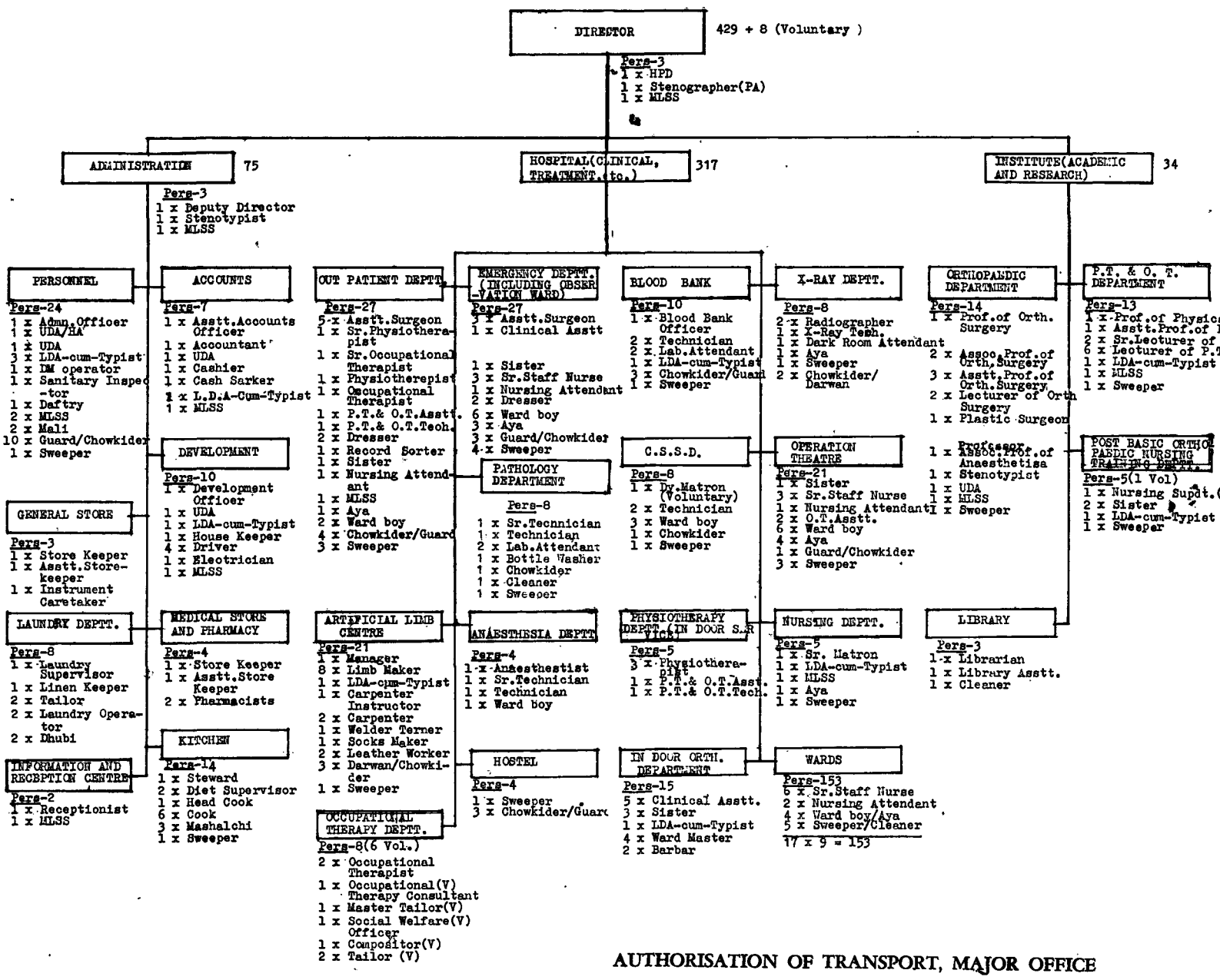
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

REHABILITATION INSTITUTE AND HOSPITAL FOR THE DISABLED
MINISTRY OF HEALTH AND POPULATION CONTROL

FUNCTIONS:

1. To treat and assist in rehabilitation of disabled people either as outdoor or indoor patients.
2. To teach post-graduate students in orthopaedic surgery leading to M.S. Degrees and Diplomas.
3. To conduct post-graduate courses in nursing.
4. To conduct teaching and training programme for Physiotherapist and Occupational Therapist leading to Diploma in P.T. and O.T.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Existing	Revised
	CLASS-I			
1.	Director	1	1	1
2.	Dy. Director of Health	1	1	1
3.	Prof. of Orth.Surgery	1	1	1
4.	Associate Professor of Orth.Surgery	2	2	2
5.	Associate Professor of Anaesthesiology	1	-	1
6.	Plastic Surgeon (Rank of Associate Professor)	1	-	1
7.	Asstt.Professor of Orth. Surgery/Phy.	3	2	3
8.	Lecturer	2	2	2
9.	Clinical Asstt.	6	5	6
10.	Assistant Surgeon	8	4	8
11.	Anaesthetist	1	1	1
12.	Matron (Sr.)	1	1	1
13.	Blood Bank Officer	1	1	1
14.	Prof. of Physical Medicine	1	1	1
15.	Asstt. Prof.of P.T.& O.T.	1	1	1
16.	Sr.Lecturer of P.T.& O.T.	2	1	2
17.	Lecturer of P.T. & O.T.	6	4	6
18.	Sr. Physiotherapist	1	1	1
19.	Sr. Occupational Therapist	1	-	1
	Class-I Total	41	29	41
	Class-II	11	3	11
	Class-III	171	167	171
	Class-IV	205	200	206
20.	Voluntary	-	8	8
	GRAND TOTAL	428	407	437

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Institute is authorised:
   a. 1 x Car
   b. 1 x Microbus
   c. 1 x Pick up
   d. 1 x Ambulance
2. Private use of transport will be as per Government Instructions issued from time to time.
3. Air-conditioner/Coolers: The Institute may have 28 x air-conditioners/coolers to be installed in the operation theatres and other units, where they are necessary.
4. Office equipment: The following office equipment are authorised to the Department :
   a. 1 x Plain paper copier.
   b. 1 x Duplicating Machine.
   c. 11 x Typewriter.
5. Miscellaneous Points :
   Out of the 437 posts, 25 posts are in the Development Budget to be regularised as per existing rules.

ABBREVIATION:

CSSD	-	Central Sterile Supply Department
DM	-	Duplicating Machine
HPD	-	Honorary Project Director
MS	-	Master of Science
ORTH	-	Orthopedics
OT	-	Occupational Therapy
PT	-	Physiotherapy

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

INSTITUTE OF PREVENTIVE AND SOCIAL MEDICINE
MINISTRY OF HEALTH AND POPULATION CONTROL

FUNCTIONS:

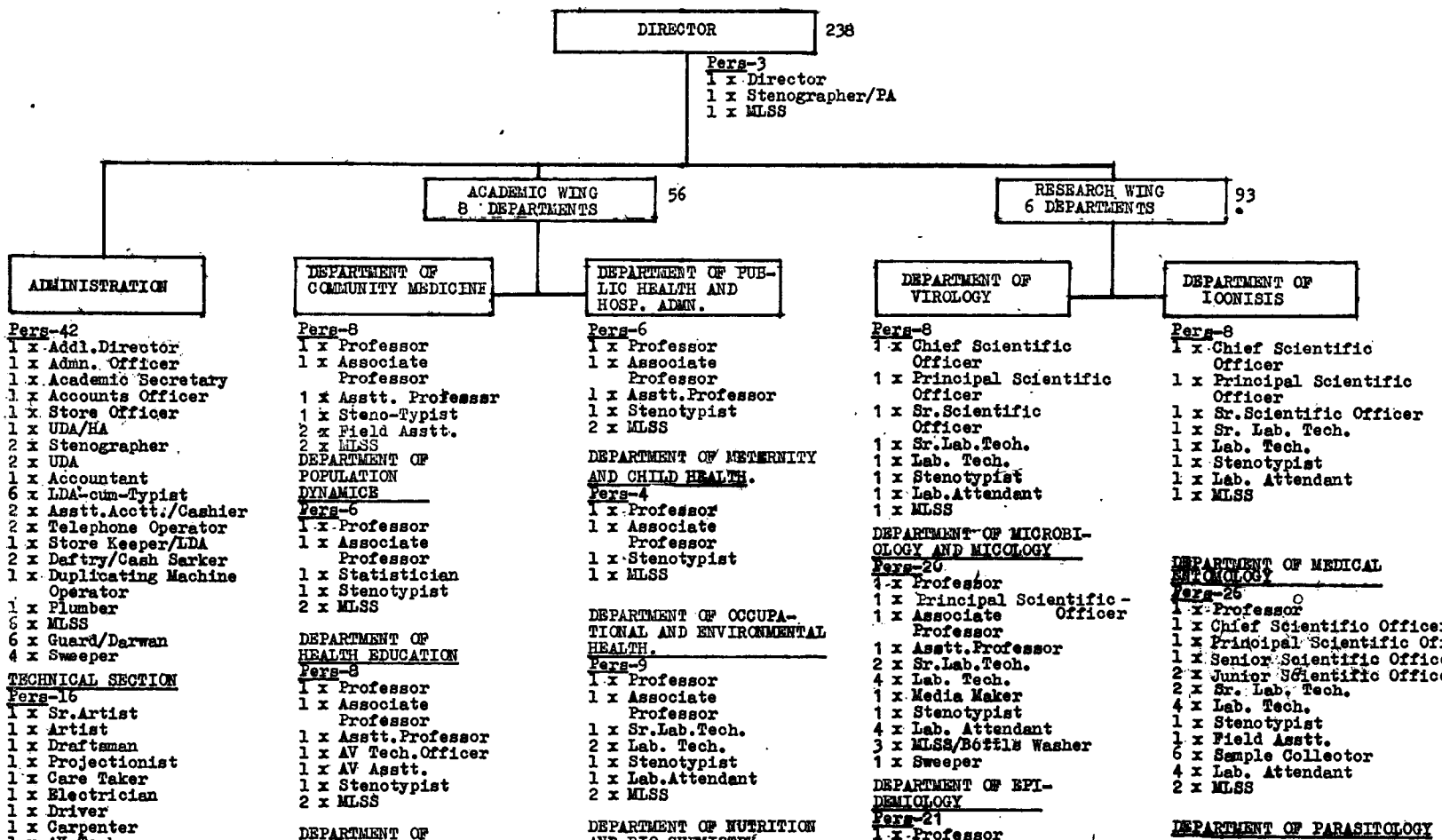
1. To teach and train health workers by conducting post-graduate academic courses leading to Diplomas and Degrees in Public Health, Orientation and Refresher Courses and Inservice and Field Oriented Training to Health personnel.

2. To conduct research and studies on community health problems and their solutions and on approaches to health care delivery. To develop and disseminate knowledge about health problems of the country.

3. To develop, provide service and maintain a field practice area to be used in teaching, training, research and evaluation.

4. To make efforts for development of efficient Health Manpower for planning, executing and delivering comprehensive Health Care.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Existing	Revised
	CLASS-I			
1.	Director	1	1	1
2.	Addl. Director	1	-	1
3.	Professor	12	2	12
4.	Chief Scientific Officer	4	-	4
5.	Associate Professor	10	10	10
6.	Principan Scientific Officer	6	4	6
7.	Asstt. Professor	6	3	5
8.	Senior Scientific Officer	5	1	6
9.	Curator	1	-	1
10.	Medical Officer	1	1	1
	Total Class-I	47	22	47
	Total Class-II	9	7	9
	Total Class-III	105	91	97
	Total Class-IV	99	62	85
	GRAND TOTAL	260	182	238

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport.

1. The Institute is authorised :
   a. 2 x Car , 1 for the Director and 1 for WHO Consultants.
   b. 4 x Microbus.
   c. 1 x Jeep.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Air-Conditioner/Coolers: The Institute is authorised 12 x Air-conditioners /Coolers, 9 for laboratories, 1 for the Director and 2 for Consultants.
4. Office equipment: The following office equipment are authorised to the Department:
   a. 1 x Plain Paper Copier.
   b. 2 x Duplicating Machine.
      19 x Typewriters.
   c. 4 x Calculating Machine.

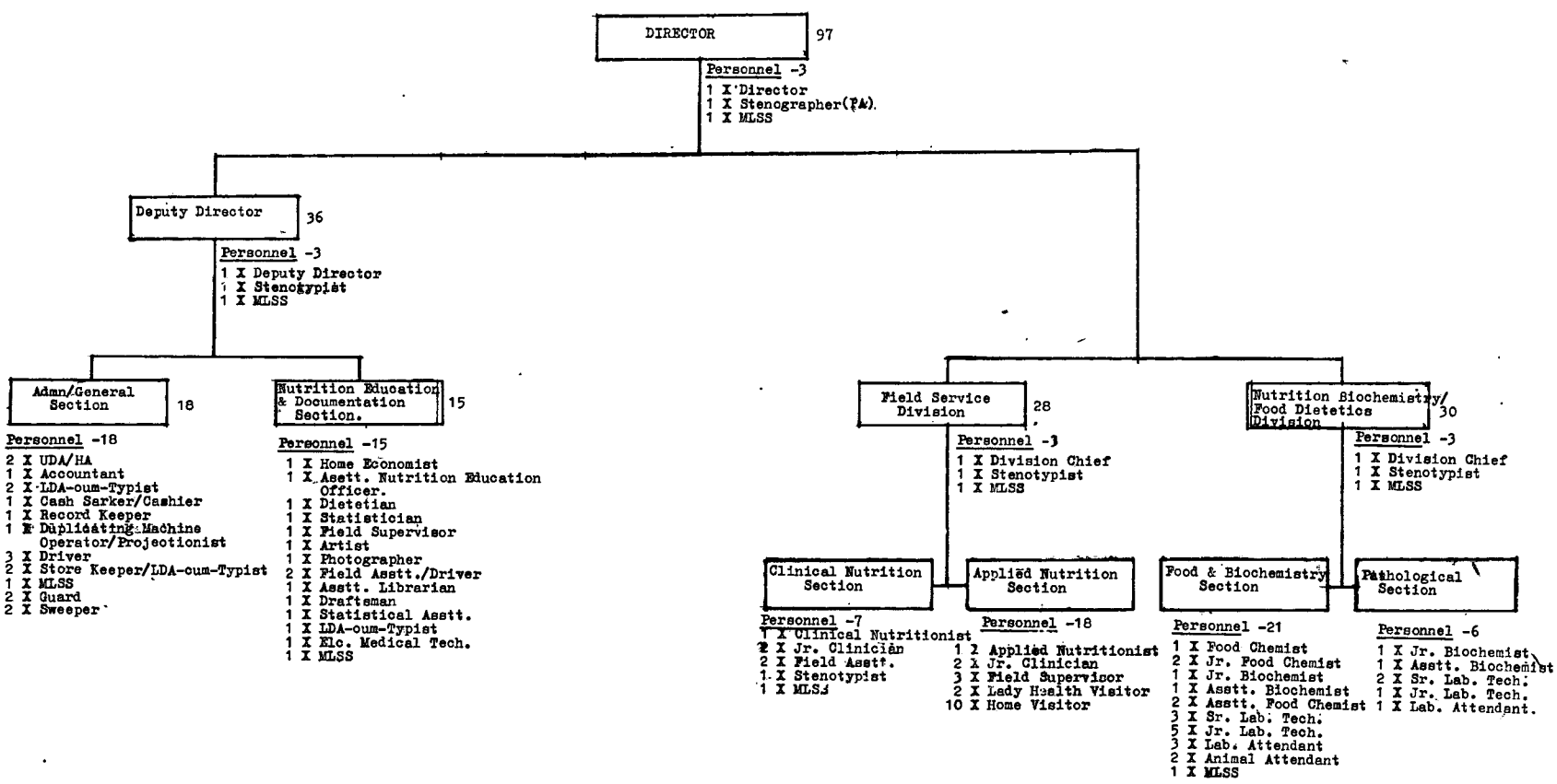
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

INSTITUTE OF PUBLIC HEALTH NUTRITION, DIETETICS AND FOOD SCIENCE
MINISTRY OF HEALTH AND POPULATION CONTROL

FUNCTIONS:

1. To investigate into the problems of nutrition prevailing in the country.
2. To investigate into the distribution, nature and magnitude of the problem and provide guidelines for the development of national nutrition programmes, plans and projects as part of the national development plan.
3. To determine the epidemiological and etiological factors associated with malnutrition in order to propose effective treatment for the risk factors.
4. To develop appropriate interventions for the solution of the nutrition problems.
5. To develop specific approaches in food technology, education to the public and delivery of services.
6. To test current technology in pilot areas and to evaluate nutritional impact of different Government interventions.
7. To take necessary steps for inclusion of nutritional objectives in national programmes in general and health sector programmes in particular.
8. To develop appropriate norms and guidelines for all official nutritional interventions, safety of food advertisement and education, etc.
9. To participate in the training and to develop methodologies for the training of field personnel of the health sector in particular and other related sectors in general.
10. To provide formal courses to train the trainers.
11. To develop academic training course in the discipline of Public Health Nutrition jointly with related institutions.
12. To act as warehouse for collection, collaboration and distribution of nutrition and nutrition related information.
13. To promote collaboration amongst different institutions working in the field of nutrition as to avoid unnecessary duplications and to promote full utilization of the country's manpower.
14. To provide technical information to the National Nutrition Council of Bangladesh and to act as its technical secretariat.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of post	Sactioned	Existing	Revised
	Class-I			
1.	Director	1	1	1
2.	Deputy Director	1	1	1
3.	Division Chief	3	1	2
4.	Applied Nutritionist	1	1	1
5.	Clinical Nutritionist	1	1	1
6.	Bio-Chemist	1	-	-
7.	Food Chemist	1	1	1
8.	Jr. Clinician	4	4	4
9.	Jr. Food Chemist	2	2	2
10.	Jr. Bio-Chemist	2	1	2
11.	Nutrition Education Officer	1	-	-
12.	Home Economist	1	-	1
	Total :-	19	13	16
	Class-II	8	4	7
	Class-III	59	47	55
	Class-IV	19	15	19
	Grand Total:-	105	79	97

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The Institute is authorised :-
   a. 1 X Car
   b. 3 X Microbus
   c. 6 X Motor Cycle.
2. Private use of transport will be as per Government instructions issued from time to time.
3. Office equipment : The following office equipment is authorised to the Institute.
   a. 1 X Plain Paper Copier
   b. 1 X Duplicating Machine
   c. 7 X Typewriter.
   d. 2 X Air-Cooler.

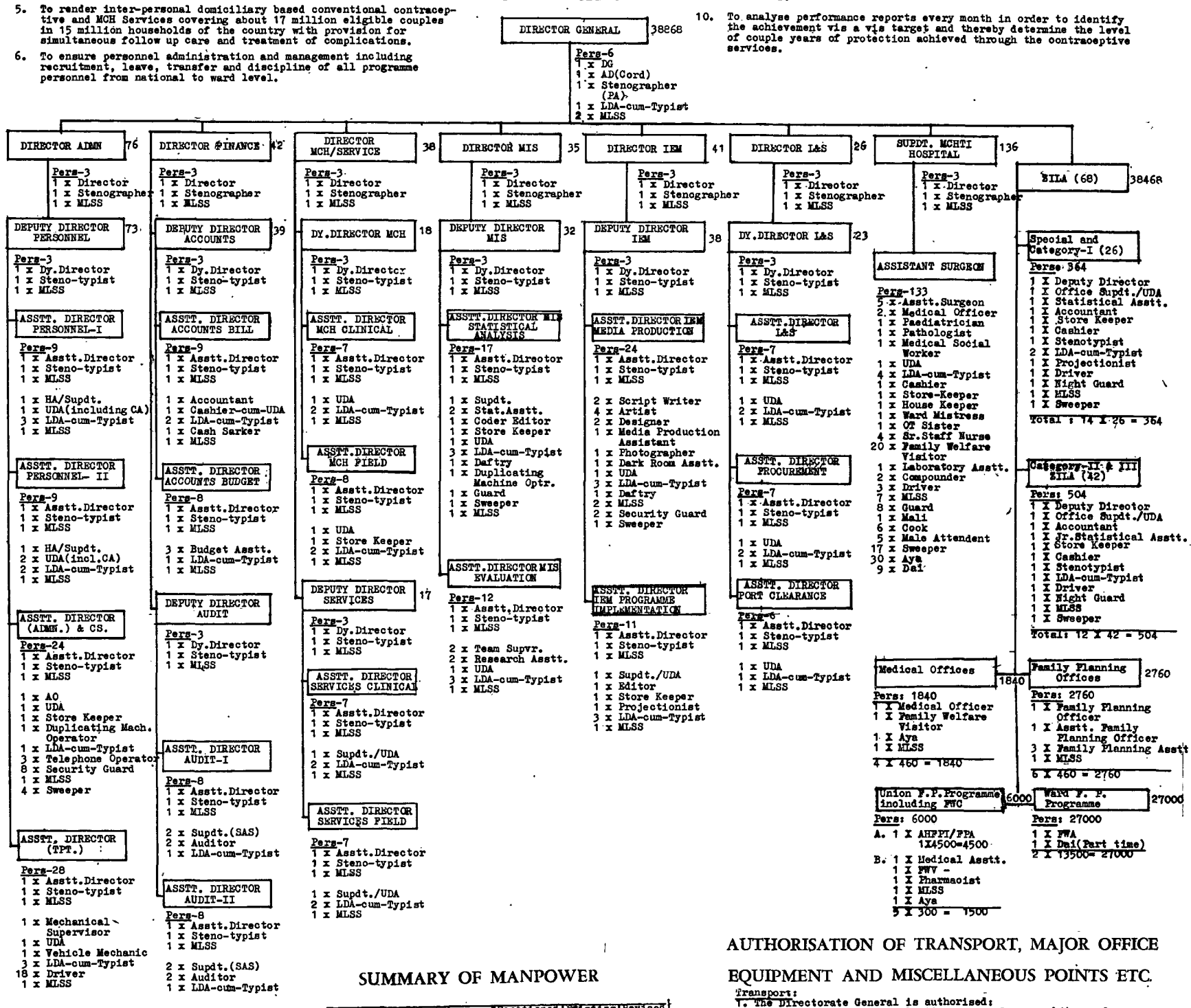
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS.

