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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**REPORT OF THE  
MARTIAL LAW COMMITTEE  
ON  
ORGANISATIONAL SET UP**

**PHASE III  
(PUBLIC STATUTORY CORPORATIONS (AUTONOMOUS/  
SEMI-AUTONOMOUS BODIES) AND ALLIED  
ORGANISATIONS)**

**VOLUME XIII  
MINISTRY OF INDUSTRIES & COMMERCE**

**PART 3  
JUTE DIVISION**

**CHAPTER IV  
(BANGLADESH JUTE MILLS CORPORATION)**

*February, 1984*

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT  
Martial Law and Civil Wing

NOTIFICATION

No. 7002/1/Civ-I Dated Dhaka, the 24/2 1983

SUBJECT : Organisational set up—Public Statutory Corporations  
(Autonomous/Semi-autonomous Bodies) and allied  
Organisations.

REFERENCE : Chief Martial Law Administrator's Secretariat letter  
No. 7002/2/Civ-1, dated 8 May, 1983.

The report of the Martial Law Committee on organisational  
set up of the ~~Bangladesh Jute Mills Corporation Ltd.~~

~~and the Jute Mills Corporation Ltd. Dhaka~~  
was submitted to the Hon'ble President and Chief Martial Law  
Administrator after consideration by the Review Committee in  
consultation with the representative of the organisation concerned.

The Hon'ble President and Chief Martial Law Administrator is  
pleased to approve the revised organisational set up as printed  
in this booklet.

By order of the President and  
Chief Martial Law Administrator



M. ATIQUR RAHMAN  
MAJOR GENERAL  
Principal Staff Officer.

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**BANGLADESH JUTE MILLS CORPORATION**

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**BANGLADESH JUTE MILLS CORPORATION  
JUTE DIVISION  
MINISTRY OF INDUSTRIES & COMMERCE**

**INTRODUCTION**

1. Bangladesh Jute Mills Corporation has been established under Article 10 of the Bangladesh Industrial Enterprises (Nationalisation) Order, 1972(P.O.27 of 1972) with the aims and objectives of controlling, supervising and co-ordinating the activities, business and affairs of the industrial enterprises engaged in manufacture of jute goods and some other enterprises enumerated in the first schedule of P.O.27 of 1972 and also for establishment and development of such industrial enterprises and matters connected therewith or incidental thereto.

2. Contribution of Jute Industry in the national economy is significant due to the following reasons:

- a. Export earning from jute goods is around 50% of the total export earnings of Bangladesh.
- b. Stabilising factor in the internal jute market with an annual requirement of raw jute of about 30 lakh bales.
- c. Biggest employer in the industrial sector of the country.
- d. Annual contribution to the national exchequer by way of duties and taxes of about Tk.22.00 crores.
- e. Contributor and patroniser in manufacturing spare parts and machineries within the country.
- f. Unlike any other manufacturing industry in the country, the jute industry has to sell more than 90% of its products in the international market facing severe competition from synthetics and countries like India, China, Thailand, Nepal etc. In spite of so many odds, Bangladesh occupies a key position in the world jute goods export market with its minimum share of around 35%.

**ENTERPRISES UNDER BJMC**

3. 67 jute mills were nationalised vide P.O.27 of 1972. Subsequently 10(ten) more Jute Mills were nationalised from time to time vide P.O.51 of 1972, P.O.87 of 1972 and P.O. 153 of 1972 making total of 77 Jute Mills. Further, a non-jute unit, Mills Furnishing was placed under BJMC vide Ordinance No. 1 of 1974 and another unit named Gafra Habib was also placed under BJMC

vide Gazette Notification dated 19.6.1976. Afterwards BJMC established 3 units namely (i) Jute Plastic Plant, (ii) Bagdad-Dhaka Carpet Factory and (iii) Furat-Karnafuli Carpet Factory. This made a total of 82 enterprises under control of BJMC. Again, 7 (seven) Enterprises were disinvested during the period from 1977-78 to 1981-82. Further, 32 (thirty two) enterprises were also denationalised during the year 1982-83 and 1983-84 (upto 25th Feb. 1984). Detail position of the enterprises is given below:-

a. Enterprises nationalised vide P.O. 27 of 1972 (26.3.72)

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| (1) Adamjee Jute Mills                | (32) Jabbar Jute Mills            |
| (2) Afil Jute Mills                   | (33) Janata Jute Mills            |
| (3) Ajax Jute Mills                   | (34) Jessore Jute Industries      |
| (4) A.K. Khan Jute Mills              | (35) Karim Jute Mills             |
| (5) Aleem Jute Mills                  | (36) Kohinoor Jute Mills          |
| (6) Al-haj Jute Mills                 | (37) Latif Bawany Jute Mills      |
| (7) Alijan Jute Mills                 | (38) Maqbular Rahman Jute Mills   |
| (8) Allied Jute Mills                 | (39) M.M. Jute Mills              |
| (9) Anowara Jute Mills                | (40) Mohsen Jute Mills            |
| (10) A.R. Howlader Jute Mills         | (41) Meghna Jute Mills            |
| (11) Ashraf Jute Mills                | (42) Munwar Jute Mills            |
| (12) Amin Jute Mills                  | (43) Mymensingh Jute Mills        |
| (13) Bawa Jute Mills                  | (44) Mashriqui Jute Mills         |
| (14) Broad Burlap Industries          | (45) National Jute Mills          |
| (15) Bangladesh (Pak) Jute Mills      | (46) Nawab Abdul Malek Jute Mills |
| (16) Bangladesh (Pakistan) Fabric Co. | (47) Nawab Askari Jute Mills      |
| (17) Carpeting Jute Mills             | (48) Nishat Jute Mills            |
| (18) Chittagong Jute Mfg. Co.         | (49) New Dhaka Industries         |
| (19) Co-operative Jute Mills          | (50) Nabarun Jute Mills           |
| (20) Crescent Jute Mills              | (51) People's Jute Mills          |
| (21) Chandpur Jute Mills              | (52) Pubali Jute Mills            |
| (22) Delta Jute Mills                 | (53) Purbachal Jute Mills         |
| (23) Dhaka Jute Mills                 | (54) Platinum Jubilee Jute Mills  |
| (24) Dawood (Karnafuli) Jute Mills    | (55) Qaumi Jute Mills             |
| (25) Daulatpur Jute Mills             | (56) R.R. Jute Mills              |
| (26) Eastern Jute Mills               | (57) Sarwar Jute Mills            |
| (27) Fauji Chatkal                    | (58) Saitar Jute Mills            |
| (28) Gul Ahmed Jute Mills             | (59) S.K.M. Jute Mills            |
| (29) Hafiz Jute Mills                 | (60) Sonali Jute Mills            |
| (30) Hamedia Jute Mills               | (61) Star Jute Mills              |
| (31) Hussain Jute Mills               | (62) Star Alkaid Jute Mills       |
|                                       | (63) Sultana Jute Mills           |
|                                       | (64) Taj Jute Backin Co.          |
|                                       | (65) United Jute Mills            |
|                                       | (66) Victory Jute Products        |
|                                       | (67) W. Rahman Jute Mills         |

**b. Enterprises subsequently nationalised****P.O. 51 of 1972(23.5.72)**

- (68) Associated Bageing Co.
- (69) Gawsia Jute Mills
- (70) Hafiz Textile Mills (Broad Loom)
- (71) Noapara Jute Mills
- (72) Sonar Bangla Jute Mills (Purba Pak)
- (73) Quasem Jute Mills
- (74) Rajshahi Jute Mills

**P.O. 87 of 1972(2.8.72)**

- (75) Transocean Fibre Processors
- (76) Amin Old Field.

**P.O. 153 of 1972(15.12.72)**

- (77) Banani Jute Mills

**c. Placed under BJMC**

- (78) Mills Furnishing-Ordinance 1 of 1974(1.1.74)
- (79) Galfra Habib-Gazette notification (19.6.76)

**d. Established by BJMC subsequently**

- (80) Jute Plastic Plant
- (81) Bagdad-Dhaka Carpet Factory
- (82) Furat Karnafuli Carpet Factory

**e. Enterprises Disinvested/Denationalised upto 25th Feb. '84**

Disinvested	Year
(1) New Dhaka Industries	1977-78
(2) Sarwar Jute Mills	1977-78
(3) Hossain Jute Mills	1977-78
(4) Hamedia Jute Mills	1978-79
(5) N.A. Malek Jute Mills	1978-79
(6) Sonar Bangla Jute Mills	1979-80
(7) Transocean Fibre Processors	1981-82
<b>Denationalised</b>	
(8) Broad Burlap Industries	1982-83
(9) Dhaka Jute Mills	-do-

(10) Star Alkaid Jute Mills	1982-83
(11) W.Rahman Jute Mills	-do-
(12) Ashraf Jute Mills	-do-
(13) Allied Jute Mills	-do-
(14) Gawsia Jute Mills	-do-
(15) Mashriqui Jute Mills	-do-
(16) Sattar Jute Mills	-do-
(17) Alijan Jute Mills	-do-
(18) CO-operative Jute Mills	-do-
(19) Janata Jute Mills	-do-
(20) Pubali Jute Mills	-do-
(21) Al-haj Jute Mills	-do-
(22) Kohinoor Jute Mills	-do-
(23) A.K.Khan Jute Mills	-do-
(24) Quasem Jute Mills	-do-
(25) S.K.M. Jute Mills	-do-
(27) Anowara Jute Mills	-do-
(28) Sultana Jute Mills	-do-
(29) Delta Jute Mills	-do-
(30) Ajax Jute Mills	-do-
(31) Sonali Jute Mills	-do-
(32) Mohsen Jute Mills	-do-
(33) Noapara Jute Mills	-do-
(34) A.R.Howlader Jute Mills	-do-
(35) National Jute Mills	-do-
(36) Afil Jute Mills	-do-
(37) Fauji Chatkal	1983-84
(38) Chittagong Jute Mfg. Co.	-do-
(39) Victory Jute Products	-do-

**f. Existing Enterprises under BJMC**

BJMC is at present operating with 39 Jute Mills and 3 non Jute Units with a share of 16496 looms out of total installed operable looms of 25822 and thus BJMC holds 63.9% share of Jute Industry consequent upon denationalisation of 32 Jute Mills in 1982-83 and upto 25th Feb. '84. Position of the existing enterprises under BJMC is given below:—

- (1) Admajee Jute Mills
- (2) Associated Bagging Co.
- (3) Amin Jute Mills
- (4) Amin Old field

- (5) Aleem Jute Mills
- (6) Bawa Jute Mills
- (7) Bangladesh Fabrics (In the process of disinvestment)
- (8) Bagdad-Dhaka Carpet Factory.
- (9) Bangladesh Jute Mills
- (10) Crescent Jute Mills
- (11) Carpeting Jute Mills
- (12) Daulatpur Jute Mills
- (13) Eastern Jute Mills
- (14) Furat-Karnafuli Carpet Factory
- (15) Gul Ahmed Jute Mills
- (16) Hafiz Jute Mills
- (17) Hafiz Textile Mills
- (18) Jabbar Jute Mills (In the process of disinvestment)
- (19) Jessore Jute Industries
- (20) Karim Jute Mills
- (21) Karnafuli Jute Mills
- (22) Latif Bawany Jute Mills
- (23) Munawar Jute Mills
- (24) Mymensingh Jute Mills (including Banani Jute Mills)
- (25) M.M Jute Mills
- (26) Nishat Jute Mills
- (27) N.Askari Jute mills
- (28) Nabarun Jute Mills
- (29) Platinum Jubilee Jute Mills
- (30) Peoples Jute Mills
- (31) Qaumi Jute Mills
- (32) Purbachal Jute mills
- (23) Rajshahi Jute Mills
- (34) R.R. Jute Mills
- (35) Star Jute Mills
- (36) Taj Jute Backing Co.
- (37) United Jute Mills
- (38) Meghna Jute Mills
- (39) Chandpur Jute Mills

} For administrative purpose these  
are considered as one unit and  
known as UMC Jute Mills.

#### Non Jute Units

- (40) Galfra Habib
- (41) Mill Furnishing
- (42) Jute Plastic Plant.

## FUNCTIONS

4. The broad functions of the Corporation may be enumerated as per details below:-

- a. Overall management/administration of the affairs and activities of the Corporation and proper implementation of Govt. policy directives concerning the Corporation and its enterprises.
- b. Overall financial planning and control over the enterprises including analysis/evaluation of cost, income, expenditure and profit/loss.
- c. Arrangement and disbursement of foreign aid/loan, ADP Fund etc.
- d. Assistance to Bangladesh Bank for making credit policy for jute sector and to mills for arrangement of fund from commercial banks.
- e. Overall control of all insurance matters including administration and operation of BJMC welfare/Kalyan Scheme.
- f. Internal and external audit of the offices/enterprises.
- g. Production Planning of the enterprises in relation to market trend and demand in the international market.
- h. Supervision, review and evaluation of production, performance of the enterprises.
- i. Assistance to Govt. for making jute policy.
- j. Ensure minimum price to the jute growers including purchase of jute from border belt to stop smuggling.
- k. Formulation of planning strategies for development of jute manufacturing sector.
- l. Formulation of schemes, projects, policies as per Govt. guidelines.
- m. Control upon procurement of capital machinery, spares and raw materials.
- n. Supervision and control of all types of construction work.
- o. Arrangement of fund for development work, including fund from local, foreign and technical assistance from international organisation.
- p. Planning and supervision of the research and product development activities for diversified uses of Jute.
- q. Planning and supervision of the process quality control and statistical quality control activities and survey/inspection of jute goods.
- r. Maintain close liaison with the different research institution and laboratories e.g. Bangladesh Standard Laboratory and BCSIR etc.
- s. Maintain close liaison with the Directorate of Inspection of jute goods.
- t. Planning, sales and marketing of jute goods abroad to earn maximum foreign exchange for the country.
- u. Execution of sales contract, allocation and shipment of jute goods.
- v. Conduct market research and promotional activities to explore new market.
- w. Collection of information on product development.

- x. Fixation of minimum export price of jute goods.
- y. Assistance to Govt. for making country's export policy.
- z. Represent Bangladesh in the international tender for jute goods and arrangement of sales under barter.
- aa. Storage, collection and publication of statistical information/reports covering inside/outside the country relevant to jute industry.
- bb. Represent Bangladesh in the international fair to boost up export of jute goods.

#### EXISTING ORGANISATION

5. At present Bangladesh Jute Mills Corporation is managed by a 6-member Board of Directors headed by the Chairman. It appears from the existing organisation that BJMC Head Office had 24 Divisions with 9 zones, 2 Branch Offices and six foreign offices with a total sanctioned manpower of 1655. The sanctioned strength of officers is 722 and that of staff is 933, out of which 416 officers and 437 staff are in position.

6. The performance of each of the enterprises is supervised and controlled at the plant level by the Enterprise Board. The Board of individual enterprises is headed by Chairman or any of the Directors of the Corporation and other members from the administrative Ministry, Ministry of Finance, BJMC and Banks. The Board reviews the performance of each of the enterprises from time to time and issue guidelines/decision for smooth and efficient operations of the mills. The existing organisation is given in Annexure 'A'.

#### CHARTER OF DUTIES

7. The revised charter of duties of the Officers (in the scale of Tk. 750-1470- and above) is given at Annexure 'B'.

#### WORK LOAD

8. From the data supplied by the Corporation it reveals that the officers at headquarters dealt with on an average of 96422 incoming and 256276 outgoing letters annually.

9. The above figures of receipt and issue of letters do not reflect the actual work load of the Corporation. The officers of the Corporation are to perform technical nature of job like audit, inspection, production planning, cost & finance including budgetary control, insurance, raw jute purchase, marketing of jute goods, research and quality control, foreign purchase of spare parts, import clearance, engineering, planning and review of performance of each enterprise through Management Information System and various costing and accounting reports.

10. Apart from the above, the officers are to supervise and control the operational activities of the enterprises and issue policy guidelines covering the whole sphere of activities of the enterprises through respective zonal offices.

11. The main work load of the corporation in its headquarters and the enterprises may be quantified in relation to production and sales of jute goods. Details are noted below for the last 3 years :

	Year		Quantity in lakh tons Value in crore taka
	1979-80	1980-81	1981-82
a. <b>Production</b>			
Quantity	5.23	5.81	5.78
b. <b>Exports</b>			
Quantity	4.41	4.94	5.29
Value	595.0	583.6	567.9
c. <b>Local Sales</b>			
Quantity	0.41	0.43	0.33
Value	46.6	54.3	44.1
d. <b>Profit/(Loss)</b>			
Amount (crore Taka)	106.2	33.8	(65.5)

#### OTHER DETAILS

12. Officers : Present state of officers in the scale of Tk. 750-1470/-and above is given at Annexure 'C'.

13. Transport : Present state of transport is given at Annexure 'D'.

#### Observations and Recommendations

14. The Enterprises under the Corporation are located in the districts of Dhaka, Chittagong, Khulna, Jessore, Rajshahi, Mymensingh and Pabna. From the discussion in the foregoing paragraphs and the appendices it appears that Jute Industry is playing a vital role in the national economy.

15. Consequent upon the denationalisation of 32 jute mills in the year 1982-83 and 1983-84 (upto 25th Feb '84) and disinvestment of 7 units earlier, BJMC is at present functioning with 39 jute mills and 3 non-jute units and with the present position BJMC still holds 63.9% share of the jute industry.

16. Keeping in view the policy of the Government to transfer 30 jute mills to ex-Bangladeshi owners, BJMC Board reduced the number of zones from 9 to 4 (including Admajee Jute Mills). In the later part of 1982 BJMC Board constituted a number of committees to recommend redundant posts. On the basis of recommendations of these committees, the following actions have been taken:-

- a. 247 officers/staff have so far been posted out to the denationalised mills in pursuance of the bipartite agreement concluded between the Govt. and the Managing Directors of the respective denationalised mills.
- b. Personnel working in the 5 zones since abolished have been posted out to different jute mills against existing vacancies.
- c. Divisions, namely spare parts, import clearance, training and machinery have been abolished. Among them two sections namely, Shipping and Purchase have been retained with skeleton staff and amalgamated with Planning Division under one General Manager.
- d. Branch offices at Khulna and Chittagong and Research and Feasibility Study Project have been abolished.
- e. Insurance Division has been renamed as Insurance Deptt. which is to be headed by an officer in the rank of Manager/Dy. General Manager.
- f. Jute Purchase Division has been merged with the Production Division and brought under the control of one Director.
- g. Market Promotion Offices at Melbourne, Istanbul and Singapore have been closed down.
- h. Design and Development Centre has been dissolved as per instruction of the CMLA.

17. Although the workload in the Head Quarters and Zonal Offices has been reduced to some extent due to denationalisation, it is considered that the responsibility for running the mills will not be lessened as Public-Sector has to compete with the private sector jute mills. Moreover, the world jute goods market has become more complex due to competition with synthetics and other jute goods producing countries like India, China, Thailand etc.

18. In the existing set-up, there are different designations for officers of the same rank, status and pay scales. In the revised set-up, some of the posts have been redesignated for the purpose of rationalisation.

19. It appears from the existing organisation that there are anomalies in the existing staffing pattern of different zonal offices. The matter has been duly considered while preparing the revised set up.

20. After close scrutiny of the organisation, its work load, functions and responsibilities, manpower position and detailed discussion with the concerned representative of BJMC, the committee recommends a revised set-up in agreement with the Chairman of the Corporation as given in Annexures E.

21. **Transports :** The Corporation holds

- a. 46 x car
- b. 3 x microbus
- c. 2 x staff bus
- d. 1 x Honda

22. **Major Office Equipment :** The Corporation holds :

- a) 201 x Typewriter
- b) 9 x Electric type writer
- c) 83 x calculator
- d) 8 x Gestetner machine
- e) 5 x Photocopier
- f) 6 x Telex Machine (2 under installation)
- g) 20 x Aircooler
- h) 6 x Refrigerator

23. **Office Accommodation :** The head office at Dhaka and Zonal Office at Dhaka, Chittagong and Khulna are accommodated in rented houses measuring 95061 sft for which monthly rent of Tk. 3,53,095.00 is paid.

24. **Income and Expenditure :** Corporation's head office has no separate income other than small return on interest, sale of tender forms, enlistment fees, freight brokerage etc. which comes to about Tk. 1 crore annually on an average.

25. **Expenditure :** Expenditure of the Corporation is met mainly from 'Charge Out Bills' realised from the Enterprises under its control. The Corporation spent Tk.6,14,81,500 in the year 1979-80 which rose to Tk.7,41,32,970 in the year 1981-82, the increase rate being 20.6%. It also appears that expenditure of BJMC Head office is 1.3% of the total foreign exchange earning of BJMC from export of jute goods in 1981-82 which may be considered reasonable.

#### **Conclusion**

26. Keeping in view the policy of the Government regarding denationalisation/disinvestment of jute mills to ex-Bangladeshi owners and the importance of jute sector in the national economy, the Committee after threadbare discussion with the representatives of the Corporation recommends a viable revised set up for the BJMC and its enterprises. The revised set up provides 948 officers/staff for the BJMC Head/quarter including Zonal and Foreign Offices and 19641 Officers/staff for the enterprises as against sanctioned strength of 1655 and 19832 respectively. The strength of workers has been recommended as 114066 with a bit increase over the original set-up of 112859 considering additional loom/machine operation in the enterprises.

27. However, the committee holds that the mills should run on commercial basis and should be self-financed as soon as possible but not later than December 1984. Strict economy should be enforced in respect of expenditure in all spheres. Appointments, particularly, in senior posts should be made only with the prior approval of the BJMC Board. Proportionate reduction in number of posts should be made by the BJMC Board after review of the performance of individual mills.

28. The committee further holds that the workers position should also be reviewed by BJMC from time to time to adjust the revised sanctioned strength with the actual requirement of workers in the individual unit.

### REVISED CHARTER OF DUTIES

#### Chairman

- a. To act as the Chief Executive of the Corporation under P.O. 27 of 1972.
- b. To be responsible for over-all administration and smooth functioning of the Corporation and the enterprises under it with the assistance of Directors and Secretary.
- c. To ensure proper implementation of the Government policies, directives and instruction in the Corporation and the enterprises under it.
- d. To ensure that all decisions of the Board are implemented properly.
- e. To ensure that targets of production, exports, profitability of the enterprises under it are achieved economically.
- f. To ensure that the enterprises under the Corporation function smoothly and with maximum efficiency in all sphere.
- g. To act as an adviser to the administrative Ministry/Divns. on the related matters and on formation of the policies concerning the Jute Sector as a whole.
- h. To review the over-all performances of the enterprises/offices under the Corporation in the periodical meetings and take action as and where necessary for overall improvement.
- i. To be responsible in particular for co-ordination, administration, employees relations, public relations, audit, inspection team, management information system and training.
- j. To act as Chairman of the Enterprise Boards of Adamjee Jute Mills Ltd, Associated Bagging Co. Ltd, Star Jute Mills Ltd, Amin Jute Mills Ltd, Amin Old Field Ltd, Platinum Jnbilee Jute Mills Ltd, Daulatpur Jute Mills Ltd, and UMC Group of Mills and to hold meetings to review the performance of the said enterprises and issue necessary guideline/directive for over-all improvement.
- k. Any other duties as may be assigned by the Government.

#### Director (Finance):

- a. To act as financial head of the Corporation.

- b. To be responsible for smooth and efficient financial administration of the Corporation and its enterprises.
- c. To be responsible for all matters relating to budget, revenue, expenditure control, Accounts, Internal Audit, Insurance, Foreign Aid and loan investment and evaluation of the project.
- d. To scrutinise schemes to be submitted to the Government.
- e. To scrutinise proposals for amendment and modification of any provision of the order and the rules and regulations made thereunder.
- f. To be responsible for preparation of the annual budget of the Corporation and proposal for re-appropriation of additional grant, revised budget and the related matters.
- g. To scrutinise the proposal for handing over of the scheme/project/enterprises to other agencies.
- h. To scrutinise the monthly statement of accounts and audit report to be submitted to the Government.
- i. To scrutinise the proposal for the purchase or sales of any immovable property or share.
- j. To scrutinise the proposals for declaring goods, stores, machines and transports unserviceable and disposal thereof, if the book value is beyond Tk, 10,000.00.
- k. To scrutinise the proposals for writing off losses beyond Tk, 10,000.00.
- l. To scrutinise all agreement of foreign loan, aid and grant,
- m. To scrutinise the proceedings in regard to the purchase and sale of goods or stores and services required or rendered by the Corporation.
- n. To accord concurrence on relinquishment, remission or assignment of revenue, actual or potential or grant of guarantee against it.
- o. To accord concurrence involving expenditure for which no provision exists in the budget.
- p. To accord concurrence involving re-appropriation between major and minor heads within the budget.
- q. To accord concurrence involving alteration in the method of compilation of accounts or of the budget estimate.
- r. To accord concurrence involving receipt or expenditure of foreign exchange unless already authorised.
- s. To accord concurrence involving changes in the terms and conditions of the services of the officers and employees of the Corporation having financial implication.

- t. To accord concurrence involving granting of higher initial pay, advance increment, honorarium or any special remuneration, by whatever-name called, to any officer or employee of the Corporation.
- u. To accord concurrence involving determination of terms and conditions of appointment on contract.
- v. To accord concurrence on the creation of new and additional post.
- w. To accord concurrence involving relaxation or interpretation of rules and regulations having financial implication.
- x. To review the over-all performance and activities of the mills, offices under BJMC as a member of the Board of Directors.
- y. To act as Chairman of the Enterprise Board of Qaumi Jute Mills Ltd, Taj Jute Backing Co. Ltd, Bangladesh Jute Mills Ltd, M.M. Jute Mills Ltd, Jessore Jute Industries Ltd and Aleem Jute Mills Ltd. and to hold periodical meetings for review of performance of the said mills and also attend Enterprise Board meeting of Adamjee Jute Mills Ltd as Director.
- z. To perform such other functions as he may, from time to time, be required to do so by the Chairman, or the Board in regard to matters which have important bearing on administrative and financial aspects of individual projects and working of the Corporation as a whole.
- a.a- Any other duties as may be assigned by the Chairman/Board from time to time.

