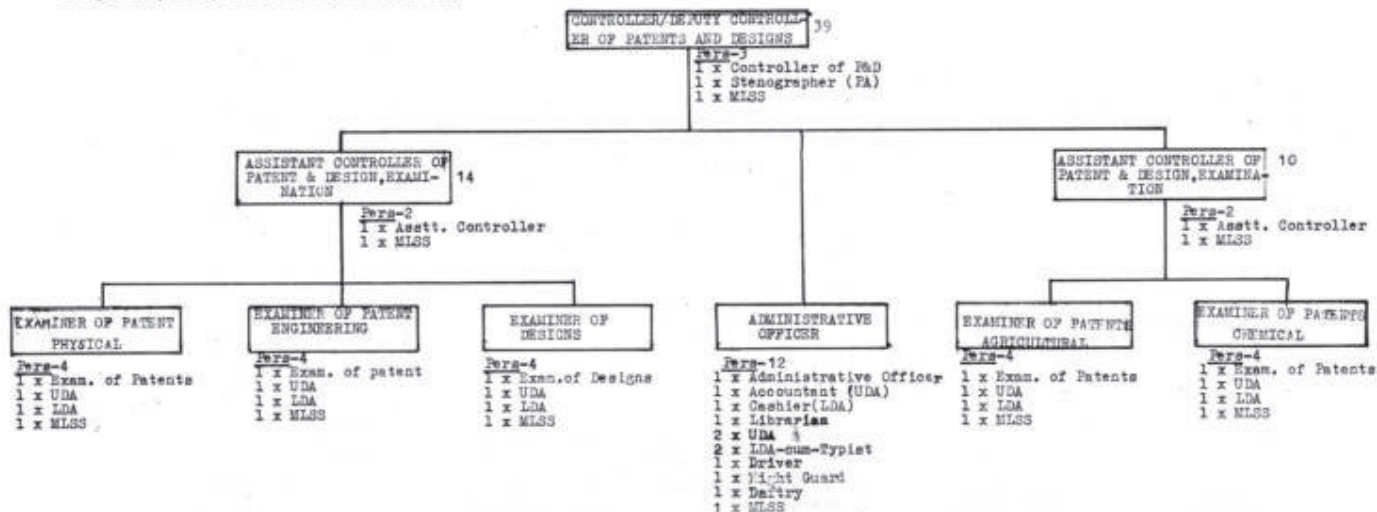


**THE PATENT OFFICE
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE**

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



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

1. Transport:
1 x Microbus
2. Office equipment: This office is authorized 4 x Typewriters/ The remaining 6 x Typewriters to be handed over to the Central Stationary Office.

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.

BRIGADIER
(KAMUL HUK KHAN)
CHAIRMAN, JUDICIAL 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 outside 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 Actuarial 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 procurement of insurance business.
25. Certificates to Employees of Agents for procurement 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. Power to call for informations.
39. Declaration of interim bonuses.
40. Preparation of annual Insurance Year Book.
41. Grant of permission for any resitance.
42. Directives to Insurance Corporation/Company relating to complain made by policy-holders.
43. To look after the interest of the Benladeshi 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).



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
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 Toyota 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 HUC KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF PRICES AND MARKET INTELLIGENCE

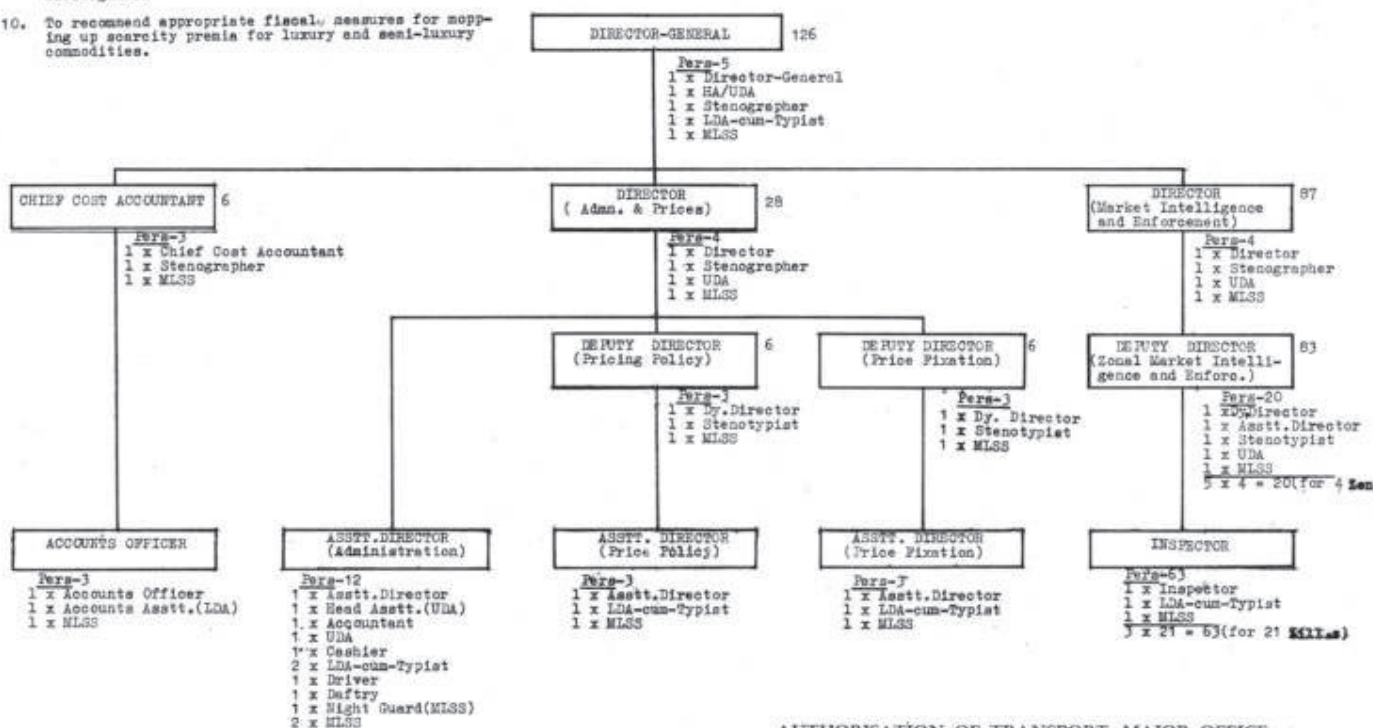
COMMERCE DIVISION

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
	Asstt. Director-General (Re-designated as Dy. Director)	2	2	-
5.	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 Mill. 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

Signature

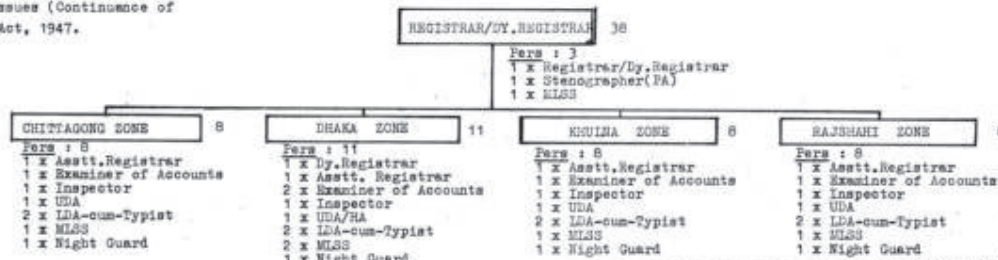
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

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. 15 of 1972).
 - e. Industrial Enterprises Nationalisation Order, 1972 (P.O. 27 of 1972).
 - f. Contract Act, 1899.

ORGANISATION



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
Class-III				
4.		15	12	22
Class-IV				
5.		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/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.

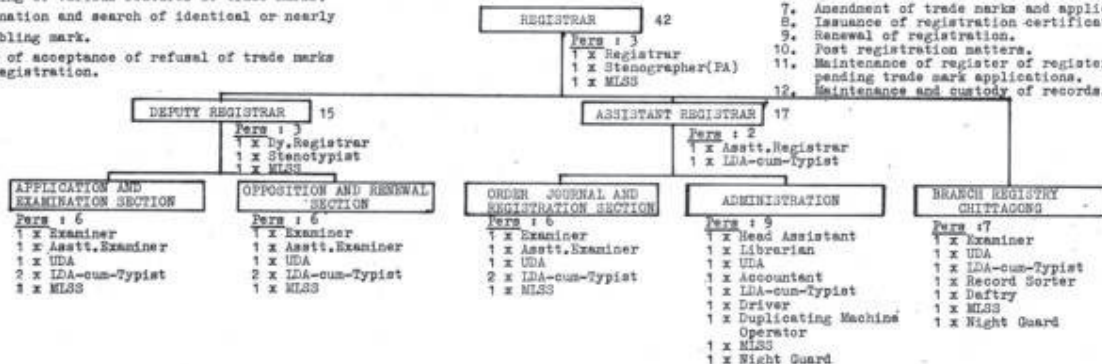
BRIGADIER
 (KHAMUL HUK KHAN)
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

OFFICE OF THE REGISTRAR OF TRADE MARKS
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

FUNCTIONS:

1. Receiving applications and fees.
2. Indexing of various features of trade marks.
3. Examination and search of identical or nearly resembling mark.
4. Order of acceptance or 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



SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanctioned	Existing	Revised
Class-I				
1.	Registrar	1	-	1
2.	Dy. Registrar	1	1	1
	Total Class-I	1	1	2
Class-II				
3.	Asstt. Registrar	1	1	1
Class-III				
4.	Examiner	5	4	4
	Total Class-II	6	5	5
Class-IV				
5.		27	19	25
6.		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).

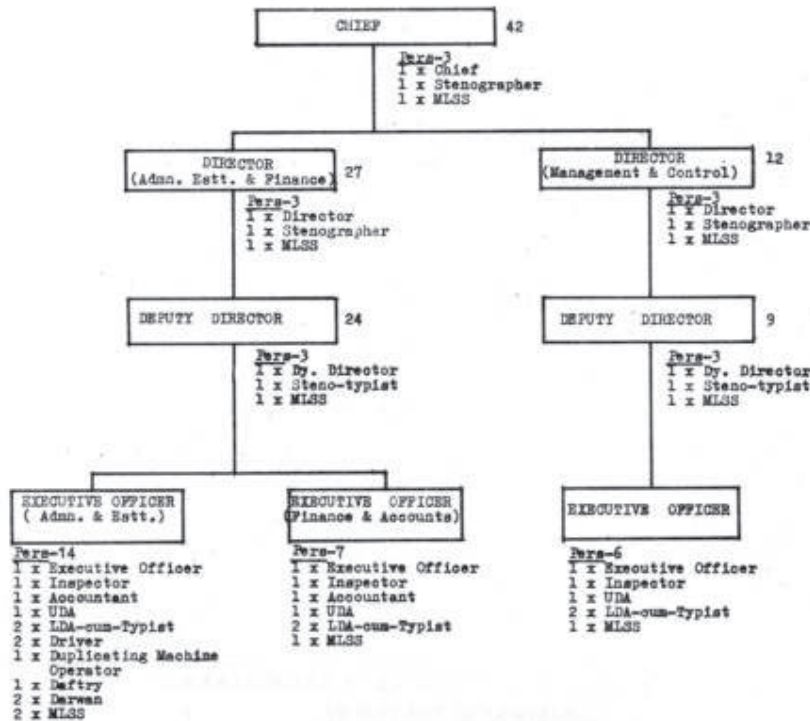
BRIGADIER
 (KHAMUL HUK KHAN)
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANISATIONAL SET UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

**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



**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.

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


 BRIGADIER
 (ENAMUL HAQ 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 entrepreneurs 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 Licensing 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 garment, 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



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.	Asst. Director (Admn.)	3	2	3
6.	Asst. 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	326
11.	Total Class-IV Staff	123	83	103
GRAND TOTAL		563	318	492

**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. 26 x Typewriter. Ratio of Bengali and English Typewriter will be 60:40.

BRIGADIER
(HONABU HQ KHAN)
CHAIRMAN, MANTEL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

FUNCTIONS

1. Preparation of Industrial Investment Policy.
2. Preparation of Investment Stimulus.
3. Preparation of List of sectors for Investment in the Private Sector.
4. To determine the timing of private Investment.
5. Implementation of the Industrial Investment stimulus.
6. Survey of Industrial Units.
7. To determine the need for investment in the industrial sector.
8. Formulation of Import Policy relating to Industrial and Agricultural Investment.
9. To determine the need for investment in the capital machinery, raw materials and spare parts.
10. To define clearly the objectives of Industrial Policy.
11. To promote technological progress of industries in economic grounds.
12. To promote Industrial development.
13. Implementation of support and development of enterprises.
14. To ensure fair trading and price of locally manufactured goods in relation to reasonable level.
15. To develop industrial relationships and encourage

MINISTRY OF INDUSTRIES AND COMMERCE

14. Report submission deadline
15. Extension of employment
16. Policy regarding foreign investment and determination of additional facilities and incentive for foreign investment
17. Policy for industrial planning by different financing institutions
18. Co-allocation of tariff as a measure of safeguard to home industries.

ORGANIZATION

[illegible][illegible]

SUMMARY OF MANUSCRIPT

[illegible]

AUTHORISATION OF TRANSPORT, MAJOR OFFICE
EQUIPMENT AND MISCELLANEOUS POINTS ETC

- Department of Indus tries may be authorized the following transport
for official use only:
1. 1 X Chevrolet
2. 1 X Jeep
3. 1 X Dodge
4. 1 X Ford
5. 1 X GMC
6. 1 X Buick
7. 1 X Cadillac
8. 1 X Lincoln
9. 1 X Chrysler
10. 1 X Oldsmobile
11. 1 X Pontiac
12. 1 X Mercury
13. 1 X Ford
14. 1 X Chevrolet
15. 1 X GMC
16. 1 X Buick
17. 1 X Cadillac
18. 1 X Lincoln
19. 1 X Chrysler
20. 1 X Oldsmobile
21. 1 X Pontiac
22. 1 X Mercury
23. 1 X Ford
24. 1 X Chevrolet
25. 1 X GMC
26. 1 X Buick
27. 1 X Cadillac
28. 1 X Lincoln
29. 1 X Chrysler
30. 1 X Oldsmobile
31. 1 X Pontiac
32. 1 X Mercury
33. 1 X Ford
34. 1 X Chevrolet
35. 1 X GMC
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37. 1 X Cadillac
38. 1 X Lincoln
39. 1 X Chrysler
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212. 1 X Mercury
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218. 1 X Lincoln
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261. 1 X Pontiac
262. 1 X Mercury
263. 1 X Ford
264. 1 X Chevrolet
265. 1 X GMC
266. 1 X Buick
267. 1 X Cadillac
268. 1 X Lincoln
269. 1 X Chrysler
270. 1 X Oldsmobile
271. 1 X Pontiac
272. 1 X Mercury
273. 1 X Ford
274. 1 X Chevrolet
275. 1 X GMC
276. 1 X Buick
277. 1 X Cadillac
278. 1 X Lincoln
279. 1 X Chrysler
280. 1 X Oldsmobile
281. 1 X Pontiac
282. 1 X Mercury
283. 1 X Ford
284. 1 X Chevrolet
285. 1 X GMC
286. 1 X Buick
287. 1 X Cadillac
288. 1 X Lincoln
289. 1 X Chrysler
290. 1 X Oldsmobile
291. 1 X Pontiac
292. 1 X Mercury
293. 1 X Ford
294. 1 X Chevrolet
295. 1 X GMC
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297. 1 X Cadillac
298. 1 X Lincoln
299. 1 X Chrysler
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308. 1 X Lincoln
309. 1 X Chrysler
310. 1 X Oldsmobile
311. 1 X Pontiac
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313. 1 X Ford
314. 1 X Chevrolet
315. 1 X GMC
316. 1 X Buick
317. 1 X Cadillac
318. 1 X Lincoln
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320. 1 X Oldsmobile
321. 1 X Pontiac
322. 1 X Mercury
323. 1 X Ford
324. 1 X Chevrolet
325. 1 X GMC
326. 1 X Buick
327. 1 X Cadillac
328. 1 X Lincoln
329. 1 X Chrysler
330. 1 X Oldsmobile
331. 1 X Pontiac
332. 1 X Mercury
333. 1 X Ford
334. 1 X Chevrolet
335. 1 X GMC
336. 1 X Buick
337. 1 X Cadillac
338. 1 X Lincoln
339. 1 X Chrysler
340. 1 X Oldsmobile
341. 1 X Pontiac
342. 1 X Mercury
343. 1 X Ford
344. 1 X Chevrolet
345. 1 X GMC
346. 1 X Buick
347. 1 X Cadillac
348. 1 X Lincoln
349. 1 X Chrysler
350. 1 X Oldsmobile
351. 1 X Pontiac
352. 1 X Mercury
353. 1 X Ford
354. 1 X Chevrolet
355. 1 X GMC
356. 1 X Buick
357. 1 X Cadillac
358. 1 X Lincoln
359. 1 X Chrysler
360. 1 X Oldsmobile
361. 1 X Pontiac
362. 1 X Mercury
363. 1 X Ford
364. 1 X Chevrolet
365. 1 X GMC
366. 1 X Buick
367. 1 X Cadillac
368. 1 X Lincoln
369. 1 X Chrysler
370. 1 X Oldsmobile
371. 1 X Pontiac
372. 1 X Mercury
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374. 1 X Chevrolet
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379. 1 X Chrysler
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381. 1 X Pontiac
382. 1 X Mercury
383. 1 X Ford
384. 1 X Chevrolet
385. 1 X GMC
386. 1 X Buick
387. 1 X Cadillac
388. 1 X Lincoln
389. 1 X Chrysler
390. 1 X Oldsmobile
391. 1 X Pontiac
392. 1 X Mercury
393. 1 X Ford
394. 1 X Chevrolet
395. 1 X GMC
396. 1 X Buick
397. 1 X Cadillac
398. 1 X Lincoln
399. 1 X Chrysler
400. 1 X Oldsmobile
401. 1 X Pontiac
402. 1 X Mercury

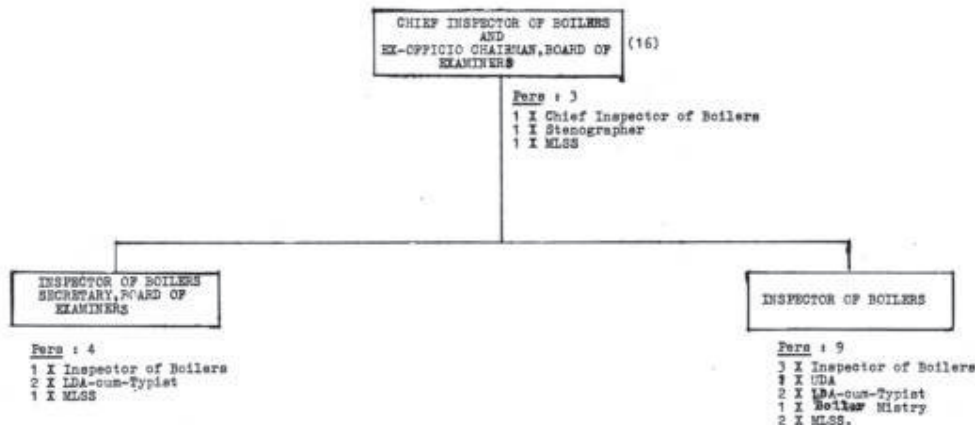
CHAIRMAN, NATIONAL LAW CONFERENCE
ON ORGANIZATIONAL STRUCTURE OF
UNIVERSITY, COLLEGE AND DEPARTMENT

**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 economisers 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, preceded 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

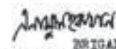


SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Existing	Revised
1.	Chief Inspector	1	1	1
2.	Inspector of Boilers Class I Officer	4	3	4
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 40 : 40.