DIRECTORATE GENERAL OF POPULATION CONTROL
MINISTRY OF HEALTH AND POPULATION CONTROL

FUNCTIONS:

1. To create demand for Family Planning and MCH Services by undertaking extensive information, education and motivation activities through mass media, interpersonal and group contact and involvement of community influentials.
2. To procure logistics and supplies for clinical and non-clinical contraceptive and MCH Services both from local and international sources.
3. To organise and ensure effective storage and distribution of all medicines, equipment and logistics from national to Zila and Ups-Zila levels.
4. To provide clinical contraceptive and MCH Services from over 900 clinics all over the country.
5. To render inter-personal domiciliary based conventional contraceptive and MCH Services covering about 17 million eligible couples in 15 million households of the country with provision for simultaneous follow up care and treatment of complications.
6. To ensure personnel administration and management including recruitment, leave, transfer and discipline of all programme personnel from national to ward level.
7. To prepard budget, obtain allocation and disburse funds including operation of FL Account for on-the-spot payment directly to large number of clients at field level and to claim reimbursement from various International donor agencies.
8. To conduct extensive supervision and inspection of programme at field level including the performances of about 30,000 field workers.
9. To regularly monitor programme performances through collection and compilation of national reports of contraceptive achievements on monthly basis with maintenance of case to case performance at each clinic and household level through use of prescribed forms and cards.
10. To analyse performance reports every month in order to identify the achievement vis a vis target and thereby determine the level of couple years of protection achieved through the contraceptive services.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director General	1	1	1
2.	Director	9	7	6
3.	Superintendent, MCHTI	1	1	1
4.	Deputy Director & DPPO	34	31	76
5.	Assistant Director	58	46	20
6.	Other Class-I Officers	647	542	717
	Total :	750	628	821
	Class-II	396	281	758
	Class-III	23923	21604	21530
	Class-IV	17306	14876	15759
	GRAND TOTAL:	42375	37389	38868

Note :

1. Deficient manpower at union level will be made available to Family Welfare Centres(FWCs) as when established.
2. Family Welfare Centres(FWC)will have standard setup as given in the chart. At present 300 FWC will be fully functional. Existing excess staff i.e. Family Welfare Visitors(FWV); Aya and MLSS will continue where existing till all proposed FWC's are established and staffed.

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate General is authorised:
   a. 8 X Car, one for whole time personal use and three for the use of Directors/Superintendent,MCHTI.
   b. 9 X Microbus for official use of officers and transportation of office staff.
   c. 2 X Bus for transportation of office staff.
   d. 2 X Ambulance for MCHTI Hospital use.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. 2 X Jeep, 1 X Pickup will be returned to Government Transport Pool.
4. Air-Conditioner/Coolers: The Department holds 7 X Air-Conditioners which are located in different observations centre where sophisticated equipments are installed. These may be retained by the Department.
5. Office Equipment: The following office equipments may be a. 132 X Type Writers, b. 21 X Duplicating Machine, c. 2 X Plain Paper Copiers, d. 21 X Projectors and e. 2 X Refrezerators.

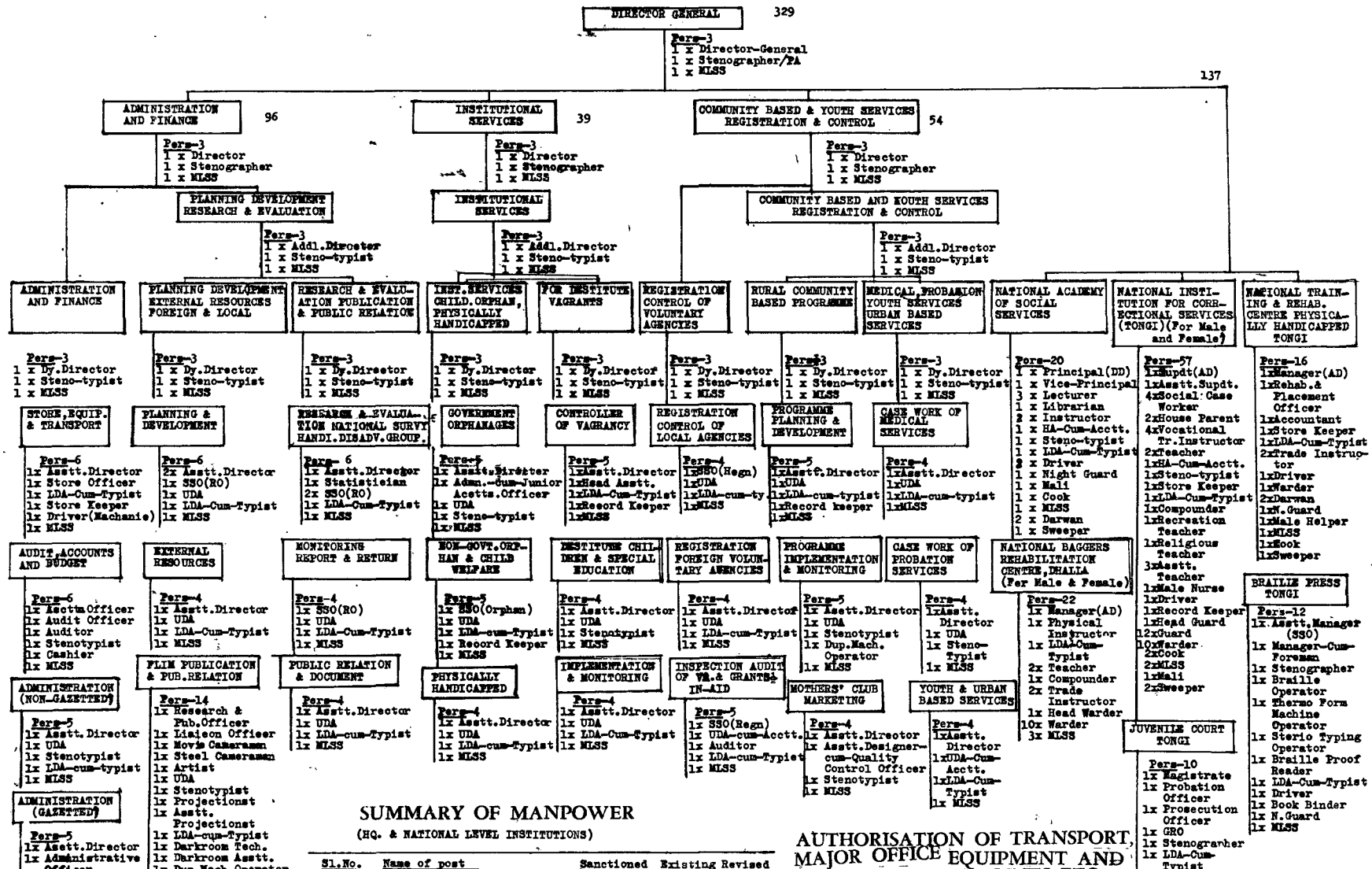
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF SOCIAL SERVICES
MINISTRY OF SOCIAL WELFARE AND WOMEN'S AFFAIRS

FUNCTIONS:

1. To organise and run Community Development programme both in urban and rural areas.
2. To look after Care, Protection, Education, Training and Rehabilitation of orphans and destitute children.
3. To run Education, Training and Rehabilitation Services for the Physically Handicapped persons.
4. To run Programmes for Correction and Rehabilitation of Socially Handicapped persons including Juvenile Delinquents and After-Care of released prisoners.
5. To run activities of National Council of Social Welfare.
6. To provide Grants-in-Aid to Voluntary Social Welfare Agencies.
7. To take steps for controlling Vagrancy and Rehabilitation of Vagrants.
8. To run Youth Welfare Activities (excluding youth hostels).
9. To organise youth festivals, camp work etc.
10. To organise programmes for Prevention of Juvenile Delinquency and After-Care-Programmes.
11. To conduct survey and research and organise seminar etc. on social welfare and related matters.
12. To register and control of Voluntary Social Welfare Agencies, both local and foreign as per provision of the concerned Act and Ordinance.

ORGANISATION



SUMMARY OF MANPOWER

(HQ. & NATIONAL LEVEL INSTITUTIONS)

Sl.No.	Name of post	Sanctioned	Existing	Revised
	Class-I			
1.	Director General	-	-	1
2.	Director/Administrator	2	2	3
3.	Addl.Director	3	3	3
4.	Deputy Director	7	7	8
5.	Principal(DD)	1	1	1
6.	Vice Principal	1	1	1
7.	Asstt.Director/equivalent	18	17	21
8.	Superintendent(ICS)	1	1	1
9.	Economist	2	-	-
10.	Statistician	2	2	1
11.	Manager(AD)	1	1	2
12.	Rehabilitation & Placement Officer	2	1	1
13.	Magistrate	1	1	1
14.	Publication Officer	1	-	-
15.	Public Relation Officer	1	-	-
16.	Designer	1	-	-
17.	Research Officer	1	-	-
18.	Accounts Officer	-	-	1
	Class - I Total:	45	37	45
	Class -II ...	34	24	29
	Class-III ...	246	218	145
	Class- IV ...	148	148	110
	GRAND TOTAL	473	427	329

TOTAL SUMMARY OF MANPOWER

Sl.No.	Zones	Sanctioned	Existing	Revised
1.	Headquarters	473	427	329
2.	Dhaka	1248	1149	1292
3.	Chittagong	1085	973	1204
4.	Rajshahi	1190	1045	1134
5.	Khulna	1146	1058	965
	GRAND TOTAL :	5141	4652	4924

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. Department of Social Services has got 12 x Car, 25 x Jeep, 11 x Microbus, 1 x Cinema Van, 1 x Coaster and 1 x Truck.
   The following are authorised:

For Headquarters	For Field Offices
a. 4 x Car(1x D.G., 3xDirector	a. 4x Microbus (4x NLI)
b. 4 x Jeep(Admn.duty)	b. 4x Microbus(4x PRT Centre)
c. 3 x Microbus(Admn.duty)	c. 1x Coaster(Admn.duty)
d. 1 x Cinemavan	d. 1x Truck
	e. 22x Jeep(for Zilla Office)

2. The remaining 8x Car to be deposited to the Directorate of Govt. Transport. 1x Jeep(Diesal) to be procured.
3. Private Use of transport on payment will be strictly as per latest instruction issued by the Government.

Air-conditioner/Air-cooler:

4. The existing 1x Air-conditioner is authorised.

Major equipment:

5. The Department is holding 375x Typewriter, 9x Duplicating machine, 12x Calculating machine, 4x Plain paper copier, 2x Tape Recorder and 2x Electric Stencil Cutter.
   The following equipment are authorised:
   a. 570 x Typewriter
   b. 9 x Duplicating Machine
   c. 12 x Calculating Machine
   d. 3 x Plain Paper Copier
   e. 2 x Tape Recorder
   f. 3 x Electric Stencil Cutter.
6. The Department of Printing, Stationery, Forms & Publications will issue 195x Typewriter/ to the Department of Social Services. The Department of Social Services will deposit 1x Plain Paper copier to the Department of Printing, Stationery, Forms & Publications. /1x Electric Stencil Cutter

Miscellaneous Points:

7. Union Social Service Centre(USSC) will be organised to carry out the functions of Rural Social Services (RSS).
8. Required number of MLSS may be employed on Farash/Jamader/Messenger/Guard duty.

ABBREVIATIONS

1. NLI ... National Level Institutions
2. SSO ... Social Services Officer
3. VA ... Voluntary Agencies
4. ICS ... Institute of Correctional Services

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DHAKA ZONE - 1292

DHAKA ZILLA 485

Pers-14
1 x Dy.Director
1 x Asstt.Director
1 x Social Service Officer(Regn.)
1 x Admn.cum-Junior Accounts Officer
1 x Stenographer
1 x UDA
3 x LDA-cum-Typist
1 x Accounts Asstt.
1 x Driver
3 x MLSS

PROGRAMME 302

Municipal Social Services 7 - Units
Pers-49
7 x SSO
28 x MSW
7xLDA-cum-Typst
7xMLSS

Hospital Social Services 7 - Unit.
Pers-27
13xSSO
7xLDA-cum-Typist
7xMLSS

Probation & After Care Services 1 - Unit
Pers-2
1 x PO
1 x MLSS

Upo Zilla Social Service Centre 32- Units
Pers for one Centre - 3
1 x SSO
1 x LDA-cum-Ty.
1 x MLSS
3 x 32 = 96

Union Social Service Centre 32 - Units
Pers for one Centre - 4
1xSupervisor
3xUSW
4x32 = 128

INSTITUTION 39

Institutional Services for P.H. 1 - Unit
Pers-4
1 x Supdt(AD)
1 x LDA-cum-Typist
1 x Driver
1 x MLSS

Hostel PH
Pers-7
1xHouse Parent
1xMatron
2xCook
2xDarwan
1xSweeper

Workshop P.H.
Pers-6
4xCraft Teach.
1xStore Keeper
1xFitter Attendant

Deaf &Dumb School
Pers-4
1xHeadmaster
2 x Teacher
1 x MLSS

Blind School
Pers-8
1xHeadmaster
4xTeacher
1xLDA-cum-Typist
1xMale Helper
1 x MLSS

Integrated Educational Programme for Blind attached to Secondary School)1Unit
Pers-3
3xResource Teacher

Socio-Economic Centre for Women 1 - Unit.
Pers-7
1xDy.Supdt.
2xInstructor
1xCashier-cum-Storekeeper
1xLDA-cum-Ty.
1xMLSS
1xDarwan

INSTITUTION 81

Sarkari Shi-shu Sadan 1-Unit 200 Capacity
Pers-13
1 x Dy.Supdt.
1 x Asstt.Supdt.cum-Teach
2xAsstt.Teacher
1xMatron-cum-Nurse
1xLDA-cum-Typst
1xCompounder
1xMLSS
1xDarwan
1xNight Guard
2xCook
1xSweeper

Sarkari Shi-shu Sadan 4-Unit at Sub-Divn.100Capy.
Pers-48
4xDy.Supdt.
4xAsstt.Supdt.cum-Teacher
8xAsstt.Teacher
4xMatron-cum-Nurse
4xCompounder
4xLDA-cum-Typist
4xMLSS
4 x Darwan
4 x Cook
4 x N.Guard
4 x Sweeper

Pre-Vocational Training for Orphanage 2- Units
Pers-7
1xInstructor for Home Economics
2xInstructor for Trade Course
2xLDA-cum-Ty.
2xMLSS

Baby Home 1 - Unit
Pers-13
1xDy.Supdt.
1xUDA
2xTeacher
1xLDA-cum-Typist
1xMatron
1xCompounder
1xCottage Mother
3xAyah
2xMLSS

INSTITUTION 49

Vocational Training-cum-Production Centre 1-Unit
Pers-20
1xProduction Supdt.(AD)
4xInstructor
1xCashier-cum-Store Keeper
1xMarketing Asst.
4xProduction-cum-Trg.Asstt.
1xWasherman
1xIronman
1xDying Master
1xDriver
4xMLSS

Vagrants Home 1 -Unit Pubail
Pers-23
1xAsstt.Manager(SSO)
1xPhysical Inst.
2xTeacher
1xLDA-cum-Ty.
1xCompounder
2xTrade Inst.
1xHeadWarden
10xWarder
4xMLSS

Day care Centre for Children 1-Unit Dhaka
Pers-6
1xDy.Supdt.
1xDay care Asstt.
1xLDA-cum-Typist
1xMLSS
1xCook
1xDarwan

Posts under Contingent Head
1. For USSC
   a. 1 x Trade Instructor(M)
   b. 1 x Trade Instructor(F)
   c. 1 x Night Guard
   3 x 10 = 30
2. For MSS
   a. 1 x Night Guard
   1 x 1 = 1
3. For SSS
   a. 1 x Doctor (PT)
   1 x 1 = 1
4. For Resource Room
   a. 1 x Night Guard
   1 x 1 = 1

Total Contingent post for Tangail = 33

Posts under Contingent Head
1. For USSC
   a. 1 x Trade Instructor(M)
   b. 1 x Trade Instructor(F)
   c. 1 x Night Guard
   3 x 32 = 96
2. For MSS.
   a. 1 x Night Guard
   1 x 7 = 7
3. For Resource Room
   a. 1 x Night Guard
   1 x 3 = 3
4. For SSS
   a. 1 x Doctor(PT)
   1 x 5 = 5
5. For Baby Home
   a. 1 x Doctor (PT)
   1 x 1 = 1
6. For Day Care Centre
   a. 1 x Doctor (PT)
   1 x 1 = 1
7. For Vagrant Home Pubail
   a. 1 x Doctor (PT)
   1 x 1 = 1

Total contingent post for Dhaka = 114

TANGAIL ZILLA 110

Pers-14
1 x Dy.Director
1 x Asstt.Director
1 x Social Service Officer(Regn.)
1 x Admn.cum-Junior Accounts Officer
1 x Stenographer
1 x UDA
3 x LDA-cum-Typist
1 x Accounts Asstt.
1 x Driver
3 x MLSS

PROGRAMME 82

Municipal Social Services 1 - Unit
Pers-7
1 x SSO
4 x MSW
1xLDA-cum-Typst
1xMLSS

Hospital Social Services 1 - Unit
Pers-3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS

Probation & After care Services 1 - Unit
Pers-2
1 x PO
1 x MLSS

Upo Zilla Social Service Centre 10-Units
Pers for one Centre - 3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS
3 x 10 = 30

Union Social service Centre 10-Units
Pers for one Centre - 4
1 x Supervisor
3 x USW
4 x 10 = 40

INSTITUTION 14

Sarkari Shi-shu Sadan 1-Unit 200 Capacity
Pers-13
1xDy.Supdt.
1xAsstt.Supdt.cum-Teacher
2xAsstt.Teacher
1xMatron-cum-Nurse
1xCompounder
1xLDA-cum-Typist
1xMLSS
1xDarwan
1xNight Guard
2xCook
1xSweeper

Integrated Educational Programme for Blind (attached to Secondary School) 1 Unit
Pers-1
1x Resource Teacher

MYMENSINGH ZILLA 303

Pers-14
1 x Dy.Director
1 x Asstt.Director
1 x Social Service Officer(Regn.)
1 x Admn.cum-Junior Accounts Officer
1 x Stenographer
1 x UDA
3 x LDA-cum-Typist
1 x Accounts Asstt.
1 x Driver
3 x MLSS

PROGRAMME 237

Municipal Social Services 1 - Unit
Pers-7
1 x SSO
4 x MSW
1 x LDA-cum-Typist
1 x MLSS

Hospital Social Services 1 - Unit
Pers-4
2 x SSO
1 x LDA-cum-Typist
1 x MLSS

Probation & After care Services 1 - Unit
Pers-2
1 x PO
1 x MLSS

Upo Zilla Social Service Centre 32 - Units
Pers for one Centre - 3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS
3 x 32 = 96

Union Social Service Centre 32- Units
Pers for one Centre - 4
1 x Supervisor
3 x USW
4 x 32 = 128

INSTITUTION 52

Sarkari Shi-shu Sadan 1-Unit 200 Capacity
Pers-13
1 x Dy.Supdt.
1xAsstt.Supdt.cum-Teacher
2xAsstt.Teacher
1xMatron-cum-Nurse
1xLDA-cum-Typist
1xCompounder
1xDarwan
1xNight Guard
2xCook
1xMLSS
1xSweeper

Sarkari Shi-shu Sadan 3-Unit at Sub Div.100 Capy.
Pers-36
3xDy.Supdt.
3xAsstt.Supdt.cum-Teacher
6xAsstt.Teach.
3xCompounder
3xMatron-cum-Nurse
3xLDA-cum-Typ.
3xMLSS
3xDarwan
3xN.Guard
3xCook
3xSweeper

Integrated Educational Programme for Blind 3Units (Attached to Secdry.School)
Pers-3
3 x Resource Teacher

PROGRAMME 166

Municipal Social Services 1 - Unit
Pers-7
1 x SSO
4 x MSW
1 x LDA-cum-Typist
1 x MLSS

Hospital Social Services 1 - Unit
Pers-3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS

Probation & After care Services 1 - Unit
Pers-2
1 x PO
1 x MLSS

Upo Zilla Social Service Centre 22 - Units
Pers for one Centre - 3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS
3 x 22 = 66

Union Social Service Centre 22- Units
Pers for one Centre-4
1 x Supervisor
3 x USW
4 x 22 = 88

INSTITUTION 88

Sarkari Shi-shu Sadan 1-Unit 450 Capacity
Pers-23
1 x Supdt.(AD)
1xAsstt.Supdt.
1xUDA-cum-Acctt.
5xGraduate Techer
4xAsstt.Teacher
2xMatron-cum-Nurse
1xCompounder
1xLDA-cum-Typist
7xMLSS

Sarkari Shi-shu Sadan 4-Unit at Sub Div.100 Capy.
Pers-48
4xDy.Supdt.
4xAsstt.Supdt.cum-Teacher
8xAsstt.Teacher
4xMatron-cum-Nurse
4xCompounder
4xLDA-cum-Typist
4xMLSS
4xDarwan
4xNight Guard
4xCook
4xSweeper

Deaf & Dumb School 1 - Unit
Pers-13
1xHeadmaster
2xHouseParent
2xTeacher
2xCraft Techer
1xLDA-cum-Ty.
1xCook
1xMale Helper
1xDarwan
1xN.Guard
1xSweeper

Integrated Educational Programme for Blind 4Units Attached to Secdry.School)
Pers-4
4xResource Teacher

Posts under Contingent Head
1. For USSC
   a. 1 x Trade Instructor(M)
   b. 1 x Trade Instructor(F)
   c. 1 x Night Guard
   3 x 22 = 66
2. For MSS
   a. 1 x Night Guard
   1 x 1 = 1
3. For Resource Room
   a. 1 x Night Guard
   1 x 4 = 4
4. For SSS
   a. 1 x Doctor (PT)
   1 x 5 = 5

Total Contingent post for Faridpur = 76

FARIDPUR ZILLA 268

Pers-14
1 x Dy.Director
1 x Asstt.Director
1 x Social Service Officer(Regn.)
1 x Admn.cum-Junior Accounts Officer
1 x Stenographer
1 x UDA
3 x LDA-cum-Typist
1 x Accounts Asstt.
1 x Driver
3 x MLSS