**Director (Production and Jute):**

- a. To act as Head of the Production and Jute Divisions of the Corporation.
- b. To issue guidelines to the enterprises for attaining maximum production efficiency and with possible reduction in cost.
- c. To be responsible for production planning and procurement of raw jute of the enterprises under the corporation considering market trend.
- d. To advise the Board in respect of production and jute procurement of the enterprises.
- e. To conduct monthly production review meeting for review of production and over-all performance of the enterprises.
- f. To advise Chairman on the matters relating to production and jute purchase.
- g. To be responsible for planning in respect of maintenance and overhauling of the machinery of the mills.
- h. To advise the Board on formulation of raw jute purchase policy, fixation of monthly target for purchase by each mills, issue of guideline and over all supervision and control over purchase and consumption of jute by the mills.

- f. To study the trend of the jute market and oversee the fixation of coordination price, assessment of yield of jute crop, its growth and condition in different areas.
- j. To inspect the mills under BJMC from time to time to review the overall performance with special reference to production, raw jute purchase and maintenance of machinery.
- k. To review the performances/activities of different jute mills, zones and Head Office in the meeting of BJMC Board as member of the Board.
  - l. To act as Chairman of the Enterprise Board, namely, Karim Jute Mills Ltd, Bawa Jute Mills Ltd, Mymensingh Jute Mills Ltd, Crescent Jute Mills Ltd, Gul Ahmed Jute Mills Ltd and Eastern Jute Mills Ltd and to hold periodical meetings for review of the performance of the said mills and also to attend enterprise Board meetings of Adamjee Jute Mills as Director.
- m. Any other duties as may be assigned by the Chairman/Board from time to time.

**Director (Research and Quality Control):**

- a. To act as Head of Research and Quality Control Divisions of the Corporation and to be responsible for their efficient and smooth functioning.
- b. To be responsible for planning, designing, implementing and supervising Research and Feasibility Study and Product Development activities of BJMC for further diversified uses of jute as well as to bring down the production Cost.
- c. To be responsible for planning, designing, implementing and supervising the process quality control and statistical quality control activities of BJMC Jute Mills.
- d. To direct and supervise the preparation of new samples as well as counter samples as per foreign and local buyer's requirement and specification.
- e. To ensure manufacturing of jute goods by all the mills under BJMC as per buyers' contractual specification and create confidence among the buyers.
- f. To inspect all the mills under BJMC to ensure quality of various inputs and outputs.
- g. To investigate the deficiencies and drawbacks of the quality control activities in the manufacturing process and give spot decision for various remedial measures.
- h. To arrange pre-shipment inspection of the quality of jute goods as per contractual specification.
- i. To ensure smooth functioning and review of the various activities of quality control testing laboratory at the Head Office and of the projects.

- j. To maintain close liaison with the Production and Jute Divisions of BJMC in solving various technical problems in the manufacture of jute goods.
- k. To be responsible for investigation and making decisions on foreign buyers complaints.
- l. To maintain close liaison with the technological research and quality control activities of BJRI (Tech), BCSIR laboratories, Bangladesh Standard Institution, Central Testing Laboratory and Directorate of Inspection of Jute Goods.
- m. To represent the Corporation in the meeting/seminar/conference/study within and outside the country as and when asked by BJMC.
- n. To act as Chairman of Enterprise Boards of Peoples Jute Mills Ltd, R.R. Jute Mills Ltd, Mill Furnishing Ltd. and to hold periodical meetings for review of performance of the said mills.
- o. To review the activities and performance of the jute mills, zones and Head Office in the BJMC Board meetings as member of the Board of Director of BJMC.
- p. Any other duties as may be assigned by the Chairman/Board from time to time.

**Director (Planning)**

- a. To act as Head of the Planning Division of the Corporation.
- b. To be responsible for planning and implementation of the development projects.
- c. To be responsible for procurement of machinery, spares and furnishings.
- d. To be responsible for clearance of imported consignments.
- e. To be responsible for civil engineering works.
- f. To be responsible for formation of necessary strategies of planning relating to development of jute manufacturing sector.
- g. To assist the BJMC Board in defining the direction in which the jute manufacturing sector is expected to move under the short-term, mid-term and long-term plans.
- h. To be responsible for formulation of schemes, projects and policies as per guideline given by the NEC, Planning Commission, Jute Division and BJMC Board.
- i. To be responsible for implementation of the projects under ADP.
- j. To ensure regular submission of the various reports/returns to concerned Government agencies.
- k. To be responsible for obtaining Govt. approval of the schemes.

- l. To be responsible for release of fund from the Govt. for the projects under ADP and to obtain foreign exchange from ERD and technical assistance from different international organisations.
- m. To issue guidelines/directives to the zones/mills on the matters relating to all type of construction works.
- n. To formulate policies and control of clearance of imported materials.
- o. To issue guideline to the mills and zones on the matters relating to Govt. duties, clearance problem etc.
- p. To accord administrative approval to the required categories of the construction work of the new project, mills and BJMC Head Office including processing of the concerned cases for approval of the BJMC Board.
- q. To inspect the mills and projects under BJMC from time to time.
- r. To act as Chairman of the Enterprise Boards of Latif Bawany Jute mills Ltd, Munwar Jute Mills Ltd, Rajshahi Jute Mills Ltd, Hafiz Jute Mills Ltd, Hafiz Textile Mills Ltd. Jute Plastic Plant and Galfra Habib Ltd. and to hold periodical meetings to review overall performance of the concerned mills.
- s. To review the performance of different jute mills, zones and Head Office in BJMC Board meeting as member of the Board.
- t. Any other duties as may be assigned by the Chairman/Board from time to time.

**Director (Marketing):**

- a. To act as Head of the Marketing Division of the Corporation.
- b. To be responsible for planning the marketing and sale of jute goods of all the enterprises under BJMC to all countries of the world.
- c. To be responsible for control and supervision of the sale of jute goods.
- d. To formulate policy, sales strategy and supervision and execution thereof.
- e. To be responsible for conducting market research and market promotion and market intelligence activities.
- f. To be responsible for obtaining information on development of new product in order to feedback the information to production Division of the corporation.
- g. To explore possibilities of diversification of market product wise and area-wise.
- h. To be responsible for making sales forecast and help Director (P&J) to make plans for production in the enterprises under BJMC.
- i. To perform function in respect of day to day sales of end-products of the enterprises.

- j. To arrange and control of shipment of jute goods as per contract with different buyers.
- k. To supervise and control the work of market promotion offices in Atlanta, Brussels and Abidjan and utilise their services to the maximum extent for sales promotion activities in the international market.
- l. To act as Chairman of the Enterprise Boards of Carpeting Jute Mills Ltd, Bagdad-Dhaka Carpet Factory, Furat-Karnafuli Carpet Factory, Karnafuli Jute Mills Ltd and Nishat Jute Mills Ltd. and to hold periodical meetings to review the performance of the said enterprises.
- m. To review the activities and performances of different jute mills/zones and Head office in the BJMC Board meeting as member of the Board.
- n. To act as Chirman of the Pricing Committee as per Jute Goods Trading Order.
- o. Any other duties as may be assigned by the Chairman/Board from time time to time.

**Secretary:**

- a. To act as Head of the Secretariat of the Corporation.
- b. To ensure smooth and proper administration of the Corporation and its enterprises.
- c. To perform the duties as the lawful attorney of the Corporation and to do all such acts and things for and on behalf of the Corporation as have been conferred upon him by a registered General Power of Attorney.
- d. To be responsible for appointment, promotion and posting of the Officers and employees of the Head Office, Zonal Office, Foreign offices etc.
- e. To be responsible for appointment, transfer, promotion and posting of the officers of its enterprises as may be decided by the Board of Directors from time to time.
- f. To arrange fixation of pay and emoluments of the officers and employees of the Head Office and enterprises.
- g. To initiate disciplinary action against concerned officers and employees for termination, dismissal and discharge from the services of the Corporation.
- h. To be responsible for signing of all contracts, agreements. Deeds making purchase, sales, transfers, exchanges, mortgages etc.
- i. To be responsible for purchase and acquisition of land, building, factory, plant and machinery, goods, materials and to arrange collection of rent, royalties, prices or any other money due to the Corporation and drawing

or negotiating cheques, bills, promissory notes, and negotiable or mercantile instruments.

- j. To be responsible for matters relating to legal affairs such as, suit, application, proceedings, claims, demands in any court or tribunal, before any authority Govt. or otherwise.
- k. To act as Principal Co-ordinator between the Board and different Divisions/ Departments/Sections of the Corporation and also the enterprises under the Corporation.
- l. To be responsible for arrangement of meeting of BJMC Board of Directors, recording minutes/decisions and implementation thereof.
- m. To be responsible for interpretation, clarification of the rules, regulations and decisions of the Corporation.
- n. To be responsible for all correspondances with the Government or any other Agencies.
- o. To be responsible for common service matters such as office accommodation, residential accommodation, office transport, furniture equipment and maintenance thereof.
- p. To countersign/approve the salary bills/T.A. bills etc.
- q. To allow temporary advances against salaries to officer/employees as may be prescribed by the Board.
- r. To prepare rules and regulations relating to the recruitment of the officers and employees, terms and conditions of their services training and development, medical benefits and perquisites, etc.
- s. To be responsible for maintenance of character rolls, seniority list of all cadres, declaration of assets and properties by the senior and junior officers and personnel records of all categories of officers and employees under the corporation.
- t. To be responsible for matters relating to foreign tour and arrange reception of foreign visitors to the Corporation and its enterprises.
- u. To look after the welfare and the grievances of the officers and staff of the Corporation.
- v. To attend the Enterprise/Board meeting as Director of Mymensingh Jute Mills Ltd, and Karim Jute Mills Ltd to review the performance of the said enterprises.
- w. Any other duties as may be assigned by the Chairman/Board from time to time.

**Dy Manager to Chairman.**

As confidential officer to the Chairman, he shall remain responsible for performing the following duties:

- a. Maintain liaison with the senior officials of the Corporation and also with Govt./Private Organisations.
- b. Fix and coordinate appointments/engagements with Govt./Private officials and also with foreign buyers.
- c. Coordinate holding of all sorts of meetings including Board Meetings and also meetings with foreign buyers/dignatories.
- d. Attend and connect outgoing/incoming phone calls.
- e. Handle confidential files/papers.
- f. Overall responsible for maintaining confidentiality of the Section.
- g. Take dictations.
- h. Supervise the activities of other staff of this Section.
- i. Protocol duties.
- j. Draw up tour programme of Chairman, BJMC.
- k. Such other functions as and when assigned by the Chairman, BJMC.

**Asstt. Manager to Directors**

As confidential officer to the Director, he shall perform the following duties:-

- a. To maintain liaison with different section/division of the BJMC Head Office as well as Zonal Offices and mills for smooth functioning of the Division.
- b. To co-ordinate the activities and attending the files/letters received in the office of the Director.
- c. To take actions in connection with the enterprise Board meeting i.e. issue notice/letter for enterprise Board meeting and arrange for holding such meetings.
- d. To take notes/dictations, type the same and arrange its despatch.
- e. To attend telephone calls of the Director (in coming and out going).
- f. To supervise the works of the section and look after general administration of the section.
- g. To perform such other duties as may be assigned from time to time.

**Asstt. Manager to Secretary**

As confidential officer to the Secretary, he shall perform the following duties:-

- a. To maintain liaison with different sections/Divisions of the BJMC Head

Office as well as Zonal Offices and mills for smooth functioning of the Division.

- b. To co-ordinate the activities and attending the files/letters received in the office of the Secretary.
- c. To take actions in connection with the enterprise Board meeting i.e. issue notice/letter for enterprise Board meeting and arrange for holding such meetings.
- d. To take notes/dictations, type the same and arrange its despatch.
- e. To attend telephone calls of the Secretary (in coming and outgoing).
- f. To supervise the works of the section and look after general administration of the section.
- g. To perform such other duties as may be assigned by the Secretary from time to time.

**Controller of Accounts & finance**

He shall remain responsible to Director (Finance) and discharge the following duties:-

- a. To act as overall incharge of Accounts and Finance, cost and budget and mill accounts.
- b. To maintain overall administrative discipline in the Accounts and Finance Division.
- c. To ensure maintenance of accounts of the mills and the Corporation.
- d. To ensure financial discipline in the industry.
- e. To look after the posting, transfers, promotions, recruitments of the senior accounts personnel of the Accounts Division and enterprises.
- f. To ensure implementation of the accounting, cost and budgetary control system in the mills and to improve the system from time to time as and when required to make the system more effective.
- g. To be responsible for preparation of annual budget of the Head Office and scrutiny of the budget of the enterprises for approval of the competent authorities.
- h. To analyse cost statement of the mills and prepare monthly and occasional reports for the higher authority.
- i. To be responsible for arrangement of finance for the enterprises and Head Office for smooth operation in keeping liaison with the Govt., Bangladesh Bank, Commercial Banks and other financial institutions.
- j. To ensure timely receipts and disbursement of fund received from the Govt.

and other agencies for development work and other purpose.

- k. To supervise and control the utilisation of foreign credits/aids received for import of spares and capital items.
- l. To supervise finalisation of Audit of Accounts of Head Office and mills by the External Auditors (Chartered Accountants Firms) and to arrange compilation of the industry's summarised accounts.
- m. To be responsible for operation of all Head Office Bank Accounts and also accounts of the enterprises, when and where necessary.
- n. To countersign/authenticate payments/remittances from Head Office as and when required.
- o. To act as Chairman of Foreign Central Purchase Committee.
- p. To act as member in the selection Board for all recruitments/promotion accounts and Audit personnel.
- q. To conduct periodical meetings with the Accounts Head and Mills Head, if necessary, in Dhaka and or in different Zonal Offices/mills to discuss accounting and financial problems and also procedural problems for appropriate record keeping for raw jute procurement, consumption and stock.
- r. To visit mills from time to time to look into the books of accounts, procedures and other related affairs.
- s. To attend and act on mail received from various Govt. authority/International Agencies/Financial institution of financial matters for appropriate action and disposal thereof.
- t. To advise Chairman/Board in the matters relating to Accounts and Finance.
- u. To act as Director in the Enterprise Board of Latif Bawany Jute Mills Ltd and Gul Ahmed Jute Mills Ltd. and to attend periodical meetings to review the overall performance of the said enterprises.
- v. To be responsible for submission of all financial statement of accounts of the Head Office and Mills to different Govt. Offices/International Agencies.
- w. To perform day to day routine work on the Accounts and Financial matters of the Corporation.
- x. To be responsible for detail scrutiny of the shareholdings of the mills denationalised and preparation of reports on the concerned mills for Govt. Also to ascertain investment, loan and liabilities position of the concerned mills for Govt. for incorporation in the agreement.
- y. Any other duties as may be assigned by the Authority.

**General Manager (Cost & Budget)**

He shall remain reponsible to Director (F)/Controller of Acs and assist in the following matters:-

- a. To supervise and control all the works of the Cost and Budget Department of BJMC Head Office.
- b. To discuss and finalise the individual mills annual and revised budgets.
- c. To arrange scrutinisation of monthly accounts of all the Jute Mills.
- d. To arrange compilation of monthly accounts, preparation of millwise productwise and consolidated monthly/yearly income statements of all the Jute Mills.
- e. To arrange determination of productwise costs of all the mills and make a consolidated industries cost statement every month.
- f. To analyse the product cost and find out the budget variances of all the mills for consideration of the higher authority and for taking appropriate action every month by mills concerned.
- g. To prepare and submit enterprises annual and revised budgets to the authority.
- h. To prepare management report for budgetary control and to suggest remedial measures for control and reduction of costs.
- i. To furnish various data/information to the Govt. and International Agencies.
- j. To work as member of the BJMC 2nd Tender Committee for imported spare parts.
- k. To make correspondences and maintain liaison of the Division/Department of BJMC H. O. and Mills for performing the above jobs smoothly.
- l. To operate cash credit A/cs. (Bank A/cs.) of the mills for transfer of funds to the mills.
- m. To attend enterprises Board meeting as allocated by the Authority.
- n. To perform various other jobs relating to cost and budget as and when assigned to him.
- o. Any other duties as may be assigned by the Authority.

**Dy. General Manager (Cost and Budget)**

He shall remain responsible to General Manager (C & B) and perform the following jobs:

- a. To arrange discussion of the Jute Mills Annual Budget.
- b. To compile and prepare the summarised Jute Industries Annual Budget.
- c. To compile and prepare the Industries Overall Income Statement.

- d. To prepare the monthly financial review report for submission to the authority.
- e. To prepare the cost statement, budget variances and projects production efficiency.
- f. To analyse the product cost and find out the budget variances of all the Mills.
- g. To determine the productwise cost of all the mills and make a consolidated cost statement of all the mills.
- h. To prepare industry's budget forecast for various agencies.
- i. To make correspondence with the mills and zonal offices on cost and variances and to follow-up.
- j. To prepare various information for the Govt. And International Agencies.
- k. To process files regarding capital expenditure of Jute Mills for according financial concurrence by the authority.
- l. To prepare various reports as and when required.
- m. Any their duties as and when assigned by the authority.

#### **Manager (Cost & Budget)**

He will be responsible to the General Manager and Dy. General Manager (Cost & Budget) to perform the following works:

- a) To arrange scrutinisation of the original budget submitted by the mills.
- b) To arrange approval of the individual mills budget of the BJMC authority after finalisation by the BJMC Budget Committee.
- c) To scrutinise monthly accounts submitted by the individual mills every month.
- d) To prepare comparative statement between actual and budgeted cost every month and to find out the budget variances for taking appropriate action by the mills and H.O. with a view to reducing the cost.
- e) To prepare reports and returns for submitting to the World Bank, IMF, Ministries and other Government Divns./Deptts.
- f) To make correspondences with the mills regarding monthly accounts, budgets and costs.
- g) Any other duties as and when assigned by the General Manager (Cost) and Dy. General Manager (Cost).

#### **Dy. Manager (Cost & Budget) (for Khulna & Chittagong Zone)**

He will remain responsible to Dy. General Manager (C&B) and Manager (C&B) to perform the following works:

- a) To supervise the works of the Asstt. Manager (Cost & Budget) in respect of compilation of monthly accounts submitted by the individual mills.
- b) To scrutinise the mills budget before submitting to the Budget Committee for their discussion and finalisation.
- c) To supervise the works of the Asstt. Manager in preparation of variance between actual and budgeted cost for taking appropriate action for reducing cost of the individual mills.
- d) To arrange preparation of product wise income statement of Jute Mills and also industries overall income statement.
- e) To prepare statements for submission to World Bank, IMF, Ministries and other Government Divns/Deptts.
- f) To prepare projected industries budget for consideration of the higher authorities.
- g) Any other works as and when assigned by the Manager (Cost & Budget).

**Dy. Manager (Cost & Budget ) II (for Dhaka Zone and Adamjee Jute Mills Ltd.).**

He will remain responsible to Dy. General Manager (C&B) and Manager (C&B) to perform the following works:

- a) To supervise the works of the Asstt. Manager (Cost & Budget ) in respect of compilation of monthly accounts submitted by the individual mills.
- b) To scrutinise the mills budget before submitting to the Budget Committee for their discussion and finalisation,
- c) To supervise the works of the Asstt. Manager in preparation of variance between actual and budgeted cost for taking appropriate action for reducing cost of the individual mills,
- d) To arrange preparation of productwise income statement of Jute Mills and also industries overall income statement.
- e) To prepare statements for submission to World Bank, IMF, Ministries and other Government Divns/Deptts.
- f) To prepare projected industries budget for consideration of the higher authorities.
- g) Any other works as and when assigned by the Manager (Cost & Budget).

**Asstt. Manager-I (Cost & Budget)**

He will be be responsible to Manager and Dy. Manager (Cost & Budget) and will discharge the following duties:

- a) To check mills monthly accounts and preparation of productwise income

statements of Mills under Chittagong and Khulna Zones and also preparation of Industry's overall income statement jointly with other officers.

- b) Preparation of Chittagong and Khulna Zones mills productwise and elementwise cost per ton statement and their gradation.
- c) Preparation of Chittagong and Khulna Zones mills productwise Profit/(Loss) position for submission to the higher authority.
- d) Preparation of Chittagong and Khulna Zones mills productwise gap between total cost and export sales per ton and ascertain the % of gap on total costs.
- e) Preparation of Chittagong and Khulna Zones mills annual budget after completing discussion by the General Manager (Cost & Budget), other members of the Budget Committee and the mills management.
- f) Preparation and checking of various projection, statistical information which are required by the Government and International Agencies.
- g) Any other duties as and when assigned.

**Asstt. Manager - II (Cost & Budget)**

He will be responsible to Manager and Deputy Manager (Cost & Budget) and will perform the following duties

- a) To check mills monthly accounts and preparation of productwise income statements of Mills under Dhaka Zone and Adamjee Jute Mills and also preparation of Industry's overall income statement jointly with other officers
- b) Preparation of Dhaka Zones mills and Adamjee Jute Mills productwise and elementwise cost per ton statement and their gradation.
- c) Preparation of Dhaka Zones mills and Adamjee Jute Mills productwise Profit/(Loss) position for submission to the higher authority.
- d) Preparation of Dhaka Zones mills and Adamjee Jute Mills productwise gap between total cost and export sales per ton and ascertain the % of gap on total costs.
- e) Preparation of Dhaka Zone's mills and Adamjee Jute Mills annual budget after completing discussion by the General Manager (Cost & Budget), other members of the Budget Committee and the mills management.
- f) Preparation and checking of various projection, statistical information which are required by the Government and International Agencies.
- g) Any other duties as and when assigned.

**General Manager (Project Accounts):**

He shall remain responsible to Director(F)/Controller of A/cs and be required to attend the following works:-

- a. To supervise the works of Head Office Project Accounts Section.
- b. To attend all correspondences relating to financial accounts and finance of the Mills and arrange disposal.
- c. To supervise the analysis of the Mills' financial accounts quarterly and arrange its consolidation.
- d. To take necessary steps to expedite auditing of Mills' Accounts by the External Audit Firms.
- e. To arrange discussion of Draft Audited Annual Report and Accounts of all Mills for finalisation with the firms of Chartered Accountants.
- f. To take necessary steps for analysis and consolidation of Annual Audited Accounts of the Mills.
- g. To arrange implementation of the guidelines of Corporation and Government relating to financial accounts of all the Mills.
- h. To attend to queries and problems relating to financial accounts and financial matters of the Mills.
- i. To visit Mills to look into the book keeping and to see follow-up works being done by the mills particularly on External Audit Report.
- j. To maintain liaison with different Govt. Agencies and International Agencies in respect of furnishing data relating to financial accounts of the Mills.
- k. To prepare Industry's Statement in respect of Debt/Equity Ratio, Statements of Sources and Applications of Fund and Cash Flow Statement for submission of the same to different Government/International Agencies.
- l. To deal with queries in respect of Income Tax and other related tax-matter of the Mills.
- m. To deal with rules and guidelines of Workers Profit participation Fund of the Mills.
- n. To operate Cash Credit Account (Bank Account) of the Mills for transfer of funds to the Mills.
- o. In addition to above, to deal with other matters as are assigned to him.

**Dy. Gen. Manager (Project Accounts):**

He shall remain responsible to General Manager (Project Accounts) and perform the following jobs:-

- a. To arrange consolidation of Financial Accounts of the Mills quarterly and annually.
- b. To contact Audit Firms and Mills for finalisation of External Audit.
- c. To hold discussion on Draft Audited Accounts with External Auditors (Firms of Chartered Accountants) for Mills.
- d. To deal with GOB Equity, allocation of contribution to National Exchequer and debenture loans.
- e. To sort out irregularities from the periodical Accounts and to take necessary action.
- f. To consolidate and analyse Balance Sheet, Cash Flow and other Financial Statement.
- g. To co-ordinate and keep close liaison with other Section/Department and Mills.
- h. To attend correspondences of the Mills for disposal.
- i. To work out detail on Capital Re-structuring of Mills.
- j. To co-ordinate General Manager for Inter-Corporation and Inter Project dues and recovery of outstanding dues with Govt. Agencies as and when assigned.
- k. Other jobs as and when assigned by Gen. Manager (Project Accounts).

#### Manager (Project Accounts)

He shall remain responsible to Gen. Manager (Project Accounts) and perform the following jobs:-

- a. To consolidate monthly stock bank position of mills required for Cash Credit Accounts.
- b. To contact Banks for confirming Balances of Cash Credit Accounts of Mills,
- c. To work for renewal of Cash Credit Limits etc. of the Mills and make various correspondences with Banks.
- d. To keep liaison with Bangladesh Bank regarding sanction of Cash Credit norms.
- e. To process files giving details of financial position and other related data of the Mills for financial assistance to the Mills.
- f. To discuss and finalise External Audit as and when assigned by General Manager (PA).
- g. To make correspondences with Power Development Board and mills for payment of outstanding bills.
- h. To make correspondence with the Mills and work out detail for dues of all returned Mills to Bengali owners.
- i. Any other job as and when assigned by the Dy. General manager (Project),

**Dy. Manager (Project Accounts)**

He shall remain responsible to Gen. Manager (Project A/cs) and will perform the following duties:-

- a. To analyse and consolidate quarterly, half yearly and yearly Accounts of all mills.
- b. To analyse and consolidate Inter Agency dues of all enterprises under BJMC and make correspondences thereof.
- c. To prepare statistical data for Govt. and other organisations from time to time.
- d. To prepare working papers related to Accounts and Audit of respective Zones.
- e. To maintain records of Dhaka, Chittagong and Khulna Zones relating to Financial Accounts.
- f. To maintain liaison with other Sections and Mills for preparing data for Govt. and International Agencies.
- g. Other jobs as and when assigned.