 BRIGADIER
 (SHAMUL HUK 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 Mark 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

Sr. 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	3	4	5
5.	Stores Officer	1	1	1
Total Class-I		13	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 authorized :-
 - 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 authorized 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 authorized 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/Jamadar/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

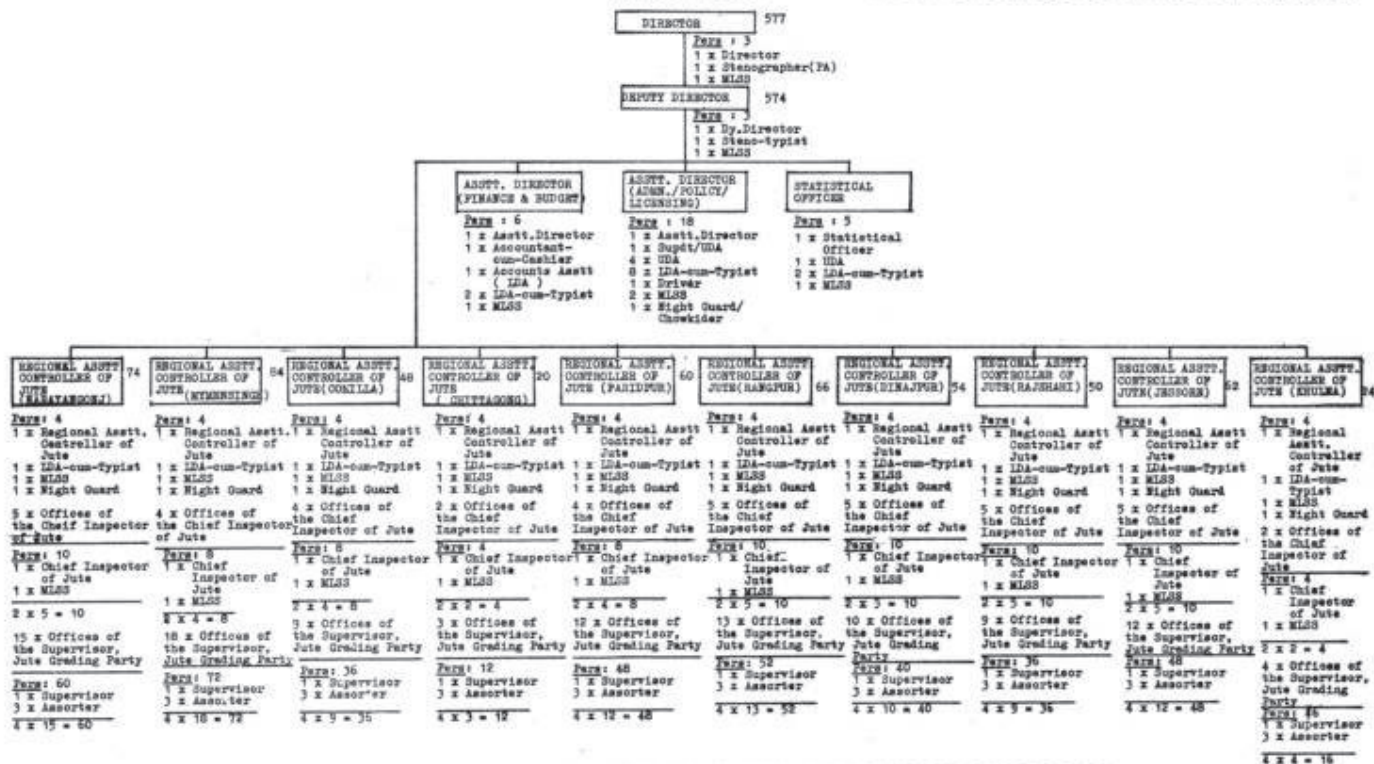
DIRECTORATE OF JUTE JUTE DIVISION MINISTRY OF INDUSTRIES AND COMMERCE

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 guidelines.
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.	Exist-ing.	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				
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.

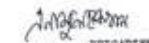
1. Transport : The Directorate of Jute is authorised :-

- 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. 24 x Typewriter.

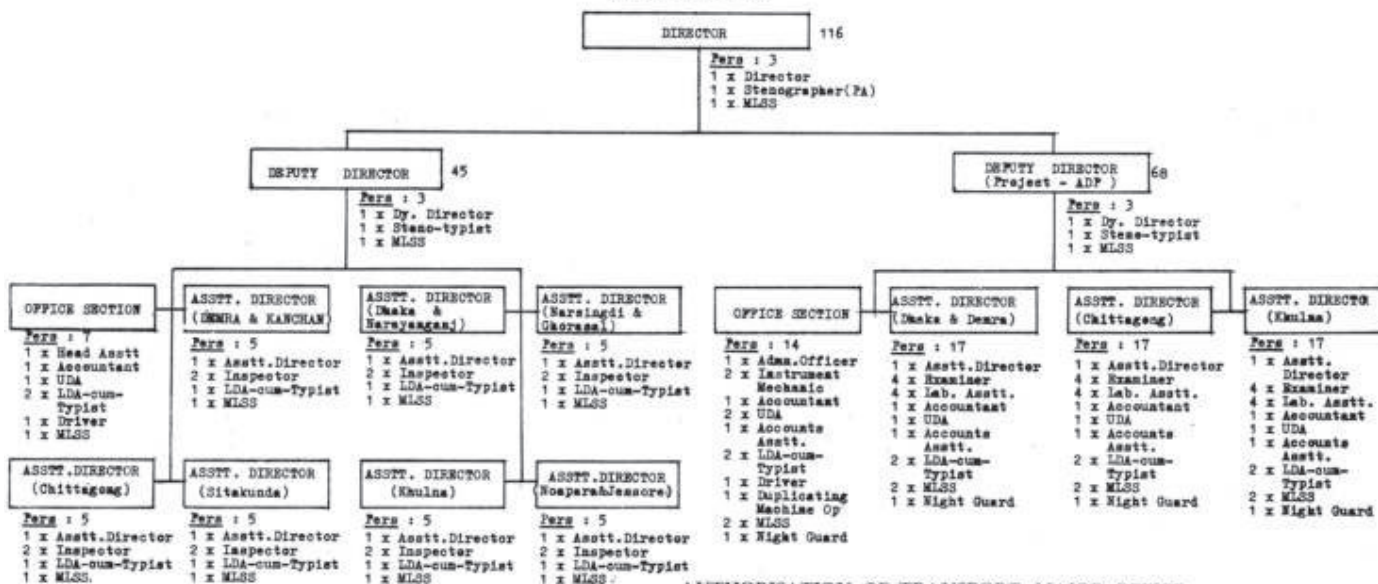

 BRIGADIER
 (RANAJIT KUMAR)
 CHAIRMAN, JUTE LAW COMMITTEE
 OR ORGANIZATIONAL SEC-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

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-worthy 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	-	1
8.	Instrument Mechanic(ADP)	2	2	2
Class-III Staff				
	(43-ADP)	58	17	51
Class-IV Staff				
	(17-ADP)	27	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
 (RANMUL HUG KHAN)
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE GENERAL OF TECHNICAL EDUCATION EDUCATION DIVISION MINISTRY OF EDUCATION

FUNCTIONS

1. Implementing 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 of the various functions of the Engineering Colleges, Polytechnics, Universities, Government and other Manpower Institutes, and other technical educational institutions and to maintain academic standards.
4. To prepare the revenue and development budget of the Directorate.

10. To prepare the revenue and development budget of the Directorate.

6. Arrangement training programmes for the students.
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 scheme.
9. To maintain liaison between the Government and the technical education institutions.
10. To prepare the revenue and development budget of the Directorate.



Sl. No.	Name of the Post	Grade	Number of Posts	Remarks
1.	Director General	AS-1	1	
2.	Deputy Director General	AS-2	2	
3.	Joint Director General	AS-3	3	
4.	Assistant Director General	AS-4	4	
5.	Principal Officer	AS-5	5	
6.	Section Officer	AS-6	6	
7.	Sub-Section Officer	AS-7	7	
8.	Junior Section Officer	AS-8	8	
9.	Senior Section Officer	AS-9	9	
10.	Junior Section Officer	AS-10	10	
11.	Senior Section Officer	AS-11	11	
12.	Junior Section Officer	AS-12	12	
13.	Senior Section Officer	AS-13	13	
14.	Junior Section Officer	AS-14	14	
15.	Senior Section Officer	AS-15	15	
16.	Junior Section Officer	AS-16	16	
17.	Senior Section Officer	AS-17	17	
18.	Junior Section Officer	AS-18	18	
19.	Senior Section Officer	AS-19	19	
20.	Junior Section Officer	AS-20	20	
21.	Senior Section Officer	AS-21	21	
22.	Junior Section Officer	AS-22	22	
23.	Senior Section Officer	AS-23	23	
24.	Junior Section Officer	AS-24	24	
25.	Senior Section Officer	AS-25	25	
26.	Junior Section Officer	AS-26	26	
27.	Senior Section Officer	AS-27	27	
28.	Junior Section Officer	AS-28	28	
29.	Senior Section Officer	AS-29	29	
30.	Junior Section Officer	AS-30	30	
31.	Senior Section Officer	AS-31	31	
32.	Junior Section Officer	AS-32	32	
33.	Senior Section Officer	AS-33	33	
34.	Junior Section Officer	AS-34	34	
35.	Senior Section Officer	AS-35	35	
36.	Junior Section Officer	AS-36	36	
37.	Senior Section Officer	AS-37	37	
38.	Junior Section Officer	AS-38	38	
39.	Senior Section Officer	AS-39	39	
40.	Junior Section Officer	AS-40	40	
41.	Senior Section Officer	AS-41	41	
42.	Junior Section Officer	AS-42	42	
43.	Senior Section Officer	AS-43	43	
44.	Junior Section Officer	AS-44	44	
45.	Senior Section Officer	AS-45	45	
46.	Junior Section Officer	AS-46	46	
47.	Senior Section Officer	AS-47	47	
48.	Junior Section Officer	AS-48	48	
49.	Senior Section Officer	AS-49	49	
50.	Junior Section Officer	AS-50	50	
51.	Senior Section Officer	AS-51	51	
52.	Junior Section Officer	AS-52	52	
53.	Senior Section Officer	AS-53	53	
54.	Junior Section Officer	AS-54	54	
55.	Senior Section Officer	AS-55	55	
56.	Junior Section Officer	AS-56	56	
57.	Senior Section Officer	AS-57	57	
58.	Junior Section Officer	AS-58	58	
59.	Senior Section Officer	AS-59	59	
60.	Junior Section Officer	AS-60	60	
61.	Senior Section Officer	AS-61	61	
62.	Junior Section Officer	AS-62	62	
63.	Senior Section Officer	AS-63	63	
64.	Junior Section Officer	AS-64	64	
65.	Senior Section Officer	AS-65	65	
66.	Junior Section Officer	AS-66	66	
67.	Senior Section Officer	AS-67	67	
68.	Junior Section Officer	AS-68	68	
69.	Senior Section Officer	AS-69	69	
70.	Junior Section Officer	AS-70	70	
71.	Senior Section Officer	AS-71	71	
72.	Junior Section Officer	AS-72	72	
73.	Senior Section Officer	AS-73	73	
74.	Junior Section Officer	AS-74	74	
75.	Senior Section Officer	AS-75	75	
76.	Junior Section Officer	AS-76	76	
77.	Senior Section Officer	AS-77	77	
78.	Junior Section Officer	AS-78	78	
79.	Senior Section Officer	AS-79	79	
80.	Junior Section Officer	AS-80	80	
81.	Senior Section Officer	AS-81	81	
82.	Junior Section Officer	AS-82	82	
83.	Senior Section Officer	AS-83	83	
84.	Junior Section Officer	AS-84	84	
85.	Senior Section Officer	AS-85	85	
86.	Junior Section Officer	AS-86	86	
87.	Senior Section Officer	AS-87	87	
88.	Junior Section Officer	AS-88	88	
89.	Senior Section Officer	AS-89	89	
90.	Junior Section Officer	AS-90	90	
91.	Senior Section Officer	AS-91	91	
92.	Junior Section Officer	AS-92	92	
93.	Senior Section Officer	AS-93	93	
94.	Junior Section Officer	AS-94	94	
95.	Senior Section Officer	AS-95	95	
96.	Junior Section Officer	AS-96	96	
97.	Senior Section Officer	AS-97	97	
98.	Junior Section Officer	AS-98	98	
99.	Senior Section Officer	AS-99	99	
100.	Junior Section Officer	AS-100	100	

Sl. No.	Name of the Post	Grade	Number of Posts	Remarks
1.	Director General	AS-1	1	
2.	Deputy Director General	AS-2	2	
3.	Joint Director General	AS-3	3	
4.	Assistant Director General	AS-4	4	
5.	Principal Officer	AS-5	5	
6.	Section Officer	AS-6	6	
7.	Sub-Section Officer	AS-7	7	
8.	Junior Section Officer	AS-8	8	
9.	Senior Section Officer	AS-9	9	
10.	Junior Section Officer	AS-10	10	
11.	Senior Section Officer	AS-11	11	
12.	Junior Section Officer	AS-12	12	
13.	Senior Section Officer	AS-13	13	
14.	Junior Section Officer	AS-14	14	
15.	Senior Section Officer	AS-15	15	
16.	Junior Section Officer	AS-16	16	
17.	Senior Section Officer	AS-17	17	
18.	Junior Section Officer	AS-18	18	
19.	Senior Section Officer	AS-19	19	
20.	Junior Section Officer	AS-20	20	
21.	Senior Section Officer	AS-21	21	
22.	Junior Section Officer	AS-22	22	
23.	Senior Section Officer	AS-23	23	
24.	Junior Section Officer	AS-24	24	
25.	Senior Section Officer	AS-25	25	
26.	Junior Section Officer	AS-26	26	
27.	Senior Section Officer	AS-27	27	
28.	Junior Section Officer	AS-28	28	
29.	Senior Section Officer	AS-29	29	
30.	Junior Section Officer	AS-30	30	
31.	Senior Section Officer	AS-31	31	
32.	Junior Section Officer	AS-32	32	
33.	Senior Section Officer	AS-33	33	
34.	Junior Section Officer	AS-34	34	
35.	Senior Section Officer	AS-35	35	
36.	Junior Section Officer	AS-36	36	
37.	Senior Section Officer	AS-37	37	
38.	Junior Section Officer	AS-38	38	
39.	Senior Section Officer	AS-39	39	
40.	Junior Section Officer	AS-40	40	
41.	Senior Section Officer	AS-41	41	
42.	Junior Section Officer	AS-42	42	
43.	Senior Section Officer	AS-43	43	
44.	Junior Section Officer	AS-44	44	
45.	Senior Section Officer	AS-45	45	
46.	Junior Section Officer	AS-46	46	
47.	Senior Section Officer	AS-47	47	
48.	Junior Section Officer	AS-48	48	
49.	Senior Section Officer	AS-49	49	
50.	Junior Section Officer	AS-50	50	
51.	Senior Section Officer	AS-51	51	
52.	Junior Section Officer	AS-52	52	
53.	Senior Section Officer	AS-53	53	
54.	Junior Section Officer	AS-54	54	
55.	Senior Section Officer	AS-55	55	
56.	Junior Section Officer	AS-56	56	
57.	Senior Section Officer	AS-57	57	
58.	Junior Section Officer	AS-58	58	
59.	Senior Section Officer	AS-59	59	
60.	Junior Section Officer	AS-60	60	
61.	Senior Section Officer	AS-61	61	
62.	Junior Section Officer	AS-62	62	
63.	Senior Section Officer	AS-63	63	
64.	Junior Section Officer	AS-64	64	
65.	Senior Section Officer	AS-65	65	
66.	Junior Section Officer	AS-66	66	
67.	Senior Section Officer	AS-67	67	
68.	Junior Section Officer	AS-68	68	
69.	Senior Section Officer	AS-69	69	
70.	Junior Section Officer	AS-70	70	
71.	Senior Section Officer	AS-71	71	
72.	Junior Section Officer	AS-72	72	
73.	Senior Section Officer	AS-73	73	
74.	Junior Section Officer	AS-74	74	
75.	Senior Section Officer	AS-75	75	
76.	Junior Section Officer	AS-76	76	
77.	Senior Section Officer	AS-77	77	
78.	Junior Section Officer	AS-78	78	
79.	Senior Section Officer	AS-79	79	
80.	Junior Section Officer	AS-80	80	
81.	Senior Section Officer	AS-81	81	
82.	Junior Section Officer	AS-82	82	
83.	Senior Section Officer	AS-83	83	
84.	Junior Section Officer	AS-84	84	
85.	Senior Section Officer	AS-85	85	
86.	Junior Section Officer	AS-86	86	
87.	Senior Section Officer	AS-87	87	
88.	Junior Section Officer	AS-88	88	
89.	Senior Section Officer	AS-89	89	
90.	Junior Section Officer	AS-90	90	
91.	Senior Section Officer	AS-91	91	
92.	Junior Section Officer	AS-92	92	
93.	Senior Section Officer	AS-93	93	
94.	Junior Section Officer	AS-94	94	
95.	Senior Section Officer	AS-95	95	
96.	Junior Section Officer	AS-96	96	
97.	Senior Section Officer	AS-97	97	
98.	Junior Section Officer	AS-98	98	
99.	Senior Section Officer	AS-99	99	
100.	Junior Section Officer	AS-100	100	

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MINISTRY OF EDUCATION

1. responsible for administration, management and supervision of Primary Schools, Teachers and other employees of the Primary Education Offices, Up-Valley Office.
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 supervise the schemes.

DIRECTOR GENERAL 16317



AUTHORISATION OF TRANSPORT,
MAJOR OFFICE EQUIPMENT AND
MISCELLANEOUS POINTS ETC

SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
1.	Director General	1		
2.	Director/Project Director re-designated as Director)	1	1	2
3.	Deputy Director(Facilities) re-designated as Supd.Engineer	1	1	1
4.	Deputy Director & Dy.Project Director re-designated as Deputy Director.	4	3	3
5.	Asstt.Director & Dy.Project Director re-designated as Asstt.Director.	15	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	-	-	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	-	-	-
16.	Director(AFS) (Principal)	1	1	1
17.	Deputy Director(AFS) (Chief Instructor)	2	2	2
18.	Subject Specialist(Instructor) (AFS)	11	11	11
19.	Asstt.Subject Specialist (Asstt.Instructor(AFS)	27	5	22
20.	Controller of Examinations(AFS)	1	1	1
21.	Asstt.Controller of Exams.(AFS)	-	-	1
22.	Administrative Officer(AFS)	1	1	1
23.	Accounts Officer(AFS)	1	1	2
24.	Documentation Officer(AFS)	1	1	1
25.	Librarian (AFS)	1	1	1
26.	Physical Education Instructor(AFS)	1	-	-
27.	Superintendent (PTI)	47	42	49
28.	Asstt.Superintendent(PTI)	47	33	49
29.	Instructor (PTI)	424	395	508
30.	Experimental Primary School Teacher (TET)	235	206	245
31.	Primary Education Officer (Eilla & Sub-Division)	72	62	68
32.	Asstt.Primary Education Officer (Eilla & Sub-Division)	72	-	26
33.	Asstt. Engineer	7	65	-
34.	Area Project Officer	1	7	-
35.	Architect	1	-	-
36.	Asstt.Chief Architect	4	-	-
37.	Senior Specialist	4	3	-
38.	Specialist	4	3	-
39.	Field Officer	4	1	-
40.	Upe-Eilla Education Officer	472	462	480
41.	Asstt. Upe-Eilla 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	2,738.5	2,573	1574
46.	Class-IV Staff (Including Field Staff)	1,996	1,506	1575

1. Directorate, Directorate
of Primary Education is to retain the following
transport for official use:

a. 4 x Car
(1 x Car for Dd, Directorate, Supdt. Engineer of the Directorate).
b. 2 x Microbus for official use of other officers of the Directorate.
c. 1 x Motor Cycle
d. 1 x Despatch Rider of the Directorate.
e. 1 x Car for Director, A.P.W.
f. 1 x Microbus for official use of other officers of the A.P.W.
g. 71 x Jeep (1 x Jeep for each Hills and Sub-Divisional Primary Education Office).

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 Asonia Printer
d. 29 x TypeWriter.

4. Academy for Fundamental Education (AFM)
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. 3 x Type Writer

6. Each Hills and Sub-Divisional Primary Education Office
a. 1 x Duplicating Machine
b. 2 x Type Writer

7. One-Hill Education Office
a. 1 x Duplicating Machine
b. 2 x Type Writer (ratio of Bengali and English Type Writer will be 60:40).

8. Intelligence Point: Deputy Director (Facilities)
now designated as Superintendent Engineer, 2 x Executive Engineer, 1 x Asst. Engineer.
1 x Asst. 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 (AFM) Mysore
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 Zonal Administration, Vol. 1, and smooth functioning the posts of Upa-Hills Education Officer and Asstt. Upa-Hills Education Officer need to be up-rated, some steps higher along with status respectively.

12. The sanction post of Teacher for each Primary School will be as per recommended.

39 X ATMO
40 X LSA-cum-ypm.
40 X LSA-cum-ypm.
Total = 109

36,566 x "OTE PRIMARY SCHOOLS"
With 1,07,032 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. Per additional increase of every 50 x Students there will be one more teacher.

N.B. - Existing 60 x MDS for selected urban school may continue till they are retired/wasted out.

29 x 49 = 1421

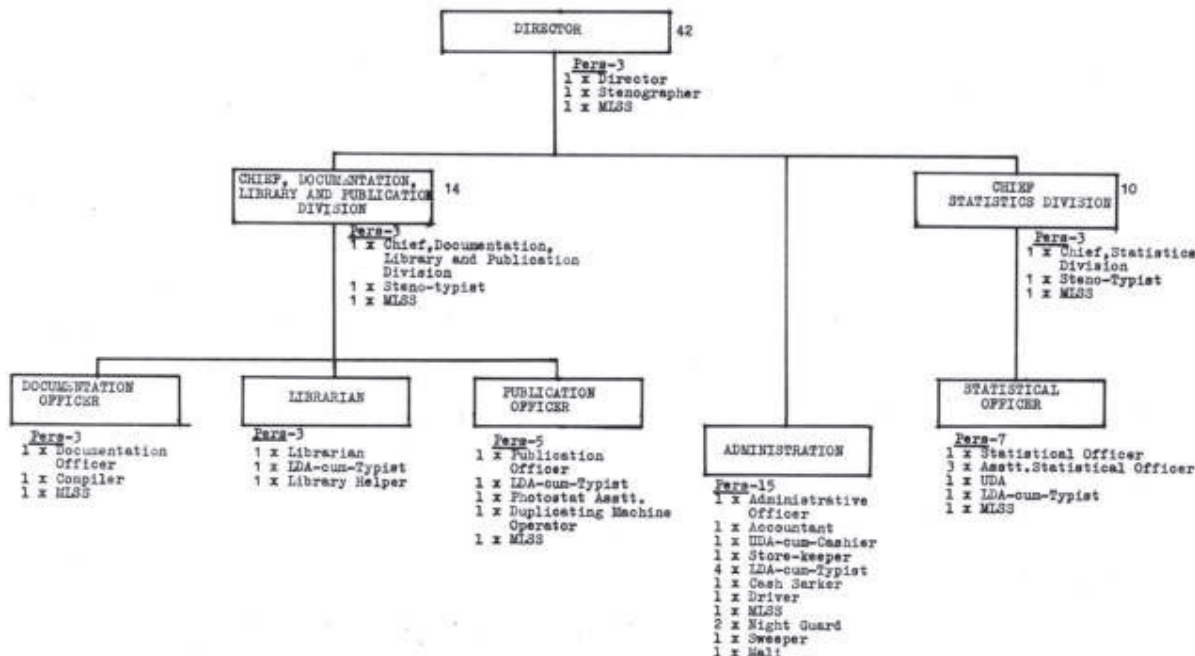
*N.B. - Instructor Increased from 12 to 12 for additional people at the field when required.

