

১২। বর্তমান চালু বিজ্ঞাপন হার বলবৎ থাকিবে।

[তথ্য মন্ত্রণালয়ের স্মারকলিপি নং ৮/৮/৭৮/-রেডিও/৩১, তারিখ: ০১-০১-১৯৭৯]

৩.১২ CHARTER OF DUTIES

Director General

1. To act administrative head and be responsible for overall administration of the department.
2. To act as adviser to the government on formulation of broadcasting policies.
3. To act as Principal Accounting Officer of the department within the budget provision.
4. To be responsible for execution of policies regarding the department as per acts, ordinances, rules and regulations and directives issued by the government for time to time.
5. To provide executive and operational guidance to the field staff and exercise control and supervision over them.
6. To be responsible for appointing class II, III and IV employees of the department as per procedure laid down by the government from time to time.
7. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
8. To represent the department and, where personal representation is not possible, select representatives on his behalf.
9. To grant earned leave etc, to all class 1 Officers under him.
10. To hold regular coordination meetings with the officers under him to ensure speedy disposal of cases.
11. To inspect the field officers at least once in a quarter.
12. To allocate duties of officers.
13. To ensure revenue collection and safeguard government property under his charge.
14. To be responsible for all security matters of the department.
15. To provide guidance for liaison between the planners of different developments projects of the government and broadcasters.
16. To provide guidance to devise ways and means for wider participations of the country's talent in the programmes.
17. To provide guidance to formulate plans for audience participation programmes.
18. To provide guidance in execution of broadcasting policies to achieve national objectives.
19. To provide guidance for liaison and coordination with regional and international broadcasting organizations.
20. To provide guidance for organizing feedback of programmes.
21. Any other duties assigned by the government.

Deputy Director General (Programme)

1. To assist the Director General in the implementation of the policies of the government in all broadcasting matters.
2. To maintain liaison with the regional and international organizations and deal with them.
3. To be responsible for implementing international conventions and agreements concerning broadcasting.

4. To supervise the work of the subordinate officers and units.
5. Any other duties assigned by the Director General.

Deputy Director General (News)

1. To assist the Director General in the implementation of the policies of the government in all broadcasting matters.
2. To maintain liaison with the regional and international organizations and deal with them.
3. To be responsible for implementing international conventions and agreements concerning broadcasting.
4. To supervise the work of the subordinate officers and units.
5. Any other duties assigned by the Director General.

Director (Administration & Finance)

1. To assist the Director General in the discharge of his duties.
2. To deal with the administration and financial matters of the department.
3. To co-ordinate the work of all wings of the department and maintain liaison with other agencies of the government.
4. To inspect field officers regularly under the guidance of the Director General.
5. Any other duties assigned by the Director General.

Additional Director (Admin & Finance)

1. To assist the Director (Admin & Finance) in all administrative matters of the departments.
2. To supervise the work of the all administrative personnel of the head quarters.
3. To be responsible for implementing international conventions and agreements concerning broadcasting.
4. To assist the Director (admin & Finance) in all financial matters of the department.
5. To supervise the work of the all personnel to deal with financial matter of the headquarters.
6. Any other duties assigned by the superior officers.

Deputy Director (Admin & Finance)

1. To assist the Additional Director (Admin & Finance) in all administrative matters of Radio.
2. Any other duties assigned by the superior officers.
3. To assist the Additional Director (Admin & Finance) in all financial matters of Radio.

Accounts Officer

1. To assist Deputy Director (Admin & Finance) in financial matters of Radio.
2. To prepare budgets of the headquarters.
3. To scrutinize the budgets of all units of Radio.
4. To supervise budgets works.
5. To reconcile audit objections.

6. To examine monthly expenditure statement of all units and proposal for reappropriation of fund.
7. Any other duties assigned by the superior officers.

PROGRAMME WING

Director (programme)

1. To assist Deputy Director General in implementation of the policies of the government.
2. To plan production and presentation of programme for home and external service.
3. To help maintain standard relating to programmes.
4. To evaluate programmes and conduct research for improvement.
5. To co-ordinate work of Additional Directors/Regional Directors .
6. To inspect regional station/units regularly to ensure implementation of directives regarding programmes.
7. Public relationing
8. To supervise the work of research, reference and publications.
9. Any other duties assigned by the superior officers.