**Asstt. Manager-I (project Accounts)**

He shall remain responsible to Dy. Manager (Project Accounts) and perform the following jobs :-

- a) To compile Financial Accounts of the mills under Chittagong and Khulna Zones quarterly and yearly.
- p) To prepare industries summary on the financial accounts quarterly and yearly.
- c) Preparation of audited profit/loss statement of the mills under Chittagong and Khulna Zones.
- d) To work out detail on capital re-structuring of mills.
- e) To prepare yearwise statement on National Exchequer paid to Govt.
- f) To attend discussion on draft accounts of mills with the external auditors.
- g) Any other duties as and when assigned by the Dy. Manager (Project Accounts).

**Asstt. Manager - II(Project Accounts)**

He shall remain responsible to Dy. Manager (Project Accounts) and perform the following jobs:-

- a) To compile Financial Accounts of the mills under Dhaka Zone and Adamjee Jute Mills Ltd. quarterly and yearly.
- b) To prepare industries summary on the financial accounts quarterly and yearly.

- o) Preparation of audited profit/loss statement of the mills under Dhaka Zone and Adamjee Jute Mills Ltd.
- d) To work out detail on capitail re-structuring of mills.
- e) To prepare yearwies statement on National Exchequer paid to Govt.
- f. To attend discussion on draft accounts of mills with the external auditors.
- g) Any other duties as and when assigned by the Dy. Manager (Project Accounts).

**General Manager (finance)**

He shall remain responsible to Diretor (F)/Controller of A/cs & Finance in respect of the following :-

- a. Supervision, Co-ordination and Control of all works relating to Finance Department.
- b. Co-ordination with Planning Department, BJMC for lining up (a) ADP loans, (b) Foreign Credits. (c) Foreign Exchange and (d) Project Aid etc.
- c. Allocation of Foreign Exchange for development and non-development purposes and to ensure control on its proper utilisation by BJMC H.O. for central imports and mills against their own imports.
- d. Arrangement of release of ADP Fund from the Ministry of Finance through adminisrative ministry and disbursement thereon to on-going projects.
- e. Presentation of foreign exchange budget for sales promotion offices and for invisible foreign exchange payment and to get the same approved by the competent authorities.
- f. Arrangement of repayment of long term Loans and DSL on such loans to financial institutions as well as to foreign creditors for project loans and against other specified imports.
- g. Arrangement of withdrawawal of foreign exchange loan against IDA Credit and also responsible to obtain import licence, L/Cs etc. in connection with centralised imports.
- h. To approve final settlement to officers and employees of H.O. and mills under the Welfare Schemes.
- i. To approve, estimate and actual expenses in respect of repairs of vehicles.
- j. Checking and scrutinisation of the requirement of Printing and Stationery before purchase is made.
- k. Act as Convenor of the Committee for fixation of Pay and Allowances of the Officers/Employees of the Corporation and Mills.
- l. To deal with the compensation cases in respect of the share-holding of nationalised jute mills and other related works.

- m. To assist in the work of mills being denationalised.
- n. To submit relevant information as and when required by different Government/International Agencies.
- o. Any other duties as may be assigned by the Authority.

**Dy. General Manager (Finance)**

He shall remain responsible to Gen. Manager (finance) and perform the following duties:-

- a. To initiate proposal for release of Fund in respect of ADP Projects.
- b. To obtain sanction from the Government and to submit bills to A. G. Office for drawal ADP Funds and disbursement of the same to the mills.
- c. To calculate Debt servicing loans and arrange repayment of such loans with interest.
- d. To attend review meeting on utilisation of ADP Fund both local currency and foreign exchange.
- e. To process cases of repayment of all foreign loans i.e. to arrange sanction of foreign exchange from the Govt., collection of counterpart from mills and to obtain Bangladesh Bank's approval to the remittance to foreign creditors through Commercial Banks.
- f. Preparation of foreign exchange invisible budget and to follow-up Govt. authorities for approval to such budget estimates.
- g. To initiate proposals for sanction of foreign exchange requirement against approved budgets to arrange remittances.
- h. To initiate proposals and arrange foreign exchange for remittance to BJMC Sales promotion Offices abroad against approved budgets provisions.
- i. To process cases for drawal of fund from the Govt. on account of Equity, Subsidy, Grants etc.
- j. To attend different meeting on review of foreign exchange utilisation and others as & when required.
- k. To keep required records and registers on all Foreign exchange allocations and utilisation.
- l. Supervision of the functions of Manager, Dy. Manager, Asst. Manager (Finance).
- m. To do all other work, in addition to above, as assigned.

**Manager (Finance.)**

He shall remain responsible to DGM (Finance) and perform the following jobs:

- a. To obtain Import Licences and to arrange L/C Authorisation Forms and Import Permits.
- b. Establishment of Letters of Credit, amendment of L/C and retirement of shipping documents.
- c. Preparation of withdrawal applications against project foreign loans.
- d. Payment of Licence and permit fees.
- e. To deal with contravention cases in respect of Imports.
- f. To attend other problems relating to imports made by Jute Mills.
- g. To arrange Licence or in lieu of L/C authorisation and to open L/Cs. To prepare QAR and Reimbursement applications in respect of 1032-BD IDA Credits for reimbursement of fund by World Bank to negotiating Banks in foreign countries and Bangladesh Bank respectively.
- h. To do all other work, in addition to above, as assigned,

**Dy. Manager (Finance)**

He shall remain responsible to DGM (Finance) and perform the following duties:

- a. Preparation, maintenance and reconciliation of millwise records in respect of long term loans of Jute Mills with Bangladesh Shilpa Bank and Bangladesh Shilpa Rin Sangstha.
- b. Arrangement of repayment of BSB/BSRS principal loan and interest from mills own sources or Govt. Fund A/c Equity.
- c. To act as Member pay and Implementation Cell of BJMC. Performing Jointly with other members fixation of pay of the Officers and Staff of BJMC, H.O. and all enterprises under BJMC as per NPS'73 and NNPS'77.
- d. Allocation, sub-allocation of Foreign Exchange and periodical utilisation reports for different authorities.
- e. Arrangement of Bid Bonds, and performance guaranties etc. in respect of Centralised Sales.
- f. Preparation of detailed monthly statements for QAR applications, Disbursement application QAR issued from World Bank, Disbursement, statement from World Bank, including reports to BJMC and Govt. Authorities. Preparation and submission of reimbursement applications to World Banks for Construction of Training Centre against 1032 BD IDA Credit.

- g. Preparation of Mill wise overdues statement of principal and interest on debenture loans.
- h. Preparation of various statements for different Govt. authorities for sanction and release of Fund under Capital Restructuring scheme of Jute Mills.
- i. Preparation of various statements, reports required in respect of Jute Mills transferred and transferable to Bangladeshi share-holders.
- j. To do all other work as and when assigned.

**Asstt. Manager (Finance)**

He will be responsible to Manager (Finance) and perform the following duties:-

- a) To keep records of all long term loans of jute Mills with BSB and BSRS.
- b) Calculation of millwise long term interest.
- c) Allocation/Sub-allocation of foreign exchange and periodicals utilisation reports for different authorities.
- d) Maintenance and preparation of millwise repayments schedule of principal long term loans.
- e) Preparation of millwise overdues statements of principal and interest on debenture loans.
- f) Preparation of various statements, reports required in respect of jute mills transferred and transferable to Bangladeshi share-holders.
- g) Any other works as and when assigned by the Manager (Finance).

**Dy. Gen. Manager (H.O. Accounts)**

He shall remain responsible to Controller of A/cs on the following matters:-

- a. Overall in Charge of BJMC, H.O. Accounts Deptt.
- b. To supervise and control Pay Roll Sections with allied work for Officers and Staff.
- c. To supervise and Control work of Bills Payable Sections.
- d. To supervise and ensure proper Book Keeping and Accounting of H.O. A/cs and to ensure Preparation of A/cs of H.O.
- e. To ensure regular Accounting and Submission of zonal Accounts from the Existing 3 Zones and 3 Foreign Sales Promotion Offices and incorporation of those A/cs. with the H. O. A/cs.
- f. To ensure preparation of H. O. annual A/cs. its Auditing by Internal, External and Commercial Audit.
- g. To ensure reconciliation of all A/cs of the Mills with the A/cs.

- h. To arrange preparation of Annual Budget of the H. O. for submission to the Different authorities.
- i. To work as Secretary BJMC Officers and Employees P.F. Trust and is responsible for maintenance of A/c. preparation of annual A/cs. of the P.F. Trust and to suggest investment of fund available and responsible for distribution of individual members A/cs. annually to the fund for confirmation.
- j. To ensure supervision and control of Cash & Bank A/c, movement of fund in Cash and through Bank Transaction and reconciliation of Bank Account.
- k. To ensure Budgetory Control on items of Exp. for BJMC Head Office.
- l. To approve and pass the bills of supplier/contractors, TA/DA bills, Pay and allowance bills etc.
- m. To approve and Pay all vouchers relating to Cash Payment or Payment by Cheque or by transfer and also passing Journal Voucher for adjustment.
- n. To operate all Bank A/cs. of the H.O. Signing of all Cheques, arrangement of remittance/advices, to all Zones, Branch Offices, Foreign Offices and also to mills jointly with the authorised officer of the Administration.
- o. To supervise computation of income tax in respect of Officers/Employees of the H. O. and to arrange assesment of Taxes of the Corporation A/cs.
- p. To act as Chairman/Member of Tender Committee for all Local Purchase of Stores and Assets for BJMC H.O.
- q. To furnish information/data to different authorities as and when required.
- r. To do any other work/Job as and when assigned.

**Manager I (Head office A/cs)**

- a. To remain responsible to the Dy. Gen. Manager (HO-A/cs) in day to day accounting works of Head Office.
- b. To supervise the work of Pay roll Section.
- c. To supervise the work of bills payable Section.
- d. To scrutinise and approve Cash Vouchers or Cash Payment in Head Office. To scrutinise also all Cheque Vouchers for final approval of DGM (Accounts).
- e. To co-ordinate with Dy. Managers in Charge of Pay-roll, Bills, H.O. Accounts Bank and Cash.
- f. To scrutinise all Journal Vouchers relating to-outside and inward bills, other advances, foreign offices and zonal offices transactions.
- g. To prepare and finalise Head Office Annual Budget including that of Zones and Foreign Offices. And to circulate departmentalised approved budget to all department concerned for budgetory control purpose.

- h. To attend to External, Internal and Govt. Commercial Audit and to act on their observations.
- i. To act as member in the Tender Committee for all nature of repairing works of H.O.
- j. To receive daily mail and to arrange proper distribution to Officers and Staff concerned.
- k. To act as a member of NNSP Implementation Cell of BJMC Head Office and Projects.
- l. To attend any other jobs as and when assigned.

**Manager-II (Bills):**

He shall remain responsible to DGM(HO-A/cs) and perform the following jobs:

- a. To scrutinise and arrange payment of Telex and Telephone bills.
- b. To scrutinise and arrange payment of Electricity bills.
- c. To scrutinise and arrange payment of Rent bills.
- d. To scrutinise and arrange payments of All kinds of Store Purchase bills.
- e. To scrutinise and arrange payment of Pharmacy Medical bills.
- f. To scrutinise and arrange payment of Petrol, Oil and Lubricants bills including Vehicle Maint., Repairing.
- g. To scrutinise and arrange payment of other all kinds of Party payment bills.
- h. Adjustment of party payment bills against advance.
- i. Provision for all kinds of Outstanding party payment bills.
- j. Reconciliation for all kinds of outside party payment bills with the main accounts.
- k. Supervision in the preparation of Zonal accounts and in corporation of of the same in H.O. accounts.
- l. To prepare a schedule for Final Accounts such as contractor current accounts, Advance to suppliers, Advance against Rent, Advance against Legal Fees and allied nature.
- m. To do any other job or work as and when assigned.

**Manager III (Bank & Cash)**

He shall be responsible to DGM (HO-A/cs) and perform the following jobs:-

- a. To supervise the work of Officers/Staff of Bank and Cash Section.
- b. To arrange collection and distribution of central sales proceeds of the mills including preparation of sales statements with adjustment against BJMC/ BIDD dues.

- c. To arrange remittance to Foreign Offices and Zonal Offices of BJMC.
- d. To arrange issuance of Foreign Currencies/Travellers Cheque for the foreign tours and preparation of bills adjustments vouchers for the same.
- e. To arrange payment of freight for foreign sales. Inspection charges, fumigation charges, etc. relating to all central sales of jute goods.
- f. To check daily STD Vouchers/Daily Cash scroll and all receipts and Cash.
- g. To prepare Charge out provisions and arranging realisation of the same from sales proceeds in hand and making adjustment entries therefor.
- h. To receive and arranging security of Bank gurantees on Exports and Imports.
- i. To arrange collection of foreign P.O/Cheques/DDS for 3 Carpet Mills and remittances of the proceeds to their bank A/c.
- j. To prepare advices for all kinds of finances to the mills including release of fund for retirement of original shipping documents against IDA Credit, ADP Loan, ADP RH Loan, Iraqui Credit etc.
- k. Reconciliation of Bank Accounts.
- l. Any other duties as and when assigned.

**Dy Manager I (Accounts):**

He shall remain responsible to DGM (HO. A/cs) and perform the following jobs:-

- a. To prepare Receipts and Payments A/cs. and Balance Sheet of BJMC, Head Office (Monthly, Quarterly and Yearly).
- b. To finalise of External Audit of BJMC Head Office A/cs.
- c. To maintain books of accounts regarding all Govt. Fund-Loan, Grant, Bank Debenture, Bank Overdraft etc. and Interest thereon as received from the Govt. and subsequently disbursed to Jute Mills.
- d. To issue Debit Notes, Credit Notes and statement to the Jute Mills from time to time.
- e. To reconcile Head Office Current Accounts with the Jute Mills.
- f. To supervise the maintenance of subsidiary Ledger, General Ledger, Cash Book, Bank Book by Adamjee Computer Division.
- g. To Check Computer listing, Wrong Codes, to Scrutiny, analysis different entries, Coding etc.
- h. To face different audit parties by extending co-operation to External Auditors, Internal Auditors, Govt. Commercial Auditors and special Auditors and give replies to their queries.

- i. To submit the Income Tax Return of BJMC.
- j. To make miscellaneous correspondence with all projects under BJMC.
- k. Any other duties as and when assigned.

**Dy. Manager II (Pay Roll)**

He shall remain responsible to DGM (HO-A/cs) for the following Jobs:-

- a. Preparation of monthly pay bills of all Officers and Staff of Head Office.
- b. Supervision/Preparation of daily rated Staff Salary.
- c. Supervision/Scrutiny of overtime bills of Staff.
- d. Supervision/Preparation and scrutiny of Monthly Journals for deductions from Staff and Officers pay.
- e. Calculation of Deposit of pension and Leave Salary of Govt. Officers on deputation.
- f. Calculation of interest for House Building, Motor Cycle Loan.
- g. Payment of bills for annual Bonus/Honourarium etc. to Staff and Officers.
- h. Preparation of Annual Salary Budget and for Head Office.
- i. Payment of premium etc. to Welfare Scheme.
- j. Payment to outgoing/retired/terminated officers and Staff.
- k. Issuance of LPC's to outgoing staff and officers after scrutiny of liabilities.
- l. To arrange payment of arrears payments to staff and officers on refixation amendment of pay.
- m. To maintain personal advances record relating to salary and to account for same from time to time.
- n. To supervise the entire affairs of pay roll section for its smooth running of day to day activities.
- o. To act as member of BJMCs NNSP Implementation Cell for Head Office and Khulna Zone and its projects if and when required.
- p. To do any other work as and when entrusted.

**Dy. Manager III (Perquisites)**

He shall remain responsible to DGM (HO A/cs) and perform the following Jobs:-

- a. Checking of miscellenouns bills of Sr. Officers of Head Office.
- b. Payment of monthly House Rent Bills of the Officers and Staff of Head Office.

- c. To maintain House Rent advance registers for houses taken on lease by the Corporation.
- d. Supervision of the work of T.A. Bill section and reconciliation of its advance A/cs.
- e. Computation of yearly Salary Income Tax of Officers and Staff of Head Office.
- f. To maintain provident Fund A/c. of Officers and Staff those who are working at Head office and G.P. Fund, Ben. Fund and Gr. Ins. of Govt. Officers on deputation to BJMC.
- g. Any other work as and when assigned.

**Asstt Manager I (Head Office A/cs)**

He shall be responsible to Dy Manager (HO. A/cs) and perform the following duties:-

- a. To arrange remittance of fund to Zonal offices on re-imburement basis in comparison with actual expenses vis-a-vis Budget provision.
- b. Scrutiny of Accounts and preparation of Journal vouchers for adjustment of Zonal Office Accounts to incorporate it in the Head Office Accounts.
- c. Preparation of journal voucher for adjustment of Branch Office Accounts.
- d. Re-conciliation of Zonal/Branch Office Accounts with Head Office Book.
- e. Preparation of Annual Budget of BJMC Head Office, Zonal Offices and Foreign Offices abroad.
- f. To maintain attendance register up to the rank of Branch Officer.
- g. To maintain Casual leave register up to the rank of Branch Officer.
- h. To arrange proper accomodation of departmental records/files and to supervise the work of staffworking in the record room.
- i. To attend the Central purchase committee and Tender Committee as and when required.
- j. To maintain sectional records/files etc.
- k. To attend the officer and staff of mills as and when they come for reconciliation of mills current account and to maintain all other co-ordination work of Accunnts Division.
- l. Any other work as and when assigned.

**Asstt. Manager -II- (Bills)**

He will remain responsible to Dy. Manager (HO A/cs) and perform the following duties :-

- a. Maintenance of sales promotion register including sample of Jute Goods, Trade fair within and outside Bangladesh and Expenditures relating to Foreign delegates and Foreign buyers.
- b. Maintenance of Import clearing register for the imported consignment of all the Jute Mills under BJMC and adjustment thereof.
- c. Scrutiny of all kinds of repairs and maintenance bill and preparation of cash/cheque vouchers thereof.
- d. Preparation of Journal Vouchers relating to advance against expenses for adjustment.
- e. Maintenance of advance against expenses register and to follow up Gradual adjustment.
- f. Reconciliation of advance with Financial ledger.
- g. Preparation of schedules of advance against Expenses for monthly Accounts.
- h. To make provision for all outstanding expenses in order to provide these in the monthly Accounts.
- i. To scrutinise the medical bill of the officers and staff on the basis of the prescription prescribed by CMO, Sr. DCMO, MO., BJMC and preparation of Cash/Cheque Vouchers thereof.
- j. To scrutinise conveyance bill of the officers and staff and preparation of Vouchers thereof.
- k. To scrutinise entertainment bills of the officers and staff and preparation of Cash/Cheque Vouchers thereof.
- l. To ensure that the above expenditures are within the budget provision.
- m. Any other job/work as and when assigned.

**Asstt. Manager III (Accounts):-**

He will be responsible to Dy. Manager (HO A/cs) and perform the following duties:-

- a. To check-up all computer listing i.e. Adjustment Journal, Cash Book and Bank Book.
- b. To check-up final listing to ensure computer Division to make sub-ledger sub-trial balance etc. monthly and yearly.
- c. To prepare balance sheet, receipt and payment accounts of BJMC Head Office with relevant schedules/sub-schedules.

- d. To submit the draft final accounts of BJMC Head Office to External Auditors.
- e. To make co-ordination to the different audit parties.
- f. To submit the corporation income tax return and Wokalatnama etc. to the Govt. with the help of Tax Consultant.
- g. Maintenance of Books Accounts with appropriate documents related to Govt. Fund/Loan/Grant/Credit etc.
- h. To finalise different audit i. e. Govt. Commereial Audit, Internal Audit Queries and Replies year wise.
- i. To reconcile different accounts i. e. Debtors/Creditor/A/cs. analytically.
- j. To submit the various statistical information to the Govt./Higher Authority/Nationalised Banks.
- k. Computation and Calculate the interest on Bangladesh Bank Debentures, Janata Bank Debentures, Bangladesh Bank O/D and different Govt. Loans.
- l. Any other duties as and when assigned.

**Asstt. Manager IV (Tax and P. F.)**

He shall remain responsible to the Dy. General Manager (HO) and Secretary, BJMC Officers and Staff Provident Fund Trust and perform the following jobs:-

- a) To maintain officers and employees personal records.
- b) To prepare monthly P. F, A/cs. for employees and employers contribution.
- c) To prepare P.F. loan A/cs. taken by the individual employees and officers.
- d) To prepare yearly statement of all the P. F. members individually for distribution.
- e) To arrange the auditing of Accounts of Provident Fund.
- f) To arrange calculation of estimated income tax at the beginning of the year for the employer concerned.
- g) To arrange monthly return of deduction of income tax.
- h) To arrange depositing of income tax to the Bangladesh Bank periodically.
- i) Any other duties as and when assigned by the Dy. General Manager (HO).

**Asstt. Manager V (Overseas Sales Offices Accounts)**

He shall remain responsible to Dy. General Manager (H.O.A/C.) and perform the following works :-

- a) To maintain books and records of overseas sales offices of BJMC.

- b) To maintain all overseas sales offices accounts in detailed.
- c) To arrange remittance of fund to all overseas sales offices.
- d) Preparation of annual budget of all overseas sales offices.
- e) To arrange, obtaining foreign exchange allocation from the Govt.
- f) Incorporation and reconciliation of sales office account with H.O. A/cs.
- g) Any other jobs as and when assigned by the Dy. General Manager (HO)

**Asstt. Manager VI (Pay Roll)**

He shall remain responsible to the Dy. Manager (Pay Roll) to perform the following jobs :-

- a) Preparation of monthly pay bills of all officers and staff of BJMC H.O.
- b) Preparation of daily rated staff salaries.
- c) To make arrangement to prepare Bankwise statements of advice and subsequent sending them to concerned banks for disbursement of salaries to officers/staff.
- d) Preparation of overtime, reward and bonus bills of H.O. officers/staff.
- e) Preparation of monthly journals for any deduction from the officers/staff pay.
- f) Maintenance of personal record of incumbants of H.O.
- g) Preparation of annual salary budget of officers add staff of H.O.
- h) Any other works as and when assigned by the Dy. Manager (Pay Roll).

**Dy. Manager A/cs (disinvested Cell):**

He shall remain responsible for the following jobs:-

- a. To prepare/obtain papers/documents in connection with all affairs of disinvested units of BJMC.
- b. To process all works in connection with units under process of disinvestment.
- c. To maintain liaison with Ministry of Industries and Commerce Disinvestment Cells (Industries Division and Jute Division) in connection with receiving claims and assisting in settlement of compensation by verifyinfying correctness of the share holding of the units.
- d. To assist preparation of report and collecting of relevent data in respect of mills for submission to the authorities for the purpose of taking decision in respect of Bangladesh owners mills transferred or being transferred.
- e. To maintain relevant files for compensation claims as well as transferred mills.

- f. To be attached with Jute Division (Disinvestment Cell) Ministry of Industries and Commerce to assist in preparation of reports, verification of claims for transfer of mills by the administrative Ministry i.e. Jute Division.
- g. To deal with tax affairs of projects under BJMC.
- h. To scrutinise, verify present and past claims in respect of units already disinvested and of those which are under process of disinvestment.
- i. To scrutinise shareholding position of the Companies, its sponsorers, Directors and other share holders and to make reports in respect of Jute Mills Disinvested and are process of disinvestment.
- j. Any other duties as assigned in addition to above.

#### Asstt Manager (Disinvestment Cell)

He will be responsible to Dy. General Manager (HO A/es) and will discharge the following duties and functions:-

- a. To take care of incoming letters in connection with disinvestment of BJMC units and to take following action.
- b. To prepare various types of statement as and when desired by the higher authority.
- c. To collect information/data from Disinvestment Cell of Ministry of Industries Division in respect of BJMC Units disinvested or under process of disinvestment.
- d. To collect informations/data from the Office of Registrar of Joint Stock Companies in respect of BJMC Units disinvested or under process of disinvestment.
- e. To process the file for remittance of fund to the BJMC Units under process of disinvestment.
- f. To keep Accounts and maintain Registers in connection with the settlement of outstanding liabilities of the BJMC Units disinvested.
- g. To maintain files and records of BJMC Units Tax matters.
- h. To process approval for appointment of Tax Consultants for BJMC Units.
- i. To prepare the Provident Fund Final Accounts for submitting to the External Auditors for finalisation.
- j. To prepare the Provident Fund statement and to reconcile the membership statement with the Central Ledger.
- k. Any other duties as may be assigned by the authority.

**Asstt. Manager to Controller of Accounts & Finance**

As confidential officer to the Controller of Accounts and Finance, he shall perform the following duties :-

- a. To maintain liaison with different sections/divisions of the BJMC Head Office as well as Zonal Offices and mills for smooth functioning of the Division.
- b. To co-ordinate the activities and attending the files/letters received in the office of the Controller of Accounts and Finance.
- c. To take actions in connection with the enterprise Board meeting i.e. issue notice/letter for enterprise Board meeting and arrange for holding such meetings.
- d. To take notes/dictations, type the same and arrange its despatch.
- e. To attend telephone calls of the Controller of Accounts and Finance (in coming and outgoing)
- f. To supervise the works of the section and look after general administration of the section.
- g. To perform such other duties as may be assigned by the Controller of Accounts and Finance from time to time.

**Dy. General Manager and Incharge (Insurance):**

- a. To act as Overall Incharge of the Head Office, Insurance Department being responsible to Director (Finance):-
- b. To control the Department both administratively and functionally.
- c. To advise the Corporation about Policy matters on insurance including the risks to be insured and the hazards to be borne by the mills themselves i.e. to ensure coverage of maximum risks with minimum costs and communicate decisions to the mills for implementation.
- d. To undertake insurance research from the point of view of the BJMC and prepare appropriate schemes for considerations and adoption by the BJMC Board with a view to minimising the insurance cost safeguarding financial interest of the mill as well as of the Corporation.
- e. To draft insurance clauses of various agreements/contracts to be executed by the mills as well as by the Corporation with the local/Foreign Contractors/Suppliers protecting financial interest of the mills/Corporation.
- f. To keep liaison with the top Executives of Bima Corporation/Surveyors and other Corporations together with various Departments/Divisions of BJMC, H.O. and Branch Offices, and mills for insurance matters.
- g. To explore possibilities for getting special and reduced premium rates by improvements of risks as well as getting settlement of complicated claims in joint meetings with the Bima Corporation/Surveyors.