**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, curricula, 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 questionnaires 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
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

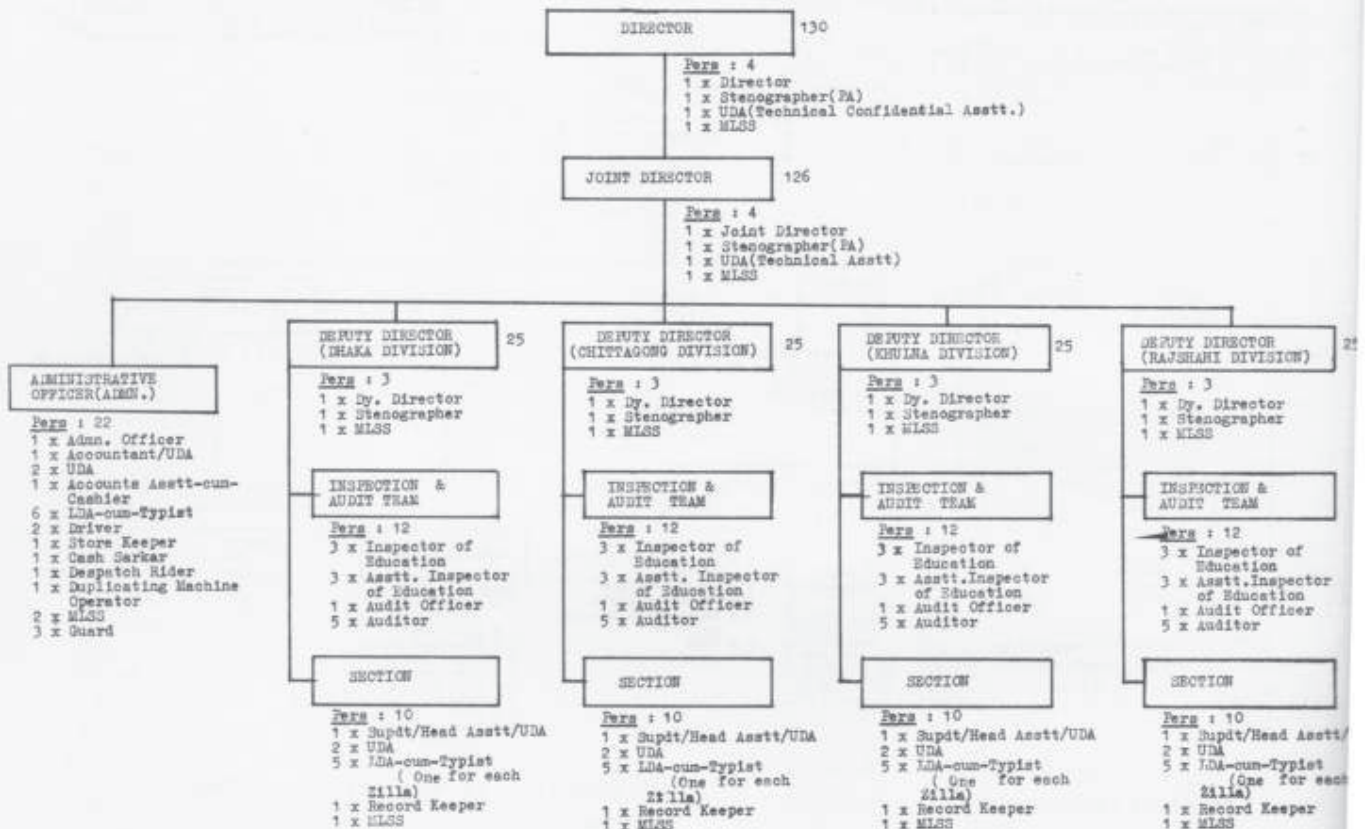
**DIRECTORATE OF INSPECTION AND AUDIT
EDUCATION DIVISION
MINISTRY OF EDUCATION**

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 allotted for this purpose is well utilized.

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			
5.	Inspector of Education	8	8	12
6.	Asstt. Inspector redesignated as Asstt. Inspector of Education	16	10	12
7.	Audit Supdt. redesignated as Audit Officer	4	2	4
8.	Accounts Officer	1	1	1
	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
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 Typewriters

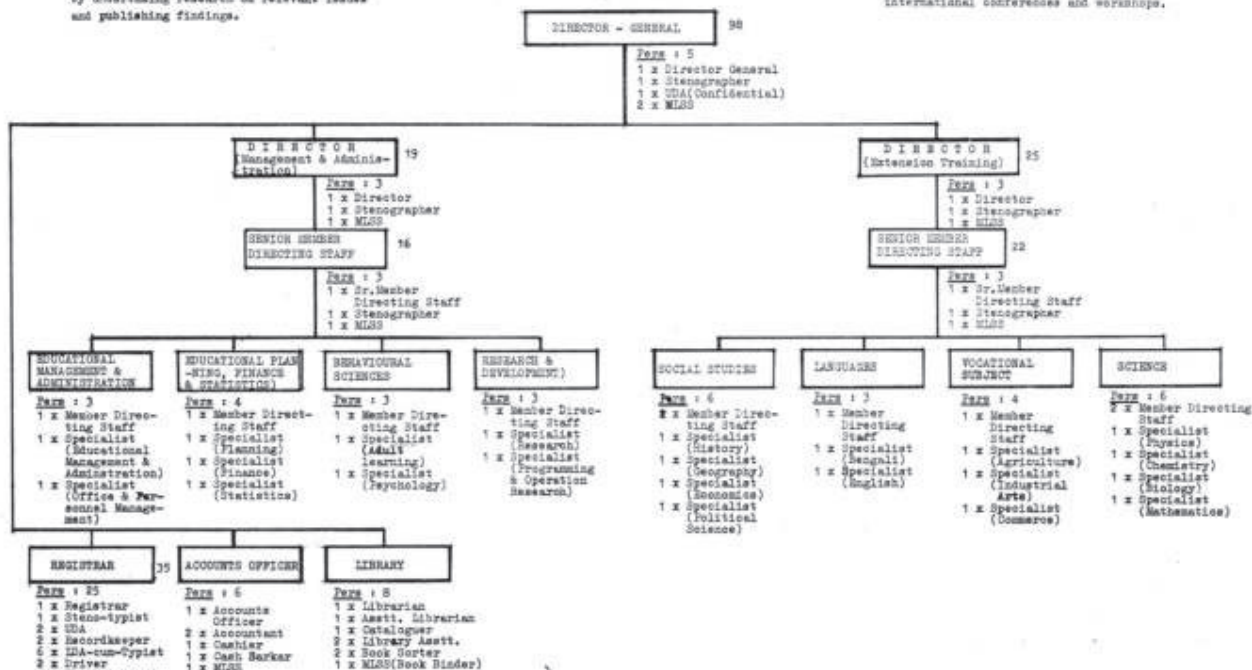
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BRIGADIER
(EMANUL BUC KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

**NATIONAL INSTITUTE OF EDUCATIONAL ADMINISTRATION
EXTENSION AND RESEARCH (NIEAR)
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 EDS(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	90

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

1. **Transport** : The NIEAR 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 NIEAR.
 - 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 NIEAR 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
(SHAMUL HIN KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE OF ARCHAEOLOGY AND MUSEUMS SPORTS AND CULTURE DIVISION MINISTRY OF EDUCATION

FUNCTIONS

1. Preservation of the National Cultural Heritage.
2. Research and investigation of ancient monuments and other archaeological remains.
3. Maintenance, conservation and repair of antiquities and other objects of archaeological interest.
4. Planning of excavations and excavations.
5. Registration and inventory of ancient objects and other archaeological remains.
6. Description and study of ancient objects and other archaeological remains.
7. Planning, execution and maintenance of museums for the preservation and presentation of ancient cultural antiquities.

8. Control and regulation of antiquities as per antiquities act of 1966.
9. Publication of books, brochures, guide books, viewbooks and other publicity materials for the presentation of our cultural heritage with a view to provide most reliable information to the public.
10. Systematic and exhaustive survey for preparing a complete inventory of all protected and unprotected ancient and archaeological monuments and cultural heritage.
11. Collection of antiquities and their study and research.

12. Construction of Museum buildings, staff quarters, host houses, laboratories and other civil buildings at various locations under the supervision of the Department.
13. Maintenance of a special library.
14. Research on our cultural heritage.
15. Collection and preservation of biological objects of the tribal people and their preservation in the Biological Museum to facilitate study and Biological Research.

16. Medical treatment of ancient monuments and other archaeological remains.

17. Coordination of the various Museum collections for the preservation and presentation of our cultural heritage.

18. Liaison between Administrative Ministry and other educational institutions including Universities and other educational bodies.

ORGANISATION

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REGIONAL DIRECTOR

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REGIONAL DIRECTOR

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DIRECTORATE OF ARCHIVES AND LIBRARIES

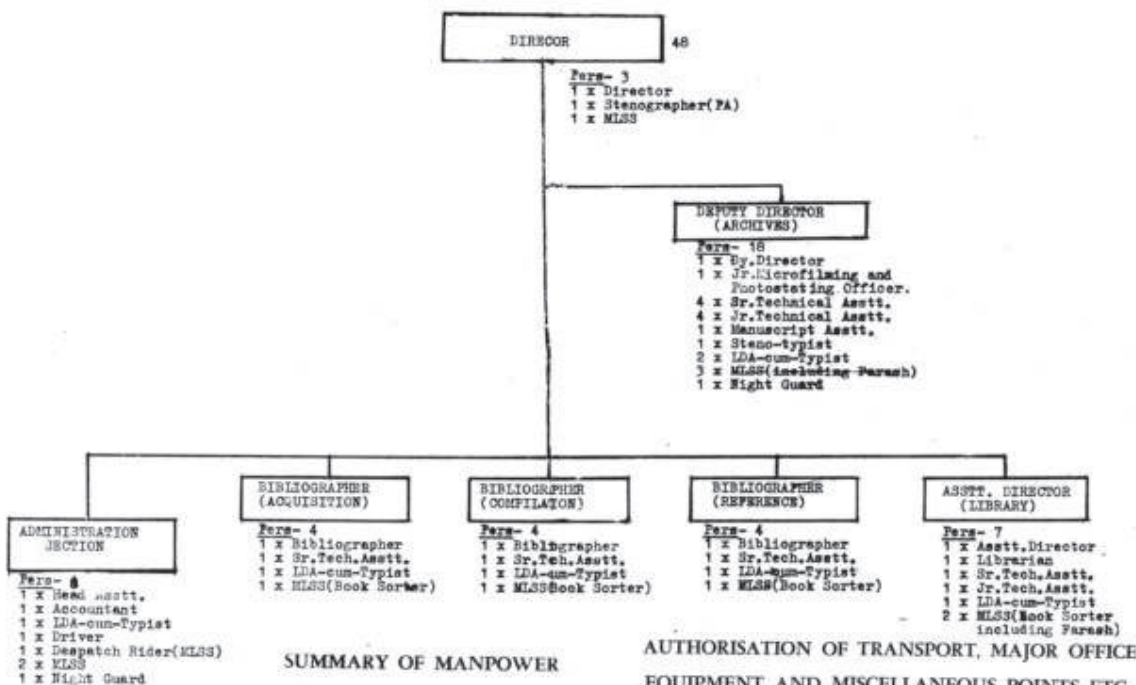
SPORTS AND CULTURE DIVISION

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. Render reprographic services such as microfilming, Photo-stating, 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 organisations 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	Sanctified	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	27	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 be 60 : 40.

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

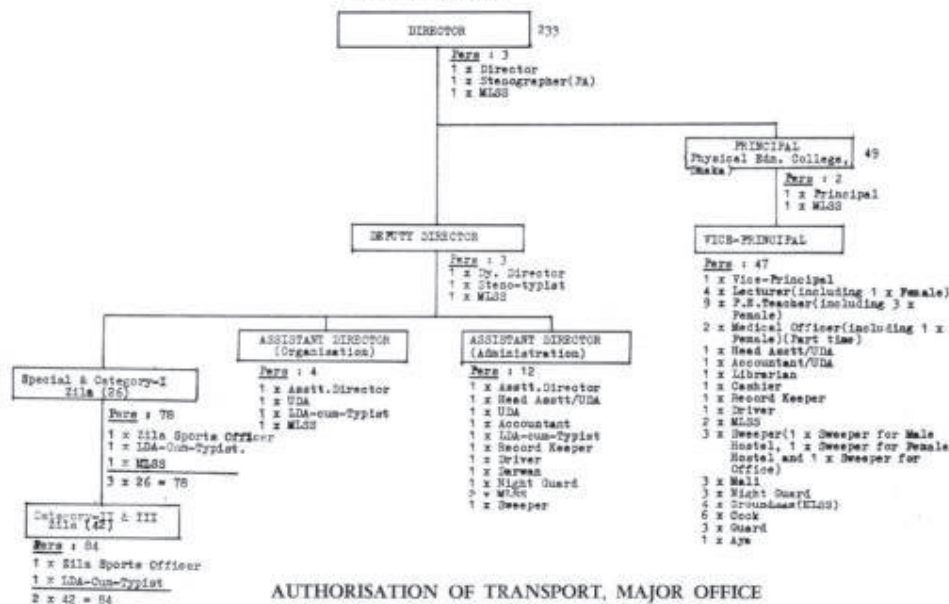
DIRECTORATE OF SPORTS SPORTS AND CULTURE DIVISION MINISTRY OF EDUCATION

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 actual co-ordination and contact with Opesilla, Sila and Local Sports Association for registration 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 introducing various programmes and tournaments.
5. Supervision of organisational and development activities of Youth Sports clubs from Village to Sila level.

6. Taking active part in observance of Sports Week in co-ordination with National Sports Control Board.
7. Allocation 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 Madrasa 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



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

SUMMARY OF MANPOWER

S.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.	Sila Sports Officer	25	22	25
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	70
Total =		247	171	233

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 Typewriters

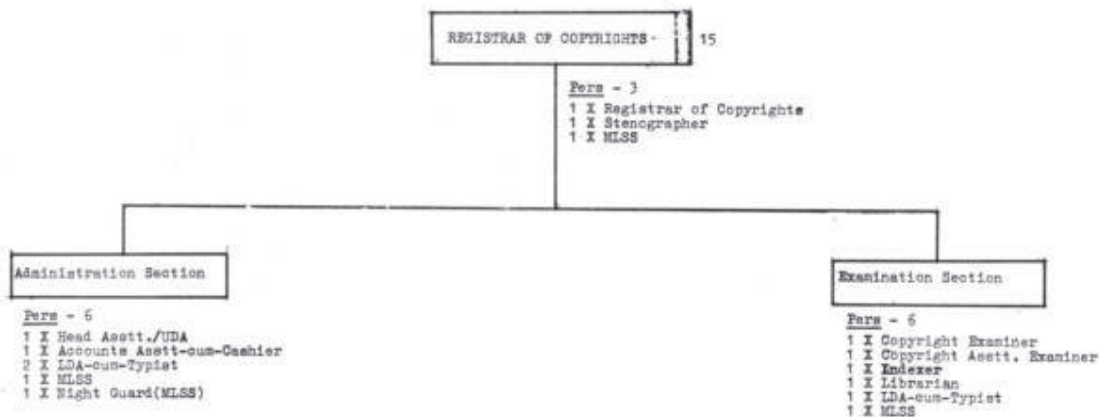
BRIGADIER
(IN CHARGE, STC KHAS)
CHAIRMAN, JANTIAL LAR COMMITTEE
ON ORGANISATIONAL SET-UP OF
HEADQUARTERS/DIVISIONS AND DEPARTMENTS

**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 Organisation(WIPO). Bangladesh has acceded to the Universal Copyright Convention(UC) and is likely to accede to Berne convention and it is incumbent upon the Copyright 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.

[Signature]
BRIGADIER
(EMANUEL HUK KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

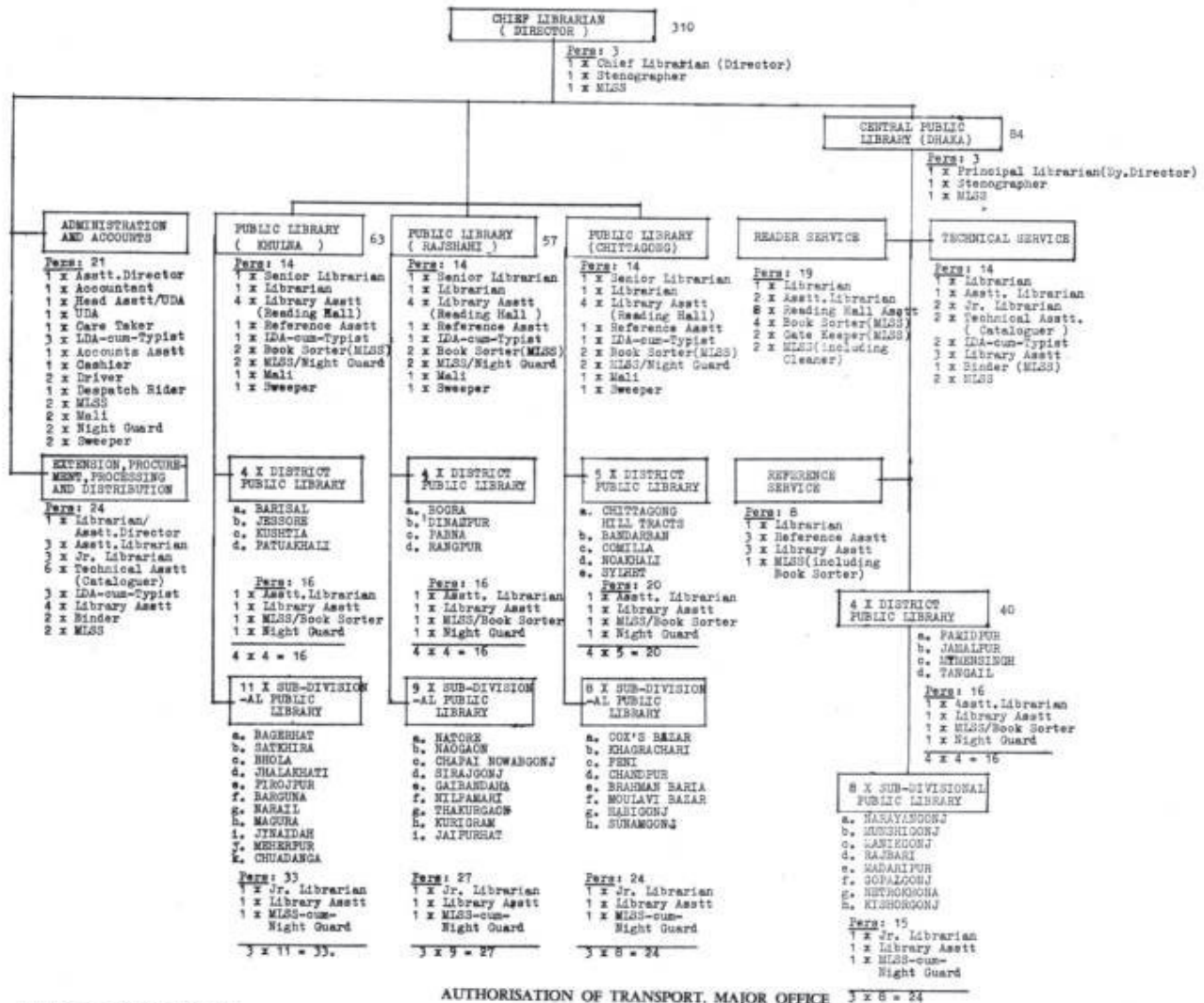
**DEPARTMENT OF PUBLIC LIBRARY
SPORTS AND CULTURE DIVISION
MINISTRY OF EDUCATION**

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



SUMMARY OF MANPOWER

Sl.No.	Name of the post	Sanctioned	Existing	Revised
1.	Chief Librarian (Director)	1	-	1
2.	Principal Librarian (By 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
(KAMUL HUK KHAN)
CHAIRMAN, NATIONAL LAW COMMITTEE
ON ORGANIZATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

PUBLIC WORKS : DEPARTMENT MINISTRY OF WORKS

FUNCTIONS

1. Construction of public works including:
 - a. those of roads and highways ;
 - b. construction of canals ;
 - c. construction of works of any other Government controlled nature ;
 - d. maintenance and repair of public works such as construction of bridges, locks, dams, etc.
2. Maintenance and repair of public works belonging to the State or to the Government of the Province.
3. Maintenance and repair of public works belonging to the State or to the Government of the Province.
4. Maintenance and repair of public works belonging to the State or to the Government of the Province.
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ORGANISATION



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194-195

SUMMARY OF MANTHOVER

NOT FOR OFFICIAL USE ONLY

* For Ph.D. M/M divisions: 1 executive eng. rep in lieu of 1 superintending engineer.