PROGRAMME 86

Municipal Social Services 1 - Unit
Pers-7
1 x SSO
4 x MSW
1 x LDA-cum-Typist
1 x MLSS

Probation & After care Services 1 - Unit
Pers-2
1 x PO
1 x MLSS

Upo Zilla Social Service Centre 11- Units
Pers for one Centre - 3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS
3 x 11 =33

Union Social Service Centre 11-Units
Pers for one Centre - 4
1xSupervisor
3xUSW
4x11 = 44

INSTITUTION 26

Sarkari Shi-shu Sadan 1-Unit 200 Capacity
Pers-13
1 x Dy.Supdt
1xAsstt.Supdt cum-Teacher
2xAsstt.Teach
1xMatron-cum-Nurse
1xCompounder
1xLDA-cum-Typist
1xMLSS
1xDarwan
1xNight Guard
2xCook
1xSweeper

Sarkari Shi-shu Sadan 1-Unit at Sub-Division 100-Capacity
Pers-12
1xDy.Supdt.
1xAsstt.Supd cum-Teache
2xAsstt.Tech
1xMatron-cum Nurse
1xCompounder
1xLDA-cum-Typist
1xMLSS
1xDarwan
1xN.Guard
1xCook
1xSweeper

Integrated Educational Programme for Blind 1Unit Attached to Secdry.School
Pers-1
1 x Resource Teacher

Posts under Contingent Head
1. For USSC
   a. 1xTrade Instructor(M)
   b. 1xTrade Instructor(P)
   c. 1xNight Guard
   3 x 11 = 33
2. For MSS
   a. 1xNight Guard
   1x1 = 1
3. For Resource Room
   a. 1 x Night Guard
   1 x 1 = 1
4. For SSS
   a. 1 x Doctor (PT)
   1 x 2 = 2

Total Contingent posts for Jamalpur = 37

JAMALPUR ZILLA 126

Pers-14
1 x Dy.Director
1 x Asstt.Director
1 x Social Service Officer(Regn.)
1 x Admn.cum-Junior Accounts Officer
1 x Stenographer
1 x UDA
3 x LDA-cum-Typist
1 x Accounts Asstt.
1 x Driver
3 x MLSS

RAJSHAHI ZILLA 3

Pers-14
1 x Deputy D
1 x Asstt. D
1 x Social S Officer(
1 x Admn.-cu Accounts
1 x Stenogrs
1 x UDA
3 x LDA-cum-
1 x Accounts
1 x Driver
3 x MLSS

PROGRAMME 202

Municipal Social Services 1 Unit
Pers-7
1 x SSO
4 x MSW
1 x LDA-cum-Typist
1 x MLSS

Hospital Social Services 1 unit
Pers-4
2 x SSO
1 x LDA-cum-Typist
1 x MLSS

Probation & After Care Services 1 unit
Pers-2
1 x PO
1 x MLSS

Upozilla Social Services Centre 27 units
Pers for one unit-3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS
3 x 27=81

Union Social Services Centre 27 unit
Pers for one centre-4
1 x Supervisor
3 x USW
4 x 27 = 108

INSTITUTION 32

Institutional Services for the PH 1 unit.
Pers-4(HQ)
1 x Supdt.(AD)
1 x LDA-cum-Typist
1 x Driver
1 x MLSS

Hostel PH
Pers-7
1 x House Parent
1 x Matron
2 x Cook
2 x Darwan
1 x Sweeper

Workshop PH
Pers-6
4 x Craft Teacher
1 x Store Keeper
1 x Fitter Attendent

Deaf School
Pers-4
1 x Head Maste
2 x Teacher
1 x MLSS

Blind School
Pers-8
1 x Head Maste
4 x Teacher
1 x LDA-cum-Typist
1 x Male Helpe
1 x MLSS

Integrated Educational Programme for Blind(Attached to Secondary School)3 unit
Pers-3
3 x Resource Teacher

Posts under contingent Head
1. For USSC
   a. 1 x Trade Instructor (Male)
   b. 1.x Trade Instructor (Female).
   c. 1 x Night Guard
   3 x 27 = 81
2. For MSS
   a. 1 x Night Guard
   1 x 1 = 1
3. For Resource Room
   a. 1 x Night Guard
   1 x 3 = 3
4. For SSS
   a. 1 x Doctor(PT)
   1 x 4 = 4
5. For Baby Home
   a. 1 x Doctor(PT)
   1 x 1 = 1

Total Contingent post for Rajshahi = 90

SUMMARY OF MANPOWER

Class of Posts	Name of the Posts	Sanctioned	Posted	Revised
Class-I	1. Deputy Director	1	1	5
	2. Asstt. Director and equivalent	7	6	5
	3. Production Supdt.	1	1	1
	4. Superintendent(AD)	-	-	1
	5. Superintendent PH(AD)	-	-	1
		9	8	13
Class-II		141	133	174
Class-III		710	632	822
Class-IV		387	376	283
	Grand Total:-	1247	1149	1292

DEPARTMENT OF SOCIAL SERVICES

RAJSHAHI ZONE - 1134

JAMALPUR ZILLA 126

Pers-14
1 x Dy. Direct
1 x Asstt. Dir
1 x Social Ser Officer(R
1 x Admn.cum- Accounts
1 x Stenogra
1 x UDA
3 x LDA-cum-T
1 x Accounts A
1 x Driver
3 x MLSS

PROGRAMME 86

Municipal Social Services 1 - Unit
Pers-7
1 x SSO
4 x MSW
1 x LDA-cum-Typist
1 x MLSS

Probation & After care Services 1 - Unit
Pers-2
1 x PO
1 x MLSS

Upo Zilla Social Service Centre 11- Units
Pers for one Centre - 3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS
3 x 11 =33

Union Social Service Centre 11-Units
Pers for one Centre - 4
1xSupervisor
3xUSW
4x11 = 44

Posts under Contingent Head
1. For USSC
a. 1xTrade Instructor(M)
b. 1xTrade Instructor(F)
c. 1xNight Guard
3 x 11 = 33
2. For MSS
a. 1xNight Guard
1x1 = 1
3. For Resource Room
a. 1 x Night Guard
1 x 1 = 1
4. For SSS
a. 1 x Doctor (PT)
1 x 2 = 2
Total Contingent posts for Jamalpur = 37

INSTITUTION 26

Sarkari Shi -shu Sadan 1-Unit 200 Capacity
Pers-13
1 x Dy.Supdt
1xAsstt.Supdt cum-Teacher
2xAsstt.Teach
1xMatron-cum-Nurse
1xCompounder
1xLDA-cum-Typist
1xMLSS
1xDarwan
1xNight Guard
2xCook
1xSweeper

Sarkari Shi -shu Sadan 1-Unit at Sub-Division 100-Capacity
Pers-12
1xDy.Supdt.
1xAsstt.Supd cum-Teache
2xAsstt.Tech
1xMatron-cu Nurse
1xCompounder
1xLDA-cum-Typist
1xMLSS
1xDarwan
1xN.Guard
1xCook
1xSweeper

Integrated Educational Programme fo Blind 1Unit Attached to Secdry.School
Pers-1
1 x Resource Teacher

RAJSHAHI ZILLA 324

Pers-14
1 x Deputy Director
1 x Asstt. Director
1 x Social Service Officer(Regn)
1 x Admn.-cum-Junior Accounts Officer
1 x Stenographer
1 x UDA
3 x LDA-cum-Typist
1 x Accounts Asstt.
1 x Driver
3 x MLSS

PROGRAMME 202

Municipal Social Services 1 Unit
Pers-7
1 x SSO
4 x MSW
1 x LDA-cum-Typist
1 x MLSS

Hospital Social Services 1 unit
Pers-4
2 x SSO
1 x LDA-cum-Typist
1 x MLSS

Probation & After Care Services 1 unit
Pers-2
1 x PO
1 x MLSS

Upozilla Social Services Centre 27 units
Pers for one unit-3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS
3 x 27=81

Union Social Services Centre 27 unit
Pers for one centre-4
1 x Supervisor
3 x USW
4 x 27 = 108

INSTITUTION 32

Institutional Services for the PH 4 unit
Pers-4(HQ)
1 x Supdt.(AD)
1 x LDA-cum-Typist
1 x Driver
1 x MLSS

Hostel PH
Pers-7
1 x House Parent
1 x Matron
2 x Cook
2 x Darwan
1 x Sweeper

Workshop PH
Pers-6
4 x Craft Teacher
1 x Store Keeper
1 x Fitter Attendent

Deaf School
Pers-4
1 x Head Master
2 x Teacher
1 x MLSS

Blind School
Pers-8
1 x Head Master
4 x Teacher
1 x LDA-cum-Typist
1 x Male Helper
1 x MLSS

Integrated Educational Programme for Blind(Attached to Secondary School)3 unit
Pers-3
3 x Resource Teacher

Posts under contingent Head
1. For USSC
a. 1 x Trade Instructor (Male)
b. 1.x Trade Instructor (Female)
c. 1 x Night Guard
3 x 27 = 81
2. For MSS
a. 1 x Night Guard
1 x 1 = 1
3. For Resource Room
a. 1 x Night Guard
1 x 3 = 3
4. For SSS
a. 1 x Doctor(PT)
1 x 4 = 4
5. For Baby Home
1 x Doctor(PT)
1 x 1 = 1
Total Contingent post for Rajshahi = 90

INSTITUTION 76

Sarkari Shishu Sadan 1 unit at Rajshahi 250 capacity
Pers-23
1 x Supdt(AD)
1 x Asstt. Supdt.
1 x UDA-cum-Acctt.
5 x Graduate Teacher
4 x Asstt. Teacher
2 x Matron-cum-Nurse
1 x LDA-cum-Typist
1 x Compounder
7 x MLSS

Sarkari Shishu Sadan 3 unit at Sub-Division 100 capacity
Pers-36
3 x Dy.Supdt.
3 x Asstt.Supdt Gum-Teacher
6 x Asstt. Thacher
3 x LDA-Cum-Ty.
3 x Matron-cum-Nurse
3 x Compounder
3 x MLSS
3 x Darwan
3 x Night Guard
3 x Cook
3 x Sweeper

Pre-Vocational Training for Orphans 1 unit
Pers-4
2 x Instructor for Trade Course
1 x LDA-cum-Typist
1 x MLSS

Baby Home 1 unit
Pers-13
1 x Dy.Supdt.
1 x UDA
2 x Teacher
1 x Nurse
1 x LDA-cum-Typist
1 x Compounder
1 x Cottage Mother
3 x Aya
2 x MLSS

PABNA ZILLA 166

Pers-14
1 x Deputy Director
1 x Asstt. Director
1 x Social Service Officer (Regn)
1 x Admn.-cum-Junior Accounts Officer
1 x Stenographer
1 x UDA
3 x LDA-cum-Typist
1 x Accounts Asstt.
1 x Driver
3 x MLSS

PROGRAMME 125

Municipal Social Services 1 unit
Pers-7
1 x SSO
4 x MSW
1 x LDA-cum-Typist
1 x MLSS

Hospital Social Services 1 unit
Pers-4
2 x SSO
1 x LDA-cum-Typist
1 x MLSS

Probation& After Care Services 1 Unit
Pers-2
1 x PO
1 x MLSS

Upozilla Social Services CentreHQ 16 Unit
Pers for one unit-3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS
3 x 16 = 48

Union Social Services Centre 16 Unit
Pers for one Unit-4
1 x Supervisor
3 x USW
4 x 16 = 64

Post under Contingent Head
1. For USSC
a. 1 x Trade Instructor (Male)
b. 1 x Trade Instructor (Female)
c. 1 x Night Guard
3 x 16 = 48
2. For MSS
a. 1 x Night Guard
1 x 1 = 1
3. For Resource Room
a. 1 x Night Guard
1 x 2 = 2
4. For SSS
a. 1 x Doctor(PT)
1 x 2 = 2
Total Contingent post for Pabna = 53

INSTITUTION 27

Sarkari Shi -shu Sadan 1 unit at 200 capaci-ty
Pers-13
1 x Dy.Supdt.
1 x Asstt. Supdt.-cum-Teacher
2 x Asstt. Teacher
1 x Matron-cum-Nurse
1 x Compounder
1 x LDA-cum-Typist
1 x MLSS
1 x Darwan
1 x Night Guard
2 x Cook
1 x Sweeper

Sarkari Shi -shu Sadan 1 unit at Sub-Divn 100 capacity
Pers-12
1 x Dy.Supdt.
1 x Asstt.Supdt -cum-Teacher
2 x Asstt.Teach.
1 x Matron-cum-Nurse
1 x Compounder
1 x LDA-cum-Typist
1 x MLSS
1 x Darwan
1 x Night Guard
1 x Cook
1 x Sweeper

Integrated Educational Programme for Blind(Attached to Secondary School)2 Unit
Pers-2
2 x Resource Teacher.

BOGRA ZILLA 143

Pers-14
1 x Deputy Director
1 x Asstt. Director
1 x Social Service Officer (Regn)
1 x Admn-cum-Junior Accounts Officer
1 x Stenographer
1 x UDA
3 x LDA-cum-Typist
1 x Accounts Asstt.
1 x Driver
3 x MLSS

PROGRAMME 103

Municipal Social Services 1 unit
Pers-7
1 x SSO
4 x MSW
1 x LDA-cum-Typist
1 x MLSS

Hospital Social Services 1 unit
Pers-3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS

Probation& After Care Services 1 unit
Pers-2
1 x PO
1 x MLSS

Upozila Social Services CentreHQ 13 Units
Pers for one unit-3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS
3 x 13=39

Union Social Services Centre 13unit
Pers-for one unit-4
1 x Supervisor
3 x USW
4 x 13 = 52

Post under Contingent Head
1. For USSC
a. 1 x Trade Instructor (Male)
b. 1 x Trade Instructor (Female)
c. 1 x Night Guard
3 x 13 = 39
2. For MSS
a. 1 x Night Guard
1 x 1 = 1
3. For Resource Room
a. 1 x Night Guard
1 x 1 = 1
4. For SSS
a. 1 x Doctor(PT)
1 x 2 = 2
Total Contingent post for Bogra = 43

INSTITUTION 26

Sarkari Shi shu Sadan 1 unit at 200 capacity
Pers-13
1 x Dy.Supdt.
1 x Asstt.Supdt -cum-Teacher
2 x Asstt. Teacher
1 x Matron-cum-Nurse
1 x Compounder
1 x LDA-cum-Typist
1 x MLSS
1 x Darwan
1 x Night Guard
2 x Cook
1 x Sweeper

Sarkari Shi shu Sadan 1 unit at Sub-Division 100 capacity
Pers-12
1 x Dy.Supdt.
1 x Asstt.Supdt -cum-Teacher
2 x Asstt.Teacher
1 x Matron-cum-Nurse
1 x Compounder
1 x LDA-cum-Typist
1 x MLSS
1 x Darwan
1 x Night Guard
1 x Cook
1 x Sweeper

Integrated Educational programme for Blind(Attached to Secondary School)1Unit
Pers-1
1 x Resource Teacher

RANGPUR ZILLA 296

Pers-14
1 x Deputy Director
1 x Asstt. Director
1 x Social Service Officer (Regn)
1 x Admn-cum-Junior Accounts Officer
1 x Stenographer
1 x UDA
3 x LDA-cum-Typist
1 x Accounts Asstt.
1 x Driver
3 x MLSS

PROGRAMME 223

Municipal Social Services 1 unit
Pers-7
1 x SSO
4 x MSW
1 x LDA-cum-Typist
1 x MLSS

Hospital Social Services 1 unit
Pers-4
2 x SSO
1 x LDA-cum-Typist
1 x MLSS

Probation& After Care Services 1 unit
Pers-2
1 x PO
1 x MLSS

Upozila Social Services Centre HQ 30 unit
Pers for one unit-3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS
3 x 30= 90

Union Social Services 30 unit
Pers for one Unit-4
1 x Supervisor
3 x USW
4 x 30 = 120

Integrated Educational programme for Blind(Attached to Secdry.School) 1 unit
Pers-3
3 x Resource Teacher

INSTITUTION 59

Sarkari Shi-shu Sadan 1 unit at 200 capacity
Pers-13
1 x Dy.Supdt.
1 x Asstt.Supdt-cum-Teacher
2 x Asstt.Teacher
1 x Matron-cum-Nurse
1 x Compounder
1 x LDA-cum-Typist
1 x MLSS
1 x Darwan
1 x Night Guard
2 x Cook
1 x Sweeper

Sarkari Shi-shu Sadan 3 Unit at Sub-Division 100 capacity
Pers-36
3 x Dy.Supdt.
3 x Asstt.Supdt.-cum-Teacher
6 x Asstt.Teacher
3 x Matron-cum-Nurse
3 x Compounder
3 x LDA-cum-Typist
3 x MLSS
3 x Darwan
3 x Cook
3 x Night Guard
3 x Sweeper

Socio-Economic Programme for Women 1 unit
Pers-7
1 x Dy.Supdt.
2 x Instructor
1 x LDA-cum-Typist
1 x Cashier-cum-Store Keeper
1 x MLSS
1 x Darwan

Posts under Contingent Head
1. For USSC
a. 1 x Trade Instructor (Male)
b. 1 x Trade Instructor (Female)
c. 1 x Night Guard
3 x 30 = 90
2. For MSS
a. 1 x Night Guard
1 x 1 = 1
3. For Resource Room
a. 1 x Night Guard
1 x 3 = 3
4. For SSS
a. 1 x Doctor(PT)
1 x 4 = 4
Total Contingent post for Rangpur =98

DINAJPUR ZILLA 205

Pers-14
1 x Deputy Director
1 x Asstt.Director
1 x Social Service Officer (Regn)
1 x Admn-cum-Junior Accounts Officer
1 x Stenographer
1 x UDA
3 x LDA-cum-Typist
1 x Accounts Asstt.
1 x Driver
3 x MLSS

PROGRAMME 152

Municipal Social Services 1 Unit
Pers-7
1 x SSO
4 x MSW
1 x LDA-cum-Typist
1 x MLSS

Hospital Social Services 1 unit
Pers-3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS

Probation & After Care Services 1 Unit
Pers-2
1 x PO
1 x MLSS

Upozila Social Services CentreHQ 20 unit
Pers for one Unit-3
1 x SSO
1 x LDA-cum-Typist
1 x MLSS
3 x 20 = 60

Union Social Service Centre 20 unit
Pers for One Unit-4
1 x Supervisor
3 x USW
4 x 20 =80

Posts underContingent Head
1. For USSC
a. 1 x Trade Instructor(Male)
b. 1 x Trade Instructor(Female)
c. 1 x Night Guard
3 x 20 = 60
2. For MSS
a. 1 x Night Guard
1 x 1 = 1
3. For Resource Room
a. 1 x Night Guard
1 x 2 = 2
4. For SSS
a. 1 x Doctor(PT)
1 x 3 = 3
Total contingent posts for Dinajpur = 66

INSTITUTION 39

Sarkari Shishu Sadan 1 unit at 200 capacity.
Pers-13
1 x Dy. Supdt.
1 x Asstt.Supdt. -cum-Teacher
2 x Asstt.Teacher
1 x Matron-cum-Nurse
1 x Compounder
1 x LDA-cum-Typist
1 x MLSS
1 x Darwan
1 x Night Guard
2 x Cook
1 x Sweeper

Sarkari Shishu Sadan 2 Unit at Sub-Division 100 capacity
Pers-.24
2 x Dy.Supdt.
2 x Asstt.Supdt-cum-Teacher
4 x Asstt.Teacher
2 x Matron-cum-Nurse
2 x Compounder
2 x LDA-cum-Typist
2 x MLSS
2 x Darwan
2 x Night Guard
2 x Cook
2 x Sweeper

Integrated Educational Programme for Blind(Attached to Secondary School)2 Unit
Pers-2
2 x Resource Teacher

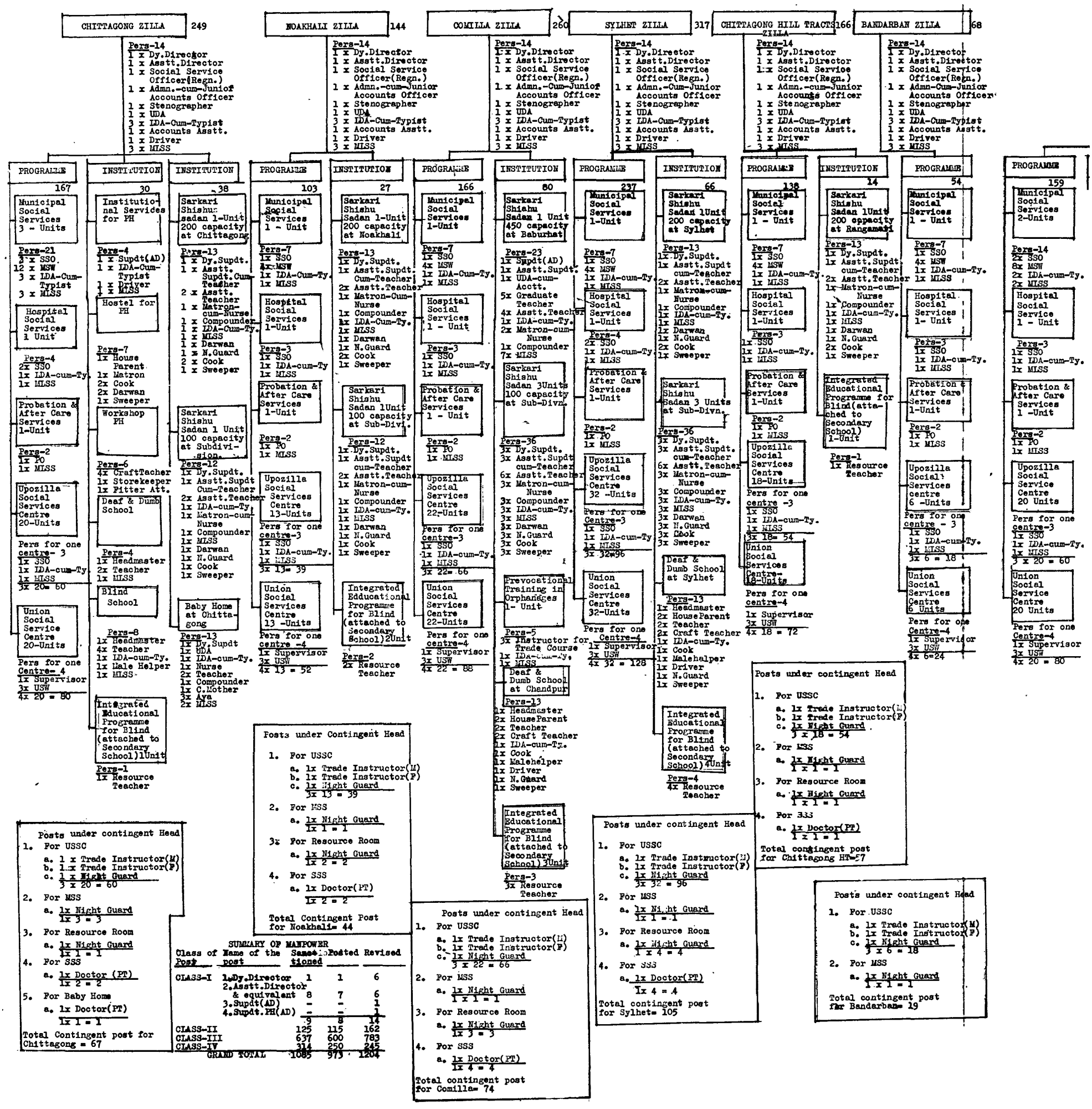
SUMMARY OF MANPOWER

Class of posts.	Name of the posts	Sanctioned.	Posted	Revised
CLASS-I	1. Deputy Director	1	1	5
	2. Asstt. Director & equivalent	7	5	5
	3. Superintendent(AD)	-	-	1
	4. Supdt. PH(AD)	-	-	1
		8	6	12
CLASS-II		124	105	152
CLASS-III		715	634	736
CLASS-IV		343	300	234
	GRAND TOTAL :	1190	1045	1134