- h. To make periodical visits to the mills/Zonal Offices for inspection on insurance matters particularly at the time of big fire occurrences.
- i. To see the daily incoming daks, distribute the same amongst the concerned dealing officers and also see the daily correspondence made by the different officers through the copies of Master File.
- j. To prepare lessons for the in-service training of the Insurance dealing personnels of the mills and design programme for the training.
- k. To take training classes on important and complicated subjects of insurance and maintain close supervision of the training.
- l. Inspection of risk of the Mills/Enterprise under different Zones.
- m. Visiting the mills/enterpeises immediately after occurrence of big fire/marine/accident losses and rendering technical advice/assistance to the mills/Enterprises to protect financial interest of the mills fully.
- n. Tackling surveyors and representatives of the Bima Corporation in case of big fire/marine/accident losses and see that the Bima Corporation, Police, Fire Brigade and Local Administration and different other required agencies have duly been informed.
- o. Attending to and making correspondence on problems and requirements of the mills on all complicated claims matters.
- p. To deal with Fire, Marine and Misc. Insurance claims relating to BJMC Head Office.
- q. To deal with Flood and Cyclone Damages Scheme claims of all Mills/Enterprises under BJMC.
- r. To deal with General Average claims of the different Jute Mills/Enterprises.
- s. To attend to all audit queries of the mills in respect of the subject matters dealt with by him.
- t. To perform other miscellaneous responsibilities and functions as required.

#### **Manager (Insurance)**

He shall remain responsible to Dy. General Manager, Incharge of the Deptt. and perform the following duties :-

- a. To supervise the arrangement of Fire, Marine and other miscellaneous Insurance made by the Mills/Enterprises.
- b. Inspection of risk of the Mills/Enterprises under the different Zones.
- c. Attending the FEA discount matters of the Mills/Eenterprises.

- d. To ensure that Marine (import/export/inland), fire, Motor vehicles, Fidelity Guarantee Cash-in-Transit, Personal Accident Insurance and the renewals on account of BJMC Head Office/Zonal Offices are properly obtained.
- e. To attend to matters relating to realisation of the contribution under Flood and Cyclone Damages Scheme pertaining to all the Mills/Enterprises.
- f. To attend to all audit queries of the mills in respect of the subject matters dealt with by him.
- g. To take training classes of the insurance dealing personnels of the mills participating in the Inservice Training Course of the Head Office Insurance Deptt.
- h. To visit the mills/enterprises whenever necessary.
- i. To see that monthly statements of premium are received from the different mills/enterprises and recorded in the relevant Registers regularly and properly.
- j. To attend and make complicated correspondence on problems and requirements regarding purchasing and finalisation different categories of insurance policies by the mills/enterprises under different Zones.
- k. To attend to the matters relating to Riot and Strike Damages Scheme of all mills under BJMC.
- l. To supervise Officers and Staff under him.
- m. To perform other functions when required.

**Dy. Manager - I (Insurance)**

He shall remain responsible to the Dy. General Manager (Insurance) and perform the following duties:-

- a. To deal with fire, marine (import/export/inland) and miscellaneous insurance claims relating to the mills/enterprises under Dhaka and Adamjee Zones.
- b. To follow up the mills for expeditions procurement of claim documents from the concerned authorities in respect of big and complicated claims of the mills under Dhaka and Adamjee Zones and submission of the Bima Corporation/Surveyors.
- c. To check up outstanding claim position and claim Registers of the mills/enterprises under (a) Dhaka Zone (b) Adamjee Zone and (c) Head Office at regular intervals and to keep all the records up-to-date.
- d. To assist the Dy. General Manager of the Deptt. in handling claims of the mills under (a) Dhaka Zone and (b) Adamjee Zone relating to Flood and Cyclone Damages Scheme.

- e. To lodge fire, marine and accident insurance claims of BJMC H.O. with the Sadharan Bima Corporation and make necessary arrangement for submission of required claim papers/documents and recovery of claim amount from them.
- f. To prepare draft replies to the audit queries in respect of the claim cases handled by him.
- g. To ensure that monthly statements of claims are received from the different mills/enterprises under Dhaka and Adamjee Zones and recorded in the relevant Registers properly and regularly.
- h. To perform other functions as and when required.

**Dy. Manager II (Insurance)**

He shall remain responsible to the Dy. General Manager (Insurance) and perform the following duties:-

- a. To deal with fire, marine (import/export/inland) and miscellaneous insurance claims relating to the mills/enterprises under Chittagong and Khulna Zones.
- b. To follow up the mills for expeditious procurement of claim documents from the concerned authorities in respect of big and complicated claims of the mills under Chittagong and Khulna Zones. and submission of the same to the Bima Corpn./surveyors.
- c. To check up outstanding claim position and claim Registers of the mills/enterprises under (a) Chittagong Zone and (b) Khulna Zone at regular intervals and to keep all the records up-to-date.
- d. To assist the Dy. General Manager of the Deptt. in handling claims of the mills under (a) Chittagong Zone and (b) Khulna Zone relating to Flood and Cyclone Damages Scheme.
- e. To lodge General Average claims of BJMC Head Office, arrange submission of requisite claim papers/documents and recovery of claims.
- f. To prepare draft replies to the audit in respect of the claim cases handled by him.
- g. To ensure that monthly statements of claims are received from the different mills/enterprises under Chittagong and Khulna Zones.
- h. To perform other functions as and when required.

**Asstt. Manager -I (Insurance)**

He shall remain responsible to the Manager (Insurance) and perform the following duties :-

- a. To arrange Marine, Fire, Motor vehicles, Fidelity Guarantee, Cash-in-safe, Cash-in-transit, personal accident Insurances and their renewals on account of the BJMC Head Office/Zonal offices and make all correspondence relating to these claims.

- b. To check up policies/endorsements cover notes in respect of the above insurances with regard to premium rates, valuation and other particulars, risks covered as well as terms and conditions of the same keeping in view of the Corporation's time to time instructions.
- c. To attend and make routine correspondence on problems and requirements regarding purchasing and finalisation of different categories of insurance by the mills/enterprises.
- d. To follow up the above mentioned mills for payment of premium within the specified period of Bank Guarantee as per statements of outstanding premium received from the Sadharan Bima Corporation.
- e. To deal with and make routine correspondence on the matters relating to Riot and and Strike Damages Schemes of all mills under BJMC.
- f. To check up the particulars including rates and calculations of contributions of the Schedule of Assets submitted by the mills under all Zones relating to Flood and Cyclone Damages Scheme.
- g. To pursue the defaulter mills for payment of contribution under Flood and Cyclone Damages Scheme.
- h. To deal with the claims cases under BJMC Officers and Employees Welfare Scheme and submit them to the Member-Secretary, if found in order.
- i. To arrange obtaining Bank Guarantees from the Bank in lieu of advance payment of premium against insurance policies purchased by all the mills.
- j. To deal with the claim cases under Worker's Compensation Scheme (all Zones) and submit them to the Member-Secretary, found in order.
- k. To perform other functions assigned from time to time.

**Asstt. Manager II (Insurance)**

He shall remain responsible to the Manager (Insurance) of the Deptt. and perform the following duties :-

- a. To check up the claim papers/documents submitted by the mills under (a) Admajee, (b) Chittagong, (c) Khulna and (d) Dhaka Zones as well as the BJMC H.O/Zonal Offices pertaining to the BJMC Sramik Kalyan Scheme.
- b. To process those claim cases and submit to the Member-Secretary, if found in order.
- c. To make correspondence with the mills/enterprises in connection with submission of requisite particulars/papers/documents pertaining to the mills under the aforesaid Zones.
- d. To ensure proper maintenance of records in the claim register in respect of the claim cases of the mills under the aforesaid Zones.

- e. To ensure that settlement cheques in respect of the claim cases dealt with by him have been despatched to the respective mills/enterprises in time.
- f. To ensure receiving back of all the files submitted to the claims Committee for further disposal.
- g. To visit the mills from time to time to check up the risk and sort out their problems.
- h. To perform other functions as and when assigned.

**General Manager (Production).**

He shall remain responsible to Director (Production & Jute) and perform the following duties:—

- a. Overall control of the production division.
- b. To finalise the Production Budget of the Mills in consultation with the mills and BJMC Authority.
- c. Observation of the Mills performance and giving suggestions when required.
- d. To supply required information to higher authority in respect of mills performance.
- e. To keep liaison with all Directorates/Divisions of the Corporation and outside agency/Ministry in respect of Production matters.
- f. To attend monthly review meetings, finalise minutes thereof and take follow up actions.
- g. To keep liaison with the Zonal General Managers in respect of performance of the Mills.
- h. To offer comments on different files/papers in respect of technical matters.
- i. To offer comments in respect of transfer of production personnel of the Mills, if required.
- j. To visit the Mills as and when required.
- k. Any other duties as and when assigned by the authority.

**Dy. General Manager (Production).**

- a. To supervise the works of the Production Division/Directorate.
- b. To maintain liaison with Production, Jute and Maintenance Department of Head Office, Zonal Offices and the enterprises under BJMC for smooth functioning of the Directorate of Production and Jute Purchase.
- c. To assist Director (Production and Jute) in conducting the enterprise Board meetings, namely, fixation of date of meeting, issuance of notice for holding the meetings, and maintain co-ordination with respective enterprises.

- d. To scrutinise the minutes of enterprise Board for approval of Director (Production and Jute).
- e. To assist in preparing the minutes/papers of the monthly production Review Meeting for placing in the meeting of the BJMC Board of Directors.
- f. To assist Director (Production and Jute) in preparing tour reports as and when required.
- g. To visit mills as and when required.
- h. To perform any other function as may be assigned by Director (Production and Jute) from time to time.

**Manager (Production)**

He shall remain responsible to General Manager (Prod.) and perform the following duties :—

- a. Overall supervision of the works and office Administration of Production Division.
- b. To assist the General Manager in discharging his duties.
- c. To finalise Production budget of the Mills.
- d. To attend daily Mails.
- e. To attend monthly review meetings.
- f. To visit the Mills as and when required.
- g. To keep liaison with Marketing Division.
- h. To sort out technical problems.
- i. Any other duties as may be assigned.

**Dy. Manager (Prod.) 4 (one each for Zones including Adamjee)**

He shall remain responsible to Manager (Prod) and discharge the following duties :—

- a. To finalise the rehabilitation report of the mills and attend meetings in this respect.
- b. To finalise the machinery list of the mills and keep record of changes thereof.
- c. To attend papers in connection with quality Complaints.
- d. To finalise monthly /yearly production budget of the mills.
- e. To verify the figures of monthly operational performance report and review report of the mills and prepare documents on the performance of the mills.
- f. Other duties as and when assigned.

**Asstt. Manager (Prod) —4 (one each for Zones including Adamjee)**

He shall remain responsible to the Manager (Prod), Dy. Manager (Prod) and perform the following duties :-

- a. To compile figures on performance of the mills required from time to time.
- b. To check the monthly review reports and prepare documents thereon.
- c. To assist the Dy. Manager (Prod) and Manager (Prod) in discharging their duties.
- d. Other works as and when assigned.

**General Manager (Jute Purchase).**

- a. Overall incharge of Jute Purchase Division and directly responsible to Director (Production and Jute).
- b. To arrange monthly jute review meeting under the Chairmanship of Director (P&J) with Zonal General Managers and the Dy. General Managers/Managers (Jute).
- c. To discuss about problems and evolve guidelines in respect of judicious procurement of jute and allotment of purchase quota for each jute mills.
- d. To look after overall prevailing prices of jute in the country and obtain market reports from all mills and agencies and to issue instruction to the mills for fulfilment of monthly target of procurement of jute as decided.
- e. To help deciding all dispute regarding procurement of jute through contract purchase amicably.
- f. To arrange compilation of weekly purchase, consumption of stock of raw jute, weekly crop report and weekly agricultural inputs received from Zonal Offices, mills and Agencies for submission to Jute Division.
- g. To arrange according to approval for buying of pacca bails to Mills in exceptional cases with the concurrence of higher authority when such becomes necessary for productive purchases.
- h. To arrange allowing surplus jute from one mills to another as per requirement and to fix its price on the basis of prevailing market.
- i. To undertake extensive tour to mills and agencies for improving upon supervision and procurement of jute at economic price.
- j. To arrange undertaking regular inspection of mills and agencies by the Zonal and Head Office Jute People to improve upon the working condition consider essential for judicious procurement of raw jute.
- k. Any other duties and functions as and when assigned by the authority.

**Dy. General Manager (Jute), Head Office.**

He will be responsible to General Manager (Jute Purchase) and perform the following duties:—

- a. To find out the position of raw jute of each mills under BJMC.
- b. To make comparative study of batch of mills.
- c. To supervise all kinds of statistical works in the Jute Department.
- d. To inspect mills and agencies of BJMC to see the stock and procurement of raw jute.
- e. To attend enquiry with MIT or any other Committee.
- f. To attend all regular Jute Review Meeting in BJMC as well as in the Ministry of Industries & Commerce, Jute Division and any other other meeting as and when assigned.
- g. To undertake surprise checking of any mills or agencies purchase for any allegation as directed from time to time by General Manager (JP).
- h. To check all papers of mills regarding jute procurement, pricing and introduction of new forms.
- i. To check the Co-ordination price of zones and other areas when copies are received at BJMC.
- j. To assist the General Manager (JP) in the discharge of his multifarious functions associated with jute procurement works.
- k. Any other duties and functions as may be assigned by the authority.

**Manager (Jute Purchase)**

- a. To assist the General Manager (JP)/Dy. General Manager (JP) in collection, compilation of the marketing information on raw jute for submission to Jute Division every week.
- b. To study the yield of jute crops and prevalent price in different areas of Bangladesh and to assess the procurement operation by agencies and mills of BJMC.
- c. Drafting of all types of letter, notes etc. in the Department regarding raw jute procurement by all Mills and Agencies of BJMC.
- d. To attend regular jute meeting in BJMC being held in BJMC Board Room regarding procurement of jute and drafting of the minutes of the meeting.
- e. To assist Dy. General Manager (Jute) and General Manager (Jute) in assessing the requirements of jute to be purchased by each Mills in the light of long/short position of the stock at Mills.

- f. To perform duties as assigned by General Manager from time to time for smooth procurement of raw jute.
- g. To help finalisation of agencies of the jute Mills to be operated upon every year for procurement of jute.
- h. To fix price of inter mill transfer with the concurrence of General Manager (JP) and Director (P&J).
- i. To suggest in writing of any problem of procurement as and when desired by General Manager (JP) and Director (P&J).
- j. To check up the co-ordination price of jute received from all zones and areas.
- k. To check crop reports, assessment of crop all over Bangladesh produced every year which is vitally linked with requirements and procurement of jute by mills and agencies of BJMC.
- l. Any other duties and functions as and when assigned by the authority.

**Dy. Manager (Jute) :**

He shall remain responsible to Manager /Dy. General Manager (Jute) and perform the following duties:—

- a. To look after the co-ordination price of jute purchase of mills and agencies.
- b. To prepare consolidated report on jute crop for submission to Jute Division under Ministry of Industries and Commerce.
- c. To inspect mills and agencies as per instruction.
- d. To collect market information on raw jute.
- e. Any other duties as and when assigned.

**Asstt. Manager (Jute Purchase)—2.**

He shall remain responsible to Dy. Manager (Jute) and perform the following duties :

- a. To prepare consolidated statement for comparative study of batch price of the mills.
- b. To prepare statement on raw jute purchase, consumption and stock, showing millwise/Zonewise position for periodical renew.
- c. To prepare paper for review meeting.
- d. To collect and compile all necessary information relating to jute.
- e. Other duties as and when assigned.

**General Manager (Maintenance)**

- a. Responsible to Director (P&J), BJMC for smooth functioning of the Maintenance Department.
- b. Formulation of schedule of overhauling of machinery and follow-up. Implementation of maintenance instruction by visual inspection of mills.
- c. Develop standardisation in respect of maintenance and overhauling.
- d. Develop indigenous products and to device up-to-date technique for manufacturing and repairing of spares.
- e. To examine and compare the actual overhauling works done and to supervise the machinery condition from time to time.
- f. Feasibility study of manufacture of speares in mills workshop for minimising dependence on import. Identification of obsolete, old and delapidated equipment and machinery of the mills which cannot give optimum production and to modify them for achieving higher production.
- g. To suggest posting of Engineering Personnel (Maintenance) to the Director concerned.
- h. Any other duties as and when assigned by the authority.

**Dy. General Manager (Mech)**

- a. Responsible to the General Manager (Maint) for smooth functioning of maintenance and overhauling of machinery of the mills.
- b. To formulate schedules of overhauling of machinery and to follow up implementation given by visual inspection of the mills and develop standardisation in respect of maintenance and overhauling.
- c. To study of the methods and procedures for simplification, modification, improvement and cost control and promotion of the application of latest technology.
- d. To continually monitor and inspect all maintenance activities and held in evaluation and improvement of maintenance performance.
- e. To review monthly maintenance performance reports of the mills sent by the Zones and identify the lapses and deficiency of the mills for further appropriate action.
- f. To demonstrate work procedure and thereby impart "on the job training" so that the mechanical personnel at the floor level can do the job independently with perfection.
- g. To initiate and drive to manufacture maximum spare parts in the mills workshop for minimising dependence on import. To explore maximum avenue to get spares from indigenous sources.

**Dy. General Manager (Elect):**

- a. To remain responsible to the General Manager (Maint) in the field of Electrical works (Such as designing, Planning, Modifications and execution).
- b. To inspect the mills for effective implementation of Electrical Maintenance.
- c. To maintain a constant liaison with Power Development Board's Officials in respect of Power Supply and to take precautionary/corrective measures.
- d. To prepare report on Power Supply position of the project under BJMC and suggest remedial measures to the higher authority of BJMC.
- e. To attend electrical break down of Transformer, switch-gear etc. and advice remedial measure.
- f. To identify obsolete, old and dilapidated electrical equipment of the mills and suggest their modification if possible or replacement.
- g. To impart Technical Training to Electrical personnel at the floor level to increase skill.
- h. To recommend the transfer of electrical personnels to General Manager (Maint).
- i. To perform other functions when required.

**Manager (Mech).**

- a. Responsible to the General Manager (Maint) for smooth functioning of maintenance & overhauling of machinery of the mills.
- b. To assist Dy. General Manager (Maint) in formulating schedules of overhauling & to follow up by random inspection.
- c. To analyse Zonal Maintenance review papers & pin point the lapses & deficiency of the mills & thereby recommend for remedial measures.
- d. To continually monitor with the Zonal Offices about the latest position of machinery & its up-keeping & inspect mills as & when necessary.
- e. To suggest ways & means for demonstration of work procedure & thereby inspect "on the job training" so that floor level engineers are benefited.
- f. To assist mills to calculate requirement of fast moving spare parts & to compare with the mills of same size.

**Manager (Elect).**

- a. To inspect mills at random for effective implementation of Electrical Maintenance & to up-keep electrical equipments.
- b. To assist Dy. Gen. Manager (Elect) to maintain a liaison with PDB's official in respect of un-interrupted Power supply & to take precautionary/corrective measures.

- c. To ensure periodical checking of transformer, switch gear & other costly equipment to arrest any unwarranted breakdown.
- d. To identify obsolete, old & delapidated electrical equipment of the mills & suggest their modification/alternation/replacement.
- e. To impart latest technical know how to electrical personnel at floor level to increase necessary skill.

**Engineer (Mech).**

- a. To inspect mills at random for effective implementation of mechanical maintenance to upkeep all kinds of machinery, boiler etc.
- b. To assist Manager (Mech) for compilation works of review papers of all the Zones for the Board meeting & to analyse Zonal Maintenance Review papers & point the lapses & deficiency of the mills & recommend remedial measures.
- c. Besides these he is responsible for all the works related to Maintenance suggested by superior officer time to time.

**Engineer (Elect).**

- a. To inspect mills at random for effective implementation at electrical maintenance.
- b. To assist Manager (Elect) in periodical checking of transformer, switch gear & other costly equipment.
- c. To impart latest technical knowhow to electrical personal at floor level to increase skill.
- d. To assist Manager (Elect) in compilation work all sorts of electrical papers.

**General Manager (Administration / Common Service)**

He shall be responsible to the Secretary for smooth functioning of the personnel matters of officers (upto level of Tk 1850-2375/-in Mills) and all officers & staff of Head Office and Zonal Offices. He shall assist the Secretary in discharging the following duties and functions:—

- a. To discharge the duties and responsibilities of the Secretary, BJMC and act as Attorney of the Corporation during the later's absence.
- b. To deal with the personnel matters of officers and staff of BJMC Head Office and Zonal Offices and also of officers of the enterprises upto the level, as indicated above.
- c. To supervise the work of administration, recruitment, common service, branch and proceeding sections.

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- d. To sanction leave and annual increment of the staff and officers upto Tk. 1850-2375/-.
- e. To deal with and to dispose of all matters relating to the services of Class IV employees of Head Office and Zonal Offices.
- f. To sign cheques and operate all bank accounts of the Corporation jointly with the authorised officer of the Accounts Division.
- g. To sanction petty expenses on accounts of office contingency and medical bill upto Tk. 150/-
- h. To execute cash credit documents jointly with the Projects Head of enterprises and surety bond of enterprises for customs and excise purposes on behalf of BJMC.
- i. To sign volkalanama on behalf of BJMC in respect of all court cases, where BJMC is a party.
- j. To sign other agreement and documents on behalf of BJMC, where required.
- k. To deal with representations and various grievance petitions received from officers and staff of mills under BJMC and also of denationalised jute mills.
- l. To deal with transfers and promotion cases of officers/staff of Head office and enterprises under BJMC.
- m. To follow up proceeding cases and arrange departmental enquiries.
- n. To authorise use of transport for official and private purpose.
- o. To manage and conduct the affairs of Adamjee Sons Ltd, and approve work order for construction/repair/maintenance of building, etc. upto an amount of Tk. 25,000/- after observing necessary formalities as delegated.
- p. To act as convenor of the working group constituted for arranging and conducting meetings of the Interim Boards and rendering Secretarial assistance in respect of company affairs for the purpose of transfer of shares and handing over the management of the jute mills to the former Bangladeshi shareholders.
- q. To act as Director of the Enterprise Boards as allocated by the authority.
- r. Any other duties as may be assigned by the authority.

**Dy. General Manager (Common Service) :**

- a. He shall be responsible to Secretary/General Manager (Administration & Common Service) in overall supervision of the work relating to hiring of office accommodation, hired accommodation for officers, up keeping and maintenance of office equipment, furniture & fixtures, local purchase, according to requirement, execution of lease deed for hired accommodation, transport, telex, protocol, central despatch, store and Security.

- b. He shall also scrutinise bills for repairs and maintenance of transport, office equipment, store materials, stationeries and other supplies.
- c. He shall make surprise check in the log book for official and private use of vehicles/car.
- d. He shall also check store materials, petty cash in the C.D.O., consumption of stores and stationeries in different departments.
- e. Any other duties as may be assigned by the authority from time to time.

**Manager (Estate) :** ✓✓

He shall remain responsible to Dy. General Manager (Common Service) for smooth functioning of the Deptt. He shall perform the following duties.

- a. Assist the Dy. General Manager (Common service) in overall administration of the department.
- b. Check up measurement of the hired accommodation of officers & employees and office accommodation with the help of Manager (Civil).
- c. Arrangement & supervision of Central despatch section, furniture, fixtures & office equipment.
- d. Supervision of the work of the sweepers and ensure cleanliness in the bath room/toilets.
- e. Supervision over repairs and maintenance of furniture, fixture & equipment etc.
- f. Installation & supervision of Telex, Telephone, typewriter, security department, Store & Store materials, Duplicating machine & Photocopiers.
- g. Supervision of transport & vehicles and check up bills for repair & petrol.
- h. Any other work as and when assigned.

**Dy. Manager (Estate) :**

He shall remain responsible to Dy. General Manager/Manager (Estate) for:—

- a. To look after and arrange accommodation of residence of officers as per entitlement including arrangement of office accommodation.
- b. To supervise the work of Central receipt/despatch (CDO).
- c. To process the cases for procurement of furniture/fixtures/equipment and Sanitary materials and to process indent for such purchase.
- d. To process cases for maintenance & repair of furniture/fixture/equipment etc.
- e. To check/scrutinise all kinds of bills relating to C & D above.
- f. To supervise Telephone/Telex Sections.
- g. To look after the maintenance of Board Room.
- h. Any other duties as and when assigned.

**Asstt. Manager I (Estate) :**

He shall be responsible to Manager/Dy. Manager (Estate) for performing the following duties and functions:—

- a. To supervise installation of Telephone/Telex and new connection, Shifting and maintenance of PABX Exchange.
- b. To check, prepare & arrange payment of Telephone/Telex Bills and maintaining its records/Register.
- c. To arrange maintenance/repair of:—
  - i) Type writer machines.
  - ii) Calculating Machines.
  - iii) Duplicating Machines.
  - iv) Photo-copy machines.
- d. To check Electric bills and other perquisites like Gas, Electricity, Water etc. of the Board of Directors and arrange payment of the same.
- e. Maintenance of absentee statements and leave records of the Section.
- f. Any other work as and when assigned.

**Asstt. Manager-II (Estate):**

He shall remain responsible to Manager/Dy. Manager (Estate) and assist them in performing the following duties:—

- a. Arrange hired accommodation of officers and employees and office accommodation.
- b. Central despatch section.
- c. Furniture, fixtures and office equipment.
- d. Maintenance of Board Room.
- e. Any other work as and when assigned.

**Sr. Security Officer (Head Office).**

- a. Overall supervision of Security arrangement in different offices/building of the BJMC Head Office.
- b. Distribution of duties among Security Guards.
- c. To prepare absentee statement and maintain leave records of Security Guards.
- d. To inspect the security arrangements, beyond the office hours and on holidays.
- e. Any other duties as and when assigned.