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

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20602 JFV
CHIEFMAN, MARTIAL LAW COMMITTEE
ON COMBAT IN TERRORIST SET-UP CP
INSTITUTIONS/VIETNAM AND OTHERS

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



SUMMARY OF MANPOWER

Sr. 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	7
5.	Executive Engineer	12	11	7
6.	Sub-Divisional Engineer/Asstt. Engineer	29	25	20
Total:-		50	43	32
Class-II				
7.		-	-	-
Class-III				
8.		410	321	239
Class-IV				
9.		118	90	71
Grand Total:-		578	454	342

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

Transport:

1. The Directorate General is authorized:
 - 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 Automatic Printing Machine.
 - d. 16 x Duplicating Machine.
 - e. 30 x Typewriters. Ratio of Bengali and English typewriters will be 60 : 40.

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

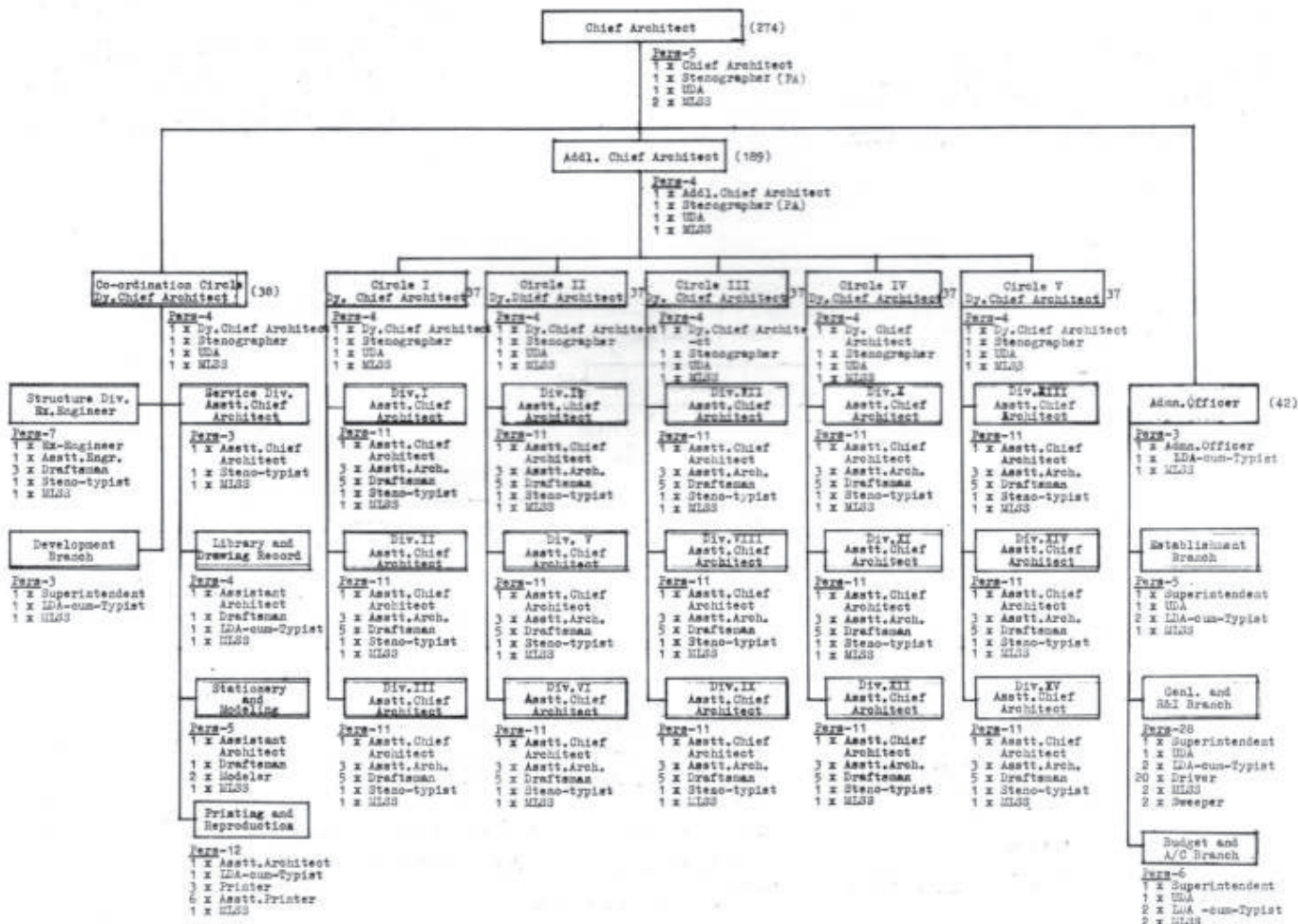
DEPARTMENT OF ARCHITECTURE MINISTRY OF WORKS

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	Sanct-ioned.	Exis-ting.	Avail-able and 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	46	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. 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 equipment:

5. The Department is authorised: 2 x plain paper copier, 2 x Duplicating Machine, 3 x Ammonia Printing Machine, 5 x Calculator and 20 x Typewriter.

6. The remaining 2 x Photostat Machine to be returned to the Central Stationeries Office.

Signature

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

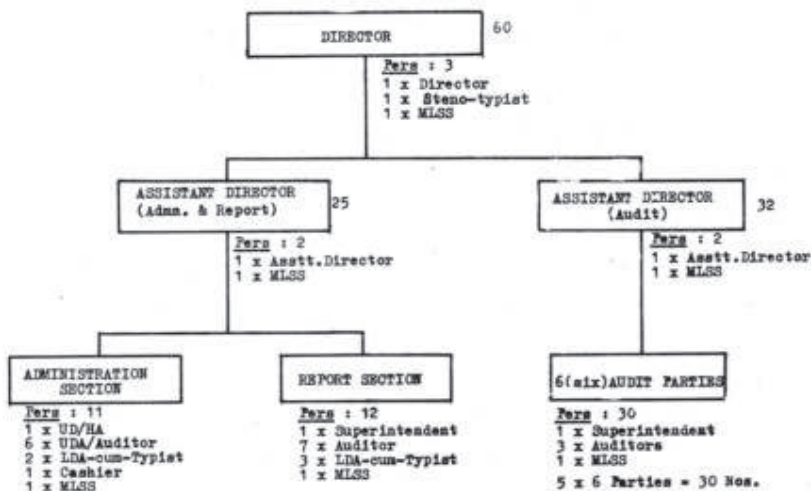
DIRECTORATE OF INTERNAL AUDIT MINISTRY OF WORKS

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 verification of the stores maintained by the PWD and Housing Settlement Directorate.

ORGANISATION



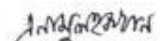
SUMMARY OF MANPOWER

Sl.No.	Name of the Post	Sanctioned	Actual	Revised
<u>Class-I</u>				
1.	Director	1	1	1
2.	Asstt. Director	2	2	2
		3	3	3
<u>Class-II</u>				
3.	Superintendent	10	3	7
4.	<u>Class-III</u> Staff	48	47	39
5.	<u>Class-IV</u> 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 issued 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
 (HNAMUL 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 desiring of accommodation.
2. Detection of unauthorized 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 (Demand Form, Declaration Form, Pay Statements etc.).
10. Hiring of private houses, issue of cheque and reconciliation of accounts and payment of compensations. Management and administration of 16 government bachelors in Dhaka including the Government New Market.

ORGANISATION



SUMMARY OF MANPOWER

Sl. NO.	Name of post	Sanctioned	Existing	Revised
1.	Class-I			
2.	Director	1	1	1
3.	Addl. Director	6	6	1
4.	State Officer/ Addl. State Officer/Joint Controller			
5.	Dy. Director	9	8	5
6.	Asstt. State Officer/Supt. Govt. New Market Asstt. Director			11
	Total:-	16	15	10
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
(MANUL HUE KAN)
CHIEFMAN, MATERIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

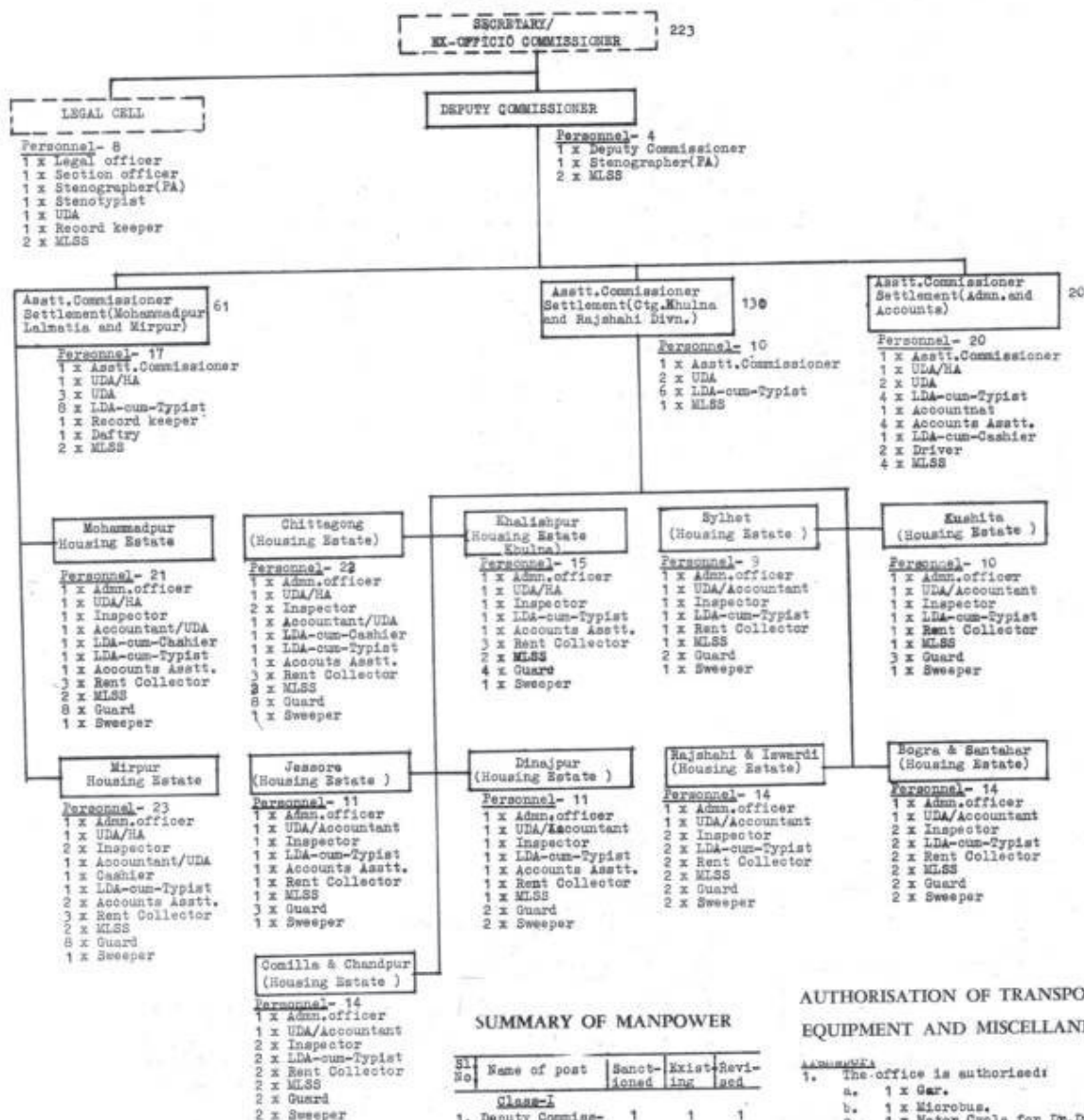
**OFFICE OF THE DEPUTY COMMISSIONER, SETTLEMENT
MINISTRY OF WORKS**

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				
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.**

- 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
(KAMAL HUK V. AN)
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 urbanisation, 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 urbanisation 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



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

SUMMARY OF MANPOWER

Sl. No.	Name of post	Sanct- ioned	Exist- ing	Revi- sed
Class-I				
1.	Director	1	-	1
2.	Town Planner	1	-	-
3.	Deputy Director	2	1	2
4.	Senior Planner/AD	5	2	5
5.	Asstt. Town Planner	1	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.	Admin. & Asstt. Town Planning Officer	1	-	-
Total:-		38	13	33
Class-II				
16.	Class-II	1	-	1
Class-III				
17.	Class-III	138	89	105
Class-IV				
18.	Class-IV	78	48	51
Grand Total:-		255	150	190

* Dy. Chief Planner redesignated
Dy. Director.

Transport:

1. The office is authorized:
 - a. 2 x Cars, 1 for the Director and 1 for the 2 Dy. Directors.
 - 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 50 : 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).

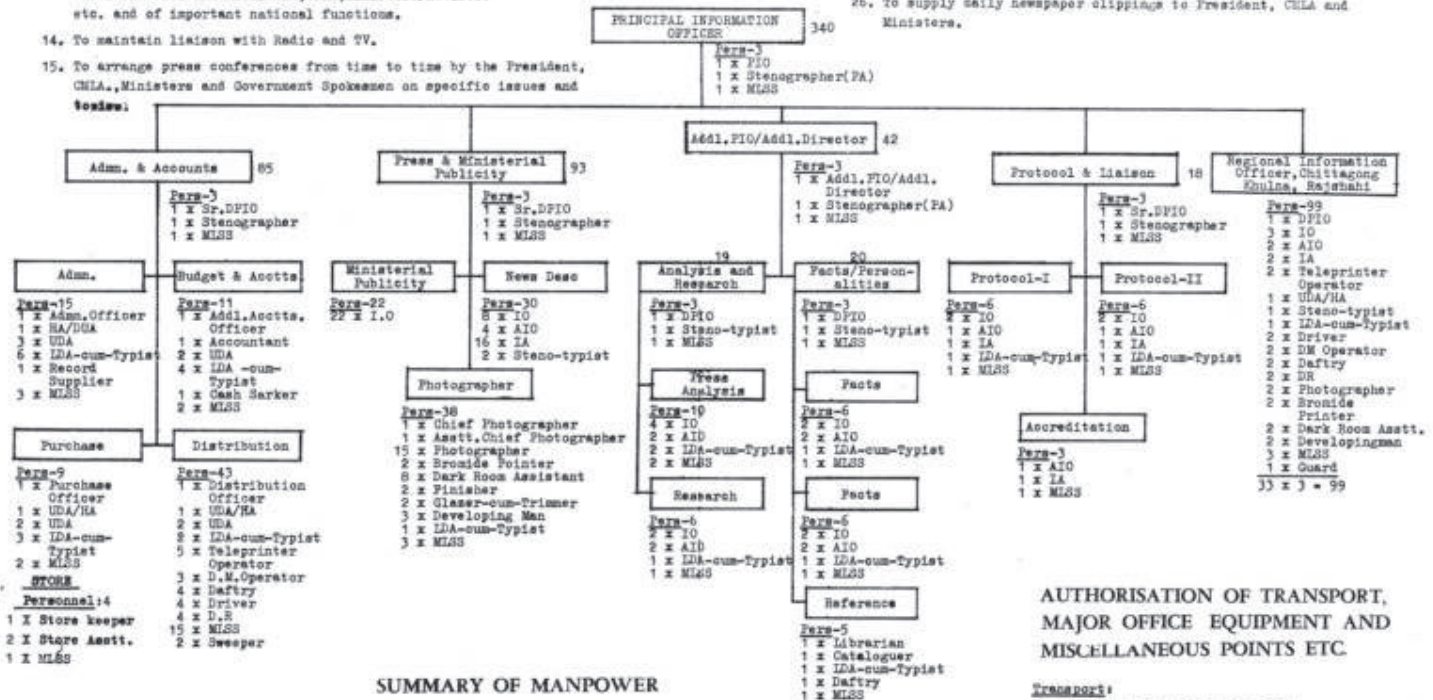
BRIGADIER
(ZUAWUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

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 VIPs 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.

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

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 PIO, 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.

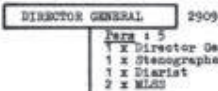
BRIGADIER
(EMANUEL HUK KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

NATIONAL BROADCASTING AUTHORITY MINISTRY OF INFORMATION

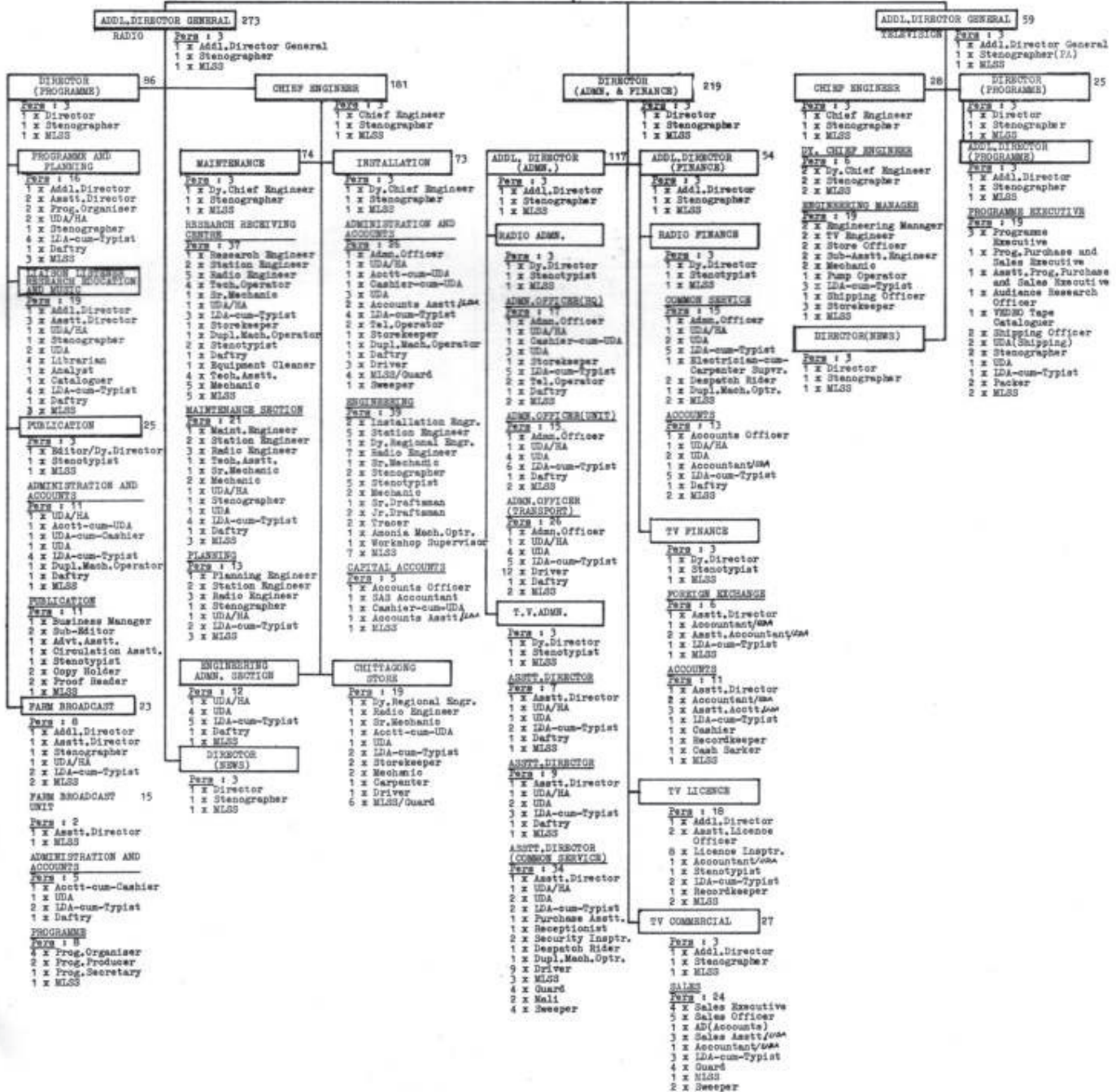
FUNCTIONS:

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.

ORGANISATION



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.



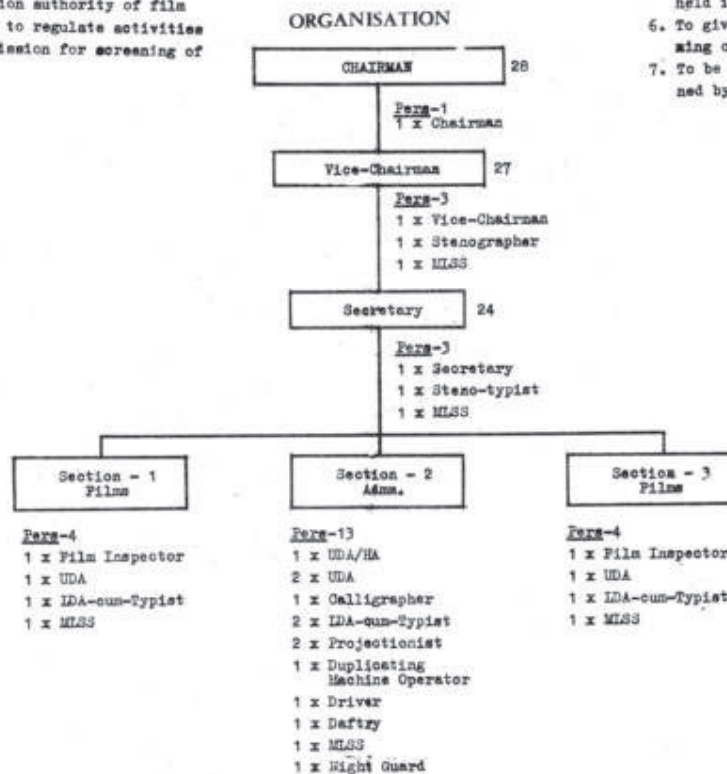
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BANGLADESH FILM CENSOR BOARD MINISTRY OF INFORMATION

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 per-view 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.