ABBREVIATION

AD - Asstt. Director
CV - Controller of Vagrancy
DD - Deputy Director
GRO - General Record Officer
MSW - Municipal Social Worker
MSS - Municipal Social Services
PO - Probation Officer
PH - Physically Handicapped
RSS - Rural Social Services
RO - Research Officer
SSO - Social Services Officer
SSS - Sarkari Shishu Sadan
USSC - Upozilla Social Service Center
USW - Union Social Worker
VA - Voluntary Agencies
M - Male
F - Female
PT - Part Time

CHITTAGONG ZONE - 1204

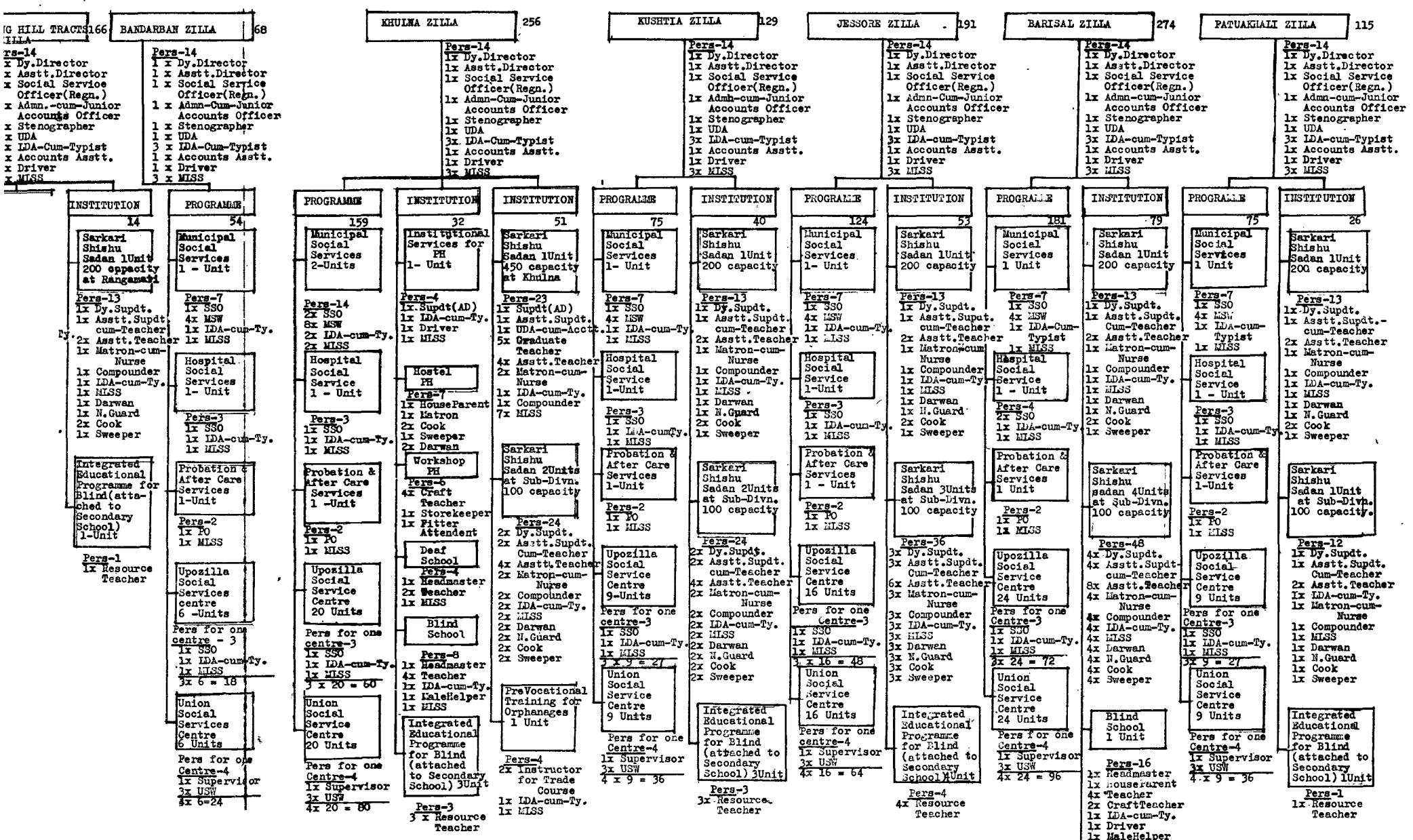


SUMMARY OF MANPOWER

Class of Post	Name of the post	Sanctioned	Posted	Revised
CLASS-I	1.Dy.Director	1	1	6
	2.Asstt.Director & equivalent	8	7	6
	3.Supdt(AD)	-	-	1
	4.Supdt.PH(AD)	-	-	1
		9	8	14
CLASS-II		125	115	162
CLASS-III		637	600	783
CLASS-IV		314	250	245
	GRAND TOTAL	1085	973	1204

DEPARTMENT OF SOCIAL SERVICES

KHULNA ZONE - 965



Posts under contingent Head

1. For USSC
   a. 1x Trade Instructor(M)
   b. 1x Trade Instructor(F)
   c. 1x Night Guard
   3 x 6 = 18
2. For MSS
   a. 1x Night Guard
   1 x 1 = 1

Total contingent post for Bandarban= 19

Posts under contingent Head

1. For USSC
   a. 1x Trade Instructor(M)
   b. 1x Trade Instructor(F)
   c. 1x Night Guard
   3 x 20 = 60
2. For MSS
   a. 1x Night Guard
   1x 2 = 2
3. For Resource Room
   a. 1x Night Guard
   1x 3 = 3
4. For SSS
   a. 1x Doctor(PT)
   1x 3 = 3

Total Contingent post for Khulna= 68

Posts under contingent Head

1. For USSC
   a. 1x Trade Instructor(M)
   b. 1x Trade Instructor(F)
   c. 1x Night Guard
   3x 9 = 27
2. For MSS
   a. 1x Night Guard
   1 x 1 = 1
3. For Resource Room
   a. 1x Night Guard
   1 x 3 = 3
4. For SSS
   a. 1x Doctor(PT)
   1 x 3 =.3

Total contingent post for Kushtia = 34

Posts under contingent Head

1. For USSC
   a. 1x Trade Instructor(M)
   b. 1x Trade Instructor(F)
   c. 1x Night Guard
   3 x 16 = 48
2. For MSS
   a. 1x Night Guard
   1 x 1 = 1
3. For Resource Room
   a. 1x Night Guard
   1 x 4 = 4
4. For SSS
   a. 1x Doctor (PT)
   1 x 4 = 4

Total contingent post for Jessore = 57

Posts under contingent Head

1. For USSC
   a. 1x Trade Instructor(M)
   b. 1x Trade Instructor(F)
   c. 1x Night Guard
   3 x 24 = 72
2. For MSS
   a. 1x Night Guard
   1 x 1 = 1
3. For Resource Room
   a. 1x Night Guard
   1 x 2 = 2
4. For SSS
   a. 1x Doctor (PT)
   1 x 5 = 5

Total Contingent post for Barisal = 80

Posts under contingent Head

1. For USSC
   a. 1x Trade Instructor(M)
   b. 1x Trade Instructor(F)
   c. 1x Night Guard
   3 x 9 = 27
2. For MSS
   a. 1x Night Guard
   1 x 1 = 1
3. For Resource Room
   a. 1x Night Guard
   1 x 1 = 1
4. For SSS
   a. 1x Doctor(PT)
   1 x 2 = 2

Total contingent post for Patuakhali = 31

SUMMARY OF MANPOWER

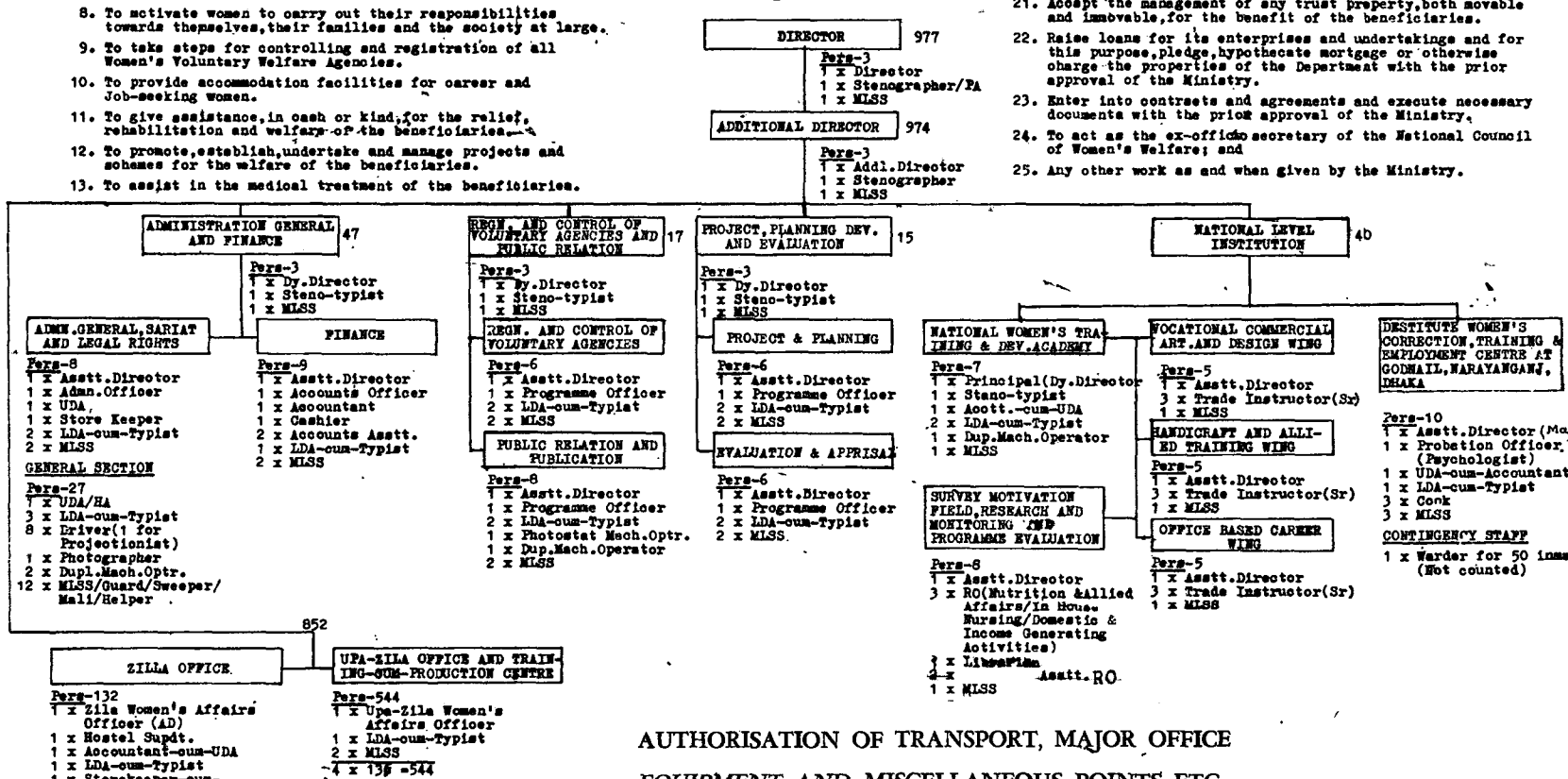
Class of post	Name of the post	Sanctioned	posted	Revised
CLASS-I	1. Dy.Director	1	1	5
	2. Asstt.Director & equivalent	7	4	5
	3. Supdt.(AD)	-	-	1
	4. Supdt.PH(AD)	-	-	1
		8	5	12
CLASS-II		118	103	124
CLASS-III		693	650	613
CLASS-IV		327	300	216
	GRAND TOTAL	1146	1058	965

DEPARTMENT OF WOMEN'S AFFAIRS
MINISTRY OF SOCIAL WELFARE AND WOMEN'S AFFAIRS

FUNCTIONS:

1. Department of Women's Affairs acts as the Principal field Office of the Women's Affairs Sector of the Ministry of Social Welfare & Women's Affairs.
2. To help the Ministry in deciding principles on Women's Affairs & to help the Ministry to implement those principles.
3. To implement and evaluate the Projects which the Ministry requires the Directorate to perform.
4. To look after matters relating to Women's status, Shariat and other legal and Social rights.
5. To attend to the problems and affairs of women.
6. To organise women in such a manner so that they may participate effectively in its Socio-economic Development.
7. To look after welfare of the Women including employment opportunities for women.
8. To motivate women to carry out their responsibilities towards themselves, their families and the society at large.
9. To take steps for controlling and registration of all Women's Voluntary Welfare Agencies.
10. To provide accommodation facilities for career and Job-seeking women.
11. To give assistance, in cash or kind, for the relief, rehabilitation and welfare of the beneficiaries.
12. To promote, establish, undertake and manage projects and schemes for the welfare of the beneficiaries.
13. To assist in the medical treatment of the beneficiaries.
14. To establish and maintain rehabilitation and training centres and homes for the beneficiaries.
15. To provide Vocational training facilities to the beneficiaries.
16. To award scholarships and stipends to deserving beneficiaries for prosecution of studies.
17. To establish, own, manage, maintain and disposed of, any industrial or commercial undertaking for the benefit of the beneficiaries;
18. Invest moneys and very investments as and when it deems proper.
19. Receive money, securities, instruments or any other movable or immovable property for and on behalf of the Department.
20. Purchase, sell endorse, transfer, negotiate or otherwise deal in securities approved by the Ministry.
21. Accept the management of any trust property, both movable and immovable, for the benefit of the beneficiaries.
22. Raise loans for its enterprises and undertakings and for this purpose, pledge, hypothecate mortgage or otherwise charge the properties of the Department with the prior approval of the Ministry.
23. Enter into contracts and agreements and execute necessary documents with the prior approval of the Ministry.
24. To act as the ex-officio secretary of the National Council of Women's Welfare; and
25. Any other work as and when given by the Ministry.

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing	Revised
	Class-I			
1.	Director	3	2	1
2.	Addl. Director	1	1	1
3.	Deputy Director	2	-	3
4.	Principal Academy(DD)	-	-	1
5.	Director Academy	1	1	-
6.	Assistant Director	10	5	11
7.	Zila Women's Affairs Officer(AD)	-	-	22
8.	Hostel Superintendent	-	-	22
9.	Senior Accounts Officer	1	1	-
10.	Research Officer	-	-	3
	Total Class-I	18	10	64
	Total Class-II	83	71	177
	Total Class-III	511	417	336
	Total Class-IV	292	235	400
	GRAND TOTAL :	904	733	977

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport

1. The Women's Affairs Cell and BWRWF are jointly holding 2 x Car, 4 x Jeep, 6 x Microbus

   The following are authorised:

   a. 2 x Car (1 for Director and 1 for the Academy)
   b. 2 x Jeep(Administrative use by other officers)
   c. 3 x Microbus(1 for Administrative use & 2 for Academy)

2. The remaining 2 x Jeep and 3 x Microbus to be deposited to the Directorate of Government Transport on completion of the project.
3. Private use of Government Transport will be strictly as per latest Government instructions.

Major equipment

4. The amalgamated department is holding 176 x Typewriter, 5 x Duplicating machine, 19 x Calculating machine and 11 x Projector. The following are authorised :

   a. 178 x Typewriter
   b. 1 x Photostat Machine
   c. 5 x Duplicating Machine
   d. 19 x Calculating Machine
   e. 11 x Projector

5. The Department of Printing, Stationery, Forms & Publication will supply 2 x Typewriter and 1 x Photostat Machine to the Department of Women's Affairs ex-stock.

Miscellaneous points

6. All the regular employees whether class I, II, III & IV of the erstwhile Women's Affairs Cell/BWRWF will be absorbed in the new set up of the Deptt.of Women's Affairs against the same or identical post (having same scale of pay) according to seniority as per Govt. rules and regulations.
7. Entry point officer's post for the Department will be Upa-Zila Women's Affairs Officer with pay scale equivalent to Upa-Zila Social Service Officer. Exemption can be made for National Women's Training and Development Academy
8. Two (2) Upa-Zila set-up per existing (68) Sub-Division (proposed Zilas) are being sanctioned to work on rotation basis i.e. the personnel will move to other uncovered Upazilas to expand the programme.
9. 3 x Trade Instructor for Upazila level will be applicable wherever Upazila Cottage Industries Training-cum-production centres exists.
10. All the existing programmes and assets of BWRWF, Women's Affairs Cell and other Women's programme controlled by the Ministry will automatically come under the Department and conform to the given set up.
11. The post of Hostel Supdt.in Zila Level will be effective as an when Women's Hostels are constructed. All staff of the Hostel will be paid from the income of the Hostel and the Hostel Supdt. will remain on deputation.
12. Assistant Director posted on destitute Women's Correction, Training and Employment Centre will have Magisterial power and other relevant power of Vagrancy Act.
13. Trade Instructors(Sr.)of Academy should be qualified in relevant trade.
14. The above set up includes sanctioned post of 73 personnel of women affairs cell & Academy and 833 posts of Bangladesh Women's Rehabilitation and Welfare Foundation.

BRIGADIER
(EHAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF LABOUR
LABOUR AND MANPOWER DIVISION
MINISTRY OF LABOUR AND MANPOWER

FUNCTIONS:

1. To act as Concilitation Machinery under the Industrial Relations Ordinance, 1969 and to deal with Labour disputes including strikes and lockouts to ensure industrial peace in the interest of increased productivity and for that matter to investigate into causes of labour disputes and to hold statutory and non-statutory tripartite conciliation meetings of the managements and workers both in public and private sectors.

2. To be responsible for overall administration and implementation of the Government's policies and programmes on labour welfare and labour management relations and also to provide educational and advisory services to the different employing Ministries on industrial relation connected with numerous complex socio-economic problems. Besides, this Department is concerned and involved with various other labour laws regulating terms of employment and conditions of work.

3. To register trade unions and federations of trade unions under the Industrial Relations Ordinance, 1969 and for that matter to enquire, scrutinise and approve the constitutions and amendments thereof of the trade unions and federations and to issue certified copies of constitutions and other documents of unions including certificate of registration on receipt of prescribed fees as well as inspection of trade unions and their accounts.

4. To conduct secret ballot for determination of collective bargaining agents under the Industrial Relations Ordinance, 1969 in industrial and commercial establishments, prepare list of qualified workers, hear their objections, prepare and check voters lists, inspect and select polling booths, hold secret ballots and keep liaison with the local law and order authorities for security in connection with such ballots.

5. To conduct cases on behalf of the Government in civil courts, labour courts and labour appellate tribunal field by the trade unions and employers against Government.

6. To enquire and process complaints pertaining to unfair labour practices of workers, trade unions and employers and to lodge complaint with labour courts and to persue such complaints in the labour courts for violation of the provisions of the trade unions by the employers and workers.

7. To ensure that the trade unions observe their constitutions and in case of default to take appropriate measures including decertification.

8. To act as Statistical Authority in respect of the Industrial Statistics Act, 1942.

9. To organise and implement worker's Education Programme and Labour Administration Training throughout the country in the interest of industrial peace, which is an essential pre-requisits for higher productivity.

10. To organise Family Planning Programme in the labour sector with a view to achieving Government's objective of population control.