**Dy. Manager (Protocol)**

He shall be responsible to Secretary/G.M (Admn. & Esstt.) for entire protocol works of the Corporation. He shall perform the following duties:—

- a. To receive and see off Foreigner (s) /Foreign delegation visiting Jute Industry and accompany them to different Jute Mills, as and when necessary.
- b. To arrange/collect landing permit, visa, air tickets confirmation etc. of the Foreigner(s)/Foreign Delegation.
- c. To arrange Government order, passport, 'P' form, Airticket, visa, Foreign currency, from the Jute Division, Ministry of Foreign Affairs, Bangladesh Bank, Ministry of Finance and all the Foreign Embassy Offices in Dhaka for the Chairman, Directors, Sr. Officers going abroad for official purpose.
- d. To arrange payment of Hotel bills, Travel Agency bills etc.
- e. To receive and see off the Chairman/Directors/Secretary/Sr. Officers of the Corporation and Secretary/Joint Secretary of the Jute Division from time to time.
- f. Any other duties as and when assigned.

**Asstt Manager (Protocol)**

He shall assist the Dy. Manager (Protocol) in smooth functioning of the Protocol job. In particular, he will perform the following duties:—

- a. To arrange air-steamer-railway tickets for the Chairman, Directors, Secretary and other Senior Officers of the Corporation for visiting mills and enterprise Board Meeting.
- b. To arrange hotel reservation, accommodation of foreign delegates/buyers.
- c. To arrange entertainment, lunch and dinner party for the foreign delegates/buyers in hotel.
- d. Any other job, as may be assigned from time to time.

**Dy. Manager (Transport)**

- a. To assist the Secretary and other superior officers concerned in respect of works relating to procurement, control and maintenance of transport of BJMC.
- b. To arrange transport for Sr. Executives, officers and staff of this Corporation for attending office punctually and back.
- c. To arrange transports for foreign delegation, foreign buyers, VVIP & VIP Guests of this Corporation.

- d. To arrange transport for Govt. duty as and when required.
- e. To arrange transport for Chairman, Directors and other Sr. Executives for their visit to different Jute Mills & Jute Purchasing Centres.
- f. To arrange regular maintenance and repair of 46 vehicles (including 2 Staff Buses & 1 Micsobus) of this Corporation.
- g. To attend Govt. Circulars/Orders regarding use of transport and circular-tion of the same to all Jute mills, Zonal Offices and other officers concern-ed and their implementation.
- h. To maintain files & register of the above Vehicles.
- i. To maintain Log Books for proper record of mileage & fuel consumption.
- j. To arrange payment of bills of the cars repairing etc.
- k. To issue of POL on credit Coupon for the above vehicles.
- l. To arrange regular servicing of the above vehicles.
- m. To supervise the works of the Drivers/Bus Helpers of the above vehicles, allocation of duties to Drivers including arrangement of substitutes during leave period.
- n. To arrange renewal of Tax Token and Insurance Certificates for the above Vehicles.
- o. To arrange transport for other officers and staff on payment basis for private purchases.
- p. To prepare monthly POL and Servicing statement for all vehicles and to arrange payment of the same.
- q. To prepare monthly transport bills for Private use & conveyance for use of Cars for attending office and back and deduction of the same from monthly pay bills of officers and staff.
- r. To arrange disposal of condemned vehicles as per rules.
- s. To perform any other duties as are assigned by the Secretary/Gen. Manager (Admn. & CS). from time to time.

**Dy. Manager (Telex) :**

- a. He shall be responsible for the administration, supervision and overseeing the work of the Telex section and will ensure maintenance of full secrecy of telex communication.

**Manager (Administration & Estt.)**

He shall be responsible to the General Manager (Administration and common service) for smooth functioning of the personnel matters of all officers (upto level of Tk. 1850-2375/- in mills) and all officers & staff of Head Office and Zonal offices. He shall perform the following duties:—

- a. To deal with all administrative work relating to officers carrying pay scale of Tk. 1850-2375/- and above of the enterprises and all officers and staff of BJMC Head Office and Zonal Offices.
- b. To deal with and dispose of all personnel matters such as posting, transfer, promotion, increment, leave, fixation of pay, resignation/retirement, grievance petitions of all officers (upto Tk. 1850-2375/- and above) of enterprises under BJMC and all officers and staff of BJMC Head Office and Zonal Offices.
- c. To maintain ACRs of officers and staff of Head Office and Zonal Offices including the officers (upto level of Tk. 1850-2375/- and above) of the enterprises under BJMC.
- d. To arrange permission of the Ministry for Officer/Employees when applied for visiting outside Bangladesh.
- e. To prepare working papers in respect of personnel matters and of general policy matters for the Board.
- f. To maintain co-ordination and liaison with zones and other departments of BJMC in connection with the matter of enterprises.
- g. To examine audit report and action thereon.
- h. To submit information/data to the Govt/other agencies, as and when asked for.
- i. To arrange checking and passing medical bills of officers/employees and to deal with various advances including House Building/Land Purchase Loans.
- j. Any other duties as and when assigned by the Authority.

**Dy. Manager—I (Administration) :**

He shall remain responsible to General Manager (Admn)/Manager (Admn & Estt.) for performing the following duties & functions:—

- a. To deal with all personnel matters such as Posting, transfers, promotion, Increment, Leave, Fixation of pay, resignation/retirement, grievance petitions of all categories of officers in BJMC Head Office and Zonal Offices.
- b. To submit information/data to the Govt. other agencies as and when asked for.

- c. To prepare working papers in respect of personnel matters of officers of HO & Zonal offices and also of general policy matters for the Board.
- d. To maintain seniority list, records relating to the declaration of assets and and property and personal statistics of all categories of officers of Head office & Zonal offices.
- e. To prepare proposals relating to the foreign tour of Directors/Sr. Officers as and when asked for.
- f. To attend audit reports in respect of officers and of other general matters.
- g. To maintain ACRs of officers.
- h. To assist the Secretary and General Manager (Admn. & Common Service) in the discharge of their day-to-day functions and responsibilities.
- i. Any other duties as and when assigned.

**Dy. Manager—II (Administration):**

He shall remain responsible to General Manager (Admn.)/Manager (Admn & Estt) for discharging the following duties and functions:—

- a. To deal with the general administration and personnel matters of enterprises under Chittagong Zone & Adamjee Zone.
- b. To maintain the personal files of the officers carrying pay scale of Tk. 1850-2375/- and those of Project Heads and Accounts irrespective of grades.
- c. To attend all personal matters of the officers as at (b) above in general and the following subjects in particulars:—
  - i) Fixation of pay
  - ii) Resignation/retirement.
  - iii) Transfer and posting.
  - iv) Special Promotion.
  - v) Special increments.
  - vi) House Rent Ceiling.
- d. Examinations of audit report and action thereon in respect of the mills under Chittagong Zone & Adamjee Zone.
- e. Co-ordination and liaison works with the Zone and other departments of BJMC in connection with the matter of the enterprises under Chittagong Zone & Adamjee Zone.
- f. Examination of various demands of the Staff of the mills under Chittagong Zone & Adamjee Zone.

- g. Preparation of working papers when necessary for submission to the Board and implementation of Board decision in respect of the enterprises under Chittagong Zone and Adamjee Zone.
- h. Examination of various nature of allegations/complaints against the mills management/officers of the enterprises under the mills Chittagong Zone and Adamjee Zone.
- i. Arrangement for enquiry of the allegations/complaints by MIT or by a Committee, if necessary for any purpose relating to the enterprises under Chittagong Zone and Adamjee Zone.
- j. Examination of individual grievance petitions of project officers/staff.
- k. Review of disciplinary action taken against any incumbent by the mill management.
- l. To make correspondences with various agencies, organisations & Govt. offices in connection with general nature of works.
- m. To follow-up and ensure implementation of BJMC Board decision of general nature concerning the enterprises.
- n. To prepare reply, report, comments as asked for by ML authority/Ministry in respect of the enterprises under Chittagong Zone and Adamjee Zone.
- o. Other work as assigned from time to time.

**Dy. Manager—III (Administration)**

He shall remain responsible to General Manager (Admn)/Manager (Admn. & Estt.) for performing the following duties & functions :—

- a. To deal with general administration and personnel matters of enterprises under Dhaka and Khulna Zone.
- b. To deal with all personnel matters such as Posting, transfers, promotion, increment, leave, fixation of pay, resignation/retirement, grievance petitions of officers carrying pay scale of Tk. 1850-X24375/- and above in the mills and also of Project Heads & Accounts Heads under the zones mentioned in (a) above.
- c. To submit information/data to the Govt./other agencies as and when asked for.
- d. To prepare working papers in respect of personnel matters of officers and also of general policy matters for the Board.
- e. To maintain seniority list, records relating to the declaration of assets and property and personal statistics of all categories of officers of the enterprises under Dhaka and Khulna Zone.

- f. To attend audit reports in respect of officer and of other general matters.
- g. To maintain ACRs of officers of the enterprises.
- h. Examination of various nature of allegations/complaints against the mill managements and officers of the enterprises under Dhaka and Khulna Zones.
- i. Arrangement for enquiry of the allegations/complaints by MIT or by Committee relating to enterprises under Dhaka and Khulna Zones.
- j. To assist the General Manager (Admn.) and Manager (Admn. & Esstt) in discharging their day to day functions and duties.
- k. Any other duties as and when assigned.

**Asstt. Manager (Admn.)-I**

- a. To deal with all personnel matters such as posting, transfers, promotion, increment, leave, fixation of pay, resignation/retirement grievance petitions of all categories of officers in BJMC Head Office and Zonal Offices.
- b. To submit information/data to the Govt. and other agencies as and when asked for on the related matters.
- c. To prepare working papers in respect of personnel matters of officers and also of general policy matters for the Board.
- d. To maintain seniority list, records relating to the declaration of assets and property and personnel statistics of all categories of officers.
- e. To prepare proposals relating to the foreign tour of Directors/Sr. Officers as and when asked for.
- f. To attend audit reports in respect of officers and of other general matters.
- g. To maintain ACRs of officers of Head Office & Zone offices.
- h. To assist the GM (Admn.) & Manager (Admn) in discharging their functions and responsibilities.
- i. Any other duties as and when asked for.

**Asstt. Manager (Admn)-II.**

He shall be responsible to Manager (Admn & Esstt) for dealing with the Personnel matters of officers of pay scale of Tk. 1850-2375/- and above of the enterprises. He shall assist the Dy. Managers Concerned in performing following duties:—

- a. Maintenance of the personal files of the Mills officers in the pay scale of Tk. 1850-2375/- .

- b. To look after all personal matters of the officers as at (b) above in general and the following subjects in particular:—
  - i) Fixation of pay.
  - ii) Resignation/retirement.
  - iii) Transfer and posting.
  - iv) Special promotion.
  - v) Special increments.
  - vi) House rent ceiling.
- c. Examinations of audit report and action thereon in respect of the Mills.
- d. Maintenance of ACRs.
- e. General promotion of the officers of the enterprises in the pay scale of Tk. 750-1470/- and above.
- f. Co-ordination and liaison with the zones and other departments of BJMC in connection with the personnel matters of the enterprises, as per work allocation.
- g. Examination of various demands of the staff of the mills.
- h. Preparation of working papers when necessary for submission to the Board and implementation of Board decision in respect of the enterprises.
- i. Examination of various nature of allegations/complaints against the mill management/officers of the enterprises and action thereon.
- j. Arrangement for enquiry of the allegations/complaints against the mill management/officers of the enterprises and action thereon.
- k. Clarification and interpretation of NSP/NNSP as and when required.
- l. To prepare reply, report, comments as asked for by ML authority/Ministry in respect of the enterprises.
- m. Examination of individual grievance petitions of Project Officers/Staff.
- n. Review of disciplinary action taken against any incumbent by the mill management.
- o. Any other duties as and when assigned.

**Asstt. Manager (Admn.)—III.**

- a. To deal with all personnel matters such as posting, transfers, promotion, increment, leave, fixation of pay, resignation/retirement grievance petitions of all categories of staff in BJMC Head Office and Zonal Offices.
- b. To submit information/data to the Govt. and other agencies as and when asked for on the related matters.

- c. To prepare working papers in respect of personnel matters of staff and also of general policy matters for the Board.
- d. To maintain seniority list, records relating to the declaration of assets and property and personnel statistics of all categories of staff.
- e. To attend audit reports in respect of staff and of other general matters.
- f. To maintain ACRs of Staff of Head office & Zonal offices.
- g. To assist the Manager (Admn. & Estt) and Dy. Manager (Admn.)—I in discharging their day-to-day work and functions.
- h. Any other duties as and when asked for.

**Manager (Recruitment):**

He shall be responsible to Secretary/General Manager (Administration & Common Service) for recruitment of Officers (for mills and above the level of Old NPS Gr-V) and all Officers and employees of Head Office and Zonal Offices. He shall perform the following duties and functions:—

- a. Arrange recruitment and appointment of Officers of and above Old NPS Gr-V of all jute mills officers and employees of BJMC Head Office and Zonal Offices on requisition according to rules and procedures of the organisation/Govt through proper advertisement.
- b. Preparation of job description, job analysis and fixing up the requisite qualification, experience etc. of the candidates for appointment against different posts before press advertisement.
- c. Overall supervision of the work, as incharge of the recruitment Section.
- d. Any other duties as and when assigned.

**Dy. Manager (Recruitment):**

He shall be responsible to Manager (Recruitment) in the discharge of the following duties and functions:—

- a. He shall assist the Manager (Recruitment) in respect of recruitment and appointment of officers and employees and in preparing job description, job analysis, requisite qualification and experience required of the candidates for appointment against different posts.
- b. To deal with fixation of salaries of the newly recruited personnel and arrange their proper posting against vacancies and to ensure police verification and confirmation, regularisation of services of the newly recruited personnel.

**Asstt. Manager (Recruitment):**

He shall be responsible to the Manager Dy. Manager (Recruitment) for discharging the following duties:—

- a. Assist the Dy. Manager (Recruitment) in respect of processing the files on recruitment of officers and employees and also assist him in timely discharge of his duties and functions.
- b. Any other job as and when assigned.

**Manager (Proceeding)**

He is responsible to Secretary/G.M. (Admn. & Common Sers.) for performing the following duties:—

As Incharge of proceeding Section he shall look after all proceeding cases relating to all Projects including Head Office and Zonal Offices being assisted by Dy. Managers/Asstt. Managers.

**Dy. Manager (Proceeding)—2**

- a. To assist Manager (Proceeding) in taking disciplinary actions against the officers and staff of the mills as per job allocation.
- b. Examination of allegations/complaints received against officers/staff of BJMC.
- c. To issue explanations and show cause notices.
- d. To frame charge-sheets.
- e. To examine enquiry reports, replies and supporting evidences.
- f. Preparation of brief notes, summaries and statements for perusal and decisions of authority against the delinquent personnel.
- g. Consultation of rules and regulations in connection with disciplinary actions and proceedings.
- h. Maintenance of diaries/registers of proceeding cases and follow-up actions.
- i. Any other duties as and when assigned.

**Asstt. Manager (Proceeding)—2**

They shall assist Dy. Manager concerned and Manager in respect of related proceeding cases.

**Asstt Manager (Store).**

He shall be responsible to Dy. General Manager (CS) & Manager (Estt) and perform the following duties:—

- a. To receive and issue stores materials.

- b. To issue material receiving reports.
- c. To maintain Register/Records regarding Residential Furniture/Fixture and equipment.
- d. To prepare Indent for purchase of stores like stationery/printing materials, Electrical goods, Office Furniture/Fixture and Domestic goods.
- e. To arrange sale/disposal of old/unusable goods.
- f. To prepare Indent and Distribution of uniform, of Class IV Employees.
- g. Any other duties as and when assigned.

**General Manager (Board & Company):**

He shall remain responsible to the Secretary and perform the following duties:—

- a. To arrange regular meeting of BJMC Board of Directors.
- b. To prepare agenda, working papers and draft proceedings of Board Meetings.
- c. To follow-up implementation of Board's decisions.
- d. To prepare resolutions for adoption by the Board through circulation.
- e. Interpretation of Board's decisions and resolution, if and when required at the implementation stage.
- f. All policy matters relating to Board meetings.
- g. To follow-up of Rules and regulations framed under Presidential Orders and Ordinance related to BJMC.
- h. Execution of Power of Attorney in respect of the Corporation.
- i. Co-ordination with various enterprises in respect of matters relating to and arising out of the Nationalisation Order and Rules made thereunder.
- j. To attend enterprise Board meeting as allocated by the Authority.
- k. Any other duties as may be assigned by the Authority.

**Manager (Board)**

He shall remain responsible to the General Manager (Board & Companies) in all matter of Board Branch. He shall perform the following duties:—

- a. To assist in arranging Board meeting, preparation and finalisation of agenda and working papers for the Board meeting.
- b. To take necessary action for follow-up of proper implementation of the decision of BJMC Board in BJMC Head Office, Zonal Offices at Dhaka, Chittagong and Khulna and in the mills.

- c. To initiate notes on interpretation of Board decision and its resolutions on various matters.
- d. To initiate note on framing of various and regulations under P.O. 27 of 1972 in respect of BJMC.
- e. To take follow-up action in respect of draft service Regulation of BJMC now under submission to Govt. for approval.
- f. To collect/compile and maintain various orders, ordinances, Rules, Regulations and Gazette notifications published by the Govt. from time to time.
- g. To look after routine administrative work of Board Branch.
- h. Any other duties and functions as and when assigned by the authority.

**Dy. Manager (Board)**

He shall assist the General Manager /Manager (Board ) in connection with :—

- a.
  - i) Arrangement of Board Meetings.
  - ii) Preparation of agenda, working papers and draft proceedings of Board meetings.
  - iii) Follow-up of implementation of Boards' decisions.
  - iv) Preparation of resolutions for adoption by the Board through circulation.
  - v) Interpretation of Board's decisions and resolutions.
  - vi) All policy matters relating to Board meetings.
  - vii) Follow-up of presidential orders and ordinances.
  - viii) Follow-up of Rules and regulations framed under Presidential Orders and Ordinances.
  - ix) Execution of Power of Attorney in respect of the Corporation.
  - x) Interpretation of Rules and Regulations.
  - xi) Co-ordination with Govt. and various enterprises in respect of matters relating to and arising out of the Nationalisation Order and Rules made.
  - xii) Matters relating to the appointment of Executive Directors of various enterprises and fixing their terms and conditions and powers and responsibilities.
- b. General Administration of the Board Branch.
- c. Any other duties as and when assigned.

**Asstt. Manager (Board) :**

He shall remain responsible to Manager/Dy. Manager (Board) and assist them in discharging their duties and functions.

**Manager (Company) :**

He shall be responsible to General Manager (Board & Company) in discharging the following duties & functions:—

- a. Promotion, formation and incorporation of companies of the Projects under BJMC & and matters relating thereto.
- b. Preparation/examination of draft Memorandum and Articles of Association and other documents and agreements in connection with formation of Company.
- c. Formation and dissolution of Board of Directors of the enterprises and matters relating thereto.
- d. Co-ordination with enterprises in matters of Company Board meeting and advising and assisting in Company secretarial matters.
- e. To work on matters relating to disinvestment/denationalisation of Jute Mills/Enterprises to Ex-Bangladeshi share holders. Co-ordination with the Enterprises for implementation of the Govt. as per guide line given/to be given by the Govt. and the matters relating thereto from time to time.
- f. To assist the Govt./BJMC in respect of formation of Board of Directors of disinvested Jute Mills to maintain liaison and to look after the interest of the Govt. with the dis-invested Jute Mills.
- g. To work on matters relating to shares of different Jute Mills and meeting queries about shares and other investment from ex-shareholders/ex-owners of different Jute Mills/enterprises from time to time.
- h. Any other duties and functions as may be assigned from time to time.

**Dy. Manager (Company)**

He will be responsible to Manager (Company) and will discharge the following duties.

- a. To deal with matters relating to investment of the Corporation/Enterprises in various jute Mills.
- b. To deal with legal matters including appointment of legal advisers/consultants for the enterprises. Co-ordinating with Govt. in respect of legal advisers scheme adopted /to be adopted by the Govt. from time to time.
- c. Execution of power of attorney in respect of the Head of the Enterprises & other Sr. Officers of the enterprises for excise & customs purposes and matters relating to excise bonds.
- d. To look after the appointment of trustees of various P.F. trust of Enterprises & matters relating to P.F. Trusts.

- e. To deal with the matters relating to assets & properties, such as, land, building, plant & machinery of enterprises & matter relating thereto.
- f. To deal with transport & vehicles of the enterprises, Co-ordinating with the Govt. Policy matters in respect of the Transport/Vehicles etc.
- g. Any other duties as and when assigned.

**Asstt. Manager (Company):**

He shall be responsible to Dy. Manager (Company) and assist him in performing the duties, as have been allocated to Dy. Manager (Company).

**General Manager (Law).**

- a. To give legal opinion and advise in all legal matters.
- b. To obtain expert legal opinion in the most complicated cases.
- c. To examine and advise legal actions on letigations by and against the Corporation.
- d. To examine all major contracts to be entered into by the Corporation and the Enterprises and to tender legal advice thereon.
- e. Supervise and co-ordinate between the Corporation, Enterprises and advocates on pending court-cases in Civil, Criminal, Labour Courts and the Supreme Court.
- f. To ensure that the advocates of the Corporation and of the Enterprises are fully supplied with all relevant documents and information on legal matters & letigations.
- g. To attend courts on behalf of the Corporation whenever necessary.
- h. To examine legal documents, formation of companies by preparing Articles and Memorandum of Association and all such matters of Jute Mills under the Corpotation.
- i. To advise Jute Division, Ministry of Industries and Commerce on transfer of Jute Mills, its shares and documentation and other related matters.
- j. Any other duties as and when assigned.

**Member (Inspection Team.)—3**

- a. To conduct enquiries and investigations into the cases of alleged irregularities, malpractices and corruption and to offer specific recommendations for punishment or other suitable action against the Officers/Employees of the Corporation and the Enterprises.
- b. To conduct regular and surprise inspection into any alleged irregular activities of any of the offices of the Head Office, Zonal Offices of the Corporation or of the officers of the Enterprises and to submit report to the Chairman/ Board of Directors for necessary action.
- c. Any other duties as may be assigned by the Authority.

**General Manager (P.R.).**

- a. To act as head of the Public Relations Division.
- b. To maintain liaison with the National press including Foreign Press based in Dhaka to ensure factual propagation of the products and performance of BJMC.
- c. To be responsible to keep informed the tax payers regarding the progress of the organisation and safeguard and promote the corporation's image at home and abroad.
- d. To be responsible for Public Relations Policy implementation as enunciated by the BJMC Authority.
- e. To guide and supervise the activities of the Division.
- f. To co-ordinate with other departments to execute the unseen and unrecorded jobs that constitute a big prortion of the total job.
- g. Any other duties as may be assigned by the Authority.

**Manager (P.R.).**

- a. To write articles on the jute sector with particular reference to the jute industries for various national dailies.
- b. To render services to PID, Ministry of Industries and Export Promotion Bureau whenever they ask for any article or feature for home and international consumption.
- c. To prepare leaflets, folders, pamphalets, books, posters, brochures for national and international publicity.
- d. To arrange and cover seminars, symposium and public shows of the Corporation (Foundation laying, inauguration etc.).
- e. To organise national exhibitions and export fairs.
- f. To write background materials for Film, Radio and TV programmes.
- g. To assist general manager and hold charge in his absence.
- h. Any other duties and functions as and when assigned by the authority.

**Deputy Manager I (PR.)**

- a. Preparation and issuance of press releases on the performance and activities of the Corporation.
- b. Preparation and issuance of rejoinders, clarification etc.
- c. To edit and rewrite the advertisement material received from the Head Office and all the jute Muills and Projects to reduce the size in order to minimise cost.

- d. To assist the General Manager in maintaining liaison with the national press, Radio and TV to ensure actual propagation of the products of BJMC and its performance.
- e. To keep close contacts specially with Radio and TV to ensure befitting coverage of the BJMC performance.
- f. Any other duties as and when assigned.

**Dy. Manager II (P.R)**

- a. To be responsible for collection and release of huge number of the essential and display advertisements of the Corporation, Zones and enterprises under BJMC.
- b. To extend guidance to collect and check the news paper bills and send them to the Projects within the specified time for timely payment to gain 10% rebate allowed by the Govt.
- c. To prepare monthly statement of accounts of advertisements and relevant other statements for onward transmission to the relevant Ministries.
- d. To be responsible for maintenance of furniture, fixtures, type-writers, files, important documents and other assets.
- e. To assist the General Manager (PR) in respect of administration of the Department.
- f. Any other duties as and when assigned.

**Dy. Manager (P.R) Library.**

He shall remain responsible to GM/Manager (Public Relations) and perform the following works:—

- a. To maintain the library of BJMC for reference books, journals, BJMC publications etc.
- b. Any other works as and when assigned.

**Asstt. Manager (P.R)**

- a. Publication of a 16 page monthly news bulletin to highlight the development news from all mills, projects and Zonal Offices. Job includes collection of news and stories, editing, re-writing. The work also include supervision of printing process of the bulletin, proof reading, preparation of dummy and also the distribution of the bulletins to all mills and Head Office.

- b. To be responsible for all types of translation in Bangla including articles, writeups, press rejoinders, press releases, Office orders, circulars, documents etc.
- c. To prepare relevant news paper clipping to draw the attention of the authority.
- d. To assist the Manager (Public Relations) to arrange and supervise all printing and publication work of the Corporation and enterprises.
- e. Any other work as and when assigned.