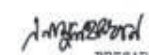
SUMMARY OF MANPOWER

Sr. 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
Total Class-II		2	1	2
Class-III				
5.	UDA	20	18	17
Total Class-III		20	18	17
Class-IV				
6.	MLSS	5	3	6
Total Class-IV		5	3	6
Grand Total:		30	25	26

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

Transport

1. The Board is authorised :
 - a. 1 x Car.
2. Private use of Transport 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
 CHAIRMAN, NATIONAL LAW COMMISSION
 ON ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

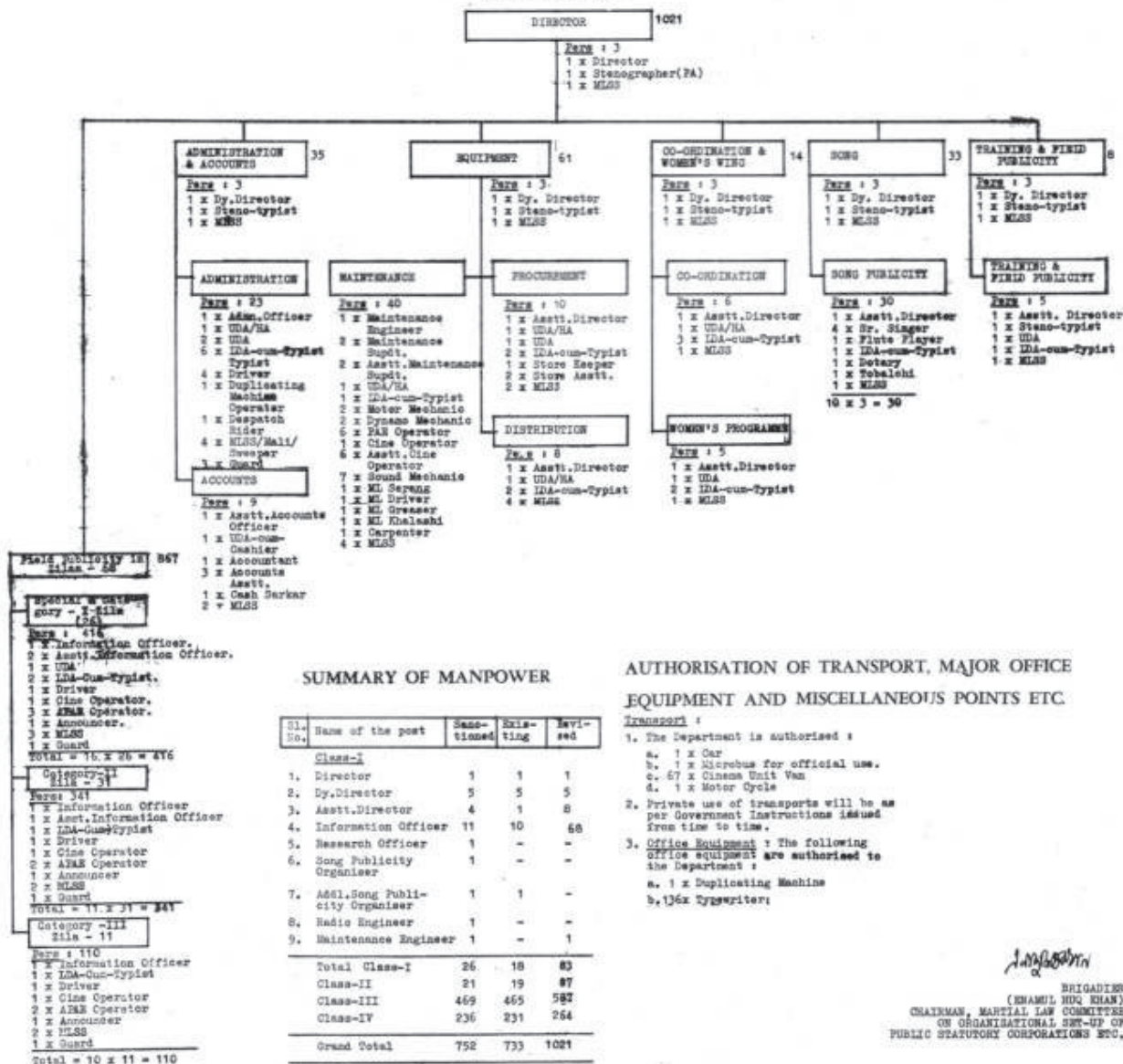
DEPARTMENT OF MASS COMMUNICATION MINISTRY OF INFORMATION

FUNCTIONS:

1. To execute publicity and policy of the Govt. to propagate 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 CMIA, DCMIA, EMIA'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 correspondents.
10. To report local news to FID/BSS for publication in the news paper.
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 Organizer	1	-	-
7.	Asstt. Song Publicity Organizer	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	582
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 authorized :
 - 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 authorized to the Department :
 - a. 1 x Duplicating Machine
 - b. 136x Typewriter

BRIGADIER
(KHAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.

FUNCTIONS:

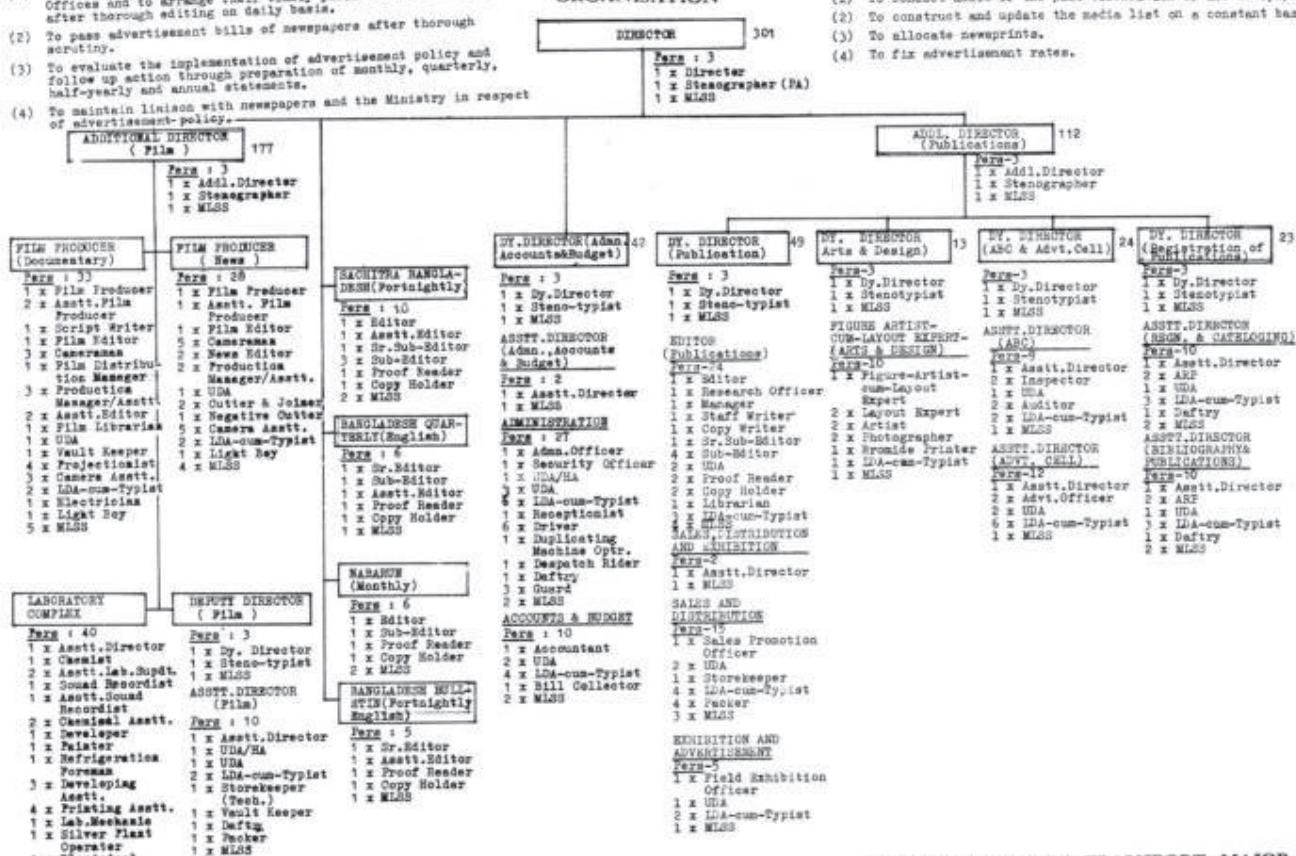
a. Department of Films and Publications.

- (1) Production of news reels.
- (2) Production of documentary films.
- (3) Production of featured documents.
- (4) Production of films on family planning.
- (5) Production of films of other organisations.
- (6) Unstriking 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 reports;
- (4) to maintain liaison with newspapers and the Ministry in respect of advertisement policy.

ORGANISATION



SUMMARY OF MANPOWER

Sl No	Name of post	Sanctioned	Actual	Revised
	CLASS-I			
1.	Director	2	2	1
2.	Adcl. Director	-	-	2
3.	Dy. Director	4	2	2
4.	Controller	2	2	2
5.	Film Producer	2	2	2
6.	Special Officer	1	1	3
7.	Editor	4	3	5
8.	Asstt. Director	7	4	8
9.	Senior Asstt/P/DRP	1	-	-
10.	Assistant Controller	1	-	-
11.	Advertisement Officer	2	2	3
12.	Asstt. Film Producer	1	2	3
13.	Asstt. Editor	5	4	3
14.	Production Officer	1	1	1
15.	Script Writer	2	1	1
16.	Research Officer	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

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 morals.
- (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 to the respective libraries.
- (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 Circulations

- (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 newprints.
- (4) To fix advertisement rates.

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

Transport:

1. The Department is authorized:
 - a. 1 x Car
 - b. 5 x Microbus
 - c. 1 x Motor Cycle.
2. Private ^{USA} transport will be as per Govt. instructions issued from time to time.
3. Air-conditioners/Coolers: The Department holds 18 x Air-conditioners which are located in different rooms where sophisticated equipment are installed. These may be authorized to the Department.
4. Office equipment: The following office equipment is authorized 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.

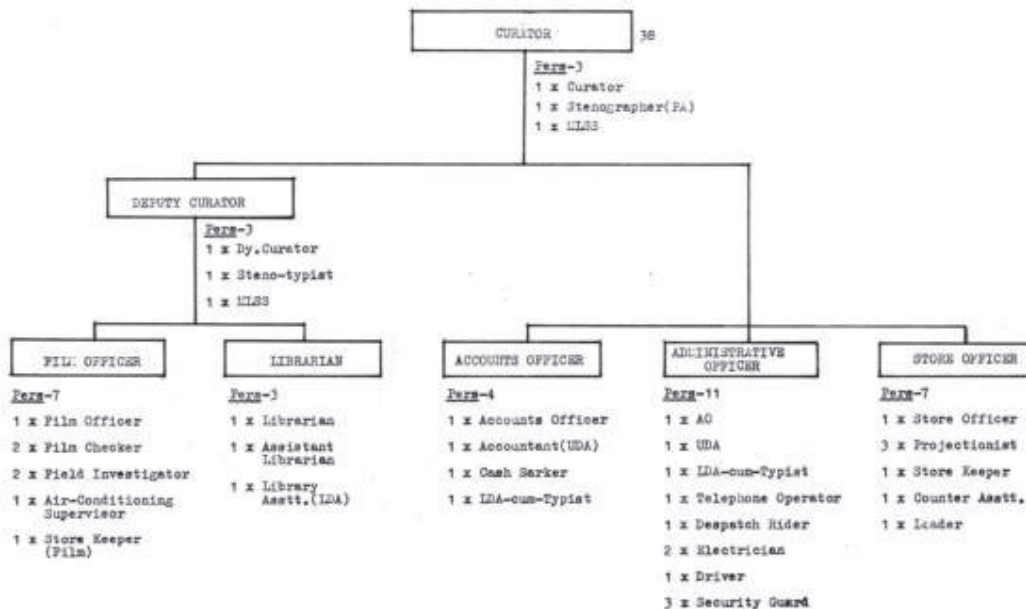
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

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 Vault.
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 (PIAF) 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 (PIAF).

ORGANISATION



SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Actual	Revised
<u>Class-I</u>				
1.	Curator	1	1	1
2.	Deputy Curator	-	-	1
	Total	1	1	2
<u>Class-II</u>				
		5	3	5
<u>Class-III</u>				
		21	17	25
<u>Class-IV</u>				
		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 authorized:
 - 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 Vault. These may be authorised to the Department.
4. Office Equipment : The following office equipment may be authorized to the Department.
 - a. 4 x Type-writer.
 - b. 4 x Calculator
 - c. 1 x Duplicating machine.
5. Miscellaneous Points :
 - B x Contingent paid staff will continue.


 ENAMUL HAQUE KHAN
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

DIRECTORATE GENERAL OF HEALTH SERVICES
MINISTRY OF HEALTH AND POPULATION CONTROL

FUNCTIONS

- [illegible]

ORGANISATION



- [illegible]



[illegible]

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

SUMMARY OF MANPOWER			
MANPOWER REQUIRED IN (4) POSITION	NAME OF POST	MAN-TECHNICAL	
		MAN	TECHNICAL
MANPOWER REQUIRED IN (4) POSITION	Chief Officer	1	1
	Chief Engineer	1	1
	Chief Officer	1	1
	Chief Engineer	1	1
	Chief Officer	1	1
	Chief Engineer	1	1
	Chief Officer	1	1
	Chief Engineer	1	1
	Chief Officer	1	1
	Chief Engineer	1	1
MANPOWER REQUIRED IN (4) POSITION	Chief Officer	1	1
	Chief Engineer	1	1
	Chief Officer	1	1
	Chief Engineer	1	1
	Chief Officer	1	1
	Chief Engineer	1	1
	Chief Officer	1	1
	Chief Engineer	1	1
	Chief Officer	1	1
	Chief Engineer	1	1

SUMMARY OF MANPOWER

UNITED STATES AIR FORCE, RANDOLPH AIR FORCE BASE, TEXAS

NAME OF POST	NUMBER OF PERSONS	NUMBER OF PERSONS	NUMBER OF PERSONS	NUMBER OF PERSONS
1. President (DCAO)	1	1	1	1
2. Director (MCI)	1	1	1	1
3. Chief Clerk (MCI)	1	1	1	1
4. Chief Clerk (MCI)	1	1	1	1
5. Chief Clerk (MCI)	1	1	1	1
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223. Chief Clerk (MCI)	1	1	1	1
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225. Chief Clerk (MCI)	1	1	1	1
226. Chief Clerk (MCI)	1	1	1	1
227. Chief Clerk (MCI)	1	1	1	1
228. Chief Clerk (MCI)	1	1	1	1
229. Chief Clerk (MCI)	1	1	1	1
230. Chief Clerk (MCI)	1	1	1	1
231. Chief Clerk (MCI)	1	1	1	1
232. Chief Clerk (MCI)	1	1	1	1
233. Chief Clerk (MCI)	1	1	1	1
234. Chief Clerk (MCI)	1	1	1	1
235. Chief Clerk (MCI)	1	1	1	1
236. Chief Clerk (MCI)	1	1	1	1
237. Chief Clerk (MCI)	1	1	1	1
238. Chief Clerk (MCI)	1	1	1	1
239. Chief Clerk (MCI)	1	1	1	1
240. Chief Clerk (MCI)	1	1	1	1
241. Chief Clerk (MCI)	1	1	1	1
242. Chief Clerk (MCI)	1	1	1	1
243. Chief Clerk (MCI)	1	1	1	1
244. Chief Clerk (MCI)	1	1	1	1
245. Chief Clerk (MCI)	1	1	1	1
246. Chief Clerk (MCI)	1	1	1	1
247. Chief Clerk (MCI)	1	1	1	1
248. Chief Clerk (MCI)	1	1	1	1
249. Chief Clerk (MCI)	1	1	1	1
250. Chief Clerk (MCI)	1	1	1	1
251. Chief Clerk (MCI)	1	1	1	1
252. Chief Clerk (MCI)	1	1	1	1
253. Chief Clerk (MCI)	1	1	1	1
254. Chief Clerk (MCI)	1	1	1	1
255. Chief Clerk (MCI)	1	1	1	1
256. Chief Clerk (MCI)	1	1	1	1
257. Chief Clerk (MCI)	1	1	1	1
258. Chief Clerk (MCI)	1	1	1	1
259. Chief Clerk (MCI)	1	1	1	1
260. Chief Clerk (MCI)	1	1	1	1
261. Chief Clerk (MCI)	1	1	1	1
262. Chief Clerk (MCI)	1	1	1	1
263. Chief Clerk (MCI)	1	1	1	1
264. Chief Clerk (MCI)	1	1	1	1
265. Chief Clerk (MCI)	1	1	1	1
266. Chief Clerk (MCI)	1	1	1	1
267. Chief Clerk (MCI)	1	1	1	1
268. Chief Clerk (MCI)	1	1	1	1
269. Chief Clerk (MCI)	1	1	1	1
270. Chief Clerk (MCI)	1	1	1	1
271. Chief Clerk (MCI)	1	1	1	1
272. Chief Clerk (MCI)	1	1	1	1
273. Chief Clerk (MCI)	1	1	1	1
274. Chief Clerk (MCI)	1	1	1	1
275. Chief Clerk (MCI)	1	1	1	1
276. Chief Clerk (MCI)	1	1	1	1
277. Chief Clerk (MCI)	1	1	1	1
278. Chief Clerk (MCI)	1	1	1	1
279. Chief Clerk (MCI)	1	1	1	1
280. Chief Clerk (MCI)	1	1	1	1</

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800-222-8388
 CHAZ REAGAN, MARITAL LAW CONSULTANT
 10000 W. 10TH AVE., SUITE 100
 DENVER, CO 80202

INSTITUTE OF POST GRADUATE MEDICINE AND RESEARCH MINISTRY OF HEALTH AND POPULATION CONTROL

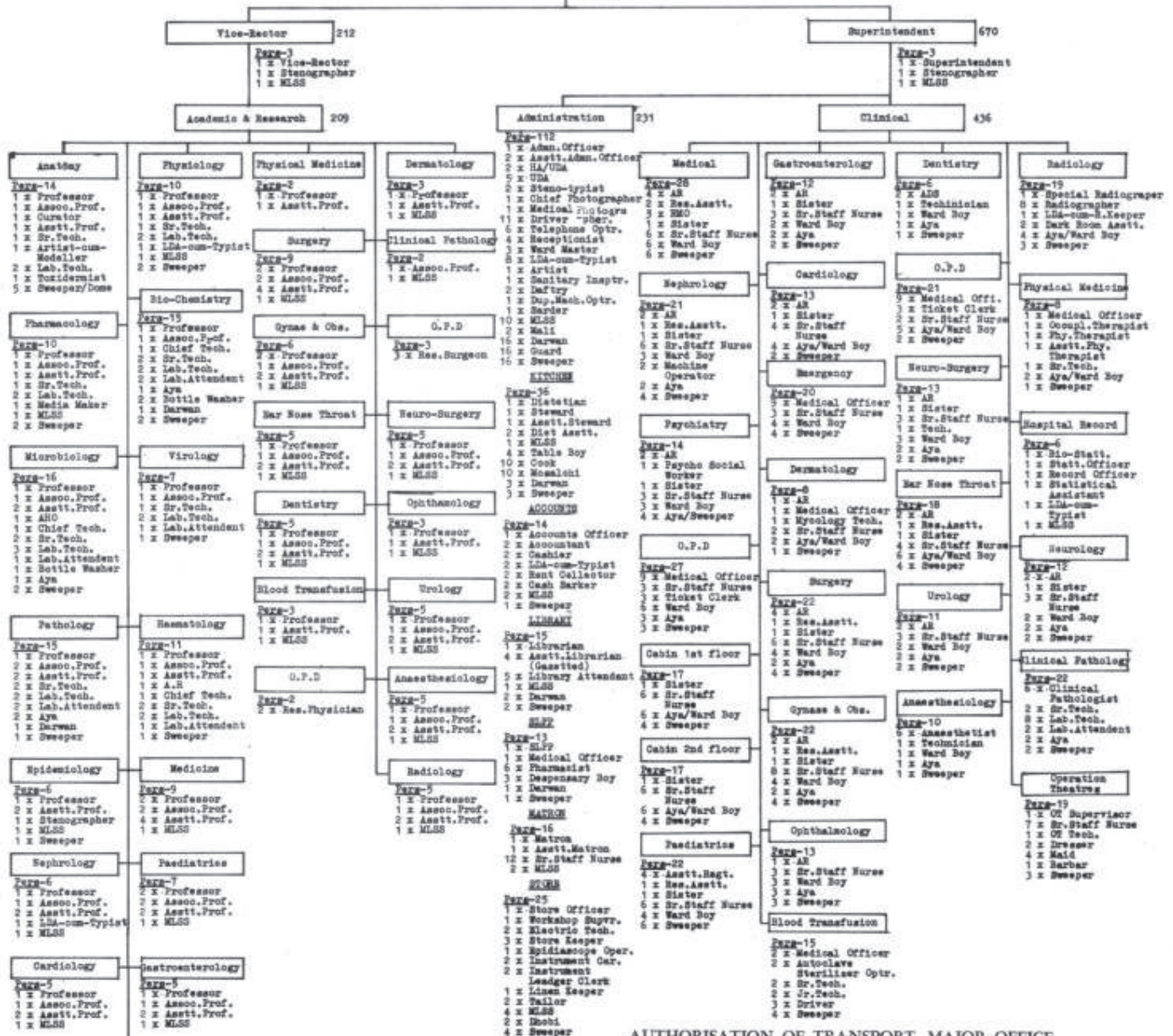
FUNCTIONS:

1. Help in effective implementation of Health programme in Bangladesh.
2. Production of Postgraduate Medical Manpower through teaching inside the country.