ORGANISATION

DIRECTOR — 532
Pers: 3
1 x Director
1 x Stenographer(PA)
1 x MLSS

ADDL. DIRECTOR — 529
Pers: 3
1 x Addl.Director
1 x Stenographer(PA)
1 x MLSS

TRADE UNION SECTION
Pers: 9
1 x Deputy Director
1 x Asstt.Director
1 x UDA/HA
1 x UDA
1 x Steno-Typist
3 x LDA-cum-Typist
1 x MLSS

CONCILIATION SECTION
Pers: 10
1 x Deputy Director
2 x Asstt.Director
1 x UDA/HA
1 x UDA
1 x Steno-Typist
2 x LDA-cum-Typist
2 x MLSS

L.W.L.P. SECTION
Pers: 4
1 x Asstt.Director
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

STATISTICS, RESEARCH ILO & LIBRARY SECTION
Pers: 9
1 x Asstt.Director
6 x Statistics Asstt.
1 x LDA-cum-Typist
1 x MLSS

ADMINISTRATION SECTION — 33
Pers: 4
1 x Dy.Director
1 x Admn.Officer
1 x Steno-Typist
1 x MLSS

ACCOUNTS BRANCH
Pers: 7
2 x Accountant
1 x Cashier
2 x LDA-cum-Typist
1 x Daftry
1 x MLSS

ESTABLISHMENT BRANCH
Pers: 8
1 x UDA/HA
2 x UDA
3 x LDA-cum-Typist
2 x MLSS

CENTRAL BRANCH
Pers: 14
1 x UDA
3 x LDA-cum-Typist
5 x Driver/Duplicating Machine Operator
1 x Liftman
3 x MLSS
1 x Sweeper

EDUCATION & TRAINING — 105

I.R.I. TONGI
Pers: 42
1 x Principal
1 x Project Director
6 x Lecturer
2 x Research Officer
1 x AV Officer
2 x AV Artist
1 x Librarian
2 x Research Asstt.
1 x UDA/HA
3 x UDA
1 x Accountant
1 x Stenotypist
3 x LDA-cum-Typist
1 x Library Asstt.
4 x Driver/DMO
1 x Care Taker
1 x Cine Operator
2 x Cook
5 x MLSS
2 x Night Guard/Darwan
1 x Sweeper-cum-Mali

3 X I.R.I. AT CTG., KHULNA AND RAJSHAHI
Pers-63
1 x Principal
3 x Lecturer
1 x Audiovisual Officer
1 x Librarian
1 x Artist
1 x Accountant
1 x Stenotypist
1 x Library Asstt.
1 x Audio-Visual Operator
1 x Acctt. Clerk
2 x LDA-cum-Typist
2 x Driver/DMO
1 x Cook
1 x Sweeper
3 x MLSS/Darwan/Mali
21 x 3 = 63

CHITTAGONG ZONE — 98
Pers : 34
1 x Joint Director
2 x Dy.Director
2 x Asstt.Director
3 x Labour Officer
1 x Stenographer
1 x UDA/HA
1 x L.W.O.
2 x UDA
2 x Steno-typist
4 x LDA-cum-Typist
1 x Cine Operator
3 x Driver/Duplicating Machine Operator
10 x MLSS/Darwan/Guard
1 x Sweeper-cum-Mali

DHAMA ZONE — 105
Pers-35
1 x Joint Director
2 x Dy. Director
2 x Asstt. Director
3 x Labour Officer
1 x Stenographer
1 x UDA/HA
3 x UDA/LWO
2 x Stenotypist
4 x LDA-cum-Typist
1 x Cine Operator
4 x Driver/Duplicating Machine Operator
10 x MLSS/Guard/Darwan
1 x Sweeper-cum-Mali

KHULNA ZONE — 79
Pers-33
1 x Joint Director
2 x Dy. Director
2 x Asstt. Director
3 x Labour Officer
1 x Stenographer
1 x UDA/HA
1 x LWO
2 x UDA
2 x Stenotypist
4 x LDA-cum-Typist
1 x Cine Operator
2 x Driver/Duplicating Machine Operator
10 x MLSS/Darwan/Guard
1 x Sweeper-cum-Mali

RAJSHAHI ZONE — 74
Pers-23
1 x Joint Director
1 x Dy. Director
2 x Asstt. Director
2 x Labour Officer
1 x Stenographer
1 x UDA/HA
1 x Stenotypist
2 x UDA
1 x LWO
1 x Cine Operator/DMO
3 x LDA-cum-Typist
1 x Driver
5 x MLSS/Darwan/Guard
1 x Sweeper-cum-Mali

Welfare Division for Tea Industry at Sreemongal
Pers-22
1 x Dy. Director
2 x Medical Officer
4 x LWO/Stenotypist
1 x UDA/HA
2 x LDA-cum-Typist
1 x Compounder
1 x Laboratory Asstt.
3 x Driver
2 x Cine Operator
2 x Nurses
2 x MLSS/Darwan
1 x Sweeper-cum-Mali

3 x Regional Offices at Comilla, Chandpur and Sylhet
Pers-10
3 x Asstt.Director
1 x Labour Officer
3 x LDA-cum-Typist
3 x MLSS

4 x LWCs at Kalurghat Sologha-har, Ashuganj & Chandpur
Pers-32
1 x Medical Officer
2 x LWO
1 x Compounder
1 x Dispensary Attendent
3 x MLSS/Darwan/Mali
8 x 4 = 32

4 x Regional Office at Narayan-ganj, Narsingdi, Ghorashal & Tongi
Pers-14
4 x Asstt.Director
2 x Labour Officer
4 x LDA-cum-Typist
4 x MLSS

7 LWCs at Tongi, Tejgaon, Chasara, Bondar, Narsingdi, Ghorashal, Sarisabari
Pers-56
1 x Medical Officer
2 x LWO
1 x Compounder
1 x Dispensary Attendent
3 x MLSS/Guard/Mali
8 x 7 = 56

2 Regional Offices at Kushtia and Mongla
Pers-6
1 x Asstt.Director
1 x LDA-cum-Typist
1 x MLSS
3 x 2 = 6

5 LWCs at Rupsa, Khalispur, Kushtia Mongla and Barisal
Pers-40
1 x Medical Officer
2 x LWO
1 x Compounder
1 x Dispensary Attendent
3 x MLSS/Darwan/Mali
8 x 5 = 40

2 Regional Offices at Bogra and Rangpur
Pers-11
1 x Dy. Director
2 x Asstt.Director
1 x Labour Officer
1 x Stenotypist
2 x LDA-cum-Typist
4 x MLSS/Darwan/Mali

5 LWCs at Rajshahi, Gaibanda, Bogra, Serajganj and Sayedpur
Pers-40
1 x Medical Officer
2 x LWO
1 x Compounder
1 x Dispensary Attendent
3 x MLSS/Darwan/Mali
8 x 5 = 40

SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Actual	Revised
	CLASS-I			
1.	Director	1	1	1
2.	Additional Director	1	1	1
3.	Joint Director	4	4	4
4.	Deputy Director	12	11	12
5.	Project Director	1	1	1
6.	Principal	4	4	4
7.	Assistant Director	25	22	24
8.	Lecturers	15	13	15
9.	Librarian	1	1	1
10.	Audio-Visual Officer	4	3	4
11.	Audio-Visual Artists	2	2	2
12.	Medical Officer	24	18	23
13.	Research Officer	2	2	2
	Total	96	83	94
	CLASS-II			
14.	Administrative Officer	1	-	1
15.	Librarian	3	-	3
16.	Artist	3	-	3
17.	Labour Officer	15	6	15
18.	Research Assistant	2	-	2
	Total	24	6	24
	CLASS-III	259	250	236
	CLASS-IV	240	237	178
	GRAND TOTAL	619	576	532

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Department is authorised:
   a. 1 x Car for Director
   b. 6 x Car for Addl.Director, 4 for Joint Directors and 1 for Principal, Tongi.
   c. 10 x Microbus for Deputy Director, Assistant Director and all I.R.Is. for official use on pool basis.
   d. 1 x Truck(Mini) for documentary films and other official works.
   e. 1 x Jeep for Sreemongal for official use.
2. Private use of Transports will be as per Government Instructions issued from time to time.
3. Air-Conditioner/Coolers: The Department holds 3 x air-conditioners which are located in different observations centre where sophisticated equipment are installed. These may be retained by the Department.
4. Office equipment: The following office equipment may be retained by the Department:
   a. 2 x Plain Paper Copier.
   b. 9 x Duplicating Machine.
   c. 36 x Typewriters
   d. 7 x Calculator
   e. 11 x Cinema Projector.

ABBREVIATIONS:

1. A.V = Audiovisual
2. DMO = Duplicating Machine Operator
3. IRI = Industrial Relations Institute
4. LWC = Labour Welfare Centre
5. LWLP = Labour Welfare & Labour Policy
6. LWO = Labour Welfare Organiser

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF INSPECTION FOR FACTORIES AND ESTABLISHMENTS

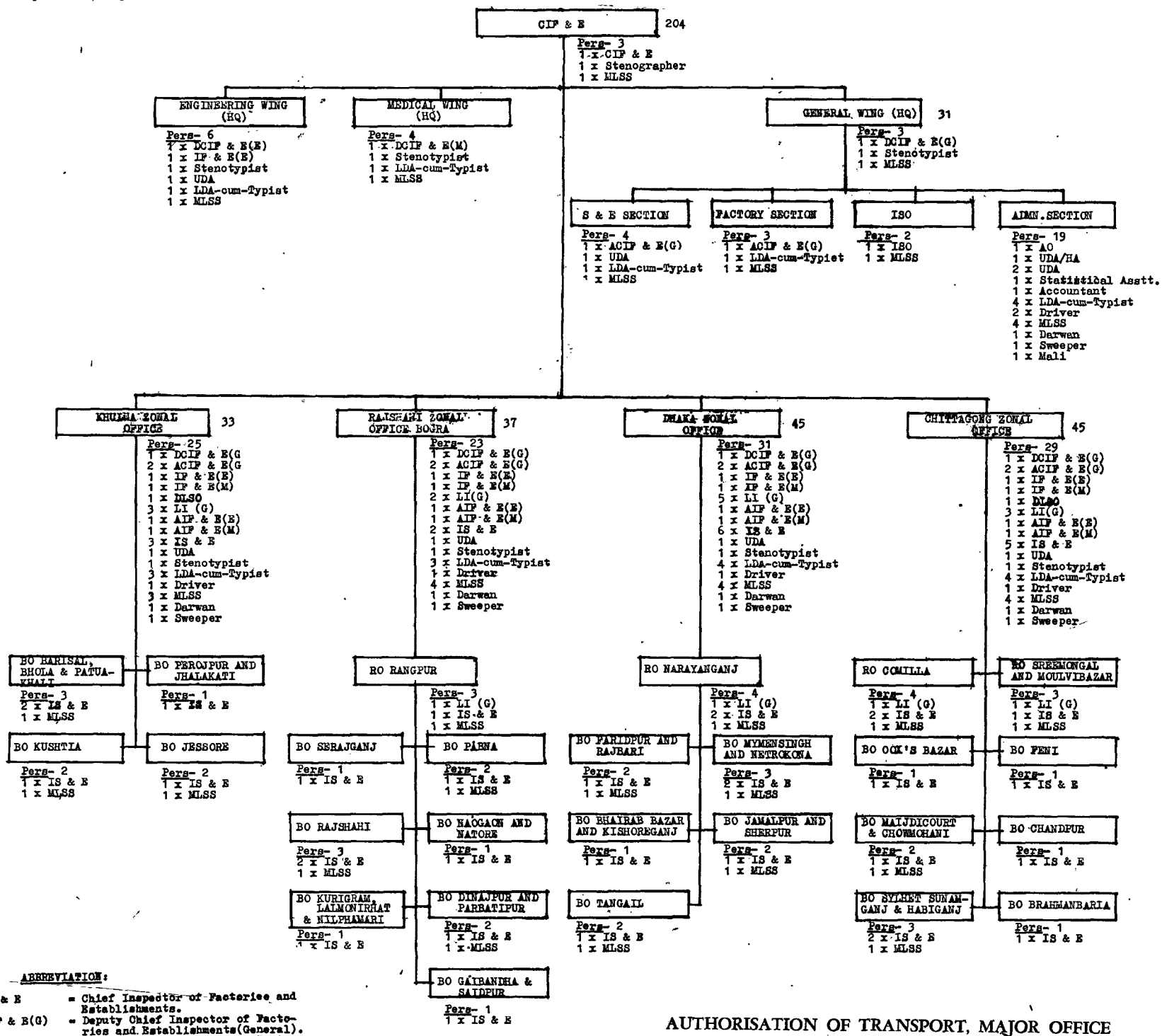
LABOUR AND MANPOWER DIVISION

MINISTRY OF LABOUR AND MANPOWER

FUNCTIONS:

1. Inspection of factories, shops, commercial establishments, tea plantations, ports/docks, railways, inland water transport and road transports under above mentioned 46 labour laws for enforcement of the provisions relating to safety, health, hygiene, labour welfare, payment of wages, regulation of hours of work, conditions and terms of employment, social security etc. of workers.
2. Prosecution against the violators of labour laws in different courts.
3. Approval of construction and extension of factories.
4. Approval of lay-out plan of factories.
5. Issue of registration and licence of factories and realisation of fees for the purpose.
6. Maintenance of liaison with different government departments, employers organisations and trade unions on inforcement of Labour Laws.
7. Grant of exemption to the managements from operation of different providings of Labour Laws.
8. Collection and compilation of data for preparation of annual and other periodical reports under various labour laws.
9. Assistance to the Government in formulation of policies about enforcement of labour laws and framing labour laws including amendment of various Acts and Rules.
10. Preparation of replies to the ILO questionairies relating to adoption of ILO Conventions and Recommendations.
11. Assistance to other international agencies in preparing survey reports relating to labour inspection, wages administration, working conditions, occupational health and safey etc.
12. Representing the Government in national and international seminars, meetings, forums etc. on labour inspections, labour administration, productivity etc.
13. Approval of Services rules of the workers as and when applied for by the management of different establishments.
14. Examination and checking of the certificates issued by the competent authority relating to safe operations of gears, derrick winches and other accessories of ports and ships ensuring safety. Also inspects ships touching at Chittagong and Chalna port for enforcement of safety and welfare provisions of law.

ORGANISATION



ABBREVIATION:

1. CIF & E = Chief Inspector of Factories and Establishments.
2. DCIF & E(G) = Deputy Chief Inspector of Factories and Establishments(General).
3. DCIF & E(E) = Deputy Chief Inspector of Factories and Establishments(Engineering).
4. DCIF & E(M) = Deputy Chief Inspector of Factories and Establishments(Medical).
5. IF & E(E) = Inspector of Factories and Establishments(Engineering).
6. IF & E(M) = Inspector of Factories and Establishments(Medical).
7. ACIF & E(G) = Assistant Chief Inspector of Factories and Establishments(General)
8. DLSO = Dock Labour Safety Officer.
9. A.O. = Administrative Officer.
10. LI (G) = Labour Inspector(General).
11. ISO = Inspector of Standing Orders.
12. AIF & E(E) = Assistant Inspector of Factories and Establishments(Engineering).
13. AIF & E(M) = Assistant Inspector of Factories and Establishments(Medical).
14. IS & E = Inspector of Shops and Establishments.
15. R.O. = Regional Office.
16. B.O. = Branch Office.
17. S.& E = Shops and Establishments.

SUMMARY OF MANPOWER

SL. No.	Name of post	Sanctioned	Actual	Revised
	Class-I			
1.	CIF & E	1	1	1
2.	DCIF & E(Genl)	5	5	5
3.	DCIF & E(E)	1	-	1
4.	DCIF & E(M)	1	1	1
5.	IF & E(E)	5	5	5
6.	IF & E(M)	4	1	4
7.	ACIF & E(G)	10	7	10
8.	DLSO	2	2	2
	Total:-	29	22	29
9.	Class-II	19	13	19
10.	Class-III	114	92	103
11.	Class-IV	56	53	53
	Grand Total:-	218	180	204

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. The Department is authorised:
   a. 6 x Car.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipments: The following office equipments may be retained by the Department:
   a. 1 x Duplicating Machine.
   b. 17 x Typewriters. Ratio of Bengali and English typewriter will be 60 : 40.
   c. 2 x Calculators.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

MINIMUM WAGES BOARD
LABOUR AND MANPOWER DIVISION
MINISTRY OF LABOUR AND MANPOWER

FUNCTIONS:

1. To hold meetings of the members convened by the Chairman.
2. To issue questionnaire ,when necessary, in order to collect data from different units of the concerned industry.
3. To prepare statistics on the basis of the above data.
4. To visit different units of the concerned industry to assess their working condition and the condition of the workers and to interview both the workers and the employers

ORGANISATION

CHAIRMAN 13

Pers : 13
1 x Chairman
1 x Secretary
1 x Stenographer
1 x Statistical Assistant
1 x UDA/HA
1 x Accountant
1 x LDA-cum-Typist
1 x Driver
3 x MLSS
1 x Night Guard
1 x Sweeper-cum-Mali

SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
	Class-I			
1.	Chairman	1	1	1
2.	Secretary	1	1	1
	Total Class I:	2	2	2
	Class-III	7	7	6
	Class-IV	6	6	5
	Grand Total =	15	15	13

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

THE LABOUR APPELLATE TRIBUNAL AND THE LABOUR COURTS
LABOUR AND MANPOWER DIVISION
MINISTRY OF LABOUR AND MANPOWER

FUNCTIONS:

1. The Appellate Tribunal:
   a. To hear appeals from the Awards of 6 Labour Courts of Bangladesh.
   b. To exercise all powers conferred by the Ordinance.
   c. To interpret the Labour laws.
2. The Labour Courts:
   a. To adjudicate and determine an Industrial dispute which has been referred to or brought before it under Industrial Relations Ordinance.
   b. To inquire into and adjudicate any matter relating to the implementation or violation of a settlement which is referred to it by the Government.
   c. To try offences under the I.R.O. and such other offences under any other law as the Government may, by notification in the Official Gazette, specify in this behalf.
   d. To exercise and perform such other powers and functions as are or may be conferred upon or assigned to it by or under the I.R.O. or any other law.
3. Apart from the above common nature of functions of the Labour Courts, the Third Labour Court, Dhaka, deals with cases arising out of non-implementation of Newspaper Employees Wage Board Award of 1977.
4. Besides, the Chairman, Third Labour Court, Dhaka, Labour Courts at Khulna, Chittagong and Rajshahi have been appointed as the authority to deal with the cases under Payment of Wages Act, 1936, for the area of their respective Zones and also have been appointed as Commissioner for Workmen's Compensation Act, 1923, for the area

ORGANISATION

THE LABOUR APPELLATE TRIBUNAL 92

Pers-14
1 x Member
1 x Registrar
1 x UDA
1 x LDA-cum-Typist
1 x Bench Asstt.
1 x Stenographer(PA)
1 x Steno-typist
1 x Process Server
3 x MLSS(Including 1 x For Jamadar Duty)
1 x Darwan
1 x Night Guard
1 x Sweeper

LABOUR COURTS

Pers-78
1 x Chairman
1 x Registrar
1 x Stenographer
1 x Bench Asstt.
1 x Accountant-cum-Cashier
1 x LDA-cum-Typist
1 x Process Server
3 x MLSS
1 x Darwan
1 x Night Guard
1 x Sweeper
13 x 6 = 78

SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Actual	Revised
	Class-I			
1.	Member ..	1	1	1
2.	Chairman ..	6	4	6
3.	Registrar ..	7	6	7
	Total	14	11	14
4.	Class-III ..	36	32	29
5.	Class-IV ..	56	54	49
	GRAND TOTAL	106	97	92

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF SEAMEN AND EMIGRATION WELFARE
LABOUR AND MANPOWER DIVISION
MINISTRY OF LABOUR AND MANPOWER

FUNCTIONS:

1. To act as the administrative machinery for controlling, supervising and co-ordinating the seamen's welfare works at the Bangladesh ports and other foreign sea-ports where Bangladeshi seamen face problems.

2. To formulate plans and execute schemes and projects for promotion of seamen's welfare facilities at the ports as per ILO Recommendation No. 48 of 1936.

3. To secure necessary grants of money from the Government and the Merchant Seamen's Welfare Fund for the welfare of the seamen, arrange for speedy execution of all projects and schemes when sanctioned and supervise them while being executed.

4. To manage the Seamen's Education Trust Fund and distribute st-ipends to the children of seamen prosecuting studies in schools, colleges and universities.

5. To recommend measures connected with maintenance of rosters, recruitment of seamen and general welfare facilities for merchant seamen.

7. To function as member (statutory) on different Committee such as, Seamen's Employment Board, Seamen's Disciplinary Committee, Seamen's Promotion Committee, etc.

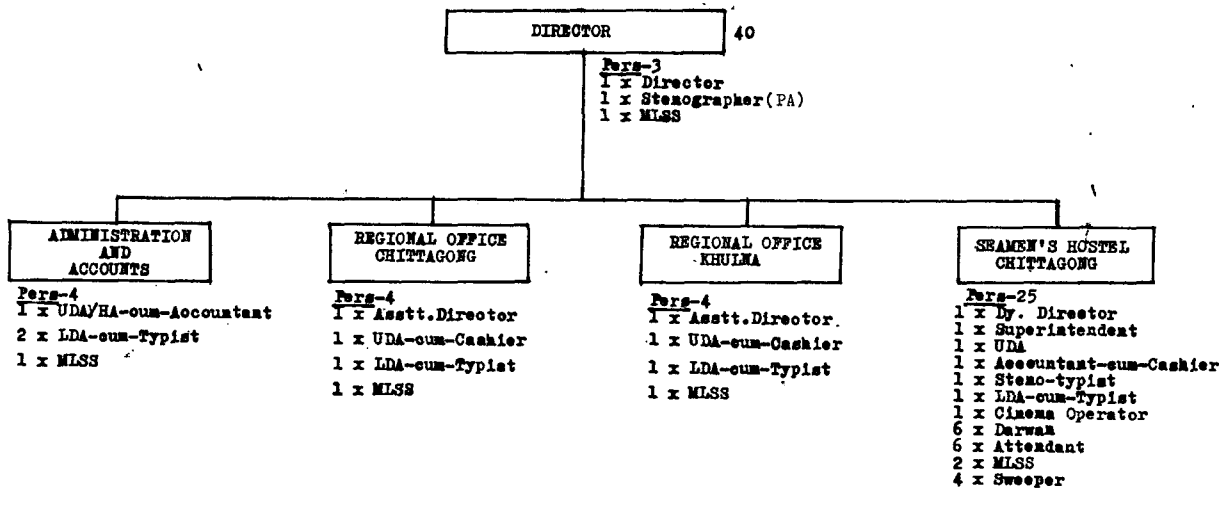
8. To participate in different meetings and discussions on national and international issues touching maritime Labour.

9. To prepare reports on ILO Conventions and Recommendations.

10. To formulate plans and schemes for consideration of the Ministry of Labour on all matters connected with employment and welfare of Bangladeshi seamen in Bangladesh and abroad, matters connected with employment of Bangladeshi seamen, their conditions on board the ocean-going ships and also when they are on off-articles.