Director (External Service)

1. To act as head of the office.
2. To project true image of Bangladesh abroad.
3. To help create understanding and goodwill for the country abroad.
4. To present social and cultural heritage of Bangladesh in true perspective.
5. To plan and supervise foreign language programme for different target areas of the world.
6. To present appropriate programme for the large Bangladeshi community living and working abroad.
7. Any other duties assigned by the superior officers.

Director (Liaison & Research/Education/Music)

1. To maintain liaison with various regional and international broadcasting organizations.
2. To collect reference materials continuously for enriching departmental library and achieves.
3. To evaluate listeners reaction to the programmes broadcasts.
4. To prepare plan for educational broadcasts.
5. To guide the regional stations with the regards the policies of music programmes.
6. Any others duties assigned by the superior officers

Director (Transcription Service)

1. To act as head of the office.
2. To preserve the cultural heritage of Bangladesh through sound broadcasting.
3. To project Bangladesh abroad through recorded programme.

4. To supply recorded materials about Bangladesh to other broadcasting organizations and Bangladesh Missions abroad.
5. To feed regional stations with special broadcasting materials from its library and archive.
6. To co-ordinate inter station programme exchange.
7. To conduct research for collecting authentic programmes materials.
8. To experiment with new production technique.
9. To handle foreign transcription materials.
10. To collect and preserve important broadcast documents.
11. Any other duties assigned by the headquarters.

Regional Director

1. To act as head of the office.
2. To supervise and control operation of broadcasting at the station.
3. To execute the directives of the headquarters and government policies, relating broadcasting.
4. To co-ordinate work of all sections of the stations.
5. To maintain liaison maintain with government agencies.
6. To ensure maintenance of quality and standard programmes.
7. To maintain audience reaction of the programmes.
8. To scout for talents in the region.
9. Public relation.
10. To be responsible for maintaining security of the station.
11. Any other duties assigned by the headquarters.

Director (Farm Broadcast)

1. To act as head of office
2. To plan programmes for educating the farmers in improved and scientific methods of farming
3. To organize community listening of programmes
4. To evaluate the farmers reaction to programme
5. Any other duties assigned by superior officers

Director (Commercial Service)

1. To act as head office
2. To plan programmes for commercial broadcast
3. To scrutinize advertisements in terms of code of ethics
4. To ensure proper realisation of advertisement revenue and maintain accounts
5. Any other duties assigned by the headquarters

Editor/Deputy Director (Radio Publications)

1. To act as head office
2. To edit all materials for publication and be responsible for printing of journals, books etc.
3. Any other duties assigned by superior officers.

Deputy Regional Director/Deputy Director

၁၀— the regional Director/head of office in all matters relating to programme, relation, liaison and co-ordination.

2. To supervise the work of all programme officers and administrative staff and guide them.
3. To organize outside broadcast and audience participation programmes.
4. supervise planning execution, production and presentation of programmes.
5. To vet and edit programme materials.
6. To scout for new talents.
7. Public relation.
8. Any other duties assigned by the Regional Director/head of office.

Business Manager (Commercial Service)

1. To assist the head of service in promoting sale of broadcasting time to earn revenue.
2. To maintain proper accounts of revenue.
3. To supervise work of sales personnel.
4. Any other duties assigned by the head of office.

Business Manager (Radio publications)

1. To assist the Editor in promoting sales of publications.
2. To secure advertisements for the publication to earn revenue.
3. Any other duties assigned by the Editor.

Assistant Regional Director/Assistant Director

1. To assist head of office/Deputy Regional Director in planning, producing and presenting programmes in conformity with the broadcasting policies.
2. To supervise the work of programme organizers.
3. To perform administrative and financial duties as assigned by superior officers.
4. To scout for new talents.
5. Public relation.
6. To evaluate programmes and conduct listener research.

7. To edit and vet programme materials.
8. To help promote community listening of programmes.
9. Any other duties assigned by superior officers.

Programme Organizer

1. To organize programme in conformity with the broadcasting policies.
2. To brief the talkers, writers, performers and staff artists about the programme.
3. To edit and vet programme materials.
4. To organize outside broadcasts and audience participation programmes.
5. To write scripts for programmes.
6. To help maintain quality and standard of programme.
7. To supervise and co-ordinate the work of programme producers, Staff Artistes and Casual Artistes and to assign their duties.
8. Public relationing
9. To scout for new talents.
10. To evaluate listeners reaction to programmes.
11. Any other duties assigned by superior officers.