ORGANISATION



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.



SUMMARY OF MANPOWER

Sl. No.	Name of post	Recd.	Min.	Revised
Class-I				
1.	Director/Director	1	1	1
2.	Vice-Director/Jt. Director	1	1	1
3.	Superintendent	1	1	1
4.	Professor	34	30	32
5.	Associate Professor	27	15	30
6.	Asstt. Professor	50	25	53
7.	Other Officer (Medical)	89	74	89
8.	Other Officer (Non-Medical)	3	2	3
Total Class-I				
9.	Class-II	16	9	17
10.	Class-III	310	240	261
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.

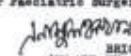
2. Private use of transports will be as per Government Instructions issued from time to time.

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 Departments.

- 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.

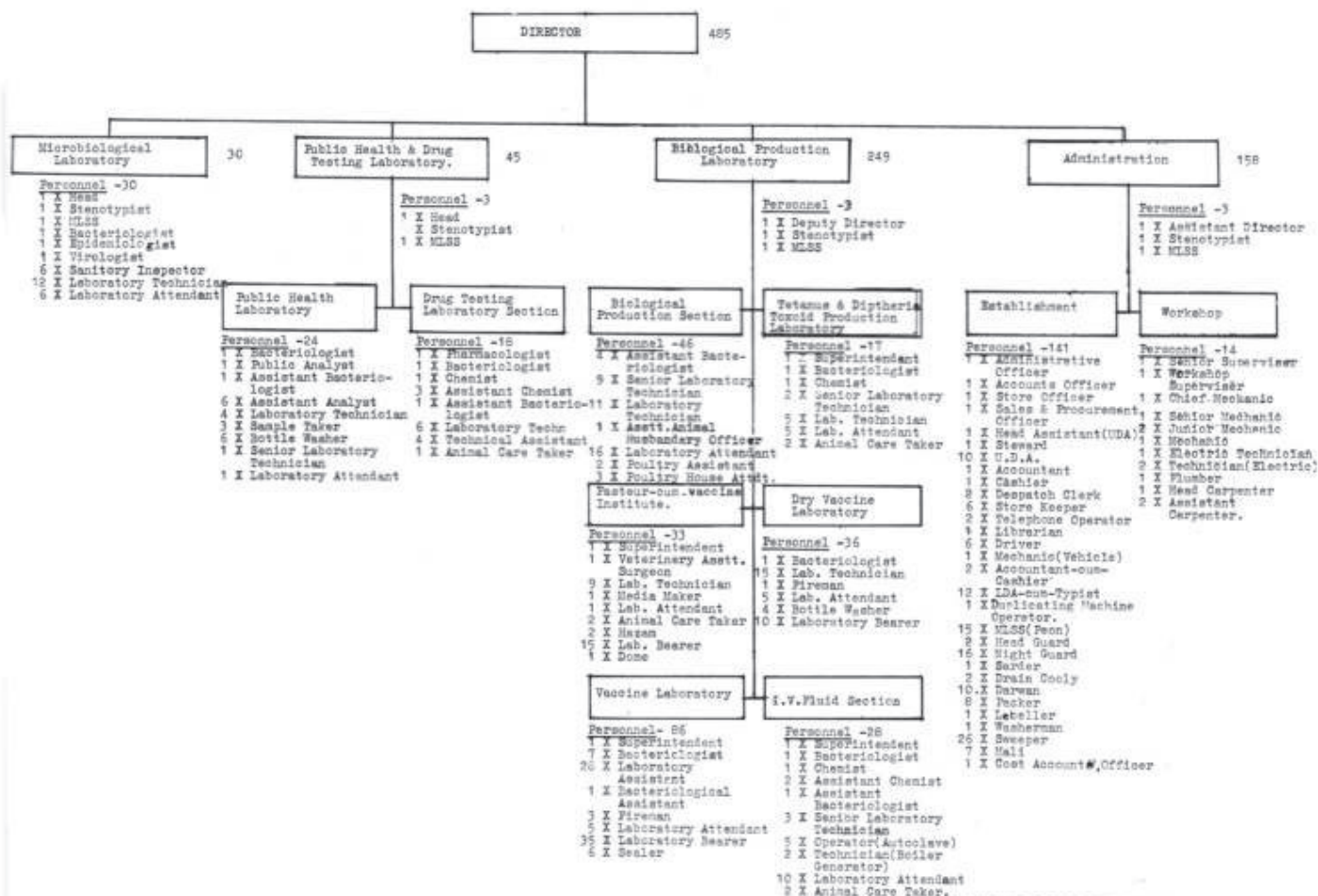

 CHAIRMAN, NATIONAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION
 MINISTRY OF HEALTH AND POPULATION CONTROL

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% Dextrose in Aqua, Normal Saline, Baby Saline, Peritoneal 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-Rabies Vaccine, Cholera Vaccines, T&B 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 Diphtheria 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 R.P., Anti-Venom Serum, Anti-Tetanus Serum etc.

ORGANISATION



SUMMARY OF MANPOWER

Sl.No.	Name of post	Proposed	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 Supervisor, 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 transport 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 Typewriter.
5. Miscellaneous Points : Of the 485 posts, 32 posts are in the Development Budget to be regularised as per existing rules.


 BRIGADIER
 (UNAFIL HIG KHAN)
 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 IPMB & H on a part time basis.
4. To teach undergraduate medical students referred from Dhaka Medical College and Sir Salimullah 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



SUMMARY OF MANPOWER

Sl. No.	Name of the Post	Sanctioned	Intentional	Revised
Class-I				
1.	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.	Asst. 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**
- The Directorate is authorised :
 - 1 x Car
 - 2 x Microbus
 - Privately use of transport will be as per Govt. instructions issued from time to time.
 - Air-conditions/Coolers** : The Institute holds 3 air-conditions which are located at O.T. Blood Bank, X-Ray Department and in the Room of the Director. These may be authorized to the Institute.
 - Office Equipment** : The following office equipment is authorized to the Institute.
 - 1 x Duplicating Machine
 - 6 x Typewriter

S. M. G. Khan

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

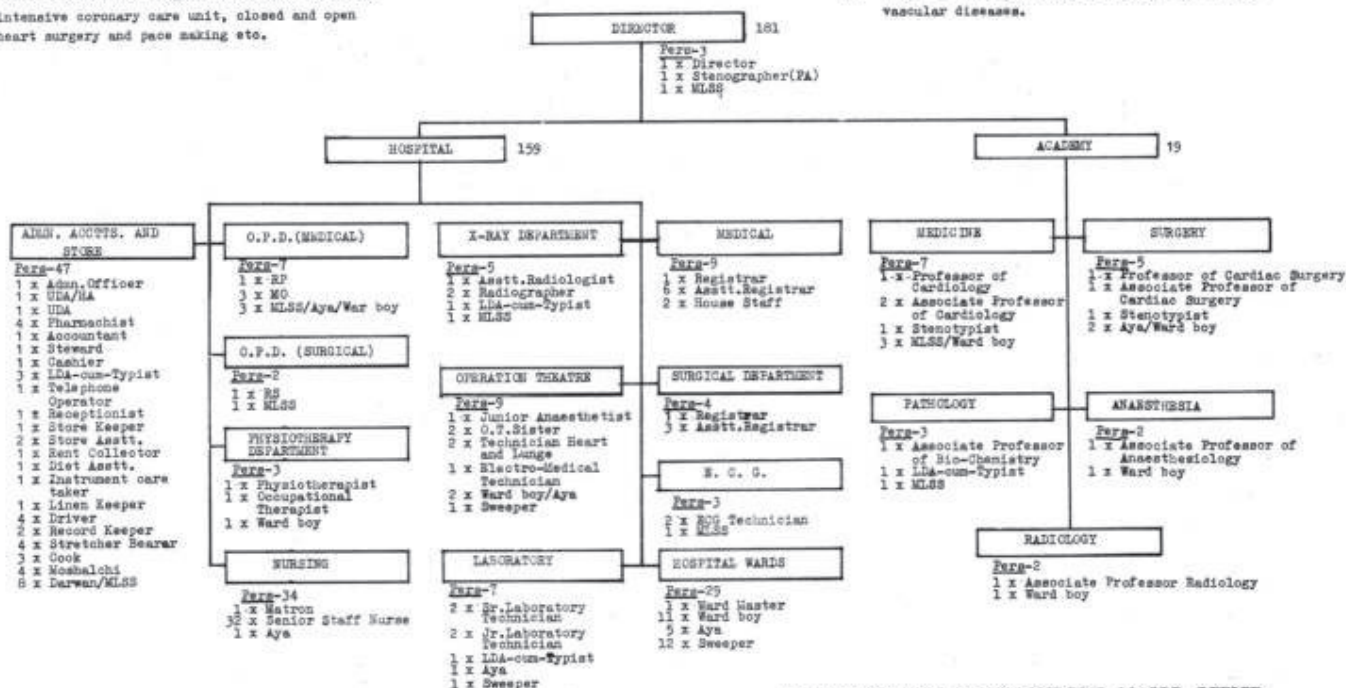
INSTITUTE OF CARDIOVASCULAR DISEASES MINISTRY OF HEALTH AND POPULATION CONTROL

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	Substituted	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 Anesthesiology)	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)	2	2	2
17.	House Staff	2	2	2
18.	Asstt. Radiologist	1	1	1
19.	Jr. Anaesthetist	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

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, coronary care unit, Laboratory, Canteen, Echo room, Telephone Room, Angio-catheterisation Laboratory 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.

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

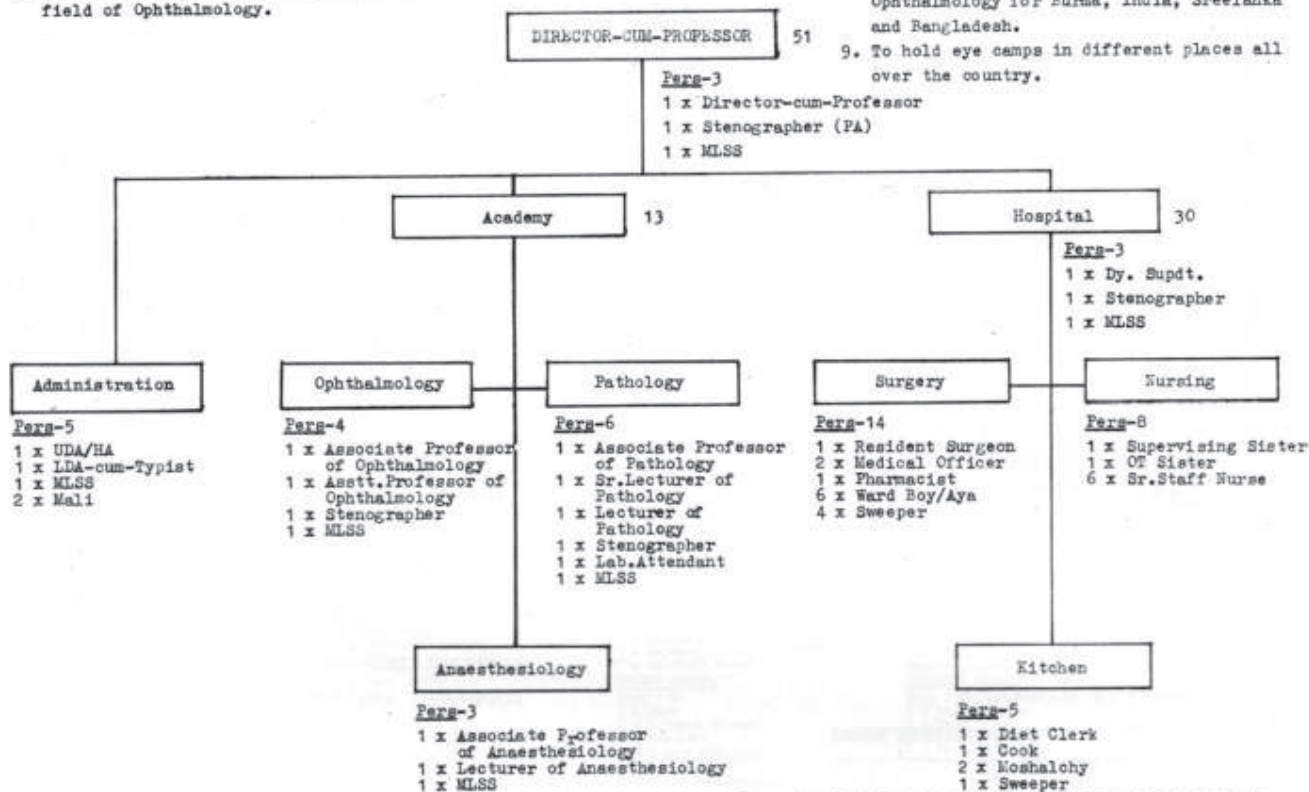
J. J. J.
BRIGADIER
(GENERAL SUPERVISOR)
CHIEFMAN, MARITAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

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. To develop epidemiological surveillance in the field of Ophthalmology.

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 regularized as per existing rules.

Amirul

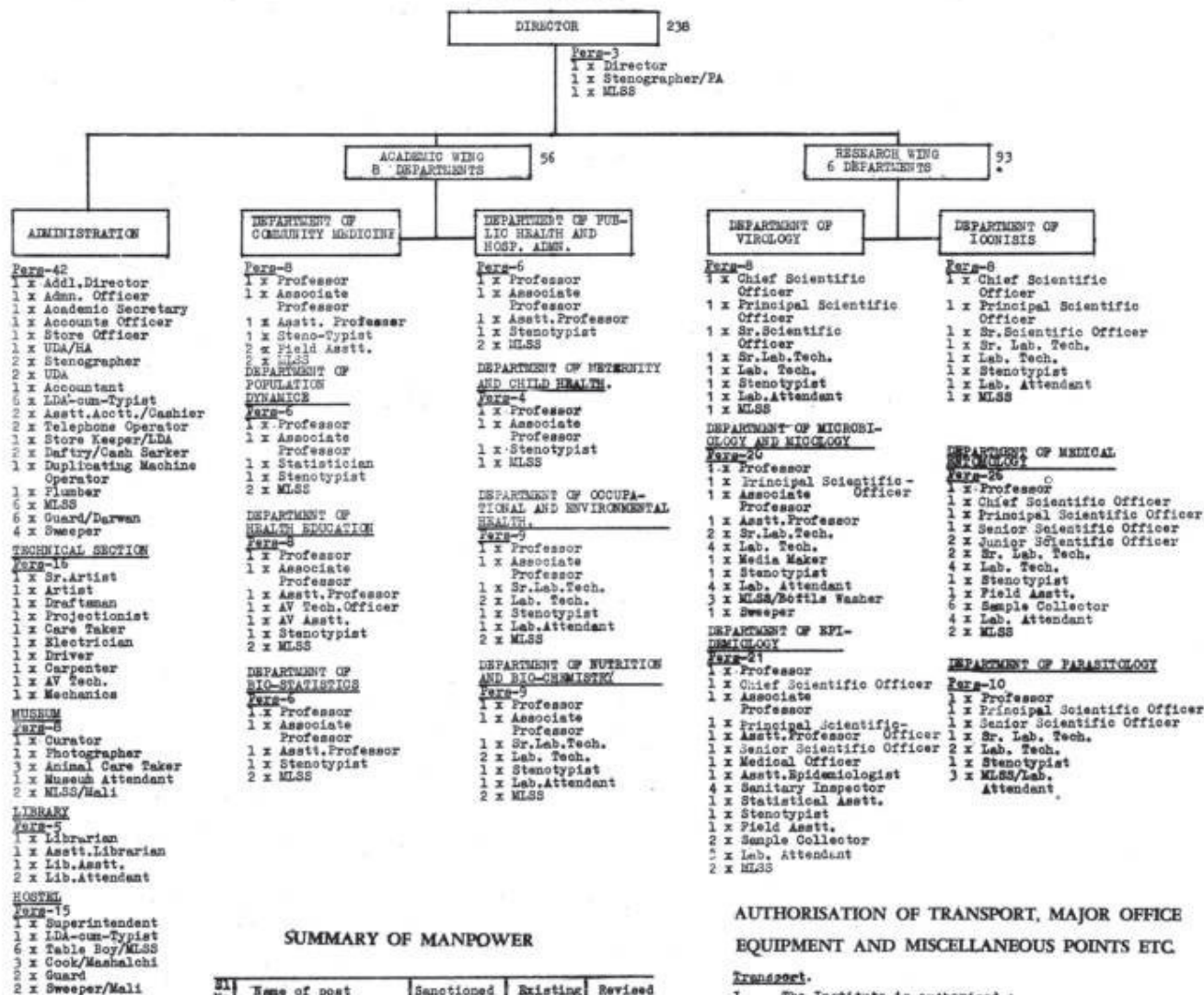
BRIGADIER
 (AMIRUL HUQ KHAN)
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

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 In-service 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.	Principal 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 authorized :
 - a. 2 x Car, 1 for the Director and 1 for WHO Consultants.
 - b. 4 x Microbus.
 - c. 1 x Jeep.
2. Private transports will be as per Government Instructions issued from time to time.
3. **Air-Conditioner/Coolers:** The Institute is authorized 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.
 - c. 19 x Typewriters.
 - d. 4 x Calculating Machine.

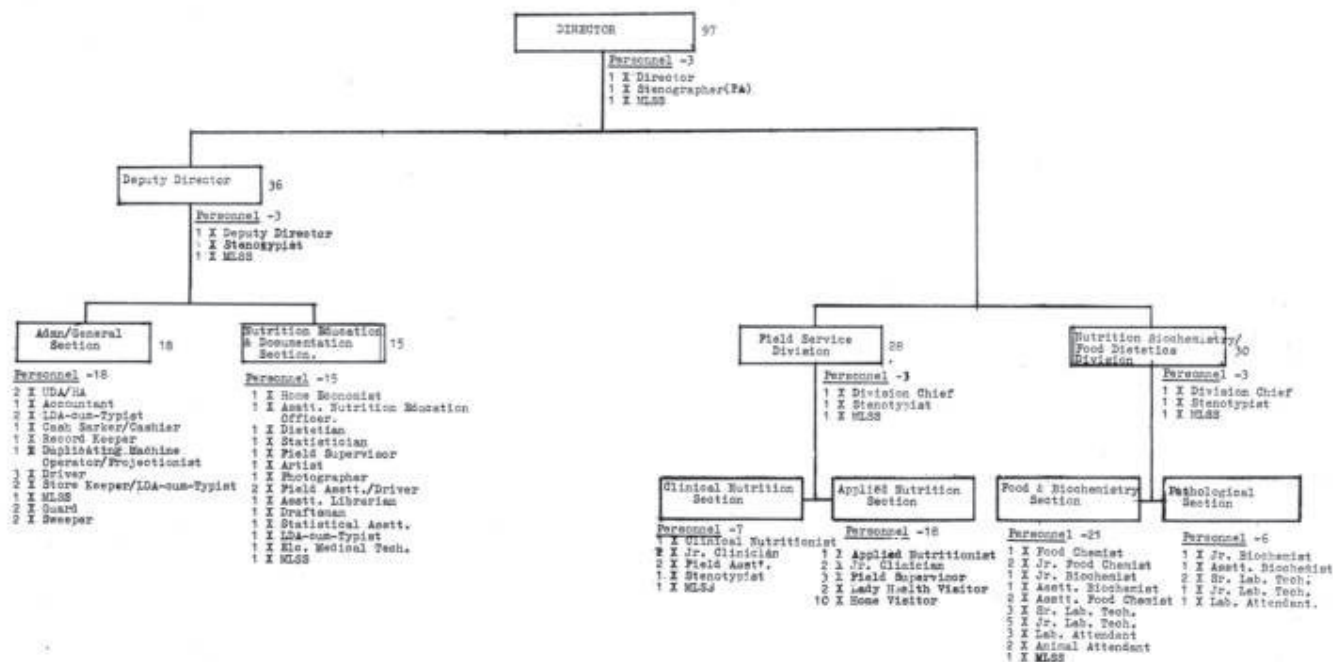
J. N. G. Khan
BRIGADIER
(SHAMUL HUQ KHAN)
CHAIRMAN, MARITAL LAW COMMITTEE
OF ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

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 utilisation 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

S.No.	Name of Post	Established	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	37	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
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS.

FUNCTIONS:

7. To prepare budget, obtain allocation and disburse funds including operation of a motor car 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 analyze 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 programme.

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SUMMARY OF MANPOWER

Sl. No	Name of Post	Sanctioned	Existing	Balance
<u>Class-I</u>				
1.	Director General	1	1	1
2.	Director	9	7	6
3.	Superintendent, UCHET	1	1	1
4.	Deputy Director & DFO	34	31	76
5.	Assistant Director	58	46	20
6.	Other Class-I Officers	647	542	717
TOTAL I		750	628	881
<u>Class-II</u>				
		356	281	758
<u>Class-III</u>				
		23983	21604	21530
<u>Class-IV</u>				
		17306	14876	19759
GRAND TOTAL:		42395	37349	38668

Vote: 1

- Notes
1. Sufficient 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. Subsequently another i.e. Family Welfare Centres(FWC); Ays and WWC will continue where existing till all proposed FWC's are established and staffed.