11. To visit ships calling at the Port of Chittagong when there is dispute relating to provisions and stores, accommodation, water, medicines, etc.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Actual	Revised
	CLASS-I			
1.	Director	1	1	1
2.	Deputy Director	1	1	1
3.	Assistant Director	2	1	2
	Total Class-I	4	3	4
	Total Class - III	16	13	14
	Total Class - IV	25	23	22
	GRAND TOTAL	45	39	40

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate is authorised:
   a. 1 x Car
   b. 1 x Micro-bus for seamen.

2. Private use of transport will be as per Govt. Instructions issued from time to time.

3. Office equipment: The following office equipment may be authorised to the Department:
   a. 6 x Typewriters.
   b. 1 x Duplicating Machine.
   c. 1 x Film Project.

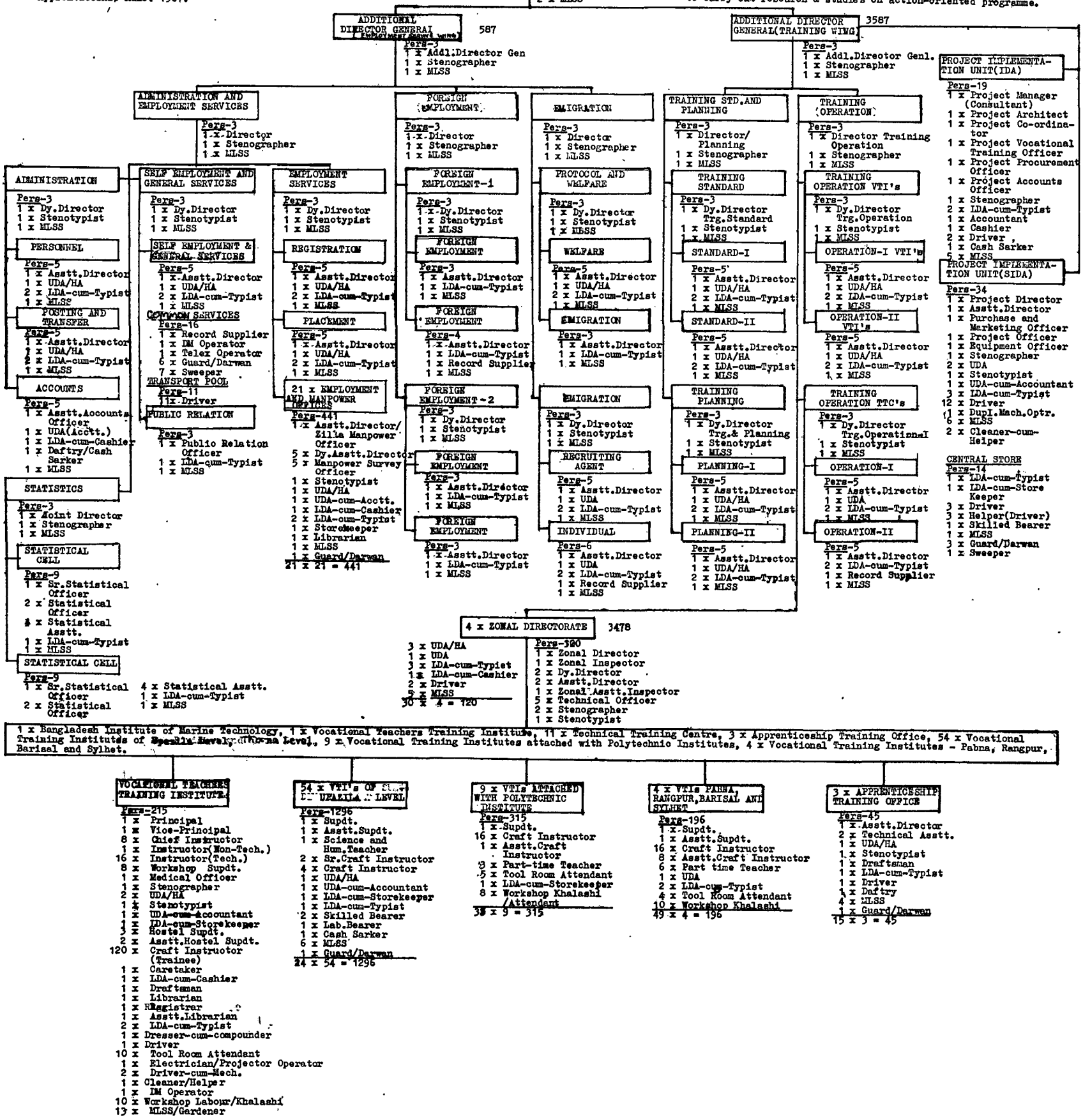
BRIGADIER
(EKAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

BUREAU OF MANPOWER, EMPLOYMENT AND TRAINING
LABOUR AND MANPOWER DIVISION
MINISTRY OF LABOUR AND MANPOWER

FUNCTIONS:

1. To promote employment service at home and abroad.
2. To act as protectorate of emigrants.
3. To see the welfare and also to ensure remittance of Bangladeshis serving abroad.
4. To give vocational guidance and employment counselling.
5. To promote self-employment both in rural and urban areas through distribution of tool-kits, organisation and preparation of invesment schedule.
6. To organise Apprenticeship training programme in the Industries, implementation of Apprenticeship Ordinance, 1962 and Apprenticeship Rule. 1967.
7. To plan and formulate training policies and implementation thereof.
8. To maintain liaison with international agencies like ILO, UNDP, World Bank, etc. regarding development of training & employment.
9. To organise seminar/workshop and training courses for the staff, officers and teachers both on national and international level.
10. To act as secretariat for the National Council for Skill Development and Training (N.C.S.D.T.), which has been created for formulating training policy at national level.
11. To compile and publish reports on employment information and to carry out research & studies on action-oriented programme.

ORGANISATION



OPERATION (TTCs) — 1291

BANGLADESH INSTT. OF MARINE TECH. — 155

Pers-155
1 x Principal
1 x Vice-Principal
13 x Sr.Instructor
27 x Instructor
1 x Arabic Teacher
1 x Medical Officer
3 x Workshop Supdt.
14 x Craft Instructor
1 x Physical Instructor
3 x Draftsman Instructor
2 x Stenographer
2 x UDA/HA
1 x Caretaker
1 x UDA
2 x UDA-cum-Accountant
3 x LDA-cum-Typist
1 x LDA-cum-Cashier
2 x Storekeeper
1 x Librarian
1 x Compounder
3 x Driver
1 x Daftry
2 x Launch Driver
2 x Speed Boat Driver
3 x Launch Serang
4 x Launch Laskar
4 x Launch Crew
18 x Skilled Worker
2 x Tool Room Attendant
1 x Dup.Mach.Operator
9 x MLSS
2 x Lab.Attendant
1 x Cook
10 x Khalashi
1 x Gregser
4 x Darwan
2 x Mali
5 x Sweeper

TECHNICAL TRAINING CENTRE PARIDPUR — 73

Pers-73
1 x Project Manager
1 x Vice-Principal
4 x Chief Instructor
8 x Sr.Instructor
8 x Instructor
1 x Stenographer
1 x UDA/HA
1 x Caretaker
2 x UDA
1 x UDA-cum-Accountant
4 x LDA-cum-Typist
1 x LDA-cum-Cashier
1 x Storekeeper
1 x Librarian
1 x Hostel Supdt.
1 x Compounder
1 x Dresser
1 x Asstt.Storekeeper
2 x Driver
1 x Dup.Mach.Operator
1 x Daftry
8 x Workshop Attendant
4 x MLSS
2 x Cook
10 x Darwan
2 x Gardener
4 x Sweeper

Note (1) The following posts will be abolished after completion of the Project(PIU,IDA)

a. 1 x Project Manager
b. 1 x Project Architect
c. 1 x Project Co-ordinator
d. 1 x Project Vocational Training Officer
e. 1 x Project Procurement Officer
f. 1 x Project Accounts Officer
g. 1 x Stenographer
h. 2 x LDA-cum-Typist
i. 1 x Accountant
j. 1 x Cashier
k. 2 x Driver
l. 1 x Cash Sarker
m. 5 x MLSS

Total:- 19

(2) The following posts shall be meant for people with Technical Qualifications:

i) ADG, Training;
ii) Director,Training(Standard and Planning);
iii) Director,Training(Operation);
iv) Regional Directors;
v) Deputy Directors(Training); and
vi) Asstt.Directors(Training).

TECHNICAL TRAINING CENTRE MIRPUR — 179

Pers-179
1 x Principal
2 x Vice-Principal
1 x Asstt.Accounts Officer
7 x Chief Instructor
2 x Staff Trainer
28 x Sr.Instructor
79 x Instructor
1 x Arabic Teacher
1 x Stenographer
1 x UDA/HA
1 x Caretaker
5 x UDA
1 x UDA-cum-Accountant
4 x LDA-cum-Typist
1 x LDA-cum-Cashier
1 x Storekeeper
1 x Artist
2 x Librarian
1 x Stenotypist
1 x Hostel Supdt.
1 x Compounder
2 x Dresser
1 x Asstt.Storekeeper
3 x Driver
20 x Workshop Attendant
1 x Dup.Mach.Operator
6 x MLSS
10 x Darwan

TECHNICAL TRAINING CENTRE KHULNA — 97

Pers-97
1 x Principal
1 x Vice-Principal
4 x Chief Instructor
14 x Sr.Instructor
14 x Instructor
1 x Stenographer
1 x UDA/HA
2 x UDA
1 x UDA-cum-Accountant
4 x LDA-cum-Typist
1 x LDA-cum-Cashier
1 x Storekeeper
1 x Caretaker
1 x Librarian
1 x Hostel Supdt.
1 x Compounder
2 x Driver
1 x Asstt.Storekeeper
1 x Dresser
1 x Daftry
20 x Workshop Attendant
1 x Dup.Mach.Operator
4 x MLSS
10 x Darwan
4 x Sweeper
2 x Cook
2 x Gardener

TECHNICAL TRAINING CENTRE COMILLA — 92

Pers-92
1 x Principal
1 x Vice-Principal
4 x Chief Instructor
14 x Sr.Instructor
14 x Instructor
1 x Stenographer
1 x Stenotypist
1 x UDA/HA
2 x UDA
1 x UDA-cum-Accountant
1 x Caretaker
4 x LDA-cum-Typist
1 x LDA-cum-Cashier
1 x Storekeeper
1 x Librarian
1 x Hostel Supdt.
1 x Compounder
1 x Asstt.Storekeeper
2 x Driver
1 x Dresser
1 x Daftry
1 x Dup.Mach.Operator
14 x Workshop Attendant
4 x MLSS
2 x Cook
10 x Darwan/Guard
4 x Sweeper
2 x Gardener

TECHNICAL TRAINING CENTRE BARISAL — 73

Pers-73
1 x Principal
1 x Vice-Principal
4 x Chief Instructor
8 x Sr.Instructor
8 x Instructor
1 x Stenographer
1 x UDA/HA
1 x Caretaker
2 x UDA
1 x UDA-cum-Accountant
4 x LDA-cum-Typist
1 x LDA-cum-Cashier
1 x Storekeeper
1 x Librarian
1 x Stenotypist
1 x Hostel Supdt.
1 x Compounder
1 x Dresser
1 x Asstt.Storekeeper
2 x Driver
1 x Dup.Mach.Operator
1 x Daftry
7 x Workshop Attendant
4 x MLSS
2 x Cook
10 x Darwan
2 x Gardener
4 x Sweeper

BANGLA-GERMAN TECHNICAL TRAINING CENTE — 141

Pers-141
1 x Principal
1 x Vice-Principal
8 x Chief Instructor
27 x Sr.Instructor
55 x Instructor
1 x Arabic Teacher
1 x Stenographer
1 x UDA/HA
1 x Caretaker
2 x UDA
1 x UDA-cum-Accountant
4 x LDA-cum-Typist
1 x LDA-cum-Cashier
1 x Storekeeper
1 x Librarian
1 x Stenotypist
1 x Hostel Supdt.
1 x Compounder
1 x Dresser
1 x Asstt.Storekeeper
2 x Driver
1 x Dup.Mach.Operator
1 x Daftry
20 x Workshop Attendant
4 x MLSS
2 x Cook

TECHNICAL TRAINING CENTRE MYMENSINGH — 82

Pers-82
1 x Principal
1 x Vice-Principal
4 x Chief Instructor
11 x Sr.Instructor
11 x Instructor
1 x Stenographer
1 x UDA/HA
1 x Caretaker
2 x UDA
1 x UDA-cum-Accountant
4 x LDA-cum-Typist
1 x LDA-cum-Cashier
1 x Storekeeper
1 x Librarian
1 x Compounder
1 x Hostel Supdt.
1 x Dresser
1 x Asstt.Storekeeper
2 x Driver
1 x Dup.Mach.Operator
1 x Daftry
11 x Workshop Attendant
4 x MLSS
2 x Cook
10 x Darwan
2 x Gardener
4 x Sweeper

TECHNICAL TRAINING CENTRE CHITTAGONG — 136

Pers-136
1 x Principal
1 x Vice-Principal
6 x Chief Instructor
2 x Staff Trainer
24 x Sr.Instructor
51 x Instructor
1 x Arabic Teacher
1 x Stenographer
1 x UDA/HA
1 x Caretaker
2 x UDA
1 x UDA-cum-Accountant
4 x LDA-cum-Typist
1 x LDA-cum-Cashier
1 x Storekeeper
1 x Librarian
1 x Stenotypist
1 x Hostel Supdt.
1 x Compounder
1 x Dresser
1 x Asstt.Storekeeper
2 x Driver
1 x Dup.Mach.Operator
1 x Daftry
19 x Workshop Attendant
4 x MLSS
5 x Darwan/Guard

TECHNICAL TRAINING CENTRE BOGRA — 82

Pers-82
1 x Principal
1 x Vice-Principal
4 x Chief Instructor
11 x Sr.Instructor
11 x Instructor
1 x Stenographer
1 x UDA/HA
1 x Caretaker
2 x UDA
1 x UDA-cum-Accountant
4 x LDA-cum-Typist
1 x LDA-cum-Cashier
1 x Storekeeper
1 x Librarian
1 x Compounder
1 x Hostel Supdt.
1 x Dresser
1 x Asstt.Storekeeper
2 x Driver
1 x Dup.Mach.Operator
1 x Daftry
11 x Workshop Attendant
4 x MLSS
2 x Cook
10 x Darwan
2 x Gardener
4 x Sweeper

TECHNICAL TRAINING CENTRE RAJSHAHI — 96

Pers-96
1 x Principal
1 x Vice-Principal
4 x Chief Instructor
16 x Sr.Instructor
22 x Instructor
1 x Arabic Teacher
1 x Stenographer
1 x UDA/HA
1 x Caretaker
2 x UDA
1 x UDA-cum- Accountant
4 x LDA-cum-Typist
1 x LDA-cum-Cashier
1 x Storekeeper
1 x Librarian
1 x Stenotypist
1 x Hostel Supdt.
1 x Compounder
1 x Dresser
1 x Asstt.Storekeeper
2 x Driver
1 x Dup.Mach.Operator
1 x Daftry
13 x Workshop Attendant
4 x MLSS
2 x Cook
10 x Darwan

TECHNICAL TRAINING CENTRE RANGAMATI — 85

Pers-85
1 x Project Manager
1 x Vice-Principal
4 x Chief Instructor
12 x Sr.Instructor
12 x Instructor
1 x Stenographer
1 x UDA/HA
1 x Caretaker
2 x UDA
1 x UDA-cum-Accountant
4 x LDA-cum-Typist
1 x LDA-cum-Cashier
1 x Storekeeper
1 x Librarian
1 x Hostel Supdt.
1 x Compounder
1 x Dresser
1 x Asstt.Storekeeper
2 x Driver
1 x Dup.Mach.Operator
1 x Daftry
12 x Workshop Attendant
4 x MLSS
2 x Cook
10 x Darwan
2 x Gardener
4 x Sweeper

SUMMARY OF MANPOWER

Sl. No.	Name of posts	Sanctioned Rev.	Sanctioned Dev.	Actual Rev.	Actual Dev.	Revised Rev.	Revised Dev.
	Class-I						
1.	Director General	1	-	1	-	1	-
2.	Dy.Director General	-	1	-	-	-	-
3.	Addl.Director General	-	1	-	1	-	2
4.	Director	5	2	5	-	4	1
5.	Regional Director/Zonal Dir.	-	4	-	-	-	4
6.	Principal(BIMT,VTTI)	2	-	2	-	2	-
7.	Joint Director	1	-	-	-	1	-
8.	Senior Instructor(BIMT)	13	-	12	-	13	-
9.	Vice-Principal(BIMT,VTTI)	2	-	1	-	2	-
10.	Principal(TTC)	4	-	4	-	9	-
11.	Project Manager(TTC)	5	2	5	2	-	2
12.	Chief Instructor(VTTI)	8	-	8	-	8	-
13.	Inspector(VTI)/Zonal Insp.	4	-	3	-	4	-
14.	Asstt.Director(SIDA)	1	-	1	-	1	-
15.	Deputy Director	10	12	10	10	10	9
16.	Sr.Research Officer	2	-	1	-	-	-
17.	Asstt.Director(APP.TRG.)	3	-	1	-	3	-
18.	Asstt.Director	19	18	13	15	32	18
19.	Superintendent(VTIs)	46	21	46	9	46	21
20.	Vice-Principal(TTCs)	10	2	10	2	10	2
21.	Job Analyst	-	4	-	-	-	-
22.	Manpower Specialist	-	1	-	1	-	-
23.	Medical Officer	2	-	1	-	2	-
24.	Workshop Supdt.	3	8	2	6	3	8
25.	Statistician	-	1	-	-	-	-
26.	Instructor(BIMT,VTTI)	36	8	20	-	36	8
27.	Sr.Statistical Officer	-	-	-	-	2	-
28.	Research Officer	5	-	5	-	-	-
29.	Statistical Officer	-	-	-	-	4	-
30.	Youth Employment Officer	4	-	4	-	-	-
31.	Manager	9	-	9	-	-	-
32.	Asstt.Inspector/Zonal Asst. Insp.	4	-	3	-	4	-
33.	Purchase and Marketing Officer	1	-	1	-	1	-
34.	Project Officer	-	1	-	1	-	1
35.	Equipment Officer(VTIs)	-	1	-	1	-	1
36.	Project Director(VTI)	-	1	-	1	-	1
37.	Project Manager	-	1	-	1	-	-
38.	Project Architect	-	1	-	1	-	-
39.	Project Co-ordinator	-	1	-	1	-	-
40.	Project Vocational Training Officer	-	1	-	1	-	-
41.	Project Procurement Officer	-	1	-	1	-	-
42.	Project Accounts Officer	-	1	-	1	-	-
	Total:-	200	94	168	55	198	78
43.	Class-II	40	107	17	67	40	94
44.	Class-III	1430	1078	1003	348	1393	1104
45.	Class-IV	927	359	484	174	606	666
	Grand Total:-	2597	1629	1672	644	2237	1942

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The office is authorised:
   a. 26 x Cars, 1 for DG, 2 for 2 ADGs, 3 for 5 Directors, 4 for 4 Regional offices, 3 for 3 Apprenticeship Training offices, 12 for 12 TTCs and BIMT and 1 for VTTI.
   b. 38 x Microbuses, 4 for Headquarters, 21 for 21 DEMOs, 1 for VTTI and 12 for 12 TTCs and BIMT.
   c. 4 x Jeeps for 4 Inspectorates.
2. Private use of transports will be as per Government Instructions issued from time to time.
3. Office equipment: The following office equipments may be retained by the Department:
   a. 4 x Photostat Machine/Plain Paper Copier, 1 for Headquarters, 1 for TTC., 1 for BGTTC and 1 for VTTI.
   b. 32 x Duplicating Machines, 2 for Headquarters, 3 for 3 Apprenticeship Training offices; 12 for 12 TTCs, 1 for VTTI, 4 for 4 Regional offices and 10 for VTIs.
   c. 115 x Calculators.
   d. 267 x Typewriters.
4. Miscellaneous points: The Development Budget will come under Revenue Budget in due course as per existing rules.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

ABBREVIATIONS

ADG	:	Addl. Director General
BGTTC	:	Bangladesh-German Technical Training Centre
BIMT	:	Bangladesh Institute of Marine Technology
DEMO	:	District Manpower and Employment Office
DG	:	Director General
TTC	:	Technical Training Centre
VTI	:	Vocational Training Institute
VTTI	:	Vocational Teachers Training Institute

DEPARTMENT OF YOUTH DEVELOPMENT
YOUTH DEVELOPMENT DIVISION
MINISTRY OF LABOUR AND MANPOWER

FUNCTIONS:

1. Provide skill development training to youths specially the dropouts from schools and colleges.
2. Motivate the trained youths for national development tasks.
3. Guide and train youths to be self-employed, through counselling so that they become income earning citizens.
4. Conduct survey, carryout study and collect data relating to youths.
5. Promote youth activities, leadership development through training, workshops and seminars.
6. Co-ordinate with non-Governmental youth organisation for self-development of youths as well as upliftment of their family, community and the nation.
7. Registration of trained youths.
8. Ensure that the youths are trained under different skill development programmes to enable them to be either self-employed or make them suitable for wage-employment.
9. Encourage the youths to become good citizens and to provide leadership and contribute their energy for tree plantation, improvement of health and sanitation, population control, eradication of illiteracy and other voluntary social work and activities related to community development.

ORGANISATION

DIRECTOR — 146

Pers-3
1 x Director
1 x Stenographer
1 x MLSS

JOINT DIRECTOR (Admn. & Finance) — 19

Pers-3
1 x Joint Director
1 x Steno-typist
1 x MLSS

DEPUTY DIRECTOR

Pers-2
1 x Deputy Director
1 x Steno-typist

ASSISTANT DIRECTOR (Finance)

Pers-5
1 x Assistant Director
1 x Accountant
1 x Assistant Accountant
1 x Cashier
1 x LDA-cum-Typist

ASSISTANT DIRECTOR (Admn.)