**General Manager (E.R)**

- a. To advise Chairman/Board of BJMC on policy of industrial relations in Jute Industry.
- b. To guide and supervise labour management relation of the Enterprises.
- c. To advise regarding wage policy in public sector industry.
- d. Handling grievance petition of workers/staff of Enterprises.
- e. To guide and supervise proper implementation of labour laws and ordinance.
- f. To represent BJMC management in collective bargaining with the national federation when charter of demands are placed on behalf of the Mills workers/staff.
- g. To act as Convenor of Technical Sub-Committee to determine odd fabrics.
- h. To advise manpower planning of the Jute Industry.
- i. To represent BJMC in the Bangladesh Employers Association.
- j. To collect information on trade union activities at the international level and its impact on Jute Industry and suggest preventive measures to tackle the situation in the interest of the Industrial relations and keep flow of uninterrupted Production.
- k. To be responsible for preparation of contingency plan in the event of strike or any other labour unrest in the mills.
- l. To attend enterprise Board meeting as Director as allocated by the authority.
- m. To perform such other duties and functions as may assigned by Chairman/Secretary/Directors of BJMC.

**Dy. General Manager (ER):**

He shall remain responsible to General Manager (Employees Relations) and perform the following duties:—

- a. To supervise on preparation of wages schedules as per wage policy and its correct uniform implementation of the wages schedule.
- b. To guide and supervise welfare and safety measures in the mills.
- c. To deal with the Labour Court cases.
- d. Organise and supervise control room during mills strike.
- e. To scrutinise matters in respect of all functions of the Division before the files are put up before General Manager.
- f. To assist General Manager in all the functions of the Division as and when required.
- g. To perform all such acts and duties as may be assigned time to time by the General Manager.

**Manager (ER).**

He shall remain responsible to General Manager (Employees Relations) and perform the following duties:—

- a. To initiate notes on problems arising out of labour and labour law.
- b. To initiate notes on grievance petitions of workers/staff of enterprises.
- c. To initiate notes on different queries by mills.
- d. To deal with agreement file, clarification and different queries etc.
- e. To undertake surprise check of mills workers register, service book & records as per statutory provisions of law.
- f. Any other duties as and when assigned.

**Deputy Manager (ER).**

He shall remain responsible to General Manager (Employees Relations) and perform the following duties:—

- a. Preparation of wages schedule and check proforma implementation of wages schedule uniformly.
- b. Calculation of base rate on the wage commission recommended Norm of efficiency of different Machineries of the workers of Piece rate Sections.
- c. Attend queries received from the Enterprises in respect of wages rate for new Products.

- d. Assist manning Scale Committee in determining manpower on the basis of physical verification of Machineries in the mills.
- e. Physical verification into the speed of the Machineries and determine wages rates when Machine speed differers from wage commission recommendations due to various make of Machinery and its condition.
- f. Attend queries received from the wage commission/wage committee constituted by the Govt. for determining/reviewing wage structure of the Public Sector Industries.
- g. Preparation of the draft Gazettee Notification on the basis of recommendations of the wage commission /wage committee constituted by the Govt. for publication through the Government Gazettee.
- h. Prepare reasonable suggestion before the Technical sub-committee in BJMC for solving out technical problems time to time arisen in respect of norms of efficiency and wage rate thereof.
- i. Any other duties as and when assigned.

**Asstt. Manager) (ER).**

He shall remain responsible to General Manager/Dy. General Manager (Employees Relations) and perform to following duties:—

- a. To initiate notes in respect of any untowards labour situation in the mills.
- b. To initiate notes with regard to labour Court cases.
- c. To prepare monthly labour situation report of the Mills.
- d. To take care of establishment matters of the division.
- e. To initiate notes on welfare and Safety services in jute mills.
- f. To deal with various confidential/important reference files.
- g. Any other duties as and when assigned.

**General Manager (MIS).**

- a. Overall planning, control and supervision of the Division and its activities.
- b. Helping higher authority in decision making with analytical information on operation of BJMC mills and the industry.
- c. Analyse world state of affairs on jute and jute goods with special reference to shares of Bangladesh in the world market and possibility of market expansion thereof.
- d. Presentation of information with analysis and suggestions thereof for the Board of Directors.

- e. Presentation of BJMC's view on different policy matters in various conferences/meetings/seminars etc.
- f. Preparation of reports/communications for the higher authorities as and when required.
- g. Assist Board of Directors in decision making process.
- h. Help Chairman in the preparation of reports on policy issues.
- i. Supply of information to the world bodies.
- j. Preparation of graphics and pictorials on various aspects of jute goods production and marketing.
- k. Director, Enterprise Board of the Mills allocated by the authority.
- l. Convenor, implementation of NEC decisions.
- m. Convenor, Introduction of Metric System in BJMC.
- n. Member : Committee on reorganisation of BJMC and cost reduction.
- o. Member : Coordination committee comprised of Jute Division, BJMC, BJMA.
- p. Any other duties as may be assigned by the authority.

**Dy. General Manager I (MIS).**

He will be responsible to General Manager (MIS) and assist him in the following matters:—

- a. Handling departmental administrative affairs.
- b. Control over use of stationery.
- c. Collection, compilation of information and editing of Annual Reports.
- d. Preparation of monthly resume activities of BJMC for Jute Division, Ministry of Industries.
- e. Preparation of Implementation Reports of National Economic Council decisions for submission to the Ministry and concerned agencies.
- f. Preparation of Implementation Reports of the decisions of Council of Ministers.
- g. To look after the works assigned to Janab Arifur Rahman, Dy. General Manager now on deputation to Jute Division, Ministry of Industries & Commerce.
- h. Collection, compilation and editing of report 'Decade of BJMC'.
- i. Collection, compilation and editing of Annual Reports of BJMC.
- j. Any other duties as may be assigned by the Authority.

**Dy. General Manager—II (MIS)**

He will be responsible to the General Manager, MIS and perform the following duties:—

- a. To scrutinise and finalise the data/information to be sent outside BJMC from MIS Division.
- b. To supervise the work for publication of Quarterly Jute Goods Statistics and ensure timely publication of the same with accurate data/information as far as possible.
- c. To supervise preparation of monthly bulletin.
- d. To scrutinise the information/data on sales and exports received from different mills under BJMC and ensure accuracy of the same.
- e. To reconcile the millwise Finished Goods Stock position considering bale production, export and local sales etc.
- f. To supervise work of recording millwise information/data by Dy. Manager (iii).
- g. To perform work of research nature on the basis of data/information received from the mills from time to time.
- h. Other works as and when assigned by the authority.

**Manager (MIS), (External and modification) :**

He shall remain responsible to General Manager (MIS) and perform the following duties:—

- a. Preparation of those reports which are casually required by the Board of Directors and Government Office and Ministries.
- b. To conduct research work.
- c. Supply of informations to the Board of Directors regarding the affairs of production, export, sales and stock etc. which are required from time to time.
- d. Supervision of the publication of Quarterly Jute Goods Statistics.
- e. Preparation of all kinds of proforma and modification of existing MIS proformas.
- f. Co-ordination with the Zonal Offices and jute mills under BJMC, Government office and other agencies.
- g. Preparation of report (Fortnightly) for Minister's review.
- h. Preparation of report for Bangladesh Economic Survey for Ministry of Finance.
- i. Preparation of report for Bangladesh Economic Review (Planning Commission).
- j. Preparation of report for budget speech.

- k. Preparation of different occasional reports to feed BJMC, Ministries and other agencies.
- l. Collection of daily production information from Adamjee Jute Mills for Chairman.
- m. Supervision on the preparation of weekly reports.
- n. Preparation of reports to CMLA Secretariat.
- o. Other works as and when assigned.

**Manager (MIS) Internal.**

He shall remain responsible to General Manager (MIS) and discharge the following duties:—

- a. Collection of monthly preliminary report from the mills.
- b. Supervision of the preparation of monthly preliminary reports by Zonal Officers.
- c. Compilation and publication of monthly preliminary report.
- d. Collection of the monthly MIS operational performance of mills under BJMC.
- e. Supervision of compilation of Zonal position on monthly operational performance.
- f. Preparation of monthly report on operational performance in 37 pages containing different information on (i) Looms (ii) Weaving Production (iii) Baled Production (iv) Loss of Production (v) Batch Price (vi) Sales (vii) Export and Local despatch (viii) Raw Jute Stock (ix) Finished Goods Stock (x) Gradation of the mills of lbs/loom hour, wastage, batch price, production etc. (xi) other related items.
- g. Preparation of monthly bulletins containing 15 tables in 12 pages.
- h. Reconciliation of figures of different mills.
- i. Other works as and when assigned.

**Dy. Manager-I (MIS) :**

He shall remain responsible to Dy. General Manager/Manager (MIS) and perform the following jobs:—

- a. Collection of informations for Weekly Reports and compilation thereof for timely supply to the authorities concerned.
- b. Preparation of draft for publication of Quarterly Jute Goods Statistics containing information on different items on operational performance of the mills under BJMC and disinvested mills with analysis of countryswise export

of Jute Goods from Bangladesh and comparison of performance with Indian Jute Industries. This report contains about 25 printed pages and information from pre-liberation period.

- c. To ensure timely supply of millwise data to computer division on monthly export.
- d. Preparation of different occasional reports on countrywise export of Jute Goods of Bangladesh compared to India.
- e. Maintenance of record of daily price of raw jute and jute goods in Bangladesh.
- f. Other works as and when assigned.

**Deputy Manager II (MIS)**

- a. Maintenance of mill-wise records monthly/yearly containing all operational data.
- b. Compilation of monthly reports on contribution to national exchequer.
- c. Compilation of figures beyond routine nature as and when required.
- d. To assist the Deputy General Manager in collection, compilation and publication of annual reports and any other reports.
- e. Other works as and when assigned.

**Dy. Manager-III (MIS) :**

He shall remain responsible to General Manager/Manager (MIS) and perform the following jobs:—

- a. To assist Manager (MIS), Internal in preparation of monthly preliminary reports of BJMC mills and industry.
- b. Preparation of comprehensive statement on overseas export of jute goods and making code number of the country for computerisation of the disinvested mills.
- c. Preparation of analytical variance statement on the operational performance of disinvested mills.
- d. Collection of monthly reports on the performance of disinvested mills, through Jute Directorate, analysis and compilation thereof, for consolidation, and publication.
- e. To assist General Manager and Managers in preparation of different statistical reports and other papers from time to time.
- f. Other works as and when assigned.

**Computer Programmer (MIS)**

- a. To make out computer program on the following points of performance of the Jute Industry:
  - i) Country wise export of Jute goods.
  - ii) Shipper wise export of Jute goods.
  - iii) Gradation of mill wise Production.
  - iv) Contribution to the national exchequer.
  - v) Freight brokerage earned by BJMC.
  - vi) Gradation of the Mills on operational performance.
- b. To process the program in Adamjee computer division on this above items.
- c. Supervise Assist the jobs allocation of punch operator.
- d. Validation checking of computer output.
- e. Finding out ways & means for avoiding voluminous paper work.
- f. Preservation of data/figures in a Disk.

**Asstt. Manager-3 (MIS) (one for each zone).**

- a. Collection, compilation of preliminary reports from the mills under Chittagong/Dhaka/Khulna Zone.
- b. Collection scrutiny and compilation of monthly operational performance on different items of the mills under Dhaka/Khulna/Chittagong Zone.
- c. To put computer code number in the schedule of Country with export analysis and to check validation of listing code through computer.
- d. To maintain records and papers of the mills under Dhaka/Chittagong/Khulna Zones for any future verification or references.
- e. To reconcile all figures with the mills from time to time.
- f. To assist Manager, MIS (Internal) in preparation of all reports.
- g. Any other duties as and when assigned.

**General Manager (Audit)**

- a. To be responsible to chairman for smooth functioning of BJMC Audit Division.
- b. To co-ordinate with the Director (Finance), the Chairman, Board of Directors & other Directors, Head of Divisions and Ministry of Jute etc.
- c. To attend high level Meetings.
- d. To tender suggestion in respect of internal Auditing & Inventory to the Chairman, Board of Directors, as and when required.
- e. To arrange special investigation on complaints received.

- f. To obtain approval of Internal Audit and Inventory programme from the Director (F).
- g. To obtain approval of appointment of firms of Chartered Accountants for statutory audit of all Enterprises and Head Office and issue appointment letters to the auditors.
- h. To co-ordinate with the auditors, the mill management and the Chief Accountant, BJMC for smooth completion of audits and finalisation thereof.
- i. To co-ordinate with the Director General, Commercial Audit and attend meetings of the Public Accounts Committee, Public Under-taking Committee & meetings of other Committees of like nature.
- j. To submit important cases of the financial/administrative irregularities to the Director (Finance)/Chairman.
- k. To look after entire administration of the Division and make arrangement of training, transfer and posting of the officers/staff of the Division, when feels necessary.
- l. To conduct special investigation and enquiry into the cases referred to him by the higher authority and attend meeting of the Committee, as assigned by the Corporation.
- m. To approve any change/extension in tour programme for audit and inventory of the Audit Parties.
- n. To approve travelling order/tour programme of Dy. General Manager (Audit), Manager (Audit), Dy. Manager (Audit) and to approve/pass the T. A. bills and other petty bills of the said officers.
- o. To recommend earned/casual leave of the officers mentioned in 'n' above and also to recommend earned leave for more than 30 days of others under his Division.
- p. To pass External Audit fee bills.
- q. Any other work as assigned by the higher authority.

**Dy. Gen. Manager - I (Audit)**

He shall remain responsible to chief Auditor and discharge the following duties:-

- a. To supervise the Audit/Inventory and follow up Audit Reports-Internal, Inventory, External, and Commercial of the Mills/Enterprises allocated.
- b. To prepare annual programme for Internal Audits and Annual Inventory and submit the same to the General Manager (Audit) for taking necessary action.
- c. To edit draft Internal Audit Reports and issues thereof for offices/Mills allocated.

- d. To make investigation into the cases assigned from time to time.
- e. To pass T.A. bills/Medical bills and other petty bills of officers & staff of the Director
- f. To submit important cases of financial and administrative irregularities to the GM (Audit)
- g. To approve travelling orders in absence of General Manager (Audit).
- h. To prepare annual budget of the Division.
- i. To submit monthly progress report of internal audit/inventory.
- j. To look after the proceeding cases register and ensure proper maintenance and follow-up of individual cases and to submit statement of proceeding cases showing latest position quarterly i.e. as on 30th Sept., 31st Dec., 31st March and 30th June to the Chief Auditor.
- k. To look after the follow-up registers of audit maintained by the officials of follow-up section.
  - l. To assist the General Manager (Audit) in appointment of External Auditors.
- m. To check the forward diaries of dealing officials of the follow-up section.
- n. To check follow up Register of the Mills allocated to him.
- o. To check weekly diaries of members of Audit Party.
- p. To attend Internal Audit Committee meetings, proceeding enquiries with MITs and other meetings as and when require
- q. Any other work as and when assigned by the G.M. (Audit)

**Dy. Gen. Manager - II (Audit)**

He shall remain responsible to Chief Auditor and discharge the following duties:-

- a. To supervise audit and follow-up audit reports, internal, external, commercial and annual inventory of Mills/Enterprises allocated.
- b. To maintain up-to-date position of external Audit of the Mills/Enterprises and submit a monthly statement thereof to the Chief Auditor by 3rd of the following month.
- c. To investigate into the cases as and when assigned.
- d. To submit cases of serious financial and administrative irregularities to the Chief Auditor.
- e. To sign medical slips in absence of Sr. Dy. Chief Auditor (I).
- f. To look after proceeding register and ensures proper maintenance thereof and follow up of individual cases of the mills under CZ and KZ.

- g. To look after maintenance of assets register, furniture and fixture etc.
- h. To check forward diary of dealing officials in connection with the mills allotted.
- i. To check weekly diaries of the Auditors for audit of the Mills.
- j. To attend meetings, proceeding enquiries with MITs and does any other work as and when assigned by the Chief Auditor.
- k. To prepare papers with the assistance of dealing officers in connection with Public Accounts Committee, Public Under Taking Committee and dis invested Mills specially related to Govt. Commercial Audit for submission to the Chief Auditor.
- l. To work for Sr. Dy. Chief Auditor (I) in his absence and assist the Chief Auditor in administrative affairs of the Division.
- m. To edit draft Internal Audit Report and Issues thereof for offices/Mills allocated.
- n. To do any other work as when assigned.

**Manager 4 (Audit) (one for each zone including Adamjee Jute mills)**

He shall remain responsible to General Manager (Audit) and perform the following jobs.

- a. To supervise audit/inventory and follow-up audit reports, Internal and Inventory, External and Commercial of the Mills/Enterprises/Offices as per allocation.
- b. To submit cases of serious financial irregularities of the G.M. (Audit)
- c. To edit Draft Internal Audit reports and Issue the the same for offices/ Mill as per allocation.
- d. To investigate into the cases as may be assigned
- e. To look after the follow up register Internal, External and Commercial for the mills as per allocation.
- f. To look after proper maintenance of record and use of stationery.
- g. To check the forward diary of dealing officials in connection with the mill as per allocation.
- h. To check up weekly diaries for audit of the Mills as per allocation.
- i. To attend fact-finding and Proceeding case enquiries with MITs and others.
- j. Any other duties as may be assigned.

**Dy. Manager (Audit) (Co-ordination and follow-up).**

1. He will be required to perform the following duties for the mills allocated by the G.M. (Audit)
  - a. **Internal Audit.**
    - i. Follow-up of the Audit Programme with the Audit Parties and to receive the weekly tour diaries of Audit personnel.
    - ii. Receipt of the Internal Audit Report and Annual Physical Inventory sheets and submit the reports to the GM (Audit) for perusal and instructions.
    - iii. Arrangement for typing of edited reports. Comparison of typed reports with the manuscripts and issue of the same through the controlling officers to all concerned.
    - iv. Follow-up with the appropriate authority for obtaining reply/comments on audit reports for disposal action.
    - v. Examination of the mills reply and preparation of further comments for issue through the respective controlling officer.
    - vi. Submission of the important cases of financial/administrative irregularities to the GM (Audit) for his onward submission to the higher authority of the Corporation.
  - b. **External Audit.**
    - i. Help the GM (Audit) in processing the appointment of the firms of the Chartered Accountants for auditing the mills under BJMC.
    - ii. Issuance of the appointment letters to the Firms of Chartered Accountants after approval is obtained.
    - iii. Follow-up submission of accounts by the mills to the Auditors.
    - iv. Pursuance with the firms of Chartered Accountants for taking up the audit and for completion of the same.
    - v. Receipt of the draft audit reports from the Auditors and arrange the distribution of the same for discussion and finalisation by the appropriate authority.
    - vi. Receipt of final audit reports from the Auditors and arrange distribution of the same to all concerned for further necessary action.
    - vii. Preparation and submission of a periodical statement showing progress of the Audit.
  - c. **Govt. Commercial Audit.**
    - i. Receipt and communicate the Govt. Commercial Audit Reports and Audit Comments of the Director General, Govt. Commercial Audit to the respective Offices/Enterprises.

- ii. Pursuasion and collection of replies to the audit reports and scrutinise the same for onward communication to the Govt. Commercial Audit through the controlling officer.
- iii. Pursuasion and collection of replies to further comments for necessary action.
- d. To look after general office discipline and Co-ordination work.
- e. To make programme for Internal Audit, Annual Physical Inventory of the mills under BJMC for submission to the G. M. (Audit) for approval.
- f. To distribute the approved audit programme to the Audit Parties and maintain liaison with them.
- g. To look after the progress of audit and submit progress report to the G. M. (Audit) in the 1st week of each month.
- h. To look after the typing work of Audit Division and look after repairing & maintenance of Type-Writer machines and other office equipment.
- i. To prepare and submit statement of proceeding cases.
- j. Any other duties as may be assigned by the authority.

**Dy. Manager (Audit) 8 (for 8 Audit parties)**

- a. To verify internal check and systems to ascertain deviations from laid down rules and procedures in different aspects of business activities.
- b. To measure the volume of work and to plan internal audit considering party's strength and mandays duly approved by the G. M (Audit).
- c. To prepare audit programme/inventory programme and allocate the work amongst the party members.
- d. To verify regularity and propriety of transactions broadly classified as under subject to allocation of jobs amongst members of the Audit Party :-
  - i) Receipt and payment of Cash/Cheques.
  - ii) Advances, pre-payments and adjustments.
  - iii) Budget & Budgetary control.
  - iv) Capital expenditure, award of contracts and execution thereof including civil construction works.
  - v) Salary and wages, appointments, Promotions, increments, set-up and strength.
  - iv) Jute Purchase planning, procurement, consumption and jute handling and carrying contracts.
  - vii) Store purchase/Imports, consumption, C&F bills and payment of duties and taxes.
  - viii) Production efficiency, wastage-in-process etc.

- ix) Sales and export of finished goods, collection of sales proceeds, freight brokerage, carrying of finished goods to ports for shipment.
- x) Insurance claims for loss, damage, shortage of store, stocks and assets and realisation thereof.
- xi) Claim of buyers of finished goods and settlement thereof.
- e. To supervise the work of the sub-ordinate party members and to help and guide them for smooth conduct to audit and to get the audit work completed as per approved programme.
- f. To investigate into cases of serious nature and submit reports on cases referred by the G.M. (Audit)
- g. To keep liaison with the G.M. (Audit) and to issue Audit observations to the head of the Project with copies to Zonal General Manager and the G M (Audit)
- h. To maintain party administrations and submit weekly diary of all the members of the party to the G M (Audit) showing details of work done.
- i. To submit progress report on audit to the G M (Audit) and make all correspondences concerning the work of the party.
- j. To verify physical existence of the stock of raw jute, finished goods, work-in-process, stores & other fixed assets.
- k. To compile findings & submit draft audit report to G M (Audit)
- l. To do any other work as and when assigned.

**Asstt Manager-Audit (Follow-up) 6 (for Head office)**

- 1. He will be required to perform the following duties for the mills allocated by the Chief Auditor.
  - a. Internal Audit :
    - i. Follow-up audit programme with Audit Parties and to receive weekly tour diaries of Audit personnel.
    - ii. Receipt of Internal Audit Reports and Annual Physical Inventory sheets and submit the reports to the G M (Audit) for perusal and instruction.
    - iii. Arrangement for typing of edited Audit Reports, comparison of typed reports with the manuscripts and issue of the same through the controlling officer to all concerned.
    - iv. Follow-up with the appropriate authority for obtaining reply/comments on Audit Reports for disposal action.
    - v. Scrutiny of the mills reply and preparation of further comments for issue through the respective controlling officer.

- b. External Audit :
  - i. Follow-up submission of accounts by the mills to the Auditors.
  - ii. Pursuation with the firms of Chartered Accountants for taking up the audit and for completion of the same.
  - iii. Receipt of draft Audit Reports from the Auditors and arrange distribution of the same for discussion and finalisation by the appropriate authority.
  - iv. Receipt of final audit reports from the Auditors and arrange distribution of the same to all concerned for further necessary action.
- c. Govt. Commercial Audit :
  - i. Receipt and despatch the Govt. Commercial audit reports and audit comments of the Director General, Govt. Commercial Audit to the respective offices/enterprises.
  - ii. Pursuation and collection of replies to the audit reports and scrutinise the same for onward communication to the Govt. Commercial Audit through the controlling officer.
  - iii. Pursuation and collection of replies to further comments for necessary action.
  - iv. Maintenance of necessary records and registers including files for follow-up action.
- d. Any other duties as may be assigned the Authority.

**Asstt. Manager 2 (Investigation and special Audit)**

He will perform the following duties to be assigned to him by the General Manager (Audit)

- a. To assist the deputy General Manager (Audit) and Managers (Audit) in conducting investigation into the cases of serious financial and administrative irregularities based on complaints, audit report etc
- b. To conduct special audit as and when assigned to him by G.M. (Audit)
- c. To assist the Members, Inspection team, BJMC in conducting enquires into the Proceeding cases.
- d. To do any other job of extra-ordinary nature as and when assigned.

**Asstt. Manager (Audit) 1 each for 8 Audit Parties**

- a. He will be required to verify regularity and propriety of transactions broadly classified as under subject to allocation of jobs amongst members of Audit Party-
  - i. Receipt and payment of Cash/Cheques.
  - ii. Advances, pre-payments and adjustments.

- iii. Budget and Budgetary control.
  - iv. Capital expenditure, award of contracts and execution thereof including civil construction works.
  - v. Salary and wages, appointment, promotion, increments, set-up and strength.
  - vi. Jute purchase planning, procurement, consumption and jute handling and carrying contracts.
  - vii. Store purchase/imports consumption, C&F bills and payment of duties and taxes.
  - viii. Production efficiency, wastage-in-process etc.
  - ix. Sales and export of finished goods, collection of sale proceeds, freight brokerage, carrying of finished goods to ports for shipment.
  - x. Insurance claims for loss, damage, shortage of stores, stocks and assets and realisation thereof.
  - xi. Claims of buyers of finished goods and settlement thereof.
- b. Submission of weekly diary to party Incharge detailing the work done by him.
  - c. Any other duties as may be assigned by the authority.

#### **Chief Medical Officer**

- a. Overall supervision of the Medical Department.
- b. To attend the patients of BJMC Head Office, Dhaka Zone daily at the Medical Centre during office hours and to attend calls at residence also either within or beyond office hours.
- c. To approve medical bills for re-imburement and to make necessary correspondence in this regard.
- d. To give opinion on the disputed medical bills as may be referred by Head Office and Mills.
- e. To arrange examination of the patients by medical board when such occasion arises.
- f. To arrange investigation and medical examination of newly recruited officers and employees of Head Office and Mills.
- g. To examine the sick officers and employees for recommending leave.
- h. To arrange specialised treatment and hospitalisation of the patients of the Mills and Head Office.
- i. To examine the case of workman compensation claims, disputed cases, welfare scheme cases etc. for recommending payment or for other actions.
- j. To keep liason with the Health Ministry, all Medical Officers of the mills and also the Chief Medical Officers of other Sector Corporations for administrative matters including the discipline of the medical department.
- k. Any other duties and functions as and when assigned by the authority.