NEWS AND MONITORING

Director (News)

1. To assist the Deputy Director General news in formulating policies about news and current affairs.
2. To co-ordinate and look after the administrative and professional functions of the Central News Organization and the news units.
3. To analyze the news and commentaries broadcast in the home and external services of Radio Bangladesh.
4. To maintain liaison with other media and various government agencies.
5. To plan and supervise coverage of national and international news.
6. To inspect news officers regularly.
7. Any other duties assigned by the Director General/Deputy Director General (News).

Director Monitoring

1. To act as head of office.
2. To guide the officers in the preparation and Broadcast of news bulletins and commentaries.
3. To plan coverage of news events and assign duties to officers.
4. To supervise and co-ordinate the work of the news units.

5. To analyze Public reaction to news coverage and advise higher authorities accordingly.
6. Public relationing
7. Any other duties assigned by the head quarters.

Controller of News

1. To assist Director (News) in all matters concerning news, commentaries and administration.
2. To supervise the work of the officers in the preparation and broadcast of news bulletins and commentaries.
3. To assign duties to officers and staff as well as News Readers.
4. To vet news bulletins and commentaries before broadcast.
5. Any other duties assigned by superior officers.

Additional Controller of News

1. To collect report and edit news and news bulletins and commentaries.
2. To supervise work of Producers, Translators and News Readers.
3. To maintain liaison with sources of news and other media.
4. Any other duties assigned by the Chief News Editor and other superior officers.

Deputy Controller of News

1. To assist Additional Director of monitoring reports.
2. To be supervise editing and preparation of monitoring reports.
3. To be responsible for conveying important news breaks to Central News Organization and higher authorities as speedily as possible.
4. To prepare summaries of world broadcast for release to the various agencies and authorities concerned.
5. To supervise the work of producers.
6. Any other duties assigned by superior officers.

Assistant Controller of News

1. To assist News editors in all work of news/Monitoring
2. To supervise work of Junior Producers/Translators/News Readers.
3. Any other duties assigned by superior officers.

ENGINEERING

Chief Engineer

1. To advise the Director General on all engineering matters and development works.
2. To take necessary steps for procurement operation and maintenance of all equipment and stores.

3. To formulate development projects and oversee their implementation.
4. To supervise the work of engineering officers and inspect field officers regularly.
5. To maintain liaison with other broadcast organizations of the world on technical matters.
6. Any other duties assigned by higher authorities.

Additional Chief Engineer

1. To assist Chief engineer in all engineering matters including engineering administration.
2. To supervise the work of engineering officers and staff at headquarters and field officers.
3. To inspect the field officers regularly to ensure proper functioning of the engineering services, maintenance of installations, equipment and stores.
4. To assist the Chief Engineer in planning and executing development works.
5. When posted at a transmitting complex, he will act as head of office and be responsible for efficient operation and maintenance of the system.
6. Any other duties assigned by superior officers.

Resident Engineer/Senior Engineer

1. To act as head of office.
2. To be responsible for operation and maintenance of transmitters and other plants at his station.
3. To be responsible for maintenance of aerials, masts and transmission lines.
4. To supervise the work of officers and staff at his station.
5. To ensure proper maintenance, inventory and storage of technical store.
6. Any other duties assigned by superior officers.

Regional Engineer/Station Engineer

1. To assist Regional Director/head of office in all engineering matters.
2. To be responsible for operation and maintenance of all equipment and plants for smooth and efficient broadcasting.
3. To supervise work of all technical personnel.
4. Any other duties assigned by superior offices.

Deputy Regional Engineer

1. To assist Regional Engineer Station Engineer/head of office in all engineering matters including engineering administration.
2. To supervise the work of all engineering and other personnel in his section.
3. To ensure proper operation and maintenance of equipment and stores.
4. When posted at Central Stores Pahartali, Chittagong, he will also act as head of office.
5. Any other duties assigned by superior officers.

Assistant Radio Engineer

1. To assist superior officers in all engineering work of broadcasting and administrative matters.
2. To supervise operation and maintenance of equipment and stores.
3. To supervise work of senior personnel at his station/office.
4. Any other duties assigned by superior officers.