Pers-9
1 x Assistant Director
1 x UDA
1 x LDA-cum-Typist
2 x Driver
4 x MLSS (on Pool)

JOINT DIRECTOR (Planning & Evaluation) — 9

Pers-3
1 x Joint Director
1 x Steno-typist
1 x MLSS

DEPUTY DIRECTOR

Pers-2
1 x Deputy Director
1 x Steno-typist

ASSISTANT DIRECTOR

Pers-2
1 x Assistant Director
1 x LDA-cum-Typist

ASSISTANT DIRECTOR

Pers-2
1 x Assistant Director
1 x LDA-cum-Typist

JOINT DIRECTOR (Impl. & Monitoring) — 10

Pers-3
1 x Joint Director
1 x Steno-typist
1 x MLSS

DEPUTY DIRECTOR

Pers-2
1 x Deputy Director
1 x Steno-typist (for both DDs)

DEPUTY DIRECTOR

Pers-1
1 x Deputy Director

ASSISTANT DIRECTOR

Pers-2
1 x Assistant Director
1 x LDA-cum-Typist

ASSISTANT DIRECTOR

Pers-2
1 x Assistant Director
1 x LDA-cum-Typist

DEPUTY DIRECTOR (21 Districts)

Pers-105
1 x Deputy Director
1 x UDA
1 x Steno-typist
1 x LDA-cum-Typist
1 x MLSS
5 x 21 = 105

SUMMARY OF MANPOWER

Sl. No.	Name of post	Re-designated post	Sanctioned	Existing	Revised
1.	Director General		1	1	-
2.	Director		3	2	1
3.	Dy. Director (Sr.)	Jt. Director	4	4	3
4.	Dy. Director (Jr.)	Dy. Director	20	16	25
5.	Asstt. Director		6	4	6
	Total Class-I		34	27	35
	Total Class-III		106	70	82
	Total Class-IV		26	4	29
	GRAND TOTAL		166	101	146

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. The Department of Youth Development is authorised with the following transports:
   a. 1 x Car
   b. 1 x Microbus
2. The remaining 1 x Car and 6 x Microbus to be deposited to the Directorate of Government Transport on completion of project.
3. Private use of Government Transport on monthly/mileage payment basis will be controlled as per Government rules in practice.

Office equipment:

4. The Department of Youth Development will hold the following office equipment:
   a. 53 x Typewriter.
   b. 1 x Plain Paper Copier.
   c. 1 x Duplicating Machine.
   d. 26 x Calculator Machine.
   e. 2 x Numbering Machine.
5. The remaining 10 x Typewriter Machine, 1 x Duplicating Machine, 5 x Calculator Machine to be deposited to the Department of Printing, Stationery, Forms and Publication.

Miscellaneous Points:

6. Redesignated posts will carry the pay scales of their corresponding previous posts.
7. Required number of MLSS may be employed on Farash/Jamader/Guard/Messenger duty.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

ANNEXURE A

IMMEDIATE

Chief Martial Law
Administrator's Secretariat
Old Sangshad Bhaban
Tejgaon, Dhaka
Telephone—Military: 861
No. 7005/1/Cvi/CMLA
18 April, 1982

To :

All Secretaries/Additional Secretaries-in-charge

Brigadier Enamul Huq Khan
Director Staff Duties
Army Headquarters.

Lieutenant Colonel Kh. Nurul Haque, psc
Adjutant General's Branch
(Personnel Services Directorate)
Army Headquarters.

Major A.B.M. Ruhul Amin Siddik
Signals, General Staff Branch
(Weapons, Equipment & Statistics Directorate)
Army Headquarters.

Mr. S.K. Das
Deputy Secretary (O&M Wing)
Establishment Division.

INFORMATION:

All Deputy Chief Martial Law Administrators
Army Headquarters
General Staff Branch
(Military Operation Directorate).

Army Headquarters
Military Secretary's Branch
Dhaka Cantonment.

} To detail officers of Bangaladesh Army.

All Zonal Martial Law Administrators

SUBJECT : **Committee for Examining Organisational set-up of Ministries/Divisions, Departments and other Organisations under them.**

1. The Chief Martial Law Administrator is pleased to appoint a Martial Law Committee to examine organisational set-up of Ministries/Divisions, Departments and other organisations under them The composition of the Committee will be as under :

a. BA-142 Brigadier Enamul Huq Khan .. *Chairman*
Director Staff Duties
Army Headquarters.

b. BSS-387 Lieutenant Colonel Kh. Nurul Haque, psc .. *Member*
Adjutant General's Branch
(Personnel Services Directorate)
Army Headquarters.

c. BSS-609 Major ABM Ruhul Amin Siddik .. *Member*
Signals, General Staff Branch
(Weapons, Equipment & Statistics Directorate)
Army Headquarters.

d. Mr. S.K. Das .. *Member-Secretary.*
Deputy Secretary (O & M Wing)
Establishment Division.

2. The Committee shall complete the task phase-wise:

a. Phase I—Ministries/Divisions.

b. Phase II—Departments and other organisations.

3. The terms of reference of the committee shall be as follows :

a. To review/recommend charter of duties (in brief) of various Sections, Branches, Wings, Divisions and Departments.

b. Scrutinize existing/sanctioned manpower up to section level in relation to actual requirement.

c. Review holding and requirement of transport, under use of the Ministries/ Divisions, Departments and other organisations under them.

d. Examine policies on telephone, accommodation (married and offices) and office equipments, etc.

e. Record observations on administrative inefficiency, irregularities and recommend steps to improve efficiency and functioning.

f. Suggest rationalization of organisation and functions of Ministries/Divisions, Departments and related organisations.

4. The Chairman of the Committee may co-opt any person from Ministries as a Member, if considered necessary. The Committee may visit any Ministry/Division as and when required for the task assigned.

5. All Ministries/Divisions are directed to prepare and keep available following informations :

a. Organisation chart in tree form and statement of manpower.

b. Charter of duties.

c. Statement of manpower (Officers and Staff).

d. Own recommendations to improve administrative efficiency.

e. Nominal rolls of all class-I gazetted officers with date of appointment and date of birth, etc.

f. All the informations mentioned above paragraph (5a to c) with regard to Departments and Organisations under their control except Public Statutory Corporations (Autonomous and Semi-Autonomous Bodies).

6. Ministries/Divisions will also provide all other necessary informations and assistance to the Chairman of the Committee as and when required.

7. The Committee should submit its reports with recommendations by 15 May, 1982.

Sd./ MUZAMMEL HUSSAIN
Major General
Principal Staff Officer.

ANNEXURE B

IMMEDIATE

CMLA'S Secretariat
Old Sangsad Bhaban
Tejgaon, Dhaka
Telephone—Civ: 317112
No. 7002/1/Civ/1
12, July, 1982

To

DCMLA and Minister-in-charge of Ministry of Communications

DCMLA and Minister-in-charge of Ministry of Energy and Mineral Resources

Minister-in-charge of Ministry of Food

Minister-in-charge of Ministry of Industries and Commerce

Minister-in-charge of Ministry of Foreign Affairs

Minister-in-charge of Ministry of Finance and Planning

Minister-in-charge of Ministry of Labour and Manpower

Minister-in-charge of Ministry of Law and Land Reforms

Minister-in-charge of Ministry of Works

Minister-in-charge of Ministry of Health and Population Control

Minister-in-charge of Ministry of Local Government

Minister-in-charge of Ministry of Agriculture

Minister-in-charge of Ministry of Social Welfare and Women's Affairs

Minister-in-charge of Ministry of Education and Religious Affairs

Minister-in-charge of Ministry of Information

Major General Atiqur Rahman G-
PSO to C-in-C

All Secretaries/Additional Secretaries/Joint Secretaries-in-charge of Ministries/Divisions.

Brigadier Enamul Huq Khan
Chairman
ML Committee for Examining Organisational Set-up of Ministries/Divisions/Departments (Commander, Logistics Area AHQ, Dhaka Cantonment).

Brigadier Abdullah Al-Hussain
Brigadier Staff
CMLA'S Secretariat.

Information : General Staff Branch
(Military Operations Directorate)
Army Headquarters
Dhaka Cantonment.

Naval Headquarters
Banani, Dhaka.

Air Headquarters
Dhaka Cantonment.

(All Zonal Martial Law Administrators)

SUBJECT: **Finalisation of the Re-organisation of Ministries/Divisions and Public Statutory Corporations.**

1. The Chief Martial Law Administrator has constituted a Committee consisting of the following to finalise the Re-organisation of the Ministries/Divisions and Public Statutory Corporations:

a. Major General Atiqur Rahman G PSO to C-in-C .. *Chairman*

b. Secretary of the concerned Ministry/Division .. .. *Member*

c. Additional Secretary (O & M Wing), Establishment Division .. *Member*

d. Brigadier Abdullah Al-Hussain .. .. .. *Member*
Brigadier Staff
CMLA's Secretariat

O & M Wing of the Establishment Division will act as Secretariat of the Committee.

2. The terms of reference of the Committee are to:

a. Examine the recommendations of the Committee for Re-organisation of the Ministries/Divisions/Departments and comments of the individual Ministry/Division thereon.

b. Examine the recommendations of the Committee for Re-organisation of the Public Statutory Corporations and comments of the concerned Ministries/Divisions thereon.

c. Finalise the revised Organisational set-up of each Ministry/Division/Department and the Re-organisations of Public Statutory Corporation and submit the same for approval of the CMLA.

3. The Committee may discuss with the Minister-in-charge of the respective Ministry before finalisation of the Organisational Set up of the Ministries/Divisions/Departments and Re-organisation of the Public Statutory Corporations.

4. The Committee may co-opt other Members, if necessary.

5. Brigadier Enamul Huq Khan, Chairman of the Committee for Re-organisation of the Ministries/Divisions/Departments will present the Committee's proposals for Re-organisation of the Ministries/Divisions/Departments to this Committee.

6. The Cabinet Secretary will present the recommendations of the Committee for Re-organisation of Public Statutory Corporations to this Committee.

7. The Committee will submit its proposals to the CMLA by 15 August, 1982.

Sd/- MUZAMMEL HUSSAIN
MAJOR GENERAL
Principal Staff Officer.

ANNEXURE C

CLASS-WISE SUMMARY OF MANPOWER

DEPARTMENTS/DIRECTORATES/SUBORDINATE OFFICES

CLASS-WISE SUMMARY OF MANPOWER-DEPARTMENTS/

Sl. No.	Departments/Directorates/ Subordinate Offices.	CLASS-I Previous Sanction.	CLASS-I Posted.	CLASS-I Approved.	CLASS-II Previous Sanction.	CLASS-II Posted.	CLASS-II Approved.
1	2	3	4	5	6	7	8
I.	**PRESIDENT'S SECRETARIAT :**	**55**	**50**	**101**	**71**	**58**	**103**
a.	**Public Division**						
1.	National Security Intelligence	Not published being classified.					
b.	**Cabinet Division**						
2.	Bureau of Anti-corruption ..	55	50	101	71	58	103
II.	**MINISTRY OF ESTABLISHMENT AND REORGANISATION:**	**982**	**783**	**3204**	**921**	**729**	**719**
3.	Government Employees Welfare Directorate.	21	13	16	12	10	12
4.	Directorate of Government Transport.	10	7	10	7	2	31
5.	Department of Printing, Stationery, Forms and Publications.	19	7	18	5	2	24
6.	Zila Administration ..	921	746	3149	897	715	652
7.	Office of the General Editor, Zila Gazetteers.	11	10	11	..	..	..
III.	**MINISTRY OF DEFENCE :**	**14405**	**7972**	**14381**	**355**	**321**	**354**
a.	**Defence Division**	**14097**	**7771**	**14112**	**244**	**232**	**277**
8.	Directorate General of Medical Services.	37	20	39	..	..	..
9.	Directorate General of Defence Purchase.	16	11	16	18	16	18
10.	Survey of Bangladesh ..	28	22	36	7	5	7
11.	Directorate of Bangladesh National Cadet Corps.	13742	7526	13740	..	..	..
12.	Defence Science Organisation	20	10	17	1	1	1
13.	Defence Finance Department	86	85	115	188	188	214
14.	Directorate of Military Lands and Cantonments.	20	11	17	4	3	3
15.	Bangladesh Armed Services Board.	6	6	6	10	10	20
16.	Office of the Chief Administrative Officer.	5	4	3	4	3	2
17.	Inter-Service Public Relation Directorate.	7	5	6	7	4	4
18.	Department of Cypher ..	10	9	10	..	..	..
19.	Bangladesh Meteorological Department.	120	62	107	5	2	8

ANNEXURE 'C'

DIRECTORATES/SUBORDINATE OFFICES.

CLASS-III			CLASS-IV			TOTAL		
Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
9	10	11	12	13	14	15	16	17
735	**626**	**719**	**33**	**31**	**32**	**894**	**765**	**955**
735	**626**	**719**	**33**	**31**	**32**	**894**	**765**	**955**
19630	16872	25512	11843	10872	22517	33276	29256	51952
104	87	73	32	30	29	169	140	130
742	538	927	363	320	191	1122	867	1159
2095	1733	1904	361	301	322	2480	2043	2268
16682	14508	22599	**11075**	**10209**	21965	29575	**26178**	48365
7	6	9	12	12	10	30	28	30
6890	**5245**	**6351**	**3332**	**2895**	**3058**	**24982**	**16433**	**24144**
4001	**3000**	**3911**	**2131**	**1915**	**2147**	**20473**	**12918**	**20447**
257	218	255	163	133	165	457	371	459
84	79	73	30	30	33	148	136	140
536	459	575	1186	1186	1350	1757	1672	1968
540	232	629	271	177	174	14553	7935	14543
61	56	44	22	22	19	104	89	81
1390	1209	1368	142	122	164	1806	1604	1861
57	53	48	54	53	44	135	120	112
45	45	59	33	33	53	94	94	138
24	18	13	21	21	12	54	46	30
30	23	17	12	12	6	56	44	33
23	18	20	10	9	9	43	36	39
954	590	810	187	117	118	1266	771	1043

Sl. No.	Departments/Directorates/ Subordinate Offices.	CLASS-I			CLASS-II		
		Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
1	2	3	4	5	6	7	8
	b. **Civil Aviation and Tourism Division**	**308**	**201**	**269**	**111**	**89**	**77**
	20. Civil Aviation Authority ..	308	201	269	111	89	77
IV.	**MINISTRY OF HOME AFFAIRS :**	**1078**	**784**	**1171**	**1052**	**864**	**1335**
	21. Police Directorate ..	221	203	327	493	467	724
	22. Bangladesh Rifles ..	299	181	330	..	..	..
	23. Department of Ansar and Village Defence Party.	229	153	188	5	3	32
	24. Prisons Directorate ..	7	6	7	20	20	20
	25. Department of Immigration and Passports.	20	11	21	8	7	13
	26. Ceriminal Investigation Department.	21	18	23	103	100	104
	27. Department of Fire Service and Civil Defence.	42	..	41	131	..	135
	28. Police Hospital, Dhaka ..	6	6	6	..	..	..
	29. Special Branch	45	41	43	82	73	82
	30. Police Training Institutes ..	14	13	23	15	15	23
	31. Police Telecommunication ..	6	4	4	9	..	9
	32. Chittagong Metropolitan Police	20	16	19	39	36	43
	33. Armed Police Battalion ..	68	59	65	53	50	54
	34. Railway Police	8	7	8	11	10	11
	35. Office of the Chief Metropolitan Magistrate, Dhaka.	11	10	11	..	..	...
	36. Dhaka Metropolitan Police ..	57	52	51	83	83	85
	37. Office of the Chief Metropolitan Magistrate, Chittagong.	4	4	4	..	..	..
V.	**MINISTRY OF FOREIGN AFFAIRS :**	**257**	**185**	**229**	..	..	..
	38. Bangladesh Diplomatic Mission, abroad. ..	253	183	225	..	..	..
	39. Foreign Affairs Training Institute. ..	3	2	2	..	..	..
	40. State Guest Houses (Meghna, Padma and Old Ganabhaban).	1	..	2	..	..	..
VI.	**MINISTRY OF FINANCE AND PLANNING :** ..	**1036**	**718**	**1217**	**1802**	**1335**	**1653**
	a. **Finance Division**	**433**	**399**	**551**	**819**	**754**	**884**
	41. Office of the Accountant General (Civil)..	88	86	191	192	185	241

CLASS-III			CLASS-IV			TOTAL		
Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
9	10	11	12	13	14	15	16	17
2889	**2245**	**2440**	**1201**	**980**	**911**	**4509**	**3515**	**3697**
2889	2245	2440	1201	980	911	4509	3515	3697
111744	**99744**	**112192**	**3875**	**3361**	**4276**	**117749**	**104753**	**118974**
48303	44776	50412	725	687	1374	49742	46133	52837
27351	24907	27813	1694	1699	2033	29344	26787	30176
1816	1722	1968	629	610	242	2679	2488	2430
6596	6103	6536	5	5	5	6628	6134	6568
198	182	178	101	86	86	327	286	298
319	280	275	16	16	23	459	414	425
3473	..	3431	394	..	269	4040	..	3876
23	19	23	29	29	29	58	54	58
1679	1564	1280	11	7	4	1817	1685	1409
432	408	496	115	115	44	576	551	586
1311	1205	1199	9	3	16	1335	1212	1228
3611	2884	3179	2	2	11	3672	2938	3252
5167	4574	4818	..	..	..	5288	4683	4937
1367	1309	1217	3	3	3	1389	1329	1239
29	24	29	28	27	26	68	61	66
10054	9779	9326	98	62	99	10292	9976	9561
15	8	12	16	10	12	35	22	28
560	**600**	**841**	**48**	**45**	**70**	**965**	**830**	**1140**
540	581	827	..	..	..	893	764	1052
8	7	7	6	3	5	17	12	14
12	12	7	42	42	65	55	54	74
17781	**14606**	**16564**	**3537**	**2429**	**3242**	**24156**	**19088**	**22676**
4909	**4706**	**5242**	**656**	**604**	**851**	**6817**	**6463**	**7528**
2030	2398	2438	200	249	450	2510	2918	3320

Sl. No.	Departments/Directorates/ Subordinate Offices.	CLASS-I			CLASS-II		
		Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
1	2	3	4	5	6	7	8
42.	Office of the Accountant General (Works, Water and Power). ..	39	38	39	63	63	68
43.	Office of the Director, Commercial Audit. ...	142	131	141	270	246	264
44.	Office of the Director, Railway Audit. ..	18	18	18	35	35	35
45.	Office of the Director, Local and Revenue Audit. ..	60	60	60	130	130	130
46.	Office of the Accountant General, P.T.&T, Bangladesh, Dhaka. ..	29	28	29	79	69	79
47.	Directorate of Audit (Defence Services).	26	7	26	30	10	30
48.	Office of the Director, Audit and Accounts Training Academy.	18	18	18	5	4	2
49.	Directorate of Audit, Foreign Aided Projects. ..		..	16		..	14
50.	Office of the Additional Accountant General, Foreign Affairs. ..	8	8	8	13	10	18
51.	Office of the Director, Mission and United Nations Audit, Dhaka. ..	5	5	5	2	2	3
b.	**International Resources Division** ..	**500**	**247**	558	**872**	**534**	**688**
52.	Department of National Savings. ..	45	34	81	..	..	..
53.	Office of the Income Tax Appellate Tribunal. ..	10	6	10	..	..	..
54.	Collectorate of Customs (Customs House), Dhaka. ...	..	..	11	..	..	29
55.	Collectorate of Customs (Customs House), Chittagong. ..	26	16	24	227	136	177
56.	Collectorate of Customs and Excise, Dhaka. ..	18	11	21	180	98	95
57.	Collectorate of Customs and Excise, Chittagong. ..	10	9	15	109	65	58
58.	Collectorate of Customs and Excise, Khulna. ..	14	9	18	107	80	51
59.	Collectorate of Customs and Excise (Appeal), Dhaka. ..	2	..	2	2	2	2
60.	Collectorate of Customs and Excise, (Appeal) Chittagong. ..	2	1	2	4	3	2
61.	Directorate of Customs *Intelligence* and Investigation. ..	9	5	9	14	7	14

CLASS-III			CLASS-IV			TOTAL		
Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
9	10	11	12	13	14	15	16	17
458	440	452	62	62	62	622	603	621
643	383	557	102	87	87	1157	847	1049
135	117	135	21	21	21	209	191	209
348	265	347	131	74	78	669	529	615
1051	962	1032	71	71	71	1230	1130	1211
111	30	108	29	4	25	196	51	189
8	6	9	10	7	7	41	35	36
..	..	52	..	..	17	..	..	99
122	103	103	26	24	24	169	145	153
3	2	9	4	5	9	14	14	26
10181	7695	9029	2230	1284	1876	13783	9760	12151
290	280	256	149	106	81	484	420	418
28	20	28	22	17	17	60	43	55
..	..	550	..	..	17	..	..	607
749	581	608	311	218	158	1313	951	967
2099	1454	1814	66	46	110	2363	1609	2040
1582	1300	1200	56	50	91	1757	1424	1364
1167	1030	1169	90	75	124	1378	1194	1362
30	25	25	8	4	8	42	31	37
30	20	25	7	2	7	43	26	36
281	250	256	6	4	3	310	266	282

Sl. No.	Departments/Directorates/ Subordinate Offices.	CLASS-I			CLASS-II		
		Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
1	2	3	4	5	6	7	8
62.	Department of Taxes Intelligence and Investigation, Dhaka. ..	7	6	7	3	1	3
63.	Directorate of Inspection and Training (Taxes). ..	34	5	19	2	2	4
64.	Office of the Controller of Customs Valuation, Chittagong. ..	5	2	5	16	8	16
65.	Directorate of Complaints (Investigations) Chittagong. ..	9	2	9	2	2	..
66.	Directorate of Inspection and Training (Customs and Excise). ..	23	4	11	13	8	20
67.	Department of Narcotics and Liquor. ..	26	19	26	27	18	27
68.	Office of the Commissioner of Taxes, North Zone, Dhaka. ..	50	21	44	28	14	29
69.	Office of the Commissioner of Taxes, South Zone, Dhaka. ..	39	16	38	27	16	27
70.	Office of the Commissioner of Taxes, East Zone, Dhaka. ..	24	15	39	23	15	25
71.	Office of the Commissioner of Taxes, West Zone, Dhaka.	27	13	26	10	9	19
72.	Office of the Commissioner of Taxes, North Zone, Chittagong. ..	24	15	29	14	12	21
73.	Office of the Commissioner of Taxes, South Zone, Chittagong. ..	50	14	50	30	18	28
74.	Office of the Commissioner of Taxes, Khulna Zone. ..	23	13	37	16	10	22
75.	Office of the Commissioner of Taxes, Rajshahi Zone. ..	23	11	25	18	10	19
c.	**Statistics Division**	**103**	**72**	**108**	**111**	**47**	**81**
76.	Bangladesh Bureau of Statistics. ..	103	72	108	111	47	81
VII.	**MINISTRY OF AGRICULTURE :**	**3492**	**2955**	**4690**	**433**	**367**	**380**
a.	**Agriculture and Forest Division.**	**1987**	**1846**	**2700**	**299**	**282**	**345**
77.	Department of Agricultural Extension, Dhaka.	1594	1521	2322	229	229	290
78.	Department of Agricultural Marketing	35	26	29	5	5	5
79.	Department of Soil Survey	78	56	78	18	13	13
80.	Agriculture Information Service.	24	18	18	..	..	...
81.	Forest Department	182	168	179	41	31	31
82.	Bangladesh Agricultural Institute (College)	74	57	74	6	4	6