**Sr. Deputy Chief Medical Officer.**

- a. To attend the wife, son, daughters of the employees belonging to the Head Office and Dhaka Zone daily at the Medical Centre during office hours and to attend house calls within or beyond office hours.
- b. To check all kinds of medical bills and maternity bills for re-imburement or otherwise.
- c. To be responsible for internal routine administration of the Medical Centre. To look after the duties and functions of Chief Medical Officer during his absence on leave or on tour.
- d. Medical examination of all new female and male recruits for approval of C.M.O. or otherwise.
- e. To see the referred cases from mills.
- f. To give opinion on the disputed medical bills as may be referred to H.O. by the Zonal Offices or Mills and Projects.
- g. To examine the sick officers and employees of Head Office regarding recommendation of leave to them on medical ground.
- h. To examine the cases of compensation of labours on death of the mills and projects under BJMC.
- i. To visit Hospitals and Clinics where patients are under treatment.
- j. Any other duties as may be assigned by the Authority.

**Medical Officer, BJMC Head Office:**

He shall remain responsible to chief Medical officer and discharge the following duties :-

- a. To attend the patients of the Head Office and Dhaka Zone daily at the Medical Centre during office hours and to attend to the house calls within or beyond the office hours.
- b. To arrange investigation and Medical Examination of newly recruited officers and employees of BJMC Head Office and mills/projects before joining in the service.
- c. To look after the sanitation of the medical office and surrounding area and the premises.
- d. To look after the activities regarding dressing compounding of the patients attending dressing room in the medical centre.
- e. To look after the condition and number of instruments equipment, furniture, linen and furnishing provided in the medical centre.
- f. Any other duties as and when required.

**General Manager (Research)**

- a. Responsible to the Director (RQC) for day to day research activities of the Division.
- b. Assist Director (RQC) in formulating various research and product development programmes to be undertaken by BJMC.
- c. Responsible for successfully implementing the research and product development activities of BJMC.
- d. Responsible in forming and maintaining close collaboration and coordination of research and product development activities of BJRI (I), BCSIR and other research organization of the country as well as with the International Research Laboratories.
- e. Responsible in preparing counter samples in collaboration with the Production people of BJMC as per buyers specification and requirement.
- f. Preparation of newer products for further diversification of jute goods.
- g. Ensure smooth functioning as well as procurement and maintenance of the laboratory equipment of BJMC Head Office and of the mills.
- h. Issue Pre-shipment Inspection Certificate as per sales contract and specification.
- i. Arrange survey of old/damaged/shutout/rejected goods/cut-pieces/thread wastage/caddies etc. as and when require.
- j. Arrange routine counter test and analysis of jute goods being manufactured by BJMC mills.
- k. Submit performance report of the research activities for the BJMC Board.
- l. Ensure smooth functioning of the Research division.
- m. Any other duties as assigned by Director (Research and Quality Control).

**Dy. General Manager (Research)**

- a. Responsible to the General Manager (Research) for day to day research activities of the Division.
- b. Assist General Manager (Research) in formulating various research and product development programmes to be undertaken by BJMC.
- c. Assist General Manager (Research) in successfully implementing the research and product development activities of BJMC.
- d. Arrange preparation of counter samples in collaboration with the production people of BJMC as per buyers specification and requirement.

- e. Assist General Manager (Research) in the preparation of newer products for further diversification of jute goods.
- f. Assist General Manager (Research) in issuing Pre-shipment Inspection Certificate as per sales contract and specification.
- g. Assist General Manager (Research) in smooth functioning as well as procurement and maintenance of the laboratory equipment of BJMC Head Office and of the Mills.
- h. Arrange survey of old/damaged/shutout/rejected goods/cut pieces/thread wastage/caddies etc. as and when require.
- i. Assist General Manager (Research) in preparing performance report of the research activities for the BJMC Board.
- j. Assist General Manager (Research) in smooth functioning of the Research Division.
- k. Any other duties as assigned by General Manager (Research).

**Manager (Research)**

- a. Responsible to the General Manager (Research) for day to day research activities of the Division.
- b. In-charge of the Research Laboratory of BJMC Head Office.
- c. Perform all tests and analysis of the Research Laboratory.
- d. Assist in pre-paration of newer samples for diversified uses of jute.
- e. Assist General Manager (Research) in issuing pre shipment Inspection Certificate as per Sales Contract.
- f. Check mills testing and reporting system.
- g. Assist General Manager (Research) in smooth functioning of the Research Division activities.
- h. Perform duties as assigned by General Manager (Research).

**Dy Manager (Research)**

- a. Responsible to the General Manager (Research) for day to day research activities of the Division.
- b. Assist in the preparation of newer samples as per specification.
- c. Assist in checking mills testing and reporting system.
- d. Assist in surveying of old/damaged/shutout/rejected goods/cut pieces/thread wastage/caddies etc. as and when require.
- e. Assist General Manager (Research) in smooth functioning of the Research Division Activities.
- f. Perform duties as assigned by General Manager (Research).

**Asstt. Engineer (Instrument)**

- a. Responsible to General Manager (Research) for day to day activities of the Research Division.
- b. Ensure proper maintenance of all testing equipment in Head Office Laboratory and all Testing Laboratories of Jute Mills under BJMC.
- c. Ensure routine overhauling and tuning of all testing equipment in BJMC Laboratory and mills testing laboratories under BJMC.
- d. Perform any other duties as and when required by General Manager (Research).
- e. Assist General Manager (Research) in smooth functioning of the Research Division activities.

**Asstt. Manager (Research)-2**

- a. Responsible to the General Manager (Research) for day to day activities of the Division.
- b. Assist in performing all test and analysis of the research laboratory.
- c. Prepare charts/graphs/tables etc. as and when required by the Division.
- d. Assist in surveying of old/damaged/shutout/rejected goods/cut pieces/thread wastage/caddies etc. as and when require.
- e. Assist General Manager (Research) in smooth functioning of the Research Division activities.
- f. Perform duties as assigned by General Manager (Research).

**General Manager (Q.C.)**

- a. Responsible to the Director (RQC) for day to day quality control activities of the Division.
- b. Assist. Director (RQC) in formulating various In-Process Quality Control (IPQC) to be implemented in BJMC Mills.
- c. Responsible for successfully implementing IPQC in all the jute mills under BJMC.
- d. Responsible in maintaining and building close liaison with the Directorate of Inspection for Jute Goods and Bangladesh Standard Institution.
- e. Conduct inspection of Jute Mills to counter check the In-Process Quality Control activities of the mills under BJMC.

- f. Ensure the manufacture of jute goods strictly as per contractual specification in collaboration with production people.
- g. Conduct investigation on the buyers complaints/claims.
- h. Plan out process setting and standization of process.
- i. Arrange Pre-shipment Quality Control Inspection as per Sales contract.
- j. Analyse and varity the quality control reports from Zones and jute mills under BJMC.
- k. Submit monthly performance report of the Quality Control activities for BJMC Board.
  - l. Ensure maintaining close liaison among Head Office,, Zones and Projects.
  - m. Ensure smooth functioning of the Quality Control Division.
  - n. Any other duties as assigned by Director ( Research & Quality Control )

**Dy. General Manager (Q.C.)**

- a. Responsible to the General Manager (QC) for day to day quality control activities of the Division.
- b. Assist General Manager (QC) in formulating various In-Process Quality Control (IPQC) to be implemented in BJMC mills.
- c. Arrange successful implementation of IPQC in all the jute mills under BJMC.
- d. Assist General Manager (QC) in maintaining and building close liaison with the Directorate of Inspection for Jute Goods and Bangladesh Standard Instituton.
- e. Arrange inspection of jute mills to counter-check the In-Process Quality Control Activities of the mills under BJMC.
- f. Assist General Manager (QC) in planning proecess setting and standization of process.
- g. Conduct Pre-shipment Quality Control Inspection as per Sales contract.
- h. Assist in Preparing monthly performance report of the Quality Control activities for BJMC Board.
- i. Assist General Mrnager (QC) in smooth functioning of the Quality Control Division.
- j. Any other duties as assigned by General Manager (Quality Control).

**Manager (Q.C.)**

- a. Responsible to the General Manager (QC) for day to day Quality Control activities of the Division.
- b. Assist in successfully implementing IPQC in the Jute Mills.
- c. Assist in inspecting jute mills IPQC activities.
- d. Assist in conducting pre-shipment inspection as per Sales Contract.
- e. Assist in Investigating on buyer's Quality Complaints/Claim.
- f. Assists in Preparing Monthly Quality Control performance report for the BJMC Board.
- g. Assist smooth functioning of the Quality Control Division.
- h. Perform any other duties as assigned by General Manager (Quality Control).

**Dy Manager (Q. C.)**

- a. Responsible to the General Manager (QC) for day to day Quality Control activities of the Division.
- b. Assist in successfully implementing IPQC in the Jute Mills.
- c. Assist in inspecting jute mills IPQC activities.
- d. Assist in conducting pre-shipment inspection as per Sales Contract.
- e. Prepare charts/graphs on different quality deficiencies/deviations of goods of different jute mills under BJMC.
- f. Assist in smooth functioning of the Quality Control Division.
- g. Perform any other duties as assigned by General Manager (Quality Control).

**Asstt. Manager (Q.C)-2**

- a. Responsible to the General Manager (QC) for day to day Quality Control activities of the Division.
- b. Assist in successfully implementing IPQC in the Jute Mills.
- c. Assist in preparing charts/graphs on different quality deficiencies/deviations of jute mills under BJMC.
- d. Assist in conducting pre-shipment inspection as per Sales Contract.
- e. Assist in smooth functioning of the Quality Control Division.
- f. Perform any other duties as assigned by General Manager (Quality Control).

**General Manager (Planning)**

He shall remain responsible to Director (Planning) and perform the following duties:—

- a. Formulation of necessary strategies of planning relative to the development of jute manufacturing sector, including projection of long-term, mid-term plans.
- b. Guidance on preparation of schemes (PP) for new BMR Projects, including revision of on-going projects as per guidelines given by the NEC, Planning Commission, Jute Division and BJMC Board. Also, feasibility studies, appraisal and evaluation of the new projects.
- c. Control, supervision and guidance on implementation of the projects including evaluation at different stages of implementation, review of the progress of works, preparation and submission of various reports to IMED and other Govt. agencies.
- d. Endeavour to obtain Govt. approval of the schemes, release of fund from the Govt. for the projects under ADP, including credits, barter-deals, grants etc. from ERD.
- e. Control and supervision of procurement of machinery, spares, furnishings, industrial raw materials etc. and guidance to mills on purchase matters (procurement is mainly done by mills).
- f. Control and supervision of clearance of imported materials, generally done by mills direct, and guidance to mills on matters relating to Govt. duties, clearance problems, etc.
- g. Supervision and guidance on control of spare parts to ensure economic procurement and effective use thereof.
- h. To attend Enterprise Board meetings, periodically to examine the overall performance of the units and suggests all-round improvement.
- i. Inspection of jute mills to review the progress of the works under Rehabilitation Programme and overall performance of the mills, suggests improvements.
- j. To design/formulate training schemes/programmes to cater to the training needs of BJMC, including mills.
- k. To control, supervise and guide on effective implementation of the training schemes/programmes, including arrangement for foreign training of BJMC/mill personnel and training of foreign nationals in jute mills under different government protocols.

**Dy. General Manager (Planning).**

He will be required to assist the General Manager of the Planning Division and the Director Incharge in respect of the following :—

- a. Projection of long-term, mid-term, short-term plan, 5 year plan, perspective plan etc. as per frame work given by the Government, BJMC Board and as per requirement of mills/project and based on reasearch and development.
- b. To supervise preparation and submission of schemes for new projects, on-going projects, revision of projects, etc. including UNDP projects.
- c. Feasibility study in respect of setting up of jute mills both within and out-side the country, etc.
- d. Preparation of budget speech covering area of development activities, fiscal policy, economic survey, etc.
- e. Implementation of development projects, preparation of ADP, physical and financial work programme and their submission to concerned authorities and monitor progress of implementation of development projects.
- f. Supervise preparation of different kinds of records i.e. monthly, quarterly, annual, completion report of project etc. and their submission to Implementation, Monitoring and Evaluation Division and also to other concerned Division/Departments of the Govt. Also supervise preparation of reports for President Secretariat and other special reports required by IMED and other Govt. Departments from time to time.
- g. Identification of problems and take remedial measures.
- h. Maintain liaison with the Planning Commission, ERD, Jute Division, World Bank and) other Govt. of international agencies and financial institutions and jute mills/projects in respect of development programme for financial and technical assistance viz. credit, grant, barter and foreign exchange allocation and their utilisation.
- i. Supervise preparation of foreign exchange budget under non-development programme for operational/recurring expenditure of the project and their submission to Commerce Division and other authorities concerned for import of machinery & equipment. raw materials, dyes and chemicals, pig iron etc.
- j. Arrange/provide technical know-how to foreign countries through mutual co-operation, arrange imparting training of foreign nationals in Bangladesh under technical co-operation programme.
- k. Evaluation of performance of the plan achievement vis-a-vis targets on development projects.

- l. Explore possibilities of exporting non-traditional items (excluding jute goods).
- m. Obtain expertise for installation and repair of machinery.
- n. Transfer of surplus machinery from one mill to other and their better utilisation.
- o. Import policy matters and follow-up action.
- p. Preparation of papers related to ADP review meeting and follow up actions thereof.
- q. Attend meetings/conferences/workshops/review meetings in Planning Commission, ERD, Jute Division, Finance Division, Industries Division, Commerce Division, etc.
- r. Administration of Planning & Implementation Deptt.
- s. Any other duties as may be assigned by the authority.

**Dy. General Manager (Planning—FA).**

He will be responsible to General Manager (Planning)/Director-in-charge and perform the following duties and functions :—

- a. Preparation of long-term, mid-term, short-term plans which includes perspective plan, Five Year Plan, Annual Plans, Interim plans.
- b. Preparation of schemes in project proforma of the Planning Commission for the new projects and revision of the schemes (when necessary) including financial & economic analysis to judge viability of schemes.
- c. Submission of schemes to Planning Commission, Jute Division and follow up actions for approval.
- d. Meeting queries of project Evaluation Committee, Preparation of Project profile and paper for ECNEC for its approval of the schemes of any other agency.
- e. Drawing up schemes of pilot projects to explore possibilities of diversified/new and uses of jute.
- f. Preparation of budget speech, fiscal policy, economic survey etc.
- g. Feasibility study in respect of setting up of jute based projects under joint venture both at home and abroad.
- h. Preparation of UNDP/UNIDO Projects, papers for NEC meetings, implementation of decisions of NEC and other Govt. Agencies, also handling of other policy matters related to jute industry/projects.

- i. Drawing up of physical and financial work programme for implementation in different projects of BJMC through release of fund from ADP.
- j. Formulation of Annual Development Programme proposals and their subsequent arrangement of fund from Planning Commission/ERD for implementation.
- k. Supervision & monitoring of progress of implementation of development projects of BJMC, guide preparation of different kinds of reports i.e. monthly, quarterly and annual. Also submission of project completion reports and application of CPM techniques for project implementation. Also guiding preparation & submission of reports to IMED & NEC on different projects from time to time.
- l. Misc. correspondences with national & international organisations and agencies related to project planning & implementation.
- m. Any other duties as and when assigned.

#### **Manager (Planning)**

He shall remain responsible to General Manager/Dy General Manager (Planning) & discharge the following duties:—

- a. To deal with the planning activities, including projection of long-term, mid-term, short term plans; feasibility study; project planning & appraisal.
- b. Preparation of schemes, including UNDP projects and implementation of the projects, formulation of annual work programme under ADP, evaluation and monitoring of reports to concerned Govt. Agencies, UNDP/UNIDO etc.
- c. Preparation of project profiles, write-ups for different Govt. Agencies, World Bank, UNDP/UNIDO/ODA/BTA for technical/financial assistance.
- d. Feasibility studies, including abroad, on setting up of jute mills and supply briefs to our different embassies/foreign countries about technical cooperation, including joint ventures.
- e. Preparation of papers for BJMC Board, NEC meetings, budget speech, economic survey on planning and development activities. Also implementation of NEC/Council of Ministers' decisions and replies to their queries.
- f. Arrangements for training study tour of foreign nationals in Bangladesh (Jute mills) vis-a-vis BJMC/Mill personnel abroad under various bilateral technical cooperation programmes (Govt.). Also to co-ordinate for obtaining expertise (foreign) services for installation, modification and repair of machinery.

- g. Arrange assessment of the training needs of BJMC (Head Office/Zonal Offices/Enterprises) for home and abroad and make necessary arrangements for training, including under various foreign technical assistance viz., BTA, UNDP/UNIDO.
- h. Arrange formulation of training programmes for different categories and level of personnel, particularly mill personnel.
- i. Preparation of syllabus in consultation of the concerned experts.
- j. Arrange training of foreign nationals in Bangladesh (jute mills) under government protocols/bilateral agreements or on charge basis.
- k. General administration of the Division; co-ordination with the Govt. Offices & international institutions; other duties as and when assigned to.

**Manager (Planning) II :**

He shall be responsible to General Manager /Dy. General Manager (Planning) and shall perform the following jobs: —

- a. Preparation of scheme, formulation of plan, appraisal, monitoring and evaluation of the projects.
- b. Preparation of feasibility report.
- c. Examination of technical aspects in the preparation of the schemes as per project proforma of the planning commission for the new projects, BMR projects, and revision of the PP.
- d. Assessment of civil engineering costs of the new project and BMR projects including electrical information in consultation with the Engineering Division/Maintenance Division.
- e. To arrange preparation of master lay out plans for new projects including machinery layouts in consultation with the Engineering Division.
- f. Assessment of requirement of machinery and equipment in the existing mills including for projects BMR and actual needs of the mills in operation.
- g. Examination of the suitability of machinery on the basis of model, type, life performance etc. including cost structure thereof.
- h. Arrange assessment of training needs of the technical personnel, formulate training programme and preparation of syllabus for different categories and level of BJMC/mill personnel (technical) in consultation with concerned experts.
- i. Deal with various technical aspects for imparting training of the technical personnel (technology, engineering etc.).
- j. Any other duties and functions as and when assigned by the authority.

**Dy. Manager (Planning)**

- a. To remain responsible to the Deputy General Manager and the General Manager, Planning & Implementation Division in respect of planning activities.
- b. To prepare schemes in the prescribed proforma of the Planning Commission for new projects, on-going projects, revision of projects etc. evaluation of projects through financial and economic analysis and judge the viability of the projects.
- c. To prepare and submit schemes as per procedures to the Administrative Ministry (Jute Division), Sector Division of the Planning Commission for approval of projects by MPEC, PF/PEC, ECNEC as the case may be.
- d. Preparation of physical work programme for implementation of projects through release of fund from ADP.
- e. Preparation of Annual Development Programme (ADP), follow up release of fund from ADP for implementation of projects etc.
- f. To monitor progress of implementation of development projects, preparation of different kinds of reports i.e. monthly, quarterly, annual, completion report of projects etc. Besides, preparation of special reports on quarterly basis for submission to IMED for NEC meetings.
- g. Preparation of foreign exchange budget for development projects and follow up action for allocation of foreign exchange for utilisation.
- h. Collection of annual requirement of foreign exchange from the projects for operational/recurring expenditure, compilation and preparation of foreign exchange budget, follow up formal allocation of foreign exchange by the Government, arrange sub-allocation of foreign exchange to the projects for utilisation etc.
- i. Any other job assigned from time to time.

**Dy. Manager II (Planning)**

He shall be responsible to Gen. Manager/Manager (Planning) I & II and shall assist the following, another.

- a. Preparation of syllabus in consultation with the concerned experts for training.
- b. Assessment of the training needs of BJMC (HO & Enterprises) for home and abroad.
- c. Arrangements for training .
- d. Formulation of training programmes.
- e. Arrangement of training of foreign nationals in Bangladesh (Jute Industry).
- f. Other duties as and when assigned.

**Asstt. Manager-I (Planning).**

- a. Collection and compilation of various information/statistical data from different Divisions/Departments of BJMC, Jute Divisions and other Govt/ Semi Govt. Agencies/Institutions on matters relating to Planning and development activities, including implementation of the projects.
- b. Preparation of various statements on matters relating to planning and implementations of the projects.
- c. To check up, compile and arrange typing, cyclostyling of schemes, reports, working papers for meetings, write-ups.
- d. Maintenance of records, files, documents, schemes etc.
- e. To maintain records of receipt and use of stationery for the Division.
- f. To assist Dy. General Manager (Pl. & Imp.) in all establishment matters.
- g. Any other duties as and when assigned.

**Asstt. Manager-II (Planning)**

He shall be responsible to Managers/Dy Manager-II and perform the following job in respect of training.

- a. Maintain liaison with the zonal office (Training department) and mills in the affairs of training.
- b. Maintain file/records on the related matters.
- c. Prepare and forward data/information on training matters.
- d. Drafting of all correspondences of the section.
- e. other duties as and when assigned.

**Dy. General Manager (Purchase)**

He shall be responsible to General Manager (Planning) and discharge the following:—

- a. To be responsible for allocation and distribution of work in purchase and shipping import section.
- b. To supervise the preparation of International Tenders.
- c. To arrange technical scrutiny of tenders and tender committee meeting.
- d. To co-ordinate preparation of purchase proposal.
- e. To arrange/placement of purchase proposal to the Board.
- f. To attend Board meeting in connection with purchase proposal.
- g. To supervise placement of purchase orders.

- h. To be responsible for all types of local purchase in the Head Office.
- i. To meet occasional requirements of Zonal Office/Mills through local purchase.
- j. To provide guide lines for purchase.
- k. To control consumption of stores in the Jute Industry.
- l. To control function of shipping Import Section.
- m. To provide guidance to the mills in matters of shipping clearance.
- n. Any other duties as and when assigned by the authority.

**Manager (Purchase) :**

He shall remain responsible to General Manager (Planning) and perform the following duties:—

- a. To scrutinise indents and supervise preparation of International Tenders.
- b. To arrange publication of tender notices in the local dailies.
- c. To co-ordinate despatch of International Tender schedules to Bangladesh missions abroad and foreign missions at Dhaka.
- d. To supervise processing of tenders after opening till placement to the Technical Committee.
- e. To attend Tender Committee meetings.
- f. To attend Board meeting in connection with Tenders for procurement of jute mills requirement and appointment of consultants.
- g. To supervise placement of orders and follow-up action of the same.
- h. To advise mills in matters of import under Cash Allocation, Credit, Grant and Barter agreements.
- i. To maintain liaison between BJMC and the World Bank with regard to utilization of fund.
- j. To attend ADP, ERD and World Bank meetings in relation to BJMC affairs.
- k. To attend to IDA, UNDP & World Bank representatives in matter related to BJMC.
- l. Any other duties and functions as and when assigned by the authority.

**Dy. Manager (Purchase)**

He shall remain responsible to General Manager (Planning)/Dy. General Manager (Purchase)/Manager for the following jobs :-

- a. To process International Tenders.
- b. To process and submit the cases to the Tender Committee.
- c. To submit purchase proposal and place purchase orders after approval.
- d. To make correspondences with the mills and suppliers.
- e. To follow-up the purchase cases till finalisation.
- f. Other work as and when assigned.

**Asstt. Manager-I (Purchase).**

He will be responsible to General Manager (Planning) and discharge the following duties :-

- a. To arrange clearance of consignments of the Jute Mills under BJMC arriving through Zia International Airport, Dhaka & River port at Narayanganj.
- b. To keep close liaison with the shipping sections under Chittagong and Khulna Zonal Offices.
- c. To mobilise fund, Original Shipping Documents and Import Licence from Jute Mills of Dhaka, Khulna and Chittagong.
- d. To supervise the work of subordinate officers and Staff of Shipping Import Section.
- e. To maintain liaison with all the Govt/Semi-Govt. Agencies i.e. Ministry of Jute, Collector of Customs, Airlines, Port Authorities, National Board of Revenue, Ministry of Industries, Bangladesh Bank and CCI & E in respect of policy matters on Import Clearance.
- f. To look after insurance matters and all claim affairs on the consignments.
- g. To float Tenders for appointment of C&F Agents for Chittagong, Khulna, Benapole and Dhaka.
- h. To supervise the movement of Licence.
- i. Any other duties as and when assigned.

**Asstt. Manager II (Purchase)**

- a. He will be required to assist Manager/Dy. Manager, as per millwise allocation in the matters relating to :—
  - i) processing of International Tenders.
  - ii) placement of the cases to the Technical Committee for scrutiny.
  - iii) placement of the cases to the Tender Committee.
  - iv) submission of purchase proposal.
  - v) placement of orders.
  - vi) correspondences with Mills and Suppliers.
  - vii) follow-up.
- b. Any other duties as and when assigned.

**Deputy General Manager (Store Control):**

He will be responsible to the General Manager (Planning) and also to the Director-in-Charge and discharge the following duties :—

- a) To prepare machine-wise spare parts lists for computerisation, monthly, and maintenance of records to feed back (with information) the authorities and for official use/reference.
- b) To keep the stock level of stores, including spare parts, in sound position with the help of the Computer Division.
- c) To help the Computer Division for computerisation of spare parts.
- d) To scrutinize consumption of spare parts from the monthly computerised reports.
- e) To arrange preparation of reports relating to stock and consumption of spare parts for monthly review meetings.
- f) To arrange standardisation of spare parts to be manufactured by BJMC-Galfra-Habib, mills workshops etc.
- g) To help/guide the individual mills to identify and build up their stores maintaining minimum and maximum levels, based on practical consumption, quality and price of the fast and slow moving stores.
- h) To help/guide the individual mills to have effective cost control and consumption of stores and to avoid unnecessary inventory.
- i) To inspect mills, periodically/as and when necessary, for checking the stock position, quality and price variations of the stores, particularly spare parts, being procured by them and suggest measures for improvement.

- j) To help/guide the mills for introducing/maintaining store control system to ensure their smooth functioning.
- k) To chalk out programme for individual mills in respect of rehabilitation and preventive maintenance to ensure their better productivity.
- l) Other duties as and when assigned.