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

1. Transport:
 - a. 2 X Directorate General is authorized:
 1. 2 X Car, one for whole time personal use and three for the use of Directors/Superintendent, WCHD.
 2. 2 X Microbus for official use of officers and transportation of office staff.
 3. 2 X Bus for transportation of office staff.
 4. 2 X Ambulance for WCHD 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-Conditioners/Coolers: The Department holds 7 X Air-Conditioners which are located in different observations cells where sophisticated equipments are installed. These may be retained by the Department.
5. Office Equipment: The following office equipments may be:
 1. 132 X Type Writers, 6 X 21 Duplicating Machine,
 2. 2 X Plain Paper Copiers, 4 X 21 Projectors and
 3. Ref. Equip.

BRIGADIER
(REPAUL HUI KHAN)
CHAIRMAN, MARITAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

DEPARTMENT OF SOCIAL SCIENCES

[illegible]

MANAGEMENT OF THE UNIT

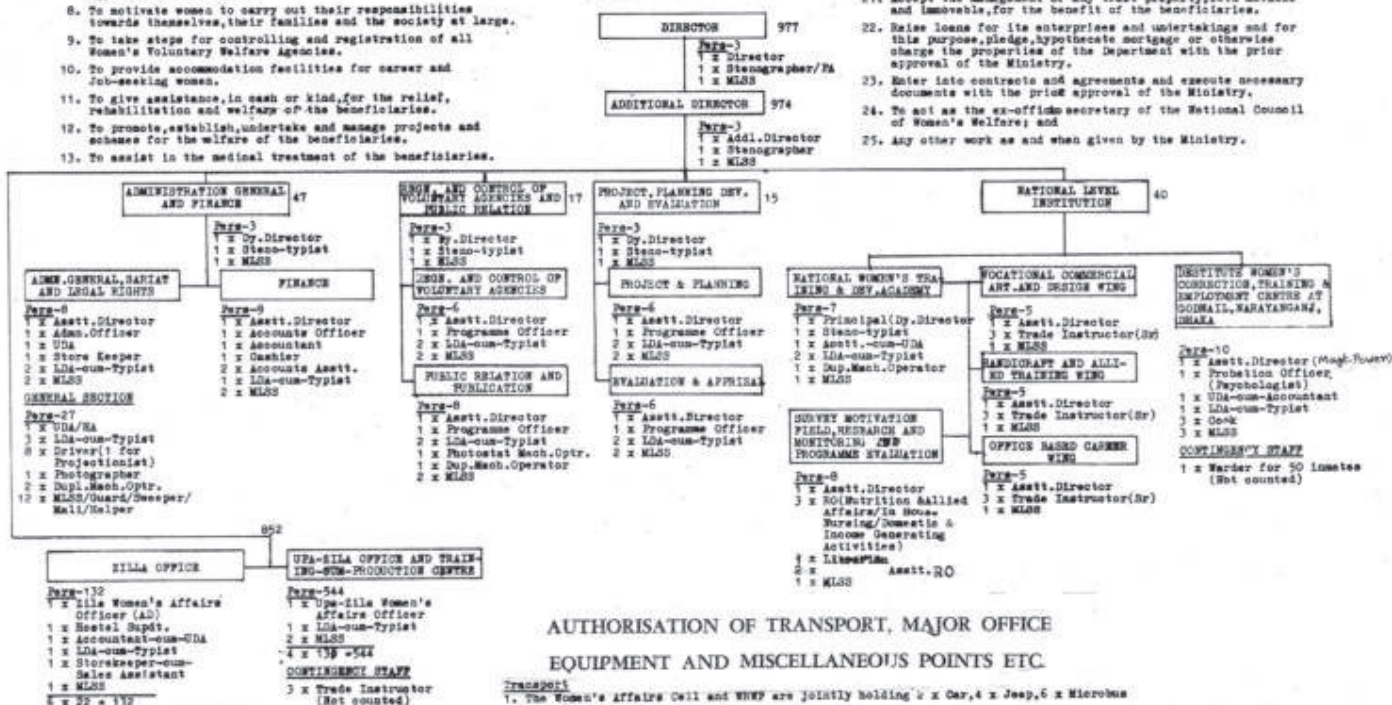
UNIT NAME	UNIT NO.	UNIT TYPE	UNIT STATUS	UNIT LOCATION	UNIT DESCRIPTION	UNIT COMMENTS
UNIT 1	001	001	001	001	001	001
UNIT 2	002	002	002	002	002	002
UNIT 3	003	003	003	003	003	003
UNIT 4	004	004	004	004	004	004
UNIT 5	005	005	005	005	005	005
UNIT 6	006	006	006	006	006	006
UNIT 7	007	007	007	007	007	007
UNIT 8	008	008	008	008	008	008
UNIT 9	009	009	009	009	009	009
UNIT 10	010	010	010	010	010	010
UNIT 11	011	011	011	011	011	011
UNIT 12	012	012	012	012	012	012
UNIT 13	013	013	013	013	013	013
UNIT 14	014	014	014	014	014	014
UNIT 15	015	015	015	015	015	015
UNIT 16	016	016	016	016	016	016
UNIT 17	017	017	017	017	017	017
UNIT 18	018	018	018	018	018	018
UNIT 19	019	019	019	019	019	019
UNIT 20	020	020	020	020	020	020
UNIT 21	021	021	021	021	021	021
UNIT 22	022	022	022	022	022	022
UNIT 23	023	023	023	023	023	023
UNIT 24	024	024	024	024	024	024
UNIT 25	025	025	025	025	025	025
UNIT 26	026	026	026	026	026	026
UNIT 27	027	027	027	027	027	027
UNIT 28	028	028	028	028	028	028
UNIT 29	029	029	029	029	029	029
UNIT 30	030	030	030	030	030	030
UNIT 31	031	031	031	031	031	031
UNIT 32	032	032	032	032	032	032
UNIT 33	033	033	033	033	033	033
UNIT 34	034	034	034	034	034	034
UNIT 35	035	035	035	035	035	035
UNIT 36	036	036	036	036	036	036
UNIT 37	037	037	037	037	037	037
UNIT 38	038	038	038	038	038	038
UNIT 39	039	039	039	039	039	039
UNIT 40	040	040	040	040	040	040
UNIT 41	041	041	041	041	041	041
UNIT 42	042	042	042	042	042	042
UNIT 43	043	043	043	043	043	043
UNIT 44	044	044	044	044	044	044
UNIT 45	045	045	045	045	045	045
UNIT 46	046	046	046	046	046	046
UNIT 47	047	047	047	047	047	047
UNIT 48	048	048	048	048	048	048
UNIT 49	049	049	049	049	049	049
UNIT 50	050	050	050	050	050	050
UNIT 51	051	051	051	051	051	051
UNIT 52	052	052	052	052	052	052
UNIT 53	053	053	053	053	053	053
UNIT 54	054	054	054	054	054	054
UNIT 55	055	055	055	055	055	055
UNIT 56	056	056	056	056	056	056
UNIT 57	057	057	057	057	057	057
UNIT 58	058	058	058	058	058	058
UNIT 59	059	059	059	059	059	059
UNIT 60	060	060	060	060	060	060
UNIT 61	061	061	061	061	061	061
UNIT 62	062	062	062	062	062	062
UNIT 63	063	063	063	063	063	063
UNIT 64	064	064	064	064	064	064
UNIT 65	065	065	065	065	065	065
UNIT 66	066	066	066	066	066	066
UNIT 67	067	067	067	067	067	067
UNIT 68	068	068	068	068	068	068
UNIT 69	069	069	069	069	069	069
UNIT 70	070	070	070	070	070	070
UNIT 71	071	071	071	071	071	071
UNIT 72	072	072	072	072	072	072
UNIT 73	073	073	073	073	073	073
UNIT 74	074	074	074	074	074	074
UNIT 75	075	075	075	075	075	075
UNIT 76	076	076	076	076	076	076
UNIT 77	077	077	077	077	077	077
UNIT 78	078	078	078	078	078	078
UNIT 79	079	079	079	079	079	079
UNIT 80	080	080	080	080	080	080
UNIT 81	081	081	081	081	081	081
UNIT 82	082	082	082	082	082	082
UNIT 83	083	083	083	083	083	083
UNIT 84	084	084	084	084	084	084
UNIT 85	085	085	085	085	085	085
UNIT 86	086	086	086	086	086	086
UNIT 87	087	087	087	087	087	087
UNIT 88	088	088	088	088	088	088
UNIT 89	089	089	089	089	089	089
UNIT 90	090	090	090	090	090	090
UNIT 91	091	091	091	091	091	091
UNIT 92	092	092	092	092	092	092
UNIT 93	093	093	093	093	093	093
UNIT 94	094	094	094	094	094	094
UNIT 95	095	095	095	095	095	095
UNIT 96	096	096	096	096	096	096
UNIT 97	097	097	097	097	097	097
UNIT 98	098	098	098	098	098	098
UNIT 99	099	099	099	099	099	099
UNIT 100	100	100	100	100	100	100

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 in implementing these 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 organize 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.

ORGANISATION



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

Transport

1. The Women's Affairs Cell and WWVF 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 undersigned department is holding 175 x Typewriter, 5 x Duplicating machine, 19 x Calculating machine and 11 x Projector. The following are authorised:

- a. 175 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/DWVF will be absorbed in the new set up of the Dept 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-Sila Women's Affairs Officer with pay scale equivalent to Upa-Sila Social Service Officer. Extension can be made for National Women's Training and Development Academy.
8. Two (2) Upa-Sila set-up per existing (60) Sub-Division (proposed Silas) are being sanctioned to work on rotation basis i.e. the personnel will move to other uncovered Upasilas to expand the programme.
9. 1 x Trade Instructor for Upasila level will be applicable wherever Upasila Cottage Industries Training-cum-production centres exist.
10. All the existing programmes and assets of DWVF, 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 Supt. in Sila 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 Supt. will remain on deputation.
12. Assistant Director posted on Institute Women's Correction, Training and Employment Centre will have Magisterial power and other relevant power of Magistrate.
13. Trade Instructors (Dr.) 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.

SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing	Revised
Class-I				
1.	Director	3	2	1
2.	Asst. Director	1	1	1
3.	Deputy Director	2	-	3
4.	Principal Academy (DD)	-	-	1
5.	Director Academy	1	1	1
6.	Assistant Director	10	5	11
7.	Sila Women's Affairs Officer (AD)	-	-	22
8.	Hostel Superintendent	-	-	22
9.	Senior Accounts Officer	1	1	-
10.	Research Officer	-	-	3
Class-II				
Class-III				
Class-IV				
GRAND TOTAL :				

DEPARTMENT OF LABOUR LABOUR AND MANPOWER DIVISION MINISTRY OF LABOUR AND MANPOWER

FUNCTIONS:

- To act as Conciliation 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.
- 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.
- 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.
- 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.
- 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.
 - 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 pursue such complaints in the labour courts for violation of the provisions of the trade unions by the employers and workers.
 - To ensure that the trade unions observe their constitutions and in case of default to take appropriate measures including de-certification.
 - To act as Statistical Authority in respect of the Industrial Statistics Act, 1942.
 - 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-requisite for higher productivity.
 - To organise Family Planning Programme in the labour sector with a view to achieving Government's objective of population control.

ORGANISATION



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	4	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	15	-	15
17.	Labour Officer	15	-	15
18.	Research Assistant	24	6	24
Total		58	6	58
CLASS-III				
Total		259	250	236
CLASS-IV				
Total		240	237	178
GRAND TOTAL		619	576	512

ABBREVIATIONS:

- A.V. = Audiovisual
- DMD = Duplicating Machine Operator
- I.R.I. = Industrial Relations Institute
- LWO = Labour Welfare Officer
- LWLF = Labour Welfare & Labour Policy
- LWO = Labour Welfare Officer

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

TRANSPORT:

- The Department is authorised:
 - 1 x Car for Director
 - 6 x Car for Asst. Director, 4 for Joint Directors and 1 for Principal, Tongi.
 - 10 x Microbus for Deputy Director, Assistant Director and all I.R.I.s for official use on pool basis.
 - 1 x Truck (Mini) for documentary films and other official works.
 - 1 x Jeep for Dresson for official use.
- Private use of transports will be as per Government instructions issued from time to time.
- Air-Conditioning/Cooling: The Department holds 3 x air-conditioners which are located in different observation centre where sophisticated equipment are installed. These may be retained by the Department.
- Office equipment: The following office equipment, may be retained by the Department:
 - 2 x Plain Paper Copier.
 - 9 x Duplicating Machine.
 - 36 x Typewriters
 - 7 x Calculator
 - 11 x Cinema Projector.

BRIGADIER
(HON'BLE HQ KHAN)
CHAIRMAN, NATIONAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

FUNCTIONS

1. Inspection of factories, shops, commercial establishments, tea plantations, ports/docks, railways, inland water transport and road transport under above mentioned 4 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, employees organisations and trade unions an enforcement of Labour Laws.
7. Grant of exemption to the managements from operation of different provisions 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 House questions 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 safety etc.
12. Representing the Government in national and international seminars, conferences, etc. on labour inspections, labour administration, productivity etc.
13. Approval of Service 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, inspection of the touching of the ship's flag and China port for enforcement of safety and welfare provisions of law.

CIP & E 304

Para- 3
1 x CIP & E
1 x Stenographer
1 x MLSS

ENGINEERING WING (HQ)

Para- 6
1 x DCIP & S(E)
1 x IF & S(E)
1 x Stenotypist
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

MEDICAL WING (HQ)

Para- 4
1 x DCIP & S(M)
1 x Stenotypist
1 x LDA-cum-Typist
1 x MLSS

GENERAL WING (HQ) 31

Para- 3
1 x DCIP & S(O)
1 x Stenotypist
1 x MLSS

S & E SECTION

Para- 4
1 x ACIP & S(O)
1 x UDA
1 x LDA-cum-Typist
1 x MLSS

FACTORY SECTION

Para- 3
1 x ACIP & S(O)
1 x LDA-cum-Typist
1 x MLSS

I&O

Para- 2
1 x I&O
1 x MLSS

AIRMS SECTION

Para- 19
1 x AO
1 x UDA/AIA
2 x UDA
1 x Statistical Asst.
1 x Accountant
4 x LDA-cum-Typist
2 x Driver
4 x MLSS
1 x Darwan
1 x Sweeper
1 x Maid

KUMHIA SOHAL OFFICE 33

Para- 25
1 x DCIP & S(C)
2 x ACIP & S(G)
1 x IF & S(E)
1 x IF & S(M)
1 x MLSS
3 x LI (G)
1 x AIF & S(N)
1 x AIF & S(M)
1 x IS & S
1 x UDA
1 x Stenotypist
3 x LDA-cum-Typist
1 x Driver
3 x MLSS
1 x Darwan
1 x Sweeper

RATSWANI SOHAL OFFICE SOHA 37

Para- 23
1 x ACIP & S(O)
2 x ACIP & S(G)
1 x IF & S(E)
1 x IF & S(M)
2 x LI (G)
1 x AIF & S(N)
1 x AIF & S(M)
2 x IS & S
1 x UDA
1 x Stenotypist
3 x LDA-cum-Typist
1 x Driver
4 x MLSS
1 x Darwan
1 x Sweeper

DHAKA SOHAL OFFICE 45

Para- 31
1 x ACIP & S(O)
2 x ACIP & S(G)
1 x IF & S(E)
1 x IF & S(M)
2 x LI (G)
1 x AIF & S(N)
1 x AIF & S(M)
6 x IS & S
1 x UDA
1 x Stenotypist
4 x LDA-cum-Typist
1 x Driver
4 x MLSS
1 x Darwan
1 x Sweeper

GURUDWARA SOHAL OFFICE 45

Para- 29
1 x DCIP & S(O)
2 x ACIP & S(G)
1 x IF & S(E)
1 x IF & S(M)
1 x MLSS
3 x LI (G)
1 x AIF & S(N)
1 x AIF & S(M)
5 x IS & S
1 x UDA
1 x Stenotypist
4 x LDA-cum-Typist
1 x Driver
4 x MLSS
1 x Darwan
1 x Sweeper

BO RAJAL, SHOLA & PATUA-KHARAI

Para- 3
2 x IS & S
1 x MLSS

BO PERINPUR AND JHALANATHI

Para- 1
1 x IS & S

BO KUMTHIA

Para- 2
1 x IS & S
1 x MLSS

BO JESSORE

Para- 2
1 x IS & S
1 x MLSS

BO BHARANAJ

Para- 1
1 x IS & S

BO PARRA

Para- 2
1 x IS & S
1 x MLSS

BO PARTIMPUR AND RAJRAJI

Para- 2
1 x IS & S
1 x MLSS

BO NAGBESINGH AND NEUROKONA

Para- 3
1 x IS & S
1 x MLSS

BO CHILLA

Para- 4
1 x LI (G)
2 x IS & S
1 x MLSS

BO SHEKHOWAL AND MOULVIBAZAR

Para- 3
1 x LI (G)
1 x IS & S
1 x MLSS

BO BANSHAHNI

Para- 3
1 x IS & S
1 x MLSS

BO NAOGAN AND NATON

Para- 1
1 x IS & S

BO HAIBAB BAZAR AND RISSORONGARI

Para- 1
1 x IS & S

BO TALPAIL

Para- 2
1 x IS & S
1 x MLSS

BO GOMILA

Para- 1
1 x IS & S

BO GHOSH'S BARAR

Para- 1
1 x IS & S

BO MAYTIDOUCH & GOUMCHARAI

Para- 2
1 x IS & S
1 x MLSS

BO SYLHET SWARNAGANJ & HATIANGANJ

Para- 3
2 x IS & S
1 x MLSS

BO CHANDIPUR

Para- 1
1 x IS & S

BO DINAJPUR AND PARASATIPUR

Para- 2
1 x IS & S
1 x MLSS

BO BRAHMADHANIA

Para- 1
1 x IS & S

BO SATANMHA & SANDHU

Para- 1
1 x IS & S

ABBREVIATION:

= Chief Inspector of Factories and Establishments.

= Chief Inspector of Factories and Establishments.

AUTHORIZATION OF TRANSPORT MAJOR OFFICER

ABBREVIATIONS

1. GIP & E = Chief Inspector of Factories and Establishments.
2. DCIP & E(G) = Deputy Chief Inspector of Factories and Establishments(General).
3. DCIP & E(E) = Deputy Chief Inspector of Factories and Establishments(Engineering).
4. DCIP & E(M) = Deputy Chief Inspector of Factories and Establishments(Medical).
5. IP & E = Inspector of Factories and Establishments(Engineering).
6. IP & E(M) = Inspector of Factories and Establishments(Medical).
7. ACP & E(G) = Assistant Chief Inspector of Factories and Establishments(General).
8. HSO = Dock Labour Safety Officer.
9. A.O. = Administrative Officer.
10. E.O. (G) = Labour Inspector (General).
11. I.O. = Inspector of Standing Orders.
12. AIP & E(G) = Assistant Inspector of Factories and Establishments(General).
13. AIP & E(M) = Assistant Inspector of Factories and Establishments(Medical).
14. IS & E = Inspector of Shops and Establishments.
15. E.O. = Regional Officer.
16. B.O. = Branch Office.
17. S.A & E = Shops and Establishments.

Sr. No.	Name of post	Sanctioned	Actual	Revised
	Class-I			
1.	CIP & H	1	1	1
2.	DCIP & P (Seal)	1	5	5
3.	DCIP & P (M)	1	1	1
4.	DCIP & P (M)	1	1	1
5.	IP & S (P)	5	6	9
6.	IP & S (M)	4	7	10
7.	ACIP & P (U)	10	7	10
8.	DESO	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 authorized:
 - 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.

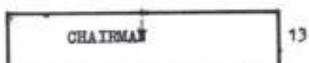
BNIGADIER
(KHAMUL HUG KHAN)
CHAIRMAN, MANTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

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



Per: 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
<u>Class-I</u>				
1.	Chairman	1	1	1
2.	Secretary	1	1	1
Total Class I:		2	2	2
<u>Class-III</u>				
		7	7	6
<u>Class-IV</u>				
		6	6	5
Grand Total =		15	15	13

[Signature]
 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 MISC(Including 1 x Per Janadar 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 MISC
 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
<u>Class-I</u>				
1.	Member ..	1	1	1
2.	Chairman ..	6	4	6
3.	Registrar ..	7	6	7
	Total	14	11	14
4.	<u>Class-III</u> ..	36	32	29
5.	<u>Class-IV</u> ..	56	54	49
	GRAND TOTAL	106	97	92

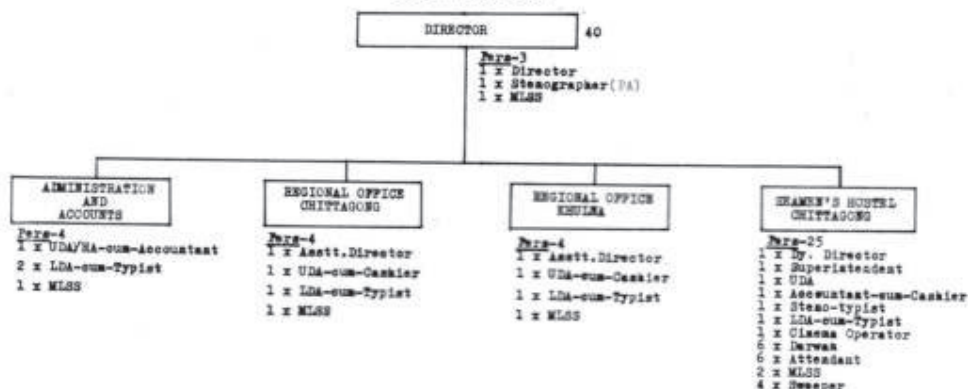
BRIGADIER
 (EMANUL HUQ KHAN)
 CHAIRMAN, MARTIAL LAW COMMITTEE
 OR ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

**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 stipends to the children of seamen pursuing 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

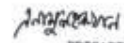
AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport:

1. The Directorate is authorized:
 - a. 1 x Car
 - b. 1 x Micro-bus for seamen.

Private use
2. / of transport will be as per Govt. Instructions issued from time to time.