CLASS-III			CLASS-IV			TOTAL		
Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
9	10	11	12	13	14	15	16	17
82	64	69	27	16	18	119	87	97
50	22	51	31	18	21	117	47	95
59	37	37	6	4	6	86	51	64
22	8	20	14	8	9	47	20	38
72	38	78	28	6	19	136	56	128
735	627	661	..	..	6	788	664	720
468	262	328	252	133	175	798	430	576
471	288	291	190	114	169	727	434	525
311	216	290	191	87	155	549	333	509
311	217	207	118	48	118	466	287	370
232	252	251	139	80	107	409	359	408
539	279	353	250	124	211	869	435	642
262	213	260	161	64	132	462	300	451
311	212	202	108	60	114	460	293	360
2691	**2205**	**2293**	**651**	**541**	**515**	**3556**	**2865**	**2997**
2691	2205	2293	651	541	515	3556	2865	2997
26766	**24971**	**27853**	**8245**	**7983**	**7218**	**38936**	**36276**	**40141**
22904	**21463**	**21971**	**5738**	**5577**	**4757**	**30928**	**29168**	**29773**
18550	18481	17740	3193	3191	2290	23566	23422	22642
375	321	293	184	167	148	599	519	475
123	96	101	87	62	76	306	227	268
176	158	176	63	60	51	263	236	245
3637	2373	3617	2107	2008	2089	5967	4580	5916
43	34	44	104	89	103	227	184	227

Sl. No.	Departments/Directorates/ Subordinate Offices.	CLASS-I			CLASS-II		
		Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
1	2	3	4	5	6	7	8
	b. **Fisheries and Livestock Division**	**1505**	**1109**	**1990**	**134**	**85**	**35**
	83. Department of Fisheries	307	217	663	123	84	28
	84. Department of Livestock Services.	1198	892	1327	11	1	7
	VIII. **MINISTRY OF FOOD :**	**233**	**183**	**330**	**551**	**494**	**1044**
	a. **Food Division**	**194**	**165**	**241**	**84**	**65**	**564**
	85. Directorate General of Food	194	165	241	84	65	564
	b. **Relief and Rehabilitation Division**	**39**	**18**	**89**	**467**	**429**	**480**
	86. Directorate General of Relief and Rehabilitation.	39	18	89	467	429	480
	IX. **MINISTRY OF COMMUNICATIONS :**	**1989**	**1796**	**1964**	**641**	**531**	**945**
	a. **Roads and Road Transport Division**	**547**	**505**	**557**	**30**	**28**	**33**
	87. Directorate of Road Transport Maintenance.	1	1	1	13	12	15
	88. Roads and Highways Department	546	504	556	17	16	18
	b. **Railway Division**	**503**	**455**	**530**	**527**	**436**	**845**
	89 Department of Railway Inspection	3	1	2	..	..	..
	90. Bangladesh Railway, East Zone.	253	237	258	472	389	478
	91. Bangladesh Railway, West Zone.	207	180	230	45	40	357
	92. Bangladesh Railway Recruitment Bureau	2	2	2	..	..	..
	93. Transport Co-ordination Committee	2	2	2	..	..	..
	94. Office of the Chief Controller of Stores	21	18	21	..	..	..
	95. Planning Cell	12	12	12	1	1	1
	96. Bangladesh Railway Training Academy.	3	3	3	9	6	9
	c. **Ports, Shipping and IWT Division**	**66**	**32**	**63**	**27**	**20**	**24**
	97. Department of Shipping	14	12	14	8	4	7
	98. Mercantile Marine Department	4	2	5	1	1	1
	99. Marine Academy	37	14	34	7	7	5
	100. Government Shipping Office	2	2	2	2	2	2
	101. Inspectorate of Inland Ships	1	1	1	8	5	8
	102. Seamen's Training School ..	8	1	7	1	1	1

CLASS-III			CLASS-IV			TOTAL		
Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
9	10	11	12	13	14	15	16	17
3862	**3508**	**5882**	**2507**	**2406**	**2461**	**8008**	**7108**	**10368**
989	987	1944	830	830	776	2249	2118	3411
2873	2521	3938	1677	1576	1685	5759	4990	6957
8065	**6852**	**7447**	**6664**	**6269**	**6512**	**15513**	**13798**	**15333**
7495	**6299**	**6595**	**6550**	**6156**	**6319**	**14323**	**12685**	**13719**
7495	6299	6595	6550	6156	6319	14323	12685	13719
570	**553**	**852**	**114**	**113**	**193**	**1190**	**1113**	**1614**
570	553	852	114	113	193	1190	1113	1614
70050	**58260**	**67416**	**42467**	**38646**	**40433**	**115147**	**99233**	**110758**
5508	**3795**	**5394**	**4740**	**3863**	**3921**	**10825**	**8191**	**9905**
22	18	21	6	3	6	42	34	43
5486	3777	5373	4734	3860	3915	10783	8157	9862
38584	**30229**	**37916**	**29367**	**26776**	**29233**	**68981**	**57896**	**68524**
8	5	5	3	2	2	14	8	9
18740	15099	18605	14515	13611	14516	33980	29336	33857
19010	14474	18575	14393	12766	14300	33655	27460	33462
24	14	20	3	3	7	29	19	29
4	4	4	8	7	7	14	13	13
617	491	556	382	335	340	1020	844	917
157	132	129	32	32	31	202	177	173
24	10	22	31	20	30	67	39	64
205	**150**	**166**	**185**	**159**	**155**	**483**	**361**	**408**
53	42	43	30	25	24	105	83	88
27	20	23	17	16	17	49	39	46
71	53	59	105	95	92	220	169	190
29	25	22	10	9	6	43	38	32
16	6	11	18	10	9	43	22	29
9	4	8	5	4	7	23	10	23

Sl. No.	Departments/Directorates/ Subordinate Offices.	CLASS-I			CLASS-II		
		Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
1	2	3	4	5	6	7	8
	d. **Posts and Telecommunications Division.**	**873**	**804**	**814**	**57**	**47**	**43**
	103. Directorate General, Bangladesh Post Office.	223	211	231	21	21	21
	104. Bangladesh T&T Board.	650	593	583	36	26	22
X.	**MINISTRY OF LOCAL GOVERNMENT, RURAL DEVELOPMENT AND CO-OPERATIVES :**	**220**	**201**	**267**	**12**	**11**	**79**
	a. **Local Government Division**	**116**	**114**	**123**	**2**	**2**	**3**
	105. Department of Public Health Engineering	112	111	112	1	1	2
	106. Environment Pollution Control	4	3	11	1	1	1
	b. **Rural Development and Co-operatives Division**	**102**	**85**	**142**	**9**	**8**	**75**
	107. Department of Co-operatives	102	85	142	9	8	75
	c. **Religious Affairs Division**	2	2	2	1	1	1
	108. Port Hajj Office, Chittagong.	1	1	1	1	1	1
	109. Hajj Wing, Jeddah.	1	1	1	..	..	..
XI.	**MINISTRY OF LAW AND LAND REFORMS :**	**412**	**339**	**736**	**515**	**417**	**579**
	a. **Law and Parliamentary Affairs Division :**	**330**	**287**	**666**	**428**	**338**	**477**
	110. Registration Directorate ..	41	41	42	427	337	476
	111. Judges Court of Bangladesh..	282	242	615	..	..	..
	112. Office of the Official Receiver and Official Trustee, Supreme Court.	1	1	1	1	1	1
	113. Appellate Tribunals, Dhaka and Chittagong.	4	2	4	..	..	..
	114. Administrative Appellate Tribunal.	..	..	2	..	..	..
	115. Administrative Tribunal, Dhaka	2	1	2	..	..	..
	b. **Land Administration and Land Reforms Division :**	**82**	**52**	**70**	**87**	**79**	**102**
	116. Directorate of Land Records and Surveys.	59	32	47	33	25	29
	117. Board of Land Administration.	15	12	16	...	...	...
	118. Office of the Controller of Accounts (Revenue).	8	8	7	54	54	73

CLASS-III			CLASS-IV			TOTAL		
Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
9	10	11	12	13	14	15	16	17
25753	**24086**	**23940**	**8175**	**7848**	**7124**	**34858**	**32785**	**31921**
10916	10823	11016	4420	4415	4296	15580	15470	15564
14837	13263	12924	3755	3433	2828	19278	17315	16357
5573	**5337**	**5994**	**1800**	**1687**	**1369**	**7605**	**7236**	**7709**
2455	**2455**	**2682**	**376**	**375**	**160**	**2949**	**2946**	**2968**
2439	2439	2660	370	370	146	2922	2921	2920
16	16	22	6	5	14	27	25	48
3089	**2856**	**3285**	**1413**	**1301**	**1198**	**4613**	**4250**	**4700**
3089	2856	3285	1413	1301	1198	4613	4250	4700
29	26	27	11	11	11	43	40	41
28	25	26	10	10	10	40	37	38
1	1	1	1	1	1	3	3	3
4578	**4095**	**5680**	**3505**	**3015**	**4330**	**9010**	**7866**	**11325**
2915	**2723**	**4328**	**2975**	**2515**	**3812**	**6648**	**5863**	**9283**
1235	1230	1089	561	460	581	2264	2068	2188
1654	1469	3206	2394	2036	3210	4330	3747	7031
13	13	13	6	6	6	21	21	21
9	9	10	10	10	10	23	21	24
..	..	5	..	..	2	..	..	9
4	2	5	4	3	3	10	6	10
1663	**1372**	**1352**	**530**	**500**	**518**	**2362**	**2003**	**2042**
1460	1194	1215	457	431	414	2009	1682	1705
60	49	42	19	18	25	94	79	83
143	129	95	54	51	79	259	242	254

Sl. No.	Departments/Directorates/ Subordinate Offices.	CLASS-I			CLASS-II		
		Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
1	2	3	4	5	6	7	8
XII.	**MINISTRY OF ENERGY AND MINERAL RESOURCE :**	**176**	**68**	**153**	**42**	**24**	**37**
	a. **Energy Division**	**4**	**2**	**5**	**3**	**3**	**3**
119.	Office of the Electrical Adviser and Chief Electric Inspector.	4	2	5	3	3	3
	b. **Petroleum and Mineral Resources Division :**	**172**	**66**	**148**	**39**	**21**	**34**
120.	Geological Survey of Bangladesh.	166	60	141	34	16	29
121.	Bureau of Mineral Development.	1	1	2	..	..	..
122.	Department of Explosives ..	5	5	5	5	5	5
XIII.	**MINISTRY OF INDUSTRIES AND COMMERCE :**	**302**	**245**	**292**	**151**	**98**	**147**
	a. **Commerce Division**	**151**	**120**	**142**	**70**	**68**	**67**
123.	Department of Supply and Inspection.	52	44	49	1	1	1
124.	Office of the Chief Controller of Imports and Exports.	37	31	34	42	42	42
125.	Directorate of Coal ..	8	7	7	2	2	1
126.	Department of Agricultural Marketing and Grading.	7	6	10	17	16	13
127.	The Patent Office ..	8	5	8	1	1	1
128.	Department of Insurance ..	4	2	4	..	..	..
129.	Directorate of Prices and Market Intelligence.	23	17	18	..	..	..
130.	Registrar of Joint Stock Companies and Firms.	1	1	2	1	1	4
131.	Office of the Registrar of Trade Marks.	1	1	2	6	5	5
132.	Department of Special Properties.	10	6	8	..	..	..
	b. **Industries Division**	**133**	**108**	**132**	**41**	**14**	**41**
133.	Department of Textiles ..	37	21	37	24	..	24
134.	Department of Industries ..	76	70	74	..	..	..
135.	Office of the Chief Inspector of Boilers.	5	4	5	..	..	..
136.	Central Testing Laboratories..	15	13	16	17	14	17
	c. **Jute Division**	**18**	**17**	**18**	**40**	**16**	**39**
137.	Directorate of Jute ..	5	4	5	10	8	10
138.	Directorate for Inspection for Jute Goods.	13	13	13	30	8	29

CLASS-III			CLASS-IV			TOTAL		
Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
9	10	11	12	13	14	15	16	17
540	**272**	**365**	**157**	**116**	**156**	**915**	**480**	**711**
18	**13**	**19**	**6**	**6**	**6**	**31**	**24**	**33**
18	13	19	6	6	6	31	24	33
522	**259**	**346**	**151**	**110**	**150**	**884**	**456**	**678**
479	221	320	133	93	133	812	390	623
3	2	4	2	2	2	6	5	8
40	36	22	16	15	15	66	61	47
2360	**1903**	**2012**	**766**	**653**	**673**	**3579**	**2899**	**3124**
882	**748**	**653**	**326**	**292**	**318**	**1429**	**1228**	**1180**
302	266	263	105	94	103	460	405	416
183	161	126	94	85	85	356	319	287
106	76	75	29	27	30	145	112	113
27	24	18	10	9	13	61	55	54
33	21	19	7	4	11	49	31	39
15	15	13	6	6	6	25	23	23
136	125	70	39	35	38	198	177	126
15	12	22	5	5	10	22	19	38
27	19	25	9	6	10	43	31	42
38	29	22	22	21	12	70	56	42
921	**700**	**814**	**341**	**286**	**264**	**1436**	**1108**	**1251**
379	214	328	123	83	103	563	318	492
501	449	448	192	179	133	769	698	655
7	7	7	4	4	4	16	15	16
34	30	31	22	20	24	88	77	88
557	**455**	**545**	**99**	**75**	**91**	**714**	**563**	**693**
499	438	494	72	65	68	586	515	577
58	17	51	27	10	23	128	48	116

Sl. No.	Departments/Directorates/ Subordinate Offices.	CLASS-I Previous Sanction.	CLASS-I Posted.	CLASS-I Approved.	CLASS-II Previous Sanction.	CLASS-II Posted.	CLASS-II Approved.
1	2	3	4	5	6	7	8
XIV.	**MINISTRY OF EDUCATION** ..	**7995**	**6454**	**9793**	**1587**	**1484**	**1024**
a.	**Education Division**	**7882**	**6369**	**9655**	**1520**	**1455**	**987**
139.	Directorate General of Secondary and Higher Education.	6406	5312	7513	580	577	474
140.	Directorate General of Technical Education.	1056	714	985	4	2	2
141.	Directorate General of Primary Education.	333	279	1075	930	873	506
142.	Bangladesh Bureau of Educational Information and Statistics.	7	7	7	6	3	5
143.	Directorate of Inspection and Audit.	36	27	35	..	..	..
144.	National Institute of Educational, Administration, Extension and Research (NIEAER).	44	30	40	..	..	..
b.	**Sports and Culture Division** ..	**113**	**85**	**138**	**67**	**29**	**37**
145.	Directorate of Archaeology and Museums.	52	35	37	4	3	4
146.	Directorate of Archives and Libraries.	6	6	6	1	1	1
147.	Directorate of Sports ..	37	32	80	56	20	9
148.	Copyright Office	2	2	2	..	..	..
149.	Department of Public Library	16	10	13	6	5	23
XV.	**MINISTRY OF WORKS :**	**698**	**579**	**729**	**22**	**13**	**19**
150.	Public Works Department ..	519	445	562	4	3	..
151.	Directorate of Housing and Settlement.	50	43	32	..	..	..
152.	Department of Architecture ..	69	57	75	..	..	..
153.	Directorate of Internal Audit	3	3	3	10	3	7
154.	Directorate of Government Accommodation.	16	15	18	2	2	..
155.	Office of the Deputy Commissioner, Settlement.	3	3	6	5	5	11
156.	Urban Development Directorate.	38	13	33	1	..	1
XVI.	**MINISTRY OF INFORMATION :**	**831**	**592**	**839**	**291**	**200**	**264**
157.	Press Information Department	66	51	63	26	21	26
158.	National Broadcasting Authority.	695	496	653	203	130	115
159.	Bangladesh Film Censor Board	3	3	3	2	1	2
160.	Department of Mass Communication.	26	18	83	21	19	87
161.	Department of Films and Publications.	40	23	35	34	26	29
162.	Bangladesh Film Archive ..	1	1	2	5	3	5

CLASS-III			CLASS-IV			TOTAL		
Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
9	10	11	12	13	14	15	16	17
171502	**160509**	**168985**	**7414**	**6204**	**5785**	**188498**	**174651**	**185587**
170997	**160153**	**168516**	**7043**	**5911**	**5428**	**187442**	**173888**	**184586**
6637	6446	6359	3920	3301	3196	17543	15636	17542
2202	1704	2011	1017	974	605	4279	3394	3603
162003	151912	160015	1996	1586	1575	165262	154650	163171
22	16	18	12	10	12	47	36	42
100	53	80	62	15	15	198	95	130
33	22	33	36	25	25	113	77	98
505	**356**	**469**	**371**	**293**	**357**	**1056**	**763**	**1001**
206	150	189	167	120	165	429	308	395
27	22	27	16	16	14	50	45	48
84	71	84	70	48	60	247	171	233
11	10	9	4	4	4	17	16	15
177	103	160	114	105	114	313	223	310
4443	**3899**	**4230**	**2108**	**1851**	**1983**	**7271**	**6342**	**6961**
3431	3111	3404	1473	1344	1443	5427	4903	5409
410	321	239	118	90	71	578	454	342
186	122	161	48	44	38	303	223	274
48	47	39	16	14	11	77	67	60
164	151	165	292	236	280	474	404	463
66	58	117	83	75	89	157	141	223
138	89	105	78	48	51	255	150	190
2732	**2072**	**2576**	**1201**	**788**	**958**	**5055**	**3652**	**4637**
181	156	195	74	61	56	347	289	340
1805	1245	1580	799	418	561	3502	2289	2909
20	18	17	5	3	6	30	25	28
469	465	587	236	231	264	752	733	1021
236	171	172	81	71	65	391	291	301
21	17	25	6	4	6	33	25	38

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		Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	Approved.
1	2	3	4	5	6	7	8
XVII.	**MINISTRY OF HEALTH AND POPULATION CONTROL:**	**7582**	**6992**	**9205**	**817**	**569**	**1186**
163.	Directorate General of Health Services.	6424	6070	7970	354	249	359
164.	Institute of Post-Graduate Medicine and Research.	208	159	210	16	9	17
165.	Institute of Public Health ..	31	18	31	20	14	22
166.	Institute of Diseases of the Chest and Hospital.	25	25	25	2	2	2
167.	Institute of Cardiovascular Diseases.	32	24	32	1	..	1
168.	Institute of Ophthalmology ..	5	4	12	..	..	..
169.	Rehabilitation Institute and Hospital for the Disabled.	41	29	41	11	3	11
170.	Institute of Preventive and Social Medicine.	47	22	47	9	7	9
171.	Institute of Public Health Nutrition, Dietetics and Food Science.	19	13	16	8	4	7
172.	Directorate General of Population Control.	750	628	821	396	281	758
XVIII.	**MINISTRY OF SOCIAL WELFARE AND WOMEN'S AFFAIRS:**	**97**	**74**	**160**	**625**	**551**	**818**
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174.	Department of Women's Affairs	18	10	64	83	71	177
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175.	Department of Labour ..	96	83	94	24	6	24
176.	Department of Inspection for Factories and Establishments.	29	22	29	19	13	19
177.	Minimum Wages Board ..	2	2	2	..	..	..
178.	The Labour Appellate Tribunal and the Labour Courts.	14	11	14	..	..	..
179.	Directorate of Seamen and Emigration Welfare.	4	3	4	..	..	..
180.	Bureau of Manpower Employment and Training.	294	223	276	147	84	134
b.	**Youth Development Division** ..	**34**	**27**	**35**	..	..	..
181.	Department of Youth Development.	34	27	35	..	..	..
	GRAND TOTAL ..	42313	31341	49915	10078	8169	10863

CLASS-III			CLASS-IV			TOTAL		
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9	10	11	12	13	14	15	16	17
64698	**54580**	**69931**	**36108**	**32147**	**37805**	**109205**	**94288**	**118127**
39749	32098	47380	17546	16117	20815	64073	54534	76524
310	240	281	395	358	378	929	766	886
188	150	191	242	223	241	481	405	485
106	103	133	211	207	200	344	337	360
75	68	77	71	67	71	179	159	181
12	12	16	14	14	23	31	30	51
171	167	171	205	208	214	428	407	437
105	91	97	99	62	85	260	182	238
59	47	55	19	15	19	105	79	97
23923	21604	21530	17306	14876	15759	42375	37389	38868
3512	**3151**	**3435**	**1811**	**1609**	**1488**	**6045**	**5385**	**5901**
3001	2734	3099	1519	1374	1088	5141	4652	4924
511	417	336	292	235	400	904	733	977
3046	**1815**	**2967**	**1686**	**1035**	**1608**	**5395**	**3324**	**5206**
2940	**1745**	**2885**	**1660**	**1031**	**1579**	**5229**	**3223**	**5060**
259	250	236	240	237	178	619	576	532
114	92	103	56	53	53	218	180	204
7	7	6	6	6	5	15	15	13
36	32	29	56	54	49	106	97	92
16	13	14	25	23	22	45	39	40
2508	1351	2497	1277	658	1272	4226	2316	4179
106	**70**	**82**	**26**	**4**	**29**	**166**	**101**	**146**
106	70	82	26	4	29	166	101	146
525305	465409	531070	136600	121636	143513	714296	626555	735361

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সাভার, ঢাকা।

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