**Manager (Store Control) :**

He will be responsible to the Dy. General Manager (Store Control) and also to the General Manager (Pl) and discharge the following duties and functions :—

- a) To arrange preparation of machine-wise spare parts lists for computerisation and maintenance of records thereof for official use/reference.
- b) To help the Computer Division for computerisation of spare parts and keep stock level of stores in sound position.
- c) To scrutinise consumption of spare parts from the monthly computerised reports.
- d) To help preparation of reports relating to stock and consumption of spare parts for monthly review meetings.
- e) To arrange standardisation of the spare parts to be manufactured by BJMC Galfra Habib, Mills Workshop etc.
- f) To help and guide the individual mills to identify and build up their stores, maintaining minimum and maximum levels, based on practical consumption, quality and price of the store materials.
- g) Inspect the mills as and when necessary for checking stock position, quality and price variation of the stores, particularly spare parts, being procured by them and suggest measures for improvement.
- h) To help/guide the individual mills for chalking out their programmes for rehabilitation and preventive maintenance.
- i) Other duties as and when assigned.

**Dy. Manager (Store Control) :**

He will be responsible to the Dy. General Manager (Store Control) and discharge the following duties and functions :—

- a) To assist the Dy. General Manager (Store Control) and Manager (Store Control) for preparation of machine-wise spare parts lists for computerisation and maintenance of reports thereof.

- b) To scrutinize consumption of spare parts from the monthly computerised reports.
- c) To help preparation of reports relating to stock and consumption of spare parts for monthly review meetings.
- d) To help the individual mills to identify and build up their stores for maintaining minimum and maximum levels, based on practical consumption, quality and price of spare parts and furnishings.
- e) To help chalk out programme for individual mills in respect of rehabilitation and preventive maintenance.
- f) Other duties as and when assigned.

**Chief Engineer.**

- a. In-charge of the Civil Engineering Division and will be responsible to the Director (Planning) for efficient and technical control of the BJMC Project so far the civil Engineering side of the Jute Mills is concerned.
- b. To recommend transfer of Managers (Civil) of Zonal Offices and Mills and also transfer of other engineers from mills to Head Office and vice versa.
- c. To prepare budget for the Engineering Division and advice other projects regarding budget provision for the Engineering works in the Project.
- d. Responsible for the general supervision and control of the engineering works of all BJMC's mills/Projects.
- e. Responsible for designing and planning of all the engineering works.
- f. Responsible for enlistment of BJMC contractors and issue enlistment/renewal certificates etc.
- g. Responsible for procurement of construction materials namely Cement, M.S. Rod, Structural Steel, C.I. Sheet and other materials as and when required from the Govt. or from the authority of the Steel Mills Corporation.
- h. To recommend for construction of works involving above 10 lac.
- i. To prepare lay out plan for the Mills in co-operation with machinery suppliers/consultant after taking possession of the land by the Mills.
- j. To arrange preparation of tenders for factory building and ancillary structure.
- k. To arrange preparation of tenders for colony building, roads, drains, jetting, siding and welfare building of the Mills in co-operation with the Manager (Civil) Mills/Zones.
- l. To act such other works relating to tender as Chairman of the tender committee.
- m. To issue work order and to execute contract agreement.
- n. Any other work as may be assigned by BJMC authority.

**Dy. General Manager (Civil)**

- a. To be responsible to the Chief Engineer for expeditious execution of Civil construction work of BJMC Project.
- b. To inspect periodically all works in progress, issue instruction to the Engineers and advice the Project Heads with a view to maintaining progress of works within time schedule.
- c. To scrutinise the estimate of BJMC Project and recommend them to the Chief Engineer for sanction.
- d. To check physically the figures/measurement of the final bills before passing them for payment.
- e. To check the materials used in the works and also examine the quality of works.
- f. To inspect the registers kept in Engineering Department of the BJMC Project.
- g. To issue tour note indicating technical advice in respect of quality of works and its progress in the mills.
- h. To be responsible for designing and planning the Engineering works of all the mills.
- i. Any other duties and functions as may be assigned by the authority.

**Manager (Civil) Head Office.**

- a. To prepare the detailed drawings, working drawings of Civil Engineering works of the project under BJMC.
- b. To scrutinise & check the detailed drawings, layout plan, etc. submitted by the Project & recommend to the Chief Engineer, BJMC for his final approval.
- c. To prepare, scrutinise & check the detailed estimate with analysis of rates submitted by the project under BJMC and to recommend the same to the Chief Engineer, BJMC for approval as per budget provision.
- d. To prepare the detailed plan & estimate of all the Civil Engineering works of BJMC H.O., Dhaka & recommend the same to the authority for approval.
- e. To call tender, of works of BJMC H.O., & checking of C.S. & recommending the same to the authority for awarding of work.
- f. To execute the Civil Engg. works of BJMC H.O. Dhaka with supervision passing of bills etc.
- g. To prepare/guide the project Civil Engineer to prepare the detailed terms & condition of tender documents for the construction work of the project under BJMC.

- h. To prepare the detailed terms & Condition & work schedule upto Tk. 10 lacs for project under BJMC as well as BJMC H.O.'s works.
- i. To prepare the detailed Deed of Agreement of works consting over Tk. 10. lacs of all the project under BJMC.
- j. To check periodically all the work in progress in different Mills under BJMC & issue instruction to the Civil Engineers & advise the Project Heads with the view to maintainin<sup>g</sup> progress of Civil Engineering works.
- k. To check all the final bills of all the construction works submitted by the Project/Mills under BJMC with detailed measurement of works bill of quantity after physical inspection, if required and also to check the bills of materials with item-wise theoretical calculation & actual consumption & to recommend the Dy. General Manager (Civil) & Chief Engineer, BJMC for final passing.
- l. To assist the Audit team to investigate into the mal-practices of project in connection of Civil Engineering works as & when asked by the Audit Division/BJMC Authority.
- m. To assist the MIT for enquiry/investigation in connection with Civil Engineering works of Mills under BJMC.
- n. To make correspondences in connection of Civil Engineering works with different project in order to accelerate the progress of works to implement the decision of the authority as per circular as well as per instruction of the Chief Engineer through tour report etc. and also to make draft recommendation to the BJMC authority in case of any difficulties arises in Civil Engineering works of different project.
- o. To make correspondences with Mills & Govt./Semi Govt. Offices/Autonomous Agencies in connection with procurement of materials viz. cement, M.S. Rods, C.G.I. Sheets etc. & allot the same to the project/Mill in accordance with the actual requirement & availability of the materials.
- p. To check & recommend to the Chief Engineer for approval of extension of time when applied by the contractor due to delay in completion of works through recommendation of the Mills Management.
- q. To attend Court, legal advisor M/s. B. Ahmed & Co. from time to time for different court case.
- r. To assist the Chief Engineer, BJMC & Dy. General Manager (Civil) in all Civil Engineering works for the efficient & expeditious execution of Mills/ Project under BJMC.
- s. To perform other duties & spot enquiries as and when assigned by the BJMC authority/Chief Engineer.

**Engineer (Civil) Head Office**

He will be responsible to Chief Engineer/Dy. GM./Manager and perform the following duties :-

- a. Preparation of working drawings, estimates and specifications of all Civil Engineering works of head office and all the jute mills under BJMC.
- b. Preparation of work order and time schedule of each work of the head office and the jute mills.
- c. Scrutiny of measurements of work done and recommendation for payments to the Contractors.
- d. Design and planning of the engineering works valued upto Tk. 2.5 lakhs.
- e. Other works as and when assigned.

**Asstt. Engineer (Civil), Head Office**

He will be responsible to the Chief Engineer/Deputy General Manager (Civil) for performing the following duties and functions :

- a. To prepare the drawing and estimate of different work.
- b. To check final bills sent from the mills.
- c. To scrutinise the bills on technical side and check correctness of the bills as per actual work done.
- d. To check the the materials consumed in the work, namely :— Cement, M, S. Rod, Structural Steel, C. I. Sheet, etc.
- e. To accompany the Chief Engineer/Dy. General Manager (Civil). if asked for, while visiting mill site during execution of works.
- d. Any other duties and functions, as and when assigned.

**General Manager (Marketing) Carpet and F.O. Coordination,**

He will remain responsible to Director (M) and perform the following duties :

- a. To guide, supervise and implement all policy matters in respect of marketing of carpets of 3 carpet factories under BJMC Management.
- b. To look after product development and promotion of export marketing for jute carpets all over the world.
- c. To make survey of market conditions of carpets and organise carpet fairs abroad.
- d. To work as counter-part of UNDP financed project No. BGD/019-International Jute Carpet Market Study. All correspondences with Jute Division, ERD, UNDP, Other Govt. Agencies and follow up action.

- e. To visit carpet factories for planning production according to market requirement.
- f. To guide the activities of the carpet factories under BJMC Management as Director of the enterprise Board.
- g. To look after the affairs of BJMC's Overseas Officers, be responsible for preparation of yearly budget of those offices, ensure remittance of fund which require close supervision and co-ordination with Ministry of Finance, Jute Division and Banks.
- h. To act as Member, Jute Goods Pricing Committee.
- i. To look after the affairs relating to participation in International/National carpet Fairs, selection of representatives, despatch of samples and products of BJMC to be exhibited.
- j. To attend/receive telex/cables/enquiries for carpet and webbing.
- k. To supervise the work of subordinate officials of the carpet and Foreign Desk.
- l. Other functions as may be assigned, from time to time, by Director (Marketing)/Chairman, BJMC.

**Manager - I (Carpet)**

He shall remain responsible to the General Manager of the concerned desk and perform the following duties:-

- a. Sale of Carpets of all the Carpet Factories under BJMC.
- b. Maintain liaison works between Carpet Section & Carpet Factories.
- c. Supervision of works of sub-ordinate officials of the Carpet Section.
- d. Supervision of work of the Dhaka based show-cum Sales Centres of Carpets.
- e. All sorts of correspondences including queries from the local and foreign buyers of carpets,
- f. To examine and settle all claims in consultation with the authority.
- g. Tasks assigned by the General Manager from time to time.

**Manager - II Carpet & Foreign office:**

He shall remain responsible to General Manager of the desk and perform the following duties.

- a. To look after affairs of Overseas Jute offices & all works of administrative nature.

- b. To prepare budget of Overseas jute offices, obtain sanction of the same from the Ministry of Finance, ensure quarterly remittance of fund-examination of requirements of enhanced budget other financial implications involving foreign exchange for the Marketing Division.
- c. To co-ordinate between BJMC, Jute Division, the Ministry of Finance and the Ministry of Foreign Affairs.
- d. To deal with matters regarding participation in National and International Fairs.
- e. To deal with matters with the Export Promotion Bureau.
- f. Other duties as and when assigned.

**Dy. Manager - I (Carpet & FO) 2**

- a. Assist Manager (Marketing) in matters of both foreign and local sales.
- b. Make correspondences with foreign buyers and 3 (three) carpet factories at Chittagong.
- c. Advise sales to Factories and follow-up the production and shipment positions of carpets and Jute Webbing with Factories.
- d. Follow-up with foreign buyers/banks for SI/LC after finalisation of contracts and maintaining the records.
- e. Checking up the sales contracts prepared for Jute Carpets and Jute Webbing.
- f. Co-ordinate local sales of two Show Rooms at Dhaka.
- g. Perform other works as and when given by the Authority.

**Dy. Manager -II (Carpet & FO)**

- a. To deal with all administrative matters of BJMC's Overseas Market Promotion Jute Offices.
- b. To arrange timely remittance of fund to those offices including co-ordination, persuasion and allied works.
- c. To prepare yearly budget for overseas offices, to make budget provision of certain items of expenditures involving foreign exchange so far Marketing Directorate is concerned finalisation thereof with the Ministry of Finance and Planning, Govt. of Bangladesh.
- d. To prepare all papers regarding participation in National and International Fairs finalisation of matters for sending nominated representatives and BJMC's exhibits to the place of exhibitions, co-ordination works with different Agencies/Organisations thereof.

- e. To attend EPB's meeting for Fire affairs, co-ordination and Liaison work correspondence and other matters thereof.
- f. To attend matters relating to Jute Tapestry which is a newly produced by BJMC on joint venture basis, all correspondences, payment of bills and arrangement for holding Show-Cum-Sales Exhibitions at home and abroad.
- g. To do all other works as and when assigned by General Manager.

**Asstt. Manager (carpet) Sonargaon Sales Centre.**

- a. Incharge of Carpet Sales Centre at Hotel Sonargaon.
- b. Conducting sales of carpet of Amin Jute Mills Limited, Baghdad-Dhaka Carpet Factory, Furat-Karnafuli Carpet Factory at Chittagong.
- c. Conducting mainly foreign exchange to foreign visitors.
- d. Maintaining close contact with foreign Mission and other organisations for promotion of sales.
- e. Maintaining records of all sales.
- f. Managing all affairs of the Sales Centre.
- g. Maintaining liaison with Marketing Division, BJMC Head Office and the Carpet Factories.

**Asstt. Manager (Carpet)-2**

- a. Preparation of Jute Webbing Contracts.
- b. Recording Jute Webbing sales in the Sales Register.
- c. Collection of Freight Rates for Jute Webbing for different Steamer Agents and calculating prices for Jute Webbing.
- d. Advice shipment position to the foreign buyers.
- e. Maintenance of records of local sales and export of carpets and allied products.
- f. Other jobs assigned by Manager (Marketing) Carpet Section.

**General Manager (Marketing) SE/F.B/CLAIMS.**

- a. To be responsible for planning and co-ordination of work relating to internal movement of jute goods worth Tk. 420 crore from BJMC Jute Mills to ports by water, road and rail.
- b. Planning and execution of shipment of jute goods of all BJMC mills to about 100 countries and 130 ports in time.
- c. Supervision of shipment of jute goods of private mills in case of sales under Govt. barter, tender, etc. as per Bangladesh Jute Goods Trading Order.

- d. Arrangement of vessels in case of shipments on C&F basis as and when required.
- e. To keep liason with BIWTC, BRTC, Railway relating to internal movement of goods from the mills site to port as and when required.
- f. To keep liason with shipping lines/agents, Shipping Council of Bangladesh, Port Authorities on shipping matters, Chambers of Commerce for LMD purpose etc.
- g. To keep liason with Jute Division, Shipping Division of the Govt., Ministry of Commerce, Export Promotion Bureau, D. G. Shipping etc.
- h. To keep liason with conferences like CALCUSA, UK/Cont. conference, BENJAP and other conferences regarding maintenance of reasonable freight and timely placement of vessels to suit the need of trade.
- i. To arrange collection of freight brokerage on all shipments made under conference routes on behalf of BJMC and private mills as per Bangladesh Jute Goods Trading Order.
- j. Holding negotiations with non-conference lines on grant of freight brokerage.
- k. Organising weekly sales and export review meetings presided over by Director (Marketing).
- l. To attend all matters relating to claims lodged by overseas buyers on quality, excess freight etc. on the mills.
- m. To attend all claims lodged by mills on overseas buyers and local intermediary buyers for non-lifting of contracted goods.
- n. Supervision over reconciliation of outstanding GRP cases of BJMC mills from 1972-78 with Bangladesh Bank.
- o. To attend Enterprise Board meeting as Director as assigned by the authority.
- p. Any other work as may be assigned from time to time.

**Dy. Gen. Manager (Marketing) (Export & shipping)**

He shall remain responsible to the concerned General Manager and perform the following duties:-

- a. To co-ordinate and follow up works relating to internal despatch of jute goods from mills to the ports by barges/coasters/railway/trucks.
- b. To arrange shipment of jute goods of all BJMC Mills to as many as 100 countries in the world.
- c. To arrange shipment of jute goods of private sector mills also in Syria, Sudan, Iraq, Pakistan, Russia and other East European countries.

- d. To arrange overseas vessels in case of shipment on C & F basis as and when required.
- e. To keep liaison with BIWTC, BRTC, other private inland water transport operators in connection with despatch of cargo.
- f. To keep liaison with all shipping lines in the country as well as with their Head Offices abroad in connection with shipment of jute goods, freight rate, placement of vessel etc.
- g. To keep liaison with Director General Shipping, Ministry of Shipping, Shippers Council of Bangladesh, different shipping conferences like UK-Continent Conference, CALCUSA Conference (USA-East Coast Conference), Bangladesh-Japan Conference etc.
- h. To keep liaison with Chamber of Commerce of Dhaha, Khulna and Chittagong for LMD purpose, port Authorities of Chittagong and Khulna for shipment purpose.
- i. To co-ordinate collection of Freight Brokerage as per Bangladesh Jute Goods Trading order 9. 12. 82.
- j. All matters relating to review of Sales and Export of Jute Goods.
- k. Any other work as assigned from time to time.

**Dy. General Manager—II (Marketing) claims, licensings and right brokerage.**

He shall remain responsible to General Manager (M) concerned and perform the following duties :

- a. To be responsible for arrangement of exporter licence for BJMC.
- b. To process applications for issue of licences to Exporters of Jute goods for export through BJMC.
- c. To collect and release of Bank guarantee from/to the exporters of jute goods.
- d. Supervision of Overseas Claims Section.
- e. Supervision of Local claims section.
- f. Supervision of GRP cases, Unrealised Sales proceeds, overdue interest etc. of mills under SZ-VI as and when applicable.
- g. Any other work as may be assigned from time to time.

**Manager—I (Marketing) export and shipping**

He shall be responsible to Dy. General Manager (Export and Shipping) and perform following duties:-

- a. Arrangement of barges, coasters for inland despatch of Jute goods to ports, Co-ordination between BIWTC and mills for this purpose to ensure utilization of maximum number of inland craft from BIWTC.

- b. Arrangement of empty Railway wagons for transportation of Jute goods from land-locked mills to port. To maintain liaison with Ministry of Railway and to attend Transport Co-ordination Committee (TCC) Meeting.
- c. Co-ordinate shipment of Jute goods to North and South America volume of shipment being 20% of total export of the Industry (1,00,000 tons per annum.)
- d. Correspondence with UK/Cont and CALCUSA Conferences to ensure timely placement of vessel according to requirement of cargo volume.
- e. Co-ordinate shipment of Jute goods sold to UK/Cont., Turkey and USSR against barter as well as free sales. Volume of Jute goods exported to these countries amount to about 1,00,000 tons per annum.
- f. Correspondence with the liner conferences/Rate Agreements of USA, UK/Cont. relating to freight matters.
- g. Maintain comprehensive data of increase in freight, bunker surcharges, currency adjustment Factor to resist freight increase by the Liner conferences Rate Agreements and to earn special freight rebate for commodities like jute carpet etc.
- h. Fight against the freight hikes of the conference to maintain reasonable freight by studying stowage factor of different commodities.
- i. Correspondences with Ministry of Ports, Shipping and IWT, D.G. Shipping on matters relating to Shipping Policy such as Flag Protection, UNCTAD Code etc.
- J. Correspondences with different authorities as required.
- k. Furnish Shipping information and keep liaison with the Market Promotion Offices in Atlanta (USA) and Brussels (Belgium).
- l. Perform secretarial job of the review meeting of the Marketing Division held weekly review Sales and Export performance of the whole Industry.

**Dy. Manager—I (Marketing) Export Shipping**

He shall assist the Manager—I (Export & shipping) in performing his functions and duties as noted.

**Manager-II (Marketing) Export & Shipping**

He Shall be responsible to Dy. General Manager (E & S) and perform the following duties :-

- a. To Arrange shipment of Jute Goods to East Africa, West Africa, North Africa including Sudan, Persian Gulf Including Iran, West Asia, Red-Sea and Mediterranean, India, Srilanka and Pakistan, Burma, China and North Korea, Far East, Japan and Indonesia, Australia and New-Zealand.

- b. To make correspondences with different Shipping Lines/Agents for timely placement of vessels for smooth shipment.
- c. To arrange vessels for shipment of the cargo sold on C and F basis.
- d. To make correspondences with Ministry of Ports, Shipping and IWT, Director General (shipping) in respect of the above routes.
- e. To Co-ordinate and follow up of production/despatch against Tender Sales, C and F Sales and Special Sales for timely shipment.
- f. To maintain up-to-date freight rate and shipping intelligence to facilitate offer on C and F basis in time.
- g. To prepare brief/points of talk as and when required to facilitate discussion with different Shipping/Trade delegation.
- h. To Prepare 60 days anticipated shipping programme for monthly liaison meeting.
- i. To prepare papers for weekly review meeting.
- j. Any other work as and when assigned by the Authority.

**Dy. Manager II (Marketing) Export and shipping**

He shall assist Manager-II (E&S) in performing his functions & duties as noted.

**Manager-III (Marketing) Freight Brokerage**

He shall be responsible to Dy. General Manager II and perform the following duties :-

- a. Co-ordinate collection of Freight Brokerage of all jute mills including private jute mills in close co-operation with Director General (Shipping), Bangladesh Bank, Shippers Council and Mills.
- b. To follow-up of collection with the different shipping Agents, mills and the Principals.
- c. To collect Monthly Freight Brokerage Statement from Mills.
- d. To collect annual outstanding position from all jute mills agent-wise.
- e. To compile statement of outstanding position mill-wise
- f. To consolidate the mill-wise outstanding statement agent-wise and pursue collection with all the shipping agents accordingly.
- g. To arrange meeting periodical, with the defaulting Shipping Agents and arrangement of annual Freight Brokerage meeting with all Shipping Agents under Director General (Shipping), Ministry of Port, Shipping and IWT.
- h. To maintain liaison with local Chairman/Secretaries IPB/CALCUSA and BENJAP Conference in matters relating to payment of Freight Brokerage.

- i. To prepare list of vessels and concern mills as per loading position weekly for collection follow up.
- j. To persue the Shipping Agents for payment and send the collected cheque to BJMC Accounts for realisation and submission of the paid bills to mills in details for regularising the records.
- k. To persue regularly the Shipping Agent/their principals for payment of Freight Brokerage on non-conference routes.
- l. To maintain daily collection register and monthly collection and outstanding registers agent-wise.
- m. Any other function as and when assigned.

**Dy. Manager III (Marketing) Freight brokerage, Licensing & Claims**

He shall asseist Manager-III of the section to perform his functions duties as noted.

**Asstt. Manager-I, II, III (Marketing)-3 F.B. Claims & Licensing**

They will assist the Manager-III, Dy. Manager III in performing day-today functions & duties as noted.

**Dy. Manager V (Marketing) Export and Shipping**

He shall remain responsible to Dy. General Manager (Export & Shipping) and perform the following duties :-

- a. Maintenance of daily Sales Acceptance records and preparation of consolidated reports showing total sales made with volume in tons and value in US Dollar, Pound Starling, Bangladesh Taka etc. and average value per ton in each currency.
- b. Preparation and submission of Sales, Export and Sales availability position for onward submission to Ministry of Jute (Planning Cell).
- c. Preparation of statements showing fortnightly production, productwise godown stock of finished jute goods sold and non-sold mission to the CMLA Secretariat.
- d. Preparation of fortnightly Sales analysis statements in connection with the meeting with Minister for Commerce and and Industry.
- e. Preparation of monthly statements showing shipment month-wise sales position of jute goods.
- f. Compilation of monthly mill visit reports to find out Millwise monthly stock of jute goods, export position with volume in tons and value in lac Taka, average cost of production and profit and loss position and various other information as and when required.

- g. Maintenance of exportwise sales register.
- h. Maintenance of records to find out monthly average selling price per ton of Hessian, Sacking, CBC and other separately.
- i. Maintenance of Mill-wise and product-wise Sales Register.
- j. Preparation and supply of statistical information regarding Sales and Export of jute goods as and when required by the authority.
- k. Other work as and when assigned.

**Asstt. Manager—IV (Marketing) Export and Shipping**

He shall assist the Dy. Manager IV in performing his day-to-day functional duties as noted.

**Dy. Manager—V (Marketing) Claims**

He shall be responsible to Dy. General Manager concerned and perform the following duties :-

- a. Maintenance of registers on complaints/claims lodged on all BJMC and denationalised mills by Overseas buyers as per Bangladesh Jute Goods Trading Order.
- b. Correspondences with buyers and BJMC Overseas Offices on etc. matters.
- c. Examination of individual claim cases.
- d. Processing of claim cases for submission to pricing and Co-ordination Committee
- e. Issue of Genuineness Certificate.
- f. Processing and Issue of Un-available Delay Certificate.
- g. Any other job as may be assigned from time to time.

**Dy. Manager VI (Marketing) claims. & licencing**

He shall remain responsible to Dy. General Manager concerned and perform the following duties:-

- a. Constant persuasion of closure of outstanding GRP/EXP cases by the mills with Bangladesh Bank/negotiating bank and exporters.
- b. Periodical review of outstanding GRP cases.
- c. Occasional meetings with officers of Bangladesh Bank on outstanding GRP matters.
- d. To follow up cases of un-realised sales proceeds reported by mills as and when applicable.
- e. To attend audit matters.
- f. To follow up overdue interest cases reported by mills as and when applicable.
- g. All matters relating to local claims.
- h. Any other duties as may be assigned from time to time.

**General Manager (Design)**

He shall remain responsible to Director (Marketing) for designing jute products such as carpet, mat, wall covering etc. He shall also perform the following duties:-

- a. Advise on production of special publicity materials on jute products for general information of the public.
- b. Prepare/arrange production of publicity/display materials to counter anti-jute propoganda.
- c. Any other work, as and when assigned by the authority.

**Manager (Design)**

He shall remain responsible to General Manager (Design) for preparing designs for carpet, wall covering and other fabrics.

**General Manager (Market Promotion)—4 (Foreign Offices)**

- a. To prepare country profil for individual country within the area of jurisdiction of the General Manager and to update the same regularly.
- b. To survey market condition of the region assigned to the General Manager and its problems and prospects and report market conditions obtaining in these countries and the activities of competing jute suppliers (India, China, Thailand etc.) and synthetics to help BJMC plan strategies in respect of production, sales, pricing policies etc.
- c. To provide market intelligence service and to arrange regular flow of information on our competitors in the market. They are to keep BJMC imformed of all developments taking plan in region in respect of jute goods and competing fibres. They are also to telex daily prices along with an assessment of market conditions.
- d. To maintain contact with all major buyers of the area to travel extensively not only in the country where his office is situated but also in several other countries in the adjoining region to collect market information and also to attend to problems faced by the customers in respect of offers, shipment, claims, etc.
- e. To create a presence of BJMC in the area under their jurisdiction and to provide customers service in respect of shipment of all jute production from Bangladesh.