3. **Office equipment:** The following office equipment may be authorized to the Department:
 - a. 6 x Typewriters.
 - b. 1 x Duplicating Machine.
 - c. 1 x Film Project.


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

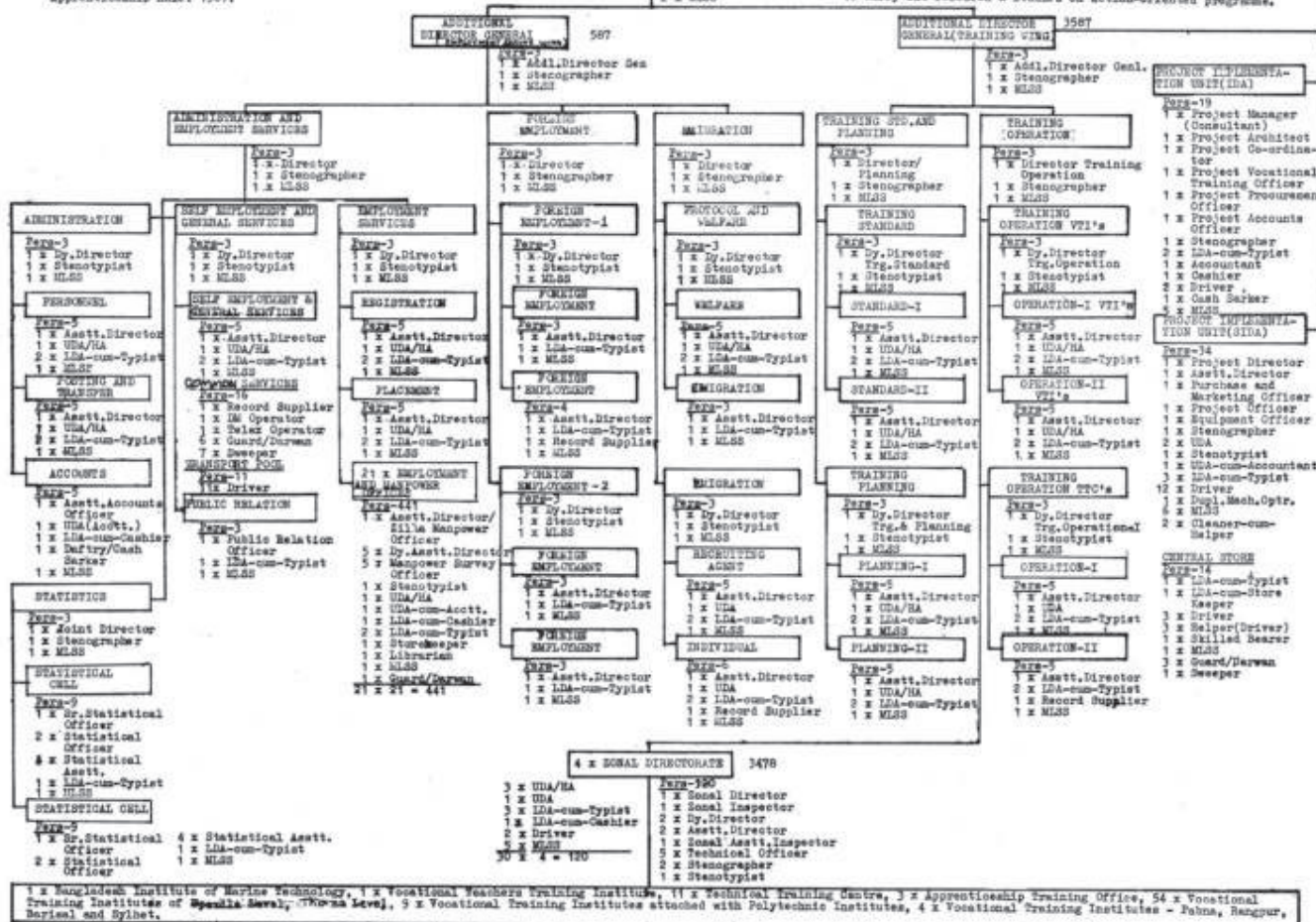
FUNCTIONS

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 avoidance of backwardness 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 investment schedule.
6. To organise Apprenticeship training programme in the Industries, implementation of Apprenticeship Ordinance, 1962 and Apprenticeship Rule, 1967.

DIRECTOR GENERAL 4173

Para-5
1 x Director Gen
1 x Stenographer
1 x IDA-cum-Typ
2 x MGS

7. To plan and formulate training policies and implementation thereof.
8. To maintain liaison with international agencies like ILO, UNEP, 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 approaches.



VOCATIONAL TEACHERS
TRAINING INSTITUTE.

Sl. No.	Designation	Salary
1	Principal	1 1/2
2	Vice-Principal	1 1/2
3	Chief Instructor	1 1/2
4	Instructor (Non-Tech.)	1 1/2
5	Instructor (Tech.)	2
6	Workshop Supt.	3
7	Medical Officer	1 1/2
8	Seamographer	1 1/2
9	UDA/IA	1 1/2
10	Stenotypist	1 1/2
11	Librarian-computer	1 1/2
12	UDA-com-Storekeeper	1 1/2
13	Store Supt.	1 1/2
14	Store Supt. (Depd.)	1 1/2
15	Chief Instructor (Vocational)	1 1/2
16	Cookmaster	1 1/2
17	Lib-com-Cashier	1 1/2
18	Craftsman	1 1/2
19	Librarian	1 1/2
20	Register	1 1/2
21	Asst. Librarian	1 1/2
22	Lib-com-Typist	1 1/2
23	Dresser-com-computer	1 1/2
24	Driver	1 1/2
25	Tool Room Attendant	1 1/2
26	Electrician/Projector Operator	1 1/2
27	Driver-com-Mech.	1 1/2
28	Cleaner/Helper	1 1/2
29	IM Operator	1 1/2
30	Workshop Labour/Khanna	1 1/2

54 x VERB OF 21.7
UNATL4 2 10000

1 x Supdt.
1 x Asstt. Supdt.
1 x Science and
Hm. Teacher
2 x Rm. Craft Instruc.
4 x Craft Instructor
1 x UDA/HA
1 x UDA-cum-Accounts
1 x LIA-cum-Storekee.
1 x UDA-cum-Typist
2 x Skilled Bearer
1 x Lab. Bearer
1 x Cash Sarker
5 x MLES
1 x Guard/Barman
2 x " " = 1906

9 X VIDS ATTACHED
WITH POLYGRAPHIC

WITH ADVISORY
INSTITUTE
Page 315
1 x Supdt.
16 x Craft Instructor
1 x Asstt. Craft
Instructor
3 x Part-time Teacher
5 x Tool Room Attendant
1 x SGA-cum-Storekeeper
8 x Workshop Khalashi
/Attendant
38 x 2 = 76

4 E Vtia Panna,
SANDHU BASTIA, AND

**KAMPUNG, MARITIME AND
SYLHET**

Para-196

1 x Supdt.
1 x Asstt. Supdt.
16 x Craft Instructor
8 x Asstt. Craft Instructor
6 x Part time Teacher
1 x UDA
2 x LIA-ops Typist
4 x Tool Room Attendant
10 x Workshop Khalashi
10 x " " "

3. **APPENDIX III**

TRAINING OFFICE
 Page 45
 1 X Asstt. Director
 2 X Technical Asstt.
 1 X UDA/IA
 1 X Stenotypist
 1 X Draftsman
 1 X LIA-com-Typist
 1 X Driver
 1 X Crafty
 4 X UNSS
 1 X Guard/Barman

TECHNICAL TRAINING CENTRE MIRPUR	TECHNICAL TRAINING CENTRE COMILLA	TECHNICAL TRAINING CENTRE CHITTAGONG	TECHNICAL TRAINING CENTRE RAJSHAH
Para-155 1 x Principal 1 x Vice-Principal 13 x Sr. Instructor 27 x Instructor 1 x Arabic Teacher 1 x Medical Officer 1 x Workshop Supdt. 14 x Craft Instructor 1 x Physical Instructor 1 x Draftsman Instructor 2 x Stenographer 2 x UDA/HA 1 x Carstaker 1 x UDA 2 x UDA-cum-Accountant 2 x UDA-cum-Typist 1 x UDA-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 5 x MLSS 1 x Lab. Attendant 1 x Cook 10 x Khalaishi 1 x Greaser 4 x Darwan 2 x Mail 5 x Sweeper	Para-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 73 x Instructor 1 x Arabic Teacher 1 x Stenographer 1 x UDA/HA 1 x Carstaker 5 x UDA 1 x UDA-cum-Accountant 4 x UDA-cum-Typist 1 x UDA-cum-Cashier 1 x Storekeeper 1 x Librarian 2 x Stenotypist 1 x Hostel Supdt. 1 x Compounder 1 x Driver 1 x Dup. Mach. Operator 1 x Workshop Attendant 10 x Darwan	Para-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 UDA/HA 1 x Carstaker 2 x UDA 1 x UDA-cum-Accountant 1 x UDA-cum-Typist 1 x UDA-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 2 x Workshop Attendant 2 x Cook	Para-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 Carstaker 2 x UDA 1 x UDA-cum-Accountant 4 x UDA-cum-Typist 1 x UDA-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 KHULNA	TECHNICAL TRAINING CENTRE NARAIL	TECHNICAL TRAINING CENTRE MYNINGSINGH	TECHNICAL TRAINING CENTRE BOGRA
Para-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 UDA-cum-Typist 1 x UDA-cum-Cashier 1 x Storekeeper 1 x Librarian 1 x Stenotypist 1 x Hostel Supdt. 1 x Compounder 2 x Driver 1 x Asstt. Storekeeper 20 x Workshop Attendant 1 x Dup. Mach. Operator 4 x MLSS 10 x Darwan 2 x Cook 2 x Gardener	Para-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 Carstaker 2 x UDA 1 x UDA-cum-Accountant 4 x UDA-cum-Typist 1 x UDA-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 10 x Darwan 2 x Cook 2 x Gardener	Para-82 1 x Principal 1 x Vice-Principal 11 x Sr. Instructor 11 x Instructor 1 x Stenographer 1 x UDA/HA 1 x Carstaker 2 x UDA 1 x UDA-cum-Accountant 4 x UDA-cum-Typist 1 x UDA-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	Para-85 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 Carstaker 2 x UDA 1 x UDA-cum-Accountant 4 x UDA-cum-Typist 1 x UDA-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 12 x Workshop Attendant 4 x MLSS 2 x Cook 10 x Darwan 2 x Gardener 4 x Sweeper

SUMMARY OF MANPOWER

No.	Name of posts	Proposed	Actual	Revised
Class-I	Rev.	Dev.	Rev.	Dev.
1.	Director General	1	1	1
2.	Deputy Director General	1	1	1
3.	Director	5	5	4
4.	Regional Director/General	4	4	4
5.	Principal (BMT, VITI)	2	2	2
6.	Joint Director	1	1	1
7.	Senior Instructor (BMT)	13	12	13
8.	Vice-Principal (BMT, VITI)	2	1	2
9.	Principal (TTC)	4	4	3
10.	Project Manager (TTC)	5	2	5
11.	Chief Instructor (VITI)	8	8	8
12.	Inspector (VITI/Sonal Insp.)	4	4	4
13.	Asstt. Director (SIDA)	1	1	1
14.	Deputy Director	10	10	10
15.	Sr. Research Officer	2	1	3
16.	Asstt. Director (APP, TEG)	2	1	3
17.	Asstt. Director	19	13	32
18.	Superintendent (VITI)	48	21	48
19.	Vice-Principal (TTCs)	10	2	10
20.	Job Analyst	4	4	4
21.	Manpower Specialist	1	1	1
22.	Medical Officer	2	2	2
23.	Workshop Supdt.	3	8	6
24.	Statistician	1	1	1
25.	Instructor (BMT, VITI)	36	8	36
26.	Sr. Statistical Officer	5	5	5
27.	Research Officer	5	5	5
28.	Statistical Officer	5	5	5
29.	Youth Employment Officer	4	4	4
30.	Manager	9	9	9
31.	Asstt. Inspector/Local Asstt. Officer	3	3	4
32.	Purchase and Marketing Officer	1	1	1
33.	Project Officer	1	1	1
34.	Equipment Officer (VITI)	1	1	1
35.	Project Director (VITI)	1	1	1
36.	Project Manager	1	1	1
37.	Project Architect	1	1	1
38.	Project Co-ordinator	1	1	1
39.	Project Vocational Training Officer	1	1	1
40.	Project Procurement Officer	1	1	1
41.	Project Accounts Officer	1	1	1
42.	Project Accounts Officer	1	1	1
43.	Class-II	200	94	188
44.	Class-III	40	107	17
45.	Class-IV	1430	1078	1003
		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:**
- The office is authorised:
 - 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 BMT and 1 for VITI.
 - 38 x Microbuses, 4 for Headquarters, 21 for 21 BMTs, 1 for VITI and 12 for 12 TTCs and BMT.
 - 4 x Jeeps for 4 Inspectors.
 - Private use of transports will be as per Government Instructions issued from time to time.
 - Office equipment:** The following office equipments may be retained by the Department:
 - 4 x Photostat Machine/Plain Paper Copier, 1 for Headquarters, 1 for TTC, 1 for BMT and 1 for VITI.
 - 32 x Duplicating Machines, 2 for Headquarters, 3 for 3 Apprenticeship Training offices, 12 for 12 TTCs, 1 for VITI, 4 for 4 Regional offices and 10 for VITI.
 - 115 x Calculators.
 - 267 x Typewriters.
 - Miscellaneous points:** The 1942 posts in the Development Budget will come under Revenue Budget in due course as per existing rules.

Amended

(NAME) BRIGADIER
CHAIRMAN, MANPOWER AND
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

**DEPARTMENT OF YOUTH DEVELOPMENT
YOUTH DEVELOPMENT DIVISION
MINISTRY OF LABOUR AND MANPOWER**

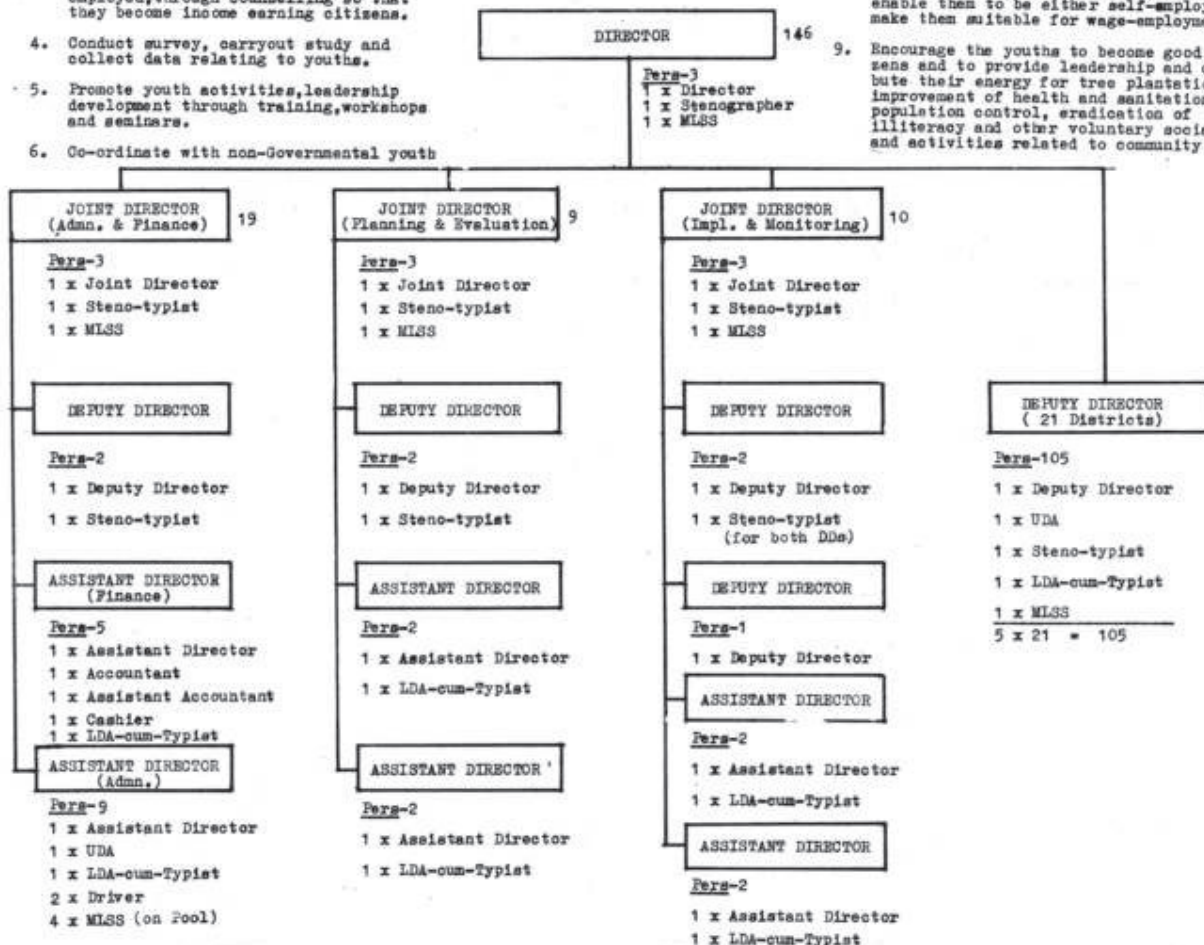
FUNCTIONS:

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



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 Parash/Jamadar/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 Bangladesh
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
Director Staff Duties
Army Headquarters. | .. | <i>Chairman</i> |
| b. BSS-387 Lieutenant Colonel Kh. Nurul Haque, psc
Adjutant General's Branch
(Personnel Services Directorate)
Army Headquarters. | .. | <i>Member</i> |
| c. BSS-609 Major ABM Ruhul Amin Siddik
Signals, General Staff Branch
(Weapons, Equipment & Statistics Directorate)
Army Headquarters. | .. | <i>Member</i> |
| d. Mr. S.K. Das
Deputy Secretary (O & M Wing)
Establishment Division. | .. | <i>Member-Secretary.</i> |

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 | .. | <i>Chairman</i> |
| b. Secretary of the concerned Ministry/Division | .. | <i>Member</i> |
| c. Additional Secretary (O & M Wing), Establishment Division | .. | <i>Member</i> |
| d. Brigadier Abdullah Al-Hussain
Brigadier Staff
CMLA's Secretariat | | <i>Member</i> |

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			CLASS-II		
		Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	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 Wel- fare Directorate.		21	13	16	12	10	12
4. Directorate of Government Transport.		10	7	10	7	2	31
5. Department of Printing, Sta- tionery, Forms and Publica- tions.		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 Administra- tive 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

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
7-2	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 Depart- unt.	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 Metropol- itan Magistrate, Dhaka.	11	10	11	..	..	..
	36. Dhaka Metropolitan Police ..	57	52	51	83	83	85
	37. Office of the Chief Metropol- itan 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
660	600	841	48	45	70	965	830	1140
640	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 COMMUNICA- TIONS :	1989	1796	1964	641	531	945
	a. Roads and Road Transport Division	547	505	557	30	28	33
	87. Directorate of Road Trans- port 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 Recruit- ment 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			CLASS-II		
		Previous Sanction.	Posted.	Approved.	Previous Sanction.	Posted.	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 Second- ary and Higher Education.		6406	5312	7513	580	577	474
140. Directorate General of Tech- nical Education.		1056	714	985	4	2	2
141. Directorate General of Primary Education.		333	279	1075	930	873	506
142. Bangladesh Bureau of Educa- tional Information and Statis- tics.		7	7	7	6	3	5
143. Directorate of Inspection and Audit.		36	27	35	..	..	..
144. National Institute of Educa- tional, Administration, Exten- sion 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 Com- missioner, Settlement.		3	3	6	5	5	11
156. Urban Development Direc- torate.		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 Autho- rity.		695	496	653	203	130	115
159. Bangladesh Film Censor Board		3	3	3	2	1	2
160. Department of Mass Com- munication.		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

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
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 Popu- lation Control.	750	628	821	396	281	758
XVIII. MINISTRY OF SOCIAL WEL- FARE AND WOMEN'S AFFAIRS:		97	74	160	625	551	818
173.	Department of Social Services	79	64	96	542	480	641
174.	Department of Women's Affairs	18	10	64	83	71	177
XIX. MINISTRY OF LABOUR AND MANPOWER:		473	371	454	190	103	177
a.	Labour and Manpower Division ..	439	344	419	190	103	177
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 Employ- ment and Training.	294	223	276	147	84	134
b.	Youth Development Division ..	34	27	35	..	..	..
181.	Department of Youth Develop- ment.	34	27	35	..	..	..
GRAND TOTAL ..		42313	31341	49915	10078	8169	10863

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
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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1. Volume refers to Ministry.
2. Part refers to Division.
3. Chapter refers to Departments/Directorates/Subordinate offices